

# Animal Care Services: *Training Cancellation, No-Show & Late Arrival Policy*

Animal Care Services Training sessions for Facility Orientations and Hands-on Training sessions are free-of-charge; however, starting September 1 2023, a department FAST account is needed for registration. A cancellation or no-show fee will apply to cover costs of time and supplies. Fees are detailed below, based on typical course duration.

To avoid a no-show or cancellation fee, trainees must provide a minimum of 24 hours' notice for both **Facility Orientations** and **Hands-on Training** sessions via email at [animaltraining@uvic.ca](mailto:animaltraining@uvic.ca). If the cancellation notice is not received on time, the FAST account will be charged based on the course fees below. If a trainee from a Principal Investigator's (PI's) lab cancels without appropriate notice, or does not attend a training session, the fee will be waived **only once** for that PI as a courtesy. Subsequent cancellations without notice/non-attendance from that PI's lab will be charged the full fee.

If an orientation or hands-on training session has been booked within 24 hours of the scheduled session, the late cancellation policy will already be in effect.

**Late Arrivals:** Trainees are allowed a 10-minute grace period for late arrival only once. Those arriving to the training room more than 10 minutes after the scheduled start time must reschedule, and a no-show fee will apply.

If ACS training staff can fill your appointment time with another trainee, all or a portion of the charge may be waived.

If a trainee cannot attend the session due to illness, they need to promptly notify the ACS Training team via email at [animaltraining@uvic.ca](mailto:animaltraining@uvic.ca). The no show fee will be waived in this instance. Please continue to visit [UVic's COVID-19 website](#) for up-to-date health and safety guidance. If sick, trainees are encouraged stay home and follow the public health guidelines.

## CONTACT

Please notify the ACS Training team of any changes to session participation/attendance via email at [animaltraining@uvic.ca](mailto:animaltraining@uvic.ca).

## FEES

Late cancellations and no-show trainer fees are standardized at \$35/hour, and the length of the session scheduled will determine the fee.

Facility Orientations	<i>*Location</i>	<i>Length</i>	<i>Fee</i>
	Outdoor Aquatics Unit	1 hour	\$35
	Medical Sciences Building	1 hour	\$35
	Bob Wright Centre	1.5 hours	\$53

*\*If scheduled for more than one Facility Orientation, charges for all scheduled facilities will be incurred.*

Hands - on Training	<i>**Course Name</i>	<i>Course code</i>	<i>Length</i>	<i>Fee</i>
	Subcutaneous and Intraperitoneal Injections - Mouse	AT-SIIIm	1.5 hours	\$53
	Blood Collection - Mouse	AT - BCm	1.5 hours	\$53
	Euthanasia - Mouse	AT - Em	1.5 hours	\$53
	Rodent Welfare and Handling - Rat	AT - Wrt	1.5 hours	\$53
	Subcutaneous and Intraperitoneal Injections – Rat	AT – SIIrt	1.5 hours	\$53
	Blood Collection - Rat	AT - BCrt	1.5 hours	\$53
	Euthanasia - Rat	AT - Ert	1.5 hours	\$53
	Subcutaneous and Intraperitoneal Injections – Rabbit	AT – SIIrb	1.5 hours	\$53
	Blood Collection - Rabbit	AT - BCrb	1.5 hours	\$53
	Welfare and Handling - Fish	AT - Wf	1.5 hours	\$53
	Rodent Welfare and Handling - Mouse	AT - Wm	2 hours	\$70
	Rabbit Welfare and Handling	AT - Wrb	2 hours	\$70
	Euthanasia - Rabbit	AT - Erb	2 hours	\$70
	Recovery Anesthesia - Mouse	AT - Am	3 hours	\$105
	Recovery Anesthesia - Rat	AT - Art	3 hours	\$105
	Recovery Anesthesia - Rabbit	AT - Arb	3 hours	\$105
	Principles of Rodent Surgery 1	AT - PSrod	4 hours	\$140
	Special Request Training Mammals	AT – SRTrod	<i>Variable – based on procedure</i>	
	Special Request Training Aquatics	AT - SRTa	<i>Variable – based on procedure</i>	

*\*\*Courses are listed based on fee schedule, not order of required completion. Please refer to the [ACS Course Catalogue](#) for additional course information.*