Policies & General Information

Student Fees

ACE is a fee-supported adult enrichment program offered by Sarasota County Schools. Enrichment classes receive no funding from any source other than student-generated fees & donations.

Registration Confirmation

A copy of the registration receipt is emailed to students when registering online or by phone. Your receipt contains important information. Please print or have a digital copy of your emailed receipt and bring it to class with you.

Returned Checks & Credit Card Disputes

A $30 process fee will be charged for any returned check or credit card dispute/chargeback. The original class fee, along with the $30 fee, must be paid in full before registering for future classes.

Cancellations

ACE reserves the right to cancel a class due to insufficient enrollment. Cancellations are typically determined 48-72 hours prior to the start of class. Students are notified by phone or email and will receive either an ACE credit, a full refund or may transfer to another class, space permitting.

Make-up Classes

Students are notified by phone and email if a class is canceled or postponed. It is important that current phone numbers and email addresses are on file. Students are informed of the make-up date once established.

Supplies & Books

Supplies and books are included in the cost of the class ONLY where noted. Supply and book information is found on the website: ace-sarasota.com or may be obtained by calling 941-361-6590. Please wait to purchase your book until after verifying the class has met its minimum enrollment.

Refund, Withdrawal, and Transfer Policy

- Refunds are available only if ACE is notified at least **48 hours prior to** the first day of class (excluding weekends and holidays).
- **One-day classes** and material fees are **nonrefundable**.
- There are **no refunds** once the class has begun.
- No refunds or make-ups will be given for **missed classes**.
- **Withdrawals** must be made by phone or in person; email requests are not accepted. ACE must be notified at least **48 hours prior to** the first day of class (excluding weekend and holidays). A $15 processing fee per class applies to all student-initiated withdrawals. Allow 10–14 days for refund to be processed.
- **Transfers** must be requested at least **48 hours prior to** the first day of class (excluding weekends and holidays). A $10 processing fee applies to all student-initiated transfers.

Liability

Students who attend ACE classes agree to waive and release all claims of personal injury or property damage regardless of the class location.

Age Policy

Adult Enrichment classes are open to adults, age 18 years and older, unless otherwise noted.

Visitors

Visitors and pets are not allowed in classes. All class participants must be registered through the ACE office. All students actively participating/observing a class, whether in-person or online, must be registered. No class sampling is allowed.

Student ID Badges must be worn when attending classes on any school campus.

Photos may be taken in ACE classes and of projects created during classes and utilized for the purpose of promoting ACE. Students may step aside if they do not wish to be included in the photo.

Parking is free for all ACE students. Obtain your STC parking tag at your first on-campus class.

No smoking on any school campus.