

# **IATSE 212 Education Course Policy:**

## **Lateness and Cancellation**

We recommend students arrive at least 15 minutes prior to the start of the class registered in order to sign in. The course will begin promptly at the start time. Students who arrive 15 minutes or more after the course has begun will not be permitted to participate or attend and will forfeit their course fee. If at any time during the course a student is required to leave due to unforeseen circumstances (medical emergency) they will be given the option to reschedule and finish the course at a later date.

If a student is unable to attend a course for which they have registered, notice of at least 2 business days prior to the course date must be given to the Education Coordinator in order to qualify for a refund or credit for the next available course date. A refund or credit will NOT be issued, if notice is less than 2 business days prior to the course date is given. Credits must be used within the same calendar year of the original registration date.

By registering for a course offered through IATSE Local 212, students have agreed to the above policy.

Thank you  
IATSE Local 212  
Education Department

