

Confirmation of booking

Written confirmation of the booking, including instructions, such as: the name, date and time of the course; general information about the course programme; details of the venue (including travel directions, map, parking arrangements) and any catering arrangements will be confirmed by an e-mail from the EwelinaC Coaching at least 5 (five) working days prior to the course start date.

The training registration form must be received by the EwelinaC Coaching, in advance of the course start date and submitted to the Grown Renown CIC at info@grown-renown.com. All registrations are subject to the EwelinaC Coaching's privacy policy and the terms and conditions listed herein.

Payment

The course fees include all training documentation supplied by the EwelinaC Coaching to the participants in relation to the course. Once your registration has been confirmed, the Grown Renown CIC will issue you with an invoice. Full payment of the course fees must be received by the EwelinaC Coaching within 3 (three) working days after receipt of such invoice (or such later date as may be agreed by the EwelinaC Coaching) and in event by no later than 5 (five) working days before the course start date. If the course fees are not received by the EwelinaC Coaching by the stipulated date, your registration will be cancelled.

Cancellation

Substitutions for your attendance at a course may be made, however you must notify the EwelinaC Coaching of such changes as soon as reasonably possible in advance of the course start date. Cancellations must be made in writing (e-mail) to the EwelinaC Coaching at coaching@ewelinachin.com. If you cancel more than 21 days prior to the course start date, you will receive a full refund of the course fee. If you cancel less than 10 days but more than 5 days prior to the course start date, you will receive a 75% refund of the course fee. No refund will be given for cancellations received less than 5 working days before the course start date and in the event that you are unable to substitute your attendance at a course.

The EwelinaC Coaching reserves the right to change or cancel the course or any part of its published programme due to unforeseen circumstances (including the reasonable unavailability of course facilitator) or if the required minimum number of participants for a course is not met, and in such event, the EwelinaC Coaching will use reasonable endeavours to contact you and reschedule the course for an appropriate, alternative date, if possible. The above wording limits and excludes obligations, liabilities and legal responsibilities of the EwelinaC Coaching, and also limits and excludes your rights and remedies and places various risks, liabilities, obligations and legal responsibilities on you.

Data Protection and Privacy

The information provided by you on the registration form will be used by the EwelinaC Coaching and/or any of its service providers and/or agents, for the purposes of providing you with the training services that you have ordered in terms of the registration form and the terms and conditions herein. You agree that the EwelinaC Coaching may put the names and other personal details obtained pursuant to the registration form ("Data") into an electronic directory and may process (as this term is defined in the UK Protection of Personal Information Act) such data to the extent necessary to carry out its obligations hereunder. The Grown Renown CIC undertakes to comply with all applicable data protection laws and regulations pertaining to the Data, including, but not limited to the Data Protection Legislation.

You expressly consent to the Data being exported to a location outside the UK area in the event of service providers and/or agents requiring same and to the use of that Data in this manner. You warrant and undertake that you shall procure that any individual to whom such Data relates has consented to the processing of its/his/her data by the EwelinaC Coaching in the manner described herein.

You indemnify and hold harmless the EwelinaC Coaching from and against all claims and all losses arising out of or in connection with any claim made or instituted against the EwelinaC Coaching pursuant to a failure by you to obtain the consent of any individual to whom such Data relates for the disclosure of that individual's data and/or a failure to comply

with all Data Protection Legislation. The above wording limits and excludes obligations, liabilities and legal responsibilities of the EwelinaC Coaching, and also limits and excludes your rights and remedies and places various risks, liabilities, obligations and legal responsibilities on you.

Liability

The EwelinaC Coaching endeavours to ensure the accuracy and relevance of the course, the training documentation included and available on the course, but because of the possibility of human and mechanical error as well as other factors, to the extent allowed by law, the EwelinaC Coaching does not, whether expressly, tacitly or implicitly, represent, warrant or in any way guarantee the availability, truth, accuracy, completeness or reliability of such information or that it is always up to date. In the circumstances, and to the extent allowed by law, neither the EwelinaC Coaching, nor any of its directors, officers, employees, contractors, agents or representatives are liable in any way for any loss or damages as a result of the use of or reliance on information provided on the course. The above wording limits and excludes obligations, liabilities, and legal responsibilities of the EwelinaC Coaching, and also limits and excludes your rights and remedies and places various risks, liabilities, obligations and legal responsibilities on you.

Intellectual Property rights

You agree that all intellectual property rights held in all training documentation

supplied by EwelinaC Coaching to you in relation to the course is and shall remain the property of the EwelinaC Coaching and any copying or distribution in any form of the course content and/or any training documentation is strictly prohibited. You shall not any time use the name, logo or trademark of the EwelinaC Coaching without the written consent of the EwelinaC Coaching.

Non-Endorsement

By using a service provider to offer the courses, the EwelinaC Coaching does not directly or indirectly endorse any product or service provided, or to be provided by the service provider.

Variation

We may vary these Terms at any time as we deem fit (other than in relation to the fee payable and the number of sessions to be provided). We shall where possible

provide you with advance notice of such variation.

Third party rights

A person who is not a party to the Contract shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract.

Governing law and jurisdiction

The Contract and any dispute or claim arising out of the Contract shall be governed by and construed in accordance with British law.

We each irrevocably agree that the courts of Scotland, England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with the Contract.

The training is designed to comply exactly with your requirements:

Your organisation provides a fully equipped classroom for the entire duration of the training course No

Our Coach Training prepares and supplies all the course and teaching materials for the participants. Yes

The expected number of your organisations participants per course is to be confirmed. Yes

Corporate Coach Training shall make its own travel and accommodation arrangements. Yes

Our Coach provides a detailed course proposal to meet your organization requirements as stated. Yes

The proposed course structure shall clearly outline what topics would be covered on each session. Yes

The method of training is as follows:

- *Delivered in an enthusiastic and interesting way that will involve all the delegates.*
- *Whilst being consistent with the plan, the training must be flexible and responsive to the needs of the individual delegate group.*
- *Highly practical, structured and organized.*

The training method follows this general pattern:

- *The trainer gives a clear explanation of the point in question.*

- *Then the trainer will demonstrate the principle and gives specific examples.*
- *Then, the delegates practice by doing an exercise with each other*
- *The delegates practice by doing exercise with the trainer.*
- *All points are supported with full written notes to take away.*
- *Delegates are asked to write down an associated action, for each point made.*
- *At the end of the day, we have about twenty such actions, from which the delegates choose six which are the most personally meaningful.*