

Gilbert Yoga College

655 N. Gilbert Rd. #162 Gilbert, AZ 85234

gilbertyoga@gmail.com

PROGRAMS OFFERED:

Yoga Teacher Training 200-hr (Satisfies Yoga Alliance RYT status)

Advanced Yoga Teacher Training 300-hr (Satisfies Yoga Alliance RYT status: 200 + 300 = 500-hr RYT)

Master Yoga Teacher Training 500-hr (Satisfies Yoga Alliance RYT status: 500-hr RYT)

Prenatal Yoga Teacher Training 85-hr (Satisfies Yoga Alliance RPYT status)

Children's Yoga Teacher Training 95-hr Satisfies Yoga Alliance RPYT status)

WITHDRAWAL AND REFUND POLICY:

By registering for a training, students agree to pay all applicable tuition and registration fees prior to the start date. Students are required to pay all tuition and fees for any registered training unless enrollment is officially cancelled.

Procedure for withdrawal:

- Before the beginning of the training program, the student is entitled to a refund of 100% of the tuition (*less the registration fees*).
- A student choosing to withdraw from the school after the beginning of the training, must provide written notice to the Dean of Curriculum, indicating the expected last date of attendance.
- A student will be considered to be withdrawn from the institution if the student has not attended training for 30 consecutive class days.
- All refunds will be issued within 30 days of the withdrawal date (or determined withdrawal date).

Procedure for refund:

- A student's notice to withdraw from the school will initiate the refund process.
- After classes have commenced withdrawal from the training program will result in a partial refund (*less the registration fees and non-refundables*), determined as follows:
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% of the clock hours attempted:	Tuition refund amount:
10% or less	90% (less non-refundable tuition and fees)
More than 10% and less than or equal to 20%	80% (less non-refundable tuition and fees)
More than 20% and less than or equal to 30%	70% (less non-refundable tuition and fees)
More than 30% and less than or equal to 40%	60% (less non-refundable tuition and fees)
More than 40% and less than or equal to 50%	50% (less non-refundable tuition and fees)
More than 50%	No Refund is required

Books, supplies and fees: The costs for books and/or supplies purchased by the student for the course/program will not be refunded by the School. Registration fees, processing fees, and a portion of the tuitions are non-refundable. (initial here)

ATTENDANCE POLICY:

100% Attendance Required (limited make-up sessions available, advance notice of absence is preferred). Exceptions are **not** guaranteed but may be considered on a case to case basis. Trainees can be dismissed from the program for excessive absences (beyond 10% of contact hours). _____ (initial here)

ANTI-HARASSMENT AND ANTI-RETALIATION POLICY:

Gilbert Yoga is a safe learning environment and culture. Gilbert Yoga does not condone harassment of any sort; including, but not limited to: unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age, disability, or genetic information. Gilbert Yoga values transparency. Gilbert Yoga does not condone retaliation against individuals for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

_____ (initial here)

CODE OF CONDUCT:

Any persons acting on behalf of Gilbert Yoga have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the school and take no actions incompatible with their obligations to the community.

With regard to conduct, **All Persons** (whether acting on behalf of the Gilbert Yoga or as an individual trainee, student or participant) should practice:

- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Trustworthiness by acting in a reliable and dependable manner;
- Evenhandedness by treating others with impartiality;
- Respect by treating others with civility and decency;
- Stewardship by exercising custodial responsibility for school property and resources;
- Compliance by following State and Federal laws and regulations and school policies related to their duties and responsibilities;
- Confidentiality by protecting the integrity and security of school information such as student records, files and documents.

Those acting on behalf of the school shall seek appropriate guidance when faced with ethical dilemmas.

_____ (initial here)

GRIEVANCE POLICY:

Gilbert Yoga trainees may have occasional problems or issues affecting their training-related activities and it is important to resolve these as soon as possible. Gilbert Yoga encourages students to resolve disagreements respectfully through informal, frank, and open discussion. However, the Gilbert yoga also recognizes that occasionally more formal processes are needed.

The Gilbert Yoga grievance process establishes procedures for the fair, orderly, and timely resolution of problems or complaints using a thorough review process. The following principles will serve as the foundation for the Gilbert Yoga grievance process:

- The school will deal with grievances expeditiously and fairly.
- Grievances and the proceedings under this policy will be treated with the greatest degree of confidentiality possible. However, limitations on confidentiality may include the school's obligations to investigate grievance allegations, provide individuals accused of misconduct an opportunity to respond, inform appropriate individuals of the imposition of corrective action, or to fulfill duties imposed by law.

- Gilbert Yoga trainees, trainers, teachers and staff are protected from discrimination and retaliation in connection with exercising rights under this grievance policy.

Gilbert Yoga will maintain procedural guidance for the grievance process. _____ (initial here)

PHOTO RELEASE

By signing this release I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the internet or in the public educational setting.

By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against Gilbert Yoga College or any person or organization utilizing this material for educational purposes. _____ (initial here)

Trainee Signature: _____ Date: _____