

LIBERTY

UNIVERSITY

ACADEMIC SUCCESS CENTER

Tutoring Services Cancellation Policy

- One/two missed appointments: If a student cancels or fails to attend one or two tutoring appointments without giving at least 24 hours' notice, the student will receive a reminder email/phone call of the Tutoring Services cancellation policy.
- Three missed appointments: If a student cancels or fails to attend three tutoring appointments without giving at least 24 hours' notice, any upcoming appointments will be cancelled, and the student will be required to meet with the Director of Tutoring Services and sign an agreement before he or she will be allowed to schedule another appointment.
- Four missed appointments: If a student cancels or fails to attend four tutoring 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 tutoring appointment.
- Five missed appointments: If a student cancels or fails to attend five tutoring appointments without giving at least 24 hours' notice, the student will no longer be allowed to schedule a tutoring appointment for the remainder of the semester.