

DDTC POLICY FOR MAKING UP CANCELLED CLASSES

When the DDTC Board Decides to Close the Building

If the Board decides to close the club due to an emergency or concerns for the safety of members such as weather conditions, mechanical failure, or threats to members' health, the Board will make every effort to find a date and time for a make-up class. ***The make-up class must be held on the same day of the week and time as the cancelled class.***

The following reimbursement guidance is provided in these instances:

- When a substitute date is offered to class students, any student unable to attend at that date/time **will not** receive a refund for the class.
- If a substitute date/time cannot be found, students will receive a refund for the missed class(es) by the same method in which they paid for the class, i.e., check, voucher, etc.

When an Instructor Decides to Cancel Class

If an instructor cancels a class, whether it be due to weather or for personal reasons, every effort will be made to make up the training time that would be missed.

Some options would be to:

1. Find a substitute instructor. If none are available...
2. Add a class to the end of the current session. The make-up class must be held on the same day of the week and time as the cancelled class. If that's not possible...
3. Add time to the remaining classes that would equal the training time missed, whether before and/or after class start/end times.

If none of the above options can be met – either for Board or Instructor cancelled classes - the Board will decide on an alternate solution.