



# GENERAL POLICY

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PayrollEdge Learning Academy (PayEdge Academy) provides professional payroll education, training, and resources to support payroll professionals nationwide.

By participating in our programs, purchasing our products, or engaging with our content, you agree to follow all PayEdge Academy policies outlined in this handbook and individual policy documents.

## I. PAYROLLEDGE LEARNING ACADEMY IS COMMITTED TO

- ❖ Delivering accurate, up-to-date payroll knowledge.
- ❖ Offering accessible training that accommodates diverse schedules.
- ❖ Supporting professional growth through affordable continuing education.
- ❖ Maintaining an inclusive, respectful environment for all members and participants.

## II. PAYMENTS & CREDITS

- ❖ Payment must be received in U.S. dollars.
- ❖ No order, product purchase, or event registration is considered final until full payment is received.
- ❖ Credits applied to your account may be used toward any product or class registration of your choice.
- ❖ Credits are only valid for official PayEdge Academy products or classes and can only be redeemed on the PayEdge Academy website.

Participation in any PayEdge Academy program constitutes acceptance of all applicable policies.