

Monarch Continuing Education, LLC Student Agreement

The following agreement is made between the student registering for any MLD/CDP Certification Courses as listed on the registration form and Monarch Continuing Education, LLC (hereafter Monarch).

Confirmation

After acceptance into the program, each student will receive a confirmation email indicating the start and end times as well as pertinent information about the course location.

Class Times

A total of 135 hours of instruction is provided in the Full MLD/CDP Certification Course, and is comprised of 90 hours of classroom instruction and 45 hours of home study.

Home Study Portion

The student agrees to complete the Home Study Portion in its entirety prior to the beginning of the live class. The student agrees to be the sole individual accessing and completing the Monarch Home Study Program. Home Study Program materials are strictly prohibited from being shared with other individuals or organizations.

Attendance

Each student is expected to attend 100% of class time. Any student missing more than three (3) hours of the live class may not receive a Certificate of Completion.

Dismissal

Any student may be dismissed from the program for insufficient progress, non-payment of tuition, non-attendance, or unprofessional/unethical conduct. Reinstatement following dismissal is at the discretion of the instructor and/or Monarch.

Non-Discrimination

Monarch Continuing Education is not tolerant of discrimination of any kind by students or instructors. All classes will be held in ADA compliant facilities.

Certificates/Certification

In order to receive a certificate of completion for one of our certification courses, the participant must pass all exams administered, written and practical. CEU certificates for Parts I, II, and III will be given by email for your records. Final MLD or Certified Lymphedema Therapist certificates will be printed and suitable for framing. These will be given when payments are complete.

CEU Information

CEUs are available for our courses, however Monarch does not apply to every state individually for every discipline/profession. Each state and profession are different. It is up to the student to check with your state regarding regulations. Generally a course is approved for CEUs in most states if they are approved by a larger blanket national board as ours are.

Cancellation Policy

If student cancels within 7 business days of registration, the amount paid is full refundable minus the \$250 deposit. You will be allowed to keep your home study information, (text) and receive CEUs for that portion if the questions for that portion are completed. If student does not cancel within this period, student agrees to adhere to all policies contained herein.

Withdrawal

Withdrawal from the program may result in a loss of deposit/tuition monies. If a student cannot complete the course in its entirety due to a personal emergency or medical reasons, a 12-month grace period will be granted from the original date of the live course. If coursework is not satisfactorily completed during this grace period all tuition/deposit monies will be forfeited.

Cancellation of Classes

If a course is cancelled due to an insufficient number of registrants (Monarch requires a minimum of 8 students), all moneys received will be refunded or transferred to another class as elected by the registrant. Students will have the option of keeping the home study portion and receiving CEUs for that portion for a reduced fee. In case of cancellation of the class for any other reason, such as the instructor falling ill, a new course will be scheduled and all payments will be transferred.

Refunds

Refunds are processed back to the same payment type as they were originally received (ie: via credit card or via check) and processed by Monarch within 30 days of request, though it may not appear back on your card by then based on your credit card/bank's processing times. You will receive a transaction receipt when we process the refund.

Special Needs/Medical Considerations

If special arrangements are required for an individual with a disability, please contact us at least 60 days in advance. We will do our best to accommodate persons with disabilities as outlined by federal laws.

Some medical conditions may be contraindicated for and/or aggravated by certain types of manual treatment technique and compression therapy. To support your wellbeing as a participant, it is important that we are aware of any health conditions you may have. Please speak directly with the instructor if you have any serious medical conditions or if you have any concerns about your health. The instructor will advise you of any

restrictions. If you are pregnant or suspect you are pregnant, please inform the instructor PRIOR to any hands-on techniques. Any medical information you provide will be kept confidential and only viewed by Monarch personnel for the purpose of evaluation as it pertains to your participation in our courses.

Disclaimer

Attendance at one of Monarch's courses requires you to hold Monarch and its representatives not liable and harmless from litigation for any injury, accident or undesirable effect that may occur at the meeting site, from their equipment, and/or from other attendees. This is to include, but is not limited to, faulty elevators, slippery stairs or walkways, falling light fixtures, breaking chairs, collapsing tables and pre-existing medical conditions. If you are more comfortable bringing your own equipment, including a treatment table, you are welcomed and encouraged to do so. Monarch and its representatives are also not liable for any injury, accident or undesirable effect that may occur due to any equipment another party, such as a fellow participant, may bring in. This is to include, but is not limited to, a treatment table that may be shared or be the cause of an accident or injury.

Purpose of Training/Non-Compete

The student agrees that the purpose of the Monarch MLD/CDP Certification Course is to provide training and certification in the procedures known as Manual Lymph Drainage and Complete Decongestive Therapy. The student shall not, under any condition, solicit for competing purposes, the training and certification of other therapists. Although the student is encouraged to distribute information about the benefits of MLD, the student shall not be permitted to train or certify any other person in MLD and/or CDP unless granted written instructor privileges under Monarch guidelines to do so through this company with its supervision.

All materials, workbooks, computer generated programs, lectures, handouts, and educational peripherals provided in this course are, unless otherwise stated, the property of Monarch. Copyright and other intellectual property laws protect these materials. Reproduction and re-transmission of the materials, in whole or part, in any manner, without prior consent of the copyright holder, is a violation of copyright law. Individuals must preserve any copyright or other notices contained in or associated with the materials. Users may not distribute copies to others, whether or not in electronic form, whether or not for charge or consideration, without prior written consent of the copyright holder of the materials.

I, _____ hereby agree to the conditions of this Monarch MLD/CDP Course Student Agreement.

Student Signature