



Design Your Own AI Assistant Purchase Terms

Version 1 | Effective October 14, 2026

General Terms and Conditions

These Terms explain how you may use the AI Coaching Mastery website and purchase or use our products and services. Read them together with the schedule, product description, and order details for your purchase. Product-specific terms explain what is included, when it is delivered, and any additional rights we offer.

1 Who we are

AI Coaching Mastery is operated by Metafusion Services, LLC, a United States business. In these Terms, “we,” “us,” and “our” mean Metafusion Services, LLC. “You” means the person or organization entering into the agreement. If an organization purchases a place for someone else, the participant must also follow the applicable access, conduct, and license rules.

Our mailing address is Metafusion Services, LLC, 1699 N Terry St SPC 180, Eugene, OR 97402, United States. Contact us at info@aicoachingmastery.com. Our website is <https://www.aicoachingmastery.com>.

2 What these Terms cover

These Terms cover our website and, when offered, live and recorded courses, workshops, group programs, digital lessons and publications, templates and AI toolkits, software or workflow licenses, individual coaching and consultations, custom implementation services, and free or paid memberships and communities.

Listing a product type here does not mean it is currently available or included in another purchase. Separate products, subscriptions, licenses, and services require their own order or agreement.

For a purchase, the agreement consists of these Terms, the applicable product schedule, the offer and material descriptions presented before purchase, and the agreed order details. An individually agreed written provision takes priority over a product schedule; a product schedule takes priority over these Terms for its subject matter. Mandatory legal rights always take priority. We will resolve an inconsistency with the pre-purchase description without silently reducing the promised product or your rights.

A product schedule applies only to the product, service, or cohort it identifies. Its refund promises, return benefits, access periods, and other special terms do not apply to another purchase unless expressly offered there. Existing purchases keep the terms agreed when they were made unless a lawful change is separately agreed.

3 Eligibility and accounts

Participants in our paid offerings and people registering for membership or community accounts must be at least 18 years old. This includes free memberships and community accounts. You must also be legally able to enter a binding agreement. If you purchase for an organization, you confirm that you have authority to do so. Give us accurate enrollment and contact information and keep it current.

Access is for the named participant or licensed users specified in the order. Keep sign-in details private, do not share a participant account, and contact us promptly if you suspect unauthorized use. An organization buying one place does not receive unrestricted access for its whole team.

Some offerings are intended primarily for business or professional use. We may ask you to confirm your purchase purpose. That confirmation does not waive rights you legally hold or determine your status contrary to applicable law.

4 Orders and payment

Before you commit, we will state the product, price, currency, payment schedule, material prerequisites, delivery or access arrangements, and applicable cancellation terms. For standard courses, digital products, and consultations, we accept your order when payment has succeeded and we issue your purchase or enrollment confirmation. For an installment plan, this means the first payment. An automated purchase or enrollment confirmation counts as acceptance. Acceptance of custom implementation work follows the separately agreed proposal or project agreement. If we collect payment but cannot accept your order, we will refund that payment.

The order identifies applicable taxes and any required additional charges before purchase. Your bank or payment provider may apply currency-conversion or other charges under its own agreement with you. We do not add undisclosed charges after you order.

Discounts apply only under the eligibility and deadlines stated in the offer. We will not change the agreed price of an accepted order because a later price or promotion differs. If an obvious pricing error prevents acceptance, we will explain it and let you choose whether to proceed at the corrected price or receive a refund.

An installment plan spreads an agreed purchase price across payments. It is not a cancel-anytime subscription unless expressly described as one. The order must show each payment, its due date, and the total payable, including any difference from the pay-in-full price. Refund, cancellation, and statutory rights remain applicable.

If a payment fails or is overdue, we will contact you. Please pay or agree on another arrangement within seven calendar days of that notice. We may then pause affected paid access while the issue remains unresolved. We will consider illness or unexpected circumstances in good faith. We will not use a payment suspension to defeat a valid refund, cancellation, or other legal remedy.

5 What different purchases include

Courses and workshops. The applicable offer and schedule specify the teaching format, dates, included support, access period, completion criteria, and any recordings. Live attendance, replay access, and later-cohort participation are included only as stated. A place in one course does not include another course or a professional credential.

