



Program expectations

Participant agrees to the following requirements for the CUlead Program:

- 1) **Payment:** Full payment is due December 31. Failure to provide complete payment by this date may result in forfeiture of your spot in the program.
- 2) **Attendance:** This program depends on the unity of the participants and each class builds from the knowledge gained in previous classes. On-time arrival and in-person attendance for all sessions is required.
 - a. In the event of an emergency, contact the CUlead coordinator as soon as possible. If a session is missed, a makeup assignment commiserate with the missed content will be required.
 - b. Conflicts with work commitments does not qualify as an excused absence. Please work with your CEO/Supervisor to ensure priority is placed on your CUlead participation.
 - c. Virtual participation will not be offered in 2022.
- 3) **Assignments:** Each CUlead participant must:
 - a. Complete all pre-session assignments, group and individual assignments and projects on time;
 - b. One such assignment will be to select a mentor who you will regularly contact regarding your roles and responsibilities during the program.
 - c. Actively participate in all sessions, including (but not limited to) being a group leader and/or making presentations to the group
- 4) **Early termination from the program:**
 - a. **If you voluntarily leave the program**, you or your credit union forfeits a refund. (Class tuition is allocated before the first session for materials, speakers, transportation, etc.)
 - b. **If you leave your current employer for any reason during the term of the program**, you forfeit the right to continue in the program, and you and your credit union forfeits a refund.
 - c. **If you received a scholarship from the Heartland Credit Union Charitable Foundation and do not complete the program for any reason**, your tuition will not be reimbursed. Proof of payment and a summary report are also requirements for reimbursement.
- 5) **Code of Conduct:** Each CUlead participant will be required to comply with [HCUA's Code of Conduct](#)