

Zen Space Yoga Teacher Training/Yoga Immersion

Course Terms & Conditions

Welcome to a year of growth and challenge and fun! Below is all the information required by Yoga Australia for a professional Teacher Training Course. The information here may seem tedious but it is designed to provide you and other students with clarity and fairness in how the course is run.

Please note: To be accepted into this course you are required to have completed at least 12 months of yoga practice.

Code of Conduct

To ensure that you and other students are safe, included, respected, accepted, and provided opportunities for growth during the year, we ask you to take responsibility for your own thoughts, speech and actions as follows:

- Arrive before the start time of class
- Stay for the entire time of each workshop and class
- Practice active inclusion and honest communication by expressing your thoughts and ideas from a non-reactive place, listening attentively, respecting others experiences and ideas, and holding back at times to allow those who may need more encouragement or time the opportunity to voice their ideas.
- Ensure that what is personally shared during the sessions remains within the group.
- Care for yourself by understanding and working within your physical, mental and emotional limits by not ignoring, denying, trivialising or minimising the truth of what's happening for you in each moment.
- Ensure consent-based touch by asking permission before touching another person and accepting their right to say no: and honouring your own boundaries in any given moment.
- Practice 'mindful' impartiality - by not favouring one person or situation over another.
- Leave the space clean and tidy and respect the greater environment around you.
- Wear clothing that is modest and not distracting to others.
- Please do not wear scented body products to class as it may cause problems for others who have allergies.

Finally, have a positive attitude, an open mind, and have fun!

Requirements for Success

To complete the course and qualify as a Level 1 Yoga Teacher you must:

- Complete coursework and assignments to a satisfactory level
- Demonstrate that your knowledge and practical skills are of a satisfactory level.
- Satisfy all financial obligations.

The course requires 100% attendance. In the event of unplanned events happening, you may miss 10 hours of the full course without penalty. If more than 10 hours are missed, you will be required to discuss with the teacher how to make the learning and hours up in your own time.

In the event of trainee behaviour breaching these requirements, the teacher will discuss with the trainee their behaviour, improvements required and consequences of continued breaches in behaviour. The details of the behaviour and actions will be documented. Any time an incident occurs it will be recorded and filed accordingly. If the identified improvements from trainee are not made, the trainee, and teacher and a Senior Teacher of the studio will meet to discuss the consequences of the continued behaviour.

Failure to Comply

The principal trainer reserves the right to suspend or expel trainees for the following reasons:

- Failure to uphold and maintain the Code of Conduct or Terms and Conditions.
- Misconduct and/or repeated disruption of the classroom.
- Cheating in an assignment.
- Threats to the safety or wellbeing of others. In this case the offending trainee will be asked to leave the training immediately. The teacher will speak to the offending trainee as soon as practical to discuss the incident and next steps. If the incident is significant enough to warrant police investigation (violence, theft, sexual assault, property damage), contact with police will be made as soon as practical.
- Non-payment of fees. Non-compliance will result in the student being ineligible to receive an Academic record or Statement of Achievement, until all outstanding fees have been finalized

Depending on the severity of the incident, one repeat offence is considered sufficient to remove the trainee from the course. Non-compliance will result in the student being ineligible to sit assessments. No student may practice as a Certified Yoga Teacher until fully qualified.

Complaints Policy

During your studies it is expected that your teacher trainers act in accordance with Yoga Australia's [Code of Professional Conduct](#), [Student-Relationship Guidelines](#), and [Code of Ethics](#) and that you and the other students act in accordance with the Code of Conduct (above). Any complaints should be made directly to your teacher trainer. If this is not suitable, you may direct your complaint to Camille Jeboult

(hello@headheartfeet.com.au), who is a Senior Level 3 teacher at Zen Space. If your issue is not resolved, seek support and advice from Yoga Australia.

Deferment of Course Policy

If you cannot continue the course for unavoidable reasons, you may apply for deferment in writing and include supporting documentation (e.g. doctors' certificate). Courses can be deferred for a maximum of starting from when the application to defer is made. Please note – a repeat of this course may not occur the following year in which case you may have to cancel.

Course Cancellation & Refunds

We reserve the right to cancel or postpone the course to an alternative date. In this event, all teacher trainees affected by such postponement or cancellation will be offered the opportunity to transfer to the next available training course. If you are unable to attend the next available training course or any training course thereafter, you will receive a refund calculated on a case by case, pro-rata basis with a non-refundable administration fee of \$250 from the course fee. The first payment of \$1,100 is non-refundable

You can cancel the training at any time by notifying us in writing. In this case you will receive a refund calculated on a case by case, pro-rata basis with a non-refundable administration fee of \$250. The first payment of \$1,100 is non-refundable

Privacy.

We respect your right to privacy and are committed to safeguarding the privacy of students. We adhere to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). This policy sets out how we collect and treat your personal information. "Personal information" is the information we hold which is identifiable as being about you.

To maintain security of information we have in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.

All information collected is necessary for the conduct of this business as an educational institution. This information is used for a variety of purposes including:

- Student admission
- Enrolment and progression
- Archival purposes
- Mandatory reports to external agencies.

You may request details of personal information that we hold about you in accordance with the provisions of the Privacy Act 1988 (Cth). A small administrative fee may be payable for the provision of information. If you would like a copy of the information, which we hold about you or believe that any information we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at zenspacesamford@gmail.com.au.

Enrolment.

Apply for this course with a genuine intention to fully engage as it requires a personal commitment of your time, energy and finances so please approach it with a noble intention to complete it.

To be accepted into this course you are required to have completed at least 12 months of yoga practice. If you wanting to do this course as a self-development year rather than t become a Yoga Teacher, then this requirement may be waived.

In order to enrol and reserve a place, a processing fee of \$250 is to be paid with your Application Form prior to the commencement of the course. A 14-day cooling-off period then applies. If you withdraw during this time a \$100 refund will be given. Upon acceptance for the training an additional non-refundable \$850 is to be paid (this constitutes your first instalment).

The outstanding \$4,400 is due in \$1,100 installments on the first day of April, June, August and October. If you are in financial difficulty and need to work out a more suitable payment schedule please feel free to talk with the teacher.

By enrolling, students accept the Policies and Procedures as above.

Student Agreement

I have read and agreed to abide by the Course Terms & Conditions.

Signed and dated _____