



Policies and Regulations Guide

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Policies and Regulations Guide

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Welcome

Welcome to Miss Trish's Wellness Teachings and Techniques! We pride ourselves on helping Early Childhood Educators further their career and education through online training and an all-inclusive Child Development Associate (CDA) Program & Renewal Course that combines the high standards of traditional education with the ease and flexibility of online learning.

As an IACET Accredited Provider, Miss Trish's Wellness Teachings and Techniques offers the highest-level quality training and courses available. Our asynchronous online training programs are designed to meet the needs of today's Early Childhood Educator. We understand the challenges today's educators face and provide you with the support and training you need to excel in your field. Our custom programs not only give you the opportunity to complete online training based on your availability but provide you with personalized support from certified educators with field experience.

Our all-inclusive comprehensive programs enable you to excel throughout your training and apply the concepts and strategies learned to your everyday classroom activities. All training courses also provide CEUs (Continuing Education Units), giving you the confidence you need to continue your education.

With the help of Miss Trish's Wellness Teachings and Techniques, our one-of-a-kind trainings, and all-inclusive Child Development Associate (CDA) Program & Renewal Course, you can feel confident furthering your education and advancing your career with personalized guidance from certified teachers. Let our programs created by an Educator for Educators help you earn the credentials you deserve.

Mission Statement

Miss Trish's Wellness Teachings and Techniques is dedicated to helping those interested in a career in Early Childhood Education earn the training and credentials they deserve.

Our mission is to provide high-quality educational programs that combine the support and standards of traditional learning with the ease and flexibility of online courses.

At Miss Trish's Wellness Teachings and Techniques, we are dedicated and committed to providing all those we educate and partner with superior quality programs, professionalism, and support.

Student Centered Philosophy

Our philosophy at Miss Trish's Wellness Teachings and Techniques is to provide student centered programs that focus on building positive foundations for education and career development.

We strive to continue to develop new programs and enhance ones already transpiring to provide you with the best possible courses and support.

Wellness Policy

Miss Trish's Wellness Teachings and Techniques provides educational programs for Early Childhood Educators and those looking to take courses within the field of Early Childhood Development. While we provide numerous support systems for our students to continue their education, Miss Trish's Wellness Teachings and Techniques and its affiliated staff members do not offer any counseling services. Miss Trish's Wellness Teachings and Techniques will provide referrals for professional help services as deemed necessary.

To ensure the well-being of all staff members and participants, if a participant threatens to harm themselves or others, commit a crime, or is believed to carry out an act of imminent serious violence against themselves or others, emergency personnel will be immediately notified (911). If there is an intended victim, authorities will be notified of the intended victim. Parents of children under the age of 18 will be notified. All necessary personnel will also be notified.

If there is reasonable cause to believe that a student enrolled with Miss Trish's has been or is subjecting children or adults to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, it is required by State law to report such allegations to the Division's Office of Child Abuse Control or any District Office immediately, and indicate that such reports may be made anonymously. Any and all suspected and/or reported child abuse, domestic violence, and/or neglect of children, elderly, or disabled persons will be reported to the appropriate authorities.

Illness Policy

To help minimize the spread of illnesses, any adult who displays the following symptoms in any on-site program session will be unable to participate in any in person scheduled activities:

- Severe pain or discomfort
- Infected, untreated skin patches
- Acute diarrhea
- Difficult or rapid breathing
- Acute vomiting
- Skin lesions that are weeping or bleeding
- Elevated temperature of 101.5°F
- Swollen joints
- Sore throat or severe coughing
- Visibly enlarged lymph nodes
- Yellow eyes with discharge
- Blood in urine

All Programs

If you are involved in any in person activities and you or someone you are in close contact with contacts any of the excludable communicable diseases below, you must inform the Director immediately. You will not be allowed to

participate in any of our in person programs until a doctor's note has been received stating that there is no risk to others or yourself.

All CDC guidelines must be followed accordingly for each illness/virus.

