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Cancellations and Missed Appointments Policy

There shall be no refunds on any sale of one-on-one coaching sessions for any reason, including missed or cancelled appointments. If you experience any scheduling difficulties, please call Jeanette Nyden at 206-723-3472 or email Diana at DE@Jnyden.com. We are happy to sort scheduling challenges out.

To Schedule, Cancel or Change a Coaching Appointment

Coaching clients are free to schedule all calls within a 6-month period from the date of purchase. Once full payment for the coaching package is confirmed, you will receive a confirmation email. It is the client's responsibility to be available at the time of the appointment and to ensure that the contact information given to us when the purchase is made is correct.

All appointments are scheduled to accommodate Jeanette Nyden in the Pacific Time Zone. We will do our best to accommodate clients living and/or working outside the U.S.

We will use an on-line meeting site to conduct the calls. I will always provide my office number as a back-up phone number in the event that you are having technical difficulties with the online meeting site.

Clients who miss appointments and/or are greater than 15 minutes late will forfeit their appointment and are charged 1 appointment against the coaching package. NO REFUNDS will be granted for canceled or missed appointments. NO EXCEPTIONS WILL BE MADE.

To <u>change</u> an existing appointment, please email us at <u>DE@Jnyden.com</u> 48 hours before the scheduled coaching call. We have a strict 48 business-hour change policy. Within that 48-hour time frame, a session can be re-booked to a new date within the 6-month period from date of purchase. A session may not be rescheduled more than two times. The third time a coaching

client seeks to change an appointment, the client will be charged 1 coaching call against the package.

We reserve the right NOT to offer appointments to certain individuals. ONLY in this situation will a full refund be returned to the purchaser.

Live Webinar Recording Policy

All live webinars recorded through Sound Partnership Strategies, Inc. and the on-line platform provider. When you sign up for one of our live recorded courses, you are giving us permission to record the content for future use. If you would like to attend a webinar, but not be on the recording, simply refrain from asking questions, raising your hand, or participating in the live event.

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We reserve the right to make changes to this policy. Any changes to this policy will be posted.

Effective January 1, 2019.