



# Security Training Programs

## Cancellation or Change of Exam Notice

Justice & Public Safety Division  
Security Training Programs

Please fill in the required information on the form below. You will be notified by email confirming our receipt of your Cancellation or Change of Exam Notice.

**IF you do not receive an email from our office within 1 business day of sending us your notification, CONTACT us IMMEDIATELY.**

<b>School Name</b>				<b>School #</b>	
<b>School Contact Name</b>			<b>Email</b>		
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
<b>Phone number</b>			<b>Instructor Name</b>		<b>Instructor #</b>

**Cancel** the following exam(s) on the following date:

Date of Exam	
BST	
AST	
Check exams to be cancelled	

*Please note:*

Cancellation of an exam must be made 3 business days prior to the exam start time. When a cancellation is made with less than 3 business days notice, you will be billed \$150.

**Change** the following exam(s) **Date of Exam, Number of People** or **Exam Time** information:

Date of Exam		REVISED date	
BST		REVISED Number of People*	
AST		REVISED Number of People*	
		REVISED Time	
		REVISED Time	

\*\* Please forward requests for ADDITIONAL exams 3 business days prior to an exam start time. Requests received without 3 business days notice can ONLY be processed if the exam package is still on-site.

**Fax your order to: (604) 528-5754**

**OFFICE USE ONLY - do not write in this space**

	Year	M M	D D		Year	M M	D D
<b>Date Received</b>	[ ] [ ] [ ] [ ]	[ ] [ ]	[ ] [ ]	<b>Date Confirmed</b>	[ ] [ ] [ ] [ ]	[ ] [ ]	[ ] [ ]