



At VUB LRN, we want to give as many colleagues as possible the opportunity to continuously develop themselves. That's why we offer a wide range of training courses, aiming to meet diverse learning needs and requests as effectively as possible. **All of our courses involve costs** (in both effort and money). Therefore, we kindly ask you to do your utmost to **commit to the courses for which you register**. Can't make it? In that case, we value **timely cancellations** so we can **offer your spot to another colleague**. We count on your **honesty and solidarity** in this matter.

We kindly ask you to cancel **no later than 5 working days** before the start of the course. No matter how motivated you are to attend, sometimes unavoidable scheduling conflicts arise. In such cases, we request that you respect the 5-working-day cancellation period. This gives us enough time to find another eager colleague to take your place. Looking for how to unsubscribe? Check the instructions in [this guide](#).

**Did you miss the 5-working-day deadline?** Please send an email to [LRN@vub.be](mailto:LRN@vub.be). This way, we can notify the trainer, allowing them to adjust the course based on the updated number of participants. It also gives us a chance to find someone last-minute who may be able to take your spot.

Are you sick **on the day of the course** or is there an emergency preventing you from attending? Please let us know via [LRN@vub.be](mailto:LRN@vub.be). Unfortunately, in such cases, we won't be able to find a replacement for you, but we can still inform the trainer. This way, the group won't be left waiting for you unnecessarily before starting the course.

You **missed the course**, and **we didn't receive any notice** from you? We're sorry to hear that, but we understand that in exceptional situations this may not always be possible. You will receive an email from us, with your supervisor in CC, to inquire about the reason for your absence.