



## Terms & Conditions

- ❖ This course meets the requirements set forth by the State of Ohio Remedial Driving Program. This course is conducted in English and the course consists of lectures, paperwork, bookwork, videos, and class participation. Each student is required to participate in the class. A test is administered at the conclusion of the class that each student must pass by a minimum of 75% in order to receive a certificate of completion.
- ❖ 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 its scheduled time. **Please be here 15 minutes before start time.**
- ❖ 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 or leave a voicemail **before your scheduled class start time** at (419) 662-7777 to avoid losing your paid fees.
- ❖ The course fees are **NON-REFUNDABLE.**
- ❖ **If you do not show up 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. 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 canceled 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. Pop, and snacks are available for purchase 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. If after discussion with the instructor and office, we do not satisfy your grievance you should contact the Ohio Traffic Safety Office (OTSO) at: 1970 West Broad Street, Columbus, Ohio 43223