

## Core Essentials Fast Track Program Reschedule Policy

### THE CORE ESSENTIALS FAST TRACK PROGRAM

The Core Essentials Fast Track Program consists of three unique courses:

- a) The one-hour New Student Orientation teleclass;
- b) The 6-day Live/Face-to-Face Event; and
- c) The four-week/2-hour per week Follow-Up Teleclass.

The above three courses must be successfully taken and completed in order to graduate. Make sure you schedule in your calendar the dates and times for all three courses/sessions.

### CEFTP POLICIES FOR MISSED SESSIONS OR LATE ARRIVALS

#### **New Student Orientation Teleclass**

If you miss this one-hour session, which typically occurs the week before the live session, you may still attend the 6-day Live/Face-to-Face Event as planned. However it is to your benefit to attend this orientation to obtain important information about the live event.

#### **Live/Face-to-Face Event**

CoachInc.com must enforce this strict policy due to the expense and time required to produce live events.

**\*\*There are absolutely no refunds of any monies paid for any phase of a CEFTP.**

#### **No-Shows/Late Arrivals**

If, for any reason, an enrolled participant a) does not show up for the live session and has not previously cancelled or b) arrives after 12pm local time on the first day of the event:

- The participant will not be allowed to attend remaining live sessions (will be asked to leave) and will need to reschedule to a future event.
- The participant can re-enrol one time only into a future live Core Essentials Fast Track Program occurring within one year or they can choose to enrol into the teleclass-based Core Essentials Program (CEP) within one year; and there will be a penalty of AUD\$1,500.00 collected at the time attendance at a future event is scheduled or upon requested enrolment into the CEP.
- The participant will be responsible for any and all travel expenses incurred at all times.

#### **10-Day Rescheduling**

If, for any reason, an enrolled participant cancels or reschedules 10 days or less prior to the live session, by notifying our Admissions Department in writing at [admissions@coachuaustralasia.com](mailto:admissions@coachuaustralasia.com) or calling our Admissions Department at [+61] (2) 9531 8988 (Sydney, Australia phone number) and speaking directly to an Admissions Team Coordinator:

- The participant's enrolment into all aspects of the CEFTP - New Student Orientation, Live and Follow-Up sessions - will be cancelled;
- The participant can re-enrol one time only into a future live Core Essentials Fast Track Program occurring within one year or they can choose to enrol into the teleclass-based Core Essentials Program (CEP) within one year; and there will be a penalty of AUD\$500.00 collected at the time attendance at a future event is scheduled or upon requested enrolment into the CEP.



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### **11+ Day Prior Rescheduling**

If, for any reason, an enrolled participant reschedules 11 days or more prior to the live session, by notifying our Admissions Department in writing at [admissions@coachuaustralasia.com](mailto:admissions@coachuaustralasia.com) or calling our Admissions Department at [+61] (2) 9531 8988 (Sydney, Australia phone number) and speaking directly to an Admissions Team Coordinator:

The participant's enrollment into the New Student Orientation, Live and Follow-Up sessions will be cancelled;

The participant can re-enroll one time only into a future live Core Essentials Fast Track Program occurring within one year or they can choose to enroll into the teleclass-based Core Essentials Program (CEP) within one year; and there will be a penalty of AUD\$250.00 collected at the time attendance at a future event is scheduled or upon requested enrollment into the CEP.

### **Private Establishing Yourself as a Coach Teleclass**

If, for any reason, you miss ANY portion of the 4-week Private Establishing Yourself as a Coach TeleClass, you must successfully complete the regular 8-week Establishing Yourself as a Coach course before your Core Essentials Program expires (6 months after the scheduled last session of the Private Establishing Yourself as a Coach course).

Policies subject to change without notice.

Please contact us if you have any questions.

Thank you.

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