



### Non-Attendance Policy for Adult Activity Courses

This policy deals with the non-attendance of adults on training courses where they have submitted an application to the course Director and they have been booked a place on the course. *They are therefore taking a place that could potentially be allocated to another person.*

#### Failure to attend entire course

- Where there is no notification to the Course Director of failing to attend - loss of entire fee no automatic transfer to another course.
- Where less than 14 days of non attendance is notified, then half of fee lost no automatic transfer to another course.
- Where more than 14 days notification given, no fee lost, no automatic transfer to another course.

#### Fail to attend part of the course

- Where less than 50% of the course has been attended loss of entire fee and no automatic transfer to another course.

*Whilst this policy will be applied with determination, we accept that there may be rare circumstances such as sickness, bereavement or other immediate unforeseen family or work commitments, where non attendance is out of the control of the participant. Where these circumstances exist, financial penalties may not apply.*

*I agree to abide by the above policy \_\_\_\_\_ Date \_\_\_\_\_*  
*(signature of participant)*

#### PARTICIPANT CHECKLIST ✓

- The form is fully completed and signed
- A cheque made payable to **NORTHAMPTONSHIRE COUNTY SCOUT COUNCIL** for £\_\_\_\_\_ is enclosed
- A self addressed & stamped envelope is enclosed
- The form has been signed by your Group Scout Leader or District Commissioner

On receipt of your form the Course Director will confirm your place on the course.

*I agree to this adult attending this activity course \_\_\_\_\_ Date \_\_\_\_\_*  
*(signature of Group Scout Leader or District Commissioner)*

If you should have any queries with regard to the course you are booking onto please contact the Course Director. For all other queries with regards to adult activity courses or general activity queries please contact:-

Assistant County Commissioner (Activities)  
Steve Layt  
41 Austin Street  
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