



## NORTHERN ROCKIES COORDINATING GROUP TRAINING COMMITTEE

### Northern Rockies Training Center Student Cancellation Policy

Effective March 2016

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 **including** Refresher training sponsored by 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. Accepted requests include: illness, family emergencies or inclement weather.

Cancellation by the student must be communicated from the canceling student/Unit Training Officer to the Zone Training Representative. The Zone Rep will then notify NRTC via e-mail of the cancellation. In the absence of the Zone Training Rep, 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 Rep via e-mail. The same procedure will be used for any Out of Geographic Area cancellations that occur.

All cancellations will be made by e-mail to [r1\\_nrtc@fs.fed.us](mailto:r1_nrtc@fs.fed.us). Verbal cancellation will not be accepted.

It will become the responsibility of the Zone Training Rep 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.

Course completion memos will list all students including those that are late cancellations or no-shows. NRTC Manager will notify the Agency Rep. After review, payment forms will be sent to the student's Training Officer or applied to the Agency's year-end bill.

This policy applies to all Agencies, including Region 1 USFS.

*/s/ Todd Opperman*

Northern Rockies Coordinating Group

Training Committee Chair