



INTEGRAL  
COACHING CANADA INC.

## INTEGRAL COACHING® - EMBODIMENT & CERTIFICATION MODULE APPLICATION FORM

Name: \_\_\_\_\_  
Last First Preferred

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City Province Postal Code

Work Phone Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Start date of Certification Module for which you are applying: \_\_\_\_\_

City where this Certification Module is being taught: \_\_\_\_\_

Which courses have you taken with us?

Course	Leader(s)	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____



## TUITION & PAYMENT PLAN

**COURSE TUITION:** \$9,400.00 + GST

**OBTAINING A SEAT IN THE COURSE:** A \$500 non-refundable deposit is required to process your Application. Please attach a cheque in the amount of \$500 with your Application Form.

**PAYMENT OF TUITION:** Balance of tuition is due two weeks prior to the start date of the Module. We also provide an extended payment plan with options provided below. Read the Cancellation Policy carefully to understand your financial obligation under the extended payment plan.

**PART A: Payment Plan Options (choose one):**

- Pay balance in full two weeks before starting date of the Module.
- Pay balance over four consecutive months beginning the first day, first month of Module 2 ie. Sept Module cheques would be dated Sep 1, Oct 1, Nov 1, Dec 1
- Pay balance (plus \$100 extended payment financing charge) for ten consecutive months beginning the first day, first month (10 post-dated cheques due 1 month prior to start date)

**PART B: Method of Payment (choose one):**

- Cheque (post-dated cheques must be provided at least one month prior to start date for the extended payment plan)
- Bill my organization for the full amount (Invoice must be paid in full upon receipt)

## CANCELLATION POLICY

*Providing a cancellation notice of: Results in:*

30 days or more before start date: Loss of \$500 non-refundable deposit

Less than 30 days before start date: Loss of 100% of the total Module tuition (including GST). If payment has not yet been made, 100% of the Module tuition becomes immediately due.

I understand that I may not transfer my funds to another Module. I understand and agree that if I withdraw from the Module at any time for any reason, Integral Coaching Canada Inc. is entitled to retain the full tuition as consideration for assuming the responsibilities in undertaking the program. If the tuition is being paid in instalments, the full amount becomes immediately due and payable if, at any time and for any reason, I withdraw from the Module. In addition, I understand that services will be withheld if payment is not received by the date due. I understand that no refunds are provided within 30 days of the program start date and none are provided once the program has begun.

I have read the Cancellation Policy and accept its terms:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## WRITTEN SUBMISSION

A written submission is required to be considered for the Integral Coaching® - Embodiment & Certification Module. The two components are detailed below.

### **PART A: APPLICATION QUESTIONS**

Please limit your written submission relating to these questions to 5 pages single-spaced.

1. What did you learn in the pre-requisite Foundation & Apprenticeship Module such that you want to continue to pursue your development as a human being and Integral Coach™? (1/2 page)
2. Why do you want to become a Certified Professional Integral Coach™? (1/2 page)
3. Please assess yourself using the Integral Assessment Lenses that you used during your Apprenticeship Module. Please provide evidence for your assessment. Given your self-assessment, what do you think your key areas for personal and professional development will be during the Certification Module? (2 pages)
4. How would you describe your Current Way of Being in life? (1 page)
5. What is your current understanding of our Integral Coaching® method? (1/2 page)
6. What else would you like to say? (1/2 page)

### **PART B: AUTOBIOGRAPHY**

Please write an autobiography of yourself including whatever you wish, in whatever order you decide (limit of 4 single-spaced pages). There is no 'right' or 'wrong' way to write this.

The completed Application Package submitted must include the following items:

1. First two pages of this Application document completed and signed
2. Your deposit cheque for \$500
3. Your written submission (9 single-spaced pages total)

Please submit your application to: Integral Coaching Canada Inc.  
P.O. Box 74037  
Ottawa, ON K1M 2H9

Call us at (613) 265-2539 if you have any questions or would like to speak to us about this Module. Please note the additional information provided on the following page.



## APPLICATION NOTES

Given your successful completion of the pre-requisite Module required to be considered for this Integral Coaching® - Embodiment & Certification Module, you already know that our programs are demanding and rigorous. This Module will also be challenging and will stretch you as an Integral Coach™ and as a human being. Our commitment is to accept participants into the program who have the interest, capacity, resourcefulness, skill, compassion, and desire to become professionally certified.

Applications are accepted and reviewed throughout the entire year. We will review each Application within 30 days of the date received and if you are accepted, you will be notified of the next steps to prepare for the Module. If you are not accepted, we will provide you with specific feedback and suggestions for further development. The deadline date for receipt of submissions is posted on the Integral Coaching Canada web site. However, we strongly encourage you to submit your Application as soon as you know you want to apply as the Module fills quickly. We limit our class sizes to 20 participants. When we receive Applications in excess of this number and if more than 20 applicants meet our criteria for acceptance, we will enrol the first 20 that we have received. All Applications will be dated upon receipt.

If you are accepted as an applicant but the Certification Module is filled, we will give you the option of applying your deposit to the next delivery date of the Module so that you will be guaranteed a seat in the next offering.

Given your experience in working with us in the past, you are aware that the scope of the program will be both 'wide and deep'. You will need to attend all three in class sessions and complete all required assignments. Of course, we will continue to support you throughout the year and our connections with each other will be very rich. You will join a community of coaches that will stay connected well beyond the date the program ends!

We sincerely appreciate that you want to continue your development with us and, as ever, we are humbled by what is entrusted to us, to each other and to this deeper journey into Integral Coaching®. Thank you, in advance, for your Application.

With our kindest regards,

Laura Divine & Joanne Hunt