

**Aliah Guerra Music E-Cademy**  
**ACE Mentorship Program**  
**Terms and Conditions of Agreement**

**Cancellation and Rescheduling Policy**

If a student cancels enrollment in the mentorship program, we require 48 hours notification prior to the start time of the course. If a student cancels within the allowable 48-hour window, we will reimburse the full mentorship program fee paid to the original method of payment. Should a student not attend or fail to cancel prior to 48hrs of start date, all fees will be forfeit by the student and no credit or refund will be made available.

A student may reschedule a session up to 24 hours prior to the start time of a course without fees applying, solely upon contacting Aliah Guerra via email (info@aliahguerramusic.com). After this 24 -hour window, and at Aliah Guerra's discretion, a student may be permitted to reschedule to an alternate non-cancellable date and a \$25 fee will apply. Only one rescheduling instance will be permitted, and no credits or refunds will be available to cancellations or non-attending students.

If the student is rescheduled to an alternate date, they must take that mentorship session within 2 months of the original scheduled date or all paid course fees will be forfeit.

**Tardiness**

All our sessions begin at the top of the hour, and any student that enters the session after 15 minutes will be forced to forfeit the session without reimbursement or credit. In this instance, the student may be rebooked for the next session date, subject to a \$25.00 + GST rescheduling fee. Only one (1) reschedule is permitted and the rules of our Cancellation and Rescheduling Policy will apply.

**Fit for Duty Policy**

We ask that all students are ready and able to perform the protocols of the mentorship session they are attending. Each student is required to complete their session in a safe and respectful manner. Students are not to be under the influence of drugs or alcohol and must conduct themselves in a way that does not disturb the learning environment or safety of others. We reserve the right to enforce this policy at our discretion, and no credits/refunds will be made available to those not adhering to this policy.

**Payment Methods**

You may now book and pay for your sessions online by PayPal, Visa, Mastercard, Visa Debit, or Interac Please refer to our Cancellation and Rescheduling Policy above as it applies to all payments.

**Privacy Policy**

When registering and paying for your mentorship session, your personal information will not be shared or given to any other parties, but we may use it to contact you if the need arises.

**Session Booking**

We welcome drop-ins, but we highly recommend checking session time availability to avoid disappointment. We cannot guarantee availability of time slots if it is less than 3 hours prior to the desired time on the same day.

## **NON-DISCLOSURE AGREEMENT**

In exchange for valuable consideration, which is expressly acknowledged.

I, The Student/Registrant of the “Exclusive 1 on 1 ACE Mentorship with Aliah Guerra” (hereinafter “Confidant) and Aliah Guerra Music (hereinafter “Proprietor”), have agreed to the following non-disclosure terms. Confidant and Proprietor acknowledge and agree that both parties have discussed several employment, intern/volunteer and consulting opportunities (“Opportunities”) presented by Proprietor in connection with Proprietor's principle, whose professional moniker is Aliah-Nirititi Guerra of Aliah Guerra Music concerning certain professional entertainment and employment endeavors in connection with Aliah Guerra (App) and The Aliah Guerra Music E-Cademy’s Exclusive 1 on 1 ACE Mentorship program.

In that regard, the parties recognize that there is a need for certain information to be disclosed between them.

As an express condition to such disclosure, the parties agree as follows

1. Non-Disclosure and Limited Use. Confidant shall hold all personal or professional information (Confidential Information) received from Aliah-Nirititi Guerra in strict confidence and shall not disclose any such Confidential information to any third party whatsoever without the express written consent of Aliah-Nirititi Guerra. Where Confidant is an individual, Confidant shall not disclose any Confidential Information received from Proprietor to any other party (including other colleagues, associates, or clients of Confidant) without the prior written consent of Proprietor. Where Confidant is a company or other type of organization, Confidant shall disclose Confidential Information received from Proprietor only to specific individuals specified by Proprietor in writing who (i) need to know such Confidential Information to evaluate the opportunity and (ii) have agreed in writing to be bound by this Agreement and not to disclose such Confidential Information to any other party whatsoever without Proprietor's express written consent. Confidant shall not use any Confidential Information provided by Proprietor for its own or any other person's benefit or for any other purpose except to evaluate the Opportunity and/or for the purpose of providing professional advice and consultation to Proprietor. Confidant shall take all measures to prevent the unauthorized disclosure or use of Confidential Information provided by Proprietor.

2. Description of Confidential Information. “ Confidential Information” means all information disclosed by Proprietor to Confidant or received by Confidant as a result of being in the proximity, professional or personal space of Proprietor (in writing, orally or in any other form ), including knowledge obtained, including but not limited to, ideas, concepts, trade secrets, speaking engagements, advertisement agreements/ campaigns, online content, Music E-Cademy, ACE Program, ACE Mentorship, Exclusive Aliah Guerra App content, and the inner workings of the Proprietor's company, including but not limited to business plans, product ideas, marketing concepts, financial information and projection, whether or not having protection under laws and however furnished or received, and whether or not marked or identified as confidential or proprietary information. “Confidential Information” does not include information that is or becomes publicly known through no wrongful act of the party sought to be bound hereby (or any of its employees, if applicable), has been approved for release by written authorization of the originating party, or has been disclosed pursuant to a requirement of a Government agency or of law.

3. Remedies. Confidant further agree the unauthorized disclosure or use by it of Confidential Information received from Proprietor will cause irreparable harm and significant injury to the other that may be difficult to

ascertain. Accordingly, each party agrees that the other shall be entitled to equitable relief, including an immediate injunction enjoining any breach by it of this agreement, in addition to all other remedies available to such party at law or in equity.

4. Return of Materials. Upon conclusion or termination of discussions between the parties, or at any time at the request of Proprietor, all materials containing or reflecting any Confidential Information, including any notes, extracts, memorandums, articles, emails, phone numbers, client lists, analyses or reproductions, in a whole or in part, and in any form whatsoever (including any such information retained on any form of computer media) shall be returned immediately to the Proprietor. Notwithstanding anything to the contrary, all Confidential Materials and Confidential Information shall remain confidential and subject to the terms of this Agreement in perpetuity.

5. Choice of Law. This Non-Disclosure Agreement and any disputes arising from this Agreement shall be governed by the laws of the province of Quebec. Any disputes arising from this Agreement shall be adjudicated in the Province of Quebec, city of Montreal. If there is a federal question or an issue of diversity, all parties agree that any dispute arising from this Agreement shall be governed by the Canadian Federal Court, Ottawa, Ontario.

AGREED TO AND ACCEPTED BY:

Registrant/Student of Exclusive 1 on 1 ACE Mentorship Program

AND

Aliah-Nirititi Guerra Sole-Proprietor / Owner of Aliah Guerra Music.



ALIAH GUERRA