





## **CLASSROOM PROGRAM POLICIES AND PROCEDURES**

**PAYMENT OF THE ENROLLMENT FEE AND/OR ATTENDANCE AT THE COURSE SHALL BE DEEMED TO BE ACCEPTANCE OF THESE POLICIES AND PROCEDURES.**

Course Confirmations: The student is not enrolled in the course until we receive both: (1) a phone, online, or mail-in registration and (2) payment for the course. If Summit has not received payment, the student will not appear on the class roster.

Refund Policy: Students who register for the class but withdraw prior to the start of the diagnostic test will receive a full refund of the program price, minus a \$25.00 processing fee. No refund will be granted after the diagnostic test. Please note that you must contact the Summit office directly to withdraw from the program. Refunds will be based on the date of the call. Course materials must be returned to Summit within 2 weeks of withdrawal from the class or Summit will assess an additional materials fee of \$95.00

Behavior Policy: All students enrolled in a Summit course must maintain appropriate behavior at all times. Students should adhere to all school rules and regulations, respect classmates and their teachers, and contribute to a positive learning environment. A student who is unable or unwilling to comply with our policies may be asked by the instructor to leave class and may ultimately face expulsion. Summit's disciplinary system proceeds as follows: first offense = a phone call home to discuss the issue with the student's parent/guardian, second offense = a letter home, third offense = expulsion from class. Summit will not provide refunds to students expelled for behavioral reasons.

Attendance/Make-Up Sessions: The schedule of classes has been pre-arranged with the host location. Unless class is cancelled, students are required to attend each session. If a student must miss a practice test session, we will mail the test home for the student to complete. For more information on making up missed content, log in to our online portal following the missed class to read instructors' notes, or speak with the class instructor(s) directly. Unless otherwise noted during registration, Summit will not offer makeup classes for missed lessons. The classroom book you will receive as part of your materials packet outlines the content to be covered in each session, as well as each session's homework assignment. This gives a student the opportunity to make up what is missed on his/her own if necessary. You may always speak with the class instructor(s) for more information on making up missed content.

Class Cancellations: If classes are cancelled at the school, our classes will also be cancelled. School cancellations are broadcast on the major radio and TV stations. The class will be made up at the next available opportunity.

Materials: Students are responsible for bringing supplies for personal use, such as pens, pencils, and calculators. Summit will provide all course materials and the materials are solely the property of Summit and may be used by the student only in conjunction with an authorized Summit program. Course materials will be distributed to students during the first instructional session of the class.

Evaluations: Access to our online course evaluation and score results surveys will be made available to you via email at the conclusion of your program. We appreciate all feedback.