

## GENERAL INFORMATION

- *All classes will be held at GTC unless otherwise stated.* Classroom location provided the first night of class.
- Most classes must have at least 6 people enrolled to make. If the class doesn't form due to low enrollment, the Community Education office will mail your payment back to you.
- **Students are responsible for writing down the date of the class they have enrolled in. Please mark your calendars.**

**Inclement Weather:** If Reeds Spring R-IV School District is either not in session or school is dismissed early, evening classes will not be held. Listen to KRZK 106.3 FM in Branson for cancellation of "Gibson Tech Night Classes." Canceled classes will be re-scheduled.

**Refund Policy:** Please review the refund policy located on the registration form on the next page.

**Textbooks:** Register early. Normally it takes ten working days for textbooks to arrive. **If a student registers less than two weeks before classes start, there is no guarantee that the student will have a textbook the first night of class.** Textbooks are distributed the first night of class.

**Visitors to Class:** Please do not bring your children to classes. While they may not disturb you, they may be very distracting to others. We also ask that you do not bring guests to class unless you have permission from GTC.

**Enrollment Verification:** If you do **NOT** hear from the GTC staff, simply show up the first night of class. The only time you will hear from GTC is (a) if there is a change in time or day (b) if the class is full or (c) if you send a self-addressed stamped envelope. Mark your calendars.

## Enrollment:

Three FAST and EASY ways to enroll:

### By Mail:

Complete the enrollment form on the next page and mail with your payment to:

**GTC Night Classes  
386 West State Hwy 76  
Reeds Spring, MO 65737**

Make checks payable to Gibson Technical Center

### In Person:

Come to the office at Gibson Technical Center between the hours of 7:30 a.m. and 3:30 p.m. Monday through Friday.

### By Fax (Credit Card Only) (Mastercard or Visa):

Fax your enrollment form to: **(417) 272-1529** with your Credit Card and enrollment information.

### For Information Only:

Call (417) 272-3271 • Monday through Friday  
7:30 a.m. and 3:30 p.m.

**Register early! Each class has a minimum and maximum enrollment. We strongly recommend everyone to pre-register.**

Registration is complete when your payment is received. You acknowledge that you have read and understand the refund policy.

**Notice of Non-Discrimination:** Gibson Technical Center is an affirmative action employer. No person shall, on the basis of race, sex, creed, color, or disability, be subject to discrimination in employment or in admission to any educational program, or activity of the school.

**Disclaimer:** Every effort has been made to make this publication accurate as of the publication date; however, all policies, procedures, tuition/fees, and curriculum are subject to change any time by appropriate action of instructors, the administration, or the Reeds Spring R-IV School District. This publication is not intended to be a contract, explicit or implied, and Gibson Technical Center reserves the right to make changes regarding the information contained herein.

## PROSPECTIVE TEACHERS

*Do you enjoy teaching non-credit classes?*

We invite you to fill out this form and mail to:

**GTC Night Classes • 386 W. State Hwy 76 • Reeds Spring, MO 65737**

Attach a resumé if you have one available.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone (work) \_\_\_\_\_ Phone (Home) \_\_\_\_\_ Phone (cell) \_\_\_\_\_

E-mail \_\_\_\_\_

Subject Areas \_\_\_\_\_

Experience \_\_\_\_\_

## CLASS SUGGESTIONS

*Gibson Technical Center attempts to offer a diverse range of community classes. If there are any classes you may be interested in taking, please fill out this form and mail it to:*

**GTC Night Classes • 386 W. State Hwy 76 • Reeds Spring, MO 65737**

**Or Fax To: (417) 272-1529**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (cell) \_\_\_\_\_

Class (es) Interested In Seeing Offered: \_\_\_\_\_