SCLI Live Courses Participation & Completion Policy

Attendance Policy

Attendance is a core requirement to ensure participants benefit fully from the live learning experience.

1.1 Minimum Attendance Requirement

- Participants must complete at least 60% of live classes
- Attend at least **80% of the session** to be eligible for full attendance.
- For example, if a cohort has 20 sessions, learners must attend a minimum of 12 sessions.

1.2 Absence Protocol

- In case you are unable to attend a session, please inform the course coordinator in advance.
- Recordings (if provided) do not count toward attendance.

Refund & Drop Out Policy

2.1 Refund Eligibility

- If a participant chooses to drop out because they do not wish to continue with the course, a refund is available only if they drop out **within the first two weeks** of the course's start date.
- If a participant drops out after two weeks, no refund will be provided.

2.2 Other Conditions

- Refunds are not applicable for dissatisfaction arising after the two-week period, missed sessions, or incomplete participation.

Project Completion Requirements:

Completing the assignments, group work, and the capstone project (where applicable) is a mandatory component of the course.

3.1 Mandatory Submission & Presentation

- Participation in assignments, group work, and capstone projects are **mandatory** for certification.
- Every participant must develop and present an individual or group capstone project toward the end of the cohort. (where applicable)
- The Capstone presentation day is compulsory for all participants.

3.2 Certification Requirement

- Participants who do not develop and present their capstone project will not receive the completion certificate.

Certification Policy

Participants will receive a certificate only if they:

- Meet minimum attendance requirements
- Submit and present the capstone project
- Complete all required coursework

Code of Conduct

- Respectful behavior toward instructors and peers is appreciated.
- Disruptive behavior may result in removal without a refund.
- Sharing course materials externally is prohibited.

Communication & Support

- All course communication will be shared via email or WhatsApp.
- All the resources and recordings will be shared via LMS.
- Participants are responsible for checking updates on emails and LMS.

- For queries, contact the course support team:
  pankhuri.jha@sambodhi.co.in
  jennifer.baruah@sambodhi.co.in