

Inclement Weather & Class Cancellation Policy

All registrations are considered final, whether registering by phone, email or mail. Students are responsible for payment as soon as they sign up for a course. If registration is made by phone or email, payment for course should follow within five business days.

Training participants are financially obligated for the full price of trainings upon registration. Cancellations from students that are received at least 72 hours prior to the scheduled training will be provided with a credit voucher which can be applied to future trainings. Cancellations which are received from students after the 72 hour deadline will be subject to a 100% cancellation fee.

In the unlikely event of inclement weather, instructor illness, or other circumstances beyond our control The ACCA's Training Center reserves the right to cancel or reschedule training classes. In the event of adverse weather conditions, we will leave a message at 518-465-5829 regarding delayed starts or Campus Closures. If a course is cancelled due to any other reason, ACCA will attempt to contact all registered participants as soon as the problem is known.

In the event of a cancellation by ACCA, registered training participants can request a refund or accept an ACCA credit voucher for an upcoming training.

No Smoking Policy

There is **absolutely no smoking permitted on the ACCA campus**, including in cars parked in the parking lots. Smoking is also prohibited in the neighborhood surrounding the campus. This is in response to a statewide regulation being implemented by the NYS Office of Alcoholism and Substance Abuse Services.