



# Cancellation Form

Please use this form for all cancellation requests. Fax to 202/289-4074 or email to [training@dgac.org](mailto:training@dgac.org). If you do not receive confirmation from us by COB on the next business day, please call us at 800/634-1598 or 202/289-4550 to ensure we received your form. Our cancellation and transfer policy are below. PLEASE NOTE: The DGSA Course Cancellation Policy differs as explained below. If you are transferring a course, please see that form for further instructions.

## Cancellation Policy

- ◆ Cancellations received: At least 11 business days prior to class will be fully refunded; six to 10 business days prior to class will be refunded at 50% of the registration fee; five or fewer business days prior to class and “no-shows” will not be refunded.
- ◆ Substitutions may be made at any time prior to the beginning of the class.
- ◆ In the event of a class cancellation, DGAC's sole responsibility will be to refund the amount paid or reschedule at DGAC's discretion. DGAC assumes no responsibility for loss of travel or other expenses.
- ◆ **DGSA COURSE: Because of the commitments DGAC makes to the testing authority for the DGSA Exam, the DGSA Course Cancellation policy differs from DGAC's normal cancellation policy. The last day for refunds and substitutions is July 2, 2010. No refunds will be given after this date. Transfers to other DGAC courses are not allowed.**

PLEASE PRINT CLEARLY

Date of Request: \_\_\_\_\_

Student's Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Course # & Date: \_\_\_\_\_

Please supply Credit Card information for refunds:

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_