
School Policies

Attendance Policy

Graduation from our program requires the trainee's attendance at all training sessions. Except for emergency situations, all absences must be approved in advance by the trainer. A maximum of 24 hours may be missed if arranged in advance and approved by the trainer.

Unauthorised absence. If a student is unable to attend a session, for example due to illness, they are expected to contact the tutor in a timely manner, preferably before the start of the session. If they do not do so, the absence will be deemed unauthorised.

Two unauthorised absences for any reason whatsoever, will lead to dismissal from the course.

Extensions may be granted if student is unable to complete the requirements due to unforeseen circumstances, for example, health issues. A medical certificate will be required in support.

Certificates will not be granted until all training hours are accounted for.

Trainees may make up missed time in several ways:

- Attend via zoom;
- Pay to get the day recorded (The pricing is determined by the trainer);
- Pay to attend a private session with the trainer in which a one-hour private session may make up for 4 hours of missed classroom time (i.e.: missing an eight hour day will require two one-hour privates. The pricing for the private is determined by the trainer);
- At the trainer's discretion: the trainee may complete assignments, research, online work, or additional work that the trainer deems appropriate for learning the missed material;

Unapproved absences may result in dismissal from the program. In this case, graduation will be at the sole discretion of the program director.

Tardiness:

Tardiness is disruptive to fellow trainees and undermines a yoga teacher's standards for professionalism. Any trainee who has an unexcused tardiness for class by more than 10 minutes will be docked an hour from their training hours and need to make up the time as per the attendance policy.

Withdrawal Policy:

If a trainee wishes to withdrawal from our program for any reason, they must first contact the program director to discuss their reasons for withdrawal. Refunds will be given in accordance with the program's refund policy.

Termination from Program:

The program may decide to terminate any trainee's participation in the program if:

- False information was used in the admission process that materially affects the program;
- The trainee misses more than 24 hours of training;
- The trainee misses more than four hours of training time without excuse or notification;
- The trainee fails to make timely payments of tuition;



- The trainee engages in bad conduct. Bad conduct is violation of the Code of Conduct, gossip, harassment, bullying, or any other behaviour that is inappropriate or disruptive to the welfare of the program or to fellow trainees.
- In the event of termination, all prior payments and fees are non-refundable and non-transferable.

Tuition & Refund Policy

Withdrawals

An applicant who withdraws from the program before the Start Date is entitled to a refund of all monies except for their non-refundable deposit.

Once the course begins, there will be no refunds. If the applicant withdraws from the program for any reason, the applicant will be responsible for paying the full tuition, regardless of any partial payments that have been made to date.

Cancellation up to 90 days before the start of the course – loss of deposit.

We appreciate that personal circumstances may change and students may need to pull out of the course for a variety of reasons and each case will be considered on its own merits.

Students being dismissed from the course will not be entitled to any refund.

Procedure on how to make a cancellation

- Cancellations must be communicated in writing to the lead teacher, Amor Armitage.
- Cancellations with exceptional circumstances for consideration of a refund must be supported by documentary evidence, e.g. a medical certificate.

Special Cases

In case a trainee needs to withdraw from the program due to illness, accident or other circumstances that make it impractical for the trainee to complete the course, the program will review the case and discuss a fair agreement considering the stage the training is in.

Bad Conduct

No refunds will be given if the program removes a trainee from the program for bad conduct. Bad conduct is violation of the Code of Conduct, harassment, bullying, or any other behaviour that is inappropriate or disruptive to the welfare of the program or to fellow trainees.

Assessment Standards

Trainees are expected to have completed all their assignments before they take their final teaching practicum. In exceptional circumstances a grace period may be permitted but no certificate can be issued until all assignments are completed to a satisfactory standard.

If any practical assignments (such as practice teaching) are required to be repeated a pro rata module fee of £50 will apply.



Trainees are expected to be developing a home practice as part of their studies and should keep a practice diary which can be shown to the tutors on request.

Continuous assessment is an integral part of the course and the lead trainer can remove a student from the course at any time if she feels that student is not suitable to become a teacher.

Assessment and Graduation Policy

To graduate from this program, trainees must meet the Attendance Policy standards as well as the Assessment standards. Failure to successfully meet the standards of assessment during the program will require the trainee to engage in additional work and study until these assessments can be successfully met.

If a trainee feels that have been unjustly assessed, they may file a grievance in accordance with the grievance policy.

Anti-Harassment Policy

We do not permit harassment in our classroom or studio. Harassment is unwelcome verbal or non-verbal conduct that denigrates or shows hostility or aversion toward a person and has the purpose or effect of creating an environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment includes epithets, slurs, name calling, negative stereotyping, insults, intimidation, ridicule, threatening, intimidating or hostile acts, denigrating jokes, and display in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group. Petty slights, annoyances, and isolated minor incidents may not rise to the level of harassment.

Sexual Harassment Policy

We do not tolerate sexual harassment in our classroom or studios. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favours, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual, such as performance review;
- The advances have already been explicitly declined;
- Such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.

Examples of sexual harassment include unwanted and unnecessary physical contact; offensive remarks (including unwelcome comments about appearance); obscene jokes or other inappropriate use of sexually offensive language; and unwelcome sexual advances. Non-physical gesture, behaviour, unnecessary physical contact, verbal suggestion, or innuendo may constitute sexual harassment.

Sexual Misconduct Policy

Trainers recognise the unique power and imbalance of the trainee-trainer relationship. While acknowledging the complexity of yoga relationships, trainers shall not exploit the trust and dependency of trainees.

