

## MeckCARES Training Institute Cancellation / No-Show Policy

- Participants may cancel their registration for class up to two (2) business days prior to the class. Participants that do not cancel prior to two (2) business days or who are no-shows will be billed a \$45.00 no-show/late cancellation fee.
- All Cancellations MUST be in writing only. Email or Fax cancellations to:
  - Charlotte AHEC Registration
  - Email: [Registration@charlotteahec.org](mailto:Registration@charlotteahec.org)
  - or**
  - Fax: 704-512-6561
- In case of an emergency (e.g., court) in which participants are unable to attend the class, the participant MUST contact the Charlotte AHEC registration department in writing via email or fax within one (1) business day after the scheduled class start time to avoid the \$45.00 no-show fee/late cancellation fee. Documentation may be required by the participant's supervisor to verify the court appearance or emergency work situation.
- Participants that are no-shows for a MeckCares workshop will have all future MeckCares course registrations (CFT 101-205) canceled. All future course registrations will be cancelled automatically and the participant will not receive any documentation regarding the cancellations.