Business Closure and Teach-Out Policy

Overview

In the unlikely event that BP Coach Training Pte Ltd must close, discontinue a program, or become unable to deliver the education services promised to currently enrolled students, we will make reasonable good-faith efforts to support affected students.

When possible, we will notify students in writing, explain the closure timeline, identify remaining program requirements, and provide available options for completion. These options may include completing the program with us during a limited teach-out period, transferring to another qualified provider, working with substitute faculty, receiving continued access to learning materials, or receiving a prorated refund for paid services that were not delivered.

Students who complete all requirements through an approved teach-out process will receive the appropriate completion documentation. Students who are unable to complete before closure may request records showing completed hours, courses, mentor coaching, supervision, assignments, or assessments.

Students are responsible for responding promptly to teach-out communications and completing remaining requirements by any stated deadlines.

This policy does not guarantee that every student will be able to complete their education through BP Coach Training Pte Ltd, but we will act in good faith to minimize disruption and support currently enrolled students whenever reasonably possible.

Business Closure

Business closure may result from circumstances including, but not limited to:

- Voluntary closure of the business
- Financial hardship or insolvency
- Death, disability, or prolonged incapacity of the primary educator or business owner
- Loss of required faculty, staff, or resources
- Regulatory, accreditation, or legal changes
- Force majeure events, including natural disasters, war, pandemic, or other events beyond the organization’s control

Student Notification

If BP Coach Training Pte Ltd determines that it will close or discontinue a program, currently enrolled students will be notified in writing as soon as reasonably possible.

The written notice will include, when applicable:

- The effective date of closure or program discontinuation
- The student's current progress in the program
- Remaining program requirements
- Available teach-out options
- Refund options, if applicable
- Deadlines for completing remaining requirements
- Contact information for questions and student support

BP Coach Training Pte Ltd will make reasonable efforts to provide at least 30 days' notice before closure. However, in emergency situations, shorter notice may be unavoidable.

Teach-Out Commitment

BP Coach Training Pte Ltd will make reasonable efforts to provide a teach-out option for currently enrolled students so they can complete the education or training they paid for.

Teach-out support may include one or more of the following:

1. **Completion through the organization**
   When possible, BP Coach Training Pte Ltd will continue operating for a limited period to allow enrolled students to complete their remaining classes, mentor coaching, evaluations, assignments, or other requirements.
2. **Transfer to another qualified provider**
   BP Coach Training Pte Ltd may arrange for students to complete remaining education with another qualified coach education provider. The receiving provider may have its own enrollment, tuition, attendance, and completion policies.
3. **Substitute instructors or faculty**
   BP Coach Training Pte Ltd may appoint qualified replacement instructors, mentor coaches, supervisors, or evaluators to complete remaining student requirements.
4. **Self-paced completion period**
   If appropriate, students may be given continued access to course materials, recordings, assignments, or learning platforms for a defined period so they can complete outstanding requirements.

5. **Partial refund**
   If a teach-out option is not reasonably available, BP Coach Training Pte Ltd may offer a prorated refund for services paid for but not yet delivered, subject to the organization's refund policy and applicable law.

Student Records

In the event of business closure, BP Coach Training Pte Ltd will make reasonable efforts to preserve student records, including:

- Enrollment records
- Attendance records
- Payment records
- Course completion records
- Mentor coaching or supervision records, if applicable
- Certificates of completion or partial completion
- Evaluations or assessment records, where applicable

Students will be given instructions for requesting copies of their records before closure, when possible.

BP Coach Training Pte Ltd will maintain student records for a minimum of 3 years following closure, or longer if required by applicable law or regulatory requirements. If records are transferred, they will be provided to an appropriate record custodian, successor organization, or designated representative, where available.

Certificates and Documentation

Students who complete all program requirements before the closure date or through an approved teach-out process will receive the appropriate certificate, transcript, letter of completion, or other completion documentation.

Students who do not complete all requirements before closure may request documentation showing:

- Courses or modules completed
- Hours completed
- Mentor coaching or supervision hours completed
- Assignments or assessments completed
- Remaining requirements, if known

This documentation may assist the student in transferring to another coach education provider or completing credentialing requirements elsewhere.

Refunds and Financial Considerations

If BP Coach Training Pte Ltd is unable to deliver paid education or provide a reasonable teach-out option, students may be eligible for a prorated refund for the portion of the program that was paid for but not delivered.

Refunds, if available, will be calculated based on factors such as:

- Amount paid by the student
- Portion of the program completed
- Services already delivered
- Administrative costs already incurred
- Availability and cost of teach-out arrangements

Refunds are not guaranteed in all closure situations, particularly where closure results from circumstances beyond the organization's control. However, the organization will act in good faith to provide fair and reasonable options for affected students.

Student Responsibilities

BP Coach Training Pte Ltd remains committed to supporting students through available teach-out options; however, student participation is required to enable that support. Students are responsible for responding promptly to closure communications and teach-out options.

Students may be required to:

- Confirm whether they wish to participate in a teach-out option
- Complete remaining assignments or attendance requirements by stated deadlines
- Request copies of records before a specified date
- Work directly with a receiving provider if a transfer option is arranged
- Pay any additional fees charged by another provider, unless otherwise stated in writing

Failure to respond by the stated deadline may limit BP Coach Training Pte Ltd's ability to support completion.

Priority for Currently Enrolled Students

In the event of closure, priority will be given to students who are actively enrolled and in good standing at the time the closure decision is made.

BP Coach Training Pte Ltd may not be able to support former students, inactive students, withdrawn students, or students whose enrollment period has already expired, except as required by written agreement or applicable law.