



Failure to attend sessions regularly may result in your being discharged from the program.

1) You agree that the final/remaining course balance for the SOP course is **due 3 weeks from the booking date and the IOP course balance is due 3 months from the booking date and before attending your final class..** If final payment is not made on time I will be terminated from the program. I understand termination mean losing the monies paid and attendance accrued. These fees may be paid in cash, money order, or VISA/Master Card. NO CHECKS.

You also agree that if fees are not paid in full before the last class, that I must re-pay and re-take the entire course.

2) You will not be allowed to attend any session if you are Late. All students must be signed in 5-10 minutes early with First and Last Name displayed in zoom. Failure to do so may result in being denied entrance to the virtual class. Cell phones and pagers must be turned off in the group rooms. You will not be allowed to leave the room to attend personal calls.

3) No outsider is allowed in the zoom sessions without advance approval.

4) Progress reports are sent out monthly to all referring sources, usually at the first week of the month.

If you have been referred to Above and Beyond by probation/parole, we are obligated to inform your supervising officer of missed sessions and/or individual appointments within a period of 24 hours. ***Please keep this in mind. Do not miss your sessions.***

5) Do not attend group under the influence of alcohol or other drugs. If you do so, you will be asked to leave the group and your referral source may be notified.

6) Dress code is strictly enforced. Must be fully dressed and presentable.

7) Food and drinks are not allowed in the group rooms.

8) Participants are expected to participate in group discussions.

9) Participants agree to be drug and alcohol free while participating in intervention services. Participants are subject to random drug test.

10) Absolutely, NO driving during class. Absolutely no walking around during class must be seated in a classroom environment.

11) You may be dismissed from group without credit if your behavior is disruptive to the group's learning.

12) You must be engaged in the class, Cannot be working, having outside conversations, sleeping, watching TV, nor playing on your phones/laptop/tablets /computers, cooking, cleaning...etc. Must be fully attentive and engaged in a classroom like setting.

1. No smoking on the screen. Must wait until break time.

2. you must be sitting up while attending sessions, ABSOLUTLY No laying Down.

3. You must be in an environment conducive to learning.

4. **I.O.P. is a 6 week program** that I must and can only attend **three times per week**. Each class will be approximately 2-3 hours in length. I acknowledge that I must be present before the class starts and must remain in the class until it ends.

I also acknowledge the **maximum time frame** to complete the IOP course is **8 calendar weeks from my Booking Date**. If I'm not completed by the maximum time frame end date, I will be terminated from the program with no exceptions.

1. **S.O.P. is a 12 week program** that I must and can only attend **twice per week**. Each class will be approximately 2-3 hours in length. I acknowledge that I must be present before the class starts and must remain in the class until it ends.

I also acknowledge the **maximum time frame** to complete the SOP course is **15 calendar weeks from my Booking Date**. If I'm not completed by the maximum time frame end date, I will be terminated from the program with no exceptions.

1. I understand that I must start class within 1 week of the booking Date, before the agreement is forfeited.

2. I also agree that Above and Beyond will update policies, when deemed necessary.

GRADUATION REQUIREMENTS(for Certification):

§ Attendance credit for the required number of sessions (IOP(18), SOP (24)).

§ All fees paid before last class is attended.

§ Complete required number of sessions (IOP (18), SOP (24)) before the maximum time to complete program (IOP (8weeks), SOP (15weeks)).

§ All assignment completed

BY CLICKING ON THE CHECKBOX BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.