



John J. Barthelmes
Commissioner

State of New Hampshire
Department of Safety
Division of Fire Standards and Training and Emergency Medical Services
Richard M. Flynn Fire Academy
98 Smokey Bear Blvd, Concord, New Hampshire
Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305-0002



Deborah A. Pendergast
Director

100% Refund

With at least a 24 hour notice (prior to class) an individual may withdraw from a class with a 100% refund and/or no charge for billing. This time frame gives the opportunity to fill the vacancy from the program waiting list.

Courses in length up to 80-hours

Once a course of 80 hours in length or less starts (or less than a 24 hour notice is given) there shall be no refund; this includes students that give no notification of withdrawal or are considered "no shows"; billing shall be at full tuition.

Courses in length longer than 80-hours

Once a course longer than 80 hours in length starts (or less than a 24 hour notice is given) and the course is less than 50% complete when a student withdraws or no notification of withdrawal has been given, the refund or billing shall be 50% of the full tuition. If the course is 50% or more complete, there shall be no refund; billing shall be at full tuition.

NOTE: All requests for refunds must be in writing by either the student or affiliated fire department and approved by the Division Director.

Emergency Medical Services – Fire Training and Certification – Fire Academy

Business: (603) 223-4200

Fax: (603) 271-4567

Toll Free: 1-800-371-4503

TDD Access: 1-800-735-2964

<http://www.nh.gov/safety/divisions/fstems/index.html>