

ONTOGONY EVOLUTION LTD - REGISTRATION TERMS AND CONDITIONS FOR NEW & CURRENT STUDENTS

This document provides important information about the policies pertaining to all programs (including public events, workshops, series, intensives, retreats, growth groups, and trainings) hosted by Ontogony Evolution LTD. All participants should review this information carefully before registering for any of these offerings. Registering for any Ontogony Evolution LTD teaching signifies that you have accepted these policies.

Please scroll down for information about registration and payment options, course cancellation and rescheduling, and other important considerations. These policies apply to all programs as appropriate, although participants are referred to the individual course descriptions for specific instructions pertaining to a particular program.

Registration: To register for a program, please follow the link at the end of each event page listed on the www.ontogony.com which will take you to the registration page specific for each event.

Course Cancellation & Rescheduling Policy: We understand that schedules can be difficult to manage and we want to help our students in every way possible. Occasionally we may cancel a program due to insufficient enrolment or some unforeseen circumstance.

Students already registered for programs cancelled by Ontogony Evolution LTD may re-register for subsequent equivalent programs at no additional charge. If a student has pre-paid, he or she will have the option of rescheduling or having his/her tuition refunded without penalty. If payment was by cheque or cash, please allow a minimum of 30 days to receive the refund cheque. If payment was by credit card, please allow a minimum of 5 business days for credit to the account.

Penalty Fees for Student-Requested Cancellation or Rescheduling: Please note that penalty fees will apply to student requests for cancellation and rescheduling of any of the teachings offered by Ontogony Evolution LTD. Penalties vary according to the cost of the program and the timing of the request for cancellation or rescheduling. Please refer to the individual course descriptions for detailed information on how these penalties will be applied.

Special Circumstances: Cases of family and/or medical emergencies may result in a full refund (minus administrative fees). These will be considered on a case-by-case basis. In order to be considered for a refund, you must notify Ontogony Evolution LTD by e-mail (info@ontogony.com) as early as possible, prior to the start of the course or as soon as an emergency arises. Transfers may only be made to courses where there are spots available.

No-Show Policy: Student 'no-shows' for any course will forfeit the full cost of that program. All students are required to pay their tuition deposit or in full prior to the start of their course, and their attendance will not be confirmed until payment has been received.

Student-Requested Re-Audit of Missed Modules: A student who 'no-shows' for any teaching, without informing Ontogony Evolution LTD in advance, will not be eligible for any re-audit privilege.

A student in good standing may audit the missed module in a future offering of the same program, with written consent from the office of Ontogony Evolution LTD. Program fees must be paid in full. The student will receive access to all the course materials, audios, and videos for the missed module. The student will be placed on the class list for the future date. The transfer of credit to another Growth Group is not permissible.

If you have further concerns regarding fees, cancellations, re-scheduling, or any questions regarding course content or registration, please do not hesitate to contact us:

Ontogony Evolution LTD Administrative Office

E-mail: info@ontogony.com

Phone: 604.813.2848

Cancellation & Student Agreement Policies for Enrolment in Ontogony Courses and Online Programs

Student Agreement Policies

- I agree to be added to the Student Contact Lists of Ontogony Evolution LTD for the purpose of receiving course communications, and the 'Ontogony Mailing List' so that I will be kept abreast of all updates from the Ontogony Centre.
- I understand that my contact information is kept in a secure manner and upon completion of my studies with Ontogony, I may unsubscribe at any time.
- I agree to have any testimonials that I submit to be used for marketing and public relations with my initials only.
- I understand that my absence in any part of the Growth Group or Intensive Program is not refundable or transferrable to another program without the written consent from Ontogony Evolution LTD.
- I understand and agree that the access to all course materials (PDFS, Videos, Audios & Practices) are for my own personal use only and agree not to share with others. I respect the teachings of Ontogony and Dr. Carlos de León as copyright property.
- I respect the confidentiality of all other students that I share my studies with and agree not to share their personal process outside of the program.

CANCELATION POLICY: Please read prior to completing your registration: All requests for cancellation of a program, or to bank credits or transfer them to another individual, must be submitted in writing, with contact information [name, e-address and/or phone number], to the Administrator, info@ontogony.com.

Variable refunds for cancellations are available, as follows: All cancellation requests received are subject to an administration fee of \$75, in addition to a percentage of the full program fee as outlined below and is payable to Ontogony Evolution LTD.

