



**MICHAEL NEWTON<sup>™</sup>  
INSTITUTE**

## **MICHAEL NEWTON INSTITUTE**

### **Alliance Training Policy**

**Effective February 17, 2021**

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## **1. POLICY TITLE**

Alliance Training Policy (Full Title)

ATP Policy (Short Title)

## **2. POLICY OBJECTIVE**

The objective of this policy is to establish the criteria and process for Michael Newton Institute (MNI) Certified LBL<sup>®</sup> Facilitators to certify as MNI Alliance Training Program instructors with an MNI approved hypnotherapy or regression therapy course.

## **3. BACKGROUND**

MNI was established as a training organization for those seeking to train and practice in Life Between Lives<sup>®</sup> (LBL<sup>®</sup>) hypnotherapy methodology, as pioneered by Dr. Michael Newton, and to provide a means for the public to find an MNI Certified LBL<sup>®</sup> Facilitator, through an online referral service. Members become part of the worldwide MNI collective with access to Member benefits and the support of a family of beautiful and like-minded souls who have been called, as custodians of Michael Newton's legacy, to contribute to the healing and awakening of humanity. MNI's mission is to raise personal and collective consciousness, by bringing the healing and wisdom of Life Between<sup>®</sup> Lives to individuals around the globe, reawakening their immortal identity and integrating Spiritual Consciousness.

Individuals applying to train as Certified LBL<sup>®</sup> Facilitators must meet established prerequisite training and experience in hypnotherapy and regression therapy to be admitted to LBL<sup>®</sup> training. Access to high quality hypnotherapy and regression therapy training can be limited in some countries and locals. The purpose of the Alliance Training Program (ATP) is, therefore, to support the global expansion of certified MNI certified LBL<sup>®</sup> practitioners by providing high-quality hypnotherapy and regression training, in alignment with MNI procedures and standards, to those seeking to train as LBL<sup>®</sup> practitioners, through a partnership with MNI Members qualified to teach basic and regression hypnotherapy.

In April 2013, a meeting of the Board and Michael and Peggy Newton was held in Grass Valley, California to design a new collaborative business model for the Michael Newton Institute (MNI). This project was called the Annam Cara project. The goal of the business model is to support the expansion of the LBL<sup>®</sup> movement through the emerging energy of those members who want to teach basic hypnotherapy and regression to potential LBL<sup>®</sup> students, or support the delivery of LBL<sup>®</sup> training in other ways. Three new concepts were explored including, the establishment of

the Alliance Training Program (ATP) under an MNI sub-brand logo, a Joint Venture LBL® training model with Members, and expansion of the LBL® Teacher Training Program.

The ATP was established in 2013, as a partnership arrangement between MNI and eligible MNI Members to provide mutual benefits to both the Member and MNI, while ensuring that MNI endorses only highly qualified member trainers and hypnotherapy and regression courses that are comprehensive and align with the “Newton” method. While MNI benefits from an increase in qualified LBL® students, the Member benefits from the increase in exposure through advertising of their courses on the MNI site and the brand recognition of MNI.

Delivery and management of MNI ATP courses are the sole responsibility of the ATP Partner, as a separate business entity from MNI. All course and financial arrangements for ATP trainings are made directly between the ATP Partner and the student. ATP Partners are expected to remain an MNI Member in good standing and remain in compliance with the Memorandum of Understanding signed between MNI and the ATP Trainer, or risk revocation of their ATP Partner status. MNI maintains no responsibility for the actions of the ATP Partners, or the quality of the teaching beyond the ATP approved courses.

The authority to establish training programs and contractual arrangements is set out in the MNI Bylaws.

## 4. DEFINITIONS

**“MNI Member,”** here after referred to as **“Member,”** is a person who has been invited to join MNI as a Student, Associate or Certified LBL® Facilitator, having met the qualifications, prerequisites and training requirements, as outlined in the *MNI Education and Certification Policy* pursuant to the Member Type, for which they seek membership.

**“Alliance Training Program Trainer (ATP Trainer)”** is an MNI Member who has met the qualification criteria and standards to teach MNI approved hypnotherapy and/or regression training courses.

**“Alliance Training Program Partner (ATP Partner)”** is ATP Trainer who has entered into a Memorandum of Understanding (MOU) with MNI to teach MNI approved hypnotherapy and/or regression training courses.

