
SEI Attendance, Assignments, Special Needs, and Refund Policies

1. Punctuality and attendance for the duration of each session is required.
 - a. In the case of an emergency (an illness that requires a doctor's attention, death in the family, unavoidable accident, or other event requiring immediate attention), notify the instructor immediately and arrange to complete the session assignments. The instructor will obtain approval for all absences from the SEI Educational Services Department. If an absence is not approved, the Executive Director for Educational Services will notify the instructor and the participant.
 - b. An unexcused absence will result in the automatic loss of 25 points on the final grade.
 - c. In the case of a religious holiday, notify the instructor in advance and arrange to complete session assignments.
 - d. A withdrawal is required in the case of more than one absence for any reason.
 - e. Audits (attendance without completing all requirements) are not allowed.

SEI Attendance, Assignments, Special Needs, and Refund Policies (cont.)

2. All homework assignments are due by the next session. If an assignment is late, the participant will receive a 25% assignment grade reduction for each day the assignment is not turned in to the instructor. The instructor may ask a participant to redo an assignment one time for an improved grade. If an assignment is redone, it is due by the next session, or the original grade will be recorded. If there are missing assignments or quizzes, the participant may receive an incomplete.
3. If you have special needs, notify the instructor in advance to make appropriate arrangements.
4. A refund equal to the course fee will be issued upon written request to Spalding Education International for course withdrawal up to, but not later than, the start of the second session of any Spalding course. The cost of course materials (less 10% restocking fee) may be refunded if the materials are returned to SEI in like-new condition within 30 days.

Spalding Grading Policy

A Statement of Completion is earned by completing all assignments and obtaining a score of C or better. Statements may be distributed after the final lesson planning project (provided a minimum score of 175 is obtained) or mailed when all requirements have been met and a minimum score is achieved.