Respiratory Illnesses

- Chicken Pox
- Measles
- Hemophilus Influenza
- Meningococcus
- Mumps
- Strep Throat
- Tuberculosis
- Whooping Cough

Gastro-Intestinal Illnesses

- Campylobacter
- Escherichia coli
- Giardia Lamblia
- Hepatitis A
- Salmonella
- Shigella

Contact Illnesses

- Impetigo
- Lice
- Scabies
- Shingles
- Covid-19

Accidents and Emergencies Policy

In the case of a minor injury that occurs to a student in any of our in-person programs during an on-site session, the in-person program will be cancelled and may or may not be rescheduled. Proper medical personnel will be notified as needed.

If a medical emergency should occur during an in person session, whether with a child or adult participant, the director and/or staff member is authorized to call 911. Once medical personnel arrives and the participant is tended to, the parent and/or emergency contact (if provided by the student) will be notified. The director and/or staff member is not required to remain with the participant once medical personnel has arrived.

In the rare event that there is an evacuation, emergency disaster, or lockdown during an on-site session, the session will immediately cease and all staff will follow the procedures and protocol of the on-site location.

If an evacuation, staff or participant emergency, weather emergency, or emergency disaster should occur during any online/phone program sessions, the session will immediately cease.

If a student within an online program has an accident or emergency that prevents them from participating in the coursework/program, they are required to notify the Director of Miss Trish's immediately. It is at the discretion of Miss Trish's Director as to whether or not the student will have the opportunity to make-up/extend any coursework not completed. Refunds will not be issued in case of accidents and/or emergencies.

Miss Trish's Wellness Teachings and Techniques and/or any of its affiliated staff members are not held liable or responsible for any accidents, injuries, emergencies, or other damages that may occur.

Technology Policy

To ensure that all participants of our online/phone programs are comfortable and that the Privacy Policy is maintained, all online/phone sessions must occur in a quiet and secure space.

If an online/phone program session is disrupted due to various circumstances, including, but not limited to, outside interruptions, internet connection issues, voice connection issues, and/or other circumstances, the program session will cease to continue.

The recording of any phone and/or online sessions is strictly prohibited and the illegal recording of any staff at Miss Trish's will result in a legal suit against the participant/recorder and those who facilitated and/or were involved in the recording.

Photography and Marketing Policy

Any child or adult who participates in any program with Miss Trish's Wellness Teachings and Techniques is subject to being photographed by a staff member for marketing purposes only. Photographs will be used in a positive manner to promote Miss Trish's Wellness Teachings and Techniques. Photographs will be used for social media, website, brochures, and other marketing purposes. Any program participant is subject to having their awards, earned credentials with Miss Trish's, and assignments used as examples and for marketing purposes through social media, websites, brochures, and other marketing purposes. All comments and ratings submitted in course surveys are also subject to being used for marketing purposes.

CDA Training Program/Course Policy

All participants of the CDA Training Program must meet the eligibility requirements of the Council for Professional Recognition, CDA Council, CDA Program, and any and all scholarship providers. These requirements can be found on the Council for Professional Recognition's, CDA Program's and scholarship providers' websites.

For the CDA Training Program, participants will be given access to an online course upon payment, registration, and completion of required forms. This course includes 120 hours of online training that must be completed by the registered participant by the given deadline in order to receive a Certificate of Completion. The course includes various required readings, assignments, and assessment activities that will require passing scores. All assignments must be completed and required passing scores must be achieved on all assessments in order to complete the 120 hours of online training and earn a Certificate of Completion. Those who do not receive passing scores on coursework may be required to schedule online tutoring sessions with one of our certified instructors and/or retake/redesign all assignments as noted by the instructor.

Prior to and during participation in the CDA program, it is required for the participants to complete all required documents and ensure that all the information is correct. It is also required that all participants ensure all online information is correct, including, but not limited to, that of their Online Course account, scholarship provider account, CDA Council account, CDA Program account, and all other scholarship forums' information. It is the responsibility of the candidate to continue to update their online accounts and course documentation as needed. It is not the responsibility of Miss Trish's Wellness Teachings and Techniques to ensure that the participants' information is correct. Miss Trish's Wellness Teachings and Techniques, its owner/director, and any affiliated staff members are not responsible and cannot be held liable for any wrong information located on any documents, online accounts, and/or scholarship applications affiliated with the CDA Program, CDA Council, scholarship providers, and any and all other applicable forums.

It is also the responsibility of the participants to maintain eligibility status with the Council for Professional Recognition, CDA Program, and scholarship program(s) throughout one's enrollment in the CDA program. Failure to do so will result in discontinuation of the course.

