

CANADIAN FIRST-AID TRAINING Ltd.

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CANCELLATION POLICY

CANADIAN FIRST-AID TRAINING Ltd. reserves the right to cancel a course. A course will be cancelled or rebooked if there is insufficient enrolment; our policy is 4 business days. You will be notified of changes/cancellations and refunds/options.

Course Cancellations and Refunds:

If we cancel a course:

- A full refund will be processed and / or an attempt at rescheduling will be attempted if the registered person so chooses.

If Registrant cancels:

- **Before course starts (3 days prior):**

All refunds are subject to an administration fee of \$15.00.

- **After course has started:**

Normally no refunds are issued except for extraordinary circumstances. This is done at the discretion of CFAT management.

- **Refund requests may be submitted by phone or in person.**

We require notice of withdrawal from a course, by telephone or in person, at least **three business days (72 hours) before the course begins**. Upon giving proper notice, registrants will be assessed an administrative fee for refunds of course fees. **No refund will be made for cancellations received later than three business days before the course begins.**