Program Completion, Extensions and Re-enrolment Policy

1. Purpose

The Institute of Positive Psychology Coaching (IPPC) supports students in successfully completing their professional education while upholding academic standards, the integrity of accredited programs, and the responsible use of instructional resources.

This policy consolidates completion expectations and outlines timeframes, outstanding requirements, extensions, reviews, and re-enrolment arrangements. The IPPC recognizes that students balance study with professional and personal responsibilities while also making timely progress.

2. Scope and general principles

This policy applies to Coaching Essentials, the Level 1 Certificate in Applied Positive Psychology Coaching, and the Level 2 Practicum Program in Applied Positive Psychology Coaching. Students must complete all coursework, instructional hours, live activities, coaching practice, observations, written feedback, mentor coaching, and assessments required by their approved pathway.

Certificates are issued only after students successfully complete all mandatory requirements. Flexible delivery does not provide indefinite enrolment or unlimited access to live instruction.

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3. Coaching Essentials completion requirements

- ***3.1 - Program duration***. Coaching Essentials is a live 12-week program. Students are expected to attend required sessions and complete associated activities and assessments.

- ***3.2 Outstanding requirements***. Students who do not complete all requirements in their initial cohort may complete outstanding components in the next available Coaching Essentials cohort, subject to the relevant activities being offered and an approved completion arrangement. Previously completed requirements do not ordinarily need to be repeated.

- ***3.3 Next-cohort opportunity***. The next available cohort is the standard final opportunity under the original enrolment. Where a required activity is not offered, IPPC will identify an appropriate alternative.

- ***3.4 Further participation***. If requirements remain incomplete after that opportunity, the student must undergo a completion review. Approved continuation requires re-enrolment for the remaining components, with prorated tuition rather than payment of the entire program fee.

4. Level 1 Certificate completion requirements

- ***4.1 Delivery model***. Level 1 is a hybrid program combining self-paced academic coursework with scheduled live coaching practice, mentor coaching, written feedback and other applicable requirements. It is not an open-ended self-paced program.

- ***4.2 Standard timeframe***. Level 1 normally takes six to eight months. Students are expected to complete all requirements within eight months of their official Level 1 commencement date, as confirmed by IPPC. This date is distinct from the commencement of any separately enrolled prerequisite program.

- ***4.3 Requirements.*** Students must complete the academic courses and assessments, required live practice, observations, feedback, mentoring, and any additional requirements applicable to their approved pathway. Completing online coursework alone does not constitute completion of Level 1.

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- ***4.4 Progress monitoring***. IPPC may issue progress reports and arrange completion-planning discussions. A review around month six is encouraged where substantial requirements remain outstanding.

- ***4.5 Two-month grace period***. Students who have not completed Level 1 by eight months are eligible for an additional two months, for a total ordinary completion window of ten months. During the grace period, students are expected to actively complete outstanding requirements. The grace period does not guarantee private replacement sessions or activities outside the published schedule.

- ***4.6 Ten-month review***. At ten months, students with outstanding requirements must undergo a formal review of completed and remaining coursework, practice, feedback, assessment requirements, and mentor coaching (where applicable), their progress, relevant circumstances and available instructional resources.

- ***4.7 Re-enrolment.*** Continued participation beyond ten months requires IPPC approval and re-enrolment for any outstanding components. Additional tuition is prorated based on remaining educational, instructional, practical and assessment requirements. The full program fee is not charged again solely because the original completion period expired. The IPPC will confirm outstanding requirements, fees, conditions and a revised deadline in writing before re-enrolment.

- ***4.8 Live Practice sessions.*** Students who have not completed the Coaching Essentials prerequisite course are expected to attend the scheduled live practice sessions applicable to their approved Level 1 pathway.

  These sessions provide opportunities to develop and demonstrate coaching competencies through structured practice, observation and feedback.

  Students are responsible for completing the practical learning and assessment requirements associated with their pathway.

  Missed practice sessions may be completed through subsequently scheduled opportunities, subject to availability and the applicable program completion timeframe.

