8015 Rinker Pointe Court, Northwood, OH 43619 ● 419.662.7777

-Terms and Conditions-

- ★ The fee for this course is $40 per person. This course is conducted in English, and the course consists of lecture, paperwork, videos and class participation. Each student is required to participate in the class.
- ★ Information obtained will be used only by the Safety Council of Northwest Ohio and the State of Ohio. These records are kept on file for a period of 3 years and disposed of properly.
- ★ This course will begin promptly at **6:00 p.m** and will conclude at approximately 8:00 p.m. Please be here by 5:45 p.m.
- ★ This course will be conducted at the Safety Council of Northwest Ohio training facility at: 8015 Rinker Pointe Court *(near Owens Community College)*, Northwood, Ohio - use the side classroom entrance.
- ★ You are required to bring a photo ID with you to class. Cell phones and electronic devices are not permissible during class times.
- ★ If for any reason, you will not be able to attend the class you are scheduled for, you must notify our office **prior to the start of your scheduled class time** at (419) 662-7777 ext. 221, to avoid losing your paid fees. (Leave a voicemail if there is no answer.)
- ★ The course fees are **NON-REFUNDABLE**.
- ★ If you do not show or arrive late for the class you are scheduled for, you will forfeit your paid fees.
- ★ Disruptive students or those under the influence of drugs or alcohol will not be admitted and can be removed from the class and will forfeit any paid fees.
- ★ If an emergency occurs and a student must leave during class, they will be rescheduled for the next class at no charge and must retake the entire course.
- ★ If for any reason a class needs to be cancelled due to extenuating circumstances, you will be contacted and rescheduled at no additional fee.
- ★ If a student has a grievance, please discuss it with the instructor first. If the issue cannot be resolved with the instructor, please contact the office.
- ★ There is **no certificate** issued for this course. Attendance roster will be sent to the court to verify completion of class.