While Miss Trish's Wellness Teachings and Techniques will provide 120 hours of online training and assist with the CDA process, we are not responsible for final

CDA certifications and/or requirements. Failure to meet the expectations and requirements of the CDA Training Program and the Council for Professional Recognition will result in discontinuation of the course and/or not earning one's CDA certification.

Enrollment in the CDA Training Program requires contact throughout the process between the CDA student, Trainer, and Miss Trish's Wellness Teachings and Techniques. Contact will be made via email, phone text messages, and/or phone calls to the CDA student. Early Childhood facility Directors of CDA students will be notified of any scholarship awards, missing information, and the CDA Program status of students. However, it is the responsibility of the CDA student to communicate with us. Failure to maintain communication and meet the course requirements throughout the program will result in program dismissal.

All coursework is to be completed by the course end date. Failure to complete the course by the course end date may result in failure to earn the hours of training and dismissal from the CDA Program or course. Any requested course extensions may result in additional charges towards the purchase of uncompleted coursework. Refunds will not be issued for incomplete coursework.

Once students complete their 120 hours of coursework with Miss Trish's Wellness Teachings and Techniques, it is the responsibility of the student to complete their Professional Portfolio, schedule their observation, and schedule their PD Specialist exam within 6 months of their course completion date. Failure to do so may result in the expiration of the earned 120 hours of training and may result in the student being required to retake all coursework.

Payment information and further information for the program will be provided by Miss Trish's Wellness Teachings and Techniques upon contact. For payment assistance, there are scholarships and payment plans available to help with the payment process for all students who qualify. Scholarships cannot be guaranteed and are based on availability and qualified criteria. All participants will be provided with information on these scholarships when available. Candidates are also encouraged to seek out their own scholarship opportunities for payment assistance.

CDA Renewal Training Program/Course Policy

All participants of the CDA Renewal Training Program must meet the eligibility requirements of the Council for Professional Recognition, CDA Council, CDA Program, and any and all scholarship providers. These requirements can be

found on the Council for Professional Recognition's, CDA Program's and scholarship providers' websites.

For the CDA Renewal Training Program, participants will be given access to an online course upon payment, registration, and completion of required forms. This course includes 45 hours of online training that must be completed by the registered participant by the given deadline in order to receive a Certificate of Completion. The course includes various required readings, assignments, and assessment activities that will require passing scores. All assignments must be completed and required passing scores must be achieved on all assessments in order to complete the 45 hours of online training and earn a Certificate of Completion. Those who do not receive passing scores on coursework may be required to schedule online tutoring sessions with one of our certified instructors and/or retake/redo all assignments as noted by the instructor.

Prior to and during participation in the CDA Renewal Program, it is required for the participants to complete all required documents and ensure that all the information is correct. It is also required that all participants ensure all online information is correct, including, but not limited to, that of their Online Course account, scholarship provider account, CDA Council account, CDA Program account, and all other scholarship forums' information. It is the responsibility of the candidate to continue to update their online accounts and course documentation as needed. It is not the responsibility of Miss Trish's Wellness Teachings and Techniques to ensure that the participants' information is correct. Miss Trish's Wellness Teachings and Techniques, its owner/director, and any affiliated staff members are not responsible and cannot be held liable for any wrong information located on any documents, online accounts, and/or scholarship applications affiliated with the CDA Program, CDA Council, scholarship providers, and any and all other applicable forums.

It is also the responsibility of the participants to maintain eligibility status with the Council for Professional Recognition, CDA Program, and scholarship program(s) throughout one's enrollment in the CDA program. Failure to do so will result in discontinuation of the course.

While Miss Trish's Wellness Teachings and Techniques will provide 45 hours of online training, we are not responsible for final CDA renewal certifications and/or requirements. Failure to meet the expectations and requirements of the CDA Training Program and the Council for Professional Recognition will result in discontinuation of the course and/or not renewing one's CDA certification.

Enrollment in the CDA Renewal Training Program requires contact throughout the process between the CDA student, Trainer, and Miss Trish's Wellness Teachings and Techniques. Contact will be made via email, phone text messages, and/or phone calls to the CDA student. Early Childhood facility Directors of CDA students will be notified of any scholarship awards, missing information, and the CDA Renewal Program status of students. However, it is the responsibility of the CDA renewal student to communicate with us. Failure to maintain communication and meet the course requirements throughout the program will result in program dismissal.

