

Cancellation Form

Please use this form for all cancellation requests. Fax to 202/289-4074 or email to training@dgac.org. If you do not receive confirmation from us by COB on the next business day, please give us a call at 800/634-1598 to ensure we received your form. As a reminder, our cancellation and transfer policy is provided for you below. PLEASE NOTE: The DGSA Course Cancellation Policy differs as explained below.

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 in August 29, 2008. 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: _____

Name on Card: _____ Billing Zipcode: _____

Office use only	Date Received:	Received By:	ID #:
	Refund: 100% 50% None	Amount:	
Refund Date:		Confirmed with student on date:	
Comments:			