

# Schuylkill County Volunteer Firefighters Association Training Academy Committee

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Co-Chairman  
Pete Damiter  
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## No Show Policy

The Policy is intended to ensure students attend training courses for which they have registered. This policy is designed to reduce the number of SCTA Fire training classes that are being cancelled due to insufficient attendance because of students who fail to attend classes for which they have registered and or students that are on a stand - by list not being able to attend the course. ***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 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.

There will be **no enforcement** of this policy if the student contacts the SCTA and let them know that they will not be able to attend the upcoming training course for which they have registered. Each student that signs up for a course at the SCTA is required to notify the Academy if for any reason they are not able to attend ten (10) days prior to the start of the course. We realize that at times there are circumstances that are beyond your control and may be within the Ten (10) days prior to the start, however, a simple e-mail needs to be made. Go to the SCTA web site click on Contact us; fill out [Unable to Attend Upcoming Training Course form.](#)

### The policy will have three levels as follows:

**Level 1:** Failure to notify the Schuylkill County Training Academy of your inability to attend a course will result in your Fire Chief being notified that the student had registered for a training class and failed to attend the class without notifying the SCTA his/her intent to cancel. Your Company / Department will be billed for the cost of the course.

**Level 2:** The student's fire chief will receive a letter from the SCTA advising them that the student had registered for a training class and failed to attend the class without notifying the SCTA intent to cancel. The letter will denote a second offense. The student will be suspended from registering for funded training programs at SCTA for 180 days and the Company / Department will be billed for the course.

**Level 3:** If a Company / Department fail to reimburse the penalty to the SCTA after 90 Days, the Company / Department will be suspended from utilizing the Schuylkill County Training Academy grounds and members of the Company / Department will not be permitted to attend training until the invoice is paid.