

## American Testing Services, Ltd. Training Class Cancellation Policy

Courses are subject to minimum enrollments. If the minimum number of enrollments is not met, American Testing Services, Ltd. reserves the right to cancel the class and offer students a full refund of the course fee or transfer them to another date and/or location. In this situation, or if the course must be cancelled due to circumstances beyond our control, students will be given at least five business days' notice.

If a student wishes to reschedule or cancel enrollment, written notification must be received by American Testing Services, Ltd. ten business days or more prior to the first day of the class for a full refund. If a student reschedules or cancels five to nine business days before the class start date, 50% of the class registration fee will be refunded. If a student reschedules or cancels four or fewer business days before the class start date, no refund will be given. If a student is a "no show," no refund will be given.

<b><u>Cancellation/Rescheduling Occurrence</u></b>	<b><u>Refund Amount</u></b>
• Cancelled by ATS, anytime	100%
• 10+ business days prior to start date**	100%
• 5-9 business days prior to start date**	50%
• 1-4 business days prior to start date**	none
• No Show	none

*\*\*Notifications notice must be received 5pm Friday prior to this occurrence*