

Hybrid Part 1 Assignments, Special Needs, and Refund Policies

1. Complete all assignments in each unit.
 - a. Each unit is divided into 2 parts.
 - b. Complete Part 1 before moving on to Part 2.
 - c. Complete the assignments in order.
2. All unit assignments must be completed by Thursday at 11:59 PM.
 - a. No extensions will be granted.
 - b. Any assignments not submitted by the deadline will receive a zero.
 - c. All assignments must still be completed to attend Part 2 (in-person).
3. Units are designed to be completed one week at a time.
 - a. Do not go ahead.
 - b. Do not start working on the next unit assignments.
 - c. Instructor feedback from previous unit assignments must be incorporated in the next unit's assignments.
4. If you have special needs, notify the instructor in advance to make appropriate arrangements.
5. A refund equal to the course fee will be issued upon written request to Spalding Education International (SEI) for course withdrawal up to, but not later than, the start of the second unit of this 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.