SASWH
Saskatchewan Association for Safe Workplaces in Health

952 Albert Street
Regina SK S4R 2P7

t. 306-545-5595
f. 306-545-6574

Student & Non-Member Cancellation Policy

For all programs and services.

EFFECTIVE JANUARY 1, 2027

Student: If you are attending training as a requirement of a post-secondary program, you are considered a **student**.

Non-Member: If your employer is not registered under the **G22 rate code with the Workers' Compensation Board (WCB)**, you are considered a **non-member**.

Prepayment is Required

Students at post-secondary institutes and employees of non-member facilities *must* prepay to attend training for all programs and services at SASWH. Invoices for payment will be sent no later than one week prior to the session date.

- For **students** attending Respirator Fit Testing in Regina, payment is required the day of the fit testing appointment before fit testing occurs.
- For **non-members**, **if paying for training by cheque or Electronic Funds Transfer (EFT),** payment must be received a minimum of 7 business days prior to the session date. Additional information regarding payment options can be found on the bottom of the invoice.

Cancellations and Refunds

Please be advised that our office is closed on weekends and statutory holidays. All requests received outside regular business hours will be treated as though they were received upon opening on the first business day of the week.

All cancellations must be submitted to the Training Coordinators via email at info@saswh.ca.

More than 7 business days in advance: Cancellations submitted at least 7 business days prior to the start of the session will be fully refunded.

More than 2 business days but less than 7 business days in advance: Cancellations submitted at least 2 business days prior to the start of the session will be rescheduled to the next available session date and a credit for the full amount will be put towards that training. If training is not rescheduled, 50% of the fee will be refunded.

Less than 2 business days in advance: Cancellations submitted less than 2 business days prior to the start of training will not be refunded or eligible for a credit.

No Shows: Participants that do not attend training without prior notice will not be refunded or be eligible for a credit.

Online Education and Training

SASWH offers online training (completed fully online) and online education (must be completed prior to attending in-person training). Once the enrollment key has been used to access the online content, the fee is non-refundable, even if the participant does not attend the in-person portion, when applicable.

Cancellations Due to Inclement Weather, Illness, or Extenuating Circumstances

In these instances, or if SASWH must cancel a session, if rescheduling is not possible, a full refund will be issued.

The amendments to this policy will take effect on January 1, 2027.