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# D-Day Leadership Academy

## The Normandy Passage — Waitlist & Cohort Transfer Policy

**Motto:** Reverence. Fortitude. Virtue.

### 1. Scope and relationship to other policies

This policy governs

- how the waitlist operates when a cohort is full
- how participants may move from one cohort to another
- how Solo Adult participants interact with the waitlist

Financial outcomes for any change of seat are governed by the Refunds Transfers and Credits Policy which is incorporated by reference into the Participant Terms of Enrollment. This policy explains process and order of priority rather than creating new refund rights.

### 2. When a cohort moves to waitlist

A cohort moves to Waitlist status when its published capacity is reached. For The Normandy Passage the standard pattern is six to eight pairs per cohort with six pairs as the minimum to run. At that point further interest is handled through the waitlist rather than direct seat confirmation.

### 3. Joining the waitlist

There is no payment required to join the waitlist.

To join you must

#### I. Select a cohort and seat type

1. Father and Son pair
2. Mother and Daughter pair
3. Committed Adult Pair eighteen plus
4. Solo Adult eighteen plus

#### II. Provide your contact details and any alternate cohort dates you are willing to consider

- III. Confirm that you have read the Admissions and Standards information including fitness and conduct expectations

Joining the waitlist does not guarantee a seat in a given cohort. It guarantees that if a suitable seat becomes available you will be considered in order under this policy.

#### 4. Order of promotion from the waitlist

Promotion from the waitlist is based on two factors

##### I. Time order

- Requests are processed in order of the timestamp recorded when you joined the waitlist for that cohort

##### II. Seat type fit

- A seat released by a Father and Son pair is first offered to the next Father and Son pair on the list for that cohort and so on for the other seat types. Solo Adult seats follow the Solo matching policy as well as this policy.

When a seat becomes available

- I. DLA notifies the next suitable person on the waitlist for that cohort by email text or both
- II. The notice includes a clear response window
- III. To accept you must complete enrollment within that window which means acknowledging standards and paying the deposit through the website checkout flow

If you decline or do not respond in time the seat is offered to the next person on the list. You keep your position on the waitlist for future openings unless you ask to be removed.

#### 5. Solo Adult eighteen plus and the waitlist

Solo Adult seats are always marked Pending until matched with another vetted Solo Adult of a similar age band and maturity band. The Solo eighteen plus Matching Policy explains that

- I. You may purchase a Solo Pending seat even if the cohort is not yet full
- II. Your confirmation depends on DLA forming a safe pair inside the overall capacity of six to eight pairs
- III. If no suitable match exists by the published match deadline DLA may offer a transfer to a later cohort conversion to a Committed Adult Pair if you name a qualified partner or a financial outcome in line with the Refunds Transfers and Credits Policy

If a cohort with Solo Pending seats reaches capacity it may still show a waitlist for other seat types. In that case the Solo matching rules and the waitlist order both apply.

## 6. Participant initiated cohort transfers

If you are already enrolled and wish to move to a different cohort you may request a cohort transfer subject to seat availability.

### I. Timing

1. Before the final refund deadline for your current cohort transfers are generally allowed in line with the Refunds Transfers and Credits Policy
2. After the final refund deadline tuition is normally non refundable and only the limited credit and transfer options described in that policy are available

### II. Payments and pricing

1. When a transfer is approved your deposit and any balance already paid move with you
2. Your new cohort has its own balance due date and refund cutoff
3. If the new cohort has a different tuition rate the difference is settled on the new invoice

### III. Seat type

1. You normally transfer within the same seat type. Any change of seat type must remain consistent with eligibility standards including age bands and Solo matching rules.

## 7. Late arrival and partial attendance

Travel disruptions sometimes occur. The Refunds Transfers and Credits Policy and Admissions materials state that

- I. Pairs may join in progress until the end of Day two after safety briefing and kit issue
- II. After Day two tuition may be eligible for a credit to a later cohort when disruption is documented and space is available
- III. No shows without notice are not eligible for refund or credit

This Waitlist and Cohort Transfer Policy does not change those rules. It simply clarifies that any resulting movement to a later cohort is treated as a cohort transfer under the financial terms already in force.

## 8. How to request waitlist changes or transfers

To join the waitlist change your waitlist preferences or request a cohort transfer

- I. Use the participant portal where available and select the appropriate request option
- II. Or email the address provided in your admissions materials with your full name cohort seat type and the change you are requesting

Requests are evaluated using the timestamp of receipt in Normandy local time. Communication about approvals rejections or alternatives is sent by email and may be repeated by text where numbers are provided.

#### 9. Tone and expectations

D Day Leadership Academy runs The Normandy Passage with reverence and rigor. Participants and families are expected to communicate early when circumstances change and to read the Refunds Transfers and Credits Policy before they enroll.

In return DLA commits to

- I. publish clear capacity limits and deadlines
- II. handle the waitlist in transparent time order within each seat type
- III. offer realistic transfer paths when space and policy allow
- IV. avoid surprise charges that conflict with the written policies

Where mandatory law grants additional rights this policy operates subject to that law.