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## Policy on Class Cancellations, Withdrawals and Refunds

### **Class Cancellations**

Aggressive Training Services reserves the right to cancel classes that do not reach minimum enrolment requirements or for extenuating circumstances. Every effort will be made to notify all registrants in a timely manner prior to the class start date. Fees for cancelled classes will be refunded in full or applied to another course upon request.

### **Student Withdrawals**

Students may formally withdraw from a class by contacting our office at least two business days prior to the class start date by telephone. Students and companies are held responsible for courses in which they are registered until they formally withdraw from the course(s) within the refund deadline dates. Non-attendance does not constitute a formal withdrawal.

### **Student Transfers**

Students may transfer to another class at any time up to at least two business days prior to the class start date of the class they are registered in for a \$25 administration fee.

### **Refunds**

Students are eligible for a 100 per cent refund less an administrative charge of \$25.00 if they formally withdraw at least two business days prior to the class start date. The withdrawal refund may be applied to another course upon request.

For private group course registrations, companies and groups are eligible for a 100 per cent refund less the administrative charge of \$150.00 if they formally withdraw at least two business days prior to the class start date. The refund may be applied to another course upon request.

Failure to formally withdraw from a course within the published deadlines above will result in no refund provided. Students who attend but are unsuccessful in courses are not eligible for refunds.

Thank You for choosing Aggressive Training Services as safety training provider. We are committed to providing high quality training and ensuring students have every opportunity to be successful in completing the course and learn the necessary skills and knowledge to become competent employees.

Should you require any further information, please contact a program coordinator at our Athabasca office 780-675-1111.

**Industrial  
Health  
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