



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: AVOCATIONAL Course Enrollment—Deadline Policy

Effective Date: 2/13/2024

TITLE: AVOCATIONAL Course Enrollment—Deadline Policy

RATIONALE: To provide administrative staff with sufficient time to complete pre-course documentation, data entry, and ensure the minimum number of student enrollments to sustainably deliver the program.

POLICY/PROCEDURE:

All course registration forms must be submitted electronically via the website: www.princeotnrescue.edu within 8 days of the course start date. Those individuals who do not submit their registration within 8 days of the course start date may not attend the course and must identify and register for the next available class.

Requests for late registration will be considered on a case-by-case basis by the Education Director. All requests for late registration must be submitted in writing via email within 48 hours of the course date for consideration.