****

**EAST Student Training**

**Registration and Drop Policy**

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

**Registration Policy**

By registering to participate in EAST student technical training, you are committing and obligating your school and 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 the students for the duration of the training.
3. Do not bring extra 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 administrator.

**Drop Policy**

The EAST Initiative requires a **full two week~~s~~** notice when dropping a technical training session at all training locations. If a circumstance arises after the two-week cutoff, which prevents your school from attending training, drop yourself and your students immediately and notify EAST Staff ([training@eaststaff.org](mailto:training@eaststaff.org) or 501-371-5016) with details on your non-attendance. When a school drop from the roster two weeks as required, this will give other EAST schools on the waiting list an opportunity to participate and/or open the class for additional students to attend.

Failure to properly drop **two weeks in advance** will result in your program losing a privilege to register for three sessions at a time. After the first offense, your program will only be able to register for two sessions at any given time. A second incident will result in your school's removal from an additional training registration privilege. A third incident will result in your school’s removal from participating in all student training sessions for the remainder of the school year. Each offense will result in a non-compliance letter sent to you and your school administrator.

Included with this policy is a reward system for the next school year. Schools with no penalties will register for their three training sessions on day one (1) of registration going-live. Schools with penalties will register on the 2nd and 3rd day after registration go-live.

*Please be advised that EAST will implement a year-to-year roll-over consequence for programs who consistently fail to drop prior to the required two week cutoff. Drop deadlines are critical to EAST being able to efficiently manage resources during training. Late drops result in an increase in expenses. We rely on your commitment to plan well in advance to maximize the training capacity of EAST.*

**Waiting List - Drop Policy Exception**

When you are placed on the waiting list for a specific training session, EAST also assumes you have made all appropriate arrangements to attend the duration of training (paperwork approved, transportation, etc.).

* If you confirm within two weeks (14 days) of the start date of class and you are unable to attend, we ask that you drop at least one full week before the start date to avoid penalty.
* If you confirm within one week (7 days) of the start date of class and you are unable to attend you may drop this session. 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.*