

## Class Cancellation Policy

This policy will define how training class cancellations are handled. This policy covers Training Evolutions (TE) and Nuclear Training Institute (NTI) policies on cancellation of a class, minimum student enrollment requirements, cancellation by student, and customer specific class cancellation.

### **Class Cancellations (by TE/NTI):**

It is our intent to avoid cancellation or rescheduling of any training events. Unfortunately circumstances occasionally require us to cancel or reschedule a class.

Instructor-led classes are student-enrollment dependent. The required minimum student enrollment is eight (8) students for instructor-led classes. Classes with enrollment of less than eight students are subject to cancellation or rescheduling at the discretion of the training manager.

Classes will be cancelled no less than thirty (30) working days prior to the scheduled start day of class.

Cancellation notices will be sent to enrolled students by email, to the address provided at the time of registration.

Students will not be charged any training fees for classes cancelled by TE/NTI.

As circumstances may require us to cancel or reschedule classes; please consider this when arranging travel. We are not liable for any expenses incurred due to class re-scheduling or cancellation.

### **Enrollment Cancellations (by Student):**

We request students cancel enrollment as soon as possible. All classes have limited seating, so in the event you cannot attend please allow room for other students to participate, by canceling your enrollment.

Student cancellations received thirty days (30) days prior to the start of class will receive full reimbursement of tuition paid.

Student cancellation received less than thirty (30) days but before the day class starts will be billed for the full tuition amount and will receive credit for same course attendance within 12 months.

Students who do not cancel prior to the scheduled start of class will be billed for the full class tuition.

There is no credit or refund of tuition due to failure to attend without notice.

### **Customer Class Cancellations (by customer):**

Regional and customer specific classes are scheduled per customer's request. These classes incur additional cost investment by TE/NTI and therefore have a specific cancellation policy.

Regional and customer specific classes cancelled 15 business days or less prior to the start of class will incur a 25% cancellation fee of the total original price. This fee is not refundable and may not be credited to any other class tuition.

Regional and customer specific classes cancelled five (5) business days or less prior to the start of class will incur a 50% cancellation fee of the total original price. This fee is not refundable and may not be credited to any other class tuition.

All cancellations must be sent in writing via mail or email.

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