

Co-Active Leadership Program Registration



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Suite 500
San Rafael CA 94903
Toll-free 1-800-691-6008
Tel 415-451-6000
Fax 415-472-1204
www.thecoaches.com

Name		Date
Mailing Address		
City		Postal Code
State/Province/Region		Country
Home Phone:		Office Phone:
Cell Phone:		E-mail:
Credit Card Number		Expiration Date
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Name as it appears on credit card		
Billing Address: (if different than above)		Check Number

Program Enrollment:

You may register by phone, online at www.thecoaches.com, or by completing this form and sending by mail or fax to The Coaches Training Institute with the required program deposit.

Cancellation, refund and transfer policies are explained on the reverse side of this form. My signature below indicates that I have read, understood and agreed to my rights and responsibilities and that the institution's cancellation and refund policies have been clearly explained to me.

Program Fees (4 retreats): \$10,900 (US programs) or €10,500 (Spain programs)

If you are registering in response to a special offer, please indicate both the coupon code and the discount mentioned in the advertisement or offer. Coupon Code _____ Discount Amount: _____ (**Note:** Special offer discount will be deducted from the last payment due.)

Deposit: A Deposit of \$800 (US programs) or €800 (Spain programs) is payable at time of registration.

The following options are available for payment of the remaining balance:

- ☐ **Quarterly:** \$1925 (US programs) or €1825 (Spain programs) due prior to the first retreat and in 3 additional installments of \$2725 or €2625 3 weeks prior to each retreat start date
- ☐ **In Full:** \$10,100 (US programs) or €9700. (Spain programs) due 3 weeks prior to the program start date
- ☐ **Monthly:** \$1010 (US programs) or €970 (Spain programs) per month for 10 months, beginning 2 months prior to Retreat 1 (25% of the total program fees must be paid 3 weeks prior to each retreat start date)

Price includes: all tuition, meals, retreat lodging, program materials, inter-session conference lines and Retreat 1 transportation between CTI designated airport hotels and retreat center. Price does not include: hotel expenses before or after retreats or travel expenses other than specified above.

We accept payment in US funds only. Exchange rate is determined by your financial institution on date of transaction. CTI is not responsible for any currency fluctuations or transaction fees charged by your financial institution.

Make checks payable to: The Coaches Training Institute.

- ☐ ACE College Credit Recommendation: (Optional) \$200 registration fee

Please register me for the program beginning on: *In order to be put on a waiting list you must be registered in another open program.*

(1st choice): _____ (2nd choice): _____

Referred by: _____

My signature below authorizes CTI to automatically charge my credit card. I understand that balances due will be automatically charged according to the payment option selected above.

X _____
Signature required Date

Thank you for enrolling in the Leadership Program. Please note: this agreement is a legally binding instrument upon written acceptance of your participation in the program you are enrolling in unless cancelled pursuant to the Buyer's Right to Cancel. Upon receipt of the deposit we will send you a confirmation letter. Please feel free to call our office with any questions you may have. Office hours are Monday-Friday, 8:00 AM - 4:30 PM Pacific Time.

Program Policies

In-Course Contact Hours:

The Co-Active Leadership Program is a 4 retreat program with a total of 200.50 in-course contact hours.

Payment and Enrollment:

You may pay by check, VISA, Mastercard, American Express or Discover. Your signature on the Program Registration Form authorizes CTI to automatically charge your credit card. Balances due will be automatically charged 21 days prior to the retreat start date. All program enrollments are subject to availability. If there is no space in your "First Choice" program you will be placed on a Waiting List for your "First Choice" and, subject to availability, enrolled in your "Second Choice". You will receive written notification of your enrollment status. If neither program is available, we will contact you to discuss other options. Your enrollment in a program is based on the receipt of funds for the deposit and the balance due according to your selected payment option. Your remaining balance is due 21 days prior to the start of each retreat date. In the process of enrolling you in your requested program, CTI will notify you if there are insufficient funds. If we do not hear from you within 48 hours of our notification, your requested space in the program may be released.

Buyer's Right to Cancel:

Buyer has a right to cancel their enrollment and receive a refund by delivering a written notice to: The Coaches Training Institute, 4000 Civic Center Drive, Suite 500, San Rafael, CA 94903. You do not have the right to cancel by telephoning or e-mailing the school, or by not attending a program you are registered for.

CTI has a right to cancel/reschedule programs at its discretion. CTI will not be responsible for costs that may be incurred by students as a result of such cancellations or rescheduling.

Right of Refusal:

CTI reserves the right to refuse a student participation in courses and/or programs. In addition, upon the recommendation of both CTI Course Leaders, CTI reserves the right to remove from a retreat a student who is negatively impacting other students and /or the learning environment.

Refund Policies/Processing Fees:

Cancellations & Transfers:

If you choose to cancel your enrollment in a Leadership program you will be charged a processing fee according to the schedule below. Processing fees are in US dollars for US programs and in Euros for European programs. Fees for transfers and cancellations will be deducted from the program deposit. The transfer policy does not apply when transferring into a program for which you have been wait-listed.

- More than 60 days prior to Retreat 1 start date: transfer fee \$200/€200; cancellation fee \$400/€400.
- 30-60 days prior to Retreat 1 start date: transfer fee \$400/€400; cancellation fee \$600/€600.
- Less than 30 days prior to Retreat 1 start date: transfer fee 50% of Retreat 1 cost; cancellation fee 100% of Retreat 1 cost.

Program Withdrawal: If you withdraw from the leadership program after the program has already begun, the following fees will be charged, based on the time completed in the program.

- After the 1st retreat: 50% of total program fees
- After the 2nd retreat: 80% of total program fees
- After the 3rd retreat: 100% of total program fees

If you miss Retreat #2 or #3 of your enrollment program, you will be required to start again with Retreat #1 and will be charged for residential fees plus a \$300 / €300 transfer fee. If emergency prevents you from attending retreat #4, upon the recommendation of all concerned CTI Course Leaders, you may pay a \$300/€300 transfer fee and complete Retreat #4 in a subsequent program.

Notice of Cancellation/Withdrawal and Refunds:

Written notice of cancellation shall take place on the date the letter of cancellation/withdrawal is postmarked, or if hand-delivered, the date delivered to the school. Refunds will be made within 30 days following the receipt of written requests.