



GENERAL POLICIES & STUDENT AGREEMENT

This agreement is between all students of the Beautiful Life International, LLC / ESSENTIAL OIL ACADEMY organization and the Beautiful Life International, LLC / ESSENTIAL OIL ACADEMY organization. The names Beautiful Life International (LLC), BLI and ESSENTIAL OIL ACADEMY may be used interchangeably in this document but will refer to the same organization.

Accountability, integrity and structure are key elements in a professional environment. As our organization grows, we have been presented by an increasing need for more uniform standards and policies. The policies outlined in this agreement will apply to any ESSENTIAL OIL ACADEMY-offered program or course and every student of an ESSENTIAL OIL ACADEMY program or course. The student agrees: By submitting my enrollment form and/or paying any part of my tuition, I agree to abide by all ESSENTIAL OIL ACADEMY policies including time frame to complete the course and fulfillment of payment obligations. I understand that if I do not complete any ESSENTIAL OIL ACADEMY program, pay in full as agreed and pass with 75% or better, I will not receive my certification.

Specialty service providers trained at this academy are expected to be role models, hence live and do business with the same integrity they are helping others to live by. Consequently they will be held to the highest standards. ESSENTIAL OIL ACADEMY will not knowingly certify a student who has not proven to maintain these standards, personally, professionally and with their financial obligations.

CONFIDENTIALITY & NON-DISCLOSURE: I agree not to duplicate or distribute any materials supplied as part of this ESSENTIAL OIL ACADEMY program or tape any instructional sessions (without the ESSENTIAL OIL ACADEMY's explicit written permission). I will not divulge or share the contents of the course materials (with the exception of any forms, procedures or assessments specifically supplied for use with my personal clients) with anyone outside of ESSENTIAL OIL ACADEMY and ESSENTIAL OIL ACADEMY formally enrolled students.

I also agree to protect the confidentiality of information shared by my clients and other students in the program during sessions, by phone, email, written correspondence or other method. The course material is solely presented for my own consumption and to enhance my abilities as a Specialty service provider and may not be distributed to anyone else for any other reason in whole or in part. Some information during the course may be shared by phone session instruction or by email. I agree to keep this information confidential as well.

As a student, or professional service provider, I understand the ethical implications of confidentiality and will uphold the confidential nature of the information I will come in contact with. The only exception may be as required by local, state or federal statute or law or when my personal clients give permission for their testimonials to be published.

OWNERSHIP AND INTELLECTUAL PROPERTY: Beautiful Life International LLC retains full ownership rights to all our course content. Students gain access to the use of training material and exclusively for their own use. Materials may not be shared with others except in the case of documents supplied for use with the student's clients or where expressly permitted in writing within the training program.

Any and all materials or intellectual property created for or during training will remain the exclusive property of Beautiful Life International, LLC.

To the best of our knowledge any materials and intellectual property created at Beautiful Life International, LLC or any of our academies or schools are original and do not infringe upon the intellectual property rights of any other person or entity.

PROGRAMS: ESSENTIAL OIL ACADEMY may develop and offer programs that will have differing structures, payment methods and training delivery than what is outlined in this agreement. The student agrees upon submitting their enrollment form, they agree to fully abide by the stipulations of the program in which they enroll.



CERTIFICATION: ESSENTIAL OIL ACADEMY leadership decisions on certification or graduation or eligibility in any of our programs or courses will be final. ESSENTIAL OIL ACADEMY will never knowingly certify a candidate (student) who it feels is unable and/or unwilling to meet ESSENTIAL OIL ACADEMY requirements of excellence.

RENEWAL OF CERTIFICATION: Certification is for a specific amount of time, (currently 2 years) and must be renewed within 60 days prior to expiration to remain valid. Evidence of the required continuing education and renewal fee (currently \$149) must be submitted prior to expiration. Expired certifications within 12 months will incur a \$250 fee in addition to the renewal fee. Expired certifications after 12 months, must retake the certification course at the prevailing tuition.

If a graduate of ESSENTIAL OIL ACADEMY is found to have behaved unlawfully, been convicted of any crime, violated integrity, ethics or other policies, ESSENTIAL OIL ACADEMY may at its sole discretion withdraw or suspend certification from that individual permanently or temporarily at any time.

If a faculty member allows you additional time to apply for your initial certification with the approval of ESSENTIAL OIL ACADEMY, you have no more than 30 additional days for ESSENTIAL OIL ACADEMY to be in receipt of your completed paperwork. Any deviation from this schedule must be approved in writing by ESSENTIAL OIL ACADEMY. Students who do not comply with a training program time table may forfeit their certification unless they retake the program at the prevailing tuition cost.

Submit your work for certification to:

Beautiful Life International / ESSENTIAL OIL ACADEMY.
Instructions are provided in the final module of your course.

FINANCIAL MATTERS: As a prospective student, student or graduate of ESSENTIAL OIL ACADEMY, I agree to the terms laid out herein. This section addresses financial obligations of prospective students, students and graduates of ESSENTIAL OIL ACADEMY.



NOTE: Card payment vendor name on statements may appear as Beautiful Life International, LLC or ESSENTIAL OIL ACADEMY.

1. Either payment in full or the first installment must be received by ESSENTIAL OIL ACADEMY before any program/course materials are released. Students are required to pay fees on time and in full. This is part of the professional discipline included when taking a Beautiful Life International program. We are here to help you become a great professional or para-professional. Part of the process is walking your talk.

