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**TheDreamUnLocked  
Boutique Coaching  
for Actors, Writers  
& Dreamers**

**TheDreamUnLocked.com**

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# Private Coaching & Class Policies

The client understands:

## How We Will Work

To maximize our the goals of our work, all class participants are to log on to each class 5 mins prior to the start of class.

All homework is due 24 hours before the start of each class.

If a client is going to be absent, they agree to notify April 24 hours prior to the start of class.

All homework is still due 24 hours prior to class.

## Absenteeism

Should the client miss more than two classes, they will be required to schedule a make up session with April in order to continue the class. The client will be charged April's standard \$750 private coaching rate for the make up session.

## There is no refund or exchange policy.

Classes are small and focused on lots of 1:1 attention. The client understands that once they register for a class, their follow-through is required in order to maintain the integrity of the class.

In short, don't quit on yourself and we won't quit on you.

## Credits

Credits are granted on a case by case basis at April's discretion and are not guaranteed.

Credits are valid for one year from the date of the client's last coaching session/class. After which the credit is forfeit.

## Installment Payment Plans

This contract is valid for all private coaching sessions and classes with April Yvette Thompson. Payments are made via the purchase buttons on the website only or via PayPal. No cash, checks or money orders will be accepted.

All Coaching session packages and classes have the installment payment option.

**The client understands that should they cancel the payment plan before the full price of the class is paid, they forfeit the right to any future payment plans for TheDreamUnLocked classes.**

All payments can be made on the [Shop Classes](#) page on [TheDreamUnLocked.com/Shop-Classes](https://TheDreamUnLocked.com/Shop-Classes)

## Late Payments

Installment payments are automated monthly.

If a payment doesn't go through on the due date, there is a

\$50.00 late fee added to your balance which is due immediately.

*If the account is not brought up to date within 24 hours, there is a daily \$25 late fee added for each day that the account is late.*

**All payments are non-refundable and non-transferable.**

## Homework & Due Dates

You will receive homework assignments due dates via google calendar email or on the class members only forum which you should check daily. All due dates are by 5pm (EST).

If you miss any of these deadlines, and homework is not turned in by deadline, April reserves the right to discontinue the package or class immediately.

## Communication

All questions should be posted in TheDreamUnLocked Working Client Group on FB.

This group should be your first stop for asking questions, not emailing April. This group is a place for support and an exchange of ideas.

You have this group, all of the class recordings loaded to the class pages as resources. That should be the first step before emailing me.

If I've not responded to an email, it means that's a question

April has answered in class repeatedly and you're not focusing and keeping up with the homework.

If you need more beyond class time, recordings and this group, you might consider paying for private coaching.

All class policies are non-negotiable.

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AprilYvetteThompson  
TheDreamUnLocked Coach

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DATE

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CLIENT SIGNATURE

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DATE

**Please review, sign and send entire document to  
AprilYvetteThompsonCoaching@gmail.com  
via an electronic signing app. (i.e. docusign or sendit)**

**Shop Classes**



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