

School of Yoga Therapy and Natural Medicine

Policies, Standards and Procedures

SECTION ONE - REQUISITE POLICIES

1.1 Scheduling

The certification programs at the School of Yoga Therapy and Natural Medicine are both comprehensive and concentrated, delivering the majority of the curriculum through live contact hours. Students receive their credentials and accreditation through the School as well as other organizations, based on specific live hour requisites as specified upon registration. To maintain a rotating schedule that meets all curriculum and hourly requirements, programs are divided into courses and seminars that must be taken in sequence. Before starting a program, students must pre-register for all necessary intensives, workshops and seminars and sign a Calendar Commitment with the Program Director. By signing their calendar, students have agreed to and therefore, must attend the requisite hours for all live programs on their Calendar Commitment.

Due to a variety of reasons, the School of Yoga Therapy and Natural Medicine may be required to postpone, adjust or substitute seminars, workshops or programs. In these situations, students will be notified by email. Unless a cancellation notice has been sent, students must attend their scheduled live courses.

1.2 Absences and Lateness

If a student is unable to attend or has to request a change from the schedule set in their Calendar Commitment with respect to any intensive program or start date of any live program (for example, the first of any weekend or evening format), they must notify the Program Director by email and receive confirmation at least thirty calendar days in advance. There is a \$50 (+GST) rescheduling fee for changing intensives and start dates if proper notice, as previously outlined, is not provided. If due to extenuating circumstances and emergency situations, students are unable to attend, will be late for any other scheduled live event, or have to leave early from a seminar, single-day or weekend event, they must notify the Program Director as soon as possible by email or phone. For any absence without notice as specified above, there is a \$25(+GST) fee per class. All absences must be rescheduled with the Program Director and made up. A student accumulating three absences in any one program will be placed on probation, which means the student must have a meeting with the Program Director, sign a probation agreement and pay a reinstatement fee of \$100 (+GST) before attending further live courses and continuing with their program. A student accumulating five absences in any one program is subject to being removed from and failing the program without recourse or refund.

Students must arrive 15 minutes prior to the start of a scheduled event. Students arriving late for class will be denied access to class and marked absent; in such event the rescheduling protocol, fees and probation rules outlined above shall apply.

1.3 Student Records - Attendance Sheets and Photos

It is the student's responsibility to sign the attendance sheet before each seminar and class to ensure his or her records are accurate. If a student fails to completely and properly fill in the

attendance sheet, he or she will not receive credit for the event.

Students are required to email a digital photo to the School or make an appointment to have one made at the office for their student ID card within 10 days of registration.

1.4 Course Requisites

Although there are specific requisites for all individual programs, the general requirements for all School of Yoga Therapy and Natural Medicine programs are listed below:

- * Live Curriculum
- * Online and Independent Study Assignments
- * Yoga and Other Classes
- * Workshops
- * Community Service
- * Supplementary courses and/or offsite events
- * Live Practicum - supervised and unsupervised
- * Written Practicum (includes case studies for Yoga Therapy)
- * Clinical Observations
- * Research Projects
- * Pre-Practicum Participation in Centre Management and Promotion

Additionally, before practicum for any course begins, students must pass a written exam, pass practical evaluations by faculty, exhibit conduct meeting standards of professionalism and ethics as outlined in this form, and sign the practicum Standards and Procedures Agreement relating to their particular program. If the student does not meet any one of these requirements, they may be given additional practice, assignments or requirements to properly prepare.

1.5 Other Expenses

Tuition covers the majority of school expenses. However, students should note that travel and accommodations are not included in tuition. As well, students can expect to be required to purchase some additional materials and services, such as textbooks, uniforms, audio-visual materials, consultations, cooking supplies/ ingredients, and be required to pay fees for external events and courses.

1.6 Copyright

All materials are presented with the AJI copyright to protect the calibre of the program and to secure the student environment. Course material is for student use only, and cannot be copied or distributed for any other purposes. Violation of copyright is grounds for immediate and permanent dismissal without refund or recourse.