Digital resources and software. The order or supplied license specifies permitted users, uses, delivery, compatibility requirements, access duration, and any included updates or support. A downloadable resource license is distinct from access to the website hosting it. A purchase does not automatically include future versions, custom development, or indefinite hosted access. We will provide any updates or remedies required by applicable law.

Coaching and consultations. The booking or schedule specifies the session length, number of sessions, cancellation notice, delivery method, and any package expiry. Advice supports your own decisions. It does not guarantee a particular business or personal outcome. A course's individual-session rules apply to that course only.

Custom implementation and organizational training. A written scope or work order must identify deliverables, responsibilities, fees, milestones, acceptance arrangements, intellectual-property rights, support, and cancellation terms. Additional scope requires agreement before it is charged. An educational course or consultation does not include a completed custom system unless expressly agreed.

Memberships and communities. Free membership does not grant paid-product access. Any paid membership offer must state its billing period, minimum commitment, renewal terms, cancellation method, and what happens to access when it ends. No automatic renewal applies unless disclosed and agreed before purchase. Where renewal is agreed, you may stop future renewals through the disclosed account route or by emailing us before the next renewal, subject to any more favorable legal right. Price changes require advance notice and an opportunity to decline renewal. Community access included with a course follows that course's schedule.

6 Access and delivery

We will deliver the agreed product with reasonable care and skill. Access may be staged where disclosed. Opening an account or orientation area does not mean every lesson or resource is immediately available.

You are responsible for the computer, internet connection, and third-party accounts disclosed as prerequisites. Third-party subscription fees are separate unless expressly included. Contact us before purchase if you are uncertain whether your equipment, access needs, or account permissions fit the stated requirements.

We may make reasonable changes to teaching sequence, examples, or delivery tools while preserving the promised substance and support. We will notify you of material changes. If we cannot provide a materially equivalent agreed service, the applicable cancellation provisions and legal remedies apply. A provider outage or event outside our reasonable control does not remove those remedies.

When online access has a stated end date, download any resources you are entitled to keep before that date. Expiry of hosting does not itself terminate a continuing download license. Community membership, product access, and payment-plan duration are separate entitlements.

7 Our materials and your work

We or our licensors retain rights in our course content, recordings, templates, AI Assistant Toolkit components, methods as protected by law, and branding. Your purchase grants the rights stated in the applicable schedule or license; it does not transfer ownership of those materials.

Unless a more specific license permits it, access is non-exclusive and for the named participant's learning and use within their own business. You may apply what you learn and use your original outputs and deliverables in paid client work. For example, you may sell a strategy document you create using your assistant, provided it does not redistribute our protected materials.

Sharing our templates, AI Assistant Toolkit components, or teaching materials with clients or other people requires express permission for the particular resource. You may not sell or rebrand those materials, share paid access, or use our branding to imply endorsement unless expressly permitted. A resource-specific sharing permission or license continues to apply on its stated terms. Rights that applicable law does not permit us to restrict remain unaffected.

You retain your rights in your original work, materials, and contributions. We do not acquire ownership of your business methods or projects because you discuss or develop them with us. Our underlying licensed components remain ours when incorporated into your work. Third-party materials remain subject to their own rights and licenses. We do not promise that AI-generated output is unique, copyrightable, or free of third-party rights.

When you submit work for support or review, you give us and the authorized people supporting your participation permission to use it only as reasonably needed to deliver that support and administer the program. Posting in a community makes the post available to that community. Neither submission nor enrollment gives us permission to use identifiable contributions in advertising or unrelated training. Separate permission is required for those uses.

8 Responsible AI use and professional boundaries

AI can produce inaccurate, incomplete, biased, or unsuitable results. Review and test outputs before relying on them, sharing them, or using them in your business. You remain responsible for your professional judgments and decisions, while we remain responsible for the obligations we undertake to you.

Use materials you own or have permission to use. Do not expose passwords, credentials, or confidential client, employer, or third-party information in group activities or support submissions. Prefer fictional, anonymized, or appropriately sanitized examples. Only connect accounts or permit AI actions when you understand and authorize the access involved.

Unless expressly included in a separate agreement, our education does not authorize or prepare you to deploy AI in clinical, legal, financial, or other regulated or high-stakes client services. Obtain appropriate professional advice and permissions for those uses. Course participation is not a substitute for your own professional duties.