In special circumstances, however, a person may be able to bank credits or transfer them to another individual. Such requests to either bank credits or transfer them to someone else must be submitted in writing to the Administrator at Ontogony Evolution LTD and will be evaluated on a case-by-case basis. Banked credits must be used within one year of the originally scheduled program.

All requests for any cancellation or transfer must be submitted in writing, with contact information [name, e-address and/or phone number], to Administrator at info@ontogony.com.

Live or Podcast Events ~ Variable refunds for cancellations will be given, as follows:

- No refunds will be given for cancellation requests. However, a person may be able to transfer their registration to another individual. Such a request to transfer to someone else must be submitted in writing to the Event Administrator at Ontogony Evolution LTD a minimum of 7 days prior to the start of the program.

Series, Workshops & Online Programs ~ Variable refunds for cancellations will be given, as follows:

- For cancellation requests received 60 to 89 days (or more) before the first day of the program, 50% of the full program fee will be refunded;
- For cancellation requests received 30 to 59 days before the first day of the program, 25% of the full program fee will be refunded.
- No refunds will be given for cancellation requests received fewer than 30 days before the first day of the program.

Intensives, Growth Groups & Retreats ~ Variable refunds for cancellations will be given, as follows:

- For cancellation requests received 90 days (or more) before the first day of the program, 75% of the full program fee will be refunded;
- For cancellation requests received 60 to 89 days before the first day of the program, 50% of the full program fee will be refunded;

- For cancellation requests received 30 to 59 days before the first day of the program, 25% of the full program fee will be refunded;
- No refunds will be given for cancellation requests received fewer than 30 days before the first day of the program;

In circumstances, where Dr. Carlos de León uses his reserved right to decline the admission or further participation of any person prior to or during a program, that person will be refunded either the full program fee (if admission has been declined), or a partial program fee that is pro-rated according to the remaining time of the program that he/she will no longer be attending.

All refunds will be returned to the participant by cheque. Ontogony Evolution LTD will confirm all cancellations or transfer requests by e-mail. If you do not receive a confirmation of cancellation or transfer within three (3) business days of the request, please call 604.813.2848.

ONTOGONY Release of Liability, Waiver of Claims and Indemnity Agreement

With reference to my participation in Events, Workshops, Online Programs, Series, Trainings, Intensives, Growth Groups & Retreats and any other courses organized by Ontogony Evolution LTD with Dr. Carlos de León, or his affiliates, taking place at the Ontogony Centre, 2667 West Broadway, Vancouver BC, or any offsite locations:

I, hereby agree:

- 1) To indemnify and hold harmless ONTOGONY EVOLUTION LTD, the Vancouver Ontogony Centre, Dr. Carlos de León, the program organizer(s) and assistant(s) - all of whom are hereinafter collectively referred to as "the Releasees" - from and against any and all claims, liabilities, losses, damages, costs, charges and expenses that result from my acts or omissions;
- 2) To waive any and all claims that I, or my heirs, may have now or in the future against the Releasees;
- 3) To release the Releasees from any and all liability for any loss, damage, injury or expense that I, or anyone else, may suffer as a result of my participation in this program; and
- 4) That this agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives in the event of my incapacity or death.

I hereby acknowledge and accept full responsibility for myself and my own actions. I recognize that I have the complete right of choice to participate or not in the activities of the program, and will exercise that right as I see fit in order to govern my own integrity in the learning process.

I recognize that any energy, healing or therapy techniques taught during this program in no way presume to constitute a medical diagnosis or treatment, and should not be regarded as a substitute for personal professional advice.

I understand that I am advised to use my own discretion and/or consult my physician before engaging in any of the exercises that are taught in this program. I am fully aware that Dr. Carlos de León reserves the right to decline admission or further participation to any person prior to, or during, the full length of the program.

I acknowledge that, by signing this form, I am making a binding agreement, and I understand that I may receive a copy of it upon request. I certify that I am at least 19 years of age. (If the participant is under 19 years of age, the signature of a parent or legal guardian must be appended as the responsible party to this agreement.)

I understand that, by signing this, I am agreeing to waive certain legal rights.

I have carefully read the Registration Terms and Conditions and the Cancellation and Student Policies which, along with the Release of Liability, Waiver of Claims and Indemnity Agreement, I understand and agree to be bound thereby.