



**Tarrant County 9-1-1 District
Training Program
Cancellation Policy
EFFECTIVE JANUARY 1, 2017**

1. If it becomes necessary to cancel a course registration, it is preferred the registration is canceled at least three (3) working days before the course start date. This is to allow ample time for other students to sign up for the course.
2. Agencies with cancellations which occur within 24 hours of the course start date will be charged a \$20 cancellation fee. The fee may be waived for extenuating circumstances.
3. “No shows” for the course will be considered a cancellation and will be charged a cancellation fee. The fees for “no shows” are: \$25 fee for one or two day classes, a \$50 fee for three or four day classes, and a \$100 fee for five day classes. Students who continually “no show” for courses may not be allowed to register for future courses.
4. Cancellations will be considered received by the TC9-1-1 Training Program staff when the student or supervisor logs into GoSignMeUp to process the cancellation and receives a confirmation email.

If you have any questions regarding course cancellations contact:

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