

ACM, Risk Alive®, and The Institute of Hazard Prevention Training Cancellation Policy

The deadline to notify ACM/Risk Alive®/The Institute of Hazard Prevention of a cancellation is 14 days prior to commencement of the course/event.

If cancellation is received 15 days or more days prior to commencement registrants may:

- Cancel and receive a full refund
- Move to a future offering of the same course/event
- Be replaced with a colleague

If cancellation is received 14 days or fewer prior to commencement, registrants may:

- Be replaced with a colleague
- Be moved to a future offering of the same course/event. This is a one-time offering only. A registration moved to a future date remains non-refundable
- Charge the full cost of the course/event

No-shows the morning of the course/event will forfeit the entire registration fee.

Medical emergencies will be addressed on a case-by-case basis.

Risk Alive®, ACM, and/or The Institute of Hazard Prevention reserves the right to cancel any course/event prior to the scheduled date and will offer to register you in the next scheduled course/event or promptly refund your payment.

Please keep the cancellation policy in mind when making travel arrangements, such as airline tickets and hotel reservations. **ACM/Risk Alive®/The Institute of Hazard Prevention will not be responsible for any travel arrangement fees incurred by cancelling or changing travel plans.**

ACM/Risk Alive®/The Institute of Hazard Prevention reserves the right to change the date and location of a course and to substitute instructors with equivalent qualifications.