

Animal Care Services: *Training Cancellation & No-Show 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 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. 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.

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. 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.

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.*