Third-party AI tools and other platforms have their own terms, availability, pricing, and data practices. Their involvement does not imply our endorsement of every feature or a promise of uninterrupted access, identical capabilities, or compatibility with every future version. We will address defects or inaccurate instructions in our own agreed deliverables rather than treating them automatically as chargeable extra work.

9 Participation and community conduct

Treat other participants and the teaching team respectfully. Do not harass, discriminate, threaten, impersonate, send unsolicited promotions, infringe rights, or interfere with the website or services. Do not attempt to bypass access controls or introduce harmful software.

Respect the privacy of others. Do not disclose their confidential discussions, projects, or personal information outside the permitted group. A group setting cannot guarantee that every participant will keep information confidential, so share selectively. Do not independently record sessions, take identifiable screenshots for external use, or add a recording or transcription bot without prior permission from us and any other permission legally required.

We may remove offending material or restrict access where reasonably necessary to address a breach, protect people, or comply with law. Where practicable, we will explain the concern and allow a reasonable opportunity to resolve it. Urgent restrictions may be imposed for serious safety, privacy, or security concerns. A restriction does not create automatic forfeiture of fees.

If we end your participation in a paid program for misconduct, we will honor any full-refund guarantee that still applies. Otherwise, we will refund payments attributable to undelivered services and cancel remaining installments for that program. We will retain only the appropriate amount for what was already supplied, using the applicable product's disclosed allocation. Any greater refund or other remedy required by applicable law remains available.

When we end your participation for misconduct and apply a partial-refund settlement, your live participation and program-community access end. You may retain the AI Assistant Toolkit and lesson materials already provided and covered by the payment we retain. Their existing license restrictions and agreed access periods continue to apply. A full refund instead ends the licenses to the refunded program's AI Assistant Toolkit and course materials, subject to applicable law; you retain your own original work.

10 Recordings and personal information

We will explain recording and transcription arrangements before affected sessions and obtain any permission required by applicable law. Product-specific notices describe the intended audience and available participation choices. Recording permission is separate from marketing permission.

Our Privacy Policy explains how we process personal information. It is available at <https://www.aicoachingmastery.com/privacy-policy>. These Terms do not replace that policy or constitute blanket consent to all processing. Where consent is required, we will request it separately for the stated purpose.

11 Cancellation and refund promises

Any voluntary refund guarantee, rescheduling benefit, or transfer right is stated in the relevant product schedule or offer. A refund promise is an additional contractual benefit. Its deadline and conditions do not shorten or limit a statutory right that remains available to you.

You may submit a cancellation or refund request by emailing info@aicoachingmastery.com or using the Get in Touch form at the bottom of our website, <https://www.aicoachingmastery.com>. Either method is sufficient; you do not need to send the same request through both. The applicable deadline and entitlement follow your product schedule and statutory rights.

Unless a schedule gives a broader right, simply stopping participation or use does not cancel an agreed fixed purchase price. That does not restrict a remedy for our breach, cancellation, non-delivery, or any right granted by law. We will explain the applicable calculation when a refund depends on the portion delivered.

Refund calculations, resource-package allocations, installment commitments, and cancellation charges apply only to the extent permitted by law. They cannot reduce a greater refund or other remedy required by applicable law.

12 Statutory rights and early access

Nothing in these Terms or a product schedule excludes, restricts, or replaces a right or remedy that applicable law does not allow us to exclude, restrict, or replace. Depending on your circumstances, these may include rights to withdraw from a purchase, receive a refund, or obtain a remedy when services or digital content are not supplied as agreed. Where applicable law gives you greater protection, that protection applies.

Accessing a community, course environment, service, or digital content does not, by itself, mean that you have waived a statutory cancellation right. Where the law requires an express request, consent, acknowledgment, or confirmation for early supply or a change to cancellation rights, we will provide the information and obtain the required agreement separately. Any additional refund guarantee remains available on its own terms.

For qualifying EU or UK consumer purchases of our services or digital content, the usual withdrawal period is 14 days after the contract is concluded. Required notices explain the applicable period and procedure. Failure to provide required information can extend that period. To cancel, send us a clear statement by email or post, use the Get in Touch form at the bottom of our website, <https://www.aicoachingmastery.com>, or use any applicable online withdrawal function. You may use the optional form at the end of these Terms. You do not have to explain your decision.

