

# Class Registration Policies

**A non-refundable \$25 Starguard Certification fee is automatically included in the price of class.**

- There is **ONE** opportunity to reschedule. This **MUST** be done by the Wednesday before the first day of class.
  - **EX:** If your first day of class is on Saturday, Sunday or Monday, requests to reschedule must be emailed no later than the Wednesday prior at 5pm to: [KSconce@midwestpool.com](mailto:KSconce@midwestpool.com).
- Any additional rescheduling (*after the one time exception*) will have a **\$50 rescheduling fee**. The rescheduling of class needs to be communicated to our office before the 5pm Wednesday deadline of the new course date requested.
- You will **NOT** be allowed into class without payment. **No cash or check will be accepted and the student will be sent home.**
- **Any No-Shows to class or rescheduling inappropriately**, will result in an additional:
  - **\$75 for a full class**
  - **\$50 for a recertification class.**
- Only a **doctor's note** will be accepted if you are sick at the time of class.
- If you decide not to reschedule the class, your course fee will be refunded:
  - **\$75 less than the price originally paid – FULL CLASS**
  - **\$50 less than the price originally paid – RE-CERTIFICATION CLASS.**
- Full Class no-shows on the second day: **MUST** retake another full class. No additional charge will take place if a doctor's note is received by our office.

If you fail any portion of the class, you will be allowed to take **ONE** additional class at no charge.

*If class is failed a second time, students will be charged FULL PRICE for the second course.*