



**Water Safety Consulting  
& Pool Management, LLC**

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## **CLASS & COMPANY POLICIES**

### **CANCELLATION POLICIES:**

#### **Low Enrollment Cancellation**

Water Safety Consulting & Pool Management LLC makes every effort to promote scheduled classes. That said, we reserve the right to cancel a class due to low enrollment. In the case of a class cancellation, any student who has paid for a class will receive priority enrollment in the next available class within the next two weeks and within a 25 mile radius of the customer.

#### **Student Cancellation**

If a student cancels within 24 hours of their registration, they are entitled to a refund minus a \$55 administrative fee. After the 24 hour cancellation period, refunds are not available. This policy only applies to cancellations prior to the scheduled class meeting. If the student does not show up or does not call prior to the class, the *Student No-Show policy* applies. Notification of cancellation must be made via email or telephone call/voicemail.

#### **Emergency Cancellation**

If a class is cancelled due to severe weather, instructor illness/injury, family emergencies or any unexpected emergency, registered students will receive priority enrollment in the next available class. If there are no available classes in the next two weeks within a 25 miles radius of the customer, students will be eligible for a full refund.

“Ensuring Safety; Providing High Levels of Customer Service; Maintaining Facility Quality”

## **REGISTRATION AND ATTENDANCE POLICIES:**

### **Student No-Show**

Students who do not attend a scheduled class session are not eligible for a refund. Special exceptions may be considered on a case-by-case basis.

### **Student Retake Policy**

If a student fails a class (skills check, written test or online portion), no certification will be provided. The student has the option of taking the class again at 50% of the cost.

### **Book Policy**

If you are taking an American Heart Association (AHA) class, it is their policy that students receive/purchase a book prior to the class. AHA books may be purchased from:

- 1.) <http://www.watersafetyconsulting.com/aha-certifications-and-trainings>
- 2.) <https://aha.channing-bete.com/>
- 3.) <http://www.laerdal.com/us/AHA>
- 4.) <https://worldpoint.com/aha.html>
- 5.) <https://www.amazon.com>

### **Attendance**

Students registered for full, in-person classes must arrive on time and be present for the entire class to receive a certification. Students arriving more than 15 (fifteen) minutes late may be denied entry. Skills check sessions only have a 5-minute grace period. After 5-minutes, students will be denied entry and will have to reschedule their skills check session.

### **Refresher/Recertification/Review Course Policy**

If you are a new provider or have a certification card that HAS expired, you must take the full certification class. If you have a current, NON-EXPIRED, certification card, you are eligible to take the recertification course. You must present your current certification card to your instructor at your first in-person session.

## **ADA COMPLIANCE POLICIES:**

Effective January 26, 1992, the Americans with Disabilities Act (ADA) bars discrimination against persons with disabilities in places of public accommodation. Title III of the law bars private entities (schools, banks, restaurants, social service agencies, offices, retail sales establishments, etc.) from discriminating against individuals with disabilities in the provision of their goods and services. Individuals with qualifying physical or mental disabilities will not be denied participation in the goods, services, facilities, advantages or accommodations offered to the public. As a place of public accommodation, we will not discriminate against any patrons, clients, invitees or guests on the basis, of real or perceived qualifying disabilities. Specifically:

- We will allow access to anyone seeking admission to a course (provided prerequisites are satisfied) regardless of real or perceived inability to participate in or pass the course.
- We will allow participants in every course to participate within the limits of their ability and learn as much as they can. For some people, certification may not be important. For those individuals, focus on helping them to learn as much as possible.
- If there is a request for accommodation, we will discuss possible solutions with the individual or his or her guardian, and if the individual prefers and provides permission, a medical provider. Accommodations may need to be arranged in advance and will be done so in compliance with all federal, state and local laws. We may not provide the accommodation preferred by the individual as, long as the accommodation offered is reasonable (i.e., building a permanent ramp into a pool versus using a swing-arm harness). We will seek to first cover the costs for reasonable accommodation without a surcharge, but may offer the option for students to pay a portion or all, of unreasonable accommodations if they should choose.
- We will certify each participant who can meet course skill and knowledge testing objectives.
- We will use available resources to assist people with special needs.

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