



H.E.L.P. Policies

Program Registration Policy

The H.E.L.P. program, run through the College of Graduate & Continuing Education at Westfield State University, requires advanced registration. The program is expected to fill rapidly and early registration is advised. Space is reserved on a first-come, first-served basis when a fully completed registration, accompanied by a \$500 non-refundable deposit, is received in our office.

Medical Forms Requirement

Participants must provide complete current medical information. Blank medical forms will be sent after the deposit is made or can be found on our website. Massachusetts law requires that a medical exam be conducted less than one year before program attendance. The medical forms must be completed, signed by a physician and parent or guardian, dated and on file in the College of Graduate & Continuing Education **by June 4, 2019**. Please contact us if you have questions or concerns about meeting this deadline. Parents of participants with special needs must speak with the Program Coordinator about reasonable accommodations.

Accounts Payable Policy

A non-refundable deposit of \$500 is due by April 30, 2019. The balance of \$500 is due by June 4, 2019. There is a \$25.00 charge for returned checks. **Enrollment in H.E.L.P. indicates your acceptance of all Policies and Terms of Registration.**

Refund Policy

There are no refunds for any cancellation received after June 4, 2019. There are no refunds for failure to show, voluntary withdrawal, sickness, or removal from the program for violation of behavior code. In some confirmed medical situations we may at our discretion issue a refund minus the \$500 non-refundable deposit.

There are no exceptions to the above-stated policies.

If you have any further questions please contact Brandon Fredette, Program Coordinator, at (413) 572-8033 or bfredette@westfield.ma.edu.