1.7 Homework Assignments

Students are responsible for keeping copies of all their course materials, including notes and homework assignments. AJI is not responsible for lost or missing submissions. It is highly recommended that students keep digital and hard copies of all assignments and notes. Many assignments are time-sensitive and an important part of preparing for in-class instruction. Students must complete all assignments and quizzes by designated due dates. If an

assignment is incomplete, students may be required to complete the assignment to specifications and re-submit. Plagiarism is not tolerated, and students who plagiarize any material or otherwise misrepresent any submissions or content as their own will fail the course and may be dismissed from the school without recourse or refund. Students must ensure that proper citing is used in all assignments.

1.8 Course Completion, Graduation and Certification

For all Yoga Teacher Training programs and any individual areas of study in Yoga Therapy, students must begin their live programming within one year and complete all requisites within two years of the original registration date. For Comprehensive Yoga Therapy and Natural Medicine, students must begin their live programming within one year, and have up to three years from the original registration date to complete all requisites. For international students or, in the case of unavoidable and extenuating circumstances where a student is unable to complete the requisites within the allotted time period, a one-time extension which will only be granted after payment of a fee of \$250 (+GST) is made, for a period of up to one year, must be applied for in writing, and a new arrangement made and approved by the Dean. Students are fully responsible for completing all requisites in a timely manner and communicating with the School. If a student does not communicate with the School for a period of three months or longer, the student will be considered inactive and may fail their course without refund or recourse. The student will then have to write a letter to the Program Director requesting a return to active status and pay a \$500 +GST re-activation fee. Additional tuition fees may apply if a student has to re-take a course because of absenteeism.

Course Completion: Within all programs and areas of study, there are individual courses. In order to pass a course, all requisites, including full attendance, quizzes, tests, homework assignments, practicum, research projects, and service hours, must be complete and meet standards of assessment. If the student's work or performance in any part of the course does not meet faculty approval and standards of assessment, the student may 1) fail the course 2) be given remedial work or practice to ensure they can meet the standards or 3) re-take that assignment or part of the course. Program re-scheduling, test re-taking and tuition fees may apply.

Program Completion: To be eligible for graduation, students must complete all program requisites including written, live and independent practicum, meet all standards for completion, and maintain an average of at least 80% on all written tests and exams, pass a live exam, and obtain approval from both the Dean and the President. If a student does not pass an exam the first time, a re-take may be scheduled for a fee of \$100 (+GST). Failure to appear for a scheduled exam results in a fee of \$150 (+GST).

Graduation: Once a year, at the official commencement exercises, AJI confers upon eligible students Certificates of Graduation. All students, faculty, staff, alumni and their families, friends and colleagues are invited to attend the graduation ceremony, where annual service and merit awards are given out, graduates receive their Certificates, and speakers address the participants. Students are especially encouraged to attend as this honours the completion of their program, marks the beginning of their professional career, provides a unique forum for past, present and future graduates to meet, and highlights the theme of Global Change Through Personal Transformation in different events throughout the weekend. Students who finish their program early or who cannot attend graduation in person, may request their Graduation Certificate to be mailed to them.

Certification & Renewal: Graduates receive accreditation from AJI as designated on their

Certificate to practice as a professional. Graduates maintain and renew their professional certification status by meeting the specified credit and/or testing requirements and paying a renewal fee every three years.

By submitting their AJI Certificate of Graduation, students can be certified by a variety of other organizations or bodies of accreditation, such as Yoga Alliance, with whom AJI is registered.

1.9 Commitment

In order to offer an extraordinary rather than ordinary education: this is a rigorous and highly structured program, which provides a wonderful, effective, powerful, and transformational experience. A strong commitment, discipline, and adherence to professional standards are essential. For accreditation purposes, 100% attendance is required. In addition to the live programming, students must be prepared to allot a substantial amount of time to daily practice, essays, reading, research, assignments, community service, and practicum. Throughout the program there are progress assessments, evaluations for practicum, and tests. If students do not meet all requirements, do not meet all standards, they may fail or be given additional practice at faculty and mentors' discretion. This thorough preparation gives each graduate the training required to be of true service as a teacher, doctor or healer, in the face of the increasing demands and challenges of our global community.

