

The below Terms and Conditions of the Write Your Business | Self-Development Book in 4 Months Program are between the Participant (“You”), the Mentor (Mentor) and One Lit Place (Company).

If you do not agree to these Terms and Conditions, you may cancel your participation in the program prior to your first mentor meeting and receive a full refund of the amount paid.

Partaking in this program by attending any meeting with your mentor signifies your acceptance of all of the following terms and conditions. This document will be provided to you as a downloadable file upon registration and emailed to you for your reference. If you have any questions or concerns, please email us at contact@onelitplace.com.

Program Participation Terms and Conditions

Email Account & Correspondence. You agree to receive email correspondence from One Lit Place and maintain a current and working email address on file with us. You may unsubscribe from our emails at any time, but if you unsubscribe, you will not receive pertinent information regarding the program.

Payment. Payment in full or by payment plan is required for official registration. Payments may be made via Stripe with a credit card or by private payment arrangement with One Lit Place. Payments on the payment plan must be provided on schedule to avoid delay or program cancellation. You will be provided account access to modify your credit card details if needed.

Cancellation Policy.

- Cancellation prior to first mentor meeting (or within the first 10 days): full refund of amount paid.
- Cancellation after any mentor meeting or after first 10 days: all remaining payments will be cancelled.

Refunds will be returned via the method in which they were received.*Note, credit card refunds made through our payment provider may take up to six weeks for the credit to appear on your credit card statement. The money-back guarantee does not include a refund of any payment provider fees incurred.

Course delay: If at any point in the program you are unable to partake in your scheduled weekly mentor hours, you may request the hours be delayed until such time as you can return to the weekly schedule or partake in your mentor hours on another requested timeline (8 hours total for weekly program; 4 hours total for bi-weekly program).

Cancellations and delay requests must be made in writing (to contact@onelitplace.com).

Acknowledgement of Program Parameters. You acknowledge you are embarking on a program built to provide a specific outcome inside of a particular period of time. You understand and agree that if you fail

to do the work as designed by the program or choose to do the work on a different schedule than the one provided by the program, the outcome may differ from those stated by One Lit Place.

Alternative program lengths may be requested in writing, and the Company will aim to re-create a new program timeline upon request, but no promise of outcomes for these altered program timelines will be provided. Failure to achieve the goals as laid out by the program is not grounds for a refund.

Mentor Relationship. Your Mentor is your personal support system throughout your program and will provide you with insight, instruction, resources and other assistance with your developing manuscript and personal management of time and productivity.

The weekly program mentorship includes 30 minutes of live meeting per week via video conferencing, telephone, or live chat* (*upon request from the Participant). The bi-weekly program mentorship includes 30 minutes of live meeting every other week.

In both programs, contact with your mentor between live meetings is allowed for quick questions or to ask for assistance; longer correspondence will be considered billable or deducted from the weekly meeting time.

Additional mentor time* during any of the programs may be purchased at any time [on our website](#) or by contacting contact@onelitplace.com

* Time: any amount of time spent in phone or face-to-face virtual meetings, in lengthy e-consultation; conducting research; or on manuscript evaluation and writing notes/feedback, lesson plans, and promotional materials.

Your mentor will provide general feedback, brainstorming, and spot consultation on the draft; all forms of editing (developmental feedback, substantive editing, copy editing or proofreading) on the manuscript to assist with preparing the book for publication will be offered after the program is completed for an hourly rate.

Missed appointments or same-day cancelled appointments will not be recoverable. Appointments can be rescheduled, banked or bundled only with the express advance permission of the mentor.

Any documentation shared with the mentor must be in Microsoft Word or a Google doc* (*with Mentor's permission).

In the unforeseen event your mentor becomes unavailable during your program duration, you will be provided an alternate mentor as soon as is possible.

The Mentor relationship is built on respect and open communication and is the cornerstone of this program. No disrespect in any regard will be tolerated, and on such grounds, the Company withholds the right to remove any Participant at its discretion and with no refund.

