

Tuition Fees and Refunds

Refund Policy

1. Refund, less \$65.00 cancellation fee, with WRITTEN NOTICE received (not postmarked) by **Classic Harley-Davidson Riding Academy Manager** 10 or more working days prior to the class start date.
2. Refund, less \$85.00 processing fee, with WRITTEN NOTICE received, (not postmarked) by **Classic Harley-Davidson Riding Academy Manager** within 6 to 10 working days prior to the class start date.
3. **No refund within 5 days of the class start date.**
4. Checks returned by your financial institution will immediately invalidate the registration application. The student will be charged a \$45.00 returned check fee.

ATTENDANCE POLICY

Students must attend all class modules in the order they are presented. If a student fails to show up for any portion of the course, they will be dropped from that class. Classes start promptly and we cannot allow you to join a class already in progress. All class sessions will start on time. Students who are late will be considered to have voluntarily dropped the course and may re-schedule subject to the re-scheduling policy.

Cancellations and Re-scheduling

It is your responsibility to clear your schedule to ensure that you can attend the entire course. We will be happy to re-schedule or cancel your enrollment up to 5 business days before the first day that your course is scheduled to begin. ALL CANCELLATIONS ARE SUBJECT TO THE FEES STATED UNDER REFUNDS.

Re-scheduling Policy

1. Students who miss a class session will be considered to have voluntarily dropped the entire course. He or She may re-schedule and complete the remaining sessions of the course on a SPACE AVAILABLE bases.
 - a. Fee- \$125.00
 - b. Restrictions: Student must contact the site manager within 2 business days to re-schedule the class. Student must complete the re-scheduled class within 8 weeks (56 days) from the date of the originally scheduled class. After the 8 weeks (57 days), the student will be considered a new student and will be required to pay the full registration fee for the full course.
2. Students who are unable to safely complete each exercise or safely proceed to the next exercise will, at the discretion of the Rider Instructor, be asked to leave the course. With the recommendation of the Rider Instructor, the student may re-schedule and complete the remaining course under the Re-scheduling Policy as stated in below:

- a. Level 1 Range: With recommendation of Rider Instructor, student must repeat entire Level 1 Range before proceeding to Level 2 Range.
- b. Level 2 Range: With recommendation of the Rider Instructor, may repeat entire Level 2 Range or return where he or she left off when asked to leave.
- c. If a student is judged to be unsafe and is asked to leave during the course and does not have the Rider Instructor's recommendation to re-schedule and return, the student will not graduate and will be dropped from the course. The Rider Instructor's decision is final. There will be NO REFUND of the registration fee.

Retesting

If you fail the skill riding evaluation, one retake is permitted at the discretion of the Rider Instructor. The entire test must be retaken, not just the unsuccessful exercise. It is your responsibility to contact the Riding Academy Manager within 2 business days.

If you fail either the written knowledge test or skill riding evaluation on the second attempt, you will need to re-enroll in a different course and start the course from the beginning.

Students on Stand-by Waiting Lists

If you are late and class has already started, your spot may be given to someone on our standby waiting list. You will be given a refund in accordance with the aforementioned "Refund Policy and/or Re-scheduling Policy."