

## ***Land O'Lakes, Inc. Business Development***

### ***Training Cancellation Policy***

We design our courses to optimize your learning experience. To maximize the effectiveness of our training sessions, Land O'Lakes, Inc. limits the number of attendees per class. You may substitute attendees at any time — please provide advanced notice of any substitutions.

Registrants who have been confirmed for specific training sessions may reschedule or cancel reservations without penalty up to ten (10) business days before the scheduled class start date either by calling 866-270-4706, hours are M-F 7:30am – 4:30pm Central Time or e-mail to ***BDTraining@landolakes.com***

Individuals who cancel a confirmed enrollment less than ten business days before the class and fail to provide a qualified replacement to fill the enrollment will be billed for 50 percent of the full tuition fee. Individuals who cancel a confirmed enrollment less than five business days before the class and fail to provide a qualified replacement to fill the enrollment will be billed for 100 percent of the full tuition fee (list price). Those who fail to appear for training as scheduled will be billed for 100 percent of the full tuition fee.

We recognize there may be extenuating circumstances and personal emergencies that impact your ability to attend a session. Please call or contact our training support service listed above to reschedule or make other arrangements.

Land O'Lakes, Inc. reserves the right to reschedule or cancel any scheduled training class upon ten business days notice to confirmed registrants. Registrants may then enroll in the next available offering of the course, or cancel the registration. In the event of cancellation by Land O'Lakes, Inc., any payment made for the canceled class will be refunded. The client understands and agrees that Land O'Lakes, Inc. shall not, in any way, be held responsible for any costs, including loss of airfare or other transportation costs, hotel expenses or other damages, which the client may suffer in the event that Land O'Lakes, Inc. cancels or reschedules a class.

### ***On-Site and Custom Training Cancellation Policy***

Cancellation or rescheduling of on-site training and/or custom training less than ten business days before the scheduled start date will be subject to a cancellation fee of 100 percent of the contracted fee.