



We encourage you to review the program details, policies, procedures, and any additional information before enrolling to ensure that the program meets your expectations and needs.

## **Index**

1. Financing the Programs
  - a. Payment options
  - b. Changing payment method
  - c. Declined payments and account suspension
  - d. Refunds
2. Participant Communication and Conduct Policies
  - a. Email communication
  - b. Learning Management System
  - c. Code of Conduct and Non-Academic Dismissal Policy
  - d. FERPA
3. Procedures
  - a. Transferring to a new cohort
  - b. Re-enrollment
  - c. Program withdrawal
4. Credentials Awarded Upon Completion
5. Reservation of Rights

## **Note on Terminology**

In this document, the term “Cohort” refers to the group of students who begin a program together on the same official start date and progress through the program on the same schedule. Each cohort has defined start and end dates.

Your original cohort enrollment establishes your official start date for purposes of the 7-day add/drop period and refund eligibility. If you transfer to a later cohort, your program access moves with you, but the add/drop and refund period does not reset. All other policies regarding transfers, withdrawals post add/drop period, re-enrollment, and payment obligations are tied to the specific cohort in which you are enrolled.



## **Financing the Programs**

### **Payment options**

As a non-credit continuing education program, federal financial aid (including, but not limited to, the Free Application for Federal Student Aid, or “FAFSA”) is not available. Upon registration, you will have selected from the payment options available, which are to pay in full upon registration or select the monthly installment plan. By selecting the monthly installment plan, you will make the initial payment as stated on the website at the time of registration and remaining payments will be automatically drafted from the payment method on file for the following 5 months. Note that the total tuition amount may vary depending on promotion codes or adjustments made by Green Flower. Upon registration, you will receive communications from Student Services with your monthly payment schedule.

If payments are being made by a third party, such as employer reimbursement or a tribal organization, you will be required to complete the third-party payment form, which will be sent to you by an Enrollment Specialist with detailed information pertaining to the representative and/or organization providing the assistance. We strongly encourage you to review all stipulations related to financial assistance before committing to it. The enrolled participant is solely responsible for understanding and complying with all requirements of any financial assistance used. Green Flower is not responsible for ensuring these requirements are met, and payment for the program remains the sole responsibility of the student.

### **Affirm Monthly Installments**

Green Flower also offers a monthly installment payment option through **Affirm**, a third-party financing provider. This option allows you to split your tuition into manageable monthly payments, subject to approval by Affirm.

#### **How Affirm Works:**

1. **Select Affirm at checkout:** After adding your tuition to your cart, choose Affirm as your payment method.
2. **Get a real-time decision:** Enter a few basic details—Affirm performs a quick eligibility check (which does not impact your credit score).
3. **Pick your plan:** Choose from available payment options. Terms may include **0% to 36% APR** and may range from 4 biweekly payments to longer monthly installments (up to 60 months).
4. **Make payments directly to Affirm:** You will receive reminders and can pay via [affirm.com](https://affirm.com) or the Affirm app.



## What to Know:

- You will know your total upfront—there are **no hidden or late fees**.
- Payment options depend on your purchase amount and eligibility; a down payment may be required.
- Once your payment plan is approved by Affirm, all future payment obligations for your Green Flower tuition are between you and Affirm.
- Green Flower cannot modify your Affirm payment terms or due dates. Please contact Affirm Support directly for questions.

## Disclosures:

Payment plans through Affirm are subject to eligibility and may not be available in all states. Lending services are provided by Affirm's partner banks as listed at [affirm.com/lenders](https://affirm.com/lenders). See [affirm.com/terms](https://affirm.com/terms) for details.

## Changing payment method

It is the program participant's responsibility to contact the finance department at [hefinance@greenfloweredu.com](mailto:hefinance@greenfloweredu.com) should the payment method on file need to be changed prior to the payment drafting.

## Declined payments and account suspension

Should a payment be declined for any reason, a Finance specialist will contact you to resolve the issue. If a resolution is not reached and payment has not been received within one week of the initial draft date, your account will be suspended for non-payment. At this time, you will receive communication from a Finance specialist with this information, as well as options for making payment to have program access restored. Note that once the cohort that you are enrolled in has come to an end, an additional, non-refundable re-enrollment fee will be required. Should a payment need to be made by means of an invoice rather than draft, the participant will still be held to the regular payment schedule regardless of when the invoice is paid unless arrangements have otherwise been made between the participant and finance department.

