



IFD Refund Policy

- Full refunds are given upon request until 5 days prior to the beginning of the 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 to another date, enrolled participants will be invited to either 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

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 is called a “rollover.”
- **It is the participant’s responsibility to request the rollover:** once within 5 days of (before or after) the start of the course they are rolling over from -- to initiate the process; and again 5 days prior to the launch of the next session of the course -- to secure the spot.
- A request for a rollover to the next session must be received in writing at beadisciple@sckans.edu by 5 pm Central time on the fifth day of the course enrollment is being transferred from.
- 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 up to 5 days after the new session begins.
- 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