In the first year of the certification programs, to help create a strong foundation and a point of reference for critical thinking, it is strongly recommended that students focus on their classes and courses at AJI rather than seeking outside sources. This helps avoid confusion while learning new subject matter and maintain continuity in the learning process. Beginning with year two, students are encouraged to do comparative studies, explore learning outside AJI and become aware of complementary practices for their own professional development.

1.10 Contact Information and E-mail Account

Students are assigned a private YogaVision email account upon registration. All electronic communication from the School to students will use this email address exclusively. It is important to check this email account often. Students are fully responsible for staying current with School information and updates by reading their email, website, and campus postings. Any important communication from the student to the School should be emailed and followed up by phone.

If a student is unclear about any information, it is their responsibility to call the School and speak to a campus staff member. Students must keep their contact information current with the School office and in the online learning management system.

1.11 Transcripts

A fee of \$25 +GST will be charged, plus delivery costs, for issuing a letter verifying program completion / credentials.

Prior to program completion, a fee of \$25 +GST per module will be charged, plus delivery costs for issuing a letter verifying academic progress / attendance to date.

Transcripts and progress reports may take up to two months to issue.

1.12 Practicum

Practicum, in particular, requires a considerable amount of lesson plan and teaching material preparation, at home practice, marketing, networking, and coordination with the campus staff. Students learn how deal with practical realities of scheduling, instructing beginners, teaching in

more than one location, unexpected changes, and filling their classes with students. In this way, students gain valuable skills in all aspects of starting a new career.

Prior to beginning supervised practicum work, all course work must be completed to an acceptable level (80% grade to pass).

Prior to beginning unsupervised practicum, supervised practicum must be completed at the school, performance must be reviewed by staff, and formal request must be made in writing by the student.

If student performance fails to meet standards of attendance, conduct, homework completion, and practical assessment, AJI retains the right to fail them and/or require additional practice and teaching above the minimum requisites.

Practicum emphasizes an experiential and hands-on approach to developing a professional career. Students must participate in the marketing, networking, organization, administration, scheduling, planning and class preparation of classes and workshops. In order to qualify as practicum hours, classes and workshops must have a minimum of 5 (five) paying attendees from the public. For offsite unsupervised practicum, attendees do not pay. Scheduled practicum events may not be cancelled and must be delivered even in the event of low attendance, but will not qualify as practicum hours. All proceeds from practicum events are donated to Yoga Without Borders.

Waivers signed by participants can help protect students and AJI from potential claims or liability in the rare event that a serious complaint may arise. All attendees must sign a waiver before participating in any class or activity: offsite, onsite, supervised, unsupervised, live, online, paid, or free of charge. This is essential for insurance purposes and helps to inform participants.

SECTION TWO: GENERAL PROCEDURES

2.1 Library

AJI is in the process of building a full-service library; however, during this initial phase of the project, all books, magazines, binders, notes, audio visual material, and other library material must remain in the AJI library facility at all times.

2.2 Event Procedures

Prior to all events and seminars:

- *Arrive at least 15 minutes before the start of a live requisite.
- *Yoga and other classes are part of all programs; bring loose, comfortable clothes.
- *Occasionally meditations and activities are done outside; bring weather-appropriate outdoor clothing.
- *Students supply their own water bottle, Yoga mat, head covering, and blanket or wrap for class.
- *Be prepared by completing required readings and/or assignments.
- *Bring notebook and pen.

*Show Student ID at the front desk and sign the attendance sheet.

*Keep the School and campus neat and clear by disposing of garbage and cleaning up all supplies, water bottles, notes, books, etc.

*Ensure all valuables, such as purses, billfolds, and jewellery are taken into the classroom.

After each class:

*Ensure blankets and other equipment are put away.

*Complete Student-Teacher Evaluation Forms.

*Be sure to take all belongings home as the change room is cleaned out nightly, food is disposed of, and clothing and supplies are donated to charity.

*Ensure chairs and tables are returned to their original place.

