

Hello,

Thank you for your interest in the Phlebotomy Class and your interest in the paid wait list. Please read this before you decide to commit to the paid wait list. You should only sign up on the paid wait list if you agree to be committed to take an available spot if it becomes available – even if it is a last-minute opening. Please read the following concerning important info on how the wait list works [Note: in the event you were unable to secure a spot, you can try and secure a spot as a walk-in on class day.]

**What Is It?**

The paid wait list gives you priority if there is a cancellation and seating priority goes in sequential order on the list. You should only sign up on this list if *you are committed to taking the class and agreeing to take a spot if one opens* – even if the night before the class!

**Up until a few days before the class:**

In the event that any of the registrants cancel, prior to the class, you will all be notified by email and/or sms that a spot has opened up. When possible the spot will be held to the person at the top of the list if they confirm by the deadline in the email. The priority of being awarded the seat goes by your sequence in the wait list. If we do not receive word from you in a reasonable time, we will award that spot to someone else but you will keep your position on the list if another spot opens up.

**Within a day or two before class:**

If a spot opens up, you will be notified as before but since it is getting so close to class, you may be contacted by phone and/or email and we will need to know by the deadline we set (usually within hours) if you can make the weekend class. If we do not receive word from you by the deadline, we will award that spot to someone else but you will keep your position on the list if another spot opens up. Depending on the time limitations, we try to award a spot according to the position on the list.

**The day/night before class:**

There are typically cancellations the day or night before class. As such please check your emails and phone messages in case a spot becomes available. At this point, we may award the spot to whoever responds first.

**If a spot does not open up:**

There is almost always a no-show or two the day of class, so I would definitely try coming as a walk-in. Again, the spot will be awarded in order of the sequence on the wait list. Paid wait listers are given priority over non-paid walk-ins. If you decide to try and to get in as a walk-in, ask the coordinator to email you the orientation material for the class so you know what to do.

**What if you do not get in:**

If you do not make it in the class, you can use your deposit as an automatic registration to the next class or you can get your deposit refunded and simply re-register for the next class. If you apply your deposit for the next class, that will be considered as an actual registration so if you cancel or change your mind, you can only apply your deposit to a future class.

**What if I confirm being awarded a spot but do not show or cancel:**

If you are confirmed to take a spot, your paid wait becomes a regular deposit and thus if you do not show up, you lose your deposit just as a regular registrant would. If you cannot make it and give adequate notice in advance to cancel, you can apply your deposit to a future class, otherwise it is my discretion to allow you to apply your deposit to a future class.