Enrollment Agreement
A Competency Development Program for Coach Certification:
Skills for High-Impact Coaching

STUDENT NAME:___________________________________________ PHONE:___________________
ADDRESS:__________________________________________________ EMAIL:___________________

PROGRAM NAME: A Competency Development Program for Coach Certification: Skills for High-Impact Coaching
(an ICF Accredited Coach Training Program (ACTP)

ENTRANCE REQUIREMENTS: There are no prerequisites for this program. An application that contains a 200-word statement of intent is required to apply. Participants must be at least 18 years of age at the start of the program. Students are required to have a working laptop or desktop computer with webcam, as well as internet and telephone access to participate in this distance learning and/or distance learning elements of the program.

TOTAL PROGRAM HOURS: 138.25

PERIOD BEYOND WHICH LATE REGISTRATION WILL NOT BE ACCEPTED: Once the program begins.

Program begins:
Program ends:

Session One:
Session Two:
Session Three:
Session Four (online only):

APPLICATION FEE: (Applied to tuition total) $250.00
TUITION FEE BALANCE: (For all 4 sessions) $12,250.00
OTHER CHARGES:
TOTAL CHARGES:
DISCOUNTS:
ADJUSTED TOTAL CHARGES:

ESTIMATE OF ADDITIONAL EXPENSES TO BE INCURRED BY STUDENT:
Books for Required Reading: $285 (new)
ICF Coach Knowledge Assessment: $100 ICF member/$300 Non-member (for optional ICF credential)
ICF Membership: $245 (optional)
Telephone expense for group calls Amt. dependent on mode and telephone plan
Travel & Lodging Expense Amt. dependent on participant residence, travel distance, and lodging choice
**STUDENT’S METHOD OF PAYMENT:**

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<tr>
<td>Cash</td>
<td>Check</td>
<td>Credit Card</td>
<td>Payment Plan</td>
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**REFUND LAW (AS PER M.G.L.CHAPTER 255, SECTION 13K)***

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1. You may terminate this agreement at any time.

2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
   Refund Amount: $12,500.00
   5th day after date both parties have signed the contract

3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
   Refund Amount: $12,450.00
   Program start date: October 22, 2020

4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least 75 percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
   Refund Amount: $9,325.00
   Last date of first quarter: October 25, 2020

5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least 50 percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
   Refund Amount: $6,200.00
   Last date of second quarter: January 10, 2021

6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least 25 percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
   Refund Amount: $3,075.00
   Last date of third quarter: February 28, 2021

7. If you terminate this agreement after the initial five-day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
   5th day after date both parties have signed the contract

8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.

9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.
   First day of fourth quarter: February 29, 2021

Administrative Costs Equal: $50
*** Tuition credit calculations listed above are based on a percentage of tuition and may not reflect actual amount to be refunded. Actual amount refunded will be based on payments made to the institution. Specific dates indicated above are based on continuous enrollment from Class Start Date with all program days completed successfully, and are subject to change in the event of leaves of absence or other unexpected breaks in attendance.

I have been provided a copy of the school’s catalogue (CDPCC program brochure) and policies in a manner of my choosing and I am initialing my choice:

___ hard copy ___ sent via email
___ I will download the catalogue and policies from school’s website, www.gisc.org.

Student’s Initials

I understand this contract will not be in force and effect until signed by both myself and a school representative.

I have received a copy of the school’s complaint procedures policy.

I understand the refund policy as stated above.

I understand that coursework and/or credit from this school may not be transferable to other institutions of education and acceptance is at the discretion of the receiving institution.

This school is licensed by the Massachusetts Division of Professional Licensure’s Office of Private Occupational School Education. Any comments, questions or concerns about this school’s license should be directed to occupational.schools@mass.gov or 617-701-8719.

Any changes, addendums, or additions made subsequent to the signing of the enrollment agreement must be in writing and signed by both the school and the student and are subject to the regulations of 230 CMR 15.04.

You have the right to cancel this enrollment contract before the completion of five school days or five percent of this Program, or course, whichever occurs first, and to receive a full refund of all monies paid, less actual reasonable administrative costs up to $50 and actual reasonable costs of non-reusable supplies or equipment. Refund Amount: $12,450.00

You have the right to cancel this enrollment contract if a school allows you to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and you are subsequently denied some or all of that student loan or financial aid amount, the School shall offer you, in writing, an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G. L. c. 255, s. 13K.

STUDENT’S SIGNATURE: __________________________________________ DATE: __________________

PRINT STUDENT’S NAME: __________________________________________

SCHOOL REPRESENTATIVE SIGNATURE: __________________________ DATE: __________________

I, the student, have received a completed and signed copy of this agreement on date: __________________

_________ (student’s initials)