**“Alliance Training Program Coordinator (ATP Coordinator)”** is an MNI Member chosen by the Director of Education to manage the application, review, and reporting process of the ATP, reporting to the Director of Education. The ATP Coordinator and is a member of the MNI Education Committee.

## 5. POLICY CONTENT

### 5.1 MNI Obligations to ATP Partners

- 5.1.1 List the approved programs on the ATP page, on the MNI website, with the disclaimer that the quality of training delivery is the responsibility of the Alliance Instructor and that the ATP trainings are recommended, but not mandatory to register for LBL® training.

- 5.1.2 Offer the use of the MNI Alliance Trainer Trademarked Logo to the ATP Partner in the manner prescribed in this policy.
- 5.1.3 Offer a 10% discount, to MNI LBL® students who receive their hypnotherapy and/or regression training through a ATP Partner.
- 5.1.4 Provide website linkage from the MNI website to the Alliance Trainer's website.

## 5.2 ATP Qualification Criteria & Standards

MNI approved ATP trainings must meeting the following criteria:

- 5.2.1 Hypnotherapy Training: 150 hours of formal training, with a minimum of 100 hours face to face and covering the basics of hypnosis, including age regression and the therapeutic release of trauma through mechanisms that go beyond suggestion therapy.
- 5.2.2 Past Life Regression Training: 50 hours of training, delivered to qualified/certified hypnotherapists, with a minimum of 25 hours face to face and covering Past Life Regression, including utilisation of the Newton Method (e.g. a path to other lifetimes via childhood and womb), as well as other best practice approaches.

To qualify as an MNI ATP Trainer, the applicant (lead trainer) must meet the following criteria:

- 5.2.3 Be an Active, Certified LBL® Facilitator of the MNI in good standing for a minimum of one (1) year. For the purposes of evaluating 'good standing', the applicant must have confirmed agreement and complied with the MNI Conditions of Membership, has paid the annual membership fee(s), and is not currently assigned a membership status of Probation. (see MNI Membership Policy for further details on membership types and status.)
- 5.2.4 A minimum of five (5) years of experience as professionally active hypnotherapist and five (5) years as a professionally active regression therapist.
- 5.2.5 Completion of MNI's Instructor's training or have assisted as a training assistant or instructor on at least one LBL® Training, or a hypnotherapy training or regression training with an MNI LBL® or ATP instructor.
- 5.2.6 To teach hypnotherapy or regression, have completed and certified as a hypnotherapy instructor with a professional hypnotherapy organization (e.g., International Association of Counselors and Therapists (IACT), National Guild of Hypnotists, or an accredited organization from the applicant's country of residence). See 5.2.11 for exceptions to this clause.
- 5.2.7 To teach regression therapy, have completed and certified as a hypnotherapy instructor with a professional hypnotherapy organization (e.g. International Association of Counselors and Therapists (IACT), National Guild of Hypnotists, or an accredited organization from the applicant's country of residence). See 5.2.11 for exceptions to this clause.

- 5.2.8 Have conducted a minimum of two (2) hypnotherapy or regressions training courses as a lead Instructor.
- 5.2.9 Experience as an MNI Mentor or Certification Reviewer will be considered an asset, but is not essential to qualify as an MNI ATP Trainer.
- 5.2.10 Active participation as a volunteer in the MNI organization will be considered an asset, but is not essential to qualify as an MNI ATP Trainer.
- 5.2.11 At the discretion of the Director of Education, the requirement for hypnotherapy instructor or regression instructor certification with a professional hypnotherapy organization (see 5.2.6 and 5.2.7) may be waived, if the APT applicant can demonstrate that they possess the knowledge, skills and experience equivalent to that of someone certified by a professional hypnotherapy organization and teaches in alignment with MNI's teaching philosophy and approaches. This exception is intended to support applicants whose home country does not have certifying organizations or where the applicant has a solid track record of teaching hypnotherapy and/or regression therapy. MNI has the right to request additional information and/or require additional assessment of the applicant.

