



Professional
Development

Terms and Conditions

Registration Policy:

Payment may be made via credit card or check/purchase order. Space in the professional development activities described above has been reserved to allow time for processing. Quotes are valid for 60 days from issuance. Registration will be confirmed, and participants enrolled upon receipt of payment or purchase order. Full payment is due upon receipt and must be received within 90 days of the date of invoice.

Any individual or entity with an outstanding payment for more than 90 days after services have been delivered cannot register, receive a contract for, or attend any Hill professional development until outstanding payments have been received. Individuals or entities with a history of overdue payments will be required to pay in advance for future contracts and registrations.

Cancellation Policy:

Asynchronous, self-paced, online courses cannot be cancelled once registration is confirmed and participants are enrolled.

In-person or synchronous virtual workshop cancellations received in writing 10 or more business days prior to a workshop date will receive a full refund less any fees for materials already purchased and shipped. Cancellations occurring less than 10 business days prior to a workshop date will be issued a credit for an online course, micro-credential, or future workshop registration of comparable value that must be used by June 30th of that training year. Written communication should be sent to Pam Hoggard at phoggard@hillcenter.org. No refund or credit will be given for failure to attend, cancel, or transfer the registration. Exceptions may be made for extenuating circumstances or emergency cancellations (sickness, death in the family, accidents or weather-related).

Hill Learning Center reserves the right to cancel a workshop. If Hill must cancel, effort will be made to reschedule the workshop at a time that works for both parties. Otherwise, 100% of the workshop fee will be refunded.

Participant Substitution Policy:

If an entity has purchased an online course(s) or HillRAP package for a group of teachers and a teacher leaves or is no longer able to participate, another teacher may be substituted as long as the initial registrant has not started the coursework. Written requests for substitutions should be sent to Pam Hoggard at phoggard@hillcenter.org.

Workshop registrations may be transferred to another participant up to 48 hours before the start of the training if there are no required prerequisites or pre-work to be completed. Otherwise, transfer requests must occur at least 7 days before the workshop, and prerequisites must be completed 36 hours before the start of the course. Written requests for substitutions should be sent to Pam Hoggard at phoggard@hillcenter.org.

Additional Expenses:

Hill Learning Center is not responsible for any additional expenses related to materials, travel, technology, equipment, participant stipends, or substitute pay associated with the professional development services described above. All additional expenses are incurred at purchaser's risk.