

## Terms & Conditions

Participant fee is inclusive of:

- Participant manual
- Lifetime access to coaching tools including coach and coachee workbooks
- Refreshments (face to face training).

A minimum of 85% programme attendance is required for certification.

We respect your personal details and privacy. The registration information you provide to Coaching Australia will not be published or shared with external parties.

Enquiries to Coaching Australia indicates to us that you are happy to receive information on upcoming events. You may opt out of this at any time by contacting enquiries@coachingaust.com

Coaching Australia reserves the right to change the dates, location, trainer or combine the workshop with another ECCP workshop as a result of circumstances beyond its control or as it deems necessary, without penalty and in such situations no full refunds, part refunds or alternative offers shall be made.

Should a participant miss any programme sessions, they may choose to engage a trainer to make-up the missed sessions. Additional fees apply.

## **Cancellation Policy**

In the circumstance of cancellation of a programme registration, a 50% refund of the programme fee will be provided.

The full registration fee may however be applied as a credit for future ECCP registration. This credit may also be applied to a substitute participant.

Failure to attend the programme without notice prior to programme commencement will result in loss of 100% of full programme fee.

We will refund full participant fee if the workshop is cancelled by us due to operational, or other unforeseen circumstances, though we will not be held accountable for any other associated expenses incurred by the participant or their employer as a result of the cancellation.

Alternatively, the participant can choose to attend another ECCP workshop to be organised in the future at no additional cost.

## **Transfer Policy**

Participants who are unable to complete the programme that they have commenced, may transfer to a future programme to finalise their credential.

Under the initial registration, participants must complete the programme within 12 months of the final scheduled day of the original programme. An administration fee applies.