



RETURN POLICIES

It is our intention to ensure every student has an opportunity to complete the course they have registered for. In order to do so, we have established the following policies in accordance with the CMSP Policies & Procedures.

NO-SHOW

You have purchased a reserved seat in a LIMITED SPACE EVENT. This means your seat is reserved for the specified dates ONLY. If you do not show up, we cannot sell your seat, therefore you have **forfeited your session**. If you do not show up to a class or riding session, we do not offer refunds. If you wish to re-register, you will be charged a return fee of \$180 for the new seat. There are NO EXCEPTIONS.

COUNSELED OUT RETURNS

If an instructor counsels you out because they feel that you would benefit from more practice, it is your responsibility to call to reschedule. You will be required to redo the riding sessions from the beginning of range 1, even if you were counseled out in range 2. **You will have 60 days to return.**

RETEST

In the event that you do not pass your knowledge test and/or skills test, you may retest one time, each. You will be invited to retest during any weekday or weekend class, during testing time only. You will not retake any portion of the session. Your retest must be completed within 60 days of your original course starting date. The CMSP does not allow retest after 60 days. In the event that you do not return to retest, you will **forfeit your eligibility to return for a retest and must retake the entire course.**

WEATHER

In the event your class is canceled or ended early due to severe weather conditions or unforeseen events at the airport, you will be placed on our 'APPROVED RETURN LIST'. You may be rescheduled with the entire group, or be added to a later class date. If you decline three offers, to return, or 60 days have passed, you will be **dropped from our return list.**

CANCELLATIONS/RESCHEDULE

We do not offer refunds. In the event you need to reschedule, you will be required to pay a \$180 dollar reschedule fee.

TAKE RESPONSIBILITY

When you schedule your course, you are emailed detailed instructions regarding gear, drivers license and identification requirements, schedule, location, etc. We also call every student 24-48 hours prior to the start of your session. Showing up late, without gear, or having an expired or restricted license is not an acceptable reason to reschedule. These situations would be treated and processed as a 'NO-SHOW'.

_____ I HAVE READ, UNDERSTOOD, AND AGREED TO **LEARN TO RIDE VC'S** POLICIES.
(INITIALS)

Print Name _____

Signature _____ Date _____