



## **No Show Policy**

### **Individual Payor**

A "No Show" is defined as a student who does not attend a registered class and who has not given the minimum required notice (see cancellation policy) prior to the scheduled course start time. Cowichan Valley Training Centre (CVTC) enforces a No-Show Fee which is equal to the full price of the course.

### **Account Holder as Payor**

A "No Show" is defined as a student who does not attend a registered class and who has not given the minimum required notice (see cancellation policy) prior to the scheduled course start time; or where the Employer of the student has not given CVTC the minimum required notice, prior to the course start time that the student will not be attending.

### **Funding Agency as Payor**

The same policy as for "Account Holder as Payor" applies to Funding Agencies where the funding agency will be liable for the No Show Fee charged due to a student's non-attendance.