

Student Rules and Refund Policy

A. Registration

Students are not considered registered until payment has been received. . Telephone registrations will be accepted only when paying with a credit/debit card. Credit/debit card registration may also be faxed to EPTI with a completed registration form. Students may mail their registration form with a check to PO Box 478, Graham, WA 98338.

B Cancellations

1. Should the school cancel a course due to bad weather or for any other reason a student may attend the rescheduled class or receive a full refund.
 2. Class will be canceled for bad weather in accordance with local school district closures.
 3. Classes requiring more than one day which have already commenced will be rescheduled immediately for completion. No refunds will be given.
 4. A student may cancel up to 2 days prior to the scheduled date of the course and receive a refund. A \$10.00 (ten dollar) administration fee will be charged. There will be no refund if a student cancels less than 2 days prior to a class or fails to show for a class.
- C. Transfers from one course to another must be made through EPTI staff. All transfers must be requested prior to 5pm on the business day prior to the scheduled start date of the course.

D Class Rules

1. All classes will start and end on time. Students should be punctual and seated in the classroom prior to the time the class is to commence.
2. Students must be in the classroom for the entire course to fulfill clock hour requirements per RCW 18.85.165.
3. Students disrupting the class may be asked to leave at the instructor's discretion. If asked to leave the student will not receive clock hour credit nor will they receive a refund.
4. Students unable to complete the course may complete their hours at the next scheduled course or the instructor, at their sole discretion, may give the student an assignment to complete or schedule a make-up time for any clock hours missed. Certificates will not be issued until all class time has been accounted for.
5. Recording devices are not allowed in class.
6. Examinations will be given at the conclusion of all 30-hour classes. Students must receive a grade of 75% or better to pass. If the student is only seeking clock hours they may leave at the end of the class.
7. Students are encouraged to fill out a course evaluation at the end of each class.
8. All pagers, cell phones and other wireless equipment including computers must be turned off before class starts. An exception is a lap top computer or calculator if the course requires the use of such equipment.
9. Course materials are provided for the students however, some courses will require the student purchase a text book which is not included in the course fee. Check with EPTI for each course.
10. All students should receive certificates within 2 weeks from the last day of class. Any student needing the certificate immediately should let EPTI staff know. Any student not receiving a certificate after 2 weeks should contact EPT. Students will be charged \$10.00 each for duplicate certificate. The fee must be received before a duplicate certificate will be issued.
11. If a student has a disability that requires special accommodations they should notify EPTI at least Five (5) days in advance of a class. Every attempt will be made to accommodate them.