

Living As A Leader®
Public Leadership Development Series
Registration Terms and Conditions for Sponsoring Employers

1. The **KABA** Series will consist of 12 workshops and 12 one-on-one coaching sessions, to be held once each month for 12 consecutive months. Workbooks, eLearning and mobile app and other support materials will be provided for each participant. Only the registered participant may have access to these items provided by Living As A Leader® as part of the Series.
2. The Series cost is \$6,350 and includes the following: all hard copy materials, 12 monthly four-hour workshops, 12 monthly one-hour coaching sessions, lifetime access to the Living As A Leader® Mobile App and two years full access to all 12 eLearning courses.
3. You may choose to pay quarterly or in one full payment at the start of the Series. The payment options are listed on the registration form.
4. Upon registration, each participating leader, as well as their direct leader, will receive confirmation details by email. Approximately two weeks prior to the Series, confirmation details will be resent.
5. One-on-one coaching schedules will be arranged between the leadership coach and participants once the Series commences. Coaching sessions cancelled by participants with less than 24-hours of notice will incur a \$100 cancellation fee.
6. For companies located beyond a 30-mile radius of the workshop location, the following coaching options are available for consideration:
 - The leader and coach can arrange a mutually agreeable location to meet that is within a 30-mile radius of the workshop location.
 - The company may choose to pay an additional \$100 premium per coaching session for the coach to travel to the company site, up to a 60-mile radius from the workshop location.
 - Beyond a 60-mile radius, situations will be reviewed on a case-by-case basis.
7. All payments are due Net 30 upon receipt of the invoice.
8. The sponsoring employer will be obligated to pay the entire Series cost, regardless of the participant's attendance.
9. The sponsoring employer may designate a substitute for the original registered participant at any time up until the Series commences; thereafter, no substitutions of participants may be made.
10. If the participating leader chooses to withdraw from the Series prior to completing it, the sponsoring employer must submit notice to Living As A Leader® in written or electronic form. Fifty percent of the remaining Series balance is due if the participating leader withdraws any time prior to the ninth workshop. The remaining balance for the Series is due if the participating leader withdraws any time after completing the ninth workshop.
11. All copyrights, patents, trademarks and service marks relating to the Living As A Leader® Series and any material provided to the participating leader are the sole and exclusive property of Living As A Leader®. You may not in any manner reproduce, copy, sell or otherwise distribute or use any trademark, copyright or other intellectual property of Living As A Leader® without the express written approval of Living As A Leader®.