



## **What if I have to cancel my registration after I register for the Coach Training Intensive (CTI) offered by the CaPP Institute?**

We understand that sometimes plans change. Because this is a limited-size training course, your registration reserves your space in the class. Therefore, cancellation of your registration may prevent others from registering because a spot is being held in good faith for you. Cancellation and Transfer options for The Coach Training Intensive are listed:

### Payments in FULL

- If you cancel 30 days prior to the training date, you will receive a full refund less a \$100 administrative fee for payments made in full.
- Cancellations made within 30 day of the training date are not eligible for a refund. You may transfer your registration to the **next** Coach Training Intensive date. The credit will be good for one full year after the initial registration date.

### Payment Plan

- If you cancel 30 days prior to the training date, you will receive a full refund of your deposit(s) less a \$100 administrative fee.
- Cancellations made within 30 day of the training date are not eligible for a refund. You may transfer your registration to the **next** Coach Training Intensive date. The credit will be good for one full year after the initial registration date.

## **What if I am interested in the Certified Personal and Executive Coaching (CPEC) Program offered by the CaPP Institute?**

Many of our Coach Training Intensive (CTI) participants opt for advance training through our CPEC program, a six-month program taught via live online webinars and teleclasses. The CTI is the first step to our certification process and must be completed before registering for CPEC. You can save by registering for CTI & CPEC at the same time you through our special discount bundle ([CTI & CPEC Combo Package](#)).

For detailed information about the CPEC program, [click here](#).

## **What if I have to cancel my registration after I register for the Certified Personal and Executive Coaching (CPEC) Program?**

We understand that sometimes plans change. Because this is a limited-size online training course, your registration reserves your space in the class. Therefore, cancellation of your registration may prevent others from registering because a spot is



being held in good faith for you. Cancellation and Transfer options for The CPEC are listed:

### Payments in FULL

- If you cancel 30 days prior to the Orientation date, you will receive a full refund less a \$200 administrative fee for payments made in full.
- Cancellations made less than 30 days the Orientation date will receive a full refund less a \$500 administrative fee for payments made in full.
- Cancellations after the Orientation date, are no longer eligible for a refund. You may transfer your registration to the **next** certification program date. The credit will be good for one full year after the initial registration date.

### Payment Plan

- If you cancel 30 days prior to the Orientation date, you will receive a full refund of your deposit less a \$200 administrative fee.
- There are no refunds for cancellations made within 30 days or after the Orientation date for the payment plan option. You may transfer the registration to the **next** certification program date. The credit of your deposit will be good for one full year after the initial registration date. Your payment plan will begin at the start of the next certification.