

## **COMMUNITY PROGRAMS - POLICIES & PROCEDURES**

### **COURSE FEES & PAYMENT**

Fees must be paid-in-full to join a program. SUNY Maritime College accepts cash, personal checks, Visa, MasterCard, American Express, and Discover payments. Your name will not be placed on the class roster if only a partial payment or no payment at all has been received. Community Programs will send a confirmation of registration and receipt of payment via email if an address has been provided on the registration form. All payments are submitted to the college's accounting office and may take up to 2 weeks to reflect as withdrawn. The cancelled check or credit card statement will serve as receipt of payment for the class. Upon request, receipts can be provided for cash payments.

### **PROGRAM CANCELLATION AND REFUND PROCEDURES**

You will be notified via email and/or phone if a program is cancelled due to low enrollment. The full payment will be refunded or can be transferred to another class of your choice. Refunds may take up to four weeks from the cancellation date.

If you find you need to cancel your registration, you must e-mail [cprograms@sunymaritime.edu](mailto:cprograms@sunymaritime.edu) at least seven days PRIOR to the class start date to receive a refund. We do NOT issue refunds after that time, as stated on the Community Program's Registration Form.

Please note that Community Programs does NOT offer makeup classes (unless an emergency class cancellation is required by the college). If an emergency class cancellation is required by the college, a specific makeup date will be scheduled for all participants to attend. We cannot accommodate individual makeup date requests. Participants will be notified via email and an automated phone call.

### **FACILITY INFORMATION**

Changing rooms are located in the restrooms on the second floor of Riesenberg Hall. There are separate areas for men and women. Lockers located in these changing rooms are used by students of Maritime students only; therefore, Community Programs attendees may not use them. Restrooms are located in the main lobby.

### **FOR YOUR SAFETY**

An instructor reserves the right to move a participant to a more appropriate class based on safety, ability, and physical endurance. Children MUST be accompanied by a parent/guardian at all times. No roller-skates, roller-blades, scooters, bicycles, skateboards, or heeies (wheeled shoes) may be used inside the buildings. Community Programs reserves the right to expel anyone for not following the rules and regulations or for jeopardizing the safety of others.

### **SWIMMING POOL REGULATIONS**

All instructional swimming classes are taught by certified Water Safety Instructors.

Food and/or beverages are prohibited in or around the Riesenberg Hall pool or pool deck. No one may enter the pool area without a lifeguard on duty. All patrons must take a shower before entering the pool. Appropriate bathing attire must be worn; no gym shorts, jeans, or other street clothing will be allowed in the pool. No shoes on the pool deck. Running, skipping, pushing, or any kind of horseplay will not be allowed. Our pool is NCAA regulated and the temperature is required to be kept between 78-82 degrees. While most participants are comfortable at this temperature due to constant movement in the pool, if you feel that you or your child may be uncomfortable, you may want to wear a long sleeved rash guard shirt. These help retain body heat in the water.

NEW RULING: All SWIMMERS with hair at or below shoulder length wear a bathing cap

ADDITIONAL RULING: NON-SWIMMERS with hair at or below shoulder length must wear their hair in a ponytail

### **ACKNOWLEDGEMENT & ASSUMPTION OF POTENTIAL RISK**

I understand and acknowledge: (a) that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate, (b) that in order to participate in these activities, I agree to assume liability and responsibility for any and all potential risks which may be associated with participation in such activities, (c) that the college, its employees, officers, agents, or volunteers shall not be liable for any injury/illness suffered by me which is incident to and/or associated with preparing for and/or participating in the activity(ies), (d) that I am responsible for my own transportation to and from the activity(ies) and the college assumes no liability for loss or injury resulting from my transportation, and (e) that photos and/or videos of me and/or my child's participation in these activities may be taken for the sole purpose of assisting in the instruction and/or

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promotion of future programs. I have no known medical condition which may pose a risk to the health and safety of me or others by participating in the registered activity(ies).

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