

- Q: How do I register more than one person for Community Education classes on your web site?
- A: Sign in with your user name and password. On the left side of the screen it will say “Welcome (Your Name). Below that is a link that states “**add/edit students**”. Click on this link and it will give you the option to add a new student to your account.
- Q: I have forgotten my user name and/or password. How do I retrieve it?
- A: Please call 407-0140, option #3 during regular business hours or email us at [commed@neisd.net](mailto:commed@neisd.net).
- Q: How do I know if my class has made or been canceled?
- A: If a class has been canceled, you will receive notification (most likely through email) 24-48 hours prior to class time.
- Q: What is your refund policy?
- A: We are happy to refund your tuition, less a \$5 processing fee, when you cancel your class two full working days prior to the first class. If request for refund is made less than two working days prior to first class, one-half refund will be made. We are unable to refund any tuition money the day of class. Request for refund must be made by calling 407-0140 option #3.
- Q: What is the age limit for Community Education classes?
- A: **Adult classes:**  
We are proud to welcome and admit students 18 years of age and older and of any race, color, national, or ethnic origin to all classes. Students under the age of 18 will be permitted to register only with prior consent of the instructor & Community Ed coordinator and may be required to have an adult sign up with them. Please call 407-0148 for more information. We do not allow children to accompany adults to class, nor do we provide child care.
- Youth classes:**  
We ask that you adhere to the age requirement listed in the course description as classes are designed to be developmentally appropriate.
- Q: What do I need to know before I register my child for a class?
- A: Register with the student’s information. Students must be escorted to and from each class. Students should be picked up promptly after class.
- Q: Do I need to be a resident of NEISD to take classes?
- A: No

- Q: Why does my class have an “additional fee payable to the instructor?”  
A: Some classes have a supply fee or food fee which is payable to the instructor at the first class. This fee is in addition to the class tuition, which is paid to Community Education and is noted in the class description.
- Q: How do I become an instructor for Community Ed?  
A Complete a “course proposal form” via our web site <https://communityed.neisd.net>. Once your form has been submitted it will be emailed to the appropriate coordinator. If we feel there is an interest in the class you are proposing, you will be called for a personal interview.
- Q: What are the cut off dates for submission of a course proposal form?  
A: For the fall semester the cut off is mid-June. For the spring semester, the cut off is generally early November. For the summer semester, the cut off is generally early March. For youth classes, the summer submission deadline is mid-February.
- Q: When do Community Ed classes typically begin?  
A: The fall semester for both adults & youth usually begins mid-September. For adults, the spring semester typically begins mid-February while youth classes generally begin in late January. The summer semester typically begins the first of June for both adult and youth classes.