



St. Lawrence County Office of Emergency Services

Policy 2014 - 2

Unexcused Absences

Administrative Policy

Approved by: Michael J. LeCuyer
Director

Issued: 11/1/2014

Supersedes: 2010-2

A. SCOPE

1. This policy applies to all persons who are enrolled in training courses offered by the St. Lawrence County Office of Emergency Services (SLC OES).

B. PURPOSE

1. To establish a policy regarding unexcused absences by students and the consequences of these absences.

C. GENERAL INFORMATION

1. As stated on the standard training course application form:
 - a) This course application must be COMPLETED for EACH student and signed by the student's fire chief. This is REQUIRED even for members of the host agency. STUDENTS MUST BE PRE-REGISTERED by the course deadline.
 - b) The applicant will be enrolled in the course requested upon receipt of this completed application at SLC OES. You will be contacted ONLY in the event we must decline your application for attendance in this course.
 - c) Applicants must notify the SLC OES 24-hours prior to the scheduled course start if they WILL NOT be able to attend the course requested. Your fire department may be invoiced for your failure to attend courses registered for.

D. FAILURE TO ATTEND A COURSE

1. Thus, failure to follow the instructions as outlined on the course application (i.e. – failure to notify the SLC OES 24-hours prior to the scheduled course start if they WILL NOT be able to attend the course requested) will result in the student's agency being assessed a \$25 registration cancellation fee via invoice.



St. Lawrence County Office of Emergency Services

Policy 2014 - 2

Unexcused Absences

Administrative Policy

Approved by: Michael J. LeCuyer
Director

Issued: 11/1/2014

Supersedes: 2010-2

2. If sudden, unforeseen circumstances prevented a student from attending a course they pre-registered for AND from making prior notifications, the student's chief must submit details of the extenuating circumstances upon receipt of the invoice.
3. Absences due to last minute unavoidable events such as alarms may be waived. Therefore, the student's fire chief will be required to submit an excuse for the cancellation with supporting documentation, –OR– remit payment for the cancellation fee within fifteen (15) days of the date of the invoice.
4. All fees collected under this policy will be passed on to the SLC Fire Training Facility to support its training mission.

E. FAILURE TO ATTEND THE FIRST UNIT OF A COURSE

1. Should a student need to miss just the first unit of a course they pre-registered for, they are required to notify the instructor and/or the SLC OES prior to the start of the course. Failure to do so may result in the student being denied attendance for the balance of the course units. A list of instructors and their contact numbers are available at: <http://www.co.st-lawrence.ny.us/Departments/EmergencyServices/>.
2. The \$25 registration cancellation fee does not apply if a student needs to miss just the first unit of a course they pre-registered for AND the appropriate notifications are made.