

Training Agreement TERMS & CONDITIONS

This Terms & Conditions document MUST be signed within **3 days** in order to finalize registration. Students who do not sign and return this document 14 days prior to the start date may forfeit their spot in the class.

1. Payment of Tuition & Fees

Prior to beginning any course, a Student may make the tuition payment in full or have signed a payment plan agreement approved by Life Purpose Institute Inc. **Payment plans must be completely satisfied before a Student receives their completion Certificate.**

A (non-refundable) registration fee of \$500.00 is required when registering for a single class, whether 60-hour Core Certification class, an Advanced Practicum Class, or an Advanced Certification Class.

Students on a payment plan are financially responsible to satisfy all payments as scheduled **whether they complete the class they enrolled in or not.** (See #7 below)

The (non-refundable) registration fee is \$1,000.00 when enrolling in the ICF Path (ACTP/Level 2) Program.

Delinquent Accounts

Should a Student's account become more than 30 days delinquent, Life Purpose Institute, Inc. reserves the right to take any or all of the following actions:

1. Assess a monthly late fee of \$50 beginning on the 31st day after the scheduled payment due date and no payment has been received.
2. Withdraw the student from the training program with forfeiture of any monies paid to date.
3. Withhold the Certificate of Completion until all tuition and past-due fees are paid in full.

4. Submit the Student's outstanding balance to a collection agency once it has been over 90 days since the last payment was made.

Grievances

If a Student is unhappy for any reason, we request that the Student notify the Instructor and the Director, Fern Gorin, as soon as possible in writing (fern@lifepurposeinstitute.com), to provide specific feedback, and clearly identify issues causing dissatisfaction so that together we may create a solution to the situation.

2. Refund & Cancellation Policy

Written Notice

Student must submit in writing any desire to withdraw or transfer from a class that has already begun to their Instructor AND gina@lifepurposeinstitute.com as soon as possible. Due to our limited class size and the advanced planning required to make sure we have adequate classes to fill the demand for instruction, **we strongly request that a Student remain in the class they registered for and not transfer if at all possible.** If a student still wishes to transfer to another class, **an additional \$500.00 transfer fee will be charged.**

Refunds/Transfers/Withdrawals/Cancellations*

No refunds and no transfers will be honored LESS THAN 30 days before the start of class.

If Student has a payment plan and withdraws from class less than 30 days before the start of class, the no refund policy still applies--Student remains legally bound to finish all payments as agreed.

*If Student requests their credit card company to chargeback or refund the Student directly for any amount paid to Life Purpose Institute, Inc., Life Purpose Institute, Inc. will dispute the non-refundable deposit amount and any other amounts owed based on these Terms & Conditions.

If Student notifies Life Purpose Institute, Inc. of their desire to **WITHDRAW/CANCEL from class MORE THAN 30 days before the start of a class, any tuition previously paid will be refunded less the non-refundable registration fee.**

If Student notifies Life Purpose Institute Inc. of their desire to **TRANSFER from one class to another MORE than 30 days before the start of the original class, a \$500 transfer fee is required.**

Students enrolled in the ICF Path (ACTP/Level 2) Program

Any Student enrolled in the full ACTP/Level 2 (ICF Path) who withdraws after completing a 60-hour Core Certification Program, **the full price of tuition for the Core Certification Program will be due** (any ICF Path discounts will no longer apply) **along with an additional \$1,000 cancellation fee.** Any refund on previous payments made will be issued less the non-refundable registration fee.

3. Cancellation of Programs

If LPI cancels a class **for any reason** prior to the first day of class, we will offer Student a seat in any future class of the same program type and format; if no upcoming class is available or the timing is unsatisfactory for the Student's schedule, Student will be refunded in full.

4. Attendance, Missed Classes and Make-ups

By signing this document, Student agrees to attend all Life Purpose Institute (LPI) classes which they are registered for as scheduled. The classes will be recorded for student review and instructor training purposes.

- During a 3- or 6-month Core Certification Program, or an Advanced Coach Certification Program, a Student is allowed to miss up to 2 classes (4 hours) of instruction.

- During a 5 Day Core Certification Program or 5 Day Advanced Certification Program, the Student is allowed to miss up to 4 hours of instruction, with a maximum of 2 hours missed during the 5 consecutive days.
- During an Advanced Practicum class or 3 Day Certification Program, the Student is allowed to miss 1 class (or 2 hours) of instruction.

Students MUST review the missed class session by listening to a recording and make up any work that was assigned during the missed session.

