

THE HENRY & EDITH CERULLO LEARNING ASSISTANCE CENTER

Cancelation Policy Reminder for Students with Permanent Appointments

Keep in mind:

- If you reach the Cerullo Learning Assistance Center's (CLAC) voicemail, please leave a detailed message that includes the following items.

Name
Student ID
Tutor Name
Time of Appointment
Reason for Canceling

- To avoid a **NO-SHOW** (failure to attend a tutorial session) please call the front desk at **201-879-7489** at least 24 hours in advance
- Cancelling *within* 24 hours will result in a **LATE CANCELLATION**
- Two late cancellations equal one no-show
- Three no-shows or six late cancellations (or any combination of these two) will prevent a student from making any advance appointments for the rest of the semester; the CLAC reserves the right to cancel all permanent and regular appointments without notice
- If the permanent appointments are no longer needed, students should email the learning assistance center at CLACpermanents@bergen.edu to cancel them
- One time change(s) to your schedule should be directed to the front desk