

# **Cancellation/Refund Policy**

We reserve the right to cancel any TRA Defense Training & Consulting scheduled training course. If a course is cancelled due to low attendance, we will provide you with the option to participate in a future training session. If you are unable to attend the future training session a full refund will be issued.

You may cancel any course as long as we receive a course cancellation notice greater than 10 days prior to the course. You will receive a full refund of that course less a \$25 cancellation fee. You may cancel any course 3 to 10 days prior to the course being scheduled and you will receive a 50% refund of that course.

If you cancel a course registration within 3 days of the scheduled course you will be required to pay for the entire tuition. TRA Defense Training & Consulting may credit your payment towards a future training class.

We are not responsible for fees incurred related to cancellation of travel expenses (airline reservations, rental car reservation, hotel reservations, etc.).

If training materials have been ordered for your reservation, you will be responsible for paying TRA Defense Training & Consulting's retail value of such material.

Free courses or seminars can be cancelled at any time without penalty.

All cancellations and refund request must be made in writing.