



Virtual Learning Journey Terms and Conditions

- Attendance at an orientation session is required. Detailed instructions will be provided at the orientation session.
- All Access Pass subscriptions will be activated following orientation. *Orientation is the final opportunity to cancel without cost.*
- Enrollments are not transferrable. Substitute attendees are not permitted.
- Electronic learning materials will be distributed via email 2-3 days before the start of each workshop. Please have materials handy to refer to during class.
- If you miss Day 1 of a multi-session course, your registration in that course will be cancelled. The missed course must be made up before your All-Access Pass subscription expires to be eligible for academy completion.
- You *must* sign on to the virtual class sessions to receive credit for participation. You will need a computer with internet access, microphone, and speakers to participate.
- Availability of make-up classes is not guaranteed. Barring emergency, please confirm you will attend all class dates before enrolling.
- It is participants' responsibility to obtain their department's authorization to attend and to ensure the department has forwarded the approved enrollment request forms to Learning & Organization Development at corlearning@rivco.org. Human Resources employees must also submit an approved Travel and Training Authorization form.
- **No refunds will be issued once the All-Access Pass subscription has been activated.**