



IOWA GREAT LAKES REALTORS®

CONTINUING EDUCATION POLICY

Payments

Payment for all classes is due at the time of registration and can be made in the form of cash, check, or credit card.

Drop Ins, Cancellations, & No Shows

IGLR reserves the right to cancel any class for any reason, including, but not limited to:

- Insufficient enrollment
- Instructor illness/emergency
- Severe weather

In the event of cancellation, all registered participants will have the option of a full refund or 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 inclement weather in accordance with the Spirit Lake and Okoboji Community School Districts cancellation schedule.

Unless cancellation is received prior to the day of class, participants who fail to attend a course for which they are registered will be assessed a no-show fee in an amount established by the Board of Directors. All fees will be invoiced and sent via email. Non-payment penalties will be applied in accordance with Section 6.5 of this manual. See fee schedule on Page 29 of this manual for specific fee amount.

Members who attend a course in which they are not registered will be assessed a drop in fee as established by the Board of Directors. All fees will be invoiced and sent via email. Non-payment penalties will be applied in accordance with Section 6.5 of this manual. See fee schedule on Page 29 of this manual for specific fee amount.

CE Credit Requirements

All attendees are expected to 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.