



Illinois Leadership® Center

## Illinois Leadership Center (ILC) Cancellation Policy

All students registered for an ILC i-Program or Leadership Workshop need to read and consent to the ILC cancellation policy. The ILC wants to ensure that when a space 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 deadline. You are expected to stay through the program to receive credit for attendance.

Students who register for the program after the cancellation deadline (eight days prior to the program date) must cancel within 24-hours of their original registration to be exempt from the \$50 cancellation fee.

All students who fail to cancel by the deadline or do not attend a program they are registered for will have \$50 charged to their student account. If you arrive late, you will not be allowed to attend and you will be charged a \$50 fee.

### **Leadership Workshop Cancellation Fee**

You must cancel your registration before the stated time of the workshop if you are no longer able to attend.

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

1. Log into your profile on the Illinois Leadership Center website ([leadership.illinois.edu](http://leadership.illinois.edu)) and cancel by hovering over "Registration" on the left menu bar, clicking on "i-Programs," and selecting the cancel button next to the program you are registered for; OR
2. Call (217-333-0604) or email ([iprograms@illinois.edu](mailto:iprograms@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 emergency circumstances (e.g. personal illness, family emergency) and needs to cancel after the deadline, please contact the ILC within one week after the program date at 217-333-0604 or [iprograms@illinois.edu](mailto:iprograms@illinois.edu). You must provide a documented excuse for us to consider waiving the cancellation fee. Please note that events held by a Registered Student Organization are **NOT** an applicable excuse, and late cancellation fees may still apply.

*Updated 11/12/2019*