

## **Cancellation Policy**

Course registrations may be cancelled without penalty by providing notice to DocPoint Solutions, LLC at least 10 business days prior to the scheduled start date of the course. Cancellation requests must be submitted to the Training Coordinator via e-mail to [training@docpointsolutions.com](mailto:training@docpointsolutions.com). No refunds or credits will be issued for cancellation requests received less than 10 business days prior to scheduled course start date, and the participant will be assessed the full fee.

Substitution of an alternate participant for a specific course will be accepted with notice at least five business days prior to the beginning of the course. Substitution requests must be submitted to the Training Coordinator via e-mail to [training@docpointsolutions.com](mailto:training@docpointsolutions.com). No substitution requests will be accepted for requests received less than five business days prior to course start date.

Courses may be rescheduled without penalty by providing notice to DocPoint Solutions, LLC at least 10 business days prior to the scheduled start date of the original course registration. Reschedules will be based on availability. Reschedule requests must be submitted to the Training Coordinator via e-mail to [training@docpointsolutions.com](mailto:training@docpointsolutions.com). No course reschedules will be made for requests received less than 10 business days prior to originally scheduled course date, and the participant will be assessed the full fee.

DocPoint Solutions, LLC reserves the right to cancel a course for which there are an insufficient number of registered attendees. Fees paid will be refunded in full for any cancelled course.

For more information, contact DocPoint Solutions' Training Coordinator at:

[training@docpointsolutions.com](mailto:training@docpointsolutions.com).