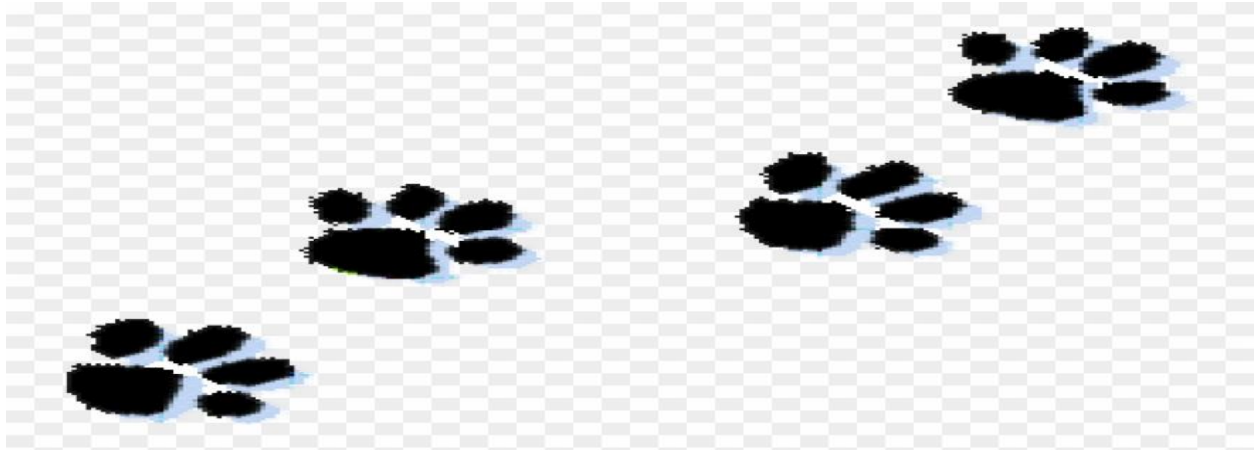


Best Practices for Receiving Your Certificate of Completion



Sign your contract

- **Read your contract in FULL.** (we are not responsible for any miscommunication within the registration process)
- **There are several pages so please ensure you are prepared to sit and sign.** (You MAY NOT take the contract home to sign)

Show up to class!

- **\$25 per session you attend and \$45 for every session you do NOT attend.**
- **You can have up to 3 UNEXCUSED absences before you are EXITED from your program. Absences are only excused when providing the necessary documentation.**

You should inform the office when...

- **You have changed probation officers.**
- **Need to change to a different class date/time.**
- **You don't have an updated phone number on file. (This is crucial due to any CLASS CHANGES)**