



## **Cancellation Policy**

All cancellations must be in writing. A full refund will be granted when written cancellation is received at least a calendar week before the training session. If written cancellation is received within the calendar week before the training session a 30% late cancellation fee will be assessed, however, if written cancellation is received within 48 hours of the training session, no refunds or credits will be made. For example, if the training session is scheduled for the 30th of the month, a full refund will be granted for written cancellations received by the 23rd of the month. A 30% late cancellation fee will be assessed for written cancellations received by the 28th of the month. No refunds will be granted for written cancellations received after the 28th of the month.