



COURSE CANCELLATION/CHANGE REQUEST

This form is to request cancellations, changes to dates or registrants, and refund/credits. The information provided on this sheet is for the internal use of Wellesley Consulting Services for the administration of training products.

1. Client Identification

Date of Request			
Name			
Address			
City			
Province		Postal Code	
Telephone		Email	

2. Course Information

Course Code			
Course Name			
Course Date(s)			
Location	GTA/Mississauga	Niagara	Other: _____.
Registration ID			
Registration Date			

3. Request

Request	Cancellation of registration	Change of dates	Change of attendee
Cancellations only:	Refund Credit	Payment Method:	Paypal Cash/Cheque
Changes requested:			

INSTRUCTIONS:

1. Complete part 1 "client identification". Enter date form completed in date of request. Client information should match online registration info as accurately as possible to ensure correct registration is cancelled/changed.
2. Complete part 2 "course information". Use correct course code, if known (starts with "FSC" for firearms safety courses). Complete name or description of the course, scheduled date(s) and location. The registration ID refers to any reference number from the online registration process. Date of registration may assist in locating the correct registration.
3. Complete part 3 "request". Select cancellation, change of dates or change or attendee (person attending). For cancellations, select of a refund or credit is requested. Refunds are subject to a \$50 non-refundable fee if cancellation within 48 hours of any course. Credit may be refunded if not used within calendar year. Select payment method used at registration. Paypal payments are refunded via Paypal. Cash/cheque payments are refunded via cheque. For date/attendee changes, note the details of the request.
4. Email completed form to training@wellesleyservices.ca or fax to 1-800-595-0988.