



Registration Guidelines

- The AGE Computer Lab (ACL) is a non-profit organization, part of AGE of Central Texas, designed to teach computer literacy to any adult willing to learn.
- The seminars and club sessions are held at the AGE of Central Texas building (3710 Cedar Street, Room 131) at the intersection of 38th and Cedar; Cedar Street is between Guadalupe and Speedway. There is a parking lot behind the building that students are free to use.
- **Registrations**
 - For all classes descriptions and to register for a Seminar or Club, visit the ACL web site at www.AGEcomputer.org
 - If you are at the AGE Computer Lab, you can use the *classroom computers* to complete and submit your registration form
 - If you don't have access to the Internet, contact the ACL Registrar at [512-524-8519](tel:512-524-8519) and leave a message
- **Payment Options**
 - When you complete the online registration form, you will receive an email with payment instructions
 - Seminar and/or club fee(s) can be paid by *Credit Card or Check only*. Sorry, we cannot accept cash payments.
 - The AGE Computer Lab uses SquareUp (credit card Company) to manage **credit card** payments. When you submit your registration form, follow the instructions in the email you receive to pay class fee using your credit card.
 - [Click Here](#) to review sample SquareUp menus and payment processing
 - Credit card refunds must be *requested and completed within 120 days of payment*
 - If mailing a **check**, follow the email instructions to:
 - Print and sign the form
 - Write a check for Total amount due, payable to **AGE** and *write class title in check's Memo section*
 - Mail the registration form and payment to:
 - AGE of Central Texas
 - AGE Computer Lab
 - 3710 Cedar St., Box 2
 - Austin, TX 78705
 - If at the Lab, put **check and copy of registration form** in an envelope, write student name, and insert envelope in secured "drop box" (slot in inner office door).

- **Seminars Prerequisites & Cancellations**

- ACL requires a minimum of three registered, prepaid students to hold a seminar
- Student's registration form and payment must be received at least two days before the first day of class; *your reserved place is not confirmed until payment is received*
- Late registrations and walk-ins will not be accepted as they do not give our instructors and coaches enough time to prepare the best teaching products and they disrupt our volunteer-operated registration process
- If registered student cannot attend class for some reason, *you must notify us* not later than two hours before start of class; if not, you will forfeit your class payment
- If class session is missed, the student can attend that missed session next time class is offered, depending on seat availability. *Class fees cannot be prorated*

- The number of *paid registrants* will determine our seminars cancellation policy
- If ACL must cancel a seminar, *registered, prepaid* students will be notified by email before the first day of class
- Students can apply paid fee to another seminar (pending credit), or request a refund
- Pending seminar credits *must be used by end of ACL calendar year* (November 30th), and cannot be applied to the following year's seminar offerings. The purpose is to encourage students to use their credits not to lose them
- Direct all questions concerning cancellations and/or payments to the ACL Registrar

- **Clubs Prerequisites & Cancellations**

- ACL requires a minimum of five registered, prepaid students to hold a club
- Clubs meet once a month (or every other month), January through November, on its designated day of the month and time
- If vacancies occur in any club, students can join in mid-year
- Most Clubs' yearly fee is \$70.00, and Club fees are *not prorated*
- If a club is cancelled due to low enrollment, prepaid students can apply their payment to another club offered that year, or request a refund
- If the club has field trips, a release form is mandatory for participation
- Direct all questions concerning cancellations and/or payments to the ACL Registrar

- **Gift Certificates**

- Photo contest and purchased certificates *must be used by end of the ACL calendar year* (November 30th), and cannot be applied to the following year's offerings. The purpose is to encourage students to use their gift certificates not to lose them
- *November photo contest certificates* can be used for next year's **1st Qtr. seminars**
- Direct all questions concerning use of gift certificates to the ACL Registrar

- **Tutoring Service**

- The AGE Computer Lab provides private computer training in your own home or the ACL Lab to facilitate your learning needs.
- Service is offered based on Instructor availability
- Instructors specialize in both Microsoft and Apple-Mac platforms
- Hourly rate is \$30.00 payable to AGE, plus minimum of \$5.00 cash mileage fee per service trip
- To schedule an appointment, call 512-524-8519 and leave a message, or send an email to aclsenior@gmail.com