



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.

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## **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.

If payments are being made by a third party, such as employer reimbursement or a tribal organization, you are required to complete our **third-party payment form**. 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.

Upon registration, you will have selected from the payment options available, which are to pay in full upon registration, financing through Affirm, or the Green Flower monthly installment plan. Information pertaining to Affirm Financing and the Green Flower installment plans are outlined below.

*\*Note that the total tuition amount may vary depending on promotion codes or adjustments made by Green Flower.*

### **Affirm Financing**

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

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

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

- **Select Affirm at checkout:** After adding your tuition to your cart, choose Affirm as your payment method.
- **Get a real-time decision:** Enter a few basic details—Affirm performs a quick eligibility check (which does not impact your credit score).
- **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 12 months).
- **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. payment may be required.
- Green Flower cannot modify your payment terms or due dates. Please contact Affirm Support directly for questions and assistance.

### **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.

### **Green Flower Monthly Installment Plan**

Participants may choose Green Flower's internal monthly installment plan, which includes a total of 3 payments to be processed as follows:

- One initial payment due at registration, and
- Two automatic monthly payments will be drafted every 30 days from the initial registration date using the payment method on file.

### **Key Terms:**

- At registration, you agree to the terms and conditions of the course policies and the payment plan you chose upon enrollment.
- You are required to keep a valid payment method on file for the duration of your payment schedule.
- Please review our Add/Drop Withdrawal, Refund, Withdrawal, Transfer, and Re-enrollment policies included in this document.

If you have any questions about your payment schedule, are considering a withdrawal or transfer, or need to discuss alternate payment arrangements, please contact the Finance Department at [HEfinance@greenfloweredu.com](mailto:HEfinance@greenfloweredu.com).

### **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 start date 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.

Please note that even if you have completed your program, you will not receive your digital recognition of completion or badge until your account balance has been paid in full.

## **Refunds**

A refund for the amount paid will only be issued within the 7 day add/drop period based on the original start date. 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 following your enrolled start date in order to be eligible for a refund.

If you transfer to a different program start date, the 7 day add/drop period no longer applies.

Refunds requested outside of the 7 day add/drop period for the original program start date 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**

### **Program Duration and Course Access**

The Associate Program runs for **8 weeks**, with **course access expiring at 10 weeks** from the start date. Students who do not feel they will be able to complete their coursework before their access expires may request a [transfer to a later program start date](#) prior to course expiration. Students who do not transfer or complete their course before their access expires will need to [re-enroll in a future program](#) to continue their studies.

### **Transferring to a new program start date**

We understand that unexpected circumstances can arise, and we are committed to providing support during these challenges, which will allow you to continue with your education. A program start date transfer will allow you to move to a start date that better aligns with your current course progress, allowing you time to complete your program and interact with other students in the same program.

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 transfer you to a new program start date. **Check your spam folder to ensure you receive information regarding your transfer after your form is submitted.**

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 policy for changing to a new program start date:

We allow two free transfers to later program start dates. A third transfer, and each additional transfer after that, will incur a non-refundable \$75 fee, which must be paid prior to your transfer being processed. Upon receipt of your transfer form submission,



Student Services will send an invoice via Shopify for the required transfer fee. Again, this fee must be paid prior to finalizing your program start date change.

*\*Note: This policy **only** applies during active enrollment (while your current program is still open). Once a program has come to an end, the re-enrollment policy and fees apply.*

### **Re-enrollment**

Participants who wish to re-enroll in a program once their original program has closed will be required to complete the [re-enrollment form](#) and pay a one-time, non-refundable fee of \$150. 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. **Check your spam folder to ensure you receive information regarding your re-enrollment after your form is submitted.**

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

### **Program withdrawal**

We understand that circumstances may arise that warrant a withdrawal rather than transferring to a later program start date. 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. **Check your spam folder to ensure you receive information regarding your withdrawal after your form is submitted.**

### **A/D Withdrawal**

Any withdrawal submitted **during** the 7 day add/drop period (7 days after your original program start date) is considered an add/drop withdrawal. This merits a full refund of funds paid for your program.

### **Post A/D Withdrawal**

Any withdrawal submitted **after** the 7 day add/drop period (7 days after your original program start date) is considered a post add/drop withdrawal. **No refunds will be granted outside of the 7 day add/drop period for your program.**





## **Credentials Awarded Upon Completion**

Upon successful completion of a non-credit cannabis education program, you will earn a digital recognition of completion 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 our career 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 non-credit cannabis education 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 license 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.