



Safety Training Terms & Conditions

We understand that cancellations and schedule changes are occasionally unavoidable. With that in mind, we have instituted the following policies which will serve to protect both Paragon Safety Group and our training clients.

Paragon Safety Group reserves the right to cancel or reschedule any course for any reason, including instructor illness, adverse weather, or low enrollment. In the event that a class meeting is cancelled due to unforeseen circumstances, Paragon will make every effort to reschedule. If rescheduling is not possible, registration fees will be refunded in full.

Training Cancellation Policy

Clients who need to cancel their class registration may cancel up to 10 business days prior to the start of a course and will receive a full refund. Cancellations within 10 business days of the first class meeting will be subject to a \$50 cancellation fee per registered student.

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 when 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 per registered student 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 50 miles of the Paragon Training Center will not incur any extra travel charges. Onsite training farther than 50 miles from the Paragon Training Center will be charged \$40 per hour for drive time, plus mileage reimbursement at the IRS-recommended rate for each 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 or reschedule requests for onsite training which are received more than 10 business days prior to the scheduled training will not be subject to a cancellation fee. Requests within 10 business days of the training will be charged a \$100 fee.