



NON-ATTENDANCE POLICY

INTRODUCTION

Our events and appointments are often oversubscribed. We appreciate that sometimes circumstances change and you're no longer able to attend. In such cases we rely on you to cancel your booking before it starts. This allows your fellow students and alumni to book a slot and take your place.

POLICY

Online booking revocation

If you are absent for a total of four appointments or events during a 14 day period, your online booking privileges will be revoked for 14 days.

If you are regularly absent from appointments or events but not necessarily four times within 14 days, LSE Careers reserves the right to revoke your online booking privileges.

Immediate online booking revocation

For some events and appointments, your online booking privileges will be immediately revoked if you are absent. If this is to be the case, it will be made clear within the event or appointment details. This will often apply where one or multiple of the following circumstances occur:

- A small number of places are available
- The event or appointment is extremely popular or oversubscribed
- A paid for organisation is involved
- Pro-bono work from external organisations is involved

What counts as 'absent'?

If you fail to cancel your place before bookings close or arrive more than 10 minutes late, you will also be marked as absent.

Booking when your online privileges have been revoked

If you want to book an appointment or event, you must visit LSE Careers in person. We will review each instance on a case-by-case basis.

Please [contact LSE Careers](#) if you have any questions relating to this policy.

Last reviewed: April 2019