  Additional private practice sessions or replacement instruction are not automatically provided and may be subject to additional fees.

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- ***4.9 Mentor Coaching Sessions (where applicable).*** Students are required to complete a total of 10 hours of Mentor Coaching, which may be distributed between Coaching Essentials and Level 1, where applicable.

  Mentor Coaching must be completed in accordance with the applicable International Coaching Federation (ICF) requirements, including the required duration, individual and group mentoring arrangements, and the IPPC's Mentor Coaching Agreement.

  Students are expected to attend all scheduled Mentor Coaching sessions and complete the required mentoring hours within their program completion timeframe.

  Missed or cancelled Mentor Coaching appointments are governed by the terms of the IPPC Mentor Coaching Agreement.

  Non-emergency missed appointments and late cancellations are subject to the applicable missed-session fee. In cases of genuine emergency, alternative arrangements may be considered in accordance with the Mentor Coaching Agreement.

  Any replacement sessions are subject to mentor coach availability and must meet the applicable program and accreditation requirements.

5. Level 2 completion requirements

- ***5.1 Program structure***. Level 2 advanced evidence-based practicum includes a structured live 12-week instructional component as well as live practice sessions and mentor coaching. Students are expected to attend and complete all learning activities and assessments within six months. Any additional requirements in the approved Level 2 pathway remain subject to the timeframe communicated for that pathway.

- ***5.2 Outstanding live-program requirements.*** Students who miss mandatory components may complete them during the next available Level 2 cohort, subject to approved arrangements and the relevant activities being offered. Successfully completed components generally remain recognized.

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- ***5.3 Final standard opportunity.*** The next available cohort is the standard final opportunity to complete outstanding live-program requirements under the original enrolment. If an activity is not offered, IPPC will identify an appropriate alternative.

- ***5.4 Further participation.*** Incomplete requirements after this opportunity trigger a formal completion review. If continued participation is approved, students re-enrol for remaining components and are subject to prorated tuition, not the full program fee, except when full re-enrollment is required.

6. Recognition of completed learning

The IPPC generally recognizes successfully completed and assessed courses and program components when determining outstanding requirements and re-enrolment fees, provided they remain valid under current academic and accreditation standards. The IPPC does not award academic credit for partially completed courses, and recognition of completed components does not constitute a partial certificate.

7. Exceptional circumstances and extensions

Students facing significant unforeseen personal, professional, medical, or other circumstances may request special consideration in writing. IPPC will assess progress, the circumstances, feasibility, scheduling, and applicable academic and accreditation requirements. IPPC may approve an extension or an alternative completion plan in writing. Such approval does not waive mandatory requirements.

8. Re-enrolment and payment

Approved re-enrolment is limited to outstanding components, with fees prorated based on remaining requirements. IPPC will provide the revised requirements, fees and deadline in writing before acceptance. Further extensions or repeated re-enrolment are not automatic.

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9. Student responsibilities

Students must monitor their progress, complete assessments, attend scheduled mandatory activities, promptly communicate scheduling difficulties, participate in reviews when requested, and comply with approved completion or re-enrolment plans.

10. IPPC responsibilities

The IPPC will communicate program requirements, provide scheduled instructional and assessment opportunities for enrolment, maintain progress records, provide reasonable guidance, consider exceptional circumstances fairly, and document approved arrangements in writing.

11. Relationship to other policies

This policy is read alongside the Participation Policy, Code of Conduct, Illness Policy, Partial Completion Policy, Transfer of Credit Policy, Fees & Payment Policy, and Refund Policy. This document governs completion windows, next-cohort opportunities, extensions, and re-enrolment; other policies continue to govern their respective subject matter. All arrangements remain subject to applicable accreditation requirements.

12. Administration and review

IPPC administers this policy and will periodically review it to ensure alignment with academic standards, delivery requirements, student needs, and accreditation obligations. Exceptions and revised completion arrangements must be approved and documented in writing.

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