



## **Spiritco1 Christian Internet Radio Broadcast Workshop Policies**

SCIR offers training at its client's sites or at SCIR sites in the DC Metro area. SCIR offers the course listed on its website and can also modify these courses or design new courses at client request. As outlined below, certain pricing, discount, and other terms vary depending on the location of the course and whether the course is custom designed.

SCIR shall provide one or more qualified instructors for each course. SCIR shall provide all attendees with course materials and copies of all handouts on the first day of training. Certificates shall be provided to all attendees upon completion of the course.

### **Prices and Deposits**

Tuition is due in full on registration. Prices are \$675 per student. Number of students may be limited at particular sites; registrations are processed in the order received. Classes subject to cancellation at Spiritco1's discretion. Breakfast, lunch, and class materials included in price.

### **Cancellations**

All cancellations must be received in writing. Cancellations will not be accepted later than the cut-off date of 14 days prior to the course date and full payment will be due. Cancellations received before the cut-off date is eligible for nonrefundable credit toward a future course within six months of the original course date. Cancellations received after the cut-off date will only be eligible for future course credit with an additional processing fee of \$25 for a breakfast presentation or audio conference, \$125 for a one-day course and \$200 for courses longer than one day. If you must cancel prior to the cut-off date and are unable to reschedule for another course, refunds will be available but are subject to a processing fee of \$25 for a breakfast presentation or audio conference, \$125 for a one-day course and \$200 for courses longer than one day. Attendee substitutions are permitted at any time. No shows will be charged the full amount.

## **Discounts**

All church ministry employees will receive a 5% discount for training courses. For information on any further discounts offered for specific courses, please contact Henry Harris at (301) 567-5349, ext. 25, or [hharris@spiritco1.com](mailto:hharris@spiritco1.com). Further discounts may apply.

## **Confirmations**

Confirmation of registration will be sent via e-mail within seven days of submission (less if the registration was received the week prior to the seminar). If you have not received a confirmation e-mail, your registration may not have been received. To verify registration, contact Henry Harris at (301) 567-5349, ext. 25, or [hharris@spiritco1.com](mailto:hharris@spiritco1.com).

## **Onsite Seminars**

### **Prices and deposit**

Prices are per person, with a minimum of 5 persons. Additional prices per person are listed in the price list. Course materials are included in price. SCIR will make every effort to deliver courses, but may be unable to accommodate particular desired dates for course delivery, because of other commitments. We require a 50% deposit due upon execution of a training agreement by Client, balance billed upon completion of the training. Other reasonable direct costs incurred for travel, meals plus G & A outside of the Washington, DC Metropolitan area shall be invoiced at cost.

### **Cancellations**

Client will be billed for the full 5 students, even if fewer attend. Attendee substitutions are permitted at any time up to the start of the course. In the event an entire course session is cancelled with less than thirty (30) calendar days notice prior to course commencement, the client is liable for all out of pocket costs that SCIR incurred in preparing to teach this course, including non-refundable expenses such as airfare. A postponement of a course is considered a cancellation.

All cancellations must be received in writing. SCIR shall use its best efforts to attempt to reschedule training cancelled for reasons beyond Client's control.

## **Discounts**

All orders received at least 21 days before the desired course date will receive a 10% discount. All Christian ministry employees will receive a 5% discount and are also eligible for the additional 10% early registration discount. Further discounts may apply.

## **Confirmations**

A standard training contract will be provided to a representative with authority to sign within a day of receipt of an authorized order. To order, contact Henry Harris at (301)567-5349, ext.25, or [hharris@spiritcol.com](mailto:hharris@spiritcol.com).

**Confidentiality Agreement:** SCIR, agrees that at any time during the term of this Agreement and for one (1) year following the last day of training, any information provided by Client to SCIR or any of its employees or consultants which is designated by Client as proprietary and/or confidential, shall be considered confidential and proprietary to SCIR, its employees, and consultants. Therefore SCIR, its employees, and consultants will not without Client's prior written consent—publish, divulge, disclose, or otherwise communicate to any person or persons outside SCIR any information relating to the training, including questions discussed during the training.

It is understood that SCIR shall have no confidentiality obligation with respect to any information known by SCIR, generally known within the industry, prior to the date of this Agreement, or which information becomes common knowledge within the industry thereafter. SCIR shall have all of its consultants and employees sign a similar agreement to not disclose Client's confidential information.

**Intellectual Property:** SCIR retains an exclusive copyright license to all materials prepared by SCIR and furnished to Client during the course of this engagement. Client shall have the right to retain copies of the materials at the conclusion of this engagement. However, Client shall not reproduce the materials without SCIR's express written permission.