2.3 School Environment

Students are required to maintain a professional learning environment by avoiding exclusive groups and situations and by including new and existing students in all school activities. More experienced students are expected to provide more service by helping newer students and helping out with general duties in the school.

Please turn off all cell phones and pagers during school programs and activities. Students cannot use the office phone or receive phone messages for personal use, unless it is an emergency or is related to work/study.

To be sensitive to the allergies of others, students should avoid wearing fragrances, colognes and perfumes.

Currently we do not have child-care or pet-care accommodations; please leave children in need of supervision and pets at home except during courses and activities particularly designed for them.

Snacks are not permitted in teaching areas; the student lounge is the only area where food is permitted and should be kept clean. All garbage should be disposed of properly. There are no meat or meat products, alcohol, or narcotics allowed on school premises. Furthermore, no one who is under the influence of any intoxicants, such as alcohol or drugs will be allowed on the premises. As there are private offices within the school environment, please be courteous and stay in the designated areas: the change rooms, student lounge, reception, classrooms and Yoga rooms.

Questions about schedules, student records, attendance, personal problems, requests for recommendations, questions about curriculum or technique or any other questions must be addressed in a private appointment with the Program Director. Appointments should be made at the reception desk.

SECTION THREE: PROFESSIONAL BEHAVIOUR

3.1 Professional Conduct

Students must maintain an appropriate standard of professionalism at all times.

* Students will not speak of any teachers, schools, centres, philosophies or styles of Yoga with disrespect.

* Students will not compare themselves or AJI to other organizations, disciplines or teachers with the intent of diminishing their programs or teachings.

* Students will not discriminate against others on the basis of race, gender, physical or mental disability, age, marital status, sexual orientation, religion, political affiliation, or national origin. Students will show only the highest regard for the personal beliefs and values of others.

* Students respect the personal boundaries of others by not touching or hugging students and/or staff, unless as part of a supervised exercise, and by not requesting personal contact information from students and/or staff.

* Students recognize that all forms of sexual behaviour and/or harassment with other students, teachers or AJI employees are inappropriate.

* All relationships between students, student-teachers, and employees are maintained on a professional basis.

* Students will avoid imposing their beliefs on others, although they may be expressed when appropriate in Yoga class.

* Any and all forms of proselytizing are inappropriate in the school setting.

* Theft of any sort from AJI or from another student or employee at AJI is grounds for immediate and permanent dismissal without recourse or refund.

3.2 Credentials

Students will not represent their training, qualifications, abilities, and affiliations inaccurately and ambiguously, or offer services that they are not completely trained or certified to provide. Specifically, before students graduate or receive explicit written permission in advance from the Dean or President, and while they are practicing and studying to be a Yoga teacher or therapist (or practitioner in any discipline) at AJI, students (even if they have prior experience) may not:

* teach Yoga in any form or any related subject

* counsel, guide or advise in any way

* offer therapy or treatment of any kind

* receive payment in any form for any class, program, product or service they offer

Any breach of the above rules concerning credentials will result in immediate and permanent dismissal without recourse or refund. As a commitment, students agree to give the full attention and concentration required to successfully complete their program. AJI does not provide partial certification of any kind; no student records or credits will be given until the program is completed.

To ensure that teachers and therapists have proper qualifications and to uphold the standards of the AJI certificate, students also agree not to independently seek accreditation from any of our certification affiliations and organizations, such as Yoga Alliance, until they have completed their certification requirements at AJI. Violation of this policy is grounds for dismissal without recourse or refund.

3.3 Confidentiality

* Students are expected to keep all their school records in a manner that assures security and confidentiality.

* Students will not disclose student confidences to anyone, except: as mandated by law; to prevent a clear and immediate danger; or by previously obtained written permission. In cases involving more than one person, written permission must be obtained from all legally accountable persons who have been present during the instruction before any disclosure can be made.

* Students may not photograph, audio/videotape or record in any way any student, staff, teacher or program of AJI without the specific written consent of the Dean or President.

* All personal information that is shared during a course is strictly confidential and may not be discussed outside of class.

* To avoid awkward or inappropriate situations, it is suggested that students do not exchange email or personal contact information.

