

PRODUCT TRAINING

Cancellation Policies



REGISTRATION

The course is an interactive session and to ensure we provide adequate time to answer questions from participants, the attendance is limited. Registration is on a first come, first served basis. Registration with payment must be completed to be considered registered and attending. To register, refer to the Chart University Registration Form.

*Multiple attendee discounts available to qualified customers per training date. Contact Chart for more details.

HOTEL RESERVATIONS

Attendee is responsible for reserving hotel room. Attendee is also responsible for cancelling the hotel reservation if the training is cancelled. If the training is cancelled and you have booked through an online low-price hotel service, please check their cancellation/refund policy. Chart will not refund for the cost of hotel reservations. Also, be aware that some online low-price hotel services do not provide a refund if cancelling. Attendee is responsible for air, all ground transportation, and hotel associated costs.

FLIGHTS - BOOKING TICKETS

Chart reserves the right to cancel trainings. If the training is cancelled, training registrants will be notified 30 days prior to training start date. Therefore, please do not book air flights until 25 days prior to training start date. If the training is cancelled and you have air flights booked, you will not be refunded for the cost of the air flights. Please refer to Attendee Cancellation/Refund Policy below.

CHART CANCELLATION POLICY

Chart requires a minimum attendance of 15 people to coordinate the training. If the minimum is not met, the training will be cancelled. Cancellation of the training will be decided 30 days prior to training start date and attendees will be notified.

ATTENDEE CANCELLATION/REFUND POLICY

Cancellations for trainings must be in writing. Phone cancellations will not be accepted.

- Greater than 30 days, receive 100% of the registration fee.
- Less than 30 days, receive 100% of the registration fee:
 - As Chart's product credit or...
 - Registration fee applied to future training date. (Valid for one year).

**Industrial Trainings:
Please Register via Fax**

Chart Inc. Attn:
Cathy Dols
Phone:
952-758-8200
Fax:
952-758-8244



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***Beverage Training:
Please Register via Fax**

Chart Inc.
Attn: Tabatha Martin
Phone:
770-720-6761
Fax:
770-704-0262