



Terms & Conditions

Correspondence / Distance-Learning Courses

Please read the terms and conditions carefully as it applies to any correspondence / distance-learning package purchased. I understand and agree to the following terms and conditions:

1. I will not photocopy or reproduce in any way, any of the material enclosed either in the manual or the course material.
2. I will not copy the wording directly out of the manual. I will use my own wording to answer the questions. Any wording directly used from the manual (unless *quoted* with *page number*) will result in my assignment being sent back to me to redo.
3. I have the choice to email the assignments or I may send assignments via Canada Post. If I send the assignments via Canada Post, I agree to send a **self-addressed stamped envelope** with sufficient postage for assignments to be returned. We are not responsible for any lost material.
4. I have up to **four months** to complete each course (Fitness Theory, Weight Training or Personal Training). If I do not finish a course in specified time, I will be subject to paying an additional \$100 start-up fee (plus tax). (*To restart the course – I must send a letter stating the reason for the delay accompanied by payment). I have four months from the day I receive the course to complete so I will pace myself accordingly.
5. If the course is not finished the course within four (4) months of the start date, I have no recourse. I may only renew my course at the full price.
6. *Once a course has been purchased, the sale is final. Be sure to call with questions prior to ordering.*
7. If you purchase a correspondence course (not the PAPERLESS version) and would like to transfer to an in-class course, there is an **additional \$100+tax** fee.
8. If you purchase one of the **COMBO Correspondence Course Packages**, be aware:
 - a. No refunds once a correspondence / distance learning course is ordered online and shipped/emailed, the sale is final. **So be certain you want to order the discounted combo packages! NO EXCEPTIONS.**
 - b. There are no classroom combo purchase options. If you decide you would like to transfer into an classroom-based course(s), each course transfer fee is an **additional \$100+tax**.

Classroom-Based Courses

Please read the terms and conditions carefully as it applies to classroom-based course(s) purchased. I understand and agree to the following terms and conditions:

1. *Once a course has been purchased, the sale is final. Be sure to call with questions prior to ordering.*
2. If I need to transfer to another course at a later date, I will be required to pay a \$125+tax transfer fee.
3. There is no refund on course manual(s) / book(s) once delivered. Cost does vary per book (e.g. Fitness Theory \$85+tax, Older Adult \$95+tax). Prices change without notice.
4. If I decide to transfer to another course within 1 week of the actual course date, I will be offered the option to transfer to the next course offered for a \$125+tax transfer fee.
5. If I fail to attend any or all sessions of the course I will not be issued a certificate or be eligible for a refund.
6. Missed Session Fee:
 - Missed sessions must be made up at a later date to receive a course certificate. The cost of make-up sessions is \$99 + tax / hour. The other option is to wait until the next

course to make up the session, but the course transfer fee of \$125 + tax will be charged.

7. Your certificate will NOT be issued until all course requirements have been completed and full payment plus any charges incurred have been paid.
8. If you require a certificate to be resent or a hard copy, the fee is \$25 + tax + shipping (if applicable), so do not lose it.
9. Once a course has been purchased, the sale is final. Be sure to call if you have any questions prior to ordering.

Correspondence / Distance Learning Workshops

Please read the terms and conditions carefully as it applies to any correspondence / distance-learning workshop or workshop package purchased. I understand and agree to the following terms and conditions:

1. Once a course has been purchased, the sale is final. Be sure to call with questions prior to ordering.
2. I will not photocopy or reproduce in any way, any of the materials.
3. A hardcopy version of the workshop materials is not offered –email version only.
4. I have the choice to email the answers or I may send answers via Canada Post. If I send the assignments via Canada Post, I agree to send a **self-addressed stamped envelope** with sufficient postage for answers to be returned. We are not responsible for any lost material.
5. I have a maximum of **1 month per workshop** to complete. If I do not finish within the specified time, I will need to re-purchase the workshop to receive BCRPA credit.

