iCandles Academy

Enrollment Policy Acknowledgment

Please review the iCandles Academy Student Handbook and the following enrollment policies before completing enrollment.

By enrolling in iCandles Academy, I confirm that I have reviewed and understand the iCandles Academy Student Handbook and agree to the program policies and requirements, including attendance, assessments, retakes, remediation, safety, withdrawal, and Certificate of Completion requirements.

I understand and acknowledge that:

- All iCandles Academy enrollment payments are **non-refundable**.
- If I am unable to continue the program, I must submit my withdrawal request no later than the **final day of the first week** to be eligible to transfer my enrollment to one future available term. The transferred enrollment must be used within **12 months** of the original term's start date.
- Attendance is required for all scheduled classes. If an unavoidable emergency prevents me from attending, I understand that missed instructional hours must be completed through an iCandles Academy-approved make-up method before I can become eligible for a Certificate of Completion.
- Level 1 includes **four required assessments**. I must achieve a minimum score of **80%** on each assessment.
- If I do not achieve 80% on my first attempt, I will receive **one complimentary retake** for that assessment. If I do not pass the complimentary retake, one additional retake is available for a **$20 fee**.
- If I do not achieve 80% after my third attempt, I may complete up to **two Academy-approved remediation assignments** to demonstrate the required understanding and make up the percentage difference needed to reach 80%.
- If I do not successfully satisfy the assessment and remediation requirements, I understand that I will **not receive a Certificate of Completion for that term**.
- Enrollment, payment, or attendance alone does not guarantee a Certificate of Completion.
- iCandles Academy provides education and hands-on training but does not guarantee employment, job placement, income, sales, profit, or recovery of tuition costs.

■ I have read the iCandles Academy Student Handbook and agree to the iCandles Academy Enrollment Policies.

Student Name: _____

Student Signature: _____

Date: _____