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# *POLICY CATALOG*

EFFECTIVE FEBRUARY 2012

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200-hour Hatha Yoga Teacher Training  
& Personal Growth Intensive (HTTI-200)

300-hour Advanced Hatha Yoga  
Teacher Training  
& Personal Growth Intensive (HTTI-300)

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REGISTERED WITH YOGA ALLIANCE (RYS)

AND

LICENSED BY THE ARIZONA STATE BOARD  
OF PRIVATE POSTSECONDARY EDUCATION

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# WELCOME TO THE YOGA CONNECTION!

Dear Friend in Yoga,

We extend a warm welcome to you as you embark on the journey of a lifetime! The Yoga Connection is a 501 (c) 3, non-profit organization serving the Tucson community under the direction of Priscilla Potter (Swami Maha-Tarananda) since 1987. Our mission is to provide the teachings of yoga to all who seek them, to provide the community with qualified, compassionate yoga instructors and to provide a place for these same teachers to teach.

Our 200-hour Hatha Yoga Teacher Training and Personal Growth Intensive (HTTI) has trained hundreds of students for over 15 years. Over the years we have refined and enhanced our program to meet the needs of our students. We are especially proud of our assisting/mentorship program that allows aspiring teachers to ease their way into teaching and to learn from highly skilled instructors – hands on! Our entire yoga community is involved in this process.

This year we are proud to offer a 300-hour Advanced HTTI. The advanced program is a natural continuation of yoga studies for students clearly dedicated to yoga and teaching. The program will guide participants in integrating the many aspects of yoga to better serve their students, improve their teaching experience and enhance their personal practice. The 300-hour program provides over 300 hours of training past a 200-hour program. *The Yoga Connection is the only studio in Southern Arizona offering this advanced program. We anticipate high demand; early registration is encouraged.*

Our HTTIs meet and exceed the standards set by the Yoga Alliance, a national registry organization for yoga teachers and schools. Upon graduation, students are qualified to register as a yoga teacher at the 200 or 500-level. Continuing education (CEUs) is required to keep your registry current and the Yoga Connection also provides many approved courses at a special discount to our HTTI graduates.

Yoga Connection Hatha Yoga Teacher Training is not accredited by any nationally recognized accrediting association. Yoga Connection 200 Hour Hatha Yoga Teacher Training is granted a REGULAR VOCATIONAL License by the State of Arizona, Number V1438.

As a courtesy to prospective students, we provide 30-minute individual meetings and one-hour informational group meetings. Call today to find out when the next group meeting is scheduled or to schedule your individual appointment.

In the Ever-expanding Light of Yoga,

Your friends at the Yoga Connection

# LOCATION AND HOURS

## ADDRESS

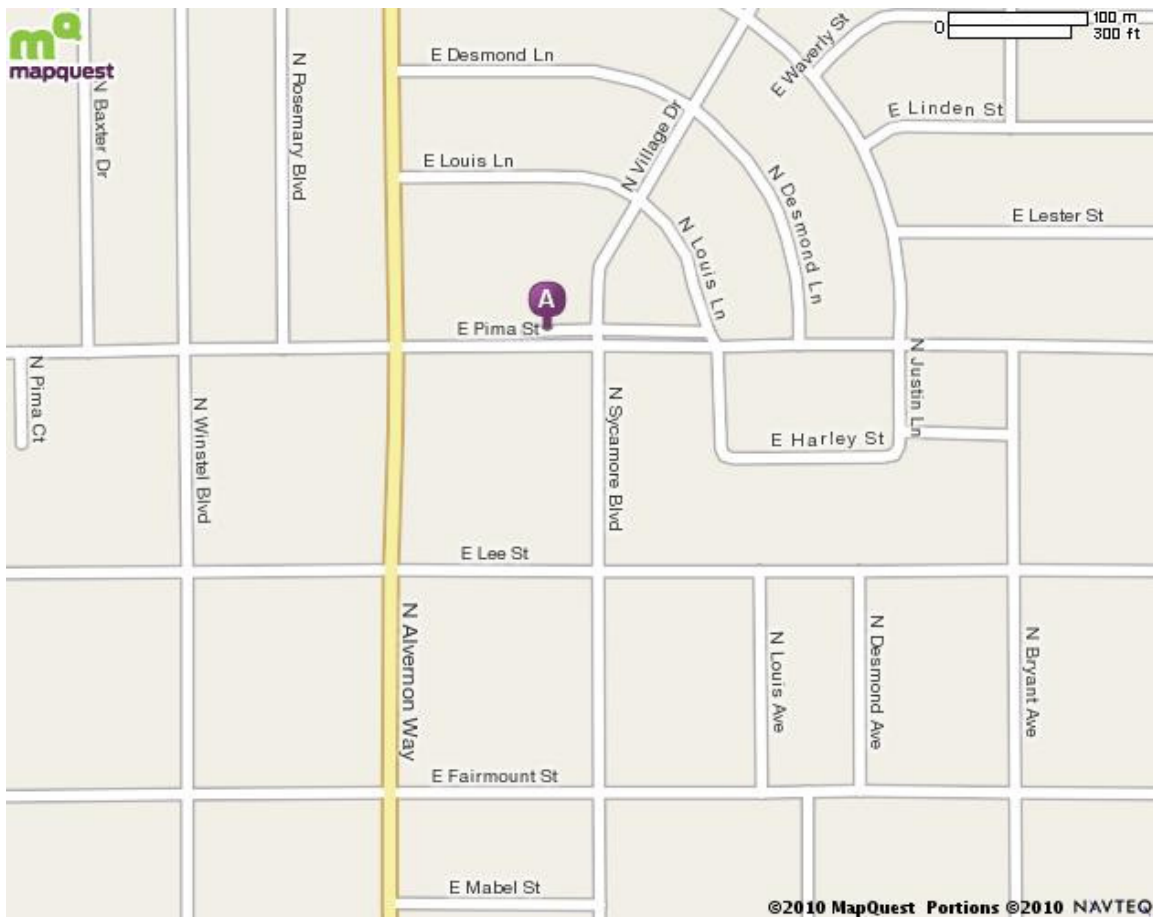
The Yoga Connection  
3929 E Pima Street, Tucson, AZ 85712

## BOOKSTORE/FRONT DESK HOURS

Monday through Friday:  
10-5:30pm

Saturday:  
10-2pm

The Yoga Connection is located in central Tucson on Pima Street, at the northeast corner of Alvernon Way. Our beautiful yoga studios feature laminate hardwood floors and non-toxic paint. We also have a bookstore where students can purchase their required texts and yoga props at a 10% discount (with registration payment and enrollment contract).



# CODE OF ETHICS

## ETHICAL PRINCIPLES IN YOGA

Patanjali elaborated on the eight branches of yoga not as sequential stages, but as entry points into an expanded sense of self through interpretations, choices and experiences that remind us of our essential nature, our true Self. Patanjali's Yoga Sutras are covered in detail in the HTTI. A brief review of the ethical principles in teaching yoga incorporates the *Yamas* and the *Niyamas*.

