

Unit Secretary Course Policy

"Please read the following policy for the course"

1. Students **MUST** attend all classes to receive a Certificate of Completion.
2. No refund will be issued to students for missing a class and being unable to continue in the course.
3. No refund will be issued for students who are unable to successfully pass the course. If a student is unable to pass the final exam on the last night of the course they may attempt the test 1 additional time on another day. An appointment must be made within 14 days in order to retest and pass the course. If a 3rd attempt is needed a fee of \$50 will be charged to the student before the Certificate of Completion is issued. You will have 2 more weeks to take the test the 3rd time after the 2nd attempt. **NO 4th ATTEMPT WILL BE ALLOWED TO TAKE THE TEST.**
4. Students who miss a class will not be able to attend a future class to make up for the one they missed.
5. No credit will be honored to participants who are unable to complete the course and that would like to attend a future course.
6. If a paid participants wish to cancel their registration they will receive a full refund minus a \$25 cancellation fee. A refund must be requested 7 days before the start date of the course. **No refund, credit or reschedule will be issued to participants if not requested 7 days before the start date and time of the course.**
7. In the **HIGHLY UNLIKELY** event that we are forced to cancel or reschedule any of the classes we will offer the following options. We will speak with the participants about starting the following classes a little earlier and or extending them to make up for the course that was cancelled. If needed we will schedule another class to make up for the cancelled one. We will do all we can to schedule the extra class to be completed before the scheduled end date. We will discuss this with the students and try our best to accommodate everybody's schedule when being forced to add the extra class or extend them.
8. Save A Heart CPR reserves the right to cancel, reschedule, add or extend courses if absolutely needed due to circumstances out of our control. This is a highly unlikely event that could take place during your course.
9. Save A Heart CPR reserves the right to cancel the entire series of classes if we do not have enough paid participants 7 days prior to the start date.

10. If we are forced to cancel the entire course offering a **FULL REFUND** will be issued to paid participants and they will be notified by email as soon as possible.
11. Walk-in participants who did not register from our website will also fall under the same policies listed on this page. We highly recommend students register for the course and read the policy before submitting payment from our website. This will help insure the class has enough participants to take place and that we have room for the participant to enter the course. **SPACE IS LIMITED IN OUR CLASSROOM**
12. Save A Heart CPR does not guarantee a participant will be hired or employed after successful completion of our course.
13. If a participant has the current text book Save A Heart CPR is using in the course the participant may request a refund in the amount of \$15.00. This amount will be refunded after the participant has attended the first class and shows the instructor the appropriate book.
14. **Please note that our standard Cancellation Policy does not apply to the Unit Secretary Course. Please read it to familiarize yourself with our standard policy by clicking on the "Cancellation Policy" at the bottom of our website. The policy listed on this registration page will be the policy used and in force for the Unit Secretary Course offerings.**

Please be aware in order to work in a hospital setting an individual is **REQUIRED** to hold a current BLS card (CPR). All hospitals will ask you for this certification in order to fulfill requirements for hire. If you are in need of the BLS course please see our "Course Calendar" and look for the event in blue.

PARTICIPANTS WHO PAID FOR THE UNIT SECRETARY COURSE WHO CHOOSE TO TAKE THE BLS COURSE WITH US WILL RECEIVE A \$10.00 DISCOUNT. PLEASE CONTACT US TO RECEIVE THE DISCOUNT FOR THE BLS COURSE.

By registering and or submitting payment for the Unit Secretary Course participants agree to our entire policy listed above. Participants will be required to check the box below stating that they read and agree to the entire policy listed on this page. Participants will be **UNABLE** to continue with registration if they do not agree to all of the terms listed on this page.

Please note this is NOT an American Heart Association course nor does the AHA endorse or receive funds from Save A Heart CPR for the Unit Secretary Course.

Save A Heart CPR would like to thank you for understanding the Course Policy we have set forth for the Unit Secretary Course. If you have any questions please contact us before submitting payment for the course.