

STUDENT ENROLLMENT AGREEMENT

Spring 2018 Co-hort

This is your Student Enrollment Agreement containing the policies and procedures governing your program, certification requirements, participation agreements and fees.

Please review this document carefully before signing. It contains important information about the policies of your program. By signing your Student Enrollment Agreement you are agreeing to the policies upheld by the The Institute for Integrative Coach Training (IICT), as outlined below.

Tuition: Tuition is charged at the time your application is approved and you offered a spot in the program. Tuition is based on the portion(s) of the program, being registered for.

INDEPENDENT TRAINING TRACK:

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|----------------------------------|---------|
| 1. Phase 1: Coaching Foundations | \$400 |
| 2. Phase 2: Advanced Concepts | \$7,550 |
| 3. Phase 3: Certification | \$1,750 |
| 4. Business Launch | \$2,755 |

FULL CERTIFICATION TRACKS: Taking the full certification and paying in full, we offer the following discounts:

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| 1. Full Certification | \$8,500 early registration / \$9,000 regular discount |
| 2. Full Certification + Business Launch | \$10,000 early / \$10,500 regular discount |

Deposit: If you need time to make tuition payment arrangements, you may submit a \$500 deposit to secure your spot. Deposits are non-refundable, but transferable to a future program. The deposit counts towards tuition due.

Payments: IICT accepts personal checks, cashier's checks and credit card payments. Online payments include a 3% processing fee. *Checks from a credit card account do not incur a fee.*



Missed course work: All missed coursework must be made up within the time frame of your program. If the course-work cannot be made up within that time frame, a learning contract can be requested that includes: timeline for completion, overview of required make-up work. Missed coursework results in private training and/or review of student materials by an instructor. Rates for reviewing work or private training are listed under the FEES section.

1. **Missed Tele-Class:** Listen to the recording. Write a one page essay covering 1) what details were covered throughout the entire tele-class and 2) what did you learn by listening? Submit the essay to your instructor.
2. **Missed Half-Day:** Results in 2.5 hours of private instruction, minimum.
3. **Missed Full-Day:** Results in 4 hours of private instruction, minimum.

Administrative Fees:

1. Application review fee: \$25 (waived if submitted electronically)
2. Deposit: \$500 - Required to secure your spot. Non-refundable.
3. Tuition: Payment and/or arrangements are due in full 15 days prior to program start, or *discount deadline*.
4. Class make-up fees:
 - a. Missed Live Training Full-day: \$300
 - b. Missed Live Training Half-day: \$200
 - c. Missed Tele-class: \$25
 - d. Per hour of private make-up instruction: \$75/hr
5. Late payments: \$25 issued the day after payment was due and not received. An additional \$25 late payment is charged for every 30 days that payment is not received.
6. Online payments: There is a 3% online processing fee.
7. Private Tutoring: \$75/hr
8. Mediation: \$75/hr

Program Withdrawals: If you are unable to complete your program, you may submit a written Withdrawal Statement, or request to move to a future co-hort. The refund policy takes effect upon receipt of application and first payment.

Refund Policy: Withdrawal Statements received prior to program start receive a full refund, minus the \$500 deposit. Withdrawal Statements received within 1-30 days of the post program start date (first day of class), will be issued a refund (minus tuition for courses attended). 50% refund will be issued for withdrawals up between 30 and 45 days of program start date. No



refunds can be given after 45 days from the program start date. *Tuition paid is transferable to another program, or person, with written consent.*

Grievance Resolution: If there is an issue concerning to you, you may take these steps:

1. Step one: Discuss your question/concern with the person directly to offer a resolution or make a request.
2. Step two: Contact an instructor, or your coach to discuss the concern at hand.
3. Step three: Request formal mediation at your expense.

General grievance guidance:

If you have an emotional concern arise during your program, please reach out to your lead instructor first. Your coach is also available to coach you.

If you are upset by something that another student said or did, please talk to the student directly. Another option is to bring up your concerns in-group during class (with prior permission and guidance from the lead instructor). You may also request a formal mediation at your expense.

If you are upset or concerned about a timeline, or other issue not listed, please contact any of our warm-hearted and helpful administrators. We are here to help you succeed! We hope your program is glitch free; however, we acknowledge that issues happen in life and we are happy to help.

