

## IFD Rollover Policy

- Enrollment fees may sometimes be rolled into the next available session if applicable and requested unless the next session is full. This will be called a “rollover.”
- A request for a rollover to the next session must be received in writing at [beadisciple@sckans.edu](mailto:beadisciple@sckans.edu) by 5 pm Central time on the fifth day of the course.
- Rollover requests will not be honored after the 5 pm Central time on the fifth day.
- If the next session is full of paying participants, two rollover participants will be allowed into the session in addition to the paid participants.
- The two rollover spots are available first come, first served.
- Requests for a rollover spot will be accepted 5 days before the new session begins.
- **It is the participant’s responsibility to request the rollover:** once during a course to initiate the process and again within 5 days of the launch of the next session of the course to secure the spot.
- BeADisciple will not automatically hold a spot longer than the 5 days prior to the start of the next session.
- Questions may be directed to [beadisciple@sckans.edu](mailto:beadisciple@sckans.edu)