



## **Sharing Yoga's Teacher Training Student Protection and Disclosures**

### ***Admission Requirements***

Sharing Yoga Teacher Training requires all students be at least 18 years or older. Students are required to complete an application and sign enrollment registration forms. Please refer to the Teacher Training Program Description page on the website for any prerequisite training requirements.

### ***Dates of Enrollment***

Sharing Yoga Teacher Training enrollment is open until one week prior to the training start date. Please refer to the website for training dates and next available enrollment.

### ***Grading System***

Students must complete all assignments and required hours to graduate and receive a certificate. Sharing Yoga Teacher Training shall issue program and course certificates within 30 days of completion to the students who have met all the above requirements, including tuition payment.

### ***Transfer of Credit***

Previous education and training from other schools cannot be applied to the Teacher Training programs offered at Sharing Yoga.

### ***Withdrawal & Refund Policy***

#### **Refunds Before the Program Start Date**

If applicant withdraws from the Teacher Training Program after acceptance, and after paying, but before the program starts, \$200 from applicant's payment amount will be retained by the program (however, such amount can be applied towards a future training program) and the remainder will be refunded to the applicant.



The program reserves the right to cancel any training before it begins. In that case any payments applicants have made will be refunded in full.

### **Refunds After the Program Start Date**

If the applicant withdraws from the program after the training start date, \$200 plus the cost of any weekends held already, whether the applicant attended those weekends or not, will be retained by the program.

Any refunds will be paid within thirty (30) days of receiving written notification from a student of cancellation or withdrawal. Students receiving benefits from federal programs shall be subject to federal refund policies, rules, and regulations.

### **Special Cases**

In case a student needs to withdraw from the program due to illness, accident, death in the family, or other circumstances that make it impractical for the student to complete the course, the program will provide a reasonable and fair refund.

### **Inappropriate Conduct**

No refunds will be given if the program removes a student from the program for inappropriate conduct. Inappropriate conduct is violation of the Code of Conduct, harassment, bullying, or any other behavior that is inappropriate or disruptive to the welfare of the program or to fellow students.

## ***Student Grievances - Complaint & Grievance Policy***

### **Reporting of Policy Violations**

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 our studio management.

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.

Any information provided during a grievance report review will be treated on a confidential basis. Similarly, any actions that are taken in response to the report will also be confidential.

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

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.

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.

If a solution cannot be reached or the student is not satisfied with the solution from the school, then the student can file a complaint with NH Department of Education, Office of Career School Licensing, 101 Pleasant Street, Concord, NH 03301 or by phone 603-271-6443.