

8 Limbs Student Program Completion and Complaint Policy

Program Completion

- A certificate will be issued once all requirements are completed and all program and administrative fees are paid in full (all forms and payments have been fully received by 8 Limbs Yoga Centers).
- If a participant drops out during any part of the program, course hours may not be granted for the incomplete program or course.
- To receive a certificate of completion for any program, all classes must be attended per the attendance guidelines.
- Any student denied certification has the right to seek the review of the Teacher Training Director; if the student does not agree with the Teacher Training Director's decision, the student may follow the Student Grievance Procedure as outlined below.

Student Complaint Policy

8 Limbs seeks to create an environment in which employees, work-study and students alike feel safe, respected and supported. To facilitate this we have outlined a process and line of communication should problems arise. Student complaints should be brought to the attention of an 8 Limbs faculty member and/or Teacher Training Director to attempt resolution as described below under the Student Grievance Procedure. The faculty member and/or Teacher Training Director and student are to follow the grievance procedures below. If satisfactory resolution cannot be reached between the student and the school, the student may file a written complaint to a mediator agreeable to both parties, cost to be divided between parties. All student complaints must be filed within one year after the student discontinues training at the school.

The filing of a complaint will not affect the student's fair evaluation in completing a program or course. Nothing in the policy prevents the student from contacting the Washington State Workforce Board at 360-709-4600 at any time with a concern or complaint.

Student Grievance Policy

8 Limbs seeks to create an environment in which employees, work-study and students alike feel safe, respected and supported. To facilitate this we have outlined a process and line of communication should problems arise.

1. Talk directly to the person you're having an issue with whenever possible.
2. If you don't feel safe and/or clear on how to best approach the situation directly, then speak with your Teacher Training Instructor or Director. They will assess the situation with you to determine if it would be best supported by:
 - a. Simply talking it through and getting suggestions for letting it go and/or navigating it with the other involved party; or
 - b. If the situation is more serious, loaded or complex, offering to mediate a conversation between you and the party in question; or
 - c. If the situation is quite serious, the Instructor or Director may go directly to the party in question and seek resolution without involving you further.
3. If your issue is with an Instructor or the Teacher Training Director and you don't feel comfortable talking with them, please go to the Managing Director: 206.325.8221 or info@8limbsyoga.com
4. The filing of a complaint will not affect the student's fair evaluation in completing a program or course.
5. Nothing in the policy prevents the student from contacting the Washington State Workforce Board at 360-7094600 at any time with a concern or complaint.

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8 Limbs Yoga Centers

500 East Pike Street
Seattle, WA 98122
206.325.8221
www.8limbsyoga.com

HOW TO FILE A COMPLAINT

Washington law requires private vocational schools to inform students how to file a complaint. By signing this form you acknowledge this process has been explained to you. Below are the next steps the school must take in discussing this policy with you, along with information about the complaint process.

DISCUSSION ABOUT COMPLAINT POLICY REQUIRED

First, a school representative must discuss the school’s complaint policy with you. Following this discussion, you will be provided with this attachment to sign. After you sign this form, the school will give you a copy for your personal records. The school will also keep a copy on file.

ACKNOWLEDGMENT OF COMPLAINT PROCESS BY STUDENT

1. The school has described the grievance and/or complaint policy to me.
2. I understand that the policy can also be found in the school catalog.
3. I know I should first try to resolve a complaint or concern with my instructor or school administrator.
4. I understand nothing prevents me from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint, and complaint forms are: http://wtb.wa.gov/PCS_Complaints.asp.
5. I understand that I have one year to file a complaint from my last date of attendance.
6. I further understand that in the event of a school closure, I have 60 days to file a complaint.
7. I also understand that complaints are public records.
8. Finally, I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at http://wtb.wa.gov/PCS_Complaints.asp

Name: _____ Signature: _____

Date: _____, 20__

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant, whose name and signature appear above, has been made aware of the school’s complaint policy.

Name: ANNE PHYFE PALMER Signature: _____

Title: DIRECTOR

Date: _____, 20__