



NORTHERN ROCKIES COORDINATING GROUP TRAINING COMMITTEE

Northern Rockies Training Center Student Cancellation Policy

Effective January 1, 2009.

Notification of cancellation by students attending courses at the Northern Rockies Training Center (NRTC) is required 30 days prior to the start of a course sponsored by the NRTC. Late cancellations or no-show of students selected to attend courses at NRTC will be subject to the applicable tuition charge if the course seat cannot be filled. If there is no replacement student available, applicable tuition charges will be applied.

Request for cancellation made less than 30 days prior to the course will be considered by the NRTC Manager on a case by case basis. Legitimate requests include: illness, family emergencies or inclement weather, and must include documentation by the employee's supervisor.

Cancellation by the student must be communicated from the canceling student/Unit Training Coordinator to the Zone Training Coordinator. The Zone Coordinator will then notify NRTC via e-mail of the cancellation. In the absence of the Zone Training Coordinator the student /unit will need to notify their agency rep of the cancellation. The agency rep will notify NRTC with follow-up to Zone Training Coordinator via e-mail. The same procedure will be used for any Out of Area cancellations that might occur.

All cancellations will be made by e-mail to r1_nrtc@fs.fed.us. Verbal cancellation will not be accepted.

It will become the responsibility of the Zone coordinator to work with NRTC and the course coordinator to identify a replacement from the established alternate list. Every effort should be made by the student or representative to forward all course information, letters, e-mails including pre-course work assignment to the replacement.

NRTC will send a statement to the canceling agency at the end of the course for any cancellations with a final statement being sent in June. All out of area students will be billed immediately.

/s/ Kitty Ortman 12/3/2008

Kitty Ortman

Date

Chair, Northern Rockies Coordinating Group Training Committee