

Certification Program Registration Form



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																						
City	State	Zip																				
Phone		E-mail																				
Credit Card Number		Expiration Date																				
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Name as it appears on credit card		Check Number																				

Yes! I want to become a Certified Professional Co-Active Coach®

I want to begin the Certification Program the month of _____

The Standard Enrollment Option is \$4,400 comprised of:

- \$710 deposit
- \$3,690 balance: five automatic credit card charges of \$738 each will take place the 1st of the month following the start date of your program and approximately every 30 days thereafter.

Here is my: \$710 deposit

Upon receipt of this registration request, a CTI staff person will contact you to confirm a special start time and go over the Application details.

The Certification Program is a 25-week telecourse of 61 hours.

(In order to be certified as a Certified Professional Co-Active Coach® you must have completed the pre-requisite core curriculum programs. The total in-course hours through certification are 177 hours).

These prices are valid through December 2009. Prices are in US dollars.
 We accept payment in US funds only. Make checks payable to: *The Coaches Training Institute.*



Thank you for enrolling in the Certification 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.

X _____

Signature required

Any questions or problems concerning CTI that have not been satisfactorily answered or resolved by the school should be directed to the appropriate state bureau listed on the reverse side of this form.

THE COACHES TRAINING INSTITUTE
 4000 Civic Center Drive, Suite 500
 San Rafael, CA 94903 USA

Toll free: 1(800)691-6008
 Tel: (415)451-6000
 Fax: (415)472-1204
 www.thecoaches.com

PAYMENT AND ENROLLMENT

You may pay by check, VISA, MasterCard, American Express or Discover. Your signature on the Registration Request Form authorizes CTI to automatically charge your credit card. Balances due: five automatic credit card charges of \$700 each will take place the 1st of the month following the start date of your program and approximately every 30 days thereafter.

All program enrollments are subject to availability. You will receive written notification of your enrollment status. If there is no space in the month you have selected, we will contact you about other options. Your enrollment in the Program is based on acceptance of your application and the receipt of funds for both the deposit and balance due. In the process of enrolling you in your requested program, CTI will notify you if there are questions about your application and/or if there are insufficient funds. If we do not hear from you within 48 hours of our notification, your requested space in the program will be released.

CERTIFICATION PROGRAM ENROLLMENT REQUIREMENT

You must formally enroll and select the month you will begin the program **within 90 days** of completing your Process course or your Certification discounts will be forfeited.

BUYER'S RIGHT TO CANCEL

You have a right to cancel this enrollment agreement and receive a refund by delivering a written notice to: The Coaches Training Institute, Attn: Certification Program Specialist, 4000 Civic Center Drive, Suite 500, San Rafael, CA 94903, USA. You do not have the right to cancel by telephoning or e-mailing the school, or by not attending the program you are registered for. If you are a Minnesota student, please see the Minnesota Student Buyer's Right to Cancel.

RIGHT OF REFUSAL

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

REFUND POLICIES

For all Certification Program participants, except Minnesota Residents:

General Information Regarding Cancellations, Withdrawals, and Refunds: *If you choose to cancel your enrollment before the beginning of the program, you will receive a full refund minus a \$50 non-refundable registration fee. If you cancel after the start of your program, a refund will be pro-rated for the unused portion of the program. If you withdraw from the program, after the 5th business day of the start of the course, you will receive a pro-rated refund – minus the \$50 non-refundable registration fee – based on the time completed in the course. The refund is calculated from the postmarked date of the written notice. For example, if a student's cancellation is received after completing 100 program hours and paid \$4,400, the refund would be calculated as follows: \$4,400 (Program Tuition) - \$50 (non-refundable Registration Fee) = \$4,350 (Program Fee less Registration Fee). \$4,350 divided by 177 (Total Program hours) = \$24.58 (Amount per Program hour) x 77 (Program hours not attended) = \$1891.89 Student Refund Amount*

Transfer Fees: Students may transfer from one course start date to another two times without penalty, provided the request is made 60 days before the course start date. Subsequent transfers, as well as any transfer made within 60 days of the course start date, **will be assessed a \$175 fee.** Transfers are not allowed after we have confirmed you into a Pod.

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.

For California Residents Only:

The Coaches Training Institute is licensed with the Bureau for Private Postsecondary and Vocational Education, State of California. Licensing means we have met certain minimum standards imposed by the state for licensed schools on the basis of our written application to the state. You will receive an enrollment agreement that details the full refund and program policies for your state.

For Minnesota Residents Only (**Minnesota Student Buyer's Right to Cancel**):

General Information Regarding Cancellations/Withdrawals, and Refunds: *Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges shall be refunded. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract (for schools using written contracts) or day on which the student is accepted (for schools not using written contracts), then a complete refund is given regardless of whether the program has started. If a student gives written notice of cancellation after five business days of the execution of the contract (for schools using written contracts) or day on which the student is accepted (for schools not using written contracts), but before the first lesson has been serviced by the school, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student. If a student gives written notice of cancellation after the first lesson is completed, but before completion of 75 percent of the period of instruction, then the student is assessed a pro rata portion of tuition, fees and all other charges based on the number of days in the term plus 25 percent of the total program cost (25 percent not to exceed \$75.00). Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course.*

Notice of Cancellation/Withdrawal and Refunds: *Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmark date of the letter of acceptance.*

Transfer Fees: Students may transfer from one course start date to another two times without penalty, provided the request is made 60 days before the course start date. Subsequent transfers, as well as any transfer made within 60 days of the course start date, **will be assessed a \$175 fee.** Transfers are not allowed after we have confirmed you into a Pod.

The Coaches Training Institute is licensed as a private career school with the Minnesota Office of Higher Education. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The educational programs may not meet the needs of every student or employer. Any questions or problems concerning this school, which have not been satisfactorily answered or resolved by the school, should be directed to: Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227, USA.