



Bucks County Community College
Department of Public Safety Training and Certification

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No Show/Cancellation Policy

In the event a student must withdraw from a course, the student should send in a cancellation form as soon as possible to allow a space for someone who can attend. A cancellation form should be submitted to the BCPSTC or LBPSTC at least 72 hours prior to the start of the course; in return, a student will be provided a cancellation number that they should keep for their records.

In the event of less than 72 hours prior notice, the same policy should be followed. Based on the reason for withdrawal, a decision will be made on a case by case basis to a full refund or removal of the "No Show / No Cancellation Fee". If no cancellation form is received and the student does not show, then the ***No Show / No Cancellation of Registration Policy*** will be followed.

No Show / No Cancellation of Registration Policy

It is the policy of the Bucks County Community College to provide availability for attendance in courses based on minimum and maximum enrollment requirements. Students who register and do not attend or cancel their application prohibit other students from attending the course, resulting in administrative costs.

It shall be the policy of the Bucks County Community College to charge an administrative fee for any student who fails to attend a course that they have registered, unless they provide notification 72 hours prior to the start of the course.

Procedure:

1. The student or authorizing chief is required to fill out the cancellation form and send it into the training center 72 hours prior to the start date of the course. Once received, the student will be dropped from the course. **It is the student's responsibility to contact the office to receive their cancellation number** (Be sure to keep this number in case you or your organization/company is billed for this course). *The cancellation form can be found on our website.*
2. If the student or authorizing chief does not cancel the student from the course 72 hours prior to the start of the course an invoice will be issued for the following rate per student:
 - a. Courses up to 6 hours in length- \$35.00
 - b. Courses over 6 hours in length- \$75.00
3. The invoice will be generated to the student indicating their name, date of course, course title, and the administrative fee.
4. Special circumstances will be reviewed on a case by case basis.