



CK Education & Training, LLC
P.O. Box 688
Harrison, Ohio 45030
(513)608-3864 or (513)604-7155
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Contract Agreement & Confirmation Statement

So that all involved can have a pleasant educational experience, we have this contract agreement and confirmation statement. If any of the information is incorrect or needs changing, please contact us immediately. If all information is correct regarding the class(es) scheduled and you do not have any questions or concerns, please sign and return to the above address or by fax. If you choose to fax please call first. Payment can also be submitted at this time or at time of class. No certificates will be given until payment is received in full. We thank you for your business and look forward to working with you.

- Classes are based on ten (10) students and/or \$200.00 minimum depending on the class to be taken.
- All students will be charged appropriately according to the class they are taking.
- No certificates will be given until payment is received in full from your center for your students attending the class.
- If payment is not received within 30 days of invoice date, a \$25.00 late fee will be added to the amount due.
- For CPR classes, half of payment must be received 10 days before class date.
- All materials and certificates and/or certification cards will be provided for the classes.
- May combine with students from other centers.
- Center hosting class(es) is not responsible for payment or cancellation of the students from other centers.
- Cancellation Policy is as follows: If class is cancelled by CK Education & Training, we will fully refund your money or reschedule the class, whichever your center prefers. If class needs to be cancelled due to weather, class will be rescheduled by CK Education & Training and by center representative. If center needs to reschedule for any reason, rescheduling must be done prior to 72 hours before the class. If class is cancelled or rescheduled by the center within 72 hours of class, then a fee of \$50.00 will be charged. If no students attend class at the scheduled time, then the center will be charged the \$200.00 minimum.

Class _____

Date(s) and Time of Class _____

Class Location _____

Contact Information _____

Center Representative Signature _____ **Date** _____

CK Education & Training Signature _____ **Date** _____