



PROFESSIONAL DEVELOPMENT POLICY

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 2011-12 School Office Services, Inc. www.soserv.org Inquiries should be directed to Bill Rollings, president, School Office Services, Inc., 5050 Spring Valley Road, Dallas, TX 75244-3909, (972) 687-1814, (800) 555-9074, or brollings@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.

HR Forums

SOS Forums are designed to provide a forum for member-to-member exchanges and dialogue. The SOS staff monitors posts to ensure that participants adhere to the Terms of Use Agreement below. As a Forum Member, you agree not to use the web site to impersonate any person, or communicate under a false name or one that you are not authorized to use. As a member, you agree to release, hold harmless, and indemnify School Office Services management and its partners from any and all legal or civil actions and penalties and costs, including without limitation attorneys' fees, arising from messages you have posted on HR Forum.

Forum members, as part of their Terms of Agreement, agree not to post articles that:

- Could be construed as a violation of Federal, state or international law prohibiting anti-competitive activities or unfair trade practices. (i.e. Participants discussing salary, wage, or benefit pay by another school or company).

- Defames an individual, business, governmental or other entity, product or service
- Contains unsolicited or inappropriate advertising.
- Contains false or fraudulent information
- Violates any privacy-related right belonging to any person, business or other entity
- Harasses, threatens, or embarrasses any other person or entity.
- Are inappropriate in nature or do not relate to independent schools, or human resources practices.
- Is unprofessional or is otherwise inappropriate for this forum.

Complaints/Requests/Inquiries

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

TERMS OF USE

External Sites

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