



TTA's Cancellation Policy

- **Cancellations must be made no later than 72 hours (3 calendar days)** before the scheduled start time of the course to avoid incurring a fee.
- **Cancellations made within 72 hours**, or failure to attend a course without prior notice, will result in a **\$150 No-Show/Late Cancellation Fee**.

Fee Waiver Requests

TTA understands that emergencies and unforeseen circumstances can occur. Participants may request a fee waiver for last-minute cancellations due to emergencies by contacting TTA staff directly. Each request will be reviewed on a case-by-case basis.

How to Cancel

To cancel your registration:

- Email: [Laura Herrera](#)
- Phone: (512) 900-0550

Please include your name, course title, and scheduled date/time in your cancellation message.

This policy helps ensure that every seat in our training sessions is filled by someone who can benefit, while also reducing unnecessary costs. Thank you for your understanding and cooperation in helping us improve the effectiveness of TTA's training programs.