

Conditions of participation in the TLP program

Commitment

The success of The CEO Institute's TLP program for all participants requires a commitment to attend the full 12-month program.

Participants will receive the meeting dates for their cohort covering the entire 12-month program. If a participant finds they are frequently unable to attend sessions due to a conflict with another ongoing commitment, they should notify the Program Director so that alternative arrangements can be discussed.

Participants are encouraged to arrive approximately 10 minutes prior to the scheduled start time, as indicated on the agenda, to allow for informal interaction with fellow participants before the formal agenda commences.

If a participant is unavoidably delayed, the Program Director should be notified.

Missed Sessions Due to Travel or Leave

If a participant is unable to attend a scheduled session due to business travel or annual leave, they are welcome to make up the session at another time within their 12-month term, or at the end of it. Please note that while the topic and presenter may differ, the session will remain aligned with the broader program objectives.

Early Withdrawal from the Program

Participants are asked to commit to the full 12-month program to ensure group continuity and to support the program's intended outcomes. Should a participant decide the program is not a suitable fit after a few sessions, they are welcome to notify us; however, the full fee remains non-refundable.

Confidentiality and Privacy

All participants must undertake to keep discussions and information exchanged during group sessions strictly confidential. A Confidentiality Agreement must be signed prior to attending the first session.

Participants are also required to acknowledge and accept The CEO Institute's Privacy Policy.

Program Delivery

The CEO Institute reserves the right to amend program content — including topics and presenters — as necessary throughout the 12-month program.

Session Discussions

While The CEO Institute encourages open and honest discussions during sessions, it is not responsible for any advice or recommendations arising from presenters or participants.

Expert Presenters

Expert presenters are external to, and independent of, The CEO Institute. The CEO Institute is not responsible for any advice or recommendations provided during or following their presentations.

Payment of Program Fees

Fees are payable monthly or in full by the participant's organisation, unless alternative arrangements have been confirmed in writing.

No refund is applicable for non-attendance at scheduled monthly sessions.

The participant warrants that they have the authority to bind their organisation to the enrolment fees or have obtained the appropriate authority to do so.

Individuals self-funding

For individuals self-funding their participation, fees must be paid via a signed Credit Card Authority. If payment is not being made by credit card, alternate arrangements must be made and confirmed prior to the program commencing.

Notice of Resignation

Participants are required to commit to attending scheduled sessions and to pay enrolment fees for the full 12-month period.

Termination of Participation in the Program

The CEO Institute may suspend or terminate a participant's involvement in the program under the following circumstances:

- a) Failure to pay participation fees;
- b) Failure to attend sessions on a regular basis;
- c) Bringing the name or standing of The CEO Institute into disrepute; or
- d) If continued membership is deemed not to be in the best interests of The CEO Institute for any reason.