

Coach Training Programme Application

● Your Chosen Programme

Programme Name

Programme Start Date Programme Location

● Personal Information

Surname First Name

Age Gender

Home Address

Postcode

Postal Address

(If Different)

Postcode

Telephone (Day) (Evening)

(Mobile)

Email Address

● Employment

Current Occupation Employer

Relevant Work History	Dates	Employer	Job Title
<i>Brief Job Description</i>			
<i>Brief Job Description</i>			
<i>Brief Job Description</i>			

Coach Training Programme Application Continued

● Education

Relevant Education /
Training History

Dates	Training Provider	Course Title
Brief Description		Qualifications
Brief Description		Qualifications
Brief Description		Qualifications

● Coaching

Please give an outline of your interest in, and experience of, Coaching.

If necessary, please feel free to continue your answer on a separate page.

Please give an outline of your relationship with Coaching Development: How did you hear of this programme? Why did you choose this particular programme? What do you intend to do after the training programme?

● Fees

Please indicate which fee applies to your application: Individual rate Corporate rate

Please note that the corporate rate applies in all cases where the fee will be paid by (or refunded to the student by) a corporate entity. If in doubt, please contact us.

Please provide the following details:

A) the total fee for the course **B)** any discount you are claiming
C) amount of payment included with the application **D)** form of payment: Cheque or BACS

Fee Reductions (non-corporate) - Certificate in Coaching Skills only

To promote social inclusion and access, a fee reduction will be offered to a limited number of participants in special circumstances. If you'd like to discuss this further at the mutual interview please tick.

Please tick to indicate that you have read and agree to the terms and conditions set out in the Student Agreement

Signature

Date

Please return the completed application form, with either a 10% deposit or full fee payment, to
Coaching Development Ltd at Unit 7, The Factory, 2 Acre Road, Kingston-upon-Thames, KT2 6EF, UK.

Coaching Development Coach Training Programme Student Agreement

TERMS & CONDITIONS

Please find below our student agreement. This agreement has been designed to protect the quality of the training you receive. Coaching Development is an ethical organisation that values honest and open communication with its students. In the unlikely event that you are unable to meet your obligations under this agreement, please feel free to contact us to discuss your individual circumstances.

1. Payment for Training

Deposit:

- Applications for a place on a Coaching Development training programme will only be considered when a Coaching Development application form is completed and received with a deposit for 10% of the current fee. Please note that this deposit is refundable if you should cancel your application within 7 days following the Mutual Interview (see Section 2 Cancellation of Training by Student). Thereafter it is non-refundable.

Mutual Interview:

- The Mutual Interview (MI) is part of Coaching Development's application process. It is a 30-minute phone call with a trainer to discuss the programme, address any questions the applicant may have, and check that the programme is appropriate to their learning needs. This will be scheduled on receipt of application..

Full Payment:

- The balance of the course fees must be received in order to confirm a place on the course. Until such time as full payment is received Coaching Development may continue to sell or allocate places.

Variation to Payment Terms:

- Coaching Development reserves the right to adjust the above terms in the event that a student is paying discounted fees. In such an event the revised terms will be supplied to the student in writing and will be valid on that occasion only.

2. Cancellation of Training by Student

- 2.1 Each student has the right at any time to cancel their place on the training programme. All requests to cancel must be made in writing to the Coaching Development Programme Administrator at:

Coaching Development Ltd
Unit 7, The Factory
2 Acre Road
Kingston-upon-Thames
KT2 6EF
Or
mail@coachingdevelopment.com

- 2.2 Received requests will be acknowledged in writing by Coaching Development and processed as below:

- 2.2.1 Cancellations received within 7 days following the MI are not subject to a cancellation charge and any fees paid up to this point are fully refundable.