For a qualifying statutory withdrawal, we will reimburse payments within the applicable legal deadline, normally within 14 days after receiving notice, using the original payment method unless another no-cost method is agreed. If you expressly request services during the withdrawal period, lawful proportionate charges for services supplied may apply only where the required information and request have been obtained. A service cancellation right ends on full performance only where the required conditions are met. Digital-content withdrawal rights can end when supply begins only after the legally required consent, acknowledgment, and confirmation. These rules do not reduce a more generous refund guarantee.

13 Liability

We are responsible for performing our contractual obligations with reasonable care and skill. We do not guarantee particular earnings, business growth, a completed participant project, or error-free AI outputs. This does not remove an express deliverable, reasonable-care obligation, or remedy for a product that does not meet its description.

For claims arising from a course purchased primarily for business purposes, our aggregate financial liability for ordinary claims connected with that course is limited to the participant's total agreed tuition, including any agreed installment-price premium. This is the full agreed price, not just installments already paid. The limit applies across related claims concerning that purchase, not separately to each claim.

For one-time purchases of digital resources, workshops, and standalone consultations made primarily for business purposes, our aggregate financial liability for ordinary claims connected with the purchase is limited to its total agreed price, including any agreed installment-price premium. This is the full agreed price, not just amounts already paid. The limit applies across related claims concerning that purchase, not separately to each claim.

These caps do not apply to our refund or repayment obligations, fraud, intentional misconduct, gross negligence, or any liability that applicable law prohibits us from limiting, including death

or personal injury caused by negligence where protected by law. They do not restrict mandatory consumer or data-protection remedies. For a consumer purchase, any limitation applies only if lawful and fair; we do not rely on the business-purchase caps to override consumer protections.

For products and services outside the categories covered above, any specific liability cap must be stated in the applicable schedule or individually agreed contract. These Terms do not create a zero-liability cap for free services or an unstated cap for recurring subscriptions or custom implementation work.

14 Ending access and continuing rights

Access ends at the agreed expiry, following a cancellation or refund as specified in the applicable schedule, or following lawful termination for a material breach. Where termination is for a remediable breach, we will ordinarily give notice and a reasonable opportunity to remedy it. Immediate action may be necessary for serious harm, unlawful conduct, or security risks.

Ending access does not transfer ownership of your original work to us. The applicable license determines whether downloaded resources may still be used. Obligations concerning unpaid amounts that remain lawfully due, intellectual property, confidentiality, refunds, and dispute resolution continue to the extent relevant after access ends.

15 Changes to these Terms

The version accepted for your purchase governs that purchase. We will not apply later terms retrospectively to remove a promised benefit or accrued right. Changes required by law or separately agreed in writing may apply as appropriate.

For an ongoing service, we will explain any proposed material change in advance and provide any notice, consent, or cancellation opportunity required by law and the applicable agreement. Publishing revised website terms alone does not establish your agreement to a new price or materially different paid service.

16 Questions and disputes

Contact info@aicoachingmastery.com with a question or complaint and enough information for us to identify the purchase and understand the issue. We will seek a practical resolution in good faith. You are not required to complete an internal process before exercising a right that law allows you to exercise directly.

These Terms are governed by Oregon law, subject to mandatory protections that apply to your purchase. This choice does not deprive you of consumer protections or rights to bring proceedings in a particular court that applicable law does not permit you to waive. These Terms do not impose compulsory arbitration or a class-action waiver.

If a provision is unenforceable, it applies only to the extent lawfully permitted or is severed where lawful; the remainder continues where it can fairly operate. A delay in exercising a right does not itself waive it. Neither party may transfer the agreement in a way that reduces the other party's rights without any consent required by law.

Optional cancellation form

Use this only if you wish. A clear cancellation email or a cancellation request through the Get in Touch form at the bottom of our website, <https://www.aicoachingmastery.com>, is sufficient. Send to Metafusion Services, LLC, 1699 N Terry St SPC 180, Eugene, OR 97402, United States, or info@aicoachingmastery.com.

