

1. **Attendance Policy** – All class absences can be made up in any future class of the same course. The PMP® class must be made up within the same class and preferable within 1 week of missing any class (since you will be sitting for the PMP Exam through the Project management Institute (PMI®) immediately after completing the class.

2. **Re-admittance** to any class for make up purposes must be coordinated directly with the instructor for that course. There are no terms for re admittance as long as the course has been paid for previously.

3. **Registering PDU's** - Any course awarding PDU's must be completed in its entirety (every session must be attended or made up) to be able to register the PDU's with the PMI. This is the sole responsibility of the student.

4. **School Calendar** – Doulos PM Training Takes the weeks of Thanksgiving, Christmas and New Years Day only. No other holidays are observed during the year and all classes are held as scheduled.

5. **Enrollment Periods** – Classes can be enrolled in as soon as they appear on the Doulos PM Training website. The beginning and ending dates of classes are always included on the website.

6. **Hours of operation** – Doulos Pm Training operates only during the class hours indicated in the course registration. Instructors are normally available for questions before and after any class period at the class location. We have no office hours during the week. Students are encourages to call in with any questions they have concerning the schedule, courses or policies.

7. **Class schedules** vary depending on the course and length of classes. Right now we have PMP classes Monday, Tuesday and Wednesday evenings as well as Saturday morning and Saturday afternoons. We have a MS Project class on Saturday mornings and an Advanced PM class on Saturday afternoons. The Risk management class occurs once a quarter and the other classes are on demand as requested and only on corporate sites.

8. **Student Conduct** – The only reason for terminating a student would be non payment of tuition. Re admission would occur upon payment of tuition.

9. **Resolution of Student Grievances** – any students grievances should be addressed to

Gary Rechtferdig, the CEO of Doulos PM Training through the class instructor.

10. **Any unresolved grievances** should be addressed to the Texas Workforce Commission (TWC) at: Texas Workforce Commission Career Schools and Colleges  
101 East 15<sup>th</sup> Street, Room 226 -T  
Austin, Texas 78778  
Ph,=. 1-512-936-3100

11. **(Holder in Due Course)** “Any Holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid the debtor hereunder.”