



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: E-learning attendance and necessary refunds

Effective Date: September 1, 2018

TITLE: E-learning attendance and necessary refunds

RATIONALE: To ensure enrollment and financial obligations to students engaged in e-learning opportunities

POLICY/PROCEDURE:

The Education Director is the assigned instructor for courses that are solely delivered via online. There are very few courses offered in this format and includes the following:

- BLS Protocol
- ALS Protocol
- HazMat Awareness

Attendance and progress toward the course objectives will be evaluated on a weekly basis. If a student has not been active during that week, the Education Director will contact the student to determine if he/she still plans on completing the course.

If a student withdraws or drops out, a full refund of the course will be provided.

Courses that are delivered in a hybrid format include:

- C3IFT

The Education Director is responsible for the online submission of this hybrid course and will therefore monitor attendance as identified above. The course terminates in a class-session that require skill evaluations; therefore, the online material must be completed before he/she can attend the class session. The Education Director will work closely with the Instructional Faculty assigned to this session and ensure that only those that have completed the online course are allowed to complete the class session.

If a student withdraws or drops out, a full refund of the course will be provided.

RESPONSIBLE PERSONNEL:

Education Director and Instructional Faculty.