

Minnnetonka Community Education Policies & Procedures

Cancellations: Participants will be notified if there is a change in the date/location of the class, if the class is cancelled or if the class is full. At this time, MCE confirms registrations via email with participants who share their email addresses with MCE. Checks with insufficient funds and declined credit cards will be charged a \$15 fee.

Refund Policy: Full refunds are given when MCE cancels a class. Unless otherwise noted, refunds, less a \$10 cancellation fee, will be given when a registration is withdrawn at least 5 business days before the start date of the class. Partial refunds will be considered if injury or serious illness occurs. Note: Minnetonka Preschool, ECFE, Explorers, Tour de Tonka, Aquatics and other select programs (details will be noted in the course description) have separate refund policies. Please see below.

Compliance Statement: Minnetonka School District 276 has a policy of nondiscrimination on the basis of race, color, creed, religion, national origin, sex, age, disability, marital status or status with regard to public assistance in its educational programs, activities and employment practices.

Data Privacy: Your privacy is important to us. The registration information you provide to MCE is considered private data under state and federal law. We use the information you provide for the purposes of administering the activity and to contact you about upcoming activities. While you may choose to withhold this information, there may be consequences that could limit the distribution of information to the participant (e.g., no team roster or class list). Access to contact information is limited to individuals involved in the activity.

Participation Waiver: I hereby release ISD #276 Community Ed. and any other organizations, cities or individuals associated with this program from any responsibility for injuries or damages that I may sustain as a result of my participation. In the case of participation by a minor less than 18 years of age, a parent or guardian must agree and sign where appropriate.

Photo Consent: Unless you notify MCE, photos taken within MCE classes/programs/activities may be included in MCE publications.

Gift Certificates: Gift certificates are available in any dollar increment. Call 952- 401-6800 for information.