**Yama** (the first of the eight limbs) deals with one's ethical standards and sense of integrity. The Yamas are guidelines of social behavior for engaging with others. These virtues are comprehensive, extending to our actions, language, and thoughts.

- Ahimsa: non-harming
- Satya: truthfulness; living a whole and honest life
- Asteya: honesty; non-stealing
- Brahmacharya: spiritual conduct/moderation of the senses
- Aparigraha: generosity; non-possessiveness (of things or outcomes of your efforts)

**Niyama**, are practices or observances that lead to wisdom and knowledge of the Self, and are codes for living soulfully.

- Shaucha: purity
- Santosha: contentment, acceptance, appreciation
- Tapas: self-discipline; having a burning desire to achieve a goal and willingness to discipline the self for that purpose
- Svadhyaya: introspection, self-study
- Ishvara Pranidhana: heart-felt living with dedication to a higher principle

### **Principles for the Yoga Teacher**

It is the responsibility of yoga teachers to ensure a safe and protected environment in which students can grow physically, mentally, and spiritually.

As teachers and teachers-in-training we:

- Show sensitive regard for the moral, social, and religious standards of students and groups. We avoid imposing our beliefs on others although we may express them when appropriate in the yoga class. We avoid discrimination.
- Establish and maintain appropriate professional relationship boundaries: we maintain relationships with students on a professional basis. We do not use the student/teacher relationship for our own gain.
- Do not engage in harassment, abusive words, or actions or coercion with students or colleagues, or other professionals.
- Maintain practices and teaching procedures that protect the public and advance the profession.
- Make only realistic statements about the benefits of yoga.
- Represent facts truthfully regarding professional qualifications, training, level of experience, and competence. Do not misrepresent professional qualifications, affiliations, functions, or falsely imply sponsorship or certification by any organization. This also applies to any advertising, public statements, and promotional activities.
- Respect the integrity and protect the welfare of all persons with whom we are working and have an obligation to safeguard information about them. We do not disclose student confidences to anyone, except: as mandated by law; to prevent a clear and immediate danger to someone.
- Relate to and cooperate with other professional persons in our immediate community and beyond. We are part of a network of professionals and are expected to develop and maintain interdisciplinary and inter-professional relationships.
- Cultivate an attitude of humanity in our teaching and dedicate our work to something higher than ourselves.

## CODE OF PROFESSIONAL STANDARDS

### **Statement of Purpose**

The Faculty and Board of Directors for the Yoga Connection recognize the sensitive nature of the student-teacher relationship. We believe that it is the responsibility of the yoga teacher to ensure a safe and protected environment in which a student can grow physically, mentally and spiritually.

### **Principles**

In order to protect the student in this potentially vulnerable relationship, as well as to uphold the highest professional standards for yoga teachers, we

agree to accept the following foundational principles for our teachers and graduates:

1. To avoid discriminating against or refusing professional help to anyone on the basis of race, gender, sexual orientation, religion, or national origin.
2. To stay abreast of new developments in the field of yoga through educational activities and study.
3. To seek out and engage in collegial relationships, recognizing that isolation can lead to a loss of perspective and judgment.
4. To manage our personal lives in a healthful fashion and to seek appropriate assistance for our own personal problems or conflicts.
5. To provide rehabilitative instruction only for those problems or issues within the reasonable boundaries of our competence.
6. To establish and maintain appropriate professional relationship boundaries.
7. To cultivate an attitude of humanity in our teaching, we dedicate our work to something greater than ourselves.

### **Professional Practices**

In all professional matters, we maintain practices and teaching procedures that protect the public and advance the profession.

1. We use our knowledge and professional associations for the benefit of the people we serve and not to secure unfair personal advantage.
2. Fees and financial arrangements, as with all contractual matters, are always discussed without hesitation or equivocation at the onset and are established in a straightforward, professional manner.
3. We may at times render service to individuals or groups in need without regard to financial remunerations.
4. We neither receive nor pay a commission for referral of a student.
5. We conduct our fiscal affairs with due regard to recognized business and accounting procedures.
6. We are careful to represent facts truthfully to students, referral sources, and third party payers regarding credentials and services rendered. We will correct any misrepresentation of our professional qualifications.
7. We do not malign colleagues or other professionals.

## **Student Relationships**

It is our responsibility to maintain relationships with students on a professional basis.

1. We do not abandon or neglect students. If we are unable, or unwilling for appropriate reasons, to provide professional help or continue a professional relationship, every reasonable effort is made to arrange for continuation of instruction with another teacher.
2. We make only realistic statements regarding the benefits of yoga.
3. We show sensitive regard for the moral, social, and religious standards of students and groups. We avoid imposing our beliefs on others although we may express them when appropriate in the yoga class.
4. We recognize the trust placed in the unique power of the student-teacher relationship. While acknowledging the complexity of some yoga relationships, we avoid exploiting the trust and dependency of students. We avoid those dual relationships with students (e.g., business, close personal or sexual relationships) that could impair our professional judgment, compromise the integrity of our instruction, and/or use the relationship for our own gain.
5. We do not engage in harassment, abusive words or actions, or exploitative coercion of students or former students.
6. All forms of sexual behavior or harassment with students are unethical, even when a student invites or consents to such behavior involvement. Sexual behavior is defined as, but not limited to, all forms of overt and covert seductive speech, gestures, and behavior as well as physical contact of a sexual nature, harassment is defined as, but not limited to, repeated comments, gestures, or physical contacts of a sexual nature.
7. We recognize that the teacher-student relationship involves a power imbalance, the residual effects of which can remain after the student is no longer studying with the teacher. Therefore, we suggest extreme caution if you choose to enter into a personal relationship with a former student.

## **Confidentiality**

We respect the integrity and protect the welfare of all persons with whom we are working and have an obligation to safeguard information about them that has been obtained in the course of the instruction process.

1. All records kept on a student are stored or disposed of in a manner that assures security and confidentiality.
2. We treat all communications from students with professional confidence.

3. When supervising apprentices or consulting with other yoga teachers, we use only the first names of our students, except in those situations where the identity of the student is necessary to the understanding of the case. It is our responsibility to convey the importance of confidentiality to the apprentice or consultant.
4. We do not disclose student confidences to anyone, except: as mandated by law; to prevent a clear and immediate danger to someone, in the course of a civil, criminal, or disciplinary action arising from the instruction where the teacher is a defendant, for purposes of supervision or consultation, or by previously obtained written permission. In cases involving more than one person (as a student), written permission must be obtained from all legally accountable persons who have been present during the instruction before any disclosure can be made.
5. We obtain written consent of students before audio and/or video tape recording or permitting third party observation of their sessions.
6. When current or former students are referred to in a publication, while teaching, or in a public presentation, their identity is thoroughly disguised.

### **Assistant, Student and Employee Relationships**

As yoga teachers, we have an ethical concern for the integrity and welfare of our assistants, students, and employees. These relationships are maintained on a professional and confidential basis. We recognize our influential position with regard to both current and former assistants, students, and employees, and avoid exploiting their trust and dependency. We make every effort to avoid dual relationships with such persons that could impair our judgment or increase the risk of personal and/or financial exploitation.

