

PROVIDENCE HEIGHTS

Illuminate Cohort Program Agreement

Participant Name:

Date:

This Agreement (“Agreement”) covers Program terms in our Illuminate Cohorts. It is a legal contract that sets out the terms and conditions of your participation in this Program.

Please read through each statement carefully. Your signature on the application will indicate that you understand and agree with the Program Agreement in its entirety.

Participation

We understand that difficult circumstances may arise that make it hard for you to make every class. Our staff and coaches are here to help you through those times. We are a culture of high accountability, and we want you to show up wholeheartedly. If there is an apparent, intentional and/or consistent lack of preparation or participation, you may be asked to leave the program.

The frequency in which you have classes, homework or meet with your coach is dependent upon your chosen cohort(s).

Virtual Attendance Etiquette

- Attend all classes
- Be on time
- Turn your camera on
- Mute your microphone when you are not speaking
- Engage in class discussions
- Be mindful of your environment and minimize any distraction
- Come dressed in “business casual” attire
- Come prepared for class with course materials
- Have adequate wi-fi connection strength for clear video/audio image and sound

Attendance and Punctuality

Class Sessions: We want to be a community that honors one another’s time; therefore, classes will start promptly at the indicated time. Please arrive five minutes early to ensure this. In the event you cannot

attend a class, please notify your teacher 24 hours in advance. It will be your responsibility to contact a community care coach to make up for any in-class work you miss.

Coaching Sessions: We are grateful for our team of dedicated coaches who are passionate about seeing every Illuminate participant move towards achieving their goals. If you cannot make your scheduled appointment with your coach, please notify them at least 24 hours in advance to reschedule. **If you miss a scheduled coaching session without notifying your coach, you will forfeit that session.**

Financial Obligations: Providence Heights is passionate about our program being accessible and we work hard to raise scholarship funds for those who need financial assistance. Full payment must be received before you can begin the program.

Confidentiality: For your own protection and benefit and that of the other participants in the program, we ask that you respect and honor one another's stories and hold sacred, the confidentiality of each person. Participant video, audio, or public recording or posting of any conversation is prohibited.

*In our program, we use an ai (artificial intelligence) class note taking program that is available to participants of each specific class. And occasionally, if an instructor needs to make up a class, we will make a special request to record the class for others who may be unable to attend the make up class. The sole purpose of these recordings is for our participants only. *It will NEVER be used for any other purpose outside of that specific class. Videos are then deleted at the end of each cohort session.*

General Provisions

Conflicts, Discipline, and Dispute Resolution: This is a grace-filled community, and any disciplinary action needed will be done with love, prayer, clarity, and honesty. Please follow the rules so we don't need to go there.

Immediate Termination: We want everyone to feel safe and thrive in the community during the important time of growth. Should any (but not limited to) of these incidents occur, we reserve the right to immediately dismiss a participant.

- **Disruptive behavior.** We may dismiss you for any activities that unreasonably interfere with the comfort, safety or enjoyment of other participants, staff, coaches, and instructors, or breach of confidentiality, or disruptive activity.
- **Confidentiality breach.** Of the program material or staff, instructor, coach or participant information.

Truthfulness: You will always provide true and complete information.

Conflict Resolution: If you cannot resolve a conflict with another party yourself:

Contact Megan Johnson, Discipleship and Resource Development: megan@providenceheights.org

Right to Enforce Agreement: We have the right to end your participation if you violate this Agreement and reserve the right to petition the Superior Court of King County to issue orders against you in response to your misconduct or breach of this Agreement. Our rights are cumulative and in addition to all legal and equitable rights and remedies given to it under applicable law.

Mental Health and Safety

The Illuminate Cohort is not a mental health program and cannot assist with mental health issues. We will not be held responsible, or liable, for your mental health needs.

Confidentiality

Personal information discussed in the program, with any teacher, staff, or coach will be kept confidential and only used for the purposes of administering collective input to help you in your journey.

You are also bound by confidentiality rules to protect the safety and privacy of all participants. You will keep confidential and will not disclose to other participants or any third party any confidential information you receive concerning another participant in group sessions or in private interactions without that other participant's consent.

Indemnification, and Waivers

Indemnification

You will defend, indemnify and hold Providence Heights and its directors, officers, employees, agents, and assigns (the "Providence Heights Parties"), harmless against all claims, liabilities, losses, damages, expenses, and attorneys' fees (together, "liabilities"), arising from any death, property damage, or injury of any nature whatsoever that may be suffered by any other participant in the program, Providence Heights, Providence Heights staff member, external services provider, or any other third party which may arise directly or indirectly from (a) your conduct while participating in the program, or (b) your breach of this Agreement, except to the extent the liability is caused by the gross negligence or willful misconduct of the relevant Providence Heights Party.

Waiver of Liability (PLEASE READ CAREFULLY)

You waive and release any and all claims against Providence Heights, its directors, officers, employees, and agents (collectively, the "Providence Heights Parties"), for any liability, loss, damages, injury (including emotional or psychological injury), claims, expenses, and attorneys' fees (collectively, "Liabilities") that may be suffered by you, your family members or your guests, which may arise, directly or indirectly, from your participation of or conduct while at Providence Heights or other Providence Heights property or functions, or your participation in the Program, except to the extent the injury, death, or damage is caused by a latent defect in Providence Heights or the gross negligence or willful misconduct of Providence Heights. Furthermore, you waive and release Providence Heights and its representatives from any legal claims, including, without limitation, any claims relating to copyright, rights of publicity or privacy, or moral rights, you may have in relation to the Materials referenced, or Providence Heights's use and ownership of the Materials. You agree not to sue any of the Providence Heights Parties based on these waived and released claims. You understand that Providence Heights would not permit you to participate in the Program without your agreeing to these waivers and releases.

Controlling Document

This Agreement, together with its exhibits supersedes any prior written and oral Agreements, negotiations, course of dealing, and communications between you and us relating to the Program. If there are inconsistencies between this Agreement and any forms previously used, this Agreement will control, except where the other form states that it controls any conflict with this Agreement.

Changes in this Document

Program requirements and fees may change from one admissions cycle to the next. New requirements and fees will be announced in advance.

If any provision in this Agreement is held invalid or unenforceable, its invalidity will not affect the validity or enforceability of any other provisions of this Agreement.

Governing Law

This Agreement will be governed by and construed under Washington law.

You have read and understand the Providence Heights Program Agreement, including its exhibits, and agree to abide by its terms. You agree that any violation of these terms will subject you to dismissal from the program.