

# Course Cancellation and Postponement Policy

Central Texas Regional Training Academy reserves the right to cancel or postpone any course. Courses that do not meet the minimum required registration may be canceled up to four weeks prior to the scheduled start date.

## **Scheduling Notice**

When a course is scheduled and advertised, there is no guarantee that the course will be delivered exactly as originally planned.

## **Rescheduling**

Courses canceled due to inclement weather, emergencies, instructor availability, facility issues, or other unforeseen circumstances may be postponed or rescheduled at the discretion of CTRTA. CTRTA will make reasonable efforts to notify enrolled students as soon as possible of any cancellation, postponement, or revised course date.

Approved for CTRTA internal policy use.