



Terms and Conditions

Payment Terms – Open Enrollment Class

100% of Class Fees must be paid upon registration. Accredited Safety Solutions, Inc. will contact candidate for a credit card authorization form for CCO fees and any additional fees that may occur.

CANCELLATION POLICY:

There are **No** refunds at all for any reason. Accredited Safety Solutions, Inc will consider a class **credit** from time to time based on Emergency conditions below or at their sole discretion:

Credit given Due to Emergency Only:

- *Emergency* related requests require submission of a letter describing the situation. Full name, address, and supporting documentation of the events that would have occurred before the class begins or during the class.
- *Candidate illness*—supporting documentation required: doctor's note
- *Family death*—supporting documentation required: death certificate or obituary notice

Notes:

- Change in work related schedules will NOT be accepted as a credit for individuals or corporations
- We will not reschedule at a client location unless additional fees are negotiated and paid for. Candidates may be required to fit into an existing class already being hosted, in which could be in a different state or at our home office in Danville, Indiana
- Credits will only be good for (6) Months after a date of agreement for credit
- Not showing up for class without immediate notification to the Accredited Safety Solutions, Inc staff will not be treated as a credit. Notify your classroom instructor or Robert Clouse at the number below
- New booklets will not be given out in the event of class credit. If a new booklet is needed, candidates will pay a \$300.00 fee upon request.
- The transfer of NCCCO fees and/or class room fees is considered intent to do business with Accredited Safety Solutions, Inc. Doing so is considered a legally binding contract with or without signing this agreement

Requests for credit should be sent to: heather@accredited-safety.com

For policy questions contact Robert Clouse 317-995-7759