



Dear Student:

You are registered for an upcoming CPR AED Course.

Please plan to arrive **at least 10 minutes early to check in**, because it will be difficult for late students to catch up once we start. Any student who is more than 20 minutes late will not be able to attend the course and all monies are nonrefundable. Students are expected to attend and participate in the entire course.

#### **WHAT TO BRING AND WHAT TO WEAR**

American Heart Association (AHA) requires that every student have a course textbook before, during, and after the course. Textbooks are designed for individual use and are an integral part of the student's education. Students may reuse their textbooks during renewals or updates until new science guidelines are published. If you do not have a textbook they are available to purchase through our website (<https://www.healthscienceconsulting.com/product-category/cpr-course-textbooks/>) or at HSC when you check in for class. You must have a current AHA course textbook to attend the class. You will need it during the course and AHA now allows open resource for testing.

Please wear loose, comfortable clothing to class. You will be practicing skills that require you to work on your hands and knees, and the course requires bending, standing, and lifting. If you have any physical condition that might prevent you from engaging in these activities, please tell an instructor when you arrive. The instructor may be able to adjust the equipment if you have back, knee, or hip problems.

#### **DIRECTIONS:**

We are located at 2507 Callaway Road, Suite 205 in the Conservation Centre building. We are just off of North Monroe Street near the Cracker Barrel.

- Heading north on Monroe Street – make a left on Callaway Road and we are located on the left-hand side in the Conservation Centre building.
- Heading south on Monroe Street – make a right on Callaway Road and we are located on the left-hand side in the Conservation Centre building.
- I-10 / FL 8 – take the exit 199, toward State Capitol/Fairgrounds/Civic Center.

#### **RESCHEDULE POLICY:**

- No refunds will be issued. All registrations are final.
- You may reschedule your course by calling us at least 7 business days prior to your scheduled course date. You will be charged a rescheduling fee of \$20.00.
- We understand that emergencies do come up. If you have to reschedule less than 7 days before the class you will be charged a rescheduling fee of 50% of the course cost.
- If you cancel within 24 business hours or do not attend your scheduled class, you will forfeit all course tuition.
- A Customer who is more than twenty (20) minutes to class will forfeit all course tuition.
- Courses must be rescheduled and attended within 60 days from the original registration date. No additional rescheduling requests will be honored.

We look forward to welcoming you and if you have any questions about the course, please feel free to give us a call.

Sincerely,

THE HSC Team