

Registration Process

Complete, sign and return the application with a minimum of 50% of the course fee to **On Rope 1, Inc.** Any remaining course fees must be submitted to **On Rope 1 Inc.** at least 2 weeks prior to the start date of the desired course. If **On Rope 1, Inc.** does not receive the full course fee at least 2 weeks prior to the start date of the desired course, your name will be removed from the course registration list and placed on the waiting list (see Waiting List Policy below). Any applications received without a minimum of 50% of the course fee, will be considered as a request for placement on the waiting list.

On Rope 1, Inc. will process your application as soon as we receive it and you will be sent a confirmation packet. In this packet you should find a letter confirming that your application and course fees were received, a liability waiver, a medical history and emergency contact form and other information pertinent to the course for which you applied. The liability waiver and the medical history and emergency contact statement must be returned to **On Rope 1, Inc.** by the start of the course.

Waiting List Policy

If a course is full, your name will be added to the waiting list. Names are added to the waiting list on a first-come, first-serve order.

Cancellation/Refund Policy

On Rope 1, Inc. reserves the right to cancel a course at any time and for any reason. If such a cancellation occurs, all registered course participants will be notified as soon as possible and **On Rope 1, Inc.** will only be responsible for refunding course fees received by **On Rope 1, Inc.**

If you cancel your course registration and there is less than 2 weeks remaining before the start of the course, **On Rope 1, Inc.** will attempt to replace you with someone on the waiting list. If a suitable replacement is found, then **On Rope 1, Inc.** will refund any course fees received less a \$25 processing fee. If a replacement is not found, then **On Rope 1, Inc.** will retain your 50% deposit fee.