

Virginia Fire Services Board

No Show Policy

Effective July 1, 2010

Background:

The policy is intended to ensure students attend training courses for which they have registered. This policy is designed to reduce the number of Virginia Department of Fire Programs training classes that are being cancelled due to insufficient attendance because of students who fail to attend classes for which they have registered.

There would be no enforcement of this policy if the student contacts the appropriate Virginia Department of Fire Programs division office via telephone or email and let them know that they will not be able to attend the upcoming training course for which they have registered. It is preferred they notify the Fire Programs division office ten days before the class date, but they can call the day before the class start date and cancel without any penalty whatsoever.

The No-Show policy is designated only for those students who register for a class and do not show up without prior notification. A simple phone call or email is all that is being asked of students. That way, another student can be added to the course roster in the event there is a stand-by list.

Policy

The policy will have three levels as follows:

1. **First Offense:** The student's fire chief will receive a letter from the appropriate Virginia Department of Fire Programs division office advising them that the student had registered for a training class and failed to attend the class without notifying the Virginia Department of Fire Programs to cancel. Any registration fees paid by the student or his/her fire department will be forfeited to the host agency. The student will be suspended from registering for funded training programs for 30 days.
2. **Second Offense:** The student's fire chief will receive a letter from the appropriate Virginia Department of Fire Programs division office advising them that the student had registered for a training class and failed to attend the class without notifying the Virginia Department of Fire Programs to cancel. The letter will denote a second offense. The student will be suspended from registering for funded training programs for 90 days. Any registration fees paid by the student or his/her fire department will be forfeited to the host agency.
3. **Third Offense:** The student's fire chief will receive a letter from the appropriate Virginia Department of Fire Programs division office advising them that the student had registered for a training class and failed to attend the class without notifying the Virginia Department of Fire Programs to cancel. The letter will denote a third offense. The student will be suspended from registering for funded training programs for 180 days

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and will be required to have a letter from their fire chief requesting reinstatement to be able to register for future training courses. Any registration fees paid by the student or his/her fire department will be forfeited to the host agency.

After a third offense:

After three offenses, the student may be reinstated at the request of their respective fire chief, but will automatically be placed at the bottom of any registration roster for future courses for a period of 12 months. This means that if the offending student registers for a class and the class fills up, the offending student would be bumped off the list for other students.

Once the student completes twelve months without a no-show offense, they will return to normal registration status.