

# ACI Certification Registration Cancellation Policy



Please verify your registration details before submission, as changes may incur additional fees. WACA reserves the right to cancel or reschedule sessions that do not meet minimum registration requirements.

## Options for Changes or Cancellations:

1. **Find a substitute** to fill your spot(s).
2. **Request a Refund: 48 hours from registration:** a full refund minus a \$35 administration fee will be applied to your payment card.
3. **After 48 hours from registration:**
  - You can receive a credit for the same or a **\*\*different** program. This credit must be utilized within 12 months of the original session date.
  - Alternatively, you may request a refund. **All refund requests must be submitted in writing** and emailed to [ryan@warocks.org](mailto:ryan@warocks.org) at least 7 calendar days before the session date. We have listed the fees below based on when you request the refund.

Your refund depends on when you request the change:	Study material fees deducted from refund	Admin fees deducted from refund
If study materials have been mailed	\$150 for *study guide + \$60 for ASTM, if purchased	\$50 administrative fee
If study materials have <b>NOT</b> been mailed	N/A	\$50 administrative fee

4. **Less than 7 calendar days before session date:** Cancellations made less than 7 calendar days before the session date are only eligible for credit for another session\*\* and must be used within 12 months of the original session date.

**Important! No-Shows on exam day are not eligible for any refund or credit.**

\* Some programs may charge higher study guide fees. If this applies to your registration, you will be notified of the study guide cost if you request a refund.

\*\*If your credit is used for a different program, additional fees will be charged for a study guide related to that program.

Please note: Participation in the ACI program does not guarantee certification or employment. Employment opportunities vary by location and are subject to applicable laws and local ordinances.