

Please take a moment to read CSI Community Education Policies:

Class Cancellation Policy:

CSI Community Education classes are held based on the number of students enrolled. The decision to cancel a class, prior to its beginning, is based on the number of persons pre-registered and paid (note: students are expected to pay for their course at the time of registration). Students will be notified 24 hours prior to the first session if a class is cancelled.

Class Payment Policy and Late Fees:

Payment is expected at the time of registration. Course instructors are not permitted to accept payment for registration fees. Students may register for the course and pay online, in person, or over the phone. If payment is not made within 30 days, a \$50 late fee, which cannot be waived, will be assessed to the student account. By registering, you agree to all of the terms set forth by CSI and the Community Education Center. Please see the Community Education brochure for a complete disclaimer.

Dropping a Community Education Class:

If you need to drop your registration from a Community Education class, please contact the North Side Center at (208) 934-8678 or Diane Gause at (208) 732-6442 at least 48 hours prior to the first class session. A refund for any tuition paid will be sent to the Business Office for processing and you will be mailed a check within two weeks. Students who do not drop their classes 48 hours prior to the first class session will be charged for the class and any additional supply fees.

Supply Fees:

Supply fees must be paid to the instructor directly, during the first class session, please have a check or cash ready for them. If you do not pay a supply fee to the instructor, you will be invoiced for the amount.

Suggestions:

It is the goal of Community Educations for all participants to be satisfied, and we welcome all suggestions. If you have an idea for a class, or would like to recommend an instructor, please contact the North Side Center at (208) 934-8678 or northsidecenter@csi.edu. We appreciate any input that will improve our program.