

Government Training Resource Terms and Conditions

By registering for a course offered by Government Training Resource, the student or host agency agrees to the following terms and conditions.

Student Cancellations

Students who cancel at least **48 hours** before the scheduled course date and time are eligible for either a full refund or a credit valid for **one year** from the original course date.

Host Agency Cancellations

Host agencies that schedule a private course may cancel and receive a full refund or a credit valid for **one year**, provided written notice is received by Government Training Resource within **seven (7) calendar days of the original course scheduling date**. After the seven day period, the course is considered confirmed and is not eligible for a refund or credit unless approved in writing by Government Training Resource.

Course Substitutions

A host agency may substitute a registered attendee at any time before the course begins by providing the substitute's information to Government Training Resource.

Government Training Resource Cancellations

Government Training Resource reserves the right to cancel or reschedule any course because of instructor illness, severe weather, insufficient enrollment, emergencies, or other circumstances beyond its control. If this occurs, the student or host agency may choose either a full refund or a full credit toward a future course.

Refunds and Credits

Approved refunds will be issued to the original payment method whenever possible. Course credits are valid for **one year** from the original course date and may be applied to any Government Training Resource course.