

Cancellation Policy

All cancellations must be received at least **24 hours before your ICE** (Instructor Competency Evaluation) in order to avoid being charged for your Exam. Students who do not cancel with 24 hours notice will be charged for the cancelled session. The option to reschedule may be offered for one week following the cancellation, but this is at the discretion of the ICE Evaluator and their schedule.

No shows will be charged in full. There will be no option to reschedule without full payment again.

If you need to cancel an exam, please call: 778-574-1190**

**Text messages and email are not appropriate methods of cancellation.

