

## IFD Refund Policy

- Full refunds are given upon request until 5 days prior to the beginning of the online course.
- After 5 days prior to the beginning of the online course; refunds are not typically granted but a rollover is possible until 5 days after a course has begun.
- Exceptions are made in rare cases due to extenuating circumstances
- Refund exception decisions are made with instructor input.
- If an online course starting date is postponed, enrolled participant will be invited to hold his/her spot for the next session or receive a refund.
- If an online course is canceled; all enrollment fees are refunded automatically.
- No refunds are made to participants after an online course has been completed.
- Questions may be directed to [beadisciple@sckans.edu](mailto:beadisciple@sckans.edu)

## 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)