



ILLINOIS LEADERSHIP[®] CENTER

WWW.LEADERSHIP.ILLINOIS.EDU

Cancellation Policy

All students registered for an ILC i-Program or Leadership Workshop Series needs to read and consent to the ILC cancellation policy. The ILC enforces a cancellation policy, as the cost to participate in an ILC Program ranges from \$150 - \$670 per person. The ILC wants to ensure that when a space that can no longer be used becomes available, another student can attend.

i-Program Cancellation Fee

You must cancel your registration five days prior to the program date if you are no longer able to attend. All students who fail to cancel or attend a program they are registered for, will have \$50 charged to their student account.

Leadership Workshop Cancellation

You must cancel your registration before the stated time of the workshop if you are no longer able to attend.

To Cancel your Registration BEFORE the Deadline, do one of the following:

- Login to the Illinois Leadership Center website
- Call or email the Illinois Leadership Center (217-333-0604/leadership@illinois.edu) with your name, program date, and reason for cancellation.

Cancelling After the Deadline with an Excused Absence:

If a registrant has extenuating circumstance (e.g. personal illness, family emergency) and needs to cancel after the deadline, please contact the ILC within two weeks after the program date at 217-333-0604 or leadership@illinois.edu. You must provide a documented excuse to have the cancellation fee waived.