3.4 Grievance Policy

If a student has a concern or complaint about their program, a faculty or staff member, or another student, they must email the Program Director, outlining their question or concern. The Program Director will contact them within five business days and set up a telephone meeting to address the concern or appoint the appropriate staff or faculty member to deal with it. The student may not address the concern to other staff members or students in an attempt to vent their frustrations or disrupt the learning environment in any way. Should a student not follow appropriate complaint procedures, they may be temporarily suspended from the program. In order to return to school, students must agree to follow school standards and procedures or risk expulsion without refund or recourse.

3.5 Breaches of Standards, Policies and Procedures

In addition to the aforementioned breaches of these standards and procedures, the Dean and/or President may dismiss a student without notice and without refund or recourse for any actions or behaviour that compromise the learning, teaching and business environment or operations such as

- * actions or behaviour deemed detrimental or threatening to the school, staff,
- * other students or clients, or themselves
- * repeated and/or extended absences, lateness and inactivity in the program
- * misrepresenting credentials
- * breach of confidentiality, security, standards and procedures

SECTION FOUR: WAIVER

AKAR JANTRI INTERNATIONAL, SCHOOL OF YOGA THERAPY AND NATURAL MEDICINE and YOGI AKAL (hereinafter collectively referred to as "AJI").

In consideration of AJI undertaking to provide instruction and advice, I hereby understand, confirm and agree that all Yoga practice and various other activities at AJI are at the participant's own risk. I further understand, confirm and agree that at no time I will hold AJI or their representatives, students, or staff liable for any injuries or disturbances which may be experienced during the programs, sessions or practices. I understand and agree that while participating at AJI, the participant takes complete responsibility for whether he/she wants to

receive, accept, apply or reject any advice or instruction offered by AJI, its staff, representatives and/or students. I do further release AJI, their staff, students and representatives from any liability and from any and all claims, obligations, damages and causes of action that may arise as a result of participation in any of their activities or programs, including, without limitation, any loss or theft of personal property.

I hereby confirm, understand and agree that it is the participant's responsibility to check with a doctor or therapist before beginning any exercise program, including the programs contemplated at AJI. The participant must inform AJI regarding any medical or psychological conditions, prescriptions or any conditions regarding pregnancy before or at the beginning of any program or session. The participant will exercise reasonable and sensible caution for his/her well-being while practicing Yoga or any other activity at AJI.

I understand that audio/ video/ filmic/ photographic images may be taken while participating in any AJI activity and that these images or those given to AJI are the property of AJI and can be used at their complete discretion. I understand that participants may not photograph, audio/videotape or record in any way any student, staff, teacher or program of AJI without the specific written consent of AJI.

I further confirm, acknowledge, agree and understand that by executing this waiver and by registering in the programs offered at AJI, such services are immediately available. Any student that is (a) dismissed or (b) chooses to withdraw from the program after 10 (ten) calendar days have elapsed from the initial registration date, shall not be entitled to any refund, credit or recourse. All tuition and fees are non-transferable. If there is a refund due, it will be less the full, non-discounted price of individual components of any products used and/or provided, including online course materials. Any access to online material is valued at no less than \$500 (five hundred dollars) per course.

Except as may be expressly set forth herein, there are no warranties or guarantees. I understand and agree that AJI reserves the right to cancel classes or course components; postpone programs; adjust curricula, format, and hours; add breaks; substitute instructors; change locations; or limit enrolment without notice, without refund or recourse. All programs, products, and services are non-transferable. Refunds take up to three months to process.

Any late or uncollectible payments result in a fee of \$45 (forty-five dollars) +GST. In the event payment is outstanding or uncollectible for 7 (seven) calendar days, I understand that the participant's status as student will become inactive, and a reinstatement fee of \$100 (one hundred dollars) +GST will be required to return to active status. If payment was still not made after this period, then full remaining balance will be due immediately. If this payment was not made within 7 (seven) additional calendar days, then I understand that the participant will be dismissed without recourse or refund.

The \$100.00 (+GST) application fee is non-refundable under all circumstances.