

DWSR

POLICIES AND CLASS EXPECTATIONS

Class Attendance

The registered person must show identification and attend the full three hours to receive the Certificate of Completion. The Certificate of Completion will be handed out at the end of the class.

Student Under 18

If the registered person is under 18, a parent or guardian may attend at no additional charge.

Payment

Payment in full is required at registration by credit card or money order. Money order must be received no later than 5 days before registered class.

Rescheduling

If you would like to move to a different class and it is at least 24 hours before your registered class, you may reschedule your class for no charge by calling the office, during normal business hours. If the class you want is full, you can choose a different class and be put on a wait list for the class you want.

Wait List

If we have a cancellation, we will make every effort to contact people on the wait list in the order that they were placed on the list.

Refund Policy

If you notify us 24 hours before the class, you can either move to another class or we will refund \$75.00 (\$20 retained for admin fee). If you miss the class without notifying us, there will be no refund. There are no refunds, for any reason, once a Certificate of Completion has been issued.

CLASS EXPECTATIONS

Respect Instructor

- Respecting your instructor includes paying attention to lectures, completing handouts and listening to videos.
- Be on time: arrive before class begins and come back from break on time.
- You must be sober and free of any illegal drugs.
- Cell phones must be off during class. You will be asked to leave class for any cell phone violation.

Respect Others

- Respect other attendees by maintaining a mature attitude.
- Threatening gestures, language or symbols anywhere, including clothing, will not be tolerated.

Respect Property

- Vandalism will not be tolerated. This includes damage to classroom property or neighboring businesses.

Consequences for Disrespect

If a class expectation is violated, the DWSR instructor will ask you to leave the class. You will need to make up the entire class at another time. If you continue to disrespect the Classroom Expectations, you may be removed from DWSR's program permanently without a refund of the fees paid.

Signature: You acknowledge these rules by checking the box on the sign-up page.