

## **New Policy Effective as of May 07, 2018, Amended February 22, 2019**

**All prospective course applicants/students/clients please read the DFTF, LLC / [www.fitgny.com](http://www.fitgny.com) Application, Payment, Attendance Policy.**

### **DFTF, LLC / [www.fitgny.com](http://www.fitgny.com) Application, Payment, Refund, Attendance Policy**

The term “class or course” as used in our policy context refers to any “instruction, training or acquired certification/recertification” offered/provided/given by DFTF, LLC / [www.fitgny.com](http://www.fitgny.com)

All prospective course applicants/students/clients intending to take any class/ training/ instruction or acquire certification/recertification through DFTF, LLC / [www.fitgny.com](http://www.fitgny.com), are required to preregister **and**:

- For courses exceeding \$350.00, remit at least half of the course fee with the registration form at least 21 days in advance of the scheduled course start date. The remainder of the course fee will be due on the first day of the scheduled course.
- For courses costing \$350.00 or less, full payment must be remitted with the registration form at least 21 days in advance of the scheduled course start date.

#### **Note to Security/Armed Security Guard recertification applicants**

**Preregistration is required for all individuals who attend a recertification class.** Failure to complete a registration form and remit the required course fee at least 21 days in advance of the scheduled course date, will not be permitted to participate in the training.

NYS DCJS requires that you receive a certificate upon completing your security guard recertification training. We find it difficult to meet that requirement unless we know who will be attending these classes. Please preregister and remit the class fee at least 21 days in advance of the scheduled class date to reserve a seat.

The management reserves the right to cancel and/or reschedule classes with regard to inclement weather and/or class size.

#### **Refund Policy**

Any student who cancels a course before instruction begins, will receive a full refund. Withdrawal during or for failure to complete a course after it has begun, will forfeit all tendered fees (failure to appear at a scheduled course for which you have reserved a slot is considered failure to complete a course), extenuating circumstances may apply.

#### **Attendance Policy**

Students must attend and actively participate in all sessions in order to successfully pass a course.

#### **Methods of Payment**

We accept cash, personal checks and postal money orders.

A copy of the approved registration form will be provided to the student as a receipt, when attending class.

This policy information is posted in the PROGRAMS section of our website and can be accessed by selecting PROGRAMS in the navigation bar menu.