In the event that a payment schedule extends past the cohort end date (for example, in the case of a multi-program enrollment with the monthly installment plan) and you have already completed the program and received your digital certificate and Credly badge, payments will continue to draft on the provided schedule until the account has been paid in full. Failure to pay the account in full will result in the digital certificate and Credly badge being revoked and removed until the past due balance is paid in full.



## **Refunds**

A refund for the amount paid will only be issued within the 7 day add/drop period from the start date of the original cohort that you enroll in. It is your responsibility to either complete the withdrawal form or email [studentservices@greenfloweredu.com](mailto:studentservices@greenfloweredu.com) to request the withdrawal form, as well as complete and submit the form to Student Services within the first 7 calendar days of the cohort in order to be eligible for a refund.

If you have transferred to a different cohort, the 7 day add/drop period does not apply to your new cohort.

Refunds requested outside of the 7 day add/drop period for the original cohort enrollment will not be fulfilled.

In exceptional cases, such as documented medical emergencies or other extenuating circumstances, Student Services may review refund requests on a case-by-case basis.

## **Program Participant Responsibilities**

### **Email communication**

Email is the primary method of communication utilized by program participants, instructors, and Green Flower staff. Upon registration, you will begin to receive important information related to your program to the email address used at registration. If you need to update the email address on your account, send the request to Student Services at [studentservices@greenfloweredu.com](mailto:studentservices@greenfloweredu.com).

We encourage you to regularly check your email and official communication channels, such as the learning management system, for any announcements or updates. It is important to stay informed about changes that impact your academic experience. We recommend checking your email and learning platform daily for any important communications from Green Flower. Be sure to check your junk/spam folders for any emails that may have been filtered from your inbox and mark these as not junk/spam in order to continue to receive communications to your inbox. Note that unsubscribing from emails will result in no longer receiving important communications about your program. Green Flower staff cannot opt you back into the email list once you have opted out.



## **Learning Management System**

All programs are provided through the learning management system, Open LMS. It is your responsibility to secure access to a device where you can log into Open LMS in order to engage with course material and participate in your program. Open LMS can be accessed on any device with internet connection, such as a PC, laptop, tablet, or mobile device (using the “Open-LMS” app). While there are no prerequisite requirements for program participation, we encourage all participants to be aware of any technological limitations that may hinder abilities to engage in fully online, asynchronous learning.

## **Code of Conduct and Non-Academic Dismissal Policy**

The purpose of this code of conduct and non-academic dismissal policy is to outline the expectations regarding appropriate behavior in communication with staff and fellow students, as well as the prohibition of stealing or sharing any copyrighted material.

Program participants are expected to interact with staff and peers in a respectful and professional manner. Disagreements or concerns with staff members should be addressed through appropriate channels, such as scheduled meetings or designated feedback processes.

Participants may be subject to dismissal from the program for any harassment or discrimination toward staff or fellow students. This includes, but is not limited to the use of offensive language or engaging in disrespectful conduct during interactions whether written or verbal. Language that is meant to offend, shock, insult, demean, threaten, or otherwise cause hurt to others will result in dismissal.

Examples may include the following:

- Harassment: Unwelcome conduct based on race, color, religion, sex, national origin, age, disability, or any other protected status.
- Discrimination: Treating individuals unfairly based on their characteristics or identity.
- Offensive Language: Use of profanity, hate speech, or derogatory language.
- Disruptive Behavior: Actions that disrupt the learning environment or interfere with the educational process.

Intellectual property violations may be subject to dismissal. This includes any unauthorized sharing, distribution or reproduction of copyrighted materials owned by Green Flower. Plagiarism or any other form of academic dishonesty will result in a



warning and opportunity to discuss and resolve the issue; dismissal will become warranted if the issue persists.

Upon receipt of a potential violation, Green Flower staff will conduct an investigation which, depending on the nature and severity of the violation in question, may result in either an opportunity to resolve the issue, a warning, or an immediate dismissal. If the investigation supports the need for dismissal, the participant will be provided with a written notice. Participants who are dismissed are ineligible for refund.

