

### **Micromeritics Training Program Cancellation Policy**

- 1. All fees/tuition must be paid in full prior to attending the selected training class.**
- 2. If fees/tuition is not paid within three (3) business days prior to the start of the training class, the student will be removed from the class roster if a waiting list exists and the student will be placed at the end of the waiting list.**
- 3. Prior to the date of the training class, if a student is unable to attend, the student is allowed to transfer their place to another student at no additional cost.**
- 4. During the training class, if a student is unable to complete the entire class due to illness, emergency, etc., the Training Coordinator must be notified as soon as possible and Micromeritics will determine an appropriate course of action.**
- 5. All transfers/cancellations must be received in writing via email or fax and include the student's name(s) and contact information, as well as the training class title(s) and scheduled date(s).**
- 6. Cancellation of attendance shall be handled in the following manner:**
  - a. If the student cancels thirty (30) days or more prior to the start of class, all fees/tuition will be refunded.**
  - b. If the student cancels twenty-nine (29) days or less prior to the start of class or does not show up to class without canceling, the student will receive a credit to attend a future training class.**
  - c. If Micromeritics must cancel/reschedule a training class, the student may receive a full refund of fees/tuition or attend the rescheduled class. Micromeritics is not responsible for travel/lodging related expenses.**