1. We do not engage in sexual or other harassment of current assistants, students, employees, or colleagues.
2. All forms of sexual behavior, with our assistants, students, and employees are unethical.
3. We advise our assistants, students, and employees against offering or engaging in, or hold themselves out as competent to engage in, professional services beyond their training, level of experience, and competence.
4. We do not harass or dismiss an assistant or employee who has acted in a reasonable, responsible, and ethical manner to protect, or intervene on behalf of a student or other member of the public or another employee.

## **Inter-Professional Relationships**

As yoga teachers, we relate to and cooperate with other professional persons in our immediate community and beyond. We are part of a network of health care professionals and are expected to develop and maintain interdisciplinary and inter-professional relationships.

1. Knowingly soliciting another teacher's students in an unethical manner.
2. Speaking of other teachers with disrespect is unethical.

## **Advertising**

Any advertising, including announcements, public statements, and promotional activities, done by us or for us, is undertaken for the purpose of helping the public make informed judgments and choices.

1. We do not misrepresent our professional qualifications, affiliations, and functions, or falsely imply sponsorship or certification by any organization.
2. Announcements and brochures promoting our services describe them with accuracy and dignity. These promotional materials should be devoid of exaggerated claims about the effects of yoga. We may send them to professional persons, religious institutions, and other agencies, but to prospective individual students only in response to inquiries or as long as that promotional material is sent to a reasonable audience in a noninvasive way,
3. We do not make public statements which contain any of the following:
  - a. A false, fraudulent, misleading, deceptive or unfair statement.
  - b. A misrepresentation of fact or a statement likely to mislead or deceive because in context it makes only a partial disclosure of relevant facts.
  - c. A statement implying unusual, unique, or one-of-a-kind abilities, including misrepresentation through sensationalism, exaggeration, or superficiality.
  - d. A statement intended or likely to exploit a student's fears, anxieties, or emotions.
  - e. A statement concerning the comparative desirability of offered services.
4. Advertisements or announcements by us of workshops, clinics, seminars, growth groups, or similar services or endeavors are to give a clear statement of purpose and a clear description of the experiences to be provided. The education, training, and experience of the provider involved are to be appropriately specified.

# OUR STAFF AND FACULTY

<b>PRISCILLA POTTER, SWAMI MAHATARANANDA, E-RYT 500</b>	Founder/Director Primary Instructor - 200, 300 & CEUs
<b>SUE FERGUSON, BSN, RN, E-RYT 500, PYT</b>	Board of Directors Primary Instructor - 200, 300 & CEUs
<b>GARY PHELAN, RN, E-RYT 500</b>	Board of Directors Primary Instructor - 200
<b>GINNY BEAL, RYT 500</b>	Instructor - 300
<b>DAVID FOREST, RYT 200</b>	Core Group Leader* Instructor – 200
<b>JOHNDENNIS GOVERT ROSHI</b>	Instructor – 200 & 300
<b>ASHLEY LEAL, E-RYT 200, CPT</b>	Core Group Leader* Instructor - 200 & 300
<b>RAMSIE MATHER</b>	Student Services Administrator
<b>SARAH METZ, RYT 200, LMT</b>	ASSISTANT Studio Manager Instructor – 200, 300 & CEUs
<b>JIM NORRIS</b>	Instructor- 200
<b>MIRANDA STANTON, RYT 200</b>	Core Group Leader*
<b>ANTHONY TRIBE PHD., RYT 200</b>	Instructor - 200, 300 & CEUs
<b>BECKY THOMAS, E-RYT 500</b>	Instructor - 200, 300 & CEUs
<b>JILL WALKER</b>	Director of Student Accounts
<b>JULIE WILLIAMS, RYT 200</b>	Core Group Leader*

*\*Core groups have a maximum of five students in them. Whether these instructors act as Core Group Leaders will depend on the size of the class.*

## *INSTRUCTOR AND GROUP LEADER BIOS*

**Priscilla Potter** was trained as a yoga instructor at The Temple of Kriya Yoga in Chicago. She has taught yoga for more than 45 years and conducted The Yoga Connection Hatha Yoga Teacher Training program since 1992. Priscilla is the founder and director of the Yoga Connection, a nonprofit service organization dedicated to service through Yoga. Her inspirational and intuitive teaching style is supported by 40 years of training and over 35 years of teaching.

**Gary Phelan** graduated from The Yoga Connection's original HTTI program in 1992 and has taught yoga for almost 20 years. He's been on the HTTI teaching staff for 10 years. Gary brings to his teaching a gentleness and humor that makes the learning process easier. He has a thorough understanding and profound insight into the nature of Hatha Yoga. He has worked in nursing since 1976.

**Susan Ferguson** graduated from The Yoga Connection's teacher training program in 1994 and has been teaching yoga since 1987. She began teaching yoga to preschoolers as a warm-up for creative movement. She has been teaching and practicing yoga since 1987. Priscilla Potter was her first formal teacher and mentor. She is a registered nurse and balances teaching basic safe alignment with allowing students to experience the flow of energy.

**Ginny Beal** has practiced yoga since 1994, when her husband Tom suggested they take classes together. In 1996, seeking a deeper connection to the yogic path, she completed her 200-hour Hatha yoga teacher training with Priscilla Potter, Swami Maha-Tarananda and has been teaching since her training. She received her 500-hour training through the International Yoga College in October 2005, with a specialization in Applied Yoga Sutras, and is registered with the Yoga Alliance at the 500-hour level.

**David Forest's** path began upon discovering the Yoga Connection in Summer of 2006. David returned to yoga after back surgery as a means to regain strength. The staff and atmosphere at the Yoga Connection soon led to the attendance and completion of the HTTI 2007. The joy of sharing this knowledge and how his practice has aided in his recovery and growth since the surgery was an unexpected bonus to his yoga practice and teaching.

**Johndennis Govert Roshi** is an ordained Zen priest, lineage holder and author. Govert also holds an MBA, is a practicing astrologer and a Feng Shui consultant for over 20 years. He is known for his penetrating insight into Zen, his humor and his loving presence.

**Ashley Leal** began practicing yoga in 1997 and completed her yoga teacher training at the Yoga Connection in 2004. In 2008, Ashley received her Personal Training Certification (CPT). She was the Yoga Connection's studio manager until 2010, during which time she helped to develop numerous programs and expand studio offerings. Ashley has served on the Yoga Connection's Teacher Training staff since 2008 and teaches Astrology and Meditation as well. She began teaching Pilates in 2010.

**Sarah Metz** completed her 200 hour level teacher training at The Yoga Connection in 2007. She specializes in Back Care and Restorative yoga and has been assisting with the Yoga Connection's Hatha Yoga Teacher Training program since 2009. She has also taught extensively in treatment and mental health facilities. Sarah is also a licensed massage therapist and practices traditional massage, polarity and craniosacral therapies. Yoga and massage are natural extensions of her deep curiosity of anatomy, physiology and movement of the human body.

**Jim Norris** completed his 200-hour level training through The Yoga Connection in 1992 and has taught for The Yoga Connection for more than 14 years. Jim describes his approach to yoga as organic and eclectic characterized by slow but deep movement, lots of breathing; keeping present in mind and body. His teaching style is meditative. Jim teaches yoga in order to give back the teaching he has received and says the response from his students helps him continue learning.