All coursework is to be completed by the course end date. Failure to complete the course by the course end date may result in failure to earn the hours of training and dismissal from the CDA Renewal Program or course. Any requested course extensions may result in additional charges towards the purchase of uncompleted coursework. Refunds will not be issued for incomplete coursework.

Once students complete their 45 hours of coursework with Miss Trish's Wellness Teachings and Techniques, it is the responsibility of the student to complete all remaining CDA Renewal tasks prior to the expiration date located on the student's CDA Certification. Failure to do so may result in the expiration of the CDA and may result in the student being required to retake all aspects of the CDA, including the 120 hours of training, Professional Portfolio, observation, and exam.

Payment information and further information for the program will be provided by Miss Trish's Wellness Teachings and Techniques upon contact. For payment assistance, there are scholarships and payment plans available to help with the payment process for all students who qualify. Scholarships cannot be guaranteed and are based on availability and qualified criteria. All participants will be provided with information on these scholarships when available. Candidates are also encouraged to seek out their own scholarship opportunities for payment assistance.

Online Courses/Trainings Policy

At Miss Trish's Wellness Teachings and Techniques, we provide available online courses and trainings. All online courses and trainings are under copyright and follow the guidelines of all policies in this Policies and Regulations Guide, including but not limited to: Accidents and Emergencies Policy, Technology Policy, Photography and Marketing Policy, CDA Training Program/Course Policy, CDA Renewal Program/Course Policy, Privacy Policy, Inclement Weather Policy,

Termination of Services Policy, Termination of Services Policy, Fees Policy, Withdrawal Policy, Failure to Complete/Pass the Course Policy, and all other policies in this Policies and Regulations Guide.

Privacy/Copyright Policy

All programs, content, and materials within Miss Trish's Wellness Teachings and Techniques are under copyright and are not to be sold, shared, solicited, copied, or reproduced.

Any program that uses voice call, video chat, or any other form of facial or voice communication is not allowed to be recorded by any program participants or third parties.

Program participants and/or third parties are not allowed to photograph or record any on-site, online, or voice call sessions.

Any emailed form of communication is not allowed to be shared with others.

Any written or verbal tips, techniques, strategies, notices, forms, online classes, or other guides provided by Miss Trish's Wellness Teachings and Techniques are not to be sold, shared, or used for other purposes other than the ones designated in the Program Guide.

All materials prepared and/or presented by Miss Trish's Wellness Teachings and Techniques are copyrighted and may not be reproduced or used outside of Miss Trish's Wellness Teachings and Techniques. Enrollment in any program does not constitute a license.

Any persons found to record, share, sell, or solicit information that has been created by Miss Trish's Wellness Teachings and Techniques is subject to suit by Miss Trish's Wellness Teachings and Techniques.

All information, tips, and techniques provided by Miss Trish's Wellness Teachings and Techniques and all affiliated staff members, whether written or verbal, is to remain confidential.

Participants under the age of 18 are subject to having their information shared with a parent/guardian. CDA Program, CDA Renewal participants and teachers involved in any programs with Miss Trish's are subject to having their program/course status, any scholarship award notifications, and/or other information pertaining to their program/course shared with their Director and/or Administrative Staff at their place of employment.

Miss Trish's Wellness Teachings and Techniques will not share your contact information with any third parties unless you are under the age of 18 and/or enrolled in the CDA Program, CDA Renewal Program, or a program/course pertaining to teachers.

Inclement Weather Policy

If inclement weather should occur that prevents an on-site program session from taking place, the facility and participants will be notified within one hour of the session's start time. The session may or may not be rescheduled based on the availability of staff members and/or the availability of space available at the on-site facility.

In the rare occasion that inclement weather should prevent an online or voice call program session from taking place, the participants will be notified within one hour of the session's start time. If the inclement weather prohibits prior notification of a cancelled session, an email or phone call will be provided as soon as possible. The session may or may not be rescheduled based on the availability of staff members. Inclement weather does not validate non-completion of CDA Training Program requirements.

