

PAYMENT AND FEE POLICY OF THE PROGRAM “COACHING ESSENTIALS AND PRINCIPLES CERTIFICATE PROGRAM” (ACSTH 60 Hours Program)

By AcComm & Image International Co., Ltd.

The program is currently offered to organizations with a minimum of 5 participants per class. The number of participants is recommended to not exceed 18 participants for the class effectiveness.

Please note that the program is not yet open for public registration. This is due to the nature of the program that puts emphasis on corporate context and coaching within organizations.

Training-date reservation is secured on a first-come, first-served basis. The instructors' schedules will be confirmed once the organization has signed the final quotation and send it back to AcComm via email or hard copy.

Fee:

The total fee varied according the number of participants, training locations and the expectations of organization. Please contact our program director to discuss the fee.

Payment:

AcComm offers two ways of payment as follows:

1. Paying the full amount or 100% of the fee upon the start of the program or within 7 days after the first day of the program.
2. Payment can also be split into two parts: 50% of the total fee by mid-way of the program. Another 50% of the total fee can be paid toward the end of the program

AcComm will place the invoice according to the organization's choice of the above. All payment will be done in THB. Organization is required to provide AcComm with information of the organization's invoice process and the proper contact person of the process. Organizations and AcComm shall work together closely to accommodate the smooth coordination of payment process.

ADJUSTMENT OF CLASS SCHEDULE

If the adjustment is recommended by AcComm due to emergency or critical situations for examples (but not limited to); pandemic, accident, heavy storm, protest, demonstration, flood,

bomb threat etc., both parties will re-discuss the class schedule to ensure all involved parties' safety.

Under unavoidable circumstances or such emergency, AcComm may propose changes to the agreed time/schedule of the class or services. The program director or AcComm's representative will inform the organization's project leader or representative in written notification.

Organizations and individuals agree that AcComm will not be responsible for or held liable for any damages, related travel & accommodation fee or any incurred fee etc.. connected to these adjustments.

CANCELLATION AND REFUND POLICY:

Cancellation Policy for Organizations:

At least 30 days before the confirmed class-start-date is required if organizations wish to cancel or drastically change the class schedule. This is to ensure that all involved people receive communication well in advance. Written notification is needed to inform the adjustment or cancellation.

- Up to 30 days before the class-start-date, any deposits are non-refundable.
- Within 30 days prior to the class-start-date, all fee paid are non-refundable but may be transferred to the any future AcComm's class. This future class is required to take place within 12 months.

Cancellation Policy for Individual Participants:

- up to 30 days before the class, deposits are non-refundable but can be transferred along with any tuition paid to another acceptable participant or applied to a future program without penalty
- within 30 days prior to the class, all fees paid are non-refundable but may be transferred to a future class or another participant acceptable to AcComm.

The option to transfer to a future class expires 12 months after the start date of the current class and is subject to available capacity and the prevailing tuition rate in the desired program.

The transferring or substitute participant must pay any tuition differential before the transfer can be confirmed. This cancellation policy applies to all tuition paid or payable according to an

installment agreement. Any default on an installment plan is subject to penalties and reimbursement of collection fees.

Intellectual Property Rights and Confidential Information

1. **Intellectual Property Rights.** Both parties acknowledge the intellectual property rights of the other party whether registered or not.
2. AcComm & Image International designed and developed the delivery of training which includes proprietary models, publications, web-delivered materials, and other copyrighted materials. All such models and materials offered in its classes are the sole properties of AcComm & Image International Co., Ltd., subject to existing copyrights for which permission for use has been granted to AcComm & Image International Co., Ltd. by other individuals or organizations. All rights are reserved.
3. Organizations understand that as a condition of your enrollment and participation in this educational program, all copyrighted materials are not to be reproduced or used without written permission from AcComm & Image International Co., Ltd. (AcComm).

AcComm will pursue appropriate legal and professional action for infringements of any kind, including reporting any associated ethics violation to the ICF.

4. **Confidentiality.** Both parties agree to keep confidential all information concerning the other party's business or its ideas, products, customers or services that could be considered to be "confidential information". "Confidential information" is any information belonging to or in the possession or control of a party that is of a confidential, proprietary or trade secret nature and that is furnished or disclosed to the other party. Confidential information will remain the property of the disclosing party and the receiving party will not acquire any rights to that information.

Enrollment Agreement Policy

Organizations are required to review the attached enrollment agreement and ensure that all participants read and acknowledge the agreement by signing them.

For more information, please contact us at Email: info@aclc-asia.com

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