

ParishSOFT Teletraining Terms of Agreement

In order to encourage participation and a fair opportunity to attend ParishSOFT Teletraining Classes we have developed the following policy for all customers signing up for training. Please read carefully the terms listed below.

If a staff member has not attended class without informing ParishSOFT Training of their cancellation, or if the cancellation occurs within 24 hours of the time of class, they will be marked with an '**Unexcused Did Not Attend**' status by the class instructor.

If three '**Unexcused Did Not Attend**' statuses accumulate, payment will need to be submitted to complete future registrations.

No charge will occur on the account if the registrant attends the class they have registered for. To avoid a charge, cancellation must occur before the 24 hours prior to class.

A charge of \$50 per class will occur if the staff member does not attend class or if they cancel within 24 hours before the start of class.

If the payment is not submitted upon request than enrollment is incomplete and the registrant will be placed on the wait list for class.

After a 6 month rolling period the account will no longer be in a pre-pay status and advanced payment will not be required.

A form for payment will be attached to your class confirmation email. If you are unable to pay by the methods available, please call the ParishSOFT Training Administrator to make other arrangements. 1-866-930-4774

For security purposes, the payment information will not be recorded or maintained at the office of ParishSOFT beyond the date of class.