

## Terms and Conditions

### 1. Intellectual Property

- i. I acknowledge Leadership *The EPL Way* as the sole owner of the Inspirational Life and Professional Coaching (ILPC) programme and all aspects, knowledge, materials, information of the programme, and as such, understand and agree that:
  - I shall use the Intellectual Property solely in accordance with written and oral guidelines communicated (this includes written and oral) to me before, during or after training by Leadership *The EPL Way*
  - I shall not use or authorise the use of the Intellectual Property for any other purposes except what has been communicated to me by Leadership *The EPL Way*
  - I will not (nor authorise anyone else, to) make copies of the Intellectual Property provided to me by Leadership *The EPL Way* for any other reason than for the purposes of training in accordance with the instructions of Leadership *The EPL Way*
- ii. I acknowledge that I shall have no property or other rights or claims in or to any elements of the Intellectual Property

### 2. Communication

In the case that an ILPC programme participant should have any concerns, questions or grievances relating to the training programme, the matter should be put in writing and sent in to the Programme Director at Leadership *The EPL Way* by post or email (this information will be provided to the programme participants).

The decision of the Programme Director on the matter will be final and there will be no further communication on the matter.

### 3. Training

#### 3.1 Classes

- As ILPC programme participant, Leadership *The EPL Way* or its representatives will not be held liable for any loss or cost or damages incurred by me (or any person related to me) in the event of mental, physical, emotional stress or distress (or other ailment or condition) caused either directly or indirectly in relation to these training sessions. I will indemnify you in the event of any such claim.
- The ILPC Master Coach Training Programme is for an approximately four month period. I acknowledge that my attendance at the training is a necessary aspect of being an effective coach. I agree to make every effort to attend at the times and places set by Leadership *The EPL Way* and its facilitators. My operation as a coach and any entitlements as a coach pursuant to this agreement is subject to and conditional upon me completing such training to the satisfaction of the nominated trainers. A minimum of 80 percent class or teleconference attendance is conditional for obtaining a certified Master Coach certificate.
- I agree to pay Leadership *The EPL Way* the full amount of the training programme according to the payment plan I have agreed to on my Application Form, unless Leadership *The EPL Way* agrees to an alternative payment plan. I understand there may be additional fees to make up sessions if I miss more than one training session. Payment for the training shall be by way of cash, bank transfer (or EFT), cheque, money order or postal order payable to "*The EPL Way*". The programme fee includes all

programme sessions, professional facilitation, reference texts and workbook. I have also been informed of other costs, e.g. Electives, additional/further reading material.

### 3.2 Changes

Training programme logistics are correct at the time of publishing. However, changes to venue, dates, times and facilitators may occasionally be necessary.

- Leadership *The EPL Way* reserves the right to change the dates and times of scheduled classes
- Reasonable notice will be given of any changes where possible
- Leadership *The EPL Way* reserve the right to, at any time, cancel a scheduled training date, and offer an alternative date, credit or refund. The Programme Participant shall not have any claim against Leadership *The EPL Way* in respect of any direct or indirect loss whatsoever.

### 3.3 Training Material

The programme participant acknowledges all ILPC programme training material (which includes for example, manuals, hand-outs, assessments/questionnaires, information) are the intellectual property of Leadership *The EPL Way*

### 3.4 Cancellation

- Each programme participant has the right at any time to cancel their participation in the ILPC programme
- A cancellation is to be made in writing to the Programme Director
- A cancellation received by the Programme Director will be confirmed in writing and processed as follows:
  - Cancellations received within seven days of programme registration (provided it is more than 14 days from the start of the scheduled ILPC programme date), will not be subject to any cancellation fees and will receive a full refund
  - For cancellations received after seven days of programme registration the following charges will apply:
    - More than 30 days prior to start of the scheduled ILPC programme: no programme fees payable (if already paid, a refund will be given)
    - 15 – 30 days prior to start of the scheduled ILPC programme: The applicant will potentially forfeit his or her deposit or at the minimum an administration fee will be charged depending on expenses on behalf of the applicant
    - 0 – 14 days prior to start of the scheduled ILPC programme: 20 percent of total programme fees will be payable (if already paid, the balance will be calculated and paid out accordingly)
    - After the ILPC programme has commenced:
      - Should a participant wish to withdraw within 14 days after commencement of the programme, 25 percent of the total programme fee will be forfeited
      - After 14 days the full programme fee will be due
- Any cancelled position can be given to another interested party

## 4. Payment

### 4.1 Deposit

Securing a place on the ILPC programme requires the following:

- Completed and signed application form
- Deposit paid

**4.2 Full payment**

The balance of the ILPC programme fees or the first monthly instalment in the case of terms of repayment must be received in order to confirm the attendance of the programme

**4.2.1 Pay-as-you-go Option**

The programme participant may refer to the ILPC Programme Overview, Points 9 and 10 for more information.

**4.3 Refunds**

Please refer to Point 3.4 (Cancellations) in the Terms and Conditions for more information regarding Refunds.

**5. Indemnity**

I indemnify Leadership *The EPL Way* (or any person or party affiliated with Leadership *The EPL Way*) against any loss or damage of any kind during the participation of the ILPC programme.

**6. Accreditation**

- Leadership *The EPL Way* is acknowledged by COMENSA as a Coach Training Service Provider. As such our ILPC Coaching Programme will be acknowledged in South Africa
- The ILPC programme has been awarded a provisional Accredited Coach Training Programme (ACTP) status by the International Coaching Federation (ICF). Leadership *The EPL Way* has taken and will take all reasonable steps to ensure that the ILPC programme maintains its status as an ACTP. Leadership *The EPL Way* however, cannot be held liable for any decision, alteration or action with respect to coaching course standards or requirements taken by the ICF.

**6.1 ICF**

In order to accredit our programme, the ICF requires access as needed to our programme and programme participant records. If accepted into this programme, the programme participant agrees that Leadership *The EPL Way* has the right to submit programme participant information, records, training sessions, mentor calls, assessments (and/or any other relevant material or information) to the ICF upon request and where necessary to support the ICF accreditation process of Leadership *The EPL Way*.

Applicant  
Signature:

Date:

Leadership *The EPL*  
*Way* Signature:

Date: