

Animal Care Services: Training Cancellation & No-Show Policy

Animal Care Services Training sessions for Facility Orientation and Hands-on Training sessions are free of-charge; however, starting September 1 2023, a department FAST account is needed for registration. A cancellation or no-show fee will apply to cover costs of time and supplies. Fees are detailed below,

on time, the FAST account will be charged based on the course fees. If a trainee from a Principal Investigator's (PI's) lab cancels without appropriate notice, or does not attend a training session, the fee will be waived only once for that PI as a courtesy. Subsequent cancellations without notice/non attendance from that PI's lab will be charged the full fee.

If an orientation or hands-on training session has been booked within 24 hours of the scheduled session, the late cancellation policy will already be in effect.

If ACS training staff can fill your appointment time with another trainee, all or a portion of the charge may be waived.

If a trainee cannot attend the session due to illness, they need to promptly notify the ACS Training team via email at animaltraining@uvic.ca. The no show fee will be waived in this instance. Please continue to

FEES

Late cancellations and no-show trainer fees are standardized at \$50 per hour, and the length of the session scheduled will determine the fee.

	*Location	Length	Fee
Facility Orientations	Outdoor Aquatics Unit	1 hour	\$35
	Medical Sciences Building	1 hour	\$35
	Bob Wright Centre	1.5 hours	\$53