I give notice that I wish to cancel my contract for the following product or service:

Product or service: _____

Order date and reference if known: _____

Customer name: _____

Customer address: _____

Date: _____ Signature if sent on paper: _____

Design Your Own AI Assistant

Course Terms

This schedule describes the December 2, 2026 to February 5, 2027 cohort of Design Your Own AI Assistant. It forms part of your agreement with Metafusion Services, LLC, trading as AI Coaching Mastery, alongside the General Terms and your order details. It takes priority over the General Terms for the course-specific matters below, subject to applicable statutory rights.

1 Your course

This is a live online course for people developing an AI assistant for their coaching, consulting, or other business. It includes eight teaching weeks across ten calendar weeks, with a two-week holiday break. Enrollment is limited to 20 participants. The course requires a minimum enrollment of six participants. By November 17, 2026, we will assess enrollment and notify enrolled participants whether the course will proceed or be canceled because the minimum has not been met. If we cancel or substantially postpone the start because this minimum is not met, section 12 applies.

Your tuition includes the AI Assistant Toolkit, eight 90-minute teaching sessions, eight 90-minute Open Design Labs, three 30-minute individual sessions with Gabriel Powell or a lab assistant, course lesson materials, the recordings and transcripts described below, and course community membership.

You will develop a manageable project using your own knowledge and materials. The course supports planning, building, testing, and continued improvement. A fully finished project, a particular business result, and additional custom development are not guaranteed deliverables.

2 Orientation access and course content

Starting November 18, 2026, you'll receive access to the course environment, participant community, and selected preliminary reading materials. This gives you time to get familiar with the environment, introduce yourself, and connect with other participants before teaching begins on December 2, 2026.

The complete course library is not available when orientation access opens. Modules, lessons, and supporting resources are released progressively during the course, generally week by week. We may adjust the timing and sequence of releases to support the learning process and the cohort's needs. This flexibility does not reduce the content or support included in your enrollment.

Opening orientation access does not move the scheduled teaching start date or shorten your refund guarantee.

The November 18 onboarding package includes the participant AI usage policy and individual consent form. If you enroll after that date, we will provide the package and then-available orientation access after confirming your enrollment. Required notices and permissions will be addressed before the relevant activity; enrollment alone is not blanket consent to recording or AI processing.

3 Live calendar and participation

All live times below are US Pacific time. December dates are in 2026; January and February dates are in 2027. Teaching runs from 10:00 to 11:30 a.m. Open Design Labs run from 9:00 to 10:30 a.m.

Teaching week	Teaching session	Open Design Lab
1	Wednesday December 2	Friday December 4
2	Wednesday December 9	Friday December 11
3	Wednesday December 16	Friday December 18
Holiday break	December 21 to January 3	No live sessions
4	Tuesday January 5	Friday January 8
5	Wednesday January 13	Friday January 15
6	Wednesday January 20	Friday January 22
7	Wednesday January 27	Friday January 29
8	Wednesday February 3	Friday February 5

The January 5 teaching session replaces the usual Wednesday session that week.

Live attendance is encouraged but not required. You may participate through the released lessons, recordings, transcripts, community, and included individual sessions. Labs are optional. Plan for approximately two to four hours of independent work per teaching week, depending on your project and experience.

If you miss a scheduled group session, you may use the available recording and other included course support. Missing a session does not entitle you to an additional private session or a tuition reduction. If we change or cancel a session, we will notify you and arrange replacement delivery. If we cannot deliver the agreed course, the cancellation or interruption provisions below apply.

4 Tuition and enrollment

All amounts below are in US dollars. The checkout or written order will identify any applicable taxes before you commit. Your chosen phase and payment option determine your agreed tuition.

Enrollment phase	Participant	Pay in full	Three monthly payments	Total in installments
Super Earlybird through October 28	General	\$1,700	\$595 each	\$1,785
Super Earlybird through October 28	Intensive alumni	\$1,500	\$525 each	\$1,575
Regular Earlybird October 29 to November 17	General	\$1,900	\$665 each	\$1,995
Regular Earlybird October 29 to November 17	Intensive alumni	\$1,700	\$595 each	\$1,785
Regular from November 18	General	\$2,100	\$735 each	\$2,205
Regular from November 18	Intensive alumni	\$1,700	\$595 each	\$1,785

The Super Earlybird deadline is October 28, 2026 at 11:59 p.m. Pacific. The Regular Earlybird deadline is November 17, 2026 at 11:59 p.m. Pacific. Alumni tuition is for previous participants of The AI Coaching Intensive, while places remain.

