

LIBERTY UNIVERSITY WRITING SERVICES

Writing Services Cancellation Policy

- **2-3 occurrences:** If a student cancels or fails to attend up to three Writing Center appointments without giving at least 24 hours' notice, the student will receive a reminder email of the Writing Services cancellation policy.
- **4 occurrences:** If a student cancels or fails to attend four Writing Center appointments without giving at least 24 hours' notice, the student will be required to wait one month before he or she is permitted to schedule their next Writing Center appointment.
- **5 occurrences:** If a student cancels or fails to attend five Writing Center appointments without giving at least 24 hours' notice, the student will no longer be allowed to schedule a Writing Center appointment for the remainder of the semester.