Cancellation Policy & Form
Students pre-registered by fax or web:

Revised 1-07

NOTE: This form is for cancellation only!
If the student is to be rescheduled, you must use the standard registration form (fax or web) to avoid confusion and to assure the student is properly scheduled.

- To cancel a pre-registered student the company must complete and submit the cancellation form shown below.
- It must be submitted prior to 2:00 p.m. the business day before the scheduled class. If submitted after that time the company may be charged for the reserved spot in the class or the lab.
- Complete the entire form to assure the student is properly identified.
- Fax form to 337-436-4222. Forms must be received, at the Safety Council, by 2:00 p.m. for next day classes. Please note that we close at noon on Friday.
- Forms received after 2:00 p.m. will NOT be processed until after 8:00 a.m. the next business day and the missed class will be considered as a failure to attend.

Cancellation form: The following information must be completed to be accepted:

COMPANY_____
CONTACT PERSON_____
PHONE #_____FAX#_____
E-MAIL_____

ENTER DATE CLASS WAS SCHEDULED TO BE TAKEN

STUDENT NAME	SOCIAL SECURITY #	CLASS DATE	CLASS CODE