Each installment option costs 5% more in total than its corresponding pay-in-full option. That percentage describes the total price difference, not an annual percentage rate. The complete payment schedule and any legally required disclosures will be provided before you commit. Your place is secured when the first payment succeeds and we issue your enrollment confirmation, subject to availability. An automated enrollment confirmation counts. The other two payments are due at the agreed monthly intervals. This is a fixed tuition commitment, not a monthly subscription.

To secure Super Earlybird tuition when paying in full, complete enrollment and payment by its deadline. For an installment plan, email info@aicoachingmastery.com or submit your request through the Get in Touch form at the bottom of our website, <https://www.aicoachingmastery.com>, by that deadline. Either method is sufficient. Make the first payment within 48 hours of receiving your payment instructions. We will hold the Super Earlybird price during that period. An email or form submission alone does not reserve a place.

Alumni may use their invitation and code or contact us for the appropriate payment arrangement. The same Super Earlybird timing applies. After an order is accepted, later price increases do not change its agreed tuition.

If payment is missed, we will contact you and allow seven calendar days after our notice to pay or agree on another arrangement before pausing affected paid access. Please contact us promptly about illness or unexpected circumstances. Completing the three payments does not end your course-material or community access.

5 Included support and individual sessions

Your three individual sessions may address planning, technical difficulties, feedback, or next steps for your course project. They may be delivered by Gabriel or a lab assistant. Book and use them during the course or within 30 days after the final scheduled live session, through March 7, 2027 for this cohort, subject to the agreed rescheduling and return arrangements.

Give at least 24 hours' notice to cancel or reschedule an individual session without using it. A missed session or cancellation with less notice normally counts as used. We will make reasonable exceptions for illness or unexpected circumstances. If we cancel a session, it does not count as used; we will offer a replacement and extend the booking window where necessary to provide it.

Support covers the course's stated tools and a manageable project within its learning scope. Labs and the three individual sessions do not include unlimited private help, complex integrations, substantial custom coding, or a completed build-for-you service. Any optional paid help requires a separate agreement. We will investigate incorrect course instructions or defects in our supplied AI Assistant Toolkit without automatically charging you for additional assistance.

6 Technology and safe project materials

You need a compatible Mac or Windows laptop or desktop, reliable internet, the Zoom desktop app installed on that computer for live sessions, and either the ChatGPT desktop app with access to ChatGPT Work or the Claude desktop app with local-file capabilities, using an

appropriate account. You need only one of the two AI apps. Your chosen app and account must support reading and editing files directly in a local folder on your computer. You will grant it access to the folder containing your AI Assistant Toolkit and the materials you choose to use. If you use a work-managed computer or account, confirm that your organization permits the required app installation and folder access. You cannot complete the course using only ChatGPT or Claude in a web browser. Exact account and system requirements will be provided before you commit; not every plan or account configuration has identical capabilities. Your AI subscription and other optional third-party services are separate from tuition.

You'll learn safer ways to work with your files: choosing a dedicated folder for your AI Assistant Toolkit and project materials, limiting the AI tool's access through its permission settings, and reviewing changes before relying on them. You do not need to give it access to all your files. We'll also cover how to authorize additional project folders and understand what information your AI provider processes in the cloud.

Use your own business materials or information you have permission to use. Your course project should not depend on confidential client information or delivery of regulated or high-stakes client services. Do not upload credentials or confidential third-party information to the community, demonstrations, or support requests. Share selected, sanitized examples. The AI usage policy provides practical guidance; it does not replace your professional duties or the General Terms.

7 Your materials and community access

Online access to the course's lesson materials, recordings, and transcripts continues through February 5, 2028, one year after the final scheduled live session. The purchase date, payment-plan completion, and your progress through the lessons do not shorten or restart that period.

You may download recordings, transcripts, and other resources made available for download during your access period and retain them for your own learning and permitted business use. Normal expiry of online access does not end the continuing AI Assistant Toolkit license or permission to retain authorized downloads. The full-refund provisions below are a separate exception.

