

POLICIES / REGISTRATION INFORMATION

TO REGISTER

- Students may register for class with a \$50.00 deposit. The outstanding balance must be paid in full on the first day of class which is Orientation Day.
- Cash and Checks accepted. Make checks payable to The Dog Diva.

TO REGISTER

Register early to avoid cancellation! Don't miss out on a great class because of late registration. Students who wait to register until the first day of class may find the class is full or has been cancelled. REGISTER EARLY!

• By mail

Mail check or money order and completed registration form found online to appropriate address on registration form. When registering by mail, your check will serve as your receipt.

PAYMENT POLICY:

- TUITION MUST BE PAID IN FULL ON OR BEFORE ORIENTATION DAY, THE FIRST DAY OF CLASS).
- All checks returned for non-payment will be charged a \$30.00 fee.

REFUNDS:

- Withdrawal 7 days or more before the first class meeting: Full refund.
- Withdrawal less than 7 days prior to the first class meeting: \$25.00 withdrawal fee required.
- THERE WILL BE NO REFUNDS AFTER ORIENTATION DAY!

CLASS CANCELLATIONS:

- Class is subject to cancellation if registration is not sufficient. Students will be notified by phone one day prior to the scheduled class if it is to be cancelled, and class tuition will be refunded or applied to the next class, whichever you prefer. PLEASE register early to avoid class cancellation.
- If a class is cancelled because of weather or emergency, a make-up class will be rescheduled.

MISSED CLASSES:

The Dog Diva can not be responsible for a student's decision to miss a class. There will be no refunds or make-up classes for an absentee.

INCLEMENT WEATHER AND EMERGENCIES:

For class closing information call: (973) 879-1649. If the class is cancelled the class will be rescheduled.

Students Signature: _____ Date: _____