

Terms and Conditions

BeCoach Academy, Isil Uysal Calvelli & Elena Marsh GbR agree to provide Professional Coaching Diploma program (herein referred to as "program") with the outline attached. Student agrees to abide by all policies and procedures outlined in this agreement as a condition of their participation in the program.

PROGRAM PARTICIPATION AND DIPLOMA QUALIFICATION TERMS AND CONDITIONS

Course Registration

All course registrations are secured on a first-come, first-served basis and are subject to availability. Student registration in a course will be secured upon the student's signing this Terms & Conditions document, sending it to contact@becoach-academy.com and doing the prepayment of 900 Euro

Pricing Policy

BeCoach Academy offers several pricing options which are displayed on the website. The course price that is coinciding to the date of the receipt of signed Terms and Conditions to the contact@becoach-academy.com will be applied on the invoice. Student will then be asked to make the prepayment of 900 Euro. The rest of the payment should be made till the due date stated on the invoice.

Course Attendance

Student agrees to attend all the live & online training modules without exception. In case of an emergency that hinders your attendance on a day/ module or if you are going to be late, send an e-mail to contact@becoach-academy.com or if there is less than 24 hours to course start please call Isil Uysal Calvelli 015147490184 or Elena Marsh 01631338314. In the cases of inability to take part in modules due to a valid reason, BeCoach Academy grants the student the right to attend the module in another time.

To retain the program pricing, all the modules must be completed within two years of the date of the student's registration. If the student does not complete the courses within the two-year window, they will forfeit the 900 Euro registration fee and future attendance will be subject to current course pricing.

Qualifying for the Diploma

The student will be eligible for the Diploma Application upon completion of the program (1), having collected 40 hours of coaching experience (2), getting their passing evaluation on the article they wrote (3), the recording of the coaching session they led (4), the Coaching Development Journal they filled in (5). Then they will follow the process for the application for the diploma.



- 1) The program will be completed when the student attends all the live training days (4 weekends), webinars (1 weekend), supervision sessions with feedback (9 sessions) and online coaching demos (4 sessions) and has two individual coaching sessions with the trainers.
- 2) During the program the student will practice coaching outside of the course and will collect 40 hours of coaching experience with at least 5 people. All these coaching hours will be documented in the Coaching Development Journal.
- 3) The student will submit an essay. The essay will be min. 2000 words, max 3.000 words. The supervisors will evaluate the essay in reference to the understanding of coaching competencies. In the case that the essay is evaluated as "non-satisfactory", the student will have a second chance to resubmit the essay. If the second essay is also evaluated as unsatisfactory, the student may choose to send a new essay for evaluation with a fee of 85 Euro + VAT. Every new essay evaluation after the 2nd one will be charged with this above-mentioned price. The deadline for the submission of the essay is latest 2 years after the student's registration. The deadline for a resubmission is latest 2 months after the deadline of the first submission.
- 4) Once the 40 hours coaching experience is collected, the student will send a recording of a session s/he led for the review of the. If the recording is evaluated as "non-satisfactory" regarding the demonstration of ICF Coaching Competencies, the student will have a second chance to provide another recording. If the second recording is also evaluated as unsatisfactory, the student may choose to send a new recording for evaluation with a fee of 85 Euro + VAT. Every new recording evaluation after the 2nd one will be charged with this above-mentioned price. The deadline for the submission and resubmission of the coaching recording is the same as the deadline of the essay as described above.
- 5) The student will fill out the Coaching Development Journal, for every module of the course, every webinar, every supervision session with feedback they attended and for every coaching session they led and submit it with the graduation pack. If the Coaching Development Journal is evaluated as "non-satisfactory", the student will have a second chance to resubmit the journal. The deadline for the submission and resubmission of the Coaching Development Journal is the same as the deadline of the essay as described above.

Application for the Professional Coaching Diploma

After the student gets a passing evaluation on the essay they wrote, the recording of the coaching session they led and the Coaching Development Journal they filled in, they can apply for the certificate following the steps below:

- 1) Create a folder with the following documents:



- Scan of the certificates from each module
 - Voice recording of the coaching session they led
 - Their Coaching Development Journal
 - Their essay
- 2) Send the folder to contact@becoach-academy.com and if the folder is complete, they will be entitled for the Professional Coaching Diploma.

GENERAL INFORMATION REGARDING CANCELLATIONS AND REFUNDS

Students' Right to Cancel and Refunds.

Students may choose to cancel their enrolment to the program any time. They will get the course fee refunded minus the prepayment of 900 Euro if they cancel the enrolment until 14 days prior to the start of the course. The prepayment of 900 Euro is non-refundable. There will not be any refunds after the 14 -day- period before the program start.

Notice of Cancellation

Written notifications to cancel a course must be sent by e-mail to contact@becoach-academy.com. The notice of cancellation shall be effective on the date the e-mail is received by BeCoach Academy, which will be confirmed by an email.

BeCoach Academy's Right to Cancel

In rare cases, BeCoach Academy may choose to cancel/reschedule courses at its discretion. BeCoach Academy will do its best to offer new courses with available dates for its students. BeCoach Academy will not be responsible for costs that may be incurred by students as a result of such cancellations or rescheduling.

Right of Refusal

BeCoach Academy reserves the right to refuse a student participation in courses and/or programs. In addition, BeCoach Academy, in its sole discretion, reserves the right to remove from a classroom a student who is negatively impacting other students and/or the learning environment.

PRIVACY & CONFIDENTIALITY

Privacy Policy

BeCoach Academy will need to obtain the student's personal and demographic information in order to secure their registration and to comply with applicable legal requirements. To register for a course,



the student must provide contact information (e.g. name, email and mailing address). This information is used for government reporting, billing purposes and to fulfill the registration needs.

Confidentiality

During the program there will be several coaching sessions conducted. The student will have the role of the coachee and the coach. The student as a coach agrees not to disclose any information pertaining to the client(s) (who are fellow students) to the outsiders (non-students) without their permission. The student as a coachee acknowledges that the coaching sessions during the program will be observed by the other students for learning purposes.

Student confirms that s/he has read and agrees to all the terms and conditions in this document.

Student Name and Surname

Date and signature

Student's information for the invoice

Name (If different from student's name): _____

Address: _____

VAT ID (if the invoice will be issued to a company): _____

