

### **Cancellation Policy**

1. Cancellations made in writing more than 60 calendar days prior to the IGEL program start date are subject to the following policy:
  - a. If the individual selected has paid the tuition and is no longer interested or able to participate in IGEL, the tuition will be refunded minus any costs incurred on the individual's behalf prior to notification.
  - b. If the individual selected wants to defer attendance until the following year, then there will be no refund. Funds will be held to cover tuition the following year. The individual will also be responsible for any program/tuition cost increases that may occur the following year. The individual is responsible for covering any costs assumed prior to notification that cannot be applied to participation in the following year.
  - c. If an employer and/or 3rd party has paid the tuition on behalf of the employee/individual and the same employee/individual is no longer able to attend the IGEL program, the employer or 3rd party may suggest a substitute candidate. However, the IGEL Board of Directors reserves a right of refusal on the substitute request. The Board may also make the decision to defer the substitute candidate to a future IGEL program. Should tuition be deferred or substituted; it would be minus any expenses incurred for the original approved candidate.
  - d. If the IGEL Board of Directors does not accept or defer the substitute candidate or if the employer/3rd party does not offer a substitute candidate, then the employer and/or 3rd party tuition will be reimbursed; however a \$500 cancellation fee will be withheld.
2. Cancellations made without written notice or in less than 60 calendar days will result in no refund or rollover to a subsequent year.
  - a. If a candidate voluntarily chooses not to continue in the IGEL program once the program has begun, no substitutions can be made and no part of the tuition will be reimbursed to the candidate, candidate employer (if paid by the employer), or other 3rd party.
  - b. If the affected candidate has suffered a hardship beyond their reasonable control resulting in their inability to complete the program; the IGEL Board of Directors will determine, under its own discretion, if the candidate, candidate employer (if paid by the employer), or other 3rd party is eligible for either a refund of any unused tuition or an offer to complete the program in a future class. All decisions by the IGEL Board of Directors will be final.

### **Two Tier Tuition Fee Structure**

Tuition fees are structured so as to include participation of varying types of organizations: large, small, government, for-profit, and non-profit. By implementing this structure, the Board of IGEL, Inc. hopes to encourage participation by individuals of all means and organizations of all size.

In spite of this tuition structure, please note that the full cost of all participants is subsidized by the Board of IGEL, Inc. No participant pays the full cost of the program at either tuition level. To make the most of our financial investment in you, we ask that all participants be fully engaged and committed to the program, 100% attendance is required.



Through the generosity of corporate and individual donors there are a limited number of partial scholarships available. You can request consideration for a partial scholarship when completing the application.

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| <ul style="list-style-type: none"><li>• \$7,400<ul style="list-style-type: none"><li>○ S Corporations</li><li>○ C Corporations</li><li>○ LLCs</li><li>○ Other Corporations</li><li>○ Federal Government</li><li>○ State Government</li><li>○ Other States</li><li>○ 501(c)(6)</li><li>○ Revenues \$1M-\$4.99M</li></ul></li></ul> | <ul style="list-style-type: none"><li>• \$5,900<ul style="list-style-type: none"><li>○ Academia</li><li>○ 501(c)(3)</li><li>○ 501(c)(4)</li><li>○ Local Government</li><li>○ Revenues &lt; \$1M</li></ul></li></ul> |
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### Commitment Document

Please complete information below and send back to IGEL at [info@igeleaders.org](mailto:info@igeleaders.org) as soon as possible.

- I accept my appointment to the IGEL 2026 Class. I have reviewed the dates of each of the 2026 sessions, have put them on my calendar and agree to continue the tradition of 100% participation in these sessions.
- I agree to pay the Tuition Invoice before the deadline of Friday, December 5, 2025, to secure my position as a participant in the 2026 Class.

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Signature

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Printed Name

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Date

Preferred Mailing Address:

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Preferred Email Address:

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