

Registration Information | SPRING 2025

REGISTRATION OPENS DECEMBER 10, 2025 AT 9:00 AM

All courses are \$45 a course unless otherwise indicated. 10-Week courses are typically \$90.

WAYS TO REGISTER

ONLINE (PREFERRED): You can register for ALFA courses online by going to marketplace.fitchburgstate.edu/alfa.

- Make sure to **complete your registration** by hitting the final SUBMIT button. You will receive a confirmation email immediately following.
- **IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL**, please contact the ALFA office to ensure you are registered.

BY MAIL: We will continue to accept paper registrations by mail. However, we are **strongly encouraging** everyone who can, to use the online course registration system.

- Please complete a separate registration form for each person taking classes. DO NOT try to register two or more people on the same form. We will not be able to complete your registration. If you need additional registration forms, please visit our website to download and print one at: www.fitchburgstate.edu/alfa.
- Registrations must be **MAILED**. No phone-in or hand-delivered registrations will be accepted.
- Any incomplete component may delay the processing of the registration form.
- All registrations are processed in the order in which they are received.
- Please make a copy of the completed registration form for personal records.

PAYMENT INSTRUCTIONS

- **We accept credit/debit cards (PREFERRED) and E-Checks/ACH Debit payments.** Please pay by debit or credit card if you can. It makes both processing and refunding easier for all involved, including you.
- **If you choose to pay by E-Check**, all check payments (both online and paper) are processed electronically and will appear as "ACH DEBIT" on your checking account statement. Checks that are returned for insufficient funds or incorrect banking information will cause a \$30 fee to be assessed to the student.
- **Refunds** are only issued if a course is canceled or when you register by paper and the course is full when we receive your registration.

- **For Credit/Debit Payments:** Refunds are issued right away and you should see that money back in your account in a few days. If a course is full and you registered by paper, we simply won't register you for that course and will put you on the waiting list.
- **E-Check Payments:** If a course is canceled, we will contact you to fill out an I-9 tax form in order to process the refund.

Paper Registrations paid with an E-Check: If a portion of the courses you are registering for are full, we must process the full amount written on the paper check. We will then issue a refund for the amount of the full courses. To be issued a refund, you will be asked to submit an I-9 tax form.

- **If you are sending in registration forms for multiple people**, please pay by credit/debit or submit a separate check for each person you are registering. If you combine payment for two separate registration in one check, we will not be able to process your payment or registration and will either shred it or return it to you in the mail.
- **Payment** is due upon submission of registration.
- **Course, Trip, and Special Event payments are not refundable or transferable unless canceled.**

Please note: Some classes have additional expenses including required materials you will need to purchase prior to the course starting, recommended materials, and sometimes a required materials fee (cash only) that is due to the instructor at the first class. These additional materials and fees are indicated in the course description.

GENERAL INFORMATION & POLICIES:

ENROLLMENT: Prompt return of forms will facilitate early processing and improve the chances of getting preferred classes. Due to space limitations and instructor requests, class size varies. It is important to list alternatives in the event that your first choices are not available. **If no alternatives are listed it will be assumed that none are desired.**

CONFIRMATION: **If you register online**, you will receive an order number when you complete your registration. Please make sure to write down this order number. If you have an order number, you have successfully registered, Congratulations! You should also receive a confirmation email within a few minutes of registering. If you do not remember seeing an order number and you don't receive a confirmation email, please reach out to the office to make sure your registration was completed successfully. **If you register by paper**, you will receive a confirmation by email if you provided an email address, or by mail, if you did not.