

Georgia Institute of EMS

Student Policies

Refund Policy:

EMT, AEMT, EMT-I to AEMT Course: "BUYER'S RIGHT TO CANCEL" The student has a right to cancel the registration agreement and obtain a refund for a full refund minus the application/registration fee. The institution shall, for all students, without penalty or obligation, refund 100 percent of the amount paid for the institutional charges, less a reasonable deposit or application fee not to exceed \$200.00, if the notice of cancellation is made prior to or by 10pm of the first day of class. Further, the student has the right to withdraw from a course of instruction at any time. If the student withdraws from the EMT, AEMT or EMT-I to AEMT Bridge program after 10pm of the first night of class, the student shall receive no refund on monies paid and will still owe any money they agreed to pay on a promissory note.

Skill Lab Refund Policy: Students are required to register and participate in a certain number of skill labs, depending on the course they are attending. Each student must pay in full for each skill lab prior to attending the lab. Nonpayment of skill lab fees can result in student not being able to attend that lab. Failure to show for a skill lab without prior notice to the director can result in loss of skill lab fee. The director has sole discretion on skill lab fee transfer/loss.

Topic Tuesday/School Event Refund Policy: Students are required to register for Topic Tuesdays or any other school events in order to attend. Payment is required in full prior to the event and no refunds will be given.

Non-Payment Policy: Any students who are behind on payments can be released from participating in labs and/or clinicals until their account is current. If a student reaches the end of a class and has not paid for the class in full, the student will not be "signed off on" (considered complete) until they have paid for the class in full. (This means that the student will not be able to take the National Registry exam.

Payment Dispute Policy: Any fees from payment disputes will become the responsibility of the student. If a student disputes a payment, the student must pay cash or money order from that point forward, with no exceptions.

Insufficient Fund Policy: Any fees associated with insufficient funds will become the responsibility of the students plus an additional \$35 fee will be charged to the student. The student may be asked to pay cash or money order from that point forward.

School Cancellation Policy:

Georgia Institute of EMS's first line of communication during bad weather, school cancellations, event cancellations, Topic Tuesday cancellations and/or lab cancellations will be through our Facebook page.

If you have not already 'LIKED' us on Facebook, we highly recommend that you do.

If you do not have Facebook, or choose not to 'LIKE' the GAIEMS page, the responsibility will fall on the student to contact us about lab, Topic Tuesday or other event/class cancellations.

In this day and time, too many students do NOT read emails and/or listen to phone messages.

Safety will be our number one concern when we decide rather to cancel a lab, class, event and/or Topic Tuesday.

In the event that lab is not canceled and you have bad weather in *your* area, please use your own discretion as to rather it will be safe for you to travel to and from the school/lab.

Holiday Closings Policy:

Georgia Institute of EMS will close during holidays throughout the year, including but not limited to: New Years, Spring Break, July 4th, Labor Day, Fall Break, Thanksgiving, Christmas/Winter. During school closings, instructors, staff and/or management may not be in the school. While the school is closed during any holidays/breaks, messages may be left for instructors, staff and/or management, however messages will not be responded to until after the school opens after the break.

No labs will be scheduled during any school breaks.

Any clinicals done will have to be scheduled with the clinical coordinator prior to any breaks and paperwork turned in after the break.

Sexual Harassment Policy: Georgia Institute of EMS does not tolerate sexual harassment on school property, during clinical rotations, during any school event and/or between students or students and instructors/staff.

Sexual harassment includes but is not limited to the following:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or e-mail
- Verbal abuse of a sexual nature

- Touching or grabbing of a sexual nature
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested
- Giving gifts that are sexually suggestive
- Repeatedly making sexually suggestive gestures
- Making or posting sexually demeaning or sexually offensive pictures

Any circumstances of sexual harassment should be brought to the Program Director's attention immediately.

Students can be immediately dismissed from Georgia Institute of EMS due to sexual harassment. If a student is dismissed from GAIEMS, they will still owe any unpaid fees or payments. No refunds will be granted.