### **5.3 ATP Business Practice Requirements**

To be eligible for MNI recognition as an ATP Partner, the applicant must agree to:

- 5.3.1 Not share or utilize any MNI copyright materials other than for personal use, or teach the MNI LBL® methods to others, either as a member, or an ex-member of MNI, unless acting in an official role at an MNI authorized training or promoting MNI using materials explicitly provided for such purpose.
- 5.3.2 Uphold the MNI Code of Ethics in all interactions with students, assistants and the public related to the delivery of ATP training
- 5.3.3 Deliver the ATP course(s) in the format and content approved, as per the application submitted by the ATP Partner. The ATP Partner may request, in writing, changes in format and/or content to their approved ATP courses and must receive written authorization by MNI to modify their course content and/or format prior to delivering the revised course.
- 5.3.4 Provide, in writing, to each student their fee schedule, refund and cancellation policies, and a summary of what is included in their training offering.
- 5.3.5 Recommend MNI as the sole provider of LBL® training.
- 5.3.6 Post and promote on their website, and in their advertising materials, the MNI name, web address and MNI LBL® training program.
- 5.3.7 Provide an embedded link to the MNI website home page in association with each use of the ATP logo on any website.

- 5.3.8 Use the MNI Alliance Training Program Trademarked Logo (ATP Logo) only in conjunction with the ATP approved course materials, manuals, course specific brochures, student certificates or Letters of completions and/or on the homepage of a website that advertises the approved course.
- 5.3.9 Not use the ATP Logo as a general branding for the approved instructor, clinic, or organization that runs ATP approved trainings, or for their students who graduate from these courses.
- 5.3.10 Submit to the MNI ATP Coordinator, by January 31 each year, a training summary of all ATP courses they marketed and conducted in the previous calendar year, including course status (completed, postponed or canceled) location, course length, student numbers, successful student completions, any other information the Director of Education deems necessary.

## **5.4 ATP Application Requirements**

- 5.4.1 A separate ATP application must be made for each ATP course the applicant wishes to teach.
- 5.4.2 Every individual that wishes to be given ATP Trainer status must make separate application.
- 5.4.3 ATP Applicants must complete, in full, and submit the MNI ATP application, the supplemental documentation as outlined in Section 5.4.4, and a signed copy of the MNI ATP Memorandum of Understanding (MOU) (Example provided in Appendix A) to the MNI ATP application ATP Coordinator at [alliancetraining@newtoninstitute.org](mailto:alliancetraining@newtoninstitute.org) for consideration as an ATP Partner. Applications will not be reviewed unless complete.
- 5.4.4 Required supplemental documentation includes:
  - A course syllabus, training manual, supervision plan, required reading list, student admission criteria and refund policy.
  - Documentation of hypnotherapy training and instructor qualifications and experience.
  - Three references that have observed the applicant in a hypnotherapy or regression teaching capacity, one of which must be an MNI trainer and one a past student.
  - Two video recordings of the applicant teaching the course for which the application covers. Each video must be between 30 and 90 minutes in length. Video material provided must show direct teaching, interaction between instructor and students, and a teaching demonstration of a technique.

## **5.5 ATP Application Review Process**

- 5.5.1 The ATP Coordinator shall acknowledge ATP applicant's submission within three (3) days of receipt.

- 5.5.2 The ATP Coordinator will review the application for completeness within two (2) weeks of receiving the application. If an application is incomplete, the ATP Coordinator will advise applicant what is incomplete and what is necessary to complete all the application requirements.
- 5.5.3 Once an application is deemed complete, it will be reviewed by the ATP Coordinator, with the support of the Director of Education, against the ATP Criteria and Standards (Section 4 of this policy). Barring unforeseen circumstances, applications shall be reviewed and a recommendation provided to the MNI Board of Directors within six (6) weeks of receipt of a complete application.
- 5.5.4 In assessing the application, the ATP Coordinator will communicate with the Director of Membership, who will assess the applicant for any Code of Ethics complaints and provide a written summary of the Member's status to the ATP Coordinator.
- 5.5.5 The ATP Coordinator will provide the Board of Directors a summary of their review findings, and a recommendation to either approve or deny ATP status, along with a rationale for their recommendations.
- 5.5.6 The Director of Education will present the findings of the ATP Coordinator to next scheduled MNI Board of Directors meeting who will approve, deny or refer the application back to the ATP Coordinator for further review. Should the next scheduled MNI Board meeting be more than 6 weeks, an extraordinary meeting of the Board be convened to make a determination on the application.
- 5.5.7 The ATP Coordinator will communicate the findings of the MNI Board to the applicant within one (1) week of the Board's decision.
- 5.5.8 After being notified of the Board's decision respecting the granting of ATP status, the Member may request to make a final appeal directly to the Board. The request of appeal must be made within thirty (30) days of being notified of the Board's decision. Decisions of the Board respecting addressing the redress of complaints after the thirty (30) day appeal period, or after an appeal has been made are final.

