

School Policy Form -- PROFESSIONAL TRAINING SERVICES - "Your Competitive Edge"
East Gate Business Center / 125C Gaither Drive / Mt. Laurel, NJ 08054 / (856)802-9400

WELCOME TO PROFESSIONAL TRAINING SERVICES!! By enrolling in our pre-licensing education program, you are ensuring that you will receive the highest quality training possible. We are absolutely committed to your success!! In order for us to honor that commitment, we have developed the following policy regarding our education program.

REGISTRATION / REFUND OF TUITION: All students are to be registered before attending any course. Pre-registration with advance payment of tuition is **STRONGLY ADVISED** so that students may **read and thoroughly study the course textbook prior to the class date**. Walk-in registration is permitted if necessary for some students. Students must arrive at least **15 minutes BEFORE the scheduled start time** for the course if they are not pre-registered. If a pre-registered student is unable to attend the course, tuition may be applied to the next available course. A \$25 Cancellation Fee and \$50 Textbook Fee (for insurance classes only) or the cost of the book (for securities classes only) will be deducted from any request for a refund. Shipping costs are nonrefundable.

ONCE A COURSE BEGINS, NO REFUNDS WILL BE MADE.

CLASSROOM CONDUCT: Class will begin promptly at 8AM for weekday courses and at 6PM for evening courses. Students are required to be in their seats and ready to begin **ON TIME**. **Students may not leave the classroom while class is in session**. Breaks will be provided. The course is designed to ensure that you will have a thorough understanding of the concepts presented. For that reason, any question pertinent to the material being covered will be addressed during class time. Questions that are beyond the scope of the discussion will be addressed at the end of the day. You will find the following materials helpful in class: highlighter, pencils, a notebook, & your undivided attention. **RECORDING DEVICES ARE NOT PERMITTED IN ANY CLASS FOR ANY REASON.**

EXAMINATIONS: All exams will be done in pencil. Each exam will consist of 2 parts: Part 1 – questions pertaining to the insurance policies and provisions and Part 2 – questions pertaining to NJ Insurance Law. A grade of 75% or above is required on **each exam given** in class in order to pass the course. Students who receive grades below 75% on an exam will be required to retake that exam in order to pass. Retesting must be scheduled as soon as possible, must be completed within 30 days from the scheduled completion date of the original class, and may be done certain evenings after class or other days by appointment arranged with the Instructor.

Any exam may be taken a total of 3 times – once in class, one retake at no charge, and another retake after paying a \$10 fee. If a student cannot earn a 75% after three (3) attempts on an exam (one in-class exam and two re-take exams), that student will be **required to take the entire course again** (50% tuition discount if within 3 months from the scheduled completion date of the original class). **PLEASE NOTE THAT CHEATING IS STRICTLY PROHIBITED. Anyone found cheating will be dismissed from the course without a refund. PTS reserves the right to void any examination if, in its sole opinion there is reason to question its validity. Your student signature below indicates that you accept this condition for taking your examinations.**

CERTIFICATE OF COMPLETION: Will be issued to all students who pass each examination (as above), who have attended **all required hours** of instruction, and who have paid their tuition. **INCOMPLETE COURSE:** The course of instruction will be deemed incomplete for any student who has missed any portion of class. Course hours are set by State law, and must be completed. Students are required to attend the entire course consecutively. Any extenuating circumstances will be evaluated on an individual basis. Incomplete hours must be made up during the next scheduled course offering of the same type (i.e., weekday/evening). If any student does not pass one or more classroom exams, he/she may retake the exam(s) as arranged with the Instructor. If a student fails to make up any hours or classroom exam(s) **within 30 days** of the scheduled completion date of the original class, he/she must re-take the entire course in order to receive a certificate. A 50% tuition discount will apply if the new course is taken within 3 months from the scheduled completion date of the original class. The same discounted price will be allowed for a student who fails the NJ State Exam to retake the prelicensing course within 3 months of failing and upon presentation of proof of failure. Thereafter, full tuition will be required.

MISCELLANEOUS: Food is not permitted in the classroom. Drinks and/or snacks will be allowed, however they may only be obtained during breaks. **NO SMOKING** on the premises. **Students may not use school phones. CELL PHONES & ALL OTHER DEVICES MUST BE TURNED OFF AND PUT AWAY AT ALL TIMES DURING CLASS.** **RECRUITMENT ACTIVITY:** Any recruitment activity is **expressly prohibited**. Anyone found attempting to recruit any other student will be summarily discharged from class without a refund.

I certify that I have read this School Policy Form. I understand and agree to its terms & conditions.

(Student Signature / Date)

Please Print Student Name