

## **CHC Approved Check Pilot Course Course Payment & Cancellation Policy**

1. Rates are subject to change without notice.
2. Payment is due and payable to CHC Global Operations (2008) ULC (CHC) upon receipt of CHC invoice. UNPAID REGISTRATIONS MAY BE CANCELLED WITHOUT FURTHER NOTICE.
3. Registrants may cancel their registration by notifying CHC in writing ([acpcourse@chcheli.com](mailto:acpcourse@chcheli.com)) prior to the course commencement date, and subject to the following:
  - a. Registrants who cancel their registration thirty (30) or more days prior to the course commencement date will receive a full refund of their registration fee;
  - b. There are no refunds for registrations cancelled less than thirty (30) days prior to the course commencement date;
  - c. All registrations made within thirty (30) days of the course commencement date are final.
4. CHC reserves the right to cancel or postpone a course at any time. If it is necessary for CHC to cancel a course, registrants will receive a full refund of their registration fees.
5. Refunds are paid by cheque or wire transfer. Please allow three (3) weeks for the processing of a refund.
6. It is the registrant's responsibility to register for the correct course (please e-mail [acpcourse@chcheli.com](mailto:acpcourse@chcheli.com) if in doubt).

Revised: Sep 30/19