

State of Wisconsin
Enterprise Management Development Academy (EMDA)

CANCELLATION/WITHDRAWAL POLICY & PROCEDURE

The application/nomination and selection process for the Enterprise Management Development (EMDA) includes advance notice of selection, and a requirement that the participant accepts or declines selection. If selected, we strongly urge Academy applicants to **prepare to attend all sessions as scheduled**, to block off time on their calendars for attendance and participation, and to plan in advance for work and coverage needs during their participation in the program.

This Cancellation/Withdrawal Policy should be viewed as applicable only to **extraordinary situations**. Please be certain to review other relevant sections of the EMDA policies and guidelines.

If a participant must cancel or withdraw enrollment in the Enterprise Management Development Academy, DOA/DPM must be notified **in writing**. This can be done via e-mail at OSEREMDA@Wisconsin.gov to the attention of EMDA at the Department of Administration, Division of Personnel Management.

CANCELLATION BEFORE START OF ACADEMY:

If written notice of cancellation is received **ten (10) or more calendar days** prior to the start date of the first academy session, there will be **no cancellation fee** except for any actual costs incurred up to that point.

If written notice of cancellation is received **one to nine calendar days** prior to the start date of the first academy session, there will be a cancellation fee equivalent to 10 percent of the total program participation fee.

WITHDRAWAL AFTER START OF ACADEMY:

Due to costs incurred, **full course fees** for the entire academy will be billed if a participant withdraws **after completing 30 percent of the scheduled academy program**, regardless of the reason for withdrawal.

If a participant withdraws **prior to completing 30 percent of the scheduled academy program** (including any portion of the first day of the first session), cancellation fees will include **any costs incurred up to that point**. This includes instructional costs for any portion of sessions attended; materials, supplies, equipment, and catering costs and any other costs incurred; plus an administrative fee.

CANCELLATION OF SESSIONS BY EMDA:

We expect to hold all EMDA sessions as scheduled. If an EMDA session must be cancelled for extraordinary reasons, participants will receive as much notice of cancellation as possible and the session will be rescheduled if at all possible. Participants should plan to attend the entire academy as scheduled.