

# the school of coaching

excellence in coaching  
in service of business results

## Leadership Coaching Program Registration Form

To register for a place on our Leadership Coaching Program, please complete the form and return to the address below or alternatively send to [ramaroth@theschoolofcoaching.com](mailto:ramaroth@theschoolofcoaching.com) or fax to 512-485-5034. Please indicate the name of the program and the start date you are applying for. By submitting this application you accept our terms and conditions.

### Leadership Coaching Program

<b>Program Name</b> (ie Spring)	<b>Start Date</b>
---------------------------------	-------------------

### Personal Details

<b>Name</b>	<b>Address</b>
<b>Surname</b>	
<b>Phone</b>	<b>City/State</b>
<b>Cell</b>	<b>Zip</b>
<b>Email</b>	<b>How did you hear about us?</b>

**What relevant course/s or development programs have you previously attended?**

### Current Employment

<b>Job Title</b>	<b>Address</b>
<b>Organization</b>	
<b>Industry</b>	<b>City/State</b>
<b>Preferred Contact Home or Office?</b>	<b>Zip</b>

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## Invoice Details (if different from above)

Please note that the registration form can not be processed until ALL invoice details outlined below are provided.

<b>Name</b>	<b>Address</b>
<b>Purchase Order Number</b>	
<b>Organization</b>	
<b>Email</b>	<b>City/State</b>
<b>Phone</b>	<b>Zip</b>

## Your Experience & Approach

The following questions are intended to elicit an understanding of your experience and your approach to the development of coaching skills. They also provide an opportunity for you to reflect on your own attitude to coaching and its place within your professional role and responsibilities.

### 1. What do you feel are the principle distinctions between: Leadership, Management and Coaching?

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**2. What do you think are the skills and abilities that are needed to coach effectively?**

**3. Please provide some examples of where you have used some of these skills and abilities**

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**4. What qualities or behaviors do you currently have which might inhibit your ability to coach effectively?**

**5. What are your objectives in applying for this program?** (Approx 100 words)

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**6. Please provide a brief profile about yourself to be shared with the group before the programme begins.  
The profile can be in any style you choose; most participants favour an informal and in the first person profile.**

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## Terms & Conditions

This agreement has been designed to protect the quality of the training you receive on our Public Programs.

The School of Coaching Limited is an ethical organization that values honest and open communication with its participants. References to 'You' or 'Your' in this document mean the applicant who has submitted a Leadership Coaching Program Registration. References to 'Program' in this document means The School of Coaching's Leadership Coaching Program to which you have applied.

In the unlikely event that You are unable to meet Your obligations under this agreement, please contact The School of Coaching to discuss Your individual circumstances. The terms and conditions herein shall govern the relationship between You and The School of Coaching.

### Payment for Training

Registrations for a place on one of our Public Programs will only be considered when an registration form is completed and received.

Once accepted on to the program (an email or a formal letter will be sent) the full program fees must be received by cheque or balance transfer in order to confirm a place on the course. Until such time as full payment is received The School of Coaching may continue to sell or allocate places.

### Cancellation by Participant

Each participant has the right at any time to cancel their place on the training program. All requests to cancel must be made in writing to The School of Coaching Program Manager or alternatively email [ramaroth@theschoolofcoaching.com](mailto:ramaroth@theschoolofcoaching.com)

- Registration for a place on one of our Leadership Coaching Program will only be considered when a registration form is completed and received. Registrations will be acknowledged by email by The School of Coaching and processed as described below:
  - The School of Coaching will review the registration.
  - If The School of Coaching feels that Your learning objectives can be achieved on the Program then The School of Coaching will send an acceptance email.
- Cancellations received before the acceptance is received by The School are not subject to a cancellation charge.
- Cancellations received after the acceptance has been acknowledged by The School and 91 or more days before the start of the program are not subject to a cancellation charge.
- Cancellations received after the acceptance has been acknowledged by The School and 31-60 days before the start of the program are subject to a cancellation charge of 25% of total program fees.
- Cancellations received after the acceptance has been acknowledged by The School and 15-30 days before the start of the training program are subject to a cancellation charge of 50% of total program fees.
- Cancellations received after the acceptance has been acknowledged by The School and 1-4 days before the start of the training program are subject to a cancellation charge of 100% of total program fees.
- Participants who fail to attend the training program or who withdraw from the program after it has commenced are subject to a cancellation charge of 100% of total program fees.
- The School of Coaching reserves the right to re-sell or re-allocate cancelled places.

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## **Transfer of Places by Participant**

Each participant has the right, prior to the start of the program, to request to transfer their place to another equivalent program. Such requests must be made in writing to the Program Manager at either the company postal or email address (as stated under section: Cancellation by Participant). Received requests will be acknowledged in writing and/or email by The School of Coaching and be handled as below:

- Transfers received 11 or more days before the start of the training program are subject to a transfer charge and any venue costs incurred.
- Transfers received 0-10 days before the start of the training program are subject to a transfer charge, any venue costs incurred and 10% of total Program fees.
- The School of Coaching reserves the right to re-sell or re-allocate transferred places.
- A participant cannot transfer their place on a program to another person without The School of Coaching's written consent.

