



Teacher Training Enrollment Agreement 2021-2022 8 Limbs Yoga Centers

This enrollment agreement is between the above-named school and:

Student Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone: _____ **E-Mail:** _____

8 Limbs Yoga Centers agrees to provide the following RYT Programs:

Start date: _____ **Completion date:** _____

Program	Dates	Description	Reg Fee	Tuition Payment Options	Books & Supplies
200 hr. Teacher Training (Summer Intensive)	July	<ul style="list-style-type: none"> • Daily weekday class meetings • 180 contact hours • Additional reading and assignments 	NA	<p>\$3,800 Paid in full prior to program start</p> <p>\$3,900 Installment Plan 4 Automatic equal payments of \$975</p>	\$60
200 hr. Teacher Training (Grounded Wisdom)	October - May	<ul style="list-style-type: none"> • 8 Weekends • Weekly online evening meeting • 180 total contact hours • Additional reading and assignments 	NA	<p>\$3,800 Paid in full prior to program start</p> <p>\$3,900 Installment 8 Automatic monthly equal payments of \$487.50</p> <p>\$2,000 Repeat Graduate of previous 200 hr. program at 8 Limbs. Paid in full prior to program start</p> <p>\$2,800 Repeat Graduate of 200-hr. program at another school. Paid in full prior to program start</p> <p>Other (By prior arrangement)</p> <hr/>	\$100
500 hr. Teacher Training	Ongoing	<ul style="list-style-type: none"> • 300 total classroom hours 	\$100	<p>\$6,000 Tuition is paid per module. 20 hr. modules - \$400 (rate will increase 2023) 10 hr. modules - \$200 (rate will increase 2023)</p>	\$100
Pre/Postnatal Yoga Teacher Training	February - June	<ul style="list-style-type: none"> • 85 total hours • 68 total classroom hours 	\$25	<p>\$1,600 \$400 per module (rate will increase 2023)</p>	

METHOD OF PAYMENT FOR TUITION: Note, our tuition rates increase every 3 years, next increase is 1/1/2023.

Credit Card

Check (Payable to '8 Limbs Yoga Centers')



AGREEMENT NOTICE:

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

CHANGES TO AGREEMENT NOTICE:

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student, or student’s parent or guardian if he/she is a minor.

CANCELLATION AND REFUND POLICY:

1. The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.
2. The school must refund all monies paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, so long as the applicant has not begun training.
3. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels past the fifth business day after signing the contract or making an initial payment. A registration fee is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of Modular Training:	School may keep this percentage of tuition:
Up to 10% of training	10%
More than 10% but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
 - a. When the school receives notice of the student’s intention to discontinue the training program; or,
 - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - c. When a student, without notice, fails to attend classes for thirty calendar days.
6. All refunds must be paid within thirty calendar days of the student’s official termination date.

NOTICE TO BUYER:

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.

CANCELLATION OF CONTRACT:

If you have not started training, you may cancel this contract by submitting a written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract; the written notice may also be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the applicant.

UNFAIR BUSINESS PRACTICES:

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors if he/she is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.



CERTIFICATION:

I certify that I read and understand the cancellation and refund policy and the complaint procedure; I received a copy of the school catalog, and I am entitled to an exact copy of this enrollment agreement, school catalog, and any other papers I sign.

Student Name (please print): _____ **Signature:** _____ **Date:** _____

Authorized School Representative:

As the authorized representative of the school, I hereby agree to the conditions set forth herein.

Name (please print): _____ **Signature:** _____ **Date:** _____

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 – 10th Avenue SW, Olympia, Washington 98501
Phone: 360-709-4600 Email: pvs@wtb.wa.gov Web: wtb.wa.gov

NOTICE OF FINANCIAL OBLIGATION

Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under Chapter 28C.10 RCW. One copy of this notice bearing original signatures must be attached by the school as addenda to that individual’s enrollment agreement, as well as a copy provided to the enrollee by the school.

ACKNOWLEDGMENT BY ENROLLEE

1. I understand and accept that any contract for training I enter into with the above-named school contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
3. I understand that any enrollment contract I enter into will not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and me, provided that I have not entered classes.

Signature: _____

Student Name: _____

Date: _____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears above has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Signature: _____

Name: _____

Title: _____

Date: _____



CODE OF CONDUCT

At 8 Limbs Yoga Centers, we ask our staff and students to follow the Yamas and the Niyamas, the first and second limbs of the eight limbs of yoga, which provide guidance in our behavior:

The Yamas:

1. ahimsa (non-harming)
2. satya (truthfulness)
3. asteya (non-stealing)
4. brahmacharya (moderation)
5. aparigraha (non-grasping).

The Niyamas:

1. saucha (cleanliness)
2. santosha (contentment)
3. tapas (burning enthusiasm or zeal)
4. svadhyaya (self-inquiry)
5. isvara pranidhana (surrender to that which is all-knowing, that which supports us)

In addition, the following behavior is unacceptable and will not be tolerated:

1. All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. Intentional disruption or obstruction of teaching, administration, or other school activities.
4. Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.

CONDITIONS FOR DISMISSAL

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct.
2. Missing more than 20 percent of instruction time
3. Not completing homework assignments
4. Not meeting financial responsibilities to the school

The school will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

RE-ENTRY POLICY

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the training lead before re-entering the school. The decision of the director is final, and the student will receive a letter within five business days stating the decision.

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 Lead; if the student does not agree with the Teacher Training Lead's decision, the student may follow the Student Grievance Procedure as outlined below.



8 LIMBS 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 Lead to attempt resolution as described below under the Student Grievance Procedure. The faculty member and/or Teacher Training Lead 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.

8 LIMBS 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 Lead. 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 Lead and you don't feel comfortable talking with them, please contact the Yoga Programming Coordinator: education@8limbsyoga.com or the Owner: amaan@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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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, please save a copy for your personal records. The school will also keep 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 on the school website.
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

Signature: _____

Student Name: _____

Date: _____

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.

Signature: _____

Name: _____

Title: _____

Date: _____