Additional Conditions:

1. **Participation:** Unethical and disrespectful behavior, including defamation, is not tolerated, both during and outside of class. We have the right, at our sole discretion, to suspend or cancel your enrollment in a program at any time, should you demonstrate unethical (breaching the Code of Ethics as set forth by the International Coach Federation) or demonstrate disrespectful behavior to an instructor, coach or fellow classmate(s), without a refund, if the refund deadline has passed.
2. **Participation and Copyright:** By participating in our programs you agree to respect all Trademarks, Copyrights and Confidentialities. All materials, manuals, content, recordings, videos, pictures and media are all Copyright © of the Institute for Integrative Coach Training, All Rights Reserved. Permission will be given to adapt coaching tools for your use on a tool-by-tool basis. Program content, processes, concepts, materials or techniques are not permitted to be used, sold, adapted, repackaged, altered or marketed for your coaching purposes outside of class, without written permission from IICT.



3. **Certification:** Participation and payment of tuition does not guarantee passing certification. A certificate is awarded by demonstrating standards as outlined in the Student Handbook and required by the International Coach Federation (ICF) in an Accredited Coach Training Program (ACTP).
4. **Material and Content Warning:** We are committed to providing quality materials through web based formats. While we select formats and companies to deliver these services that are reputable and reliable, we cannot guarantee that any materials, or services will be glitch free, or virus free. All use of our online services is at your own risk.
5. **Results:** We are committed to teaching, mentoring and developing each student according to their goals. We cannot guarantee that any particular tool will work for you. You are responsible for your own results and implementing the tools, techniques and models presented as you see fit for your clients. The tools, techniques and models taught are not a substitute for your own discretion, independent judgments and life experience.
6. **Legal Disclaimer:** The information given on marketing and best business practices is not intended to be legal advice, nor is it a substitute for professional legal counsel. Seek the appropriate legal counsel for your situation or business practices.
7. **Recorded Classes:** We record our online webinar classes. We wish to respect privacy and also need to use our trainings for multiple purposes, such as but not limited to, train-the-trainer, prospective student review, accreditation surveys and online classes. With shared recorded trainings no names will be linked to the recording beyond the instructor(s) name(s). You have the right to make a written request for any recording you participated in not be used for other purposes, other than accreditation audits.
8. **Accuracy:** IICT believes all content provided is accurate upon sharing and posting. Offers, schedules, timelines and webpages are subject to change.
9. **Satisfaction:** You are responsible for researching programs prior to enrollment. Enrollment and participation represents your commitment to your goals with IICT as your school of choice.



Student Code of Conduct

Our aim at IICT is to provide a training that is comprehensive, empowering and fun.

We require our students to be aware of their actions and pledge to bring their best self into their program and into their coaching.

IICT Responsibility	Student Responsibility
<ul style="list-style-type: none">✓ Provide ACTP level training.✓ Provide a structured, fun, mutually supportive and engaging learning environment.✓ Ensure training standards are communicated, met and upheld.✓ Be available to support the student process.✓ Provide accurate and correct information on policies and procedures.✓ Provide opportunities for each student to grow, stretch and receive individualized training and support.✓ Provide coach training by credentialed coaches and provide high-caliber coaching resources.	<ul style="list-style-type: none">✓ Bring your best self into the work.✓ Be respectful of the group process, including other student's and staff's time, needs and feelings.✓ Be on time.✓ Make up any missed work.✓ Familiarize yourself with policies, procedures and requirements outlined in the Student Contract and Student Handbook.✓ Ask questions as they arise.✓ Ask for help when needed.✓ Inform the trainers where you want the most help and support.✓ Hold self accountable to complete professional goals and program assignments.

My responsibilities:

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By signing my Student Enrollment Agreement I acknowledge:

1. Completion of all course work and passing of the Performance Evaluation does not guarantee certification. An instructor may have me complete additional studies or exercises to ensure my understanding and coaching skills are suitable.
2. My program experience is my responsibility. If I'm unhappy about something, I will speak to my instructor and take action to remedy my problem.
3. I'm entering into coach training to help other people reach their potential while I reach mine. I acknowledge the program may challenge me and I'm responsible for taking ownership and committing to giving my best. I acknowledge it is my responsibility to ask for help if I need it and to become an asset to the coaching profession.
4. I am committed to providing coaching excellence in my attitude, behavior and professionalism. I am committed to adhering to the ICF Code of Ethics.
5. I'm fully responsible for program tuition (attended or not), understanding withdrawal policies and any fees I accrue (see Fees p.2).

"I release and forever discharge IICT, its officers, directors, trustees, employees, agents, representatives and support personnel either employed or contracted with from all claims, liabilities and losses asserted by or on behalf of me for any and all injury, loss or damage resulting directly or indirectly from my participation in an activity of IICT or the use of its equipment or facilities, rented or owned. I have carefully read, understand and voluntarily sign my Student Enrollment Agreement, pages 1-6, for the Spring 2018 co-hort. This contract is effective and binding upon my signature and submission to IICT."

Student Name (printed): _____

Student Signature: _____



Date Signed: _____

SAMPLE