International Critical Incident Stress Foundation, Inc.

Approved Instructor Support Department

COURSE RESCHULED/CANCELATION FORM

***\*\*\** ONE FORM FOR EACH COURSE RESCHEDULED OR CANCELLED *\*\*\****

Check **All** of the Appropriate Boxes Below for the **ORIGINAL** course registration:

[ ]  Assisting Individuals in Crisis [ ]  Advanced Assisting Individuals in Crisis

[ ]  Group Crisis Intervention [ ]  Advanced Group Crisis Intervention

[ ]  GRIN (**combined 3-day course**) [ ]  Emotional & Spiritual Care in Disasters

[ ]  Grief Following Trauma

[ ]  In Person [ ]  Remote [ ]  Pastoral Crisis Intervention I

 [ ]  Pastoral Crisis Intervention II

[ ]  PCI I & II (**combined 3-day course**)

[ ]  Full Course [ ]  Cognitive Only [ ]  Suicide Awareness: An Introduction for Crisis Responders

  [ ]  Practical Only [ ]  Suicide: Prevention, Intervention & Postvention

 [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Lead Instructor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Course Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Original Location of Course** (City, State/Province, Country)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Original Course Date(s)** (Month / Day(s) / Year)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check the Appropriate Box Below:**

[ ]  **Course Rescheduled –** A course that will be Rescheduled as Originally Registered (See Guidelines Below)

[ ]  **Course Cancelled** **–** A course that will Not be Rescheduled. Registration Fee is Non-Refundable and Thus Forfeit.

The Following Option is Only Applicable if Original Course was Requested to be Posted Online:

 [ ]  Please **Delete** Web Listing

 [ ]  Please **Update** Web Listing(New Web Listing Form Required)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guidelines for Rescheduling**

* In order to transfer the registration fee, notification must be made using this form **prior** to the original start date. Failure to notify ICISF **prior** to the originally scheduled course dates will result in **forfeiture** of the course registration fees and immediate **cancellation** of the course. As such, the opportunity to reschedule will be lost;
* Unless otherwise stated, course must be presented **within 6 months** of the original date;
* The course number, course subject, and lead instructor shall remain the same;
* Open invoices for the original course must be paid in full within 30 days, regardless of new course date;
* Course location and sponsoring agency can be changed.

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**Rescheduled Course Details:**  [ ] In Person [ ]  Full Course [ ]  Cognitive Only

 [ ]  Remote [ ]  Practical Only

**New Date(s)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  **TBD** (To Be Determined)

 (Month / Day(s) / Year)

**New Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  **Original Location**

(City, State/Province, Country)

**Signature of Lead Instructor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_