CERTIFIED TRAUMA RECOVERY COURSE

TERMS AND CONDITIONS

International Association of Trauma Recovery Coaching

Bobbi L. Parish, MA, CTRC-S

Tuition Refund Policy

Any deposits paid are non-refundable

If you pay in full, a 50% refund will be offered if you withdraw more than thirty days in advanced of the course start date.

If you pay in full and withdraw less than thirty days before the course start date no refund will be offered. However, you may apply the tuition paid to a future certification course.

If you are utilizing a payment plan and have made payments prior to the course starting, 50% of fees will be refunded if you withdraw more than thirty days before the course start date.

If you are utilizing a payment plan and have made payments prior to the course starting, no fees will be refunded if you withdraw fewer than thirty days before the course start date.

No refunds will be offered once the course has started.

Tuition Non-Payment Policy

Tuition payments are due by the date specified on the invoice. If you fail to make payment within five days of that date you will removed from the Certification Program.

Certificates will not be granted to students who have outstanding tuition payments due to Bobbi Parish CTRC-S or the IAOTRC.

Tuition Credit Policy

If you withdraw from a class or are asked to withdraw due to non-payment of funds, you will be allowed to re-enroll in a future course with the amount of tuition you already paid as a credit on your account. You will be financially responsible for any tuition increases that have been put into place since you withdrew from your course.

What You Can Expect from Us

A curriculum of information, exercises and homework

Opportunities to practice your coaching skills

A Coach Mentor

A Cohort Group of students mentored by your Coach Mentor

A Mighty Networks group consisting of the course students

A Practicum Experience

Confidentiality when sharing your personal trauma history

What We Expect from You

Confidentiality when other students share their personal experiences

That you will support, encourage and assist your fellow students

That you will:

* Avail yourself of the resources provided by your Coach Mentor
* Attend course classes
* Attend Practice Groups
* Read the course books and materials
* Complete homework
* Complete Practicum
* Take the Certification Exam
* Make timely tuition payments

Support Services

If you need extra support and guidance with the class please bring questions to the Wednesday classes or Practice Groups. You can also reach out to your Coach Mentor or one of our Coach Supervisors Jennifer Kindera, Jade Eby and Will Wissmiller. Additionally, questions may be emailed to Sarah Parish, Deputy Director, at [SarahParishCoaching@Gmail.com](mailto:SarahParishCoaching@Gmail.com).

Copyright Protection

All materials provided to you are the intellectual property of Bobbi L. Parish, CTRC-S and the IAOTRC. You may not use them for commercial purposes without express, written consent from Bobbi. You may use the worksheets in your practice, but you must not remove the branding footer on the bottom of each page.

Some Advanced Topic and Initial or Advanced Certificate courses are taught by individuals other than Bobbi. Any course materials provided for you by those individuals is also copyright protected. You may not use it without written permission of any applicable instructor.

Code of Ethics

Students are expected to abide by the IAOTRC Code of Ethics at all times. Failure to uphold the Code of Ethics can be grounds for dismissal from the course or revocation of your Certificate(s).

Right to Revoke Enrollment

Bobbi Parish, CTRC-S, and the IAOTRC have the right to terminate any student’s enrollment if:

* they are abusive, in any way, toward students and staff
* they create a hostile learning environment which impedes the progress of other students
* they are not emotionally stable enough to be safe taking the course
* their behavior is coercive, manipulative or deceptive
* they refuse to follow the programs policies, procedures, terms, and/or conditions.

No refunds will be granted to students who are terminated from the program on these grounds.