## **Changes to Program Logistics**

Training program logistics are correct at the time of publishing (within either online or printed materials). However, alterations to venue, dates, opening and closing times and program personnel may occasionally be necessary. The School of Coaching reserves the right, at any time, to change the program venue, program dates or program personnel and, where possible, will give reasonable notice of such changes. The participant shall not have any claim against The School of Coaching in respect of any consequential or indirect loss whatsoever.

The School of Coaching reserves the right, at any time, without prior notification, to cancel a program and offer an alternative date, credit or a refund. The participant shall not have any claim against The School of Coaching in respect of any consequential or indirect loss whatsoever.

## **Training Materials**

The participant acknowledges the training materials, including hand-outs, information, documentation, workbooks and the manner in which they are presented, are the intellectual property of The School of Coaching Ltd.

The participant shall not reproduce or copy or vary or adapt the materials by any means or in any way whatsoever for commercial use.

To the fullest extent permitted by the law, neither The School of Coaching nor its coaches will be liable by reason of breach of contract, negligence or otherwise for any loss or damage (whether direct, indirect or consequential) occasioned to any person acting or omitting to act or refraining from acting upon the course material or presentation of the course.

## **Responsibilities & Liabilities**

The School of Coaching agrees to perform the Program and its services in accordance with the standard of care, skill and diligence ordinarily provided by professionals offering similar services under similar circumstances. You agree that You maintain full responsibility for generating and implementing any results from the Program. To the fullest extent permitted by the law, neither The School of Coaching nor its coaches will have any liability for any loss or damage whatsoever, and however arising (including, without limitation, contract, tort or otherwise and whether direct, indirect, consequential or otherwise) occasioned to You or any person acting or omitting to act upon the course material or presentation of the course, the Program or otherwise. No third party is intended as a beneficiary of the Program or of any agreement between You and The School of Coaching.

The Program may be delayed or excused when performance is commercially impossible or impracticable as a result of war, acts of terrorism or civil unrest, strikes, shortages, weather events, or any other causes beyond The School of Coaching's reasonable control.

## **General**

The language used in these terms and conditions shall be read as a whole according to its fair meaning, and not construed strictly for nor against either party. Paragraph headings are for convenience and reference only. In the event of any dispute that cannot be remedied through open communication, the parties agree to binding arbitration by a single arbitrator in accordance with the rules of arbitration of the International Chamber of Commerce, such arbitration to take place in London and be conducted in English. This Agreement shall be governed by and construed in accordance with the internal laws (and not the laws of conflicts), of England and Wales.

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## Waiver & Termination

Any waiver given by The School of Coaching in relation to any condition will only be effective if given in writing and will only be valid on that occasion.

The School of Coaching has the right to terminate the contract with the participant immediately in the following circumstances:

- Where the participant has committed a breach of his or her obligations under the terms and conditions.
- Where the participant acts in an inappropriate manner that compromises the learning of other participants or brings The School of Coaching into disrepute (in the event of such behavior, the participant will always first be given the opportunity to change the situation).
- Where the relationship between The School of Coaching and participant has, even after mediation, become untenable. In the event of the termination of the contract, the provisions set out in relation to cancellation will apply.

## Communication

Should a participant have any concerns relating to the program and wish to raise them formally then she/he should write to The School of Coaching Program Manager by post or email at the company address (as stated under section: Cancellation by Participant) or alternatively to [ramaroth@theschoolofcoaching](mailto:ramaroth@theschoolofcoaching).

If the participant is not satisfied with the response of the Program Manager the participant should write a letter or email stating why they are dissatisfied and address it to Alan Palmer, Operations Manager at The School of Coaching. The decision of the Manager, in relation to that letter or email, is final and there will be no further communication on the matter.

## Certification

The School of Coaching Leadership Coaching Program has been awarded a Certificate of Performance in Coaching Practice from the University of Strathclyde. The School of Coaching has and will take all reasonable steps to ensure that the program offered maintain its status with the University of Strathclyde.

The School of Coaching however cannot be held liable in respect of any decision, action or alteration to the course standards taken by the University of Strathclyde which may have a subsequent effect of altering the status of the course offered by The School of Coaching.

## Confirmation

Yes! I acknowledge receipt of this agreement and confirm that I accept the terms and conditions set out in this agreement.

### Signed for and on behalf of the participant

<b>Signature</b>	<b>Date</b>
<b>Title</b>	<b>Name</b>

### Signed for and on behalf of The School of Coaching Ltd

<b>Signature</b>	<b>Date</b>
<b>Title</b>	<b>Name</b>

Attn: Rama Rothe

North America Business Unit

8310-1 N. Capital of Texas Highway

Suite 440 | Austin | TX 78731

Telephone +1 512 485 5034

Fax +1 512 485 5034

[www.theschoolofcoaching.com](http://www.theschoolofcoaching.com)

**Submit Form**