



Ditchling Yoga

TEACHER TRAINING POLICY DOCUMENT

Practice Experience

A minimum of 2 years regular practice is required.

Booking: How to sign up for this course

Please email Sophie at sophiemills77@hotmail.com with your preferred time from the below:

- Option A: Thursdays 7am - 11am;
- Option B: Thursdays 9am - 1pm

Cost

The total cost of the course is £1,960.

Payment Option 1

Please pay course fees of £1,960 to S.C: 201275, Acc: 70988359 to secure your place.

Payment Option 2

Please pay £504 (non-refundable deposit). The second payment of £904 will be due by 1st June 2018. The final payment of £552 will be due by 1st September 2018.

The fees include Thursday morning classes and the non-residential retreat. For those wishing to teach, the fees also include observing and assisting in classes, mentoring and subsidised Trainee membership with Yoga Alliance Professionals. All students will automatically be insured as part of the course fee.

What fees include/ what is not included

The fees include Thursday morning classes and the non-residential retreat. For those wishing to teach, the fees also include observing and assisting in classes, mentoring and subsidised Trainee membership with Yoga Alliance Professionals. All students will automatically be insured as part of the course fee.

Payment Deposit Dates

A deposit of £504 is required. The remaining fees will be payable termly by the dates above.



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In the unlikely event that the training is cancelled we will refund 100% of your payment.

All fees are non-refundable.

It is not possible to have your place refunded or to transfer to a 200 hour Ditchling Yoga Teacher Training course at a later date once you have made your first payment. By registering and paying for this course, you are agreeing to this payment and cancellation policy.

Student Pulling Out of Course

It is not usually possible to graduate a student who missed more than two Thursday sessions per term. It will not be possible to catch up on non-residential retreat days. We will support you to complete the course in any way we can if any difficulties arise due to unforeseen circumstances. However we understand that in some circumstances some students may have no choice but to leave the course. In this instance we will be unable to give refunds or graduate you from the training course.

Procedure on how to make a cancellation

To cancel your place on the course you should contact Sophie Mills: sophiemills77@hotmail.com. All fees paid are non-refundable.

In the very unlikely event the trainer needs to cancel the course once it has begun, we will let you know as soon as possible. Fees will be returned in this circumstance.

Complaints Procedure

If for whatever reason there is need to make a complaint, the following procedure should be adhered to.

Stage one: An informal conversation

Stage two: A written complaint. A response will be made within 7 working days addressing the issues. As far as is possible, the complainant's identity will remain anonymous.

Stage three: If it is not possible to provide a full answer within 7 days, a letter will be provided outlining the reasons why and give a date by which a full answer is expected.

Minimum attendance rate required

If you miss a Thursday you will need to catch up via a one-to-one charged at an additional £60 per hour. It is not usually possible to graduate students who miss more than 2 Thursdays.

Once the course officially finishes, any outstanding modules must be made up within 3 months to complete the course.



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Code of Conduct

All students must sign a Code of Conduct in order to be accepted on the course. This Code of Conduct is a declaration of acceptable, ethical and professional behaviour. Some examples of the Code of Conduct are below.

1. To ensure that safe and effective teaching is available to the public.
2. To provide the public with access to safe and effective yoga teachers.
3. Acknowledge the limitations of my skills and scope of practice and where appropriate, refer students to seek alternative instruction, advice, treatment, or direction.

All students will comply with the requirements in the Code of Conduct and accept that failure to do so will disqualify them from completing the course. A copy of the signed Code of Conduct will be kept on file with a copy going to the student.



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Corporate Insurance



| Certificate of Professional Liability Insurance | | | | | |
|---|---|------|----|------------|------------------------------------|
| Name | Miss S A Mills | | | | |
| Certificate Number | MISA05AM02 | | | | |
| Reason for Issue | Renewal | | | | |
| Business | <p>Yoga</p> <p>If you are carrying out, or have in the past carried out, any activities or therapies not listed, you must notify us immediately so we can extend your cover as necessary.</p> | | | | |
| Insurer | Axa Insurance PLC and ARAG plc in respect of Legal Expenses Insurance | | | | |
| Master Policy Number | RKK746572 | | | | |
| Period of Insurance | <table border="1"> <thead> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>04/11/2016</td> <td>03/11/2017 Both dates inclusive</td> </tr> </tbody> </table> | From | To | 04/11/2016 | 03/11/2017 Both dates inclusive |
| From | To | | | | |
| 04/11/2016 | 03/11/2017 Both dates inclusive | | | | |
| Limit of Indemnity | £1,000,000 in any one claim but £1,000,000 in the annual aggregate in any one Period of Insurance in respect of pollution contamination | | | | |
| Endorsements | 1, 2, 3A,8 | | | | |

Professional Liability Insurance includes cover normally provided by:

Public Liability – your liability for death of, or injury to, third parties or the loss of, or damage to, their property;

Professional Indemnity – the risk of being sued for an error in your professional activities;

Product Liability – your liability for injury, loss or damage caused by products supplied, or by errors in products supplied;

Libel & Slander – your liability for allegations that you have libelled or slandered someone else in good faith.



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This certificate forms part of and attached to the policy wording. Both Documents must be read together

Legal Expenses

This service is provided by ARAG Legal Services Ltd and is available 24 hours per day, 365 days per year.

Scheme Number

Telephone

Please quote the Scheme number when calling the Helpline and advise the operator of the service that you require.

Operative Covers

- Employment Disputes (applicable to policy holders with employees)
- Employment Compensation Awards (applicable to policy holders with employees)
- Tax Protection
- Property
- Compliance and Regulation
- Employees' extra protection
- Contract and Debt recovery
- Business Legal Advice Helpline
- Counselling Helpline

Limit of Indemnity £100,000 per claim

Aggregate Limit £1,000,000 per annum (Employment Compensation Awards)

Excess £250 in respect of Aspect Enquiries under Tax Protection
£500 in respect of Contract Disputes if the amount in dispute exceeds £5,000

Health and Wellbeing Helpline's

This service is provided by Arag PLC and is available 24 Hours per day, 365 days a year.

Scheme Number

| Therapy / Activity | Endorsements Applicable |
|--------------------|-------------------------|
| Yoga | None |

Please refer to the policy wording and attached endorsement sheet for the description of any Endorsements.

Non Standard Endorsement(s)

Axa Insurance UK Plc – A member of the AXA Group of Companies. Registered in England No. 78950.
Registered office: 5 Broad Street, London, EC2N 1AD, ARAG plc
ARAG plc is Authorised and Regulated by the Financial Conduct Authority, registration number 452369. ARAG plc and Brit Syndicate 2987 at Lloyd's are covered by the Financial Ombudsman Service.

Authorised and Regulated by the Financial Conduct Authority. These can be checked by visiting the FCA Website at www.fca.gov.uk or by contacting the FCA on **0800 111 6168**

Towergate Insurance is a trading name of Towergate Underwriting Group Limited
Registered Office: Towergate House, Eclipse Park, Sittingbourne Road, Maidstone, Kent ME14 3EN Authorised and regulated by the Financial Conduct Authority. This can be checked on the FCA's register by checking the FCA website at www.fca.org.uk/register or by contacting them on 0800 111 6768