



**Global
Masters
Alliance**

Enrollment Agreement

for Participation in GMA Coaching Education Programs Aligned with ICF Standards

1. Parties to the Agreement

This Enrollment Agreement (“Agreement”) is made between: **Global Masters Alliance (GMA)** and **The Student** (“Participant”) enrolling in a GMA Coaching Education program.

By signing or digitally agreeing to this document, the Participant confirms understanding and acceptance of all terms listed below.

2. Program Information

Program Title: _____
Program Level (if applicable): Level 1 / Level 2 / Level 3 / CCE
Total Instructional Hours: _____
Delivery Format: Online / In-person / Hybrid
Duration: _____
Languages of Instruction: _____

GMA commits to delivering the program in full accordance with its published curriculum and ICF Coaching Education Standards.

3. Purpose of the Agreement

This Agreement:

- establishes the conditions of enrollment,
- outlines mutual responsibilities,
- confirms the Participant’s agreement to follow GMA policies,
- ensures compliance with ICF ethical and professional requirements.

This document is legally binding for the duration of participation in the chosen program.

4. Responsibilities of GMA

GMA agrees to:

1. Deliver the full program as advertised, including required instructional hours, practice, supervision, mentoring, and assessments.

2. Provide qualified faculty, including experienced PCC/MCC coaches, mentors, supervisors, and feedback coaches.
3. Maintain adherence to the ICF Code of Ethics and ICF Coaching Education requirements.
4. Ensure a safe, respectful, inclusive, and harassment-free learning environment.
5. Provide clear communication regarding schedules, updates, assignments, and requirements.
6. Keep all Participant information confidential according to the Data Privacy Policy.
7. Provide pathways for feedback, complaints, and conflict resolution via the Grievance and Complaint Policy.

5. Responsibilities of the Participant

The Participant agrees to:

1. Attend all required synchronous hours according to the Attendance Policy.
2. Follow the Student Code of Conduct and demonstrate respectful, ethical, and professional behavior.
3. Maintain confidentiality of all peer coaching sessions and group discussions.
4. Complete assignments, practice sessions, and assessments on time.
5. Notify GMA of absences according to the Illness Policy and Attendance rules.
6. Follow all GMA policies listed in this Agreement.
7. Accurately represent their coaching competence and training status.
8. Uphold the ICF Code of Ethics.

6. Acknowledgement of Policies

By enrolling, the Participant confirms that they have read, understood, and agree to follow the following official GMA policies:

- Educational Philosophy
- Student Code of Conduct
- Attendance Policy
- Illness Policy
- General Disability Policy
- Refund Policy
- Financial Responsibility & Payment Policy
- Transfer & Withdrawal Policy
- Grievance & Complaint Policy
- Harassment Prevention Policy
- Ethical Marketing Policy
- Diversity, Equity, and Non-Discrimination Policy (DEI Policy)
- Transparency & Ethics Statement
- Safety Policy (if applicable)
- Technology & Digital Use Policy (once created)
- Academic Integrity Policy (once created)

These documents form an integral part of this Agreement.

7. Tuition and Payment

Tuition amount: _____

Payment schedule: _____

Payment method: _____

The Participant agrees to comply with the Financial Responsibility & Payment Policy.

8. Cancellation, Transfer, and Withdrawal

Cancellations, transfers to another cohort, and withdrawals are governed by Transfer & Withdrawal Policy and Refund Policy. The Participant agrees to follow these regulations.

9. Grievances and Complaints

The Participant may submit concerns or complaints using any channel listed in the Grievance & Complaint Policy. GMA commits to a fair, transparent, and confidential review process.

10. Media and Recording Consent

The Participant acknowledges that:

- Training sessions may include demonstration recordings for educational purposes.
- Personal coaching practice sessions are never recorded without consent.
- Any recordings remain the intellectual property of GMA.

11. Intellectual Property

All GMA materials, curricula, methods, tools, and frameworks are protected by intellectual property laws and may not be distributed or used outside the learning context without permission.

12. Termination of Participation

GMA may discontinue the Participant's involvement in the program in cases of:

- violation of the Code of Conduct,
- repeated non-attendance,
- harassment or unsafe behavior,
- breach of confidentiality,
- non-payment,
- violation of any GMA policy.

13. Agreement Confirmation

By signing or digitally agreeing, the Participant confirms:

- they have reviewed all policies listed in Section 6,
- they understand the expectations and requirements of the program,
- they agree to all terms of this Enrollment Agreement.

Participant Name: _____

Signature / Digital Consent: _____

Date: _____