

**LANCASTER COUNTY PUBLIC SAFETY TRAINING CENTER**

101 Champ Boulevard

Manheim, PA 17545

Phone: (717) 537-4194 Fax: (717) 537-4196

**COURSE REGISTRATION FORM**

|   |                   |                   |                                 |                   |
|---|-------------------|-------------------|---------------------------------|-------------------|
| <b>Name</b>   |                   |                   | <b>S.S. # (Last (4) Digits)</b> | <b>Birth Date</b> |
| <b>Home Organization</b>  |                   |                   | <b>Email Address</b>            |                   |
| <b>Home Address</b>   |                   |                   |                                 |                   |
| <b>Home Phone</b>   | <b>Cell Phone</b> |                   | <b>Other Phone</b>              |                   |
| <b>COURSE SELECTIONS</b><br>(You may register for multiple classes)   |                   |                   |                                 |                   |
| <b>Course Title</b>   |                   | <b>Start Date</b> | <b>Course Cost</b>              |                   |
|   |                   |                   |                                 |                   |
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| <p align="center"><b>Failure of students to show up for courses will be billed to the fire department unless the absence is excused by the Facility Director or Fire Service Coordinator.</b></p>   |                   |                   |                                 |                   |
| <b>Student Signature</b>  |                   |                   | <b>Date</b>                     |                   |
| <b>Chief, Training Officer or Authorizing Signature</b>   |                   |                   | <b>Date</b>                     |                   |
| <p align="center"><b>Send Completed Registrations To:</b></p> <p><b>Fire Service Coordinator – Ken Weber</b><br/> <b>Fax: (717) 537-4196</b><br/> <b>Email: kweber@co.lancaster.pa.us</b><br/> <b>Mail: 101 Champ Blvd, Manheim, PA 17545</b></p> |                   |                   |                                 |                   |

Checking this box indicates that the above signed have read and understand the cancellation policy

Checking this box indicates that the above signed understands that it is the responsibility of the student that has an Individual Educational Plan (IEP) to submit that plan to the Fire Training Coordinator no later than 2 weeks prior to the start of the course. Failure to provide the IEP may result in delays to your accommodations.

# Lancaster County Public Safety Training Center

## Refund/Cancelation Policy

1. Students wishing to cancel an enrollment must do so in writing (email or letter) to the Fire Service Training Coordinator no less than 48 (business) hours before the first session of the course
  - 1.1. Failure to notify the Fire Training Coordinator of your cancelation will result in the student/department receiving an invoice for the entire class
  - 1.2. Students failing to meet the courses minimum attendance policy, without prior approval of the instructor or training center staff will be issued an invoice and considered a “no show”.
    - 1.2.1. Each course will have its’ own attendance policy. Most courses will allow a student to miss a maximum of 20% of the total class hours.
    - 1.2.2. The acceptance/denial of attendance shall be at the discretion of the lead instructor of that program
  - 1.3. Exceptions to this policy can be issued only by the Director and/or Fire Training Coordinator of Lancaster County Public Safety Center
  - 1.4. Students adhering to the cancelation policy will not receive an invoice for the course
2. Refunds shall only be issued at the discretion of the Fire Training Coordinator and/or the Director of the Lancaster County Public Safety Center
  - 2.1. Refunds that are awarded will be in the form of account credit not to be withdrawn, nor hold a cash value.
    - 2.1.1. Credits can be used for registration of members of that department into courses being hosted by Lancaster County Training Center
  - 2.2. Refunds will not be awarded for students failing to meet minimum attendance or participation of a course, without adhering to the cancelation policy contained herein section 1.
  - 2.3. Refunds shall not be awarded for books or materials once they are opened or leave the facility.
  - 2.4. Refunds shall not be awarded to students that fail to meet the pre-requisites of a course
3. All policies and procedures herein as they pertain to course cancelation and/or refunds are at the discretion of the Director and/or the Fire Training Coordinator of Lancaster County Public Safety Center, their decision is final and non-negotiable.
  - 3.1. There is no appeal process