



**Petroleum Technical Services, LLC**

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Butler, PA 16001  
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## **Cancellation and Course/Student Change Policy**

- Once a student is registered, if for any reason you need to send a different student, there will be a \$50.00 charge. We **must receive** a new registration form and the \$50.00 payment to change a student.
- If the student is unable to attend with a two-week notice, we can refund your tuition, less \$50.00
- No refunds will be given if cancellation is not made two weeks prior to the start of class.
- If you need to reschedule your training dates at any time after registration has been received, there will be a \$50.00 charge.
- Due to lack of attendance for a particular course, Petroleum Technical Services, LLC may have to cancel a course. In this event, the student will be moved to the provided alternate course date, or Petroleum Technical Services, LLC can provide a refund for the course only.
- Petroleum Technical Services, LLC cannot be held responsible and is not liable for penalties incurred by airline ticket or hotel reservation cancellation or schedule changes.