



EDUCATION POLICIES AND PROCEDURES

By registering for any TCAR Education program, you are indicating that you understand/agree to the following policies:

REGISTRATION: Registration for courses requires pre-payment according to the posted schedule on the registration form. Confirmation letters and directions will be e-mailed approximately one week prior to the start of class. By mail, you can register with check or credit card. Payments must clear before grades/certificates are issued so please keep that in mind if you plan to pay by company/personal check. Telephone registrations cannot be accepted.

ATTENDANCE: Attendance is closely monitored in all TCAR Education programs and 100% attendance is required. Late arrivals will not be permitted to enter the class and will not be given a credit to transfer to another TCAR class. Any class time missed can only be made up during TCAR's "Make Up Session". **Refunds will not be issued to no-shows.**

CANCELLATIONS: Any cancellations will be subjected to a (10%) processing fee and must be received prior to a student's start date. Refunds will not be issued after the student's assigned start date. For record keeping purposes, your request for cancellation must be made in writing. A simple e-mail is sufficient. If TCAR cancels a course, your payment will be refunded in full.

COURSE COMPLETION: A completion notice will be issued via mail or e-mail within 3 weeks of a completed course. Your CE course information will then be uploaded as required by the State of Connecticut.

INCLEMENT WEATHER/CANCELLATION: If we are experiencing inclement weather, call the TCAR office at 860-646-2450 prior to coming to the office or visit our website at www.Tri-CountyAlliance.com. Our voice mail system recording will have instructions, if any. If class has not been cancelled, drive with caution and allow yourself plenty of time to reach your destination. Attendance policies still apply in inclement weather. Course enrollment fees will not be refunded unless TCAR has cancelled a course.

Please fill out this section before handing it in

I _____ have read and agree to the policies above for the Principles and Practices course.

Signature: _____ Date: _____

CONTACT THE TCAR OFFICE WITH ANY QUESTIONS

PHONE: 860-646-2450

WWW.TRI-COUNTYALLIANCE.COM

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