

I ILLINOIS

Illinois Leadership[®] Center

Cancellation Policy

All students registered for an ILC i-Program or Leadership Workshop Series need to read and consent to the ILC cancellation policy. The ILC wants to ensure that when a space that can no longer be used becomes available, another student can attend.

i-Programs Cancellation Fee

You must cancel your registration no later than eight days prior to the program date if you are no longer able to attend. Students will be reminded of the upcoming deadline days prior to the cancellation date. All students who fail to cancel or attend a program they are registered for **will** have \$50 charged to their student account.

Leadership Workshop Cancellation Fee

You must cancel your registration before the stated time of the workshop if you are no longer able to attend. All students who fail to cancel or attend a workshop they are registered for **may** have \$20 charged to their student account.

To cancel your registration BEFORE the deadline, do one of the following:

- 1) Log in to the Illinois Leadership Center website OR
- 2) Call (217-333-0604) or email (leadership@illinois.edu) the Illinois Leadership Center with your name, program date, and reason for cancellation.

Cancelling after the Deadline with an Excused Absence: If a registrant has extenuating circumstances (e.g. personal illness, family emergency) and need to cancel after the deadline, please contact the ILC within two weeks after the program date at 217-333-0604 or leadership@illinois.edu. You must provide a documented excuse to have the cancellation fee waived.