

**BUREAU OF FIRE STANDARDS AND TRAINING  
FLORIDA STATE FIRE COLLEGE**

**COURSE AND/OR DORMITORY CANCELLATION**

**Please be advised the following is our cancellation policy:**

“All cancellations must be submitted in writing. Only those cancellations received one calendar week prior to the start date of the course will be eligible for a refund. Any student “**no shows**” will not be refunded. The original payment will be refunded as per the Florida State Fire College’s policy in accordance with the State of Florida’s refund policy. All refunds are issued by check; this includes credit card payments. The refund processing time is approximately six to eight weeks.

**NAME:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**COURSE TITLE:** \_\_\_\_\_

**COURSE DATE:** \_\_\_\_\_

**DORMITORY DATES:** \_\_\_\_\_

**REASON:** \_\_\_\_\_

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

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**OFFICE USE ONLY**

Received Date: \_\_\_\_\_

Approved

Denied

By: \_\_\_\_\_

Cancelled in System by: \_\_\_\_\_