



Madison-Champaign Educational Service Center

Providing outstanding customer-based service

Dr. Daniel Kaffenbarger, Superintendent
Matthew Ketcham, Treasurer

West Region PreService Class Policies

Effective 9/1/17

NEW

- Drivers **MUST** attend the first day of class! That is Monday for new drivers and Tuesday for recertifying drivers. Drivers arriving at a class without having attended the first day **WILL NOT** be admitted unless making up a day from a previous class.

NEW

- All classes are Monday through Thursday.

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- Class Registration Forms not received **2 business days** prior to class will not be accepted.

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- Cancellations not received **2 business days** prior to class will be billed in FULL for the class, this includes no-shows.

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- Drivers will not be permitted in class if they are not pre-registered.

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- The school district sending the driver to class is responsible for class fees unless otherwise stated by the district itself.
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