

Cancelation & Reschedule Policy

For On-Site Training

- Substitutions of attendee may be made at any time.
- Cancellation and/or reschedule requests must be received in writing by email or fax. You are responsible for ensuring that your written request is received. The Center's Course Administrator will reply with a written acknowledgement.
- Attendees must cancel more than 3 weeks prior to the course date to receive a full refund.
- Cancellation requests received 3 weeks to 10 business days prior to the course date will result in a credit toward attendance at a future scheduled course taking place within 12 months of the original course. Rescheduling is allowed on a one time basis only, with no further rescheduling permitted. If you do not attend a course within 12 months from the original seminar, the entire course fee will be forfeited.
- Cancellations made 10 to 5 business days prior to the first day of training, will receive a refund of 50% of the course fee.
- Cancellations made 5 or less business days prior to the course date, or failure to appear for the course, will result in forfeiture of the course fee.
- The Center for Forensic Science Research & Education reserves the right to cancel or reschedule courses at any time. If the Center cancels or reschedules the course due to weather or unforeseen circumstances beyond the control of the Center, you are entitled to a full refund, but the Center is not responsible for travel arrangements, travel fees, or any expenses incurred by you as a result of such cancellation. If the Center cancels a course in which you are enrolled, you will be contacted at the email address you provided when registering, so please be sure to provide a valid email address.

For Web-Based Training

- Substitution of attendee may be made at any time.
- Cancellation and/or reschedule requests must be received in writing by email or fax. You are responsible for ensuring that your written request is received. The Center's Course Administrator will reply with a written acknowledgement.
- If you cancel more than 10 business days prior to the first day of training, your training fee will be fully refunded.
- If you cancel 10 or less business days prior to the first day of training, 50% of the course fee will be refunded.
- Attendees must ensure that they have the technical capability to access web-based materials. The Center for Forensic Science Research & Education is not responsible for technical difficulties related to the hardware, software, or operational system of the attendee. If you encounter technical problems or other issues, we will proceed and complete the training session. We will work with you to resolve any issues but we reserve the right to reschedule the training or to provide a recorded version to view on-demand.
- The Center reserves the right to cancel training at any time. If the Center cancels the training due to unforeseen circumstances beyond the control of the Center, you are entitled to a full refund of the course fee, or your course fee can be credited toward a future training which would be scheduled at your convenience based upon availability.