

## **CLASSROOM TRAINING POLICIES**

### **PAYMENT**

- Only paid registrations are guaranteed a seat in a class.
- Payment is due 30 days prior to class date.

### **CANCELATIONS**

- Students for all classes except BAT Instructor may cancel with no penalty up to two weeks prior to class. Students for the BAT Instructor classes may cancel with no penalty up to 30 days prior to class.
- Cancellations less than two weeks prior to the first day of the class are subject to forfeiting the entire fee.

### **TRANSFERS**

Students transferring from their scheduled class to a different class date within 10 business days of the start of the class are subject to a \$100 service charge.

### **SUBSTITUTIONS**

Students may send an alternate student to a course at any time. However, written notification giving the alternate student's name is required. Please note that BAT classes require students to complete online courses prior to class (see class policies below).

### **CLASS POLICIES**

- Students taking BAT classes are required to complete the online DOT Rules and Regulations course in order to participate in the classroom training.
- Students taking BAT Instructor classes are required to complete the online DOT Rules and Regulations and Device Proficiency courses in order to participate in the classroom training.
- A student deemed to be under the influence of alcohol or drugs will be asked to leave the class. The student will not be certified and class fees will not be refunded.
- Class dates may be subject to change if the class size does not warrant hosting a class or in the event of an emergency.
- AlcoPro reserves the right to cancel any class. In the event of a cancellation, the student(s) will be notified immediately and paid class fees will be refunded or applied to a future class of the customer's choosing.