1. The AGE Computer Lab (ACL) is a non-profit organization, part of AGE of Central Texas, designed to teach computer literacy to any adult willing to learn.

2. The seminars and club sessions are held at the AGE of Central Texas building (3710 Cedar Street, Room 131) at the intersection of 38th and Cedar; Cedar Street is between Guadalupe and Speedway. There is a parking lot behind the building that students are free to use.

3. Registration

- For all class descriptions and to register for a Seminar or Club, visit the ACL web site at www.AGEcomputer.org.
- If you are at the AGE Computer Lab, you can use the classroom computers to complete and submit your registration form.
- If you don’t have access to the Internet or have any registration questions, contact the ACL Registrar at 512-524-8519 or send an email to aclcsenior@gmail.com.

4. Payment Options

- Seminar and/or club fee(s) can be paid by Credit Card or Check only.
- When you complete the online registration form, you will receive an email with payment instructions. A reserved place in class is not confirmed until payment is received.
- The AGE Computer Lab uses Square Up (credit card Company) to manage credit card payments.
- When you submit your registration form, follow the instructions in the email you receive to pay the class fee using your credit card.
- Click Here to review sample Square Up menus and credit card payment processing.
- Credit card refunds must be requested and completed within 120 days of payment.

- If mailing a check, follow the email instructions to:
  - Print and sign the form.
  - Write a check for Total amount due, payable to AGE and write class title in check’s Memo section.
  - Mail the registration form and payment to:
    - AGE of Central Texas
    - AGE Computer Lab
    - 3710 Cedar St., Box 2
    - Austin, TX 78705

If at the Lab, put check and copy of registration form in an envelope, write student name, and insert envelope in secured “drop box” (slot in inner office door).
5. Seminars Prerequisites & Cancellations

ACL requires a minimum of three registered, prepaid students to hold a seminar.

- Student’s registration form and payment must be received at least two days before the first day of class; your reserved place is not confirmed until payment is received.
- Late registrations and walk-ins will not be accepted as they do not give our instructors and coaches enough time to prepare the best teaching products.

- If registered student cannot attend class for some reason, you must notify us not later than two hours before start of class; if not, you will forfeit your class payment.
- If class session is missed, the student can attend that missed session next time class is offered, depending on seat availability. Class fees cannot be prorated.

- The number of paid registrants will determine our seminars cancellation policy.
- If ACL must cancel a seminar, registered, prepaid students will be notified by email before the first day of class.
- Students can apply paid fee to another seminar (pending credit), or request a refund.
- Pending seminar credits must be used by end of ACL calendar year (November 30th), and cannot be applied to the following year’s seminar offerings. The purpose is to encourage students to use their credits not to lose them.

6. Clubs Prerequisites & Cancellations

- ACL requires a minimum of five registered, prepaid students to hold a club.
- Clubs meet once a month (or every other month), January through November, on its designated day of the month and time.
- If vacancies occur in any club, students can join in mid-year.
- Most Clubs’ yearly fee is $75.00, and Club fees are not prorated.
- If a club is cancelled due to low enrollment, prepaid students can apply their payment to another club offered that year, or request a refund.
- If the club has field trips, a release form is mandatory for participation.

7. Gift Certificates

- Photo contest and purchased certificates must be used by end of the ACL calendar year (November 30th), and cannot be applied to the following year’s offerings. The purpose is to encourage students to use their gift certificates not to lose them.
- November photo contest certificates can be used for next year’s 1st Qtr. Seminars.

8. Tutoring Service

- The AGE Computer Lab provides private computer training in your own home or the ACL Lab to facilitate your learning needs.
- Service is offered based on Instructor availability.
- Instructors specialize in both Microsoft and Apple-Mac platforms.

- Hourly rate is $30.00 payable to AGE, plus minimum of $5.00 cash mileage fee per service trip.
- To schedule an appointment, call 512-524-8519 and leave a message, or send an email to aclcsenior@gmail.com.