

## **PROGRAM “COACHING ESSENTIALS AND PRINCIPLES CERTIFICATE PROGRAM”**

**(ACSTH 60 Hours Program)**

**By AcComm & Image International Co., Ltd.**

### **PARTIAL COMPLETION POLICY**

When participants partially complete the program, AcComm will consider to offer credit for partial completion of this ACSTH program provided that:

- The participant attended the awarded hours in person.
- The participant fully participated in the awarded hours.
- The participant demonstrated an ability to explain the 8 core coaching competencies.
- The participant demonstrated an ability to describe the importance of each core coaching competencies.
- The participant is required to contact the program director no more than 15 days after the course has ended.

If approved, the participant will receive a certificate of credit from AcComm indicating the number of training hours completed.

### **Special Case for Partial Completion**

We offer the flexibility of partial completion (no lower than 42 hours) provided that the organization and AcComm discuss about the learning needs of the participants in advance. Please note that the 42 hours will be based on ICF core competencies.

In this case, organization agrees that participants won't be able to apply for the ICF credential yet, until the remaining 18 hours will be completed within 12 months. In addition, participants are required to demonstrate the understanding of the latest ICF core competencies and coaching practices based on such competencies.

### **TRANSFER OF CREDIT POLICY**

Participants, who partially completed this AcComm's ACSTH program in the past and would like to transfer the previous credit hours to the current program, are required to demonstrate the understanding of 8 ICF core coaching competencies and a 45 minutes coaching conversation to the program director. This transfer is limited to 18 credit hours only regardless of the number of hours previously attended.

## ILLNESS POLICY

Participants should be present at all class sessions. This program requires that participants attend 80% of the total face-to-face time in the classes.

If a participant has an emergency or become ill and is not able to attend any sessions, the participant will contact the program's instructor or the program director or [ACSTHSupport@aclc-asia.com](mailto:ACSTHSupport@aclc-asia.com) immediately.

The participant will need to complete the session materials, review the session recording (if any), and complete a coaching session outside the live session to make up for the missed session.

If participants need to miss more than 15 hours of the course, participants will have the option to move to a different cohort.

## CANCELLATION AND REFUND POLICY:

Participants may cancel their registrations in this Coaching Program with written notification to AcComm subject to the following terms:

- 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.

For more information, please contact us at Email: [info@aclc-asia.com](mailto:info@aclc-asia.com)

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