

# U.S. COST Training Cancellation Policy

Included in your registration fee is the following:

- Training manual
- Computer for use during training
- Continental breakfast and coffee
- Drinks and snacks throughout the day

Anyone registered for class is expected to arrive on time in order to insure all topics are covered in the allotted time. US Cost reserves the right of the instructor to have attendees to reschedule if they arrive more then **15** minutes late for class.

U.S. COST strives to hold classes as scheduled, but if low enrollment or other circumstances occur beyond our control, U.S. COST reserves the right to cancel class **10** business days prior to its commencement date without financial obligation.

A company or individual may cancel a class without penalty by giving U.S. COST at least **15** business days notice in writing (e-mail or fax) prior to the start date of the class. If a company or individual cancels a course less than **15** business days, but more than **10** business days prior to the start date, there will be a **50%** cancellation fee. If a company or individual cancels a course within **10** business days prior to the start date of the class, the company will be charged **100%** of the course fee.

## Client Site (Onsite) Cancellation

A class held at client site has additional resource commitment and expenses. A company or individual may cancel an Onsite class without penalty by giving U.S. COST at least **15** business days notice in writing (e-mail or fax) prior to the start date of the class. If a company or individual cancels a course less than **15** business days prior to the start date of the class, the company will be charged **50%** of the course fee and will be responsible for any travel expenses incurred by U.S. COST.