Classroom-Based Workshops

Please read the terms and conditions carefully as it applies to any classroom-based workshop or workshop package purchased. I understand and agree to the following terms and conditions:

1. Once a course has been purchased, the sale is final. Be sure to call with questions prior to ordering.
2. I will not photocopy or reproduce in any way, any of the materials.
3. A hardcopy version of the workshop materials will be provided at the workshop.
4. I must attend the workshop to receive BCRPA credit.

ICE – Evaluations

Please read the terms and conditions carefully as it applies to any ICE Evaluation or package purchased. I understand and agree to the following terms and conditions:

1. Payment must be made prior to a scheduled ICE due to the high cancellation rate. Once a course has been purchased, the sale is final. Be sure to call with questions prior to ordering.
2. All cancellations must be received at least 24 hours before your ICE (Instructor Competency Evaluation) in order to avoid being charged for your Exam. The option to reschedule may be offered if cancelled with more than 24 hour notice.
3. Students who do not cancel with 24 hour notice will be charged for the cancelled session and no refund will be offered. The option to reschedule is at the discretion of the ICE Evaluator and their schedule.
4. No shows will be charged in full. There will be no option to reschedule without full payment again.
5. If your paperwork is incomplete, an additional fee of \$75/hour will be charged (over the 1.5 hour time allotment).
6. If you need to cancel an exam, please call: 604-372-3233. NOTE: Text messages and email are not appropriate methods of cancellation.

General

All products and services of Infocus Wellness Inc. (dba KINESIOLOGISTS.CA) and its subsidiaries and affiliates are subject to the terms and conditions of the applicable agreements governing their use. The information, material and content provided in the pages of the Site (the “Information”) may be changed at any time without notice. Changes may be made to the Terms at any time without notice by updating this posting. You agree to review the Terms regularly and your continued access or use of the Site will mean that you agree to any changes.

Internet E-Mail

Any unprotected E-Mail communication over the Internet is, as with communication via any other

medium (e.g. cellular phones, post office mail), not confidential, subject to possible interception or loss, and is also subject to possible alteration. We do not encourage anyone to send personal or financial information. Infocus Wellness Inc. (dba KINESIOLOGISTS.CA) is not responsible for and will not be liable to you or anyone else for any damages in connection with an E-Mail sent by you to Infocus Wellness Inc. (dba KINESIOLOGISTS.CA) or an E-Mail sent by Infocus Wellness Inc. (dba KINESIOLOGISTS.CA) to you at your request.

Links/Software

Links from or to web sites outside the Site are meant for convenience only. Infocus Wellness Inc. (dba KINESIOLOGISTS.CA) does not review or control, and is not responsible for any sites linked from or to the Site, the content of those sites, the third parties named therein, or their products and services. Linking to any other site is at your sole risk and Infocus Wellness Inc. (dba KINESIOLOGISTS.CA) will not be responsible or liable for any damages in connection with linking. Links to downloadable software sites are for convenience only and Infocus Wellness Inc. (dba KINESIOLOGISTS.CA) is not responsible or liable for any difficulties or consequences associated with downloading the software. Use of any downloaded software is governed by the terms of the license agreement, if any, which accompanies or is provided with the software.

All Course / Workshop Versions & Evaluations

NOTE: You are personally responsible for obtaining any and all pre-requisites for the courses or exams/evaluation offered by KINESIOLOGISTS.CA (Infocus Wellness Inc dba) you register in (classroom or correspondence versions or ICE's). It is not KINESIOLOGISTS.CA's (Infocus Wellness Inc dba) position to determine if you are eligible to take a course or exam/evaluation. If you are unsure, call the BCRPA office or check online in thefitnessREGISTRY® offered by BCRPA. Should you decide to take a course or exams/evaluation in an incorrect sequence, KINESIOLOGISTS.CA (Infocus Wellness Inc dba), the instructors or assistants cannot be held responsible in any way. Also, making incorrect statements about your certification completions at any time could render your certification invalid by the provincial certification association.

We hope that you find the course(s) ICE educational and fun and will do everything possible to ensure your learning is a positive experience. Please do not hesitate to contact us at: **info@kinesiologists.ca** or **604-372-3233**