



Safety Training Terms & Conditions

We understand that cancellations or schedule changes are sometimes inevitable. The following policies are necessary to ensure that we stay in business for the next time you join us.

We reserve the right to cancel any courses for reasons such as instructor illness, adverse weather or low enrollment with no cancellation fee. In the unlikely event that a course already underway must be cancelled due to unforeseen circumstances, Paragon will reschedule the remaining coursework as soon as possible.

Training Cancellation Policy

Cancellations received up to 10 business days prior to the start of a course will not be subject to a cancellation fee.

Cancellations within six-ten business days of a course are subject to a \$50 cancellation fee. Participants who cancel five business days or less before the start of a class will be charged a \$75 cancellation fee.

Cancellations received on or after the course start date will receive no refund of the registration fee. This policy will be enforced, so please consider your course registration a firm commitment, and plan ahead if you need to cancel or reschedule.

Registration Transfer Policy

There are no fees associated with transfers of a participant between course offerings requested more than 10 business days prior to the start date of a course, unless a transfer for the same course has been made previously.

A \$50 course transfer fee will be charged if a transfer is requested within 10 business days before the start of a course, or if more than one transfer for the same course has occurred.



Onsite Training Policy

We require full payment prior to the first day of the scheduled training.

Onsite training at your company's jobsite or facility within a 50-mile radius of the nearest Paragon Training Center will not incur any additional travel charges.

Onsite training outside a 50-mile radius from the nearest Paragon Training Center will be charged \$40 per hour for drive time plus mileage reimbursement at the IRS-recommended rate per training session.

You must confirm the number of participants one week prior to the scheduled onsite training, and we will invoice according to the number provided at that time, regardless of the number of participants who show up for the training. If additional participants attend, you will be billed for the additional participants afterward.

To offer competitive pricing, we must have a minimum number of students to conduct an onsite training course. The minimum number required varies depending on the topic. If the minimum is not met, we will teach the course at a premium, flat rate.

Onsite Course Cancellation Fee

Cancellations of onsite training or reschedule requests received more than 10 business days prior to the scheduled training will not be subject to a cancellation fee.

Cancellations of onsite training or reschedule requests less than 10 business days prior to the scheduled training will be charged a \$100 rescheduling/cancellation fee.