



# Eastern Atlantic States

## CARPENTERS TECHNICAL CENTERS

### Eastern District Training Program **CANCELLATION POLICY**

To manage enrollment and attendance more effectively at the Eastern District Piledriver training center, The Eastern District training fund directors have, by consensus, agreed to implement the following cancellation policy effective July 1, 2021:

- Class registrations are locked in and considered firm effective **10 business days** prior to the start date of the class for which that registration is made. This would typically be two Mondays prior to the scheduled start date for a class starting on a Monday.
- Prior to that “effective” date, registrations may be changed or cancelled without penalty.
- Any cancellations beyond that specified date will be invoiced and become the responsibility of the participant’s home fund to handle according to that fund’s policy.
- NO SHOWS - Your training fund will be billed for **ALL members on the Final Roster**, this includes members that do not show up to class. All members must attend all dates, 100% attendance is required for all courses. Your training center will not be billed for members under the “cancellations” section of the roster, as long as they were cancelled within the 10 business days.
- Final Rosters are sent the Thursday before the start date of class. All new registrations and substitutions **must be made prior to that Thursday**, if seats are open.
- Participants cancelling due to legitimate emergent situation may be allowed to reschedule and make-up classes based on mutual agreement between the fund directors.