

Enrollment Policies

When you have registered and paid for your class that means you have paid for your name on the roster and a seat in a class which meets on specific dates and times. You are expected to be at your class for those dates and times. Your registration and course fee does not give you a seat in future classes, add your name to a new roster or reschedule you into another date if you should miss any part of your original course. It is your responsibility to make sure you arrive where you need to be. It is also your responsibility to contact our office if you do not receive your confirmation letter prior to your class.

Attendance: You must attend ALL class modules in the order in which they are offered. For liability reasons, a student may not continue on to the next class module if he/she does not successfully complete the previous class module. If a student fails to show up for any portion of the course he/she will be dropped from the entire course and cannot receive a refund or be re-registered into another course. Absolutely No Exceptions.

Cancellation Policy: No Cancellations, No Exceptions.

Re-Registration Policy: The Re-registration Deadline for all classes is 7 days prior to the date for the first class. Example. If your class starts on a Thursday, then the last day for re-registration for that class will be the Thursday before your class by 4:30pm (please see the Cancellation Policy above for further details).

Re-Registration Policy: If you are dropped from the course due to your failure to successfully complete a module (this does not include students who fail to comply with the Tardiness, Attendance, or Safety guidelines), you MAY be eligible for a re-registration class. MTA, LLC. will notify you, IF you are ELIGIBLE for a re-registration class. THIS DOES NOT INCLUDE students who fail to comply with the Tardiness, Attendance, or Safety guidelines and policies provided.

Refund Policy: No Refunds, No Exceptions.

Failure to Complete: The instructors are required to ensure the safety of all students. Unsafe conditions will not be allowed and the instructors will drop any student who, in the opinion of the instructor, presents a safety hazard to themselves or to others, or who repeatedly fails to respond to the instructor's coaching. Refunds or re-registration will not be given to a student that drops them self from a course.

Late Attendees (Tardiness Policy): The instructors are required to teach the material in a specific order within the times allotted for each of the classes. We ask that all attendees show up to each of the classes at least 15-30 minutes prior. The seats are limited and we do not make exceptions for tardiness. Should you show up late to any one of the modules, you will be dropped from the entire course and cannot receive a refund or be re-registered into another course. Absolutely No Exceptions.