

No-Show Policy for Educational Judicial Professional Development Training

Purpose

This policy outlines the procedure and consequences for registered participants who fail to attend a scheduled training without notifying ICJE **three business days** before a scheduled training. The goal is to ensure fairness, mitigate the financial impact of no-shows on program costs, including but not limited to catering, materials, and respect for the instructor's time, and promote accountability for attendance at ICJE's professional development synchronous trainings for Georgia's judiciary and court personnel.

Application

This policy applies to all judiciary and court personnel who pay an ICJE registration fee for continuing education programs delivered in-person or online.

Policy

1. Registration Commitment

- By registering for a class, participants commit to attending the scheduled training session.
- Registration secures a seat and access to training materials, which may be limited.

2. Cancellation and Notification

- Participants who cannot attend must provide written notice to the assigned ICJE staff, via email, at least **three business days** before the class start time.
- Exceptions will be considered for emergencies and extenuating circumstances (e.g., medical emergencies, court-related emergencies) on a case-by-case basis.

3. No-Show Consequences (*Tracked within a Calendar Year*)

- No-shows are tracked on a calendar-year basis (January 1-December 31).
- Participants who fail to attend without prior notification will be marked as a **No-Show** and will face the following:
 - **First Unexcused No-Show:** A written reminder of the ICJE Board of Trustees policy.
 - **Second Unexcused No-Show:** A **\$50.00 non-refundable No-Show administrative fee** will be assessed to the learner for payment, and payment is due within 60 days of the invoice date.



- **Third and Subsequent Unexcused No-Shows:** A \$50.00 non-refundable No-Show administrative fee will be assessed for each subsequent no-show. Additionally, the learner will be suspended from registering for or attending future ICJE trainings until a written explanation for the multiple no-shows is submitted to their council's Training Committee Chair (with a copy to the ICJE Executive Director) and reviewed by the council.
- **No-show** administrative fees will be deposited into the learner's class of court ICJE training fund account.
- Failure to abide by this policy may result in additional consequences, including denial of future training opportunities, such as no access to online training courses.

4. Fee and Refund Policy

- For in-person classes, if an annual training fee was paid, **no refunds** will be issued for no-shows.

5. Exceptions

- If ICJE cancels the training, no fees will be assessed to the learners.

6. Policy Communication:

- This policy will be communicated to all participants during the registration process.
- The policy will also be published on the Institute's website and in programming materials.

7. Policy Review and Amendment:

- This policy will be reviewed periodically and may be amended as necessary by the ICJE's Board of Trustees.
- Any amendments to this policy will be communicated to participants promptly.

8. Appeal Process:

- Participants who wish to appeal a no-show penalty (including the assessed fee and/or suspension of CJE hours reporting) may submit a written appeal to the ICJE Executive Director within fifteen (15) business days of the date of the penalty notification. The appeal must:
 - Clearly state the grounds for the appeal.
 - Provide any supporting documentation or evidence to substantiate the appeal.

- Include the participant's full name, contact information, and the date of the training in question.
- The ICJE Executive Director, in consultation with the council's training committee chair, will review the appeal and supporting documentation. The review will consider:
 - The validity of the participant's explanation.
 - The consistency of the application of this policy.
 - Any extenuating circumstances presented.
- The ICJE Executive Director will provide a written decision regarding the appeal within thirty (30) business days of receipt of the appeal. The decision may:
 - Uphold the original penalty.
 - Reduce the penalty.
 - Rescind the penalty.
- The decision of the ICJE Executive Director and council's training committee chair shall be final.
 - **Important Notes:**
 1. Submission of an appeal does not guarantee a reversal of the penalty.
 2. Appeals that do not contain the required information may be denied.
 3. Appeals will only be accepted in writing.

2026 NO-SHOW REGISTRATION LANGUAGE

Subject: ICJE No-Show Policy Effective January 1, 2026

To ensure fairness, mitigate financial impact on program costs (including catering, materials, and instructor time), and promote accountability for attendance at ICJE professional development synchronous trainings for Georgia's judiciary and court personnel, the following no-show policy will be effective January 1, 2026. By registering for ICJE programming, you agree to these terms:

- **Notification Requirement:**
 - You must notify the assigned ICJE staff via email at least three (3) business days before the start of any in-person or online training if you are unable to attend.
- **First No-Show:**
 - An unexcused absence will result in a written reminder.
- **Second No-Show:**
 - A \$50.00 non-refundable fee will be assessed and is due within sixty (60) days of the invoice date.
- **Third and Subsequent No-Shows:**
 - A \$50.00 non-refundable fee will be assessed for each subsequent no-show, due within sixty (60) days of the invoice date.
 - Additionally, the learner will be suspended from registering for or attending future ICJE trainings until a written explanation for the multiple no-shows is submitted to their council's Training Committee Chair (with a copy to the ICJE Executive Director) and reviewed by the council.
- **Full Policy:**
 - Please refer to ICJE's website or click here [insert hyperlink] for the full policy.