

## **Life at Sunset, LLC's "Sunset Circle" Course Policy**

This Participant Agreement (the "Agreement") is made and entered into, by and between Life at Sunset, LLC (LAS) (together with its owners, directors, officers, and managers, collectively "trainer", "we", "us", or "our") and the Participant ("participant", "student", "you", or "your"), collectively referred to herein as the "parties" and each as a "party" in exchange for various training, workshops and seminars provided to participant by LAS ("Course").

**PAYMENT AUTHORIZATION & RECEIPT:** When paying for Course by debit or credit card, you give LAS permission to automatically charge your debit or credit card as payment for your training, including future installments that become due, without any additional authorization from you. You will receive an electronic receipt from LAS for these payments. If payment from you is not received by LAS by the agreed date due, or there is a problem with your payment transaction or method, LAS will notify you by e-mail and you will have a seven (7) day grace period from the initial agreed date due to make the payment to LAS. If you are unable to pay the remainder of the tuition fee, LAS may consider additional payment plans on a case-by-case basis.

**LAS CANCELLATION POLICY:** LAS makes every effort to deliver Course as scheduled. LAS reserves the right to postpone or cancel Course due to situations beyond the control of LAS, including, but not limited to, public health mandates, inclement weather, or illness or travel issues of trainer. LAS reserves the right to postpone or cancel Course in the event that the minimum enrollment threshold for your Training is not met upon 7 calendar days prior to the Training start date. In the event that LAS cancels or postpones the Course, LAS shall endeavor to notify you by e-mail as soon as reasonably practical upon LAS becoming aware of the need for Course postponement or cancellation. You will be given the option to transfer registration to a future Course date or receive a full refund of your paid amount (excluding payment card processing charges).

**COVID POLICY (Revised 011/21/2024):** The health and wellbeing of each student and trainer are of great importance. While we cannot mandate behaviors outside of the training venue, we ask that you use extra caution while in public. If a student has a positive COVID test, from a medical provider, within five (5) days of a Course meeting, LAS may apply the tuition to another Course in the future or the student may elect to receive a full refund of \$60 for the individual class, minus \$25 for administrative and processing fees. If a participant has any lingering symptoms, even after five (5) days, we encourage you to bring a mask with you to the Course.

LAS is not responsible for non-refundable travel or accommodation expenses paid by students due to cancellation of Course. Current CDC guidelines during the time of the training will be utilized to determine participant and trainers' recommendations.

**PARTICIPANT CANCELLATION & REFUND POLICY:** LAS will refund your full tuition paid if you cancel Course no less than five (5) weeks prior to the Course start date. LAS will

refund you 50% of registration paid if you cancel between two (2) and five (5) weeks prior to the Course start date. LAS will retain \$25.00 of all refunds for cancellation as outlined in this Section to cover administrative fees and payment card processing charges. No refund is available if you cancel with less than fourteen (14) days from the Course start date, unless due to documented medical emergencies (e.g., serious car accident, serious injury, death, positive COVID test within five (5) days of the training, etc.). In the event of a documented medical emergency, you may apply tuition to a future Course or receive a full refund (minus credit card fees). Course includes all 9 days of meetings. No refunds are available for single meetings. All cancellations or requests for refunds need to be submitted via writing and emailed to [maggie@lifeatsunset.com](mailto:maggie@lifeatsunset.com).

**ZERO TOLERANCE POLICY:** LAS is dedicated to promoting an environment of respect and appreciation for all individuals, regardless of race, tribe, color, ethnicity, religion/spirituality, sex, national origin, age, ancestry, physical/mental ability, status as a veteran or police officer, sexual orientation, gender identity, and gender expression. LAS works with individuals from all backgrounds and beliefs, is committed to creating and maintaining an atmosphere of openness, trust, and safety where all attitudes, beliefs, values, and behaviors can be freely explored and discussed. LAS fully embraces providing high-quality and multiculturally sensitive services that affirm the dignity, worth, and value of all individuals. LAS defines hate speech as content that does or intends to attack, threaten, incite violence against, or dehumanize an individual or a group of individuals on the basis of any attribute. LAS also does not allow content that verbally or physically threatens violence or depicts harm to an individual or a group based on any attribute. Any participant who demonstrates any of these behaviors will be asked to leave the Course without a refund.

On date of purchase, you are agreeing to the terms outlined above.