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# FOOD SANITATION INSTITUTE TRAINING CANCELLATION POLICY

## Training Cancellation Policy

Cancellations, student changes or transfers need to be requested in writing via [training@cf-san.com](mailto:training@cf-san.com), and will be honored according to the below policy.

- Cancellation requests made more than 30 days prior to a training start date will be granted a 50% refund. \*  
No refunds can be granted for events that are less than 30 days away.
- Transfer requests made more than 30 days prior to a training start date will be honored and processed free of charge. Your registration can be moved to a training of your choice (provided that training has available spots) that is scheduled within a year from your original reservation. Please inform us via email stating original training name and date, as well as new training name and date at [training@cf-san.com](mailto:training@cf-san.com). You will receive a confirmation email. You are responsible for changing travel and hotel arrangements.
- In the event that you cannot attend a training, but a colleague would like to take your place, we are able to accommodate a student change. Student change requests are granted until 2 working days prior to a training start date and processed free of charge.\* \* Please inform us via email stating training name and date, original registrant details as well as replacement student details at [training@cf-san.com](mailto:training@cf-san.com). You will receive confirmation email. You are responsible for changing travel and hotel arrangements.
- No refunds or transfers can be granted for no shows. \*\*\*

In the event that we are forced to cancel or reschedule a training, registrants will be notified promptly. If you are unable to make the rescheduled training date, you will be granted a full refund upon request. You are responsible for changing travel and hotel arrangements.

\* Does not apply to CFS Training Passport. No refunds granted for Passport.

\*\* With respect to the CFS Training Passport, transfer of a training spot to a colleague is only allowed if the colleague pays separately for the seat. The Passport is assigned to an individual and non-transferable to a colleague.

\*\*\* CFS Training Passport no shows will be counted as a used spot. In order to continue with the passport, the individual will need to pay separately for the course again.