Hours of Operation and Holiday Policy

Miss Trish's Wellness Teachings and Techniques will operate during the listed times and days located on the website. These times and days are subject to change. We will be closed on all federal holidays and may be closed on numerous religious holidays. No program sessions will take place on scheduled holidays and closings unless deemed otherwise by the Director. Emails and phone calls will not be reviewed or returned outside the hours of operation.

Contact Policy

Miss Trish's Wellness Teachings and Techniques upholds the highest standards when communicating with potential, current, and former students, partners, and providers. Most calls, text messages, and emails are responded to within the same business day they are received. However, on rare occasions, please allow up to 48 business hours for our staff to respond to inquiries. We are closed on weekends and holidays.

As part of our commitment to student success, we value all members and want to ensure information is provided to all students, partners, and providers. You may be contacted by email, text message, and/or phone call. It is imperative that you respond to requests, as it may impact your program. Failure to respond to Miss Trish's Wellness Teachings and Techniques within a reasonable time frame will result in program dismissal.

Students in the course enrollment process are expected to communicate with Miss Trish's staff members. Failure to communicate with staff members within 10 business days during the enrollment process will result in removal from the course enrollment process and the student's course space no longer being reserved.

Scheduling and Late Policy

All scheduling of individual and/or group program session date(s), time(s), designated forms of contact, and/or location(s) will be agreed upon by the Director, staff member(s), and participant(s). Schedule date(s), time(s), designated form(s) of contact, and/or location(s) cannot be changed or modified without the agreeance of the Director.

If for any reason a participant cannot partake in an online meeting, voice call, or on-site program session, the participant must notify the Director within or before 24 hours of the session start time in order to be considered for rescheduling. The session will then be rescheduled at the discretion of the Director based on staff and program availability. If staff and program availability are not available, the session will not be rescheduled.

Any session that is cancelled by the participant after 24 hours from the session start date will not be considered for rescheduling.

If a participant is more than ten minutes late to their scheduled program session, the session will be cancelled and rescheduling of the session will be at the discretion of the Director.

If the Director or any staff members cannot fulfill the scheduled on-site, voice call, and/or online session for whatever reason, the program session will be rescheduled for a later date at the availability of the staff member and/or on-site facility. If an agreement of time, location, and/or availability cannot be made between the staff member, participant, and/or facility, the program session will not be rescheduled.

Failure to Complete/Pass the Course Policy

Students and participants who receive scholarship funding and fail to complete and/or pass the CDA Course may be subject to the following: repayment of scholarship funding to the applicable agency, ineligibility to receive further funding, and/or ineligibility to participate in your state's and/or Miss Trish's future courses/trainings. All participants and students are encouraged to contact their scholarship provider and review the scholarship requirements for more information. Students who pay for CDA coursework themselves or schools/centers/Directors who pay for their employees to take coursework with Miss Trish's, including self-payment plans, will be ineligible for a refund for non-completion/non-passing and may be ineligible to take future coursework with Miss Trish's. Self-payment or scholarship payments received for services rendered by Miss Trish's Wellness Teachings and Techniques are non-refundable and are non-transferable to other courses/programs.

Any scholarship funding received by students or self-payments made towards coursework taken with Miss Trish's Wellness Teachings and Techniques will be applied towards the applicable registered course cohort only. If a student does not complete/pass the course/training that they have been awarded a scholarship for or have made a self-payment towards, the scholarship/self-payment is non-transferable towards another course/cohort, as services were rendered by Miss Trish's.

For students who receive scholarship funding, the student will be responsible for all scholarship requirements and contractual agreements with their state scholarship provider and will be required to reapply for coursework and training with Miss Trish's. Students may also not be eligible for further scholarship funding depending on the state provider. Students are encouraged to contact their state scholarship provider for more information.

Once a student has been dismissed for non-completion/not passing the course, the student will be required to restart the course from the beginning if they choose to repurchase the program they did not complete/pass and be subject to not receiving credit for coursework previously completed.

Course Withdrawal Policy

All students have the opportunity to withdraw from all courses with Miss Trish's Wellness Teachings and Techniques within 14 business days PRIOR to their course start date without any financial liability. All withdrawals must be in writing and emailed to ppascucci@misstrish.net within 14 business days prior to the course start date. All written withdrawals must come directly from the student and include the student's full name, state, course start date, and withdrawal request. Students who attempt to withdraw after the 14 business days prior to the course start date will not be eligible for withdrawal and will be required to make a payment and/or be held to scholarship requirements.