- Trainers shall avoid any dual relationships with trainees (e.g., business, personal, or sexual relationships) that could impair their professional judgment, compromise the integrity of



- their instruction, and/or use the relationship for their own gain.
- Trainers will not engage in romantic relationships with trainees unless at least six months have passed from the trainer-trainee relationship.
 - Trainers understand that a yoga studio is a place of deep spiritual work and transformation. Trainers shall not make comments, gestures, or physical contact of a sexual nature with their trainees, even if the trainee invites such conduct. Sexual misconduct will not be tolerated under any circumstances.

Code of Conduct

Purpose

We are committed to holding high ethical standards for our trainers and graduates. We believe that it is the responsibility of a trainer to ensure a safe environment in which our trainees can grow physically, mentally, and spiritually. Trainees are looking for guidance from trainers with authenticity, experience, and wisdom. Our Code of Conduct was developed to protect our trainees in this potentially vulnerable relationship with their trainers and to uphold as well as model the highest professional standards.

Financial Practices

The school and its trainers will be honest, straightforward, fair, and conscientious in conducting all of their business affairs. The School and its trainers will manage their business affairs according to recognised standard business and accounting practices. The School and its trainers will discuss all fees and financial arrangements in a straightforward professional manner.

Professional Growth and Continuing Education

Trainers shall maintain the integrity, competency, and high standards of the yoga profession by continuously striving to improve their skills through keeping current in new developments in yoga practice and by participating in continuing educational programs.

Trainer-Trainee Relationships

Trainers shall treat trainees with respect and with regards to their individuality, dignity, and privacy. Trainers shall maintain professional relationships with their trainees. Trainers recognise that the trainer-trainee relationship involves a power imbalance. Trainers shall avoid any relationship with a trainee that exploits the trainee in any way or that may be used for the trainer's personal benefit. Trainers shall not engage in harassment, abusive words or actions, or exploit trainees.

The relationship between a yoga trainer and a trainee is based on trust. To establish and maintain that trust, trainers must be polite, considerate, and honest in their interactions with their trainees.

Trainers should practice good communication with their trainees. Trainers should listen attentively to their trainees, respect their point of view, beliefs and culture, and should not allow their beliefs and values to adversely influence their relationship with their trainees. Trainers shall avoid imposing their personal beliefs on their trainees.



Romance: Trainers shall not invite, respond to, or allow any sexual or romantic conduct with a trainee during the period of the trainer-trainee relationship, nor for six months after the trainee's graduation from that relationship.

Integrity

Trainers shall uphold the highest of moral standards. Trainers shall strive to ensure that their intentions, actions, and speech are based on honesty, compassion, selflessness, trustworthiness, and transparency.

Trainers recognise that the process of learning is never complete, and they shall avoid portraying themselves as “enlightened” or “spiritually advanced.” Trainers recognise that they are walking on the spiritual path along with their fellow trainers and trainees. Trainers shall cultivate an attitude of humanity in their teaching and dedicate their work to something greater than themselves.

Scope of Practice

Trainers shall represent their qualifications honestly and provide only the services they are qualified and certified to perform. Trainers shall not give medical advice. Trainers shall not recommend treatment, diagnose a condition, or suggest that a trainee disregard medical advice. Trainers shall refer their trainees to medical doctors or complimentary licensed professionals when appropriate.

Confidential Information

Trainers shall keep all personal information disclosed by their trainees or clients strictly confidential. A trainer who receives any private information from a trainee or client may not disclose such information unless it obtains the written consent of the trainee or client. However, a trainer may disclose private information about a trainee or client without obtaining consent in the following situations:

- to comply with the law or the order of a court;
- to prevent bodily harm or danger to the trainee or client or to others; or
- where the information has already been disclosed to the public.

Inter-Professional Relationships

Trainers are part of a network of health care and well-being professionals and shall seek to develop interdisciplinary relationships. Trainers shall seek to collaborate with other professionals to protect and enhance the wellbeing of the yoga community and the public generally.

Yoga Equity

Trainers shall welcome all trainees regardless of age, sex (including pregnancy, gender identity and perceived gender expression), sexual orientation, colour, race, national origin, marital status, parental status, religion, or physical or mental disability, provided that the trainer has appropriate expertise.

Grievance Policy

We encourage anyone who has been the subject of sexual misconduct or any other action that violates our policies and Code of Conduct to report the incident to the program director (henceforth referred to as the “reviewing body”). The trainee may also apply to the Reviewing Body if they feel they have been unjustly failed from an Assessment.



The report should contain the following information:

- Your full name;
- Your email and phone number;
- The name of the person who the grievance is against;
- A description of the alleged policy violation;
- The date and location of the policy violation;
- Names and contact information of any witnesses with first-hand knowledge of the situation; and,
- Any other credible evidence that is available to support the grievance.

In the interest of fairness and privacy, all reports must be made by the person who has personally experienced the misconduct. We will not investigate a matter based upon a third-party report of misconduct.

All reports must be made in good faith based on information the person reporting the incident reasonably believes to be accurate.

Due to the time sensitive nature of these matters, all reports must be made within 14 days of the incident in question.

We may request additional information from the person reporting the incident throughout the course of review of the report.

We will take appropriate action to ensure compliance with our policies.

The reviewing body will impose any sanctions that it feels are fair, just, and reasonable under all circumstances. The reviewing body will most as expeditiously as possible to resolve the manner in a fair and thorough manner. We will not allow anyone to retaliate against any person for making a report in good faith or providing information in connection with an investigation into an alleged violation. Any information provided during a grievance report review will be treated on a confidential basis. Similarly, any actions that the taken in response to the report will also be confidential.

Anti-Retaliation

We prohibit retaliation against anyone for reporting a violation of our Code of Conduct or other policies, or for participating in an investigation relating to a violation of our Code of Conduct or other policies.

Date

Trainee Name

Signature

