

Class Agreement

As a student of AHSP/DAP/ANG classes, I agree and understand:

1. To attend the classes and the final interview on time, and within the required 90-day period. If I am more than **ten minutes late**, I will not be allowed to enter the class or appointment (this will be considered an absence).
 - Any absence should be reported to the office the next day. The **re-enrollment fee** must be paid before a make-up date can be given.
 - *The re-enrollment fee* [\$125 for AHSP or DAP] [\$150 for ANG] [\$25-missed final interview fee] must be paid before a make-up date can be given and the classes/appointment started over and completed.
2. 24-hour advance notice of cancellation will be accepted only with a **valid reason (such as an emergency) and documented proof**. In order to waive any charges, the documented, written proof must be submitted to the office within three business days.
3. It is my responsibility to call the office to **schedule my final interview**. I agree to call for an appointment within three business days of the last class and complete the interview as soon as possible.
 - Upon completion of all classes, final interview, and payment of all fees, a **notice of completion** will be sent to the referring source, i.e., court, judge, probation officer.
4. VANDALISM WILL NOT BE TOLERATED. Any client who defaces, destroys, or willfully damages any AHSP/DAP/ANG property, or any property of others, will be made to pay for the damages and the referring source will be notified immediately.
5. I will attend all appointments and classes free from alcohol and other drugs. If any staff person detects the presence of alcohol or other drugs, I may be dismissed from the program and the referring source will be notified of my actions.
6. If, for any reason, a **refund** is to be given, \$25 will not be refunded to help compensate for office personnel time and the processing of paperwork.
7. To participate in the whole class, to complete any assignment and test when required. I understand I must pass the final test (75% correct) in order to successfully complete the class.

This agreement is in compliance with agreements made between Alcohol Highway Safety Program, Drug Awareness Program, or the Anger Management Program and the criminal justice system. Violation of this agreement may result in dismissal from the program, and a notice will be sent to the proper referring source (judge, probation officer, attorney, employer, etc.) I understand this course is designed for *my benefit* as a constructive alternative to other more severe penalties.

- **I have read the above, received my copy, and agree to abide by this agreement.**

Client

Date

Witness

Date