

POWER TRAINING

Course Policies

Please read, sign and return to the Instructor prior to the start of this course. Your signature certifies you have read and understand the policies on the website FAQ , and the School's policy as stated below. To gain admittance to class you must sign and return this form.

1. Per the NMLS rules, the School cannot certify a participant for credit unless the student attends all sessions of the course. No partial credit can be given.
 - a. I certify my NMLS # _____ and that this number will be accepted by NMLS when banking credit hours. The last name associated with this number is _____.
 - b. I certify that if this is not correct, I will pay a handling fee of \$25 when correct number is presented to school.
 - c. I certify that if I do not provide this number by the end of class, I will pay a handling fee of \$25 when I do provide the number to school.
 - d. I understand that no paper certificate will be issued for the completed 20 hours and that I will receive an email from NMLS once my hours are banked.
 - e. I understand the school has a minimum of 7 business days to bank credit hours.
 - f. I understand that my hours DO NOT need to be banked to register or take either the Federal or State test.
2. Student agrees to only take breaks and lunch at designated times, which are outlined in the schedule provided at the beginning of class. Further, student agrees to return from breaks and lunch on time. Should the student have "special circumstances" they must be discussed in advanced with the Instructor.
3. If student is missing time, no make up or written work can be allowed for course credit. Only live attendance in each session counts toward credit. In this event, the School will determine what hours/credits, if any can be awarded to the student.
4. The School will not refund any money collected.
5. A student that leaves the course early due to an emergency or for any other reason, will be allowed to re-take the class when it comes available. Student agrees to pay for new materials should they change, otherwise student agrees to bring material previously provided.
6. All cellular phones, pagers, PDA's, computers, etc... will be turned to silent for the duration of class. If you must text or reply to emails you must do so without disturbing the other learners.
7. There will be no chewing of tobacco in the classroom.
8. Classrooms may be audio or video monitored by the School for educational and training purposes. Attendees / Students are not authorized to record any portions of this course, and agree not to take pictures, video or record any portion of this course.
9. Student understands the School may withhold certificates/credit until payment has been received and verified. Student agrees that the school may require a copy of a valid driver's license or proper form of identification, for ID purposes, or a payment verification process.

I have read the above information and I understand and will comply with the terms and conditions stated above.

Student's Name (Printed)

Signature

Phone Number