**Miranda Stanton's** personal yoga journey began ten years ago after typical injuries from a career in dance. She was drawn by the therapeutic value and ancient link of mind/body/spirit. The Yoga Connection is the first place she immediately felt comfortable and completed her teacher training here in 2009. After teaching theatre movement for a few years and the influence of Priscilla Potter's close examination of the teachings of Kriya Yoga, she began teaching Yoga the summer 2009.

**Becky Thomas** completed her 200-hour level teacher training at the Yoga Connection in 2002. In 2005, Becky completed her training at the 500-hour level with the International Yoga College. Becky teaches classic Hatha yoga with emphasis on the breath. Her area of special interest is Ayurveda, the traditional healing system of India. She has studied yoga in India at the Krishnamacharya Yoga Mandiram and continues to study at the Ayurvedic Institute in Albuquerque, NM

**Anthony Tribe** and has been practicing and teaching yoga since the 1970s. He has a doctorate in Indian religious and philosophical traditions from Oxford University, and taught for seven years at the University of Montana where he was a professor of Asian Studies. Anthony was a faculty member of the Providence Institute, Tucson, where he combined his academic and Yoga backgrounds to teach Sanskrit, Yoga Philosophy and the Bhagavad Gita in their Yoga Teacher Training program. At present he teaches yoga and Sanskrit, leads workshops on the Yoga Sutras, and works as an independent scholar.

**Julie Williams** started practicing yoga in 2003 because she was curious. She completed the Yoga Connection's teacher training in June of 2009 and began teaching after completing the course.

# 200-HOUR HATHA YOGA TEACHER TRAINING & PERSONAL GROWTH INTENSIVE

## COURSE INTRODUCTION AND OVERVIEW

Transitioning from *Yoga student* to *Yoga teacher* can be an important step in the path of personal growth. Our course eases this process with extensive hands-on training. We provide the necessary tools and techniques to successfully teach a wide variety of students; no remedial courses are required.

Many of our graduates say the HTTI is one of the most important experiences of their life. They are using this knowledge to teach, refine their spiritual practice and help others attain a life of greater health, happiness and wisdom.

### **Hatha Yoga - Understanding the Postures**

- The five stages of practicing postures
- Methods for sequencing asanas
- Asana warm-ups and centering techniques
- Alignment in the postures
- Create a balance between strength and flexibility
- Quiet restorative poses for renewing energy
- Adapting the asanas to the individual
- Anatomy and Physiology of Hatha Yoga
- Yoga for people with special needs
- Hatha Yoga and Spiritual Centering

### **The Dynamics of Relaxation**

- Pranayama and Breathing practice
- Meditation and Mantra techniques
- Effective Stress Management

### **Kriya Yoga and Re-Creating Your Universe**

- Patanjali's Yoga Sutras & the 8 stages of Yoga
- Enlightenment - Your destiny
- An overview of the entire yoga system
- Using affirmation, mantras, and visualizations
- Subtle Anatomy: Understanding the Chakras

### **Becoming a Yoga Teacher**

- Communication skills for yoga instructors
- Organizing a yoga class
- Practice teaching with peers
- Hands-on assisting with qualified mentors

## COURSE DESCRIPTIONS & HOURS

*The Yoga Connection follows the basic core curriculum required by the Yoga Alliance, which includes mandatory categories of specific training or subject matter, all of which are to be completed at the Yoga Connection. The Yoga Connection does not accept or award credit for previous yoga education or training.*

*The following is a description of each of those categories. Our program significantly exceeds them. All required hours are calculated by the clock hour.*

### **I. TECHNIQUES (T):**

#### **Total 100 hours**

The Yoga Connection integrates Techniques with Teaching Methodology. Asana techniques are sequenced throughout the course according to the subtle anatomy to which they relate (chakras) and the physical anatomy they affect. They are reviewed when covering principles for teaching special populations and when working with specific types of postures (foundational postures, warm-ups, forward and backward bends, inversions, twists and restorative postures). Pranayama, meditation, and mantra techniques are taught individually, as well as integrated into asana teaching and practice.

### **II. TEACHING METHODOLOGY (TM):**

#### **Total 25 hours**

Teaching Methodology includes effective communication, principles of demonstration, teaching styles, and methods for adjusting students. Learning styles are considered, including the needs of kinesthetic, auditory and visual learners. Principles of teaching special populations are covered, as are the needs of yoga students with various body types and experience levels. Emphasis is placed on posture analysis and correcting alignment issues with consideration of students' safety, dignity and self-esteem.

### **III. ANATOMY AND PHYSIOLOGY (AP):**

#### **Total 25 hours**

This category includes physical AP (body systems), and subtle AP (chakras, nadis, doshas). Techniques affecting these areas are integrated into the instruction. Students with special needs related to anatomical or physiological issues are discussed. Yoga and nutrition is explored, as are cleansing techniques (shat kriyas). We attempt to integrate physical and subtle anatomy, relating both to the practice of yoga. Attendance of *Body Basics* and *Safety in Movement* (developed by Sue Ferguson) is a graduation requirement.

### **IV. PHILOSOPHY, LIFESTYLE AND ETHICS (PLE)**

#### **Total 35 hours**

This area includes an overview of yoga sutras, the Eight-Limbed path, how yoga influences and is influenced by our lifestyle, the roles of karma and dharma, yoga and psychology, and some practice in daily living that create a yogic lifestyle. Since our program includes a strong Kriya Yoga influence, this is also addressed. Nutrition, Ayurveda, cleansing, journaling and other aspects of

personal practice are explored. Independent readings are also encouraged although not included in our total PLE hours.

## **V. PRACTICUM / STUDENT TEACHING**

### **Total 75 hours: 35 Attending, 25 Assisting, 15 Teaching**

Our practicum includes attending classes, assisting and teaching under the guidance of experienced instructors. Students have one year from the end of the course to complete all their practicum requirements.

**\*Attending:** The Yoga Connection considers a personal practice to be vital to responsible and effective teaching. The required 35 hours must be taken at the Yoga Connection. Students are encouraged to pursue their practice elsewhere as well but these hours will not count toward the requirement. Upon enrollment students receive 20 yoga classes, which will make up most of the requirement. Students may purchase additional classes at a discounted rate (\$50/10) through the end of the program.

**\*Assisting:** Students are asked to assist in a minimum of four, four-week sessions (approximately 25 hours). These hours must be done with HTTI faculty or Yoga Connection instructors with two or more years of teaching experience. More information about specific requirements is included in the student handbook.

**\*Teaching:** 15 teaching hours are required under the guidance of HTTI faculty. During this portion of the practicum, students are the primary class instructor. Students review class plans with their faculty advisor as well as discuss various aspects of the teaching experience. These hours do not have to be done at the Yoga Connection.

