8015 Rinker Pointe Court, Northwood, OH 43619 ● 419.662.7777

-Terms and Conditions-

- ★ The fee for this course is $55 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 **8:00 a.m** and will conclude at approximately 12:00 p.m. Please be here by 7:45 a.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 for the class you are scheduled for, you will forfeit your paid fees.
- ★ If you arrive after the class has begun, you will not be admitted and 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. The student must discuss the emergency and get approval from the instructor prior to leaving the class.
- ★ If for any reason a class needs to be cancelled due to extenuating circumstances, you will be contacted and rescheduled at no additional fee.
- ★ It is advisable to **bring a lunch** with you; a refrigerator & microwave are provided. Water and coffee are available on-site.
- ★ 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.

**** If you have any questions, please feel free to call during our scheduled office hours of 8:00 a.m. - 4:00 p.m. Monday – Friday***

*****If course date is changed, this agreement stays in effect***