



GUIDELINES FOR CHARGES FOR NON-ATTENDANCE AT TRAINING PROGRAMS

The effectiveness of a program is reduced when employees register for programs but fail to attend without adequate notification.

A program "no-show" fee is charged to units when an employee registers for a program but fails to attend. The amount of the fee is equal to either the registration fee of the program or a prorated cost based on the cost of the program (including room rental, refreshments, and training materials).

Employees must notify the Department of Human Resources then they are unable to participate in a program or course, training@mun.ca or 864-4626.

A no show fee may be waived when units send a substitute for the person who has registered or provide 72 hours notice of cancellation to Learning and Development, Department of Human Resources. Normally this notice period enables the Department of Human Resources to find a replacement. When the notice period is less than 72 hours and a replacement cannot be found, the no-show charge will apply.