- If a Student misses more than the allowed hours, they must receive additional instruction on the particular content missed by paying a fee of \$150.00 (per 2 hours missed) for a one-on-one makeup session with an instructor. The additional number of hours allowed for make-up sessions is: Core Programs or Advanced Coaching = 4 hours, Advanced Practicum or 3 Day Certification Program = 2 hours.
- If a Student misses AND is unable to complete make-up sessions, the Student will be withdrawn from the class.

5. Professional Conduct

A Student must model the behavior expected of a professional Life Coach in all interactions with Instructors, peers and practice clients inside and outside of class; this model behavior includes:

- Treating each person with respect
- Keeping agreements and appointments
- Negotiating any conflicts in a professional manner

Life Purpose Institute has a zero-tolerance policy for rude, violent, discriminatory or other inappropriate behavior. Student may not participate in class or practice coaching under the influence of alcohol or drugs.

A Student must strive at all times to recognize their personal issues that may impair, conflict or interfere with, their coaching performance or their

professional coaching relationships inside and outside of a class. If an issue arises, one or more of the following actions may be deemed necessary:

- A Student must promptly seek the relevant professional assistance to resolve any issues that are impairing their ability to participate in any assigned activities, including peer and practice client coaching and regular attendance in the class.
- The instructor and the Director of Life Purpose Institute may delay, suspend, or terminate participation in the class if the Student's issues cannot be resolved. A full or partial refund will be determined on an individual basis by the Director, depending on the individual circumstances and how much of the class the Student has completed.

6. Certifications

Students will only be Certified by LPI if they fulfill all of the training requirements outlined in their training materials; Students enrolled in the 60-hour core program must finish their certification within 6 months of their last class meeting.

- If a Student fails the exam twice, they will need to complete all other Certification Requirements, including but not limited to Buddy Coaching and Practice Coaching Sessions, before meeting with their instructor and taking the exam a third time. This review and third exam attempt is subject to a \$150 fee. If the exam is failed a third time, the Student will not be eligible for certification.
- If a Student wishes to complete their certification beyond 6 months and up to 12 months (1 year) after the last class meeting, a \$225.00 extension fee will be assessed and they must meet privately with an Instructor to complete the certification process.
- If a Student wishes to complete their certification between 12-36 months (1-3 years) after their last class, Student must retake the course at a discounted rate or may volunteer to assist at a LIVE 5-day intensive class and may complete the certification requirements with that class.

- If a Student attended the training program more than 3 years ago, Student will have to retake the class at the current full rate of tuition.

***Students enrolled in our ICF Path (ACTP/Level 2) Program must finish their certification within 12 months (1 year) of the last class meeting of their last advanced course. All other variances of incomplete certification will be dealt with on a case-by-case basis at the discretion of LPI and its Director.**

7. License to Use Materials

This Training Agreement Terms & Conditions (the Agreement) is entered into between Life Purpose Institute, Inc. (LPI) and Student. Life Purpose Institute grants Student a license to use Life Purpose Institute's copyrighted materials in conjunction with the class they are enrolled in and in their private practice once they become Certified by LPI as a Life or Spiritual Coach.

Training Others

TRAINING OTHERS IS NOT PERMITTED unless there is a Signed Written Licensing Agreement and a Negotiated Licensing Fee Paid. Examples of unauthorized use are listed below:

- Training others such as staff, co-workers, students, interns, apprentices, or volunteers to become coaches or how to use the Life Purpose Institute Coach Certification Program;
- A corporation that purchases the Life Purpose Institute Coach Certification Program;
- A school, university or learning institution and all of its campus locations that charge students for the Life Purpose Institute Coach Certification Program and materials;
- The creation of books, workbooks, tapes or other materials using the Life Purpose Institute Coach Certification Program and associated materials.

Use of Class Materials Without Completion of Program

If Student chooses not to complete the certification program (withdraws before last day of class) or does not successfully complete the certification program (does not pass exams and/or does not complete required assignments/homework), Student MAY NOT CONTINUE using the Life Purpose Institute Program materials with clients in any way whatsoever.

All other variances of incomplete certification will be dealt with on a case-by-case basis at the discretion of LPI and its Director.

registered for and not transfer if at all possible. If a student still wishes to transfer to another class, an additional \$500.00 transfer fee will be charged.

Life Purpose Institute, Inc. reserves the unilateral right to modify or amend the terms and conditions of this agreement as needed.

Student's Signature: _____

Date: _____

Student's Printed Name: _____