

NO-SHOW, LATE ATTENDANCE AND CANCELLATION POLICY –

ConocoPhillips (COPA) PERMIT TO WORK COURSE

APICC has an established *Same Day Cancellation Policy* and enforces a strict *No Show Fee* and *Late Arrival Policy*, which is equal to the full per-person price of the course. This policy has been established in order to provide the highest level of service to all ConocoPhillips(COPA) Permit to Work registrants and their employers.

Description

“No-Show” shall apply to any registrant who fails to arrive for a confirmed class time and did not provide advance notification of the absence. “Same Day Cancellation” shall apply to any registrant or contractor company cancelling less than 24-hours prior to the confirmed class start time. “Late Arrival” shall apply to any registrant who arrives 15 or more minutes after the confirmed class start time, as a separate email will be sent to all confirmed registrants with additional information.

Policy

Registration for a COPA Permit to Work class may be cancelled anytime up to 24-hours in advance of the class start time for a full refund. Registrants will not be eligible for a refund unless they cancel at least 24 hours in advance. To notify the APICC office of cancellations or need to reschedule, call (907) 770-5250 or email training@apicc.org.

Confirmed registrants who show up 15 minutes or later after the class start time will be considered a “Late Arrival.” Because essential information is given throughout the entire COPA Permit to Work training course, registrants who arrive 15 minutes or later after the class start time will not be permitted to join the course and will not be eligible for a certificate of completion. No-shows and Late Arrivals will be considered cancellations on less than 24-hour notice and will not be eligible for refund of their registration fee.