

NACA Cancellation Policies

- Please do not make any airfare commitments until you have confirmed that this class will proceed. NACA requires a minimum number of participants for each training program to minimize any potential financial loss. A class will be confirmed on the 31st day prior to the class start date (Example: If a program was to begin on December 1st, the class commitment would be made on October 31st). No class will proceed without a minimum number of participants being committed to attend. Contact NACA at 913-768-1319, extension 6, 31 days prior to the class start date, to confirm class commitment.
- You may make lodging and rental car arrangements prior to a class being confirmed if you can verify with the hotel and rental car company that you will receive an entire refund of any deposits (should the class be canceled).
- In the rare event that our class may be canceled, you will receive a refund of the entire tuition cost. You may also elect to receive a NACA Credit Voucher, which would entitle you to a credit of the entire tuition cost. The Credit Voucher may be utilized on any NACA training program. The Credit Voucher is valid for 1 year from the start date of the canceled class. Credit Vouchers cannot be refunded or exchanged for cash.
- NACA is not responsible for any travel reimbursement (airfare, lodging, car rental, etc.) for any cancelled class.
- You may cancel your registration at any time prior to the class start date. If you cancel 30 days prior to the class start date, you will receive a total refund. If you cancel less than 30 days prior to the class start date, a 20% nonrefundable fee will be assessed. In lieu of the 20% nonrefundable fee, you may elect to receive a NACA Credit Voucher, which would entitle you to a credit of the entire tuition cost. The Credit Voucher may be utilized on any NACA training program. The Credit Voucher is valid for 1 year from the start date of the class in which you canceled your registration. Credit Vouchers cannot be refunded or exchanged for cash.
- If you cancel or transfer your registration, you are required to fax to NACA a written statement to confirm your cancellation or transfer. Fax to: 913-768-1378.
- If your schedule changes, and you need to transfer to another class, you will be assessed a \$25.00 transfer fee.
- If you fail to appear at the class without 72 hours written notice (not to include Saturday and Sunday), you will forfeit your entire tuition fee.

Effective: October 10, 2003