Place of Work & Meetings. You agree to undertake all electronic correspondence with your Mentor in a private third-party "Editors' Platform" used by One Lit Place (<https://app.ringcentral.com>) to ensure consistency of communication and accurate and traceable delivery of all materials.

By the end of the first week of the program, you will be invited to this Editors' Platform where you will meet with your Mentor in the private team set up for you. You are requested to download the program and/or the app for ease of correspondence. You are welcome to access your team for quick questions or support between meetings; any longer or additional work requested may be billable or deducted from that week's meeting time. Weekly meetings may take place over the phone, via video conferencing, or over live chat* (*upon request).

Mentor's Status. The Mentor is an independent contractor. Nothing in this Agreement will be understood to create a partnership, joint venture or co-venture, agency, or employment relationship between you and the Mentor. At the option of the Mentor, you may credit or acknowledge the Mentor and/or Company for the work developed under this Agreement.

Participant Ownership of Materials. The Mentor may modify, adjust, and provide new material to add to your original work upon request. Neither the Mentor nor the Company assumes ownership or rights of any works provided by you and edited for you. You retain sole ownership of your original materials.

All new work performed by the Mentor, including copywriting, edits, drafts, notes and research, is the exclusive property of the Mentor until your account is paid in full (on payment plan or upon invoicing for additional Mentor hours). Once you pay all fees due under this Agreement, any copyright the Mentor may have in the product developed under this Agreement will transfer to you.

Confidentiality and Non-Disclosure. You will provide all information that has a direct bearing on the successful outcome of the project and it is understood by the Mentor and the Company that all work or related information is confidential. The Mentor will hold in confidence and not disclose the confidential information to any third party, except with your written consent or as required by law with prior notice to you.

The Mentor will take all reasonable steps to safeguard and prevent the loss, destruction, or unauthorized access, use, or disclosure of the confidential information using a reasonable degree of care and no less than the same degree of care used to protect the Mentor's own confidential information. The Mentor will promptly return to you or destroy, as directed by you, confidential information and any other of your property requested by you at any time.

The Mentor will not make any unauthorized use of any of your trade secrets, confidential information, proprietary property, trademarks, or copyrighted materials.

Use of Copyrighted Work. The Mentor will endeavour to flag elements of a work that may require copyright permissions and, depending upon the terms specified in this Agreement, may assist you in obtaining the necessary permissions. However, unless otherwise specified in this Agreement, you accept responsibility for complying with copyright laws and obtaining the necessary permission to use any elements of provided text, graphics, photos, music and song lyrics, designs, trademarks, or other created work to be included in the final product.

Warranties & Contingencies. Mentorship is a process of offering advice and suggestions to the Participant. While the Mentor will make every effort to identify and bring questionable material to your attention, it is not possible to guarantee error-free content.

The Mentor's responsibility is limited to notifying you of any suspected or unresolved issues within the edited work. You are responsible for accepting (or rejecting) the Mentor's suggestions and resolving any issues identified by the Mentor (e.g., suspected plagiarism).

Rejecting or disliking the Mentor's suggestions is not a basis for refusing to pay any additional agreed-upon fees outlined in this Agreement.

Late arrival of manuscripts or any written materials to the Mentor will result in late delivery of feedback or conversation about the work.

Indemnity and Liability. The Mentor will comply with all applicable laws in the course of performing the services. You agree to indemnify the Mentor and the Company from any and all claims or demands, including legal fees, that arise out of any alleged libel, copyright infringement, or other legal or contractual issues created by you in writing, revising, publishing, or otherwise using the work.

Failure to Perform: If the Mentor cannot perform the duties outlined in this Agreement for reasons beyond the Participant's or Mentor's control, the Company will make every effort to match you with another Mentor to complete the project work. Should the Company be unable to fulfil the duties as set out by you and the original Mentor, the Company will refund any amount paid by you for services not delivered (including any time paid for up front). You will not have any further liability with respect to the Agreement.

The Company will not be liable for any amount in excess of the fees due under the Agreement. This limitation on liability also applies if information or materials are damaged or lost without fault on the part of the Mentor.

Termination. This agreement has no term limit and can be revoked by either party at any time.