



## Training Cancellation Form

**Cancellation Policy:** We must receive notice of any cancellations a minimum of two business days before the start of a class to issue a refund (i.e., if a company is cancelling a registration for a class that starts on a Monday, we must receive notice of the cancellation before 8:00 AM the prior Thursday). Notice of cancellation may be given by completing and submitting this form or notifying us in writing of the cancellation and providing the student's full name, the applicable company, the class name, and the class's start date. If we do not receive a cancellation notice timely, you will not be entitled to a refund unless we are able to fill the spot. A \$50 fee will be applied to all cancellations for which we issue a refund.

### Cancellation Notice

**Student's Full Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Class Start Date:** \_\_\_\_\_

Please send cancellation notices to [trainingregistration@apao.org](mailto:trainingregistration@apao.org). If you have any questions please call APAO at (503) 363-3858.