Your course community membership continues with no scheduled expiration. This does not promise indefinite live teaching, private support, or access to future cohorts. Community participation remains subject to the General Terms. Expiry of course materials does not cancel your general membership, rewards access, or another valid course entitlement.

You may use and personalize the AI Assistant Toolkit for your own business and continue developing your own projects and workflows. You may use what you learn and your original outputs and deliverables in paid client work, provided you do not redistribute our protected materials.

We retain rights in our underlying components and teaching materials. Sharing our templates, AI Assistant Toolkit components, or teaching materials with clients or other people requires express permission for the particular resource. You may not resell or rebrand our materials or share course recordings, transcripts, or participant-only content with others.

8 Recordings and participant choices

We record live teaching sessions and only the main room during open design lab discussions. Replays and transcripts are provided through the course environment. Breakout rooms and private help during group meetings are not recorded. You may keep your camera off or submit questions privately. However, if you speak or share your screen in a recorded room, your voice or shared materials may be captured.

Replays and transcripts are for the relevant cohort and its authorized teaching team. Participants may keep permitted personal downloads but must not redistribute them. Online access expiry does not delete copies already downloaded by authorized participants.

Individual one-on-one sessions are recorded only with your agreement, with access limited to you and the teaching-team members supporting you. Separate consent is required before any identifiable contributions or recordings are used for marketing or shared with future cohorts. The onboarding notice and consent form will explain the recording, transcription, and any AI-processing arrangements before participation.

9 Your full refund guarantee

We want you to feel confident that this course is right for you. You may cancel your enrollment for any reason from the time you purchase through December 23, 2026, at 11:59 p.m. Pacific time.

To request a refund, email info@aicoachingmastery.com or submit your request through the Get in Touch form at the bottom of our website, <https://www.aicoachingmastery.com>, before that deadline. Either method is sufficient. Tell us you would like to cancel. You do not need to use a form if you prefer email, explain your decision, attend a minimum number of sessions, or complete any coursework.

We will refund all course payments you have made, including any installment-price premium already paid, and cancel all remaining installments. We will not deduct payment-processing fees or charges for materials, community access, or sessions already provided.

This guarantee applies equally to all participants, wherever they live and whether they pay in full or in installments. Accessing preliminary materials, joining the community, using the AI Assistant Toolkit, or participating in the course does not remove this guarantee.

We will issue your refund to your original payment method within 14 calendar days after receiving your cancellation request. Your payment provider may take additional time to display the credit.

10 What happens after a full refund

When your full refund is processed, your course access, course community membership, and license to use the AI Assistant Toolkit and our course materials end. You must stop using our licensed resources and delete any downloaded copies.

You retain your own original work, including original content you created during the course. This does not extend your license to our templates, AI Assistant Toolkit components, or other course materials incorporated into that work.

A course refund does not cancel an independently held membership, another course purchase, or a separately purchased license. Any right to retain or recover your own work that applicable law protects remains unaffected.

11 After the guarantee deadline and returning later

After December 23, choosing to stop participating does not, by itself, entitle you to a refund or cancel remaining installments. The separate provisions for a pause or transfer, cancellation or interruption by us, and any applicable statutory rights continue to apply.

If unexpected personal or work circumstances prevent you from continuing, contact us when you need to pause. You may return and take the course again once with a later cohort at no additional tuition cost. Choose a cohort beginning within 12 months after your original cohort ends, by February 5, 2028 for this cohort. Places are allocated first come, first served, as for new participants. If we cannot offer you a place within that period, you may join the next available cohort.

Your return includes the full course experience and a fresh set of three 30-minute individual sessions, even if you used some or all of your original sessions. Unused original sessions do not add to those three. The booking window and cancellation rules apply to the returning cohort. Its materials-access period runs for one year after its final scheduled live session. You retain your original cohort's material access through its original expiry in the meantime.

The return benefit does not cancel unpaid original tuition, transfer your place to another person, or create an entitlement to repeated free enrollments. We will confirm the returning cohort and access dates in writing. Any additional refund guarantee for the return must be expressly confirmed; statutory rights remain unaffected.

12 If we cancel or substantially postpone the start

If we cancel the course before teaching begins or substantially postpone its start, you may choose either a full refund of all course payments, with any remaining installments canceled, or a transfer to an available later cohort. Access to orientation materials or the course community before December 2 does not affect this choice.

