

**Evolution Training Solutions, LLC
No Show/Late Cancellation Policy
Effective January 1, 2018**

It has been proven that consistent attendance provides for the greatest opportunity for success. By providing us notice of a cancellation, we may be able to accommodate other students with your attendance slot.

Students must cancel their attendance in writing by email to evolutionordnance@aol.com at least two weeks prior to the scheduled course start date in order to receive 100% tuition reimbursement. Cancellations made within two weeks of course start date will be considered a late cancellation, and you or your agency/company, if you registered under one, will be charged 50% of the course tuition. Students failing to provide a notice of cancellation will be considered a no show attendance and you or your agency/company, if you registered under one, will be billed the full course tuition. We do understand that emergencies arise and that it may not be possible to give such a notice. Exceptions to the No Show/Late Cancellation Policy will be determined on a case-by-case basis. After two (2) no shows/late cancellations, the student will be prohibited from any further course registration. We are not responsible for any travel or lodging costs.

