








OSHA 10 & 30 Hour Cancellation Policy

Participant Transfers: 15 calendar days advance communication to (630) 777-5260.

Substitutions are welcome 15 or more calendar days in advance of the course start date without charge. There will be a 20% charge for notification less than 15 days to scheduled start date.

Participant Cancellations: 21 calendar days advance communication to (630) 777-5260.






Cancellations may be subject to a specific cancellation fee based upon the number of days communication is received in advance of the class start date. A list of these fees is below:

-  For 21 or more calendar days in advance of start date: **Full refund, no fee**
-  For 15 to 20 days notice in advance of start date: **Cancellation fee of 30% of regular registration price**
-  For 8 to 14 days notice in advance of start date: **Cancellation fee of 40% of regular registration price**
-  For 7 or less days notice prior to start date: **Cancellation fee of 50% of regular registration price**
-  No show, No Contact, contact after course begins; **No Refund**

No Show-No Refund:

No refunds will be issued for participants who do not show up for class and lack proof of cancellation.

Insufficient Enrollment:

-  SSS would like all of our courses to run for the participants involved, but we must make decisions based on finances in order to offer quality instruction, materials, comfortable sites and good food. In addition, our courses need to offer the attendee interaction you expect from a quality provider.
-  Our lead time begins three weeks from the start date, at which time we look at enrollment numbers, where people are traveling from, and other variables. If most of the people are local, we might wait another week or even two until a run or no-run decision is made.
-  If we notify you or your company representative that the course is cancelled, we will most often offer two choices:
 - 1) A transfer without any penalty fee or
 - 2) A Full refund of payment.
-  Please register early and please give at least two methods for contact on your initial registration form (Phone, cell phone, e-mail, fax.)
-  For those planning travel, call us at any time for enrollment updates and be sure to book a refundable plane ticket.