



### **CANCELLATION POLICY**

If a student is unable to attend, that student may attend an alternate class or have another teammate attend at no additional charge provided notification is received 10 business days before the start of class.

A student may withdraw from a class up to 10 business days prior to the start of the class without penalty. Cancellations occurring between 10 and 3 business days before the start of class will be subject to a 50% non-refundable cancellation fee. No refunds will be issued for cancellations received less than three full business days before the start of the class or “no-show” students. All cancellation or other registration changes must be communicated to Almeda Myers in writing via email ([amyers@idc-usa.com](mailto:amyers@idc-usa.com)).

### **ATTENDANCE POLICY**

Regular and punctual attendance is expected. Each day of absence results in a 25% reduction in the student’s overall class grade. Students are required to earn 70% or higher to pass the class and receive their Certificate of Completion.

### **CLASS CANCELLATION**

IDC University reserves the right to cancel a class for any reason. If a class is cancelled, each registered student will be notified and given the option to attend a different class or to receive a full refund.