

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 50% refund of the registration fee will be issued if a written request for course withdrawal is submitted within Week 1 of the course. All refund requests must be received by 11:59 p.m. on Thursday of the Week 1 deadline. No refunds will be issued after this deadline. Course materials may be eligible for a refund if returned to Spalding Education International (SEI) in like-new condition within 30 days of purchase. A 10% restocking fee will apply. No refunds will be issued for the Spalding Resource Center (SRC) fee or shipping costs.

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