



ILLNESS AND ABSENCE POLICY

Diversity For Performance Professional Coach Training Certification is committed to being as supportive as possible should any life events stop you from completing your certification in the intended timeline.

In order to provide you with the required training hours for certification, it is important that you are present at all course sessions.

If you have an emergency or become ill and are not able to attend a coaching or training session, please contact your instructor and contact@wearefutureminds.com prior to the session or as soon as you are able to.

In case of absence, you will be expected to complete the session materials, review the session recording, and log the completion date of that session into your log to make up for the missed live session.

There are no exceptions to the asynchronous learning for each course such as peer coaching, client coaching, and self-paced learning. These must be completed to ensure the completion of your certification. (Please refer to our Mentor Coaching Process document for further details on Mentor Coaching no-show and absence.)

If you need to miss more than 15 hours of live sessions or take a leave of absence from your training, you will have the option to work with our instructors to cover the missed material at your own expense or register for another training at a future date.

Each hour of the instructor's time is charged at 100 EUR + VAT, payable in advance.

There is no fee for moving to a future course or taking an illness leave or other leave of absence.

Petitions for exceptions to this policy are considered on a case-by-case basis and must be submitted in writing to contact@wearefutureminds.com and Julien Lefort, Director of Education, by email at julien@wearefutureminds.com.