

GENERAL TERMS OF REGISTRATION AND PARTICIPATION

1. **Purpose**

These terms govern the registration, payments, and participation in the Supervision Space offered by Centro TFP Aplicada.

2. **Duration and format**

It will be held in a virtual format via the Zoom platform. It will take place monthly, one Wednesday per month between 19:00 and 20:45 (Chile time), synchronously. The supervision space will run from March through December (both included) of this year, 2026. Links to connect to each session, as well as the specific dates, will be communicated to each participant in a timely manner via email.

3. **Registration**

Application to the program is done via email centrotfpapplicada@gmail.com and/or the website. Registration is formalized through payment of the fee, following confirmation of the spot. Spots are limited and are awarded in order of registration and payment. centrotfpapplicada@gmail.com

4. **Payments and payment methods**

Payment is made by bank transfer or through a Transbank payment link (duly provided). Failure to pay within the agreed deadlines will result in the loss of the spot and/or suspension of participation until the situation is resolved.

Failure to pay three installments, whether consecutive or alternating, without prior communication and agreement with the center, will result in the cancellation of the student's registration, who will no longer be able to attend the course. In such a case, no refund will be issued, and any unpaid installments will remain due.

5. **Cancellation and refund policies**

Cancellation by the student:

If the cancellation is made within 10 days after payment, a full refund will be issued. If the cancellation occurs after this period (and before the course begins), 30% of the amount paid will be refunded.

Once the program has started, no refund will be issued.

In cases of force majeure (serious illness, family issues, or other relevant unforeseen circumstances), the student may contact the center's administration to evaluate alternatives or modifications to the payment plan. Supporting documentation deemed necessary will be required. The decision will rest with the responsible committee, which reserves the right to make the final ruling.

Cancellation by the center:

If the program is cancelled by the center for organizational reasons, a full refund of the amounts paid will be offered, or the option to switch to another course or supervision.

6. Attendance, make-up sessions, and certification

Issuance of the attendance certificate is conditional upon meeting at least 80% attendance.

Given the synchronous and personalized nature of the supervision space, there will be no make-up sessions, unless the organization deems it appropriate during the course of the year.

7. Materials, rights, and intellectual property

The use of recordings, photographs, or course materials by students will require prior authorization from the center and, when applicable, from the instructors and participants.

The student authorizes the center to capture and use photographs, quotes, and/or audiovisual recordings made within the framework of the classes, for publication on social media and for communication and digital marketing purposes, in any of their formats.

8. Confidentiality and data protection

Participants agree to respect the confidentiality of clinical cases, personal data, and any sensitive information shared during classes or practical activities.

The center will process personal data in accordance with applicable data protection regulations and in compliance with the Law on Patients' Rights and Duties (Law 20584) in force in Chile, as well as all current legal regulations related to data protection.

It is prohibited to share identifiable information about patients or third parties outside the course without their prior written consent.

9. Responsibility

Each participant is responsible for their conduct and for compliance with the center's rules, as well as for respecting the current regulations mentioned in the previous point.

The student agrees not to record, copy, distribute, or disclose the course content, in any format or medium, without the express authorization of the center.

10. Modification or suspension of activities

The center reserves the right to modify the program, schedules, instructors, or classrooms for organizational reasons, ensuring, as far as possible, prior communication and reasonable alternatives to enrolled participants.

In cases of force majeure (pandemic, catastrophe, legal provisions, etc.) the center may temporarily suspend activities and offer alternative formats or rescheduling.

11. Program subject to minimum quorum

The program will be subject to a minimum number of participants. If the necessary quorum is not reached, the center may suspend or cancel the program, informing enrolled participants in a timely manner and offering a full refund of amounts paid.