

Dynamic Business Development Program (DBDP)

Program Policies

1. Attendance Policy

To graduate and receive program benefits, students must attend at least 80% of class time.

What this means:

- The program totals 30 class sessions over 8 weeks: 28 standard 2-hour sessions (Weeks 1–7, Monday–Thursday) plus 2 extended 4-hour sessions during Thanksgiving week (Week 8, Monday–Tuesday only, 10:00 AM–2:00 PM), for 64 total class hours.
- Students need a minimum of 52 of the 64 hours to meet the 80% requirement.

How lateness and early departure are counted:

- Grace period: Arriving within the first 15 minutes of class still counts as full attendance.
- Beyond 15 minutes: Students are credited only for the actual hours attended (not the full 2 hours) if arriving late or leaving early.

In plain terms: You can be up to 15 minutes late without it counting against you. Beyond that, you're only credited for the hours you're actually in class. Across the full 8-week program, you need at least 52 of the possible 64 hours to graduate — whether that's from full absences, partial lateness, or a mix of both.

Sign-in: Attendance will be tracked via QR code sign-in (details to be added). Students are responsible for signing in and out themselves using the QR code.

If a student has trouble signing in or out, they must notify the instructor immediately, before leaving class, so attendance can be recorded another way. Issues cannot be reported after the fact.

Students who do not meet the 80% attendance requirement will not receive a tablet or completion certificate.

All coursework must be completed by the end of Week 8 in order to receive program benefits (tablet and completion certificate).

2. Tablet & Completion Certificate

Students who meet the program's 80% attendance requirement will receive a tablet and a completion certificate.

Eligibility:

- Must meet the 80% attendance requirement (minimum 52 of 64 class hours) as outlined in the Attendance Policy above.
- All coursework must be completed by the end of Week 8.
- Students who do not meet these requirements will not be eligible to receive a tablet or completion certificate.

No returns are required except as specifically noted by the program.

3. Graduation

[Still to be determined — Graduation Day date and time have not yet been finalized.]

Requirements to graduate (to confirm):

- Meet the 80% attendance requirement
- All coursework completed by the end of Week 8
- [Add any additional requirements — e.g. completed business plan, final presentation, etc.]

Students who do not meet the 80% attendance requirement will not receive a tablet or completion certificate.

4. Makeup Work Policy

Because this is an 8-week program and students have ongoing access to course material, there are no makeup classes.

If a student misses a class, the work for that week may be completed the following week.

5. Business Registration (Week 8)

Week 8 includes business registration (WDFI/EIN/UEI).

The program will not cover the cost of this registration for students who do not meet the 80% attendance requirement — even if that student's coursework/assignments are complete.

6. Weather Closures

If class is cancelled due to weather, students will be given attendance credit for that session — it will not count against their attendance record.

7. Voluntary Withdrawal

If a student voluntarily drops out of the program, they will not receive program benefits, including the tablet and completion certificate.

8. Dismissal Policy

A student may be dismissed from the program for conduct-related reasons, including:

- Poor attitude or disrespectful behavior toward instructors, staff, or fellow students
- Disruption of class or the learning environment
- Failure to follow program rules and expectations

A dismissed student will not receive program benefits, including the tablet and completion certificate.

9. Program Cost

This is a no-cost program. Students are not responsible for any tuition, materials, or fees.

This program and its benefits — including tablets and other program supports — are made possible through grant funding for the current program cycle. Benefits are not guaranteed beyond this funding period and may be discontinued or modified for future cohorts based on funding availability.

10. Code of Conduct

All participants are expected to:

- Treat instructors, staff, and fellow students with courtesy and respect
- Arrive prepared and ready to participate in class activities and discussions
- Refrain from disruptive behavior, including use of cell phones or other distractions during instruction
- Follow all program rules and instructions from facilitators and staff

Appeal Process:

A student dismissed for conduct-related reasons may submit a written appeal to the Program Director within 5 business days of the dismissal decision. The Program Director, in consultation with program leadership, will review the appeal and provide a final decision within 5 business days. The decision of the Program Director is final.

11. Non-Discrimination / Equal Opportunity

Word of Hope Ministries does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or any other protected status in admission to, or treatment within, this program.

12. No Guarantee of Outcomes

Completion of this program does not guarantee funding, loan approval, business success, or any specific financial outcome. Participants are responsible for their own business decisions and results.

13. Data Sharing With Funders

Participant information, including attendance records, program outcomes, and business registration status, may be shared with program funders for grant reporting and compliance purposes.

14. Right to Modify Policies

Word of Hope Ministries reserves the right to modify these policies at any time. Participants will be given reasonable notice of any changes.

15. Photo / Media Release

By participating in this program, students may be photographed or recorded for use in WOHM marketing materials, grant reporting, or promotional content, unless the student notifies WOHM in writing that they decline to be photographed or recorded.

16. Liability Waiver

Participation in this program, including all classes, activities, and events, is voluntary. Word of Hope Ministries is not liable for any loss, injury, or damages arising from a participant's involvement in the program.

17. No Legal, Financial, or Professional Advice

Information and statements provided by instructors, facilitators, and program materials are for educational purposes only and do not constitute legal, financial, tax, or other professional advice. Participants should consult a qualified professional (such as an attorney, accountant, or financial advisor) before making business, legal, or financial decisions.

18. Recording of Class Sessions

Participants may not audio or video record class sessions. This policy protects the privacy of fellow participants and the intellectual property of facilitators' course content.

19. Acknowledgment & Signature

By signing below, I confirm that I have read, understand, and agree to abide by the policies outlined in this document.

Participant Name (Print): _____

Participant Signature: _____ Date: _____

WOHM Staff Signature: _____ Date: _____