

Scala, Inc. limits the number of attendees per class. Substitutions may be made two business days in advance, and are subject to approval by the Trainer. An acceptable substitution must meet following criteria:

- The substitute has not taken the class previously
- The substitute meets the class pre-requisites

Attendees who have been confirmed for specific training sessions may reschedule or cancel reservations without penalty up to ten business days before the scheduled class start date by written notification via email to usa_training@scala.com.

Attendees who cancel a confirmed enrollment less than ten business days before the class and fail to provide a qualified replacement to fill the enrollment will be billed for one hundred percent of the full tuition fee. Those who fail to appear for training as scheduled will be billed for one hundred percent of the full tuition fee.

Scala, Inc. reserves the right to reschedule or cancel the date, time and location of any scheduled training classes. In addition, Scala reserves the right to cancel scheduled classes due to insufficient enrollment. Scala will notify confirmed attendees of any cancellation via electronic mail ten business days before the scheduled class. Attendees may then enroll in the next available offering of the course, or cancel the registration.

If a training class is cancelled by Scala, Inc. due to circumstances beyond its reasonable control (e.g. weather, natural disaster), the attendee is entitled to a full class credit which must be used within three months of the date of the original class.

The attendee understands and agrees that Scala, Inc. shall not, in any way, be held responsible for any costs, including loss of airfare or other transportation costs, hotel expenses or other damages, which the attendee may suffer in the event that Scala, Inc. cancels or reschedules a class.

Please contact your Account Manager if you have any questions about our Scala, Inc. Training Cancellation Policy.