*\*Students are required to maintain logs of all their hours to be handed in upon completion. Please note the logs will not be returned to the students. The practicum hours must be completed prior to receiving a certificate.*

### **ADDITIONAL FEATURES OF THE PROGRAM**

The Community Service Requirement, called Karma Yoga, is included in the Philosophy, Lifestyle and Ethical (PLE) hours. To satisfy the 15-hour requirement, students may find an organization (approval required) to volunteer with or volunteer with the Yoga Connection. The Yoga Connection gets many requests for lectures and presentations on yoga for schools, special needs groups, organizations and individuals.

The Weekend Retreat is a 2-night, 3-day out of town retreat. The retreat offers students an opportunity to immerse themselves in the practice of yoga and participate in a yoga community environment. It comprises 20 hours of the training and includes meditation, asana, pranayama, mantra, teaching demonstrations and program reflections. These hours are included in the Techniques (T) hours.

## REQUIRED TEXTS, SUPPLIES & RECOMMENDED READING

### **Required Texts and Materials** (see below for book costs, material costs vary)

<i>Anatomy of Movement (rev. ed.)</i>	Blandine Calais-Germain	2007
<i>Ex-Tension</i>	Sam Dworkis	1994
<i>Yoga: Mind, Body and Spirit</i>	Donna Farhi	2000
<i>Spiritual Science of Kriya Yoga</i>	Goswami Kriyananda	1992
<i>Atlas of the Human Body</i>	Takeo Takahashi	1999

\*Students are also required to have the following: Yoga Mat, Strap and Block

### **Highly Recommended for Further Study**

<i>American Yoga</i>	Carrie Schneider	2003
<i>Anatomy of Hatha Yoga</i>	H David Coulter	2001
<i>Anatomy for Yoga (DVD)</i>	Paul Grilley	2004
<i>The Key Muscles of Yoga</i>	Ray Long	2007
<i>The Muscle Book</i>	Paul Blakey	1992
<i>The Psoas Book (2nd ed.)</i>	Liz Koch	1997
<i>Relax and Renew</i>	Judith Lasater	1995
<i>Yoga Anatomy</i>	Leslie Kaminoff	2007
<i>Yoga Teachers' Toolbox</i>	Joseph & Lilian LePage	2005
<i>Teaching Yoga</i>	Donna Farhi	2006

## PROGRAM COSTS AND PAYMENT OPTIONS

Base tuition	\$2450
Application Fee	\$25
Registration Fee	\$350
<u>Administrative Fee</u>	<u>\$150 (due with deposit)</u>
<b>Total Tuition</b>	<b>\$2975</b>
<u>Books/Supplies</u>	<u>\$126</u>
<b>Total Program Costs</b>	<b>\$3101</b>

1. \$525 is due with signing of the enrollment agreement; this includes application, registration and administrative fees.

2. Balance of tuition options:

- Payment in full due 4 weeks prior to the start of classes will receive a 5% discount for a total of \$2826.25 payable by cash, check or charge. This discount is not in addition to any other discounts. Only one discount may be used.
- A 5% discount is available to military personnel and seniors (65+). This discount is not in addition to any other discounts. Only one discount may be used.

- First payment of \$540 (includes a onetime \$50 finance fee) is due by the first class, with the balance to be paid in four additional installments in the amount of \$490. Tuition to be paid in full by the end of the program.
- Partial work/study available to a limited number of students. Separate application and payment plan addendum required.

# 300-HOUR ADVANCED HATHA YOGA TEACHER TRAINING & PERSONAL GROWTH INTENSIVE

## COURSE INTRODUCTION AND OVERVIEW

The 300-Hour Advanced HTTI (300 additional hours after your 200 hour certificate) continues the teaching and practice foundation laid down in the 200-hour course. Whether you're looking to deepen your personal yoga practice or add to your skills as teacher, our 300-Hour Advanced Hatha Yoga Teacher Training & Personal Growth Intensive will help inspire your teaching by providing instruction in advanced teachings and techniques of yoga. Enhance your skills and knowledge and cultivate authentic teaching style.

### **Advance Your Skills as a Teacher**

- Experience new teaching methodologies and advance your understanding of anatomy, physiology and kinesiology
- Plan, develop and teach in a workshop format
- Gain deeper knowledge of back care, restorative, chair yoga and yoga for other special needs populations
- Learn to integrate meditation into your teaching and how to lead a basic meditation class

### **Deepen Your Commitment to Service**

- Go *Beyond Asana* and learn how to take yoga off the mat
- Explore the possibilities of spiritual life through the inner stages of yoga and a deeper look at subtle anatomy
- Offer a community in need of Yoga your expertise as a teacher (see hours)

### **Further Your Personal Practice**

- Study ancient yogic texts including the Yoga Sutras, the Upanishads and the Bhagavad Gita
- Study Kriya Yoga: the ancient science of the Soul
- \*Go beyond the basics of meditation: learn how to deepen your practice
- Learn Ayurveda, the ancient healing system of yoga

### **Grow Your Career**

- The business of yoga: putting it out there through networking, free advertising and websites.
- Learn how to market yourself as a yoga teacher and the *business* of yoga

## COURSE DESCRIPTIONS & HOURS

*The Yoga Connection follows the basic core curriculum required by the Yoga Alliance, which includes mandatory categories of specific training or subject matter. The following is a description of each of those categories. Both our 200-hour and 300-hour programs significantly exceed them.*

### **I. TECHNIQUES (T):**

#### **Total 133 hours**

The Yoga Connection integrates Techniques with Teaching Methodology. Study of asana is continued both in learning how to teach people with special needs and limitations as well as students who have a more advanced practice. This section combines analytical training in how to teach and practice the techniques, and guided practice of the techniques themselves. Both areas receive substantial emphasis. In addition, students will deepen their meditation skills, practice the inner stages of yoga, and learn how to integrate these into a yoga class.

### **II. TEACHING METHODOLOGY (TM):**

#### **Total 49 hours**

The principles of demonstration, observation, adjusting, instruction, teaching styles, qualities of a teacher, the students' process of learning, and business aspects of teaching yoga. Students will learn how to plan for and execute a workshop-formatted class, including: advertising, market research, teaching, cost effectiveness and level of success. Time will be given to fine tuning verbal skills, learning to sequence appropriately for clientele and enhancing focus for a particular class/workshop.

### **III. ANATOMY AND PHYSIOLOGY (AP):**

#### **Total 42 hours**

This section includes a review of human anatomy and physiology as well as energetic, or subtle, anatomy, and an advanced understanding of how they relate to the general population and students with special needs. Students will learn about the specific anatomy and physiology principles involved in yoga for back care, restorative and the ageing.

### **IV. PHILOSOPHY, LIFESTYLE AND ETHICS (PLE)**

#### **Total 85 hours**

This section provides an in-depth look at yoga philosophies, yoga lifestyle, and ethics for yoga teachers. This includes an exploration and examination of the Yoga Sutras, Ayurveda, the Upanishads and the Bhagavad Gita, and how to incorporate this knowledge into one's practice and teaching. Students will study these ancient texts to discover both how they relate to tradition of Yoga as well as the application of this age-old knowledge in modern life.

## **V. PRACTICUM / STUDENT TEACHING**

### **Total 74 hours: 30 Attending, 24 Assisting, 20 Teaching**

Our practicum includes attending classes, assisting and teaching under the guidance of experienced instructors. Students have one year from the end of the course to complete all their practicum requirements.