We respect the right to share your experiences, but request that you refrain from posting any false, misleading, or slanderous information about Green Flower on social media or other external platforms. Misrepresentation can have serious consequences, both for individuals and the organization. It is crucial to ensure that your statements are truthful and reflective of your actual experiences. We encourage you to express your thoughts and concerns openly either directly or through provided channels, and we are here to address any questions or issues that you may have. Constructive feedback is invaluable for our continuous improvement.

## **FERPA**

Green Flower is compliant with the [Family Educational Rights and Privacy Act \(FERPA\)](#). Any participant who wishes to allow information to be shared with a parent/guardian or other adult must complete the [FERPA Release Form](#).

## **Procedures**

### **Transferring to a new cohort**

We understand that unexpected circumstances can arise, and we are committed to providing support in the face of these challenges, which will allow you to continue with your education. Transfer requests may be made up until the end of your currently enrolled cohort. Any transfer requests received after the cohort has concluded will not be processed.

To request a transfer, you must complete the [transfer request form](#). It is imperative that the information provided in the form is accurate as this is what Student Services will use to process the cohort transfer.

We recognize that life can be unpredictable, and this policy is designed to provide flexibility and support to our participants during challenging times. However, it is



important to adhere to the specified deadlines and guidelines to ensure a smooth transition for all involved when possible. Below is the transfer policy:

- We offer a one-time cohort transfer free of charge.
- A second cohort transfer will incur a due up front, non-refundable, \$250 fee as well as a meeting with Student Services to determine an academic success plan.
- A third transfer may be permitted at the discretion of Student Services and will incur a due up front, non-refundable, \$250 fee.
- No subsequent transfers will be provisioned. Should a participant not complete the program after a third transfer, [re-enrollment](#) into the program will be required.

Note that this policy only applies during active enrollment. Once a cohort has come to an end, the re-enrollment policy and fees apply.

### **Re-enrollment**

Participants who wish to re-enroll in a program once the program sequence has concluded will be required to complete the [re-enrollment form](#) and pay a one-time, non-refundable fee. Upon receipt of the form, Student Services will send an invoice via Shopify to be paid in full in order for the enrollment to be processed. The re-enrollment fee is per incomplete course as listed below:

- One incomplete course: \$250
- Two incomplete courses: \$500
- Three incomplete courses: \$750

If there is a remaining balance on the account from the prior enrollment, this balance may be paid in full upon enrollment or may be arranged on a payment plan with the finance department.

Should a participant wish to re-enroll into a program after one calendar year has passed from the original cohort enrollment, re-enrollment into all three courses will apply as content is updated regularly.

### **Program withdrawal**

We also understand that circumstances may arise that warrant a withdrawal rather than cohort transfer in the program. To withdraw from a program, you must complete the [withdrawal form](#). Upon receipt of the withdrawal form, Student Services will process the withdrawal (and refund if applicable) and notify you of the withdrawal.



## **Credentials Awarded Upon Completion**

Upon successful completion of a cannabis certificate program, you will earn a digital certificate and digital badge, co-branded with your institution and Green Flower. Your digital badge can be attached to your resume and email, as well as shared on platforms such as LinkedIn. Potential employers can click on your digital badge to obtain more detailed information on the knowledge and skills you gained in the program. On the Careers in Cannabis platform, your digital badge contributes to a higher FIT Score, increasing your visibility and marketability to potential employers. In addition, you will be invited to join webinars featuring industry employers to discuss topics such as gaining employment, overcoming barriers, and operating successfully in the industry.

Completion of a cannabis certificate program provides recognition of your achievement and the valuable knowledge and skills you have gained throughout the program. This certificate does not provision job placement, internship, licensure, or authorization to grow, distribute, use, or engage in any activities related to cannabis. Cannabis laws vary widely from state to state; any licensure is governed by state regulations and requires meeting specific legal and professional requirements. It is the participant's responsibility to thoroughly research and understand both the job market and specific regulations governing the cultivation, distribution, and use of cannabis. Green Flower is not authorized to elicit any advice or guidance regarding the specific laws and regulations in your state.

## **Reservation of Rights**

Green Flower reserves the right to make updates to course content and curriculum to ensure that your education remains current, relevant, and aligned with industry standards.

In some instances, Green Flower may decide to phase a program out for various reasons, such as changes in industry demands or strategic decisions. If such a situation arises, we will provide sufficient notice to affected participants and work to facilitate a smooth transition.

Green Flower reserves the right to make updates to any terms and conditions or policies and procedures any time.