- 2.2.2 For cancellations received later than 7

days following the MI, the deposit is non-refundable, and the following charges apply:

31 days or more prior to start of programme
0% of programme fees

11-30 days prior to start of programme
25% of programme fees

0-10 days prior to start of programme
50% of programme fees

After programme has commenced
100% of programme fees

- 2.2.3 If the MI takes place within 31 days prior to the start of the programme, any fees paid up to this point are refundable as per 2.2.1 above, after which the cancellation charges listed in 2.2.2 apply.

- 2.3 Coaching Development reserves the right to re-sell or re-allocate cancelled places.

3. Transfer of Training by Student

Each student has the right, prior to the start of the training programme, to request to transfer their place to another Coaching Development training programme. Such requests must be made in writing to the Coaching Development Programme Administrator at either the company postal or email address (as stated under section: Cancellation of Training by Student). Received requests will be acknowledged in writing by Coaching Development and be handled as below::

- Requests for transfers received 11 or more days before the start of the training programme are not subject to a transfer charge. Please note however that if there is a price increase for the selected programme the difference in fee will be charged.
- Requests for transfers received 0 -10 days before the start of the training programme are subject to a transfer charge of 10% of total training fees plus any increase in fee as above.

If a student transfers more than once a further 10% transfer fee will be incurred each time as well as any increase in course fees.

Coaching Development reserves the right to re-sell or re-allocate transferred places.

4. Changes to Training Programme Logistics

Training programme logistics are correct at the time of publishing (within either online or printed materials). However, alterations to venue, dates, opening and closing times and training personnel may occasionally be necessary. Coaching Development reserves the right, at any time, to change the training venue, training dates or training personnel and, where possible, will give reasonable notice of such changes. The student shall not have any claim against Coaching Development in respect of any consequential or indirect loss whatsoever. Coaching Development reserves the right, at any time, without prior notification, to cancel a training programme and offer an alternative date, credit or a refund. The student shall not have any claim against Coaching Development in respect of any

consequential or indirect loss whatsoever.

5. Training Materials

The student acknowledges the training materials, including hand-outs, information, documentation, manuals and the manner in which they are presented, are the intellectual property of Coaching Development Ltd. The student shall not reproduce or copy or vary or adapt the materials by any means or in any way whatsoever for commercial use. To the fullest extent permitted by the law, neither Coaching Development training nor its coaches will be liable by reason of breach of Contract, negligence or otherwise for any loss or damage (whether direct, indirect or consequential) occasioned to any person acting or omitting to act or refraining from acting upon the course material or presentation of the course.

6. Waiver and Termination

Any waiver given by Coaching Development in relation to any condition will only be effective if given in writing and will only be valid on that occasion. Coaching Development has the right to terminate the contract with the student immediately in the following circumstances:

- Where the student has committed a breach of his or her obligations under the terms and conditions
- Where the student acts in an inappropriate manner that compromises the learning of other students or brings Coaching Development into disrepute. (In the event of such behaviour, the student will always first be given the opportunity to change the situation).
- Where the relationship between Coaching Development and student has, even after mediation, become untenable. In the event of the termination of the contract, the provisions set out in relation to cancellation will apply.

7. Communication

Should a student have any concerns relating to the programme and wish to raise them formally then s/he should write to the Coaching Development Programme Administrator by post or email at the company address (as stated under section: Cancellation of Training by Student). If the student is not satisfied with the response of the Administrator the student should write a letter or email stating why they are dissatisfied and address it to a Director of the company. The decision of the Director, in relation to that letter or email, is final and there will be no further communication on the matter.

8. Accreditation

The Coaching Development Certificate in Coaching Skills is the training component of our Diploma Programme, which has been awarded Accredited Coach Training Programme (ACTP) status by the International Coach Federation (ICF). Coaching Development has taken and will take all reasonable steps to ensure that this programme maintains its status as an ACTP. Coaching Development however cannot be held liable in respect of any decision, action or alteration with respect to course standards or requirements taken by the ICF which may have a subsequent effect of altering the status of the programme offered by Coaching Development.