After Course Completion Services Policy

As part of our continued efforts to support our students, Miss Trish's Wellness Teachings and Techniques offers limited services to students upon course completion. This includes providing a Stage 2 Guide, answering inquiries about the next steps in the CDA and/or CDA Renewal Process, and/or course related questions. However, CDA Exam scheduling, CDA PD Specialist Observation scheduling, the location of the CDA Exam, scholarship applications, final CDA applications, additional costs, and other aspects of the CDA process not related to the 120 hours of CDA Training provided by Miss Trish's are the sole responsibility of the student/participant. Students interested in pursuing high education options should refer to the Continuing Education Units (CEUs) and Training Hours Policy in this guide.

Continuing Education Units (CEUs) and Training Hours Policy

Students who successfully complete coursework with Miss Trish's Wellness Teachings and Techniques will earn both training hours and continuing education units since we are an IACET Accredited Provider. Please note that while many colleges/universities/training organizations will accept CEU's from other training providers, such as Miss Trish's, we cannot guarantee that CEU's will be transferred and/or accepted by any college, university, or training provider. This is due to a variety of factors, including, but not limited to, the participant's college/university of choice, intended major, past coursework, etc... We recommend that any participants in Miss Trish's courses who are interested in

continuing their education at a college/university/other training program contact the institution and schedule a meeting with an advisor to determine if the CEUs earned at Miss Trish's will be transferrable. Continuing Education Units (CEUs) and training hours will not be issued if coursework has not been satisfactorily completed.

Miss Trish's Wellness Teachings and Techniques does not accept training hours or CEUs for coursework completed at any other institution. Miss Trish's also does not provide a continuation of CEU and/or training hours to previous students who were dismissed for non-compliance, did not complete, and or did not pass their previous coursework with Miss Trish's. If a student who was dismissed for non-compliance, did not complete previous coursework, or did not pass previous coursework would like to re-enroll in the same or a different course with Miss Trish's, they will start at zero CEUs and zero training hours for the course.

Termination of Services Policy

While Miss Trish's Wellness Teachings and Techniques will do its best to ensure all participants have a positive experience, there may be times where services must be terminated. The Director has the right to discontinue services at any time for any reason. Refunds will not be issued for termination of services. Below are the reasons services will be terminated:

1. Non-payment of fees and/or program costs
2. Multiple session cancellations and/or rescheduling
3. Multiple late arrivals and/or scheduled phone/video meetings
4. Failure to show to a scheduled on-site/phone/video session without contacting the Director to possibly reschedule
5. Failure to complete and submit required forms
6. Failure to complete program requirements and/or follow guidelines
7. Failure to complete coursework/training by the provided deadline
8. Violation of this Policies and Regulations Guide
9. Participant has violated the Privacy/Copyright Policy
10. Failure for program participant(s) to maintain contact with Miss Trish's Wellness Teachings and Techniques
11. Failure of enrolling program participant(s) to make contact with Miss Trish's Wellness Teachings and Techniques within 10 business days
12. Participant/Parent/Director/Administrator/Anyone Affiliated with the Participant threatens physical violence, intimidates a staff member or

other participants, causes distress, disrespects, or physically/verbally abuses a staff member or other participants

13. Extreme inappropriate behavior displayed by a participant, parent, Director/Administrator, or Anyone Associated with the Participant that causes injury to self, others, or creates a disruptive, disrespectful, stressful, and/or volatile environment and/or situation.
14. Participant verbally threatens to harm self or others and/or commit a crime*
15. Participant is a danger to themselves and others*
16. Participant is in need of a referral for professional help services*

* See Wellness Policy

Fees Policy

Adjustments and pro-rated registration and/or course costs and fees are not applicable for illness, injury, vacations, inclement weather cancellations, emergency cancellations, participant cancellations, staff cancellations, ceased sessions, termination of services/sessions, withdrawals, failure to complete coursework, and/or holidays. All fees and registration costs once paid are non-refundable unless required by the participant's scholarship agency (for applicable scholarship recipients only), which is only refundable 14 business days prior to the course/program start date. All fees and registration costs are non-refundable for scholarship recipients on or after the course/program start date.