**Attending:** Students receive 30 classes at the Yoga Connection upon registration. Students are required to attend these classes as part of their practicum requirement (approximately 45 hours). Students may purchase additional classes at a discounted rate (\$50/10) through the end of the program.

**Assisting:** Students are required to assist 24 hours. These hours must be done with HTTI faculty or Yoga Connection instructors with two or more years of teaching experience. More information about specific requirements is included in the student handbook.

**Teaching:** The Yoga Connection requires 20 hours of community teaching. These hours are designed to help students reach out to a population in need and must be unpaid. Proposals will be submitted by students for approval by HTTI staff.

*\*\*Students are expected to maintain logs of all their hours to be handed in upon completion. Please note the logs will not be returned to the students. The practicum hours must be completed prior to receiving a certificate. Students have one year from the end of the course to complete all their practicum requirements.*

### **ADDITIONAL FEATURES OF THE PROGRAM**

A Weekend Retreats is included with the cost of tuition. This is a 3-night, 4-day out of town retreat. The retreat offers students an opportunity to immerse themselves in the practice of yoga and participate in a yoga community environment. It comprises 30 hours of the training and includes advanced techniques including: meditation, asana, pranayama, mantra, teaching demonstrations and program reflections.

## REQUIRED TEXTS & SUPPLIES

### **Required Texts** (see tuition guide for estimated book costs)

<i>American Yoga</i>	Carrie Schneider	2003
<i>Anatomy of Movement* (rev. ed. 2007)</i>	Blandine Calais-Germain	2007
<i>Extension*</i>	Sam Dworkis	1994
<i>Teaching Yoga</i>	Donna Farhi	2006
<i>Yoga: Mind, Body and Spirit*</i>	Donna Farhi	2000
<i>Yoga Gets Better with Age</i>	Lilias Folan	2005
<i>Bhagavad Gita</i>	Goswami Kriyananda	1994
<i>Spiritual Science of Kriya Yoga*</i>	Goswami Kriyananda	1992
<i>Philosophy and Methodology of Kriya Yoga</i>	Goswami Kriyananda	2009
<i>Beginners Guide to Meditation</i>	Goswami Kriyananda	2004
<i>Intermediate Guide to Meditation</i>	Goswami Kriyananda	1995
<i>Advanced Guide to Meditation</i>	Goswami Kriyananda	2003
<i>The Comp. Book of Ayurvedic Home Remedies</i>	Vasant Lad	1999
<i>Relax and Renew</i>	Judith Lasater	1995
<i>The Upanishads: Breath of the Eternal</i>	Swami Prabhavanada	1975
<i>Back Care Basics</i>	Mary Pulling Schatz	1992
<i>Yoga Sutras of Patanjali</i>	Swami Satchidananda	1990
<i>Teaching Yoga</i>	Mark Stephens	2010

*\*These books are also required for the 200-Hour program.*

## PROGRAM COSTS AND PAYMENT OPTIONS

Base tuition	\$3645
Application Fee	\$50
Registration Fee	\$500
Administrative Fee	\$300 (due with deposit)
<b>Total Tuition</b>	<b>\$4495</b>
<u>Books/approx.</u>	<u>\$300</u>
<b>Total Program Costs</b>	<b>\$4795</b>

1. \$850 is due with signing of the enrollment agreement; this includes application, registration and administrative fees.

2. Balance of tuition options:

- Payment in full due 4 weeks prior to the start of classes will receive a 5% discount for a total of \$4270.25 payable by cash, check or charge. This discount is not in addition to any other discounts. Only one discount may be used.
- A 5% discount available to military personnel, seniors (65+) and graduates of the Yoga Connection's 200-hour HTTI. This discount is

- not in addition to any other discounts. Only one discount may be used.
- First payment of \$295.00 (includes \$10 monthly finance fee) is due by the first class, with the balance to be paid in 12 additional monthly installments in the amount of \$290.00. *\*Finance fee waived if monthly payment is processed via auto-pay.*
  - Balance of tuition split into 2 payments of \$1822.00. First one is due by 1st class; second in 6 months from start of program. \$50 finance fee payable with first installment.
  - Partial work/study available to a limited number of students. Separate application and payment plan addendum required.

# *GENERAL INFORMATION AND POLICIES*

*The following policies apply to our 200 and 300 HTTIs, except where noted.*

## ADMISSION PROCEDURE

All students interested in learning about yoga, and teaching, are invited to apply to 200 HTTI. Students who have graduated from a 200-hour yoga teacher training are invited to apply to our 300 HTTI. Prospective students will be interviewed by members of the HTTI faculty prior to acceptance into the program.

## ADMISSION REQUIREMENTS

We require a minimum of ten hours at the Yoga Connection prior to the first class. Individuals over the age of 18, in good physical and emotional health with the potential to benefit from the program are welcome to apply. The ability to read English on an eighth grade level is also required.

**Specific requirements for 200 HTTI:** Proficiency of the postures is not a prerequisite; however, we suggest a minimum of approximately fifty hours of yoga experience.

**Specific requirements for 300 HTTI:** Students must have completed a 200-hour program.

## ATTENDANCE POLICY

Although we encourage students to strive for 100% attendance, students are required to attend at least 95% of the course. In the event a student falls below the 95% attendance, he/she may be required to make up class time by either tutoring (at additional expense) with the instructor/teaching assistant or attending an appropriate make-up class approved by the instructor. Students are responsible for following up with the instructor all assignments, tests, hands-on evaluations and other work missed due to absences. Students that have not completed all course requirements may be considered incomplete until the course work is completed.

If a student is out of attendance for over 30 consecutive days or 30 class hours (whichever comes first) they will be considered out of compliance with the attendance policy and will be withdrawn from the program. If a student is withdrawn and wishes to re-enter, they will re-enroll and comply with the current program terms, tuition rate, and interview with the Director of Admissions or Director of Student Services to establish their compliance with completion standards. In the event that a student's education schedule is interrupted, the student must communicate with a Student Services Advisor to determine:

1. Whether the student needs to re-establish the student's completion date, or;
2. Whether the student needs to officially withdraw from the program and re-enroll at a future date.

In an effort to prepare students to enter into the workforce, the Yoga Connection holds student attendance and punctuality in high regard. As an institution committed to the success of each graduate, students are expected to arrive early so that they are set up for class when it begins, as would be expected in a working environment. Students arriving more than 20 minutes late for a course will be considered absent for the day.

## CALENDAR YEAR

### **Three 200 HTTI programs every two years as follows:**

- Winter program commences the 2<sup>nd</sup> week of January through the 4<sup>th</sup> week of May.
- Fall program commences the 2<sup>nd</sup> week in September through the end of April. There will be a 2-week break.
- Spring program commences the 1<sup>st</sup> week in April through the second week on October. There will be a 2-month summer break.

### **One 300 HTTI program every years as follows:**

- September to October of the following year (i.e. September 2012-October 2013)
- January to August of the following year (i.e. January 2013-August 2014)

\*The Yoga Connection reserves the right to delay and/or cancel program start dates due to low enrollment. Students are entitled to a full refund if they decide not to take the course because of the change. (See tuition refund policies for details).

