

Cancellation and Rescheduling Policy

These policies have been put into place to ensure our customers receive a high quality educational experience. Since class size is limited, all cancellation/rescheduling deadlines will be strictly adhered to.

Cancellations

A company or individual may cancel an Advanced MicroSystems' class without penalty by giving Advanced MicroSystems notice at least 5 business days prior to the scheduled class. If a company or individual cancels a specific class without at least 5 business days but more than 2 business days notice prior to the class, the company or individual will be assessed a 50% cancellation fee (per person). If a company or individual cancels a specific class without at least 2 business days notice prior to the class, the company or individual will be assessed a 100% cancellation fee (per person).

Reschedules

A company or individual may reschedule an Advanced MicroSystems' class without penalty by giving Advanced MicroSystems notice at least 5 business days prior to the scheduled date of the class. If a company or individual reschedules a specific class without at least 5 business days notice prior to the scheduled date of the class, the company or individual will be assessed a \$25.00 rescheduling fee (per person).

No Shows

If a company or individual does not attend a class and does not give notice, the company or individual will be assessed a 100% "no-show" fee.

Reimbursements

Advanced MicroSystems reserves the right to cancel a class at any time. If that happens, we will refund the course fee(s) in full. Advanced MicroSystems' liability is limited to course fee (s) only. Advanced MicroSystems cannot be held liable for any travel or other miscellaneous expenses related to attendance or cancellation of a class.

* All Cancellation and Rescheduling requests must be made in writing and faxed or sent to Advanced MicroSystems to receive proper reimbursement in a timely manner.