

TERMS AND CONDITIONS

1. All students must bring/wear the required gear to participate in the class. (a) over the ankle boots, (b) long sleeves, (c) long pants (denim or equivalent), (d) eye protection (glasses or sunglasses will work), (e) full fingered gloves (work gloves, riding gloves), (f) helmet (loaners are available).
2. If you do not arrive on time for all the class sessions, do not show up for class, if you arrive unprepared, (see riding gear requirements) leave or are asked to leave, for any reason, you have forfeited your tuition. **There will be a fee to reschedule.** Effective July 1, 2023, that fee will be \$130 for a two (2) day class and \$80 for a one (1) day class. Our instructors/site admins are paid whether you show up or not. The reschedule fee is used to pay those expenses. If a refund is requested, the appropriate fee will be deducted.
3. Students are required to sign a waiver upon entry to class. Currently there is one waiver: the standard MSF Liability Waiver. Please review the sample waiver prior to attending class (official waivers contain the same language but are training site specific).
 - a) A parent or adult guardian must sign for students under the age of 18. If the parent or guardian is not able to appear and sign in person, **the waiver must be signed before a notary public** and sent to class with the minor. Failure to follow this procedure will result in the minor being dismissed from class.
4. All classes are subject to minimum enrollment.
5. Classes may be cancelled due to inclement weather. In the event of a weather cancellation, you will be offered your choice of a free reschedule or a full refund.
6. There is no fee for rescheduling or canceling your class if the request is made at least ten (10) business days prior to the class start. Reschedules or cancellations with less than ten (10) business days' notice will require a fee.
7. If payment is not made at time of registration, it must be received no later than ten (10) business days prior to the beginning of class or your reservation could be cancelled. In some instances, such as a wait list of students wanting to register, you may be required to pay earlier.
8. Automatic Scooters are not available at all sites. Students wishing to use a scooter **MUST** notify the office at least one week prior to class. Failure to do so may result in no scooter being available for your class. Attempts will be made to get a scooter to your class but is not guaranteed.
9. All licensing classes include an eCourse that must be completed prior to attending the first day of class, but no more than thirty (30) days before the class start date.
10. **Attendance does not guarantee successful completion.**
11. Upon successful completion, which includes passing both the written and the riding skills tests when applicable, students will receive a completion card/certificate. The completion card is to be presented to the licensing agency after class. **Please allow a minimum of two (2) business days after the class before presenting the completion card but no more than 180 days after the class.** The completion card will expire 180 days after the issue date.

a) Students under the age of 18 must present the completion card to the licensing agency after completion in order to get a permit. When the minor turns 18 or has held the permit for one year, the completion certificate is still valid. **If the minor does not obtain the permit upon completing the class (within 180 days) the completion card will be invalid.**

12. Students who fail and wish to re-take the course will be charged at a rate of no more than half the cost of the original class, *provided* the student reschedules within six months of the original class. The portion of the class the student is asked to repeat is based on instructors' recommendation. **There are no refunds for a failed or incomplete class.** An incomplete class is defined as a student leaving the class whether by being counseled out or opting to leave on his or her own.

REFUND POLICY

1. There will be no refunds after the first day of the class.
 2. Class start times are firm. If you are late for class or miss any classroom section or range exercise you will be dropped from the class and required to reschedule for an additional fee.
 3. To Cancel/Reschedule your registration without incurring a fee you **MUST** notify ABATE of CO a minimum of ten (10) days prior to your scheduled class start date.
 4. If you have started or completed the MSF eCourse and want to **CANCEL**, at least ten (10) days prior to the scheduled class start date, a fee will be deducted for the eCourse.
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