

Training Department, VT iDirect, Inc. Inclement Weather and Other Emergency Closure Policy

It is the policy of the Training Department of VT iDirect, Inc. to remain open during most periods of inclement weather, however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruptions or emergencies, the Training Department reserves the right to delay the start of or cancel any scheduled training day.

Weather Emergency

The iDirect Training Department will monitor and follow the recommendations for school delayed start or closures of the Fairfax County, VA public schools as a guide for either delaying start or cancelling training classes for the day of the inclement or emergency weather conditions. Fairfax County communicates school delayed start and closure decisions by 6:00am EST. Using this information, iDirect Training Department in Herndon will then communicate its decision regarding delayed start or cancellation of training classes to all registered attendees, via email. The iDirect Training Department will endeavor to provide as much advanced notice as possible regarding any delayed start and training cancellation decisions.

Other Emergencies

On the rare occasion of another non-weather related emergency which impacts iDirect's ability to conduct a training class, (power failures, classroom heating issues, etc.), the same notification policy for inclement weather emergencies will be followed. Upon learning of a non-weather related emergency which will impact the effective and efficient delivery of the training class, the iDirect Training Department will issue either a delayed start of a training day or cancellation notification to all registered attendees via email, for its training classes in the Herndon, VA, iDirect training facility. The iDirect Training Department will endeavor to provide as much advanced notice of class as possible regarding delay/closure decisions.

Credit Policy

If a training session is canceled for only one (1) day, no credit will be provided to attendees for the cancellation. VT iDirect will make accommodations to make up the cancelled day's content in the remainder of the class, or post-class. If the training class is cancelled for two (2) days or more, attendees will be given a credit to attend the same type of training class at a future date. VT iDirect is not responsible for reimbursement of any attendee's travel and related expenses incurred as a result of a cancelled training day or days or for any travel and related expenses to attend make up training sessions.