## **5.6 Granting and Maintenance of ATP Partner Status**

To be granted and maintain their status as an ATP Partner, the approved applicant must:

- 5.6.1 Agree to the terms and conditions outlined in the ATP Memorandum of Understanding (ATP MOU), with the obligations of the applicant and MNI as outlined in this policy.
- 5.6.2 Pay the annual ATP fee.
- 5.6.3 Remain an 'Active', Certified LBL® Facilitator of MNI in good standing. The requirement that the applicant remain an 'Active' Certified LBL® Facilitator (See 5.6.2) may be waived for Certified LBL® Facilitators whose status is 'Sabbatical' or 'Emeritus,' at the discretion of the Board. The applicant must indicate in their application, why they are not actively offering LBL® sessions. (see MNI Membership Policy details about membership types,



status and requirements).

- 5.6.4 Submit to the MNI ATP Coordinator, by January 31 each year, a training summary of all ATP courses they marketed and conducted in the previous calendar year, including course status (completed, postponed or canceled) location, course length, student numbers, successful student completions, any other information the Director of Education deems necessary.

## **5.7 ATP Status Term & Renewal**

- 5.7.1 ATP partnership will be granted for a maximum of three (3) years period from March 1<sup>st</sup> to February 28<sup>th</sup> (29<sup>th</sup>). Should ATP status be granted between this period, it will be granted for the remainder of the current period to February 28<sup>th</sup> (29<sup>th</sup>) and two subsequent years.
- 5.7.2 An ATP Trainer may apply for a subsequent three-year ATP term by completing the ATP Renewal Application a minimum of three (3) months prior to the end of their ATP term to the ATP Coordinator at [alliancetraining@newtoninstitute.org](mailto:alliancetraining@newtoninstitute.org). Failure to deliver any ATP courses over the preceding three-year review period will require the ATP Trainer to submit a new ATP application for consideration, if they wish to instruct in the future. The granting of a renewal shall be based on an evaluation of compliance with the terms of their Memorandum of Understanding, during the preceding period.

## **5.8 ATP Trainer Review, Suspension and Revocation**

- 5.8.1 Each ATP Trainer and their program will be reviewed every three (3) years to review compliance with their ATP Memorandum of Understanding (MOU) and results of their program.
- 5.8.2 A review of an ATP Trainer and/or their course(s) may be initiated between the three-review cycle should the ATP Coordinator, based on the grounds outlined in Section 5.8.4.
- 5.8.3 The Board of Directors may suspend or revoke ATP status, permanently or for a defined period, based on the grounds outlined in Section 5.8.4
- 5.8.4 Grounds for ATP status review, suspension or revocation include:
- Failure to comply with the terms outlined in the MOU that outlines the terms and obligations of the ATP Trainer.
  - A breach of the MNI Code of Ethics, as validated through the review of a complaint by the Ethics Panel and a decision of the Board.
  - Complaints about the teaching style or methods of the ATP Trainer that, upon review and evaluation, do not meet MNI standards of professionalism and efficacy.
  - Unauthorized changes in course content or method of delivery.

## **5.9 Fees**

- 5.9.1 The annual ATP fee is \$400.
- 5.9.2 The annual due date for ATP fees is February 28<sup>th</sup>.
- 5.9.3 The annual fee will be prorated for ATP status granted between the renewal cycle.
- 5.9.4 A minimum of six (6) months advance notification shall be provided to ATP Trainers of any changes to fees.

## **6. CONFLICT OF INTEREST**

- 6.1.1 Any person having responsibility to evaluate or make decisions related to this policy, which has a real or perceived conflict of interest with a member having a matter under consideration related to this policy, must recuse themselves from making an evaluation or decision for the member with which they have a conflict of interest.
- 6.1.2 For the purpose of assessing conflict of interest, the evaluator or decisionmaker may not have a business, professional or personal interest in the member's matter, nor be in business competition with the member's whose matter is being considered.

