

## ***Boston APICS Class Cancellation Policy***

### ***Education Classes, Seminars and Other Programs***

Boston- APICS reserves the right to cancel any class, seminar or other educational program for any reason. Registrants will be notified by phone or e-mail 7 days before a class is scheduled to start if the class has been cancelled, and all collected fees will be refunded.

- Reservations may be canceled at any time, subject to the following:
  1. For cancellations made prior to 14 days (day 15 or more) before the class start date will have all collected fees refunded. Notice must be received in writing via e-mail to the class coordinator. Please be sure to reference the specific course, location, and date.
  2. Cancellations received less than 14 days but more than 3 days before scheduled classes are subject to a \$100.00 cancellation fee. Notice must be received in writing via e-mail to the class coordinator. Please be sure to reference the specific course, location, and date.
- No refunds will be made for cancellations received 3 days or less prior to a class.
- Substitutions: You may substitute another person in your place for any class that you have registered and paid for, at any time, up to and including the first class session. Prior notification to Boston APICS of your intention to make a substitution is desired but not mandatory.
- If you fail to attend a class for which you were registered, without notifying Boston- APICS as above, your class fees will be forfeited.