



## COURSE POLICES

### Hosting a Course

There is no cost to agencies/organizations for hosting a course. For security reasons, host agencies/organizations may reserve the right to refuse attendance to students who are not employed by a police or government organization.

### Cancellation

Forza Forensics understands that you may have to cancel your registration for a course. We ask that you contact us at least **14 calendar days** prior to the first day of the course to obtain a full refund. Please send a cancellation email to **info@forzaforensics.com**. Refunds are not available for cancellations made after the 14 calendar day period, however the student will receive credit towards a future class to be used within one year from the course date. The credit may be transferred to another person by emailing **info@forzaforensics.com** and providing the new student's information.

### No Show

If a student does not cancel and does not show to a course by the first day, no refund or credit will be issued. Any pending invoices for that student's registration will remain open and need to be paid.

### Emergencies

If an emergency or court subpoena prevents a student from attending a course please inform the instructor or email us at **info@forzaforensics.com**.



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### **Payment**

Checks and purchase orders can be made out to **Forza Forensics, LLC**. Registered students who select the credit card or debit card payment option will receive a link via email to pay on a secure site. All credit or debit card transactions will include **3.5% transaction fee**. Payments must be made before **14 calendar days** prior to the first day of the course to retain a registered seat in a class.

### **Accommodations**

Forza Forensics strives to provide accommodations so all students have access to a positive and productive learning environment. If you need any specific accommodations for a course, please indicate them in the notes section of your course registration form or email us at **info@forzaforensics.com**.

### **Attendance**

To receive credit for the course, students must be present and participate for the prescribed course hours. Student who are absent due to situations out of their control (e.g. family emergency, medical emergency, emergency call out, court obligation) will be offered make up work or receive credit towards a future Forza Forensics course.

### **Course cancellation**

Forza Forensics reserves the right to cancel any class which has not reached greater than 12 registrants within 14 calendar days of the scheduled course start date.