## **7. POLICY EXCEPTIONS**

- 7.1.1 Exceptions to this policy may be considered to address exceptional circumstances, or for compassionate reasons. Requests for exceptions of this policy must be made in writing to the Director of Education.
- 7.1.2 Exceptions to this policy require Board approval, based on the review and recommendations of the Ethics Panel. A record of exceptions shall be kept and made available upon request, to any Member with redaction of Members' identities and information that would compromise the confidentiality of a Member.

## **8. POLICY REVIEW & UPDATE**

- 8.1.1 The ATP Policy shall be reviewed and, as necessary, updated every 5 years, or as deemed necessary by the Board of Directors.
- 8.1.2 ATP requirements and fees may be added, adjusted or removed by decision of the Board to meet organizational needs and market conditions.
- 8.1.3 Changes to this policy, and the rationale for the change, shall be communicated to the ATP Trainers in writing and to Membership at least 6 months in advance of the change, unless a change is necessary to maintain the integrity of the organization, as determined by the Board. All changes must be reflected in a written update of this policy.

## **9. POLICY ACCOUNTABILITY**

The Director of Education holds the overall accountability for the implementation, operationalization and management of this policy.

## 10. POLICY APPROVAL & REVISION HISTORY

Approval Date:	February 17, 2021 (Minor Revision)
Scheduled Review:	February 2026
Revisions Date(s):	October 26, 2021 (Formal Update) May 2013 (initial policy)

## APPENDIX A: ATP MOU TEMPLATE



### Memorandum of Understanding

dated [Month day#, year]

[Remove all red text before signatures]

#### 1. BETWEEN:

The Michael Newton Institute for Life Between Lives Hypnotherapy, Inc., (hereafter referred to as "MNI"), of 1121 Military Cutoff Road, suite C312, Wilmington, NC, USA 28405

and

XXXX [ATP Partner Name] (hereafter referred to as the "ATP Partner"), of XXXX [ATP Partner Address]

(hereafter collectively referred to as the "Parties").

#### 2. PURPOSE

This Memorandum of Understanding (MOU), establishes an understanding between the Parties concerning the mutual benefits, terms and obligations to be met in the furtherance of the mutual goal of facilitating the global expansion of certified MNI Certified LBL™ Facilitators through the MNI Alliance Training Program (ATP). The ATP provides MNI endorsement for eligible MNI Members to provide high-quality hypnotherapy and regression training, in alignment with MNI criteria, to those seeking to train as LBL™ Facilitators. MNI is expected to benefit from an increase in qualified LBL™ students, and the ATP Partner benefits from an increase in exposure through the listing of their courses on the MNI site and the brand recognition of MNI. Details of the MNI Alliance Training Program (ATP) are articulated in the MNI ATP Policy.

This Memorandum of Agreement confirms that the above indicated ATP Partner has met the criteria to become an MNI ATP Trainer, and that their hypnotherapy and/or regression course meets the format and standards to be endorsed by MNI.

### 3. AGREEMENT TERM

This agreement shall come into force on **Month Day#, YYYY** and remain in effect to until Feb 28, **XXXX**. *[this will be for three years, or 2+ years if the initial year is prorated]*

### 4. AUTHORIZED COURSES

This MOU authorizes the ATP Partner to teach the following courses under the endorsement of the MNI ATP: *[Amend this section if authorizing only one course or amend/delete exception clauses(b) or (d) as necessary]*

- a) Hypnotherapy Training: 150 hours of formal training, with a minimum of 100 hours face to face and covering the basics of hypnosis and the therapeutic release of trauma through mechanisms that go beyond suggestion therapy, except as noted below in section 4(b).
- b) Due to the continuing global Covid-19 pandemic and the need to maintain social distancing, the MNI Board of Directors have approved an exemption to the MNI ATP policy requiring that all ATP training be conducted in a face-to-face setting. For the ATP MOU term (March 1, 2021 until February 28, 2022) Hypnotherapy training may be conducted live, utilizing an online video conferencing platform.

and,

- c) Past Life Regression Training: 50 hours of training, delivered to qualified/certified hypnotherapists, with a minimum of 25 hours face to face and covering Past Life Regression, including childhood, womb and past life regression, as well as other best practice approaches, except as noted below in Section 4(d).
- d) Due to the continuing global Covid-19 pandemic and the need to maintain social distancing, the MNI Board of Directors have approved an exemption to the MNI ATP policy requiring that all ATP training be conducted in a face-to-face setting. For the ATP MOU term (March 1, 2021 until February 28, 2022), Past Life Regression training may be conducted live, utilizing an online video conferencing platform.

