

Atlas Counseling and Education LLC

[www.atlased.org](http://www.atlased.org)

Ph: 214.952.7505

For all virtual students, I understand that if my internet connection is not reestablished within 5 mins, I will be dropped from the class and no refunds will be given.

Threats and any actions that may be perceived as harmful may result in immediate dismissal from the class and authorities will be notified.

No foul language, please.

I understand that these rules are met to ensure the safety and best interest of all in the class and they are not to be debated.

I understand that I have been provided the information at the time of registration and I am solely responsible to read and follow these rules.

I understand that I am responsible for my homework assignments and must be completed in a timely fashion.

I understand that the price and the make-up classes are non-negotiable .

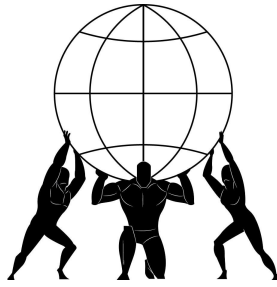
I understand that if I fail to complete all the class requirements and not attend any make-up classes,(DWII) I will not receive my certificate of completion until I do so.

I understand that if a situation is to arise and the class is canceled, then the class will be rescheduled at the earliest date possible.

I understand that I need to ensure that payment has been made in order to be allowed in class.

I understand that all assignments and pre- and post tests must be completed and submitted within 24 hrs of completing the class. Failing to do so may cause a delay of up to 10 days,before I receive my certificate electronically. The original copy may take longer.

I understand that eating is highly discouraged when in class.



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I understand that privacy matters are taken very seriously and I will make an effort not to be around others without a personal headset.

I understand that it is highly recommended that I attend class in a secure and private location where I can express my opinions and without the concern of others listening to responses.

I understand that I am obligated to participate in all class discussions and will answer questions when asked appropriately.

I understand that I am not to wander around my location for any reason.

I understand that for no reason am I or anyone else allowed to record the class sessions.

I understand that I must have my camera on and be in view of the cameras at all times.

I understand that I may not engage in watching tv, social media, having side conversations, or any other activity that may be disruptive to the class.

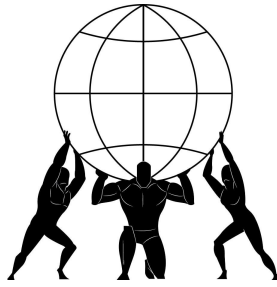
I understand that I cannot attend class if I am driving, working or engaged in personal errands. ex. shopping, working, driving, cooking, doing yard work, bathing, or any other activity that may be distracting to the class)

I understand that family emergencies, flat tires, babysitting, going to work and other situations such as this will result in a non-excused absence.

No absences are all in all courses except for the DWI Intervention program. The DWI course allows two absences.

DWI Intervention second absence you will be dropped from the course. - you must make up the absences and there will be a \$40 requirement for each absence.

All classes must be completed in their proper sequence and no makeup class will be allowed for DOEP and DWIE



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I understand that it is my responsibility to have a reliable internet connection and Atlas.

Counseling and Education has no responsibility to ensure that your internet connection is reliable.

No sleeping is allowed for any reason.

Please wear appropriate clothing, especially clothing prompting drug and alcohol, over revealing clothing.

It is the client's responsibility to know what class is needed. No refunds will be given for any reason.

I understand that I am not to be flirting or asking other participants on dates of given compliments of any kind that may be found to be unwelcome or offensive.

I understand if I fail to comply with any or all of these rules, I may be dropped from the class and your probation officer will be notified within 24 hrs.