



PROFESSIONAL DEVELOPMENT POLICY

Program/Events Updates

School Office Services constantly updates its resources. Our handbook policies are compliant with federal and individual state requirements and all posted job descriptions include FLSA and ADA requirements. By utilizing modern technology, SOS can provide ongoing and current HR best practices in these areas. Archived articles published by SOS provide current information and practical help on topics specific to independent schools.

Legal Disclaimer

School Office Services does not offer legal advice for particular issues, but attempts only to provide information about current developments affecting independent schools. Any recommendations or suggestions are meant to reflect best human resources business practices. Legal questions and issues should be referred to an attorney. SOS is a division of Orchestrate HR, an employee benefits company headquartered in Dallas, TX Copyright 2014-15. School Office Services, Inc. www.soserv.com. Inquiries should be directed to HR Services, School Office Services, Inc., 5050 Spring Valley Road, Dallas, TX 75244-3909, or asksos@soserv.com

Cancellation Policy for Events/Training/Webinar

- **Training/Group Programs:** Cancellations received four weeks prior to the event will be assessed a \$100 administrative fee. If you paid with check, your refund will be by check; if you paid with credit card, your refund will be to the credit card used to make the registration. Cancellations received after four weeks are non-refundable. All cancellations must be in writing. Send your cancellation request to: asksos@soserv.com.
- **Transfers:** If for any reason, you need to transfer your participation in a training event to another time, SOS will try to accommodate that request. SOS cannot guarantee there will be an opening. If for any reason, you need to transfer your registration to another participant prior to the event, you must contact School Office Services (asksos@soserv.com) three weeks prior to the training. Transferred participants will receive information for the event and access to the training. The original participant will not have access to the program documents.
- **Webinars:** Charges incurred for registration for the SOS webinars are non-refundable. The registrant will not be able to view the archived webinar.
- **Program Cancellation/Reschedule:** If School Office Services (SOS) cancels a program, full refund of the event will be refunded. If School Office Services reschedules the event, participants will be notified and will have the option to cancel or register for the rescheduled event.

Complaints/Requests/Inquiries

Inquiries should be directed to School Office Services, asksos@soserv.com or to School Office Services, Inc., 5050 Spring Valley Rd., Dallas, Tx 75244-3909

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