### 5. OBLIGATIONS OF THE PARTIES

The MNI Agrees to:

- a) List the approved programs on the ATP page, on the MNI website, with the disclaimer that the quality of training delivery is the responsibility of the Alliance Instructor and that the ATP trainings are recommended, but not mandatory to register for LBL™ training.
- b) Offer the use of the MNI Alliance Trainer Trademarked Logo to the ATP Partner for approved trainings in the manner prescribed in this MOU.
- c) Offer a 10% discount to MNI LBL™ students who receive their hypnotherapy and/or regression training through an ATP Partner.
- d) Provide website linkage from the MNI website to the Alliance Trainer's website.

The ATP Partner Agrees to:

- e) Remain an Active, Certified LBL™ Facilitator of MNI in good standing, as defined in the MNI Membership Policy, unless the Board has granted permission for an Emeritus Member to become ATP Partner.
- f) Pay the annual ATP fee on time.
- g) Deliver the ATP course(s) in the format and content approved, as per the application submitted by the ATP Partner. The ATP Partner may request, in writing, changes in format and/or content to their approved ATP courses and must receive written authorization by MNI to modify their course content and/or format prior to delivering the revised course.
- h) Submit to the MNI ATP Coordinator, by January 31 each year, a training summary of all ATP courses they marketed and conducted in the previous calendar year, including course status (completed, postponed or canceled) location, course length, student numbers, successful student completions, any other information the Director of Education deems necessary.
- i) Not share or utilize any MNI copyright materials other than for personal use, or teach the MNI LBL™ methods to others, either as a member, or an ex-member of MNI, unless acting in an official role at an MNI authorized training or promoting MNI using materials explicitly provided for such purpose.
- j) Uphold the MNI Code of Ethics in all interactions with students, assistants and the public related to the delivery of ATP training.
- k) Provide in writing to each student their fee schedule, refund and cancellation policies, and a summary of what is included in their training offering.
- l) Recommend MNI as the sole provider of LBL™ training.
- m) Post and promote on their website, and in their advertising materials, the MNI name, web address and MNI LBL™ training program.
- n) Provide an embedded link to the MNI website home page in association with each use of the ATP logo on any website.
- o) Use the MNI Alliance Training Program Trademarked Logo (ATP Logo) only in conjunction with the ATP approved course materials, manuals, course specific brochures, student certificates or letters of completions, and/or on the homepage of a website that advertises the approved course.
- p) Not use the ATP Logo as a general branding for the approved instructor, clinic, or organization that runs ATP approved trainings, or for their students who graduate from these courses.

## 6. TERMINATION

- a) MNI may terminate this MOU if:
  - i) The ATP partner fails to comply with the terms outlined in this ATP MOU.
  - ii) The ATP Partner commits breaches the MNI Code of Ethics, as validated through the review of a complaint by the Ethics Panel and a decision of the Board.

- iii) Complaints about the teaching style or methods of the ATP Partner that, upon review and evaluation, do not meet MNI standards of professionalism and efficacy.
- iv) The ATP partner makes unauthorized changes in course content or method of delivery.
- b) ATP Partner may terminate this MOU if:
  - i) The Partner is temporarily or permanently ceasing operations of the nature covered by this MOU.
  - ii) MNI causes a reduction or diminution of business to the Partner in a manner that the Partner believes is damaging to its business and/or reputation.
  - iii) The Partner can make a case to MNI for the need to terminate the MOU.
- c) This MOU may be terminated as mutually agreed to by both parties and having given 30 days' notice.

## 7. EFFECT OF THIS MEMORANDUM

- a) The parties agree that the terms and obligations of this MOU are legally binding upon them.

*Signed for and on behalf of the Michael Newton Institute for Life Between Lives™ Hypnotherapy*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print)                      Position                      Date

*Signed for and on behalf of [partner institution] by [name, position]*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print)                      Position                      Date