2. If students are on a payment plan and their payment cannot be withdrawn on the date it is due, there may be a \$25 failed payment draft fee at each attempt. Once resolved and the student is readmitted to the program, should this situation arise again, the

academy may at its own discretion, increase the fee to \$50. The student may be administratively withdrawn from the program if there have been previous payment issues. It should also be noted that if a student payment does not clear, access to training may be suspended until the student's account becomes current. If the account is not brought current within 30 days, the student may be administratively withdrawn. Even though a student may become withdrawn, they remain responsible to pay the entire balance plus any late fees due on their account. If the student has any question about their payment due date, the amount due or this policy, please phone the academy offices at 239-471-2806, Monday-Thursday, 9-5 and Fridays, 9-noon EDT.

3. The ESSENTIAL OIL ACADEMY may at its own option accept any form of payment method for programs offered including PayPal, debit cards, credit cards, cash or checks. If a check is returned for insufficient funds, there will be a \$25 fee applied to the student's account. In this case, ESSENTIAL OIL ACADEMY will henceforth not accept personal checks as payment and will require the student pay by money order or certified bank check.

4. If a student cannot make their payment as agreed to when they began their program, the training will be discontinued and will resume when the student's account is brought up to date. The training will resume where the student left off and no training will be missed.

The academy understands that sometimes adverse situations occur. The student should IMMEDIATELY contact the academy by email at support@beautifulhelpdesk.com to work out a payment plan. The student is personally responsible for completion of

their financial commitment to the academy, regardless of whom or what entity may have at any time been making payments on the student's behalf.

If an account becomes 31(+) days past due/delinquent with no payment agreement in place, the academy may use any remedies available to enforce the tuition commitment made by the student.

Among remedies that may be used are public online debt/default listing (may include social media) with business protection, Default Guard services (www.defaultguard.com), legal action, as well as the student may be administratively withdrawn from the program with no refund of any fees paid while remaining liable for the balance due plus any costs to collect

5. If a student has a dispute about any funds paid to this organization, contact us immediately by phone, email or mail. Our contact information is at the bottom of every page of this agreement. We will do all we can to resolve any differences. NOTE: Chargebacks of payments made to this organization (by credit or debit cards, checks or other conveyance) via a computer or phone are subject to federal laws pertaining to "wire fraud". Making payment to receive a product or service, then withdrawing those funds may be considered theft by deception. These are very serious matters and will be dealt with rigorously to the fullest extent of the law.

6. If a student becomes administratively withdrawn for any reason or voluntarily withdraws from any program, the student's financial liability is not affected. All financial arrangements will remain in full force and effect.

7. If ESSENTIAL OIL ACADEMY deems that a student is or has become unsuitable to be certified for any reason including but not limited to unlawful behavior, criminal convictions, ethics or student policy violations, ESSENTIAL OIL ACADEMY may at its own discretion dissolve its relationship with the student. ESSENTIAL OIL ACADEMY may, at its sole discretion, close the student's account with no further payments being withdrawn or demand payment in full for any outstanding tuition monies owed.

8. While a majority of training is provided online in our Beautiful Life Int'l Training Center, we do not preclude at some point, making printed materials available. If the student receives a course package by mail or other shipping service and does not open it, they may return it unopened and in its original (re-sellable) condition within 7 days of receipt for a refund of all fees paid in excess of the \$400 administrative (application, enrollment and processing) fee. The initial \$400 of any course fee is considered the application fee and is applied toward ESSENTIAL OIL ACADEMY administrative expenses, thus being non-refundable. Once the course package is opened, the student agrees to pay the entire course fee as agreed with the understanding that the student has become privy to proprietary information and intellectual property contained therein regardless of whether or how many sessions they may have attended or how many modules they may have accessed. For the purpose of refund, there is no monetary value assigned to training sessions, only the program materials. ESSENTIAL OIL ACADEMY incurs the majority of its substantial expenses in enrollment and facilitation of certification and other programs primarily in the beginning of the training process, thereby making this policy necessary.

In cases where a student receives online access to a course, regardless of how many times they may have accessed the course or whether they have accessed the course, effective January, 2013 this organization does not issue refunds. The ESSENTIAL OIL ACADEMY may, at its sole discretion offer a limited-time credit for tuition paid toward the same or other course/product/service.



9. Beautiful Life International and ESSENTIAL OIL ACADEMY make every effort to operate prudently and maintain the lowest program fees possible. We historically have offered programs with fees below what we believe to be the industry average. ESSENTIAL OIL ACADEMY offers payment plans so that more students will be able to afford the program(s) offered. All payment plans are offered in good faith and understanding that the student will make timely payments as agreed to at the time of enrollment and will pay for their program(s) in full.

10. If the student owes for training already received, they must contact the school to pay the balance owed. The ESSENTIAL OIL ACADEMY may, at its own discretion, make special arrangements if necessary to facilitate any such situation. If the student does not do this within the 30 days, the account is subject to collection action, legal procedures and the credit of the student may be adversely affected. The student will be liable for any costs related to any collection action necessary to obtain payment of all monies owed.

Beautiful Life International, LLC, dba ESSENTIAL OIL ACADEMY POLICIES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE AND WILL BE UPHELD TO THE EXTENT THAT APPLICABLE LAWS ALLOW. EACH STUDENT ACCEPTS PERSONAL RESPONSIBILITY TO BE AWARE OF CURRENT ESSENTIAL OIL ACADEMY POLICIES AND REVISIONS AS THEY ARE POSTED AND PERTAIN TO THEIR INDIVIDUAL SITUATION. ldb031421