

Paul Smith's College
NYS Security Guard School Enrollment Agreement

Student Contact Information

First Name		Middle Initial	
Last Name			
Street Address			
City, State, Zip Code			
Cell/Home Phone			
Email Address			

Course Requested

- ___ 8 Hour Pre-Assignment Training Course for Security Guards
Cost: \$100 / student must be paid in advance to hold seat
Date: _____ – 8:00 am – 5:00 pm Location: Paul Smith's College – Overlook Hall, classroom 211
- ___ 16 Hour On-The-Job Training Course for Security Guards
Cost: \$200 / student must be paid in advance to hold seat
Date: _____ – 8:00 am – 5:00 pm Location: Paul Smith's College – Overlook Hall, Classroom 211
- ___ 8 Hour Annual In-Service Training Course for Security Guards
Cost: \$100 / student must be paid in advance to hold seat
Date: _____ – 8:00 am – 5:00 pm Location: Paul Smith's College – Overlook Hall, Classroom 211

Registration Deadline / Refund Policy

Students must register and pay all fees at least 7 days prior to the start of the class.
Check, cash, or credit card payment is accepted.
Refund Policy: Students will be entitled to a 100% refund at any time prior to the start of instruction.
16 Hour OTJ Course: Students will be entitled to a 50% refund if the student cancels before the start of the second 8 hour block of instruction.
A security guard training school cannot assess any non-refundable fees or deposits.

Acknowledgement

By my signature, I (student) agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and the school catalog.

Student Name (print) _____ Student Signature _____ Date _____

School Agent/Employee who enrolled student:

Name (print) _____ Signature _____ Date _____

Send this completed form with payment to:
Paul Smith's College
Office of Campus Safety
PO Box 265
7777 State Route 30
Paul Smiths, NY 12970-0265

FOR MORE INFORMATION, CONTACT THE OFFICE OF CAMPUS SAFETY
Phone: (518) 327-6300
Fax: (518) 327-6250
Email: campussafety@paulsmiths.edu