

## Terms and Conditions for CHEK Integrated Movement Science Level 5

### Confirmation of Registration

An official confirmation of registration will be sent to you once all stages of the enrollment process are completed and your registration has been approved. A confirmation email will be sent within 10 days of your registration approval. It is important we have a valid email address for communication with you and that you have confirmed that email address.

### Prerequisite Requirements

The prerequisite requirements for CHEK Integrated Movement Science Level 5 Advanced Training Program are as follows:

- Completion of CHEK Integrated Movement Science Level 4 Program and exam
- A proficient mastery of all CHEK Integrated Movement Science Level 4 concepts and methods
- Completion of CHEK Holistic Lifestyle Coaching Level 3 Program and exam
- Current standing as a Licensed CHEK Professional
- Reading *Nonviolent Communication: The Language of Compassion* by Marshall Rosenberg
- Reading *Non Violent Communication: The Basics as I Know and Use Them* by Wayland Myers
- Submission and approval of one or more case histories – please contact the CHEK Institute for required format and content. **The first case history is to be submitted 6 months prior to the start date of the class.**

The prerequisite requirements listed above must be completed at least 30 days before the start date of the course, otherwise you will be required to transfer to a different course.

Students who register for a CHEK Institute Advanced Training Program and subsequently do not meet the eligibility requirements, including all prerequisites as listed above, 30 days prior to the course start date will be required to transfer to another program. The student will be required to pay the associated transfer fees - see the Transfer Policy below.

### Payment Plan Deadlines

- Payment plans are automatically charged to your credit or debit card on file every 30 days.
- Payment plans must be completed at least 30 days before the first day of the course. If you select a payment plan that is not completed 30 days before the first day of the course, the whole of the balance due at this point will be processed on your card.
- If two consecutive payments on your selected payment plan fail to process, it will be assumed you wish to withdraw from the advanced training program and will be processed as per our refund policy stated below.

### Transfer Policy

Students who register for a CHEK Institute Advanced Training Program and subsequently are unable to attend the program for whatever reason have four options:

1. The student may decide to attend another CHEK Institute Advanced Training Program at a later date and location. The student must complete an electronic Request for Transfer form which can be found at [chekinstitute.com](http://chekinstitute.com), complete a new Registration Form agreeing to new Terms and Conditions, and make the first monthly installment on a new payment plan. Transfer fee will be deducted from previous payments already made on original registration and any remaining credit balance will be applied to your new registration and payment plan will be adjusted according from second payment onwards.
2. The student may transfer their enrollment to a third party. Neither the CHEK Institute, CHEK Europe nor CHEK Institute Australia is responsible for and will not be involved in third party transactions; this is the responsibility of the student. Either the CHEK Institute (for courses held in the USA and Canada), CHEK Europe (for courses held in Europe) or CHEK Institute Australia (for courses held in Australia and New Zealand) must be notified in writing, the original student must complete a Request to Transfer form, and the new student must attend the same Program date and location and sign a new Terms and Conditions form to officially transfer the enrollment.
3. The student may transfer out of the enrolled Program and keep the remaining tuition balance, minus the applicable transfer fee and minus a deduction for any free products received with the registration (calculated at the normal retail price of such products), as CHEK Institute Credit for use within one calendar year from date of transfer. The CHEK Institute Credit may then be used to purchase products and/or educational materials or to register for Advanced Training Programs.
4. The student may request a refund according to the Refund Policy below. Note that if the transfer is requested 60 days or less before the start date of the Program, this option is not available.

Transfer requests must be received at least 7 days prior to course start date. Transfer requests made after this date will only be considered in case of illness (supported by medical certificates) or bereavement.

#### **Transfer Fees**

All transfers are subject to the following transfer fees:

- Fee for transfers out of the CHEK Integrated Movement Science Level 5 Program held in the USA or Canada 61 days or more before the first day of the original program: US\$1,296.75
- Fee for transfers out of the CHEK Integrated Movement Science Level 5 Program held in the USA or Canada 60 days or less before the first day of the program: US\$2,592.50

If you wish to transfer to an earlier course date, please complete a Request for Transfer form online. No transfer fee will apply providing we have availability.

