



CANADIAN FIRST-AID TRAINING Ltd.
Unit B – 390 Provencher Blvd. Winnipeg, MB. R2H-0H1

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CANCELLATION POLICY: Effective - May 24, 2018

CFAT reserves the right to cancel or reschedule courses at anytime. A course may be cancelled or rescheduled due to insufficient enrollment. You will be notified via email (or call), of changes / cancellations at least 3 business days prior to the course. A full refund will be issued in the event that rescheduling is not an option.

**If a change of date is required, we will gladly move a participant at no extra charge, providing the request is 3 business days for basic courses & 5 business days before advanced course dates.

If Registrant cancels: Basic Public Course ****(All First-Aid, CPR, BLS, Babysitting, Stay Safe! & Renewal Courses)***

If a course date change is required, we will gladly move a participant (at no extra charge), providing the request is 3 business days before course date. If requested, a full refunds will be issued up to 4 business days prior to the course date. Any cancellations prior to 4 business days will result in a 10% processing fee (i.e. 10% of total cost of course registered for).

If Registrant cancels: Advanced Public Courses ****(Instructor, ACLS, ACLS-EP, PALS, PEARS, Prenatal sessions Wilderness & Advanced Wilderness & Remote First-Aid)***

If a course date change is required, we will gladly move a participant (at no extra charge), providing the request is 5 business days before course date. If requested, a full refund will be issued up to 5 business day prior to course date. Any cancellations (within 5 business days of the course), will result in a 10% processing fee (i.e. 10% of total cost of course registered for) & cost of training materials (If applicable).

PRIVATE/GROUP TRAINING

Group training must be cancelled **1 week in advance (5 business days)** prior to course for any costs to be waived. If a course is cancelled within 5 business days, a charge of **10%** of the original request will be invoiced. If training was scheduled outside of Winnipeg, and hotel/equipment delivery arrangements had to be made, the charge of these cancellation fees will also be applied to your invoice.

EVENT FIRST-AID

If an event is cancelled, it must be done **1 week in advance (5 business days)** or a charge of **10%** will be invoiced. If hotel accommodations/equipment delivery was arranged for your event you will also incur those cancellation fees as well (if applicable).