

CSI class registration and refund policy

Registration for a course may only be done through "CSI" either:

(1) on line at www.collisionsafety.net using a credit card or

(2) by completing the registration form available on line and forwarding that together with either complete tuition or a Government PO to "CSI" at the address on the registration form. A PO together with the registration form may be faxed to "CSI" (the fax number is on the registration form) to complete registration.

CSI does not "hold" or "reserve" a seat in a class without a completed PO or tuition and incomplete registrations will not be accepted. We do not accept credit card numbers via the phone or fax. For tuition paid on line, tuition is charged against the card immediately. A \$100 fee applies for tuition paid on line by credit card and where a request is made to change that payment to the acceptance of a check.

Classes which have reached maximum capacity are marked "Class full" (or by words to that effect) on the course listing page on line. Once a class is marked full, no further registration for that class will be accepted. In certain circumstances, a "waiting list" for potential class openings may be developed and then cleared on a first-come-first-served basis.

Refunds are based on (a) whether or not a class is listed as "full" and then (b) the time between the request for a refund and the class date.

(1) Once a class is marked full on our web site listing for that class, tuition refunds are limited to 50% of the tuition paid.

(2) Requests for refunds made greater than 30 days before the class start date will be for the full tuition amount less a \$50 admin fee unless the class is already marked "full/closed."

(3) A tuition refund of 50% of the tuition paid will be made for those requests received between 30 and 14 days before the class start date unless the class is already marked "full/closed."

(4) In all cases, in lieu of a refund, the full tuition amount paid may be applied as a credit toward another class offering. No tuition refunds are offered for "transferred" tuition.

Classes are offered at various locations around the world and, with very few exceptions, no travel recommendations or suggestions are offered (specifically including hotel recommendations or suggestions).

Posted 8/7/07