

## Cancellation policy for Career Service FSW activities

**Our activities are usually fully booked well in advance. For every late cancellation or no-show, we have to disappoint other students who would have liked to participate. Costs are also incurred for your reserved registration.**

In particular, not showing up for a workshop without giving timely notice not only has negative consequences in the short term for fellow students, speakers, trainers and the organiser, but can also lead to a reduction in the number of workshops we offer in the future.

**> Don't be a no-show student and cancel in good time if you are unable to attend a workshop you have registered for! We make it as easy as possible for you.**

### **This is how we work:**

- Once you have registered for an activity, we expect you to **attend**.
- If you need to **cancel** your appointment or workshop, please do so **as soon as possible** by making use of the [cancellation form](#) that you have received from us in the confirmation email for the workshop.
- We will also send you a reminder for the workshop one week in advance. If you need to cancel your appointment or workshop, also use the cancellation form to do so. Please do this no later than 3 days prior to the workshop.
- Your workshop registrations/cancellations, your attendance or “no-show” during workshops are **registered** by the Career Service FSW.
- During the workshop, a QR code with a link to an **attendance form** will be presented. By completing this form, you confirm that you have participated in the workshop. This prevents you from ending up on the no-show list.

Kind regards,

The Career Service FSW team

