

# SOTC Registration Information (Winter Session)

## HOW TO REGISTER

Complete the registration form, and mail with full payment and a copy of your dog's shot records to the Registrar:

- **Mary Yates, 4911 Briarwood Ln., Manlius NY 13104**

Use one form per dog per class. Improperly filled out forms will not be processed.

Puppy, Pre-Basic and Basic classes are extremely popular. Please sign up early to avoid being closed out. Registration remains open until classes fill or start.

## APPLICATION, PAYMENT, REFUND, and CANCELLATION POLICIES

Classes are filled on a first-come/first-served basis after the priority-registration period has ended. The number of students SOTC can accept is limited by the availability of our volunteer instructors. Applications that contain a completed registration form, photocopy of shot records, and payment in full will be enrolled first. Dishonored checks will not hold you a spot in class. Please do not call to confirm your enrollment. You will receive a confirmation via e-mail about a week before your class starts. If no e-mail address is provided, then a postcard will be mailed. You will be notified if the class you requested has filled and given other options if possible. You may cancel your enrollment by notifying the Registrar before your class starts and will receive a full refund of your class fee. There will be no refunds made, or credits given, after the first day of class. SOTC reserves the right to cancel a class that does not generate enough interest and will return a full refund for that class upon its cancellation.

## LOCATION

**Location.** SOTC Training Facility, 6392 Deere Rd, Bldg #2, Syracuse NY 13214.

**Directions.** From the NYS Thruway take Exit 35 to Rt. 298 West (this will be the second exit after entering Carrier Circle). Once on 298 West, take the first left U, then an immediate right onto Court St. (sign for Court St. is visible), then take the next right onto Deere Rd. and proceed to 2nd driveway entrance. Ample parking is available on the left side of the building.

## NOTES

**Meeting nights.** SOTC does not hold classes after 7pm on its monthly meeting nights. Meeting nights this session are: **Monday, January 9; Tuesday, February 14; Monday, March 12.** If your class ends before 7pm any of these nights, it will likely be held. Students are welcome to attend the meetings.

**Cancellation.** Individual classes may be canceled/postponed in the event of bad weather or other unforeseen circumstances. Class cancellation/postponement information/policies will be provided at Orientation or your first class.

**Priority registration** is reserved first for members who are teaching/assisting in the upcoming session, or have taught/assisted within the previous 6 months. Second priority is for other members. Third priority is for current trainees. Any registration received after priority registration ends will be treated on a first-come/first-served basis regardless of member/non-member status.

**For more information.** You may download registration forms and other useful information from the SOTC website, [www.sotc.info](http://www.sotc.info). If you have questions, leave a message with the SOTC message service (315/458-1492) or contact the Registrar ([SOTCRegistrar@gmail.com](mailto:SOTCRegistrar@gmail.com)).

SOTC is a New York State registered 501(c)3 educational corporation (organized not-for-profit).