A transfer is optional. We will explain the available dates and obtain your agreement before transferring you. If you choose a full refund, section 10 applies. We will issue it within 14 calendar days of receiving your choice.

13 If we cannot finish delivering the course

If we become unable to complete delivery after teaching begins, you may choose either rescheduled completion on mutually agreed later dates without additional tuition, or the partial-refund option below. You do not receive both a partial refund and later delivery of the refunded portion at no additional charge. If suitable new dates cannot be agreed, the partial-refund option remains available.

If you choose rescheduled completion, your original tuition commitment remains in place. We will confirm the remaining delivery and any agreed changes to payment or access dates in writing. A new payment schedule is not imposed without agreement. This arrangement is separate from the participant's return benefit in section 11.

Partial-refund allocation. Of your total agreed tuition, \$500 is allocated to the AI Assistant Toolkit and all course lesson materials, and \$100 to each of the three individual sessions. The remaining amount is divided equally among the eight teaching weeks, including their labs. These are parts of the tuition price, not additional charges.

If you choose a partial refund, you retain the AI Assistant Toolkit and lesson materials already made available to you. Online access to those materials continues through the original February 5, 2028 expiry. We do not promise unreleased lessons or future cohorts' materials after cancellation. Continuing use remains subject to the applicable license.

We count only fully delivered teaching weeks. If we stop partway through a week, that entire week's teaching allocation is treated as undelivered, even if its teaching session or lab has partly taken place. An individual session counts as delivered if provided or properly treated as used under section 5, including its illness and unexpected-circumstances flexibility.

Calculation. Weekly teaching allocation = (total agreed tuition minus \$800) divided by 8. Retained value = \$500 plus the allocations for fully delivered weeks plus \$100 for each individual session delivered or properly treated as used. Cash refund = the amount already paid above that retained value, with a minimum of zero. We use the exact weekly fraction and round the final refund to cents.

We cancel all remaining installments when you choose this partial-refund option. If the amount paid is less than the calculated retained value, we waive the shortfall: you receive no cash refund and owe nothing further. If you paid more, we refund the difference. We provide the calculation and issue any refund within 14 calendar days after receiving your choice. Related tax adjustments are handled as required by law.

Example. With \$1,700 tuition paid in full, four completed teaching weeks and one used individual session produce a retained value of \$1,050: \$500 plus four weeks at \$112.50 plus \$100. The refund is \$650. With \$1,785 agreed installment tuition, only \$595 paid, two completed weeks, and one used individual session, the retained value is \$846.25. We waive the \$251.25 shortfall, cancel remaining installments, and issue no cash refund.

The \$500 allocation is not an unconditional non-refundable fee. This calculation cannot reduce a refund available under section 9 or section 12, or any greater remedy required by law, including where promised resources have not been supplied. A full refund available under those provisions takes priority. A future purchase after a partial refund is a separate agreement.

14 Certificate of completion

Participants who complete the course will receive a certificate of completion. To qualify, you must complete the core learning activities and submit one project for review. You may watch session recordings instead of attending live, and your project need not be finished or polished. We will explain the core activities and submission process before applying these criteria.

The certificate does not itself confer professional certification, accreditation, or confirmed ICF continuing-education credit.

15 Liability, statutory rights, and removal from the course

For an eligible business-purchase claim, the liability cap in General Terms section 13 is your total agreed tuition, including any installment premium. Refund obligations, fraud, intentional misconduct, gross negligence, and liabilities or remedies that law does not permit us to limit remain outside that cap.

The General Terms section on statutory rights applies throughout this schedule. Your refund guarantee is additional to those rights. Neither this schedule nor early access waives them.

If we end your course participation for misconduct, General Terms section 9 governs the refund and payment consequences. We honor any full-refund guarantee that still applies. Otherwise, we refund payments attributable to undelivered services and cancel remaining installments, using this schedule's disclosed allocations for what was already supplied. Following a partial-refund settlement, live participation and course-community access end, but you retain the AI Assistant Toolkit and lesson materials already provided and covered by the payment we retain. Existing license restrictions and the original materials-access period continue to apply. A full refund is governed by section 10.