#### **Refund Policy**

Students who register for a CHEK Institute program and subsequently decide not to attend that program must notify the CHEK Institute (for courses held in the USA and Canada), CHEK Europe (for courses held in Europe) or CHEK Institute Australia (for courses held in Australia and New Zealand) in writing to [educate@chekinstitute.com](mailto:educate@chekinstitute.com), in order to officially withdraw from the program and request a refund. Tuition refunds will be based on the date of official withdrawal. The official withdrawal date is the date that the CHEK Institute receives the written request for a refund. All refunds must be approved by the CHEK Institute, CHEK Europe or CHEK Institute Australia before being processed by the Accounting

Department. Refunds will be processed within 30 days of the approval according to the following schedule:

- Withdrawals *received within 10 days of the original registration* receive 95% refund of total tuition paid to date minus deductions for free products, unless the original registration is received 90 days or less prior to the course start date in which case there is no refund and the balance paid, minus any applicable transfer fees and deductions for free products, may be retained as credit with the CHEK Institute (for courses held in the USA and Canada), CHEK Europe (for courses held in Europe) or CHEK Institute Australia (for courses held in Australia and New Zealand). Credit must be used within one calendar year from date of withdrawal. CHEK Institute Credit may be used to purchase products and/or educational materials or to register for Advanced Training Programs.
- Withdrawals *received within 60 days of the original registration* receive 50% refund of the total tuition paid to date minus any applicable transfer fees and deductions for free products, unless the original registration is received 90 days or less prior to the course start date in which case there is no refund and the balance paid, minus any applicable transfer fees and deductions for free products, may be retained as credit with the CHEK Institute (for courses held in the USA and Canada), CHEK Europe (for courses held in Europe) or CHEK Institute Australia (for courses held in Australia and New Zealand). Credit must be used within one calendar year from date of withdrawal. CHEK Institute Credit may be used to purchase products and/or educational materials or to register for Advanced Training Programs.
- Withdrawals *received 61 days or more after the original registration* receive **NO refund** of any tuition paid to date. The balance remaining, minus any applicable transfer fees and deductions for free products is a credit with the CHEK Institute (for courses held in the USA and Canada), CHEK Europe (for courses held in Europe) or CHEK Institute Australia (for courses held in Australia and New Zealand). Credit must be used within one calendar year from date of withdrawal. CHEK Institute Credit may be used to purchase products and/or educational materials or to register for Advanced Training Programs.
- Withdrawals received within 7 days or less of course start day (non-attendance is an assumed withdrawal) will forfeit any registration fees paid.

There are no refunds for students who registered as a group and received a group discount. Such students may transfer to another Program date and location, request a credit or transfer their registration to a third party by following the procedures listed above and paying the appropriate transfer fee.

If the student received any free product with their registration and subsequently requests a refund of the tuition, the normal retail price of such product(s) will be deducted from the amount of tuition paid to date, then the remaining balance will be used to calculate the amount of the refund.

### Course Cancellation

The CHEK Institute reserves the right to cancel an event at our discretion. In the event of course cancellation by the CHEK Institute (for courses held in the USA and Canada), CHEK Europe (for courses held in Europe) or CHEK Institute Australia (for courses held in Australia and New Zealand), 100% of the tuition will be eligible for refund, the student may transfer to another Program without incurring a transfer fee, or the full amount of tuition paid may be kept with the CHEK Institute (for courses held in the USA and Canada), CHEK Europe (for courses held in Europe) or CHEK Institute Australia (for courses

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held in Australia and New Zealand) as CHEK Institute Credit for the purchase of products and/or educational materials or to register for Advanced Training Programs.

If a course is cancelled or postponed due to an Act of God, including but not limited to war, earthquakes, terrorism, natural disasters, pandemics, etc. the CHEK Institute, CHEK Europe or CHEK Institute Australia reserves the right to offer students who are registered for the affected event, a place in a similar event or CHEK Institute Credit equal to the amount of the tuition paid which the student may use for the purchase of products and/or educational materials or to register for Advanced Training Programs. Tuition will not be refunded.

**Acceptance of Terms and Conditions**

Registering for the CHEK Integrated Movement Science Level 5 Advanced Training Program and providing my e-signature indicates I have read and understand the above Terms and Conditions and agree to abide by them. Note: Pursuant to the Electronic signatures in Global and National Commerce Act ("E-Signature Act"), enacted by Congress on June 30th, 2000, e-signatures are legally-binding in the court of law.

*Updated March 30, 2023*