

# Co-Active Leadership Program Registration



4000 Civic Center Drive, 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
Address		
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Credit Card Number		Expiration Date
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Name as it appears on credit card		Check Number
Billing Address (if different)		

## Program Enrollment:

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

**Program Fees (4 retreats):** \$11,900 (US programs) or €11,500 (Spain programs)

**Deposit:** A Deposit of \$975 (US programs) or €975 (Spain programs) is payable at time of registration.

Price includes: all tuition, meals, residential fees, program materials and inter-session conference lines. Price does not include hotel expenses before or after retreats or travel expenses.

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. Cancellation, refund and transfer policies are explained on the reverse side of this form.

## Payment Options: (Check one box next to your payment selection for the remaining balance.)

☐ **Quarterly:** \$2,000 (US programs) or €1,900 (Spain programs) due prior to the first retreat and in 3 additional installments of \$2,975 or €2875 3 weeks prior to each retreat start date

☐ **In Full:** \$11,900 (US programs) or €11,500 (Spain programs) due 3 weeks prior to the program start date

☐ **Monthly:** 11 payments of \$910, 1 payment of \$915 (US programs) or 11 payments of €877, 1 payment of €878 (Spain programs) per month for 12 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)

☐ Please add **ACE** College Credit Recommendation (Optional) for an additional \$600 registration fee.

If you are registering in response to a special offer, please indicate both the coupon code and the discount mentioned in the ad or offer.

(Note: Discount will be deducted from the last payment due.)

Coupon Code \_\_\_\_\_ Discount Amount \_\_\_\_\_

## Course Date: Please enter two preferences for course date and location.

Note: In order to be put on a waiting list for a full program, you must be registered in another open program.

	Date	Location
FIRST CHOICE		
SECOND CHOICE		

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. 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.

**My signature below authorizes CTI to automatically charge my credit card. I understand that balances due will be automatically charged prior to the start of each course as stated in my payment selection.**

X

Signature required

**Payment or credit card authorization for your deposit must be included with this registration form.**

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 at 1-800-691-6008. 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. Payment in full is required prior to the start of each program in order for you to participate in the program. 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 and Transfers PRIOR to Retreat 1:

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. 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.

#### Cancellations AFTER the program has begun:

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

#### Transfers AFTER the program has begun:

If you request a transfer from the leadership program after the program has already begun, you will need approval of all CTI leaders involved and payment of the following fees:

- After the 1st retreat: You may transfer into Retreat #2 in another program. Pay transfer fee \$300/€300 and any balance due.
- After the 2nd retreat: You must repeat Retreat #2 in another program. Pay residential fees and pay transfer fee \$300/€300 and any balance due.
- After the 3rd retreat: You may transfer into Retreat #4 in another program. Pay transfer fee \$300/€300 and any balance due. If leaders recommend that you repeat Retreat #3 you must also pay residential fees.

#### Determination of Transfer or Cancellation

Within 12 months from leaving the program, you must either register to transfer to a different program or declare your decision to cancel from the leadership program. The corresponding fees will be due at this time.

#### Notice of Cancellation and Refunds:

Written notice of cancellation shall take place on the date the letter of cancellation 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.