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**EAST Student Training**

**Registration and Drop Policy**

When you register your school for a student technical training, you acknowledge and agree to follow the registration and drop policy.

**Registration Policy**

By registering to participate in EAST student training, you are committing and obligating your EAST program to the following:

1. Make all necessary and appropriate arrangements to attend the duration of the training (paperwork approved, transportation, etc.).
2. Facilitator or chaperone will remain on-site with their students for the duration of the training.
3. Do not bring additional students without an email confirmation of prior approval.
4. Follow the drop policy detailed below.

Failure to comply will result in a non-compliance letter sent to you and your school principal.

**Drop Policy**

The EAST Initiative requires a **full two weeks (calendar days)** notice when dropping a student from training at all training locations. This allows other EAST programs the opportunity to participate and/or opens the class for additional students from registered schools to attend. If a circumstance arises within the two-week required notice period that prevents your EAST program from attending training, please drop as soon as possible and notify Phaedra Hawkins at phaedra@eaststaff.org or 501-371-5023 with details.

Failure to properly drop **two weeks in advance** will result in your EAST program losing the privilege to register for three trainings. The first drop penalty will result in the EAST program only having access to register for two trainings maximum at one time. The second drop penalty will result in the EAST program only having access to register for one training maximum at one time. The third drop penalty will result in the EAST program no longer having access to participate in any EAST on-campus (Fayetteville, Little Rock or Regional) student training for the remainder of the school year. Each penalty will result in a non-compliance letter sent to you and your school principal.

**New school year**

**Schools with no penalties**: Will have access to register for three trainings on the first day of registration going live.

**Schools with one penalty:** Will have access to register for three trainings one day after registration goes live. **Schools with two penalties:** Will have access to register for three trainings two days after registration goes live.

**Schools with three penalties:** Will have access to register for three trainings three days after registration goes live.

*Drop deadlines are essential for EAST to effectively maintain and provide professional resources. Late drops result in unwarranted expenses. Please be mindful to drop according to the drop policy guidelines. We rely on your commitment to plan in advance to maximize the training resources made available to your EAST program.*

**Waiting List - Drop Policy Exception**

When you are placed on the waiting list for a student training, make the same necessary arrangements to attend training (paperwork approved, transportation, etc.). Be prepared!

* If you confirm within two weeks (14 calendar days) of the start date of training and you are unable to attend, please drop one full (calendar) week before the start date to avoid receiving a penalty.
* If you confirm within one week (7 calendar days) of the start date of training and you are unable to attend, please drop from the roster as soon as possible. You will not receive a penalty.

*\*\*\*Remember - All student training opportunities are privileges and are provided for the benefit and growth of the student. Please help us ensure EAST students get the most out of training this school year. Thank you in advance for your cooperation.*