



# Labourers' Training Institute of New Brunswick Inc. Institut de formation des ouvriers du Nouveau-Brunswick Inc



## Cancelation Policy

When a member agrees to take training, it is his/her responsibility to attend the class. If for some reason or another he/she has to cancel, we need **3 business days' notice** prior to the class commencement date. Any cancellation received after the required 3 business days will be treated as a "no show". An invoice will be send to the member for the cost of the training to a maximum of \$200 plus taxes.

If you have a "no show", you will not have access to training classes and you **will not be dispatched to work** until full payment is received.

If a member gets dispatched to work by the Local Union while attending class, he/she will be permitted to leave and will not be charged as long as we can confirm that he/she was dispatched by the Local Union.

Updated August 2016