All registration costs are due in full at the time of registration prior to the program start date unless otherwise noted. Registration and program costs must be paid in full at least one week prior to the start date of the program unless a payment plan is agreed upon. Failure to pay in full will result in a termination of services and will void program participation. Any payments accepted after the enrollment period of program start date will be at the discretion of the Director.

Participants who are on a payment plan schedule are required to make all payments prior to the due date listed on the given invoice. If a participant fails to make a payment and has already been enrolled in a course, the participant will be locked out of the course within 1 business day after the payment was due and has 14 business days to make the late payment. Failure to make the late payment within 14 business days will result in course dismissal and loss of coursework completed. Once a student has been dismissed for non-payment, the student will be required to restart the course from the beginning if they

choose to repurchase the program they did not complete/pass and be subject to not receiving credit for coursework previously completed.

All participants are responsible for any fees and/or costs of program additives, materials, applications, assessments, certifications, and all other potential incurred expenses relating to the applicable program.

Self-payment or scholarship payments received for services rendered by Miss Trish's Wellness Teachings and Techniques are non-refundable and are non-transferable to other courses/programs.

All program costs, rates, and fees are subject to change at the conclusion of any completed program

Forms of Payment Accepted

- Certified Check made out to Miss Trish's Wellness Teachings and Techniques
- Credit Card payment accepted through INTUIT Secured Payment System. A link and invoice will be sent directly to the participant.
- Scholarships (When Applicable)

Participants in any program, training, or course are able to withdraw free of charge or liability within 14 business days of the course start date. Once a course, training, or program is scheduled to begin within 14 business days, any user who requests to withdraw will be liable for any payments owed or scholarships received. Payments already received will not be reimbursed. There will be no refunds or withdrawals allowed within 14 business days of the course, training, or program start date. Refunds will not be issued for termination of services. Any exceptions are at the discretion of the Owner/Director and/or scholarship funding regulations.

All regulations regarding scholarship funding received by any participants will be followed. Full refunds will be provided only if there is a course/program cancellation by Miss Trish's and the student cannot be moved to another course start date. Full refunds for course/program cancellations will be received within 60 days of the course/program cancellation date unless required sooner from a participant's scholarship agency as noted in the agency's requirements and guidelines.

All refunds will be sent in check format and mailed to the address the participant provided on the Registration Form unless otherwise noted. All scholarship recipient refunds will be sent directly to the scholarship agency via the scholarship program's required refunding policy, deadline, and format. Scholarship agencies and participants will be notified via email that a refund is being transmitted. Scholarship recipients will be notified that a refund has been provided to the scholarship agency upon remitted refund.

Course/Program Cancellation Policy

In the event of a course/program cancellation by Miss Trish's Wellness Teachings and Techniques, a participant will be moved to another course/program start date. The participant will be notified via email, phone call, or text message. If a participant does not wish to partake in another course/program start date, a full refund of any payment(s) made will be provided. Full refunds of any payment(s) made will be provided within 60 days of the course/program cancellation date. See the Fees Policy for full details.

Registered program participants will be notified via the email address and/or phone number provided on the Registration Form of any course/program cancellations and/or changes.

Choice of Law/Jurisdiction Clause

In the event of a dispute arising out of this agreement, the parties agree to submit themselves to the exclusive jurisdiction of New Jersey courts and that New Jersey law will govern this agreement.

Proprietary Materials and Intellectual Property Rights

Any/all materials are the sole property of Miss Trish's Wellness Teachings & Techniques, including but not limited to coursework, quizzes, tests, illustrations, or any/all materials utilized within this course, advertising, brochures, website, or any/all media center means, etc... No outside authorization will be granted.

Any materials used from outside sources has granted Miss Trish's Wellness Teachings and Techniques permission to use the materials for educational purposes only.

All instructors, working for either Miss Trish's Wellness Teachings and Techniques or independent contractors, will divulge their interests in any products, instruments, devices, or materials that may be included in the training.

Anti-Discrimination Policy

Miss Trish's Wellness Teachings & Techniques does not discriminate on the basis of race, creed, ethnic origin, or chosen gender identification. We encourage and promote an inclusive working and learning environment based on the principals that we are all equal under the provisions of the law. It is our policy of zero tolerance of any violation of this policy, and any violation will result in immediate termination or expulsion from our employment, courses, trainings, or services.