No-Show Policy

As of 1st January 2015 a no-show policy will be implemented for all training courses being financed through YouReCa / OJO, throughout the university.

When you register for a course you should carefully look at the dates and not commit yourself without being actually certain you will be able to attend. Upon registration we expect you to be present. Many courses are in high demand and the available places are limited, so please inform us as soon as possible if you have to cancel your registration for a course.

The no-show policy is set up as follows:

- Cancellations made up to 3 working days prior to the start of the course are free of charge.
- For cancellations made later than 3 working days before the course starts, without a valid reason, the amount of 50 euros will be charged to you personally.
- No-shows will cost you 50 Euros.
- After a second late cancellation or no-show, the Doctoral School for the Humanities and Social Sciences can decide not to allow you to register for other courses in the future.

May we kindly ask you to engage to participate when you register?

Late cancellations have an impact on 3 different aspects:

- Candidates on the waiting list are not able to attend
- The quality of the course cannot be guaranteed when groups are getting too small
- The cost per participant gets much higher.

The invoice will be sent electronically to your work and/or student e-mail address.

Valid reasons for late cancellation (no fee charged) are:

- illness, provided that your illness is documented with a doctor's note.
- Unexpected cases of short leave absence, also to be documented.
- Cases of personal emergency leave, also to be documented

All documents should be sent to doctschool@ghum.kuleuven.be within 8 working days after the cancellation of your registration, otherwise the no-show fee will be charged.

Documents can be sent to:
Doctoral School for the Humanities and Social Sciences
Blijde-Inkomststraat 5 bus 3000
3000 Leuven