

The Center for Leadership & Service Non-Attendance Policy

As the Center for Leadership & Service strives to educate and engage all students to lead and serve in the global community, it is imperative that we provide quality and affordable leadership and service experiences accessible to all students. As such, we are committed to providing experiences that are either free or “at cost” with scholarship options for all participants.

While many of the programs and services provided by our office are free of cost to students, they still require departmental operational funding to occur. These costs often include food, transportation, supplies, housing, etc. depending upon the program. While the CLS is fortunate to be able to absorb these costs for participants, as a department our policy is to assess a financial hold to those who fail to attend, as a measure to recover costs incurred in their absence. Whether a student attends or not, once registered we begin allocating funds for their participation. This policy allows us to keep leadership and service experiences free for participants, and enables us to fulfill our mission to both students and community members.

Student non-attendance at an event not only hurts our department financially; it also hurts our community partners who have reserved volunteer projects in expectation of a certain number of student participants which we communicate to them prior to events (based upon student registration numbers). As Volunteers, we lead and we serve... but we also keep our word. Please help us to keep ours, as our relationship with our community is vital to the institution.

Students who register for participation in a Center for Leadership & Service event will be asked to initial a non-attendance clause as part of the event registration form. This clause will stipulate the financial hold that will be assessed should a student fail to attend and will usually read something very similar to the following:

“By initialing below, I agree to attend the [event name]. I understand that the Center for Leadership and Service will not accept any cancellations before, during, or after the event and that my failure to attend the event in its entirety will result in a [\$\$] hold being placed on my student account.”

Immediately following a student’s non-attendance, students will be notified via email that the associated financial hold will be placed on the student account and may only be removed by payment of the hold, in person, at the Center for Leadership & Service Office in UC 305. Payment may be made during business hours via cash or check (made out to The University of Tennessee) and the hold will be removed within three business days.

Thank you for your understanding. This policy is not intended to be punitive in nature, but is intended to serve as an accountability measure and as a way for us to continue doing the great work that we do for students and community members who seek to lead and serve.