



EVENTS POLICY

This policy covers the scheduling, registration, participation, and conduct expectations for all PayrollEdge Learning Academy (PayEdge Academy) events, including webinars, online classes, and other training sessions.

I. EVENT REGISTRATION

- ❖ All events require advanced registration through the PayEdge Academy website.
- ❖ Registration is confirmed only after full payment has been received in U.S. dollars.
- ❖ Event registration closes at the posted deadline or when capacity is reached.
- ❖ PayEdge Academy cannot guarantee availability for any class or event — registration is on a first-come, first-served basis, even for members with early access.

II. EVENT ACCESS

- ❖ All online events are currently held via Zoom.
- ❖ Access links will be sent to the email address on file no later than 24 hours before the event.
- ❖ Participants are responsible for ensuring they have the necessary technology and internet connection to attend.

III. PARTICIPATION REQUIREMENTS

- ❖ Participants must log in under their own name to receive attendance credit.
- ❖ Cameras are not required unless specifically noted for a course.
- ❖ Attendance for RCH credits requires participation in all required polls, quizzes, or knowledge checks during the session.
- ❖ Any class or webinar approved for RCH credit will display the RCH logo during registration. Not all classes or webinars will qualify for RCH credit; non-credit events will be clearly noted on the registration page.

IV. CANCELLATION & CHANGES

- ❖ Cancellations, transfers, and changes are handled according to PayEdge Academy's Refund Policy.
- ❖ No changes are accepted within 7 days of the event date.



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V. EVENT CONDUCT

- ❖ All participants must follow the Code of Conduct during events.
- ❖ Disruptive or disrespectful behavior may result in removal from the session without refund.

VI. EVENT FEEDBACK

- ❖ At the conclusion of each class or webinar, PayEdge Academy will email a short feedback survey to participants.
- ❖ Surveys help improve course quality and may also be shared with presenters for professional development purposes.
- ❖ All survey responses are kept in accordance with the guidelines provided for RCH credits and length required.

VII. EVENT MODIFICATIONS

- ❖ PayEdge Academy reserves the right to reschedule or cancel an event due to low enrollment, instructor illness, technical issues, or other unforeseen circumstances.
- ❖ In such cases, registrants will be offered the option to transfer to a new date or receive credit for a future event.
- ❖ Participants seeking RCH credits for qualifying events must also comply with PayEdge Academy's RCH Policy on Credit Hours. This includes participation in all required polls, quizzes, and knowledge checks, as well as meeting attendance requirements.