<b>There will be no required classes on the following days:</b>	
Labor Day Holiday	1 <sup>st</sup> Monday of September
Thanksgiving Day and Weekend	4 <sup>th</sup> Thursday in November through the following Sunday
Christmas and Christmas Day	December 24 <sup>th</sup> and 25 <sup>th</sup>
New Year's Eve and New Year's Day	December 31 <sup>st</sup> and January 1 <sup>st</sup>
Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>

## REQUIREMENTS TO TEACH YOGA

There is currently no requirement for yoga teachers to have either certification or licensure at the local, state, or national level. However, the yoga community, in an effort to standardize yoga teacher training, created the Yoga Alliance. Comprised of a board of long-time, well known yoga teachers, they developed a set of agreed upon standards for schools that teach potential yoga teachers. They are neither a certifying agency nor a licensure agency. Schools meeting their standards and required hours are considered “Registered Yoga Schools” or “RYS” and may be registered at the basic 200-hour level or the advanced 300-hour level.

\*Teacher trainees graduating from a Registered Yoga School (RYS) and receiving their teaching certificate from that program, automatically qualify to register with the Yoga Alliance as RYT’s (Registered Yoga Teachers) at the level of their training. The Yoga Connection is a RYS at the 200 and 500-hour level. Both of our courses exceed the Yoga Alliance program requirements. Our students receive a certificate of completion and qualify to be RYT-200 or RYT-500 instructors, respectively. In order to apply as a RYT-500, the Yoga Alliance requires a minimum of 100 hours teaching experience. These include hours of teaching only after completion of a 200-hour training.

## EMPLOYMENT OPPORTUNITIES

Interest in yoga has grown rapidly since the 1990s. Career opportunities in the field prior to that were minimal. Yoga is now found not only in yoga studios, but also in health clubs, resorts and spas, senior centers, recreational programs and schools, to name a few. Prisons, nursing homes, schools, youth groups such as Girl Scouts, and church groups are a few examples. Tucson has an active yoga community with many opportunities for teaching both on a volunteer and paid basis.

Some of our graduates opened their own studios (Yoga Flow and Desert Lotus Yoga). Others go on to do work with private clients, work out of chiropractic offices or holistic healthcare settings. Many of our students choose to attain their 300-hour level certification or take specialty programs for Yoga Therapy, Prenatal Yoga, Kids Yoga and more. Our students with healthcare related background or other physical fitness modalities and use their yoga teacher training as an adjunct to their work in those areas. The program is also designed to be a *personal growth intensive* and some students do not intend to teach but instead utilize the material they learn to enhance their own practice and personal growth.

Salaries vary widely depending on the type of program for which the graduate is teaching. Parks and Recreation currently pay instructors \$15 per hour which is similar to many of the health clubs. Yoga studios have a variety of payment formats. \$15-\$25 per class is common and some, like The Yoga Connection, also offer unlimited free classes in exchange for volunteer teaching. Some of the spa-resorts pay \$25 per hour (higher for experienced instructors). Yoga teachers who teach classes on their own may charge from \$5-\$15 per person per class and more

for workshops and extended programs. Private instruction for yoga ranges from \$25 to \$90 per hour.

## EDUCATIONAL DELIVERY SYSTEMS

Our programs are solely class-based instruction at the Yoga Connection studio. For certain assignments, and when students begin their practicum, they will have the option of emailing the instructor to supply class plans and homework. The Yoga Connection highly encourages that all assignments turned in are typed. If a student does not have access to a computer, please notify student services so arrangements can be made.

## STUDENT SERVICES

Students are supported and mentored by experienced Yoga Connection teaching staff (Core Group Leaders) throughout the program at a ratio of 1 staff to 5 students. Students meet as a group monthly and have the opportunity to meet individually with their Core Group Leader as needed or desired by phone, email or in-person, by appointment. Core Group Leaders are prepared to mentor students concerns, both academically and personally. In addition students can contact our Student Services Administrator.

## LIBRARY RESOURCES

The Yoga Connection has several educational resources, books and DVDs available for students to borrow. Students have an implied responsibility to return the materials in the condition they were received. If they are not satisfactorily returned they may be responsible for replacement.

## CHANGE OF ADDRESS

It is the student's responsibility to notify student services of any change of address. It is very important that the Yoga Connection have the correct address, email and phone number for each student.

## CONCERNS AND COMPLAINTS

Concerns and complaints should first be addressed with the faculty in question. An official complaint must be put in writing and either delivered or mailed directly to the Director of the School, 3929 E Pima Street, Tucson, AZ 85712. Any concern or complaint submitted in writing will be addressed within seven days. If further recourse is needed, the complaint will be forwarded to the Board of Directors. The Board has an open door policy and will make every effort to be available to listen to concerns and do what is best for all involved. This process will take no more than 14 days to be addressed from the submission of the initial complaint.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007; phone# 602-542-5709; website: <http://ppse.az.gov>.

## VALUABLES

The Yoga Connection is not responsible for the theft or loss of personal items or valuables. Please leave all valuables at home or locked in your vehicle. Lockers are not available to students. All personal items and valuables brought to class are done at the student's own risk. We can happily report we have not experienced any student-to-student theft.

# ACADEMIC POLICIES

*The following policies apply to our 200 and 300 HTTIs, except where noted.*

## GRADING POLICY

Students are required to stay current with all assignments, including those not turned in, such as the study guide questions. All assigned work is vital to the progression of the course and will be discussed in class on the assigned day. Class plans and other assignments that are to be turned in will not receive a letter grade. These will either be approved or handed back for correction in specified areas. Students must pass each exam with a grade of 80% or higher. Students failing to meet this requirement will be given the opportunity to retake exams until they can pass. A syllabus and course requirements will be handed out at the first meeting. Other areas evaluated will include knowledge, class participation, skill development, professionalism, appearance, and attitude. Methods of evaluation include oral quizzes, skill demonstration, projects, class participation and attendance. Students are expected to follow the Code of Professional Standards (see p. 5-8).

## GRADUATION REQUIREMENTS

1. 95% class attendance. If students miss more than 2 classes they are required to attend additional workshops within the approved framework of the Yoga Connection at their own expense.
2. Anatomy and Physiology courses are required for graduation (200 HTTI: Body Basics and Safety in Movement; 300 HTTI: Anatomy of Movement). Students who do not attend will need to take it in the following session.
3. Documentation of required assisting, teaching, class/workshop attendance and karma yoga hours. The hours must be logged, turned in and approved. \*Please note logs will not be returned to student; we advise making a copy.
4. Adherence to the Code of Professional Standards supporting the physical, mental and spiritual welfare of their students.
5. Completion of all required homework, including study-guide questions.
6. Completion and submission of required class plans and Closer Look assignments.
7. Satisfactory demonstration of teaching techniques via closer look and assisting.
8. Successful completion of final exam(s) - 80% or higher.
9. All monies owed to the Yoga Connection must be paid in full.

*Graduation is approved by the Board of Directors on the faculty's advisement based on the above criteria. Students have 12 months from the end of the course to complete graduation requirements, unless an exception is granted. Any such communication must be submitted to the Board for review.*

## LEAVE OF ABSENCE

Students needing additional time due to unforeseen circumstances may request a leave of absence (LOA), where the student is not considered withdrawn and no refund calculation is required. Unforeseen circumstances may include: military reasons, circumstances covered by the Family and Medical Leave Act of 1993, jury duty, or other unforeseen circumstances. They will need to resume classes when the successive HTTI commences.

The LOA will not involve additional charges to the student by the institution. LOA will be considered an approved LOA if the school determines that there is reasonable expectation that the student will return. In addition, the student must follow the Yoga Connection's policy in requesting the leave of absence by providing a written, signed and dated request to the Board of Directors prior to the leave. If unforeseen circumstances prevent a student from providing a signed request, the student may submit the LOA within fourteen (14) days of their last day of attendance. Students are not required to make their monthly payments during an LOA; however, if the student would like to continue to make their payments, they may do so. Students returning from LOA will be permitted to complete the coursework they began prior to the LOA. If a student does not return from an approved LOA on or before their scheduled date of return as written on the official LOA form, their withdrawal date and beginning of their grace period will be the last date of attendance. LOAs will extend to no more than one year from the official withdrawal date.

## MAKE-UP HOMEWORK

Make-up is defined as attending the same class that was missed at a later date. If there are no scheduled classes appropriate for a make-up, the student may be required to arrange a tutoring session with the instructor or teaching assistant. In the case of illness or other circumstances that prevented the necessary preparation for the evaluation or completion of the assignments, a student may be given an extension with the approval of the Directors and the Instructor.

## STUDENT RECORDS

Students may review their academic and financial records by submitting a formal request to the Student Services Department. The Yoga Connection will not release student record information to any other individuals without the written consent of the student (P.L.93-380, Sec 438). Inquiries made as to the enrollment or graduation status of a particular student, by offices or agencies directly involved with the academic or professional industry, will be released without written consent of the student. Students receive a completion certificate once they have completed their practicum. The logs (submitted for approval) will be kept by the school. Students should make copies prior to handing them in. Any additional certificates are available at \$10 each. Student records are kept permanently.

## PROBATION POLICY

Students may be placed on Probation in the event that they fail to complete homework assignments, projects or a score of less than 80% on quizzes or exams. Students have 30 days to complete delinquent assignments and retake exams.

## TERMINATION POLICY

Any student may be dismissed from the Yoga Connection HTTI programs prior to completion for the following reasons:

1. Failure to comply with the Attendance Policy.
2. Failure to comply with established Policies and Procedures.
3. Unprofessional behavior: cheating, theft, attending class under the influence of mind-altering drugs.
4. Unlawful possession, distribution, or use of illegal substances.
5. Sexual misconduct, inappropriate sexual overtures or behavior discouraged within the Code of Ethics or the Code of Professional Standards.
6. Providing false information or falsified documents to the Yoga Connection.
7. Demonstration of physical/verbal/written abuse of anyone in the school community.
8. Failure to meet financial agreements and obligations.
9. Inability to maintain a professional and therapeutic sense of self and the inability to present that to his or her fellow students, administrators, instructors and potential clients in order to provide a safe environment for learning.

## APPEAL

Every student has the right to appeal termination to the Board of Directors, including substantiating documents, within 7-calendar days of receipt of the notice of change of status. The Appeals Committee (Founder/Director, Director of Student Services, and two primary instructors) will respond within 10 business days of receipt of the appeal request. The decision of the Founder/Director is final. Students reinstated upon appeal are on a probationary status until the next increment of evaluation and must meet the terms outlined in the letter granting the appeal. For further recourse an appeal may be filed with the Arizona State Board of Private Postsecondary Education at 1400 W. Washington, Suite 260, Phoenix, Arizona 85007; phone #(602) 542-5709; website: <http://ppse.az.gov>.

# TUITION REFUND POLICIES

The following policies apply to our 200 and 300 HTTIs, except where noted.

## CANCELLATION AND REFUND POLICIES

**Non-acceptance:** An applicant that is not accepted into HTTI by the Yoga Connection is entitled to a refund of all monies paid.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, the Yoga Connection shall provide the 100% refund.

**Other Cancellations:** An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, less *the administrative and the application fees (200 HTTI: \$175; 300 HTTI: \$350)*

### **Refund after the commencement of classes:**

1. Procedure for withdrawal/withdrawal date:
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - B. A student will be determined to be withdrawn from the institution if the student has not attended any 30 consecutive days or class hours (whichever comes first).
2. Tuition charges/refunds:
  - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition less the administrative and the application fees (200 HTTI: \$175; 300 HTTI: \$350).
  - B. After the commencement of classes, the tuition refund less the administrative and the application fees (200 HTTI: \$175; 300 HTTI: \$350). Amount shall be determined as follows:

<b>Percentage of the class hours attempted*:</b>	<b>Tuition refund amount:</b>
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	NO REFUND

*\*The percentage of the class hours attempted is determined by dividing the total number of class hours elapsed from the student's start date to the student's last day of attendance, by the total number of class hours in the program.*

**Books, supplies and fees:** Books purchased in our bookstore are non-refundable. The administrative and the application fees (200 HTTI: \$175; 300 HTTI: \$350) are non-refundable, as are any applicable finance fees.

**Refunds** will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the Attendance Policy, p. 20-21, and elsewhere in this catalog).

## WORK-STUDY

The Yoga Connection offers students an opportunity to participate in work-study on a limited, temporary basis. These opportunities are open to students on a work-study basis which gives the students \$8 per work-study hour as credit toward up to 50% of their tuition. Students who are interested in this type of temporary work can submit a work-study application. (Please note the refund policy pertaining to this credit – no cash refund is given for this credit.) All students are welcome to apply, but should keep in mind that the position calls for various duties, which include cleaning and tidying the studio, computer work, errands, checking students in, etc. Work-study is limited to two people each term and is decided based on the individual’s professionalism and competence in the above areas. Students accepted into work-study are guaranteed 25% tuition trade. Once that is complete the student may request to extend it up to 25% more, which will be determined based on the student’s performance as a work/study “employee”, and the overall need of the studio for additional workers.

## WORK-STUDY POLICIES

**Refunds:** Institutional work-study credit earned is not refundable. Work-study credits earned may only be used for, or applied to, tuition.

**Requirement:** Work-study persons must work a minimum of four/week for the duration of their work/study agreement. Failure to meet this requirement may result in the student being released from the work-study program.

## TUITION PAYMENT POLICY

The Yoga Connection offers several options for paying program tuition. Cash, check and credit cards (Visa, Discover and MasterCard) are accepted and financing is available to qualified enrolled students. It must be understood that if you default on any financial agreements your account will be turned over to an outside collection agency and you will be responsible for all finance charges of 10% on the unpaid balance, collection costs up to 50% of the outstanding balance at the time the account is placed with the agency, attorney fees, court costs and any other costs that may be incurred to enforce collection of any outstanding amount. