



# THE TAX ASSESSOR-COLLECTORS ASSOCIATION OF TEXAS

An Association to secure the benefits of organized ideas and discussion of mutual problems that will advance and maintain proper efficiency and dignity of the County Tax Office.

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

## Class Policies & Procedures

### **Registration & Payment**

Pre-registration is required for all classes. Registration must be faxed or emailed to the Education Director. Once a registration is processed, confirmation will be sent to the e-mail address on the registration form confirming the class, location, date, time along with any other additional information. Course fees are due prior to class unless alternate arrangements have been approved by TACA.

### **Cancellation Policy**

All cancellations must be received at least one week prior to the start date of the class. In the event that TACA cancels a class, the association will refund the entire registration fee.

### **Time & Attendance**

Classes begin at 8:30 AM with sign-in beginning at 8:00 AM each day. Course materials will be provided during sign-in on the first day of class. Students must attend the course from start to finish in order to receive designation credit or continuing education credit. Students who leave early or who are absent for more than 60 minutes outside of the regularly scheduled breaks (without pre-approval by the instructor) will not receive credit.

### **No-Shows**

If you have not notified TACA at least one week prior to class starting, that you will not be attending the class for which you have registered, you will be marked as a “no-show”. No refund will be given for “no-shows”.

### **What to bring to Class**

You will need a silent calculator with a 12-digit display, material for note taking including pens, pencils, highlighter and note paper. Meeting room temperatures may vary, a light jacket might be needed.

### **Exams**

All exams are “closed book”. Up to two hours to complete the end of course exam is provided. The exam is taken directly from the written course material and class lectures. Students are not allowed to use cell phones or electronic notebooks, including the calculator function, during the exam.

### **Grades & Course Credit**

Students will receive their grades after the exam is graded and before leaving. All students who successfully complete and pass the course, including those taking the course for continuing education credit only, will receive a certificate of completion.

### **Failing a Course**

A student making a grade below 70 in a course may retake the exam. Instructor will provide a full review prior to retake. Student may retake entire exam. If the student’s grade is still below the 70 after the retake, the student will be required to retake the course.

### **Insufficient Enrollment**

At least 6 students must register for a class in order for it to be held. Should registration fall short of that number, TACA will notify students approximately one week prior to the first day of class. Credit will be issued for future class unless a refund is requested.

### **Location of classes**

Check the TACA website for course locations and recommended hotels. If any TACA member is interested in hosting future classes, please notify Education Director. The facility used must be able to accommodate at least 10 people. Courses can also be held with closed enrollment, please contact Education Director, for further details.

### **Emergencies**

If a student must leave due to an illness or emergency, notify the instructor immediately. The instructor will notify the TACA Education Director so that arrangements can be made for the student to attend the course at a later time.