

## PROGRAM/CLASS INFORMATION

We are delighted to offer a wide range of learning opportunities that are designed to foster connection, discovery and personal growth as we each travel our paths to shalom. Our programs are available and accessible to all. Many of our Adult Learning opportunities are provided at no cost. While some programs require a fee, cost should never be a barrier to participation for our members. Please contact Rabbi Philip Sherman for a confidential conversation about financial assistance.

Classes tend to fill up quickly; so we suggest you sign up early. Pre-registering secures your seat in the class and also enables us to prepare accordingly to ensure a positive and comfortable experience for all.

**NON-MEMBERS:** TBE welcomes all who would like to learn with us. Most often there is sufficient space in our programs to accommodate members and non-members, alike. To ensure members of the TBE community have the best opportunity to enroll, we offer priority registration. Those who are not members may be placed on a waiting list and notified about program participation when priority registration ends. Non-members are charged a \$25 processing fee for all classes/programs; this fee will be added to any other class/program costs. We are not able to offer financial assistance to those who are not TBE members.

**FEE BASED CLASSES/PROGRAMS:** We invite outside instructors to teach at TBE. Classes and programs that are led by these instructors usually require a fee to cover the cost of the instructor's remuneration. The fee we assess is determined by the amount the instructor is paid and an estimated number of class participants. We ask participants to register by a specified deadline so we can determine whether there are enough participants to hold the class at a reasonable cost per person.

**WITHDRAWAL FROM CLASSES/PROGRAMS:** We know that there are times when you might find you are unable to attend a class or program for which you registered. In such instances, please inform Lynn Burke ([lburke@tbewellesley.org](mailto:lburke@tbewellesley.org)) as soon as possible so we can guarantee there are enough participants to hold the class or we can accept participants from the waiting list. Reimbursement for any class fees may be available depending upon when written notification of withdrawal is made to Lynn, as follows:

Prior to three weeks of start date – 100% refund;

Prior to two weeks of start date – 50% refund;

One week or less prior to start date – no refund.

**QUESTIONS:** If you have any questions about our adult learning programs and classes, please reach out directly to Lynn Burke or Rabbi Sherman, who are available to assist you as you navigate your learning journey on your path to shalom.

Lynn Burke (781) 997-4211 / Rabbi Philip Sherman (781) 235-8419 x208

**FINANCIAL ASSISTANCE:** Cost should not be a barrier to engaging in learning at TBE. Should you require financial assistance, please be in touch with Rabbi Philip Sherman (781) 235-8419 or Lynn Burke (781) 997-4211 for a confidential conversation. *Please note that we are able to offer financial assistance only to members of TBE.*