



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.
- If an online course starting date is postponed to another date, enrolled learners will be invited to either hold a spot for the next session or receive a refund.
- If an online course is cancelled, all enrollment fees are refunded automatically.
- No refunds are made to learners 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. This is called a “rollover.”
- It is the learner’s responsibility to request the rollover by contacting the instructor.
- Instructors will grant rollover approval on a case-by-case basis.
- The instructor will complete the required form to notify the administrative staff of the rollover.
- Once approved by the instructor, it is the learner’s responsibility to participate in the next available session.
- The registrar will record the rollover to the next available session of the same course with the same instructor.
- If the course is not open for enrollment at the time of the rollover, the learner will be added to a list for notification when the next course dates are published. It is the learner’s responsibility to watch for that email notification.
- Questions may be directed to beadisciple.com@sckans.edu.