

Drop and Refund Policies for Professional Development

Drop by Participant:

A participant can request to drop an IVS-PD course at any time through the PD Registration System (<https://pd.ilvirtual.org>). Within 12-24 hours of the course drop request, the IVS PD Administrator will remove the participant from the course.

Drop by IVS-PD:

If a participant does not successfully complete the course by the end date stated in the registration system, the participant will be dropped from the course. The participant will not be eligible to receive a refund.

Refunds:

Full course refunds for IVS-PD courses will only be granted if the drop request is made **on or before the scheduled course start date**. Course Drop Requests made after the course start date are not eligible for a refund.

IVS-PD reserves the right to withdraw a course because of unforeseen circumstances or insufficient enrollment. If a course is withdrawn, participants are notified and course fees are fully refunded.