

## **On line Class Policy for Cocreators - BtG Ltd.**

June 2024 V1

At Cocreators - BtG Ltd., we are dedicated to providing a supportive and enriching learning environment for all participants. This policy outlines the purpose of our classes, participant expectations, and the measures we take to ensure a positive experience.

Purpose of the Classes:

- Our classes are designed to foster collaboration, skill development, and knowledge sharing among participants. We aim to create an engaging atmosphere where individuals can learn, grow, and connect with one another.

Class Structure and Materials:

- Participants will receive all necessary materials and tools to facilitate their learning experience. This includes downloadable resources, access to digital platforms, and any additional materials required for class activities.

Group Work:

- Classes will be conducted in a group format, encouraging teamwork and collaboration. Participants will work together on various projects and discussions, enhancing their learning through shared insights and perspectives.

Privacy and Confidentiality:

- Privacy is of utmost importance to us. All conversations and interactions within the class will remain confidential. Participants will be recorded solely for their personal use and reference.
- Any sharing of recorded content requires explicit consent from all parties involved. Requests to share recordings will be considered carefully, ensuring that privacy is maintained.

Communication and Reminders:

- Participants will receive reminders the day before each class to help them prepare and ensure they are ready to engage fully. Unless a cancellation is provided 24 hours prior to the session, participants will not be refunded for failing to show but provided with a recording of the full session.

Satisfaction Guarantee:

- We strive for complete satisfaction in our classes. If a participant is not entirely satisfied with their experience, they may request a full refund within 7 days of the class completion. We believe in the value of our offerings and are committed to making improvements based on participant feedback.

Additional Terms:

- Participants are expected to adhere to a respectful and inclusive environment, fostering a culture of support and open communication.
- Cocreators - BtG Ltd. reserves the right to modify class content and policies as necessary, with appropriate notice provided to participants.

We are excited to support your learning journey and look forward to creating a collaborative and enriching experience for everyone involved. If you have any questions or concerns, please feel free to contact us at [support@cocreators-btg.com](mailto:support@cocreators-btg.com).