



2220 33<sup>rd</sup> Street, Suite C1  
Spirit Lake, IA 51360  
(712) 339-9405

## EDUCATION POLICY

Payment for all classes is due at the time of registration and can be made in the form of cash, check, or credit card. Credit card payments incur a service charge of 3%.

IGLBOR reserves the right to cancel any class for any reason, including but not limited to: insufficient enrollment, instructor illness/emergency, or severe weather. In the event of cancellation, all registered participants will have the option of a full refund or an account credit. No shows and registrants who cancel prior to the class are not eligible for a refund.

All attendees are expected sign in prior to class, be on time, and to be present for 90% of the class. Certificates will not be issued to attendees who do not meet this threshold. All class certificates will be distributed via email within five business days of completing class.