BCCSA
BC ConstructionSafety Alliance

Asbestos Control Training: Cancellation and Refund Policy

To cancel a registration, participants must send **written notice** to asbestos@bccsa.ca. If written notice is **not** received within the stated timeframes, the full course/exam fees will be charged. Exam no-shows will be charged full exam fees. **One-to-one participant substitutions may be permitted at the discretion of the BCCSA.**

In-Person Sessions: Contact the Asbestos Control Training team **ten (10) days** in advance to cancel an in-person assessment/exam. If a participant withdraws less than ten (10) days from the start of the assessment/exam, no refund is given. A full refund is given if a participant withdraws ten (10) or more days in advance. One-to-one participant replacements are allowed up to **twenty-four (24) business hours** prior to the start of the exam.

Zoom Sessions: Contact the Asbestos Control Training team **five (5) business days** in advance to cancel a Zoom session. If a participant withdraws less than five (5) business days from the start of the session, no refund is given. A full refund is given if a participant withdraws five (5) or more business days in advance. One-to-one participant replacements are allowed up to **twenty-four (24) business hours** prior to the start of the session.

Assessment & Exam Session Cancellations by BCCSA:
The BCCSA and its venue partners reserve the right to cancel any course, assessment or exam session (both in-person and online) due to insufficient enrollment or other reasons. In the event of a cancellation, you will be notified by the BCCSA by phone call or email at least one (1) week and up to three (3) weeks prior to the course or session start date*.

**For sessions running in the Central-Cariboo, Northern BC, and on the Northwest Coast, the BCCSA will notify participants no less than three (3) weeks prior to the scheduled start date of session cancellations.*
**For sessions running on Vancouver Island, in the Thompson-Okanagan, and in Southeastern BC, the BCCSA will notify participants no less than two (2) weeks prior to the scheduled start date of session cancellations.*
**For sessions running in Greater Vancouver and the Fraser Valley, the BCCSA will notify participants no less than one (1) week prior to the scheduled start date of session cancellations.*

For all scheduled sessions, the BCCSA requires a minimum **fifty percent (50%) enrolment** in the posted session(s) within **one (1) to three (3) weeks** of the start date (region-dependent) of the first session date to proceed with the session. **If you prefer to hold sessions on-site at your location or another venue, please contact asbestos@bccsa.ca for a quote.**