



10427 W. Lincoln Ave Suite 1400
West Allis, WI 53227
P: 414.310.1115
training@castlewi.com
www.castlewi.com

Tardy or Late Arrival Policy:

Tardiness of students: a student will not be allowed into class if more than 15 minutes late after class start time designated. If a student arrives more than 15 minutes after, they will receive a “Hospitality Rescheduling Occurrence” and is NOT ELIGIBLE FOR REFUND of the class. The rescheduling needs to be completed within 3 (M-F) business days of original class, if not a \$25 rescheduling fee needs to be paid prior to rescheduling class. If more rescheduling or cancelation is needed after the “Hospitality Rescheduling Occurrence” is needed from the original class reschedule, a \$25 rescheduling fee needs to be paid prior to rescheduling class and is NOT ELIGIBLE FOR REFUND.

Effective 12/16/2021