AGC of Alaska Training:
Cancellations, Class Transfers, and Payment Policies

Payment Policy

AGC Members may select "Pay by Invoice" option at checkout. Non-Members - Payment must be received at the time of registration, unless approved by AGC. If you have questions, contact training at (907) 561-5354 or training@agcak.org.

Cancellation Policy

Cancellation requests must be received in writing at least 5 business days before the training. In those circumstances, registration fees will be refunded. Cancellation requests received less than 5 business days before training cannot be refunded. The request must be sent in writing via email and sent to training@agcak.org.

Transfer Policy

On an individually approved basis, registrants who must cancel enrollment due to extenuating circumstances may make one transfer of their registration to a future training session, provided the same course is already scheduled within one year of the prior class date. Any subsequent rescheduling of a class registration after the first occurrence must be requested in writing and may be granted by AGC only after evaluation. Requests must be received in writing no later than 5 business days prior to class. All transfers must be used towards the same class topic and same individual.

Substitution Policy

Registered attendees who must cancel their participation may request a substitute to attend in their place at any time. The request must be sent in writing and sent to training@agcak.org at least 24 hours before the class/course begins. If the course requires special documentation (i.e. base pass access), substitutions will only be permitted if the substitute has current, required documentation (i.e. already has base access).

No Show Policy

If registrant is a "no show" for a training class, the individual/company will be responsible for the entire course fee and will not be refunded or credited for a future training class.

Low Enrollment

AGC reserves the right to reschedule or cancel any course within 48 hours of the scheduled date due to low enrollment. Registered class attendees will be notified by email of any changes and options for transferring or refunding costs will be discussed with each registrant.

Questions/Comment: Contact AGC Training (907) 561-5354 or training@agcak.org

This policy is effective as of January 1, 2027