Iowa's AEA Professional Learning Registration System
https://aealearning.truenorthlogic.com

Refund Policy and Course Disclaimer

Participant Withdrawal Process:
- To withdraw from a course, participants will click on the withdrawal icon next to the course under My Courses.

  - Participants will receive a full refund when withdrawals are requested up to 8 calendar days before the first day of class.
  - **Participants will receive NO REFUND of fees for withdrawals requested 7 calendar days prior to, on, or after the first day of class.**

- Participants may contact the AEA professional learning office administrator in the case of an emergency or a situation with extenuating circumstances to make a special request for a refund.
  Materials/other fees may not be refundable.

- If participants have questions about withdrawals, please email the sponsoring AEA's professional learning office.

Changing Credit Type:
- If participants want to change from a lesser fee-based credit type to a higher fee-based credit type, they can do so at any time on their own in our online registration system until the section end date.
  Participants are responsible for any additional charge.

- If participants want to change from a higher fee-based credit type to a lower fee-based credit type including "no fee" (Participant only), they will get a refund of the difference up until the section end date.

Low Enrollment Cancellations
- Decisions on cancellations will be made 8 calendar days prior to the offering start date. All fees paid will be refunded if the section is cancelled.

Thank you for taking the time to register before every professional learning opportunity. We appreciate participant attention to registration timelines as posted by course. Registration guarantees the instructor is ready for all participants - a place to sit, handouts, books, etc. Each AEA will determine locally if/when registration will close in the system for the professional learning opportunity.

Important Note: Please be aware of your district's policy of earning licensure renewal or graduate credit during the work day. Some districts do not allow this.
(February 11, 2019)