



## **Our Course Cancellation Policy at Gateway Safety Services**

Gateway Safety Services Ltd. requires anyone who is taking Standard First Aid or Emergency First Aid course to pay prior to class. Our class size is limited and we need to ensure maximum student attendance. Payment must be made at least 1 business day prior to class.

### **Cancellation Policy**

All requests for withdrawal of these courses must be made 1 business day prior to the class beginning. Non-attendance or stopping payment does not constitute notice of withdrawal from a course. Refunds are available only to students who follow formal cancellation procedures before deadlines. To do so, you may call our Lethbridge office at 403-328-8496. If a student leaves a course without proper notification, or does not show up for class at all, the student is not considered eligible for a refund. If Gateway Safety Services Ltd. cancels a course, a full refund of fees will be made. Be advised: Course cancellations are extremely rare.

Upon registration, the client acknowledges and accepts the conditions of the payment/cancellation policy.

Please note that this does not apply to companies that are paying for someone as we deal with payment in a different manner.

Thank You.

*Gateway Safety Services Ltd.*