



2220 33rd 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.

Insufficient enrollment shall be declared when ten or fewer students are registered for the course. All courses are cancelled due to insufficient weather in accordance with the Spirit Lake Community School District cancellation schedule.

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.