

REGISTRATION AND PAYMENT INSTRUCTIONS

1. A link to the online registration can be found at, <http://www.lowellschoolpta.org>, at the top of the page, under the Spring Enrichment 2017 header. The registration link will go live on **Tuesday, March 14th, 2017 at 6:30pm**, (please be patient if the link lags a minute; hit refresh to try again). It will close promptly on **Sunday, March 19th at 8:00pm**. If you miss registration you will need to contact the Programs Committee before Wednesday, March 23rd to determine which classes have space.
2. Each day there is a choice of classes you may pick from. If your chosen class is full, you will be notified if there are other options that remain open. The Program Committee will make every effort to accommodate all students into their first choice classes.
3. **There will be no additions or changes to class rosters, other than “drops”, after Wednesday, March 22nd.** Drops after the first week of class will be looked at on a case by case basis.
4. After registering your student online, **you will see a confirmation page.** This page is confirmation that your online registration request was submitted successfully and that we have received your student(s) registration information. It is **NOT** a confirmation that your child is in the class.
5. We will notify you via email **within two to three (3) business days after the close of registration** with your confirmed class selection(s).
6. Once you have received a confirmation that your student is in the class payments for classes can be made using debit card or credit card at <https://squareup.com/market/lowell-pta-bellingham-council> . You will not be able to pay until class confirmations have been sent.
7. If you have general questions you may email programs@lowellschoolpta.org. Emails are answered within 2 business days.

SCHOLARSHIPS

We strive to offer enrichment activities for all families and offer scholarships to qualifying students. To request a scholarship, please contact our school counselor, Jessica Raymond, at: 676-6470 x 4919 or Jessica.Raymond@bellingshamschools.org. Please include your child's name, grade, and desired enrichment class. All scholarships requests are due **Friday, March 17th by 3pm**.

We will also arrange payment plans for those wishing to make alternative payment plans. For this, please contact the Programs Committee by email (programs@lowellschoolpta.org).

COMPUTER

If you need access to a computer for registration, all Bellingham and WCLS library branches provide public usage and are open at this time. If these are not accessible to you, please contact Ms. Raymond at Lowell to make appropriate arrangements.