

**ISOMASS SCIENTIFIC INC. TRAINING CENTRE
AT THE UNIVERSITY OF OTTAWA**

Cancellation, Transfer and Payment Policy

We pride ourselves in offering quality training courses with small class sizes so that attendees will have as much hands-on experience as possible. In order to enable us to continue to offer small class sizes, we require that:

1. Course registrations must be received and paid in full, no later than thirty (30) days prior to the training course start date. Isomass Scientific Inc. will accept the following forms of payment:
 - a. Canadian Attendees - Visa, MasterCard, American Express, Electronic funds transfers (EFT), purchase orders and company cheques.
 - b. U.S.A. Attendees – Visa, MasterCard, wire transfers, purchase orders and company cheques (all payable in U.S. or American funds).
 - c. Attendees from other countries –Wire transfers, Visa, MasterCard, purchase orders and company cheques (all payable in U.S. or American funds).

2. Cancellations or rescheduling decisions made less than forty five (45) days in advance cannot be accepted without penalty. Please see the table below for our cancellation and rescheduling fees. A qualified substitute will be allowed to attend in the enrollee’s place with written notification to Linda Gallagher either via email, (lgallagher@isomass.com), fax (403-255-6958) or conventional mail.

3. All cancellations and rescheduling requests must be made in writing to Linda Gallagher, either via Linda Gallagher either via email, (lgallagher@isomass.com), fax (403-255-6958) or conventional mail.

4. Isomass Scientific Inc. reserves the right to change the course location or cancel the course(s) at anytime. In the case of a course cancellation, Isomass’ liability will be limited to the refunding of any tuition fees paid in respect of the training course(s) and Isomass shall not be responsible for any consequential loss arising, whatsoever. Isomass will, however, endeavour to give enrolees as much advance notice as possible of the change to their enrolment.

	31 – 45 days *	30 days or less *
Reschedule	20% of course fee	100% of course fee
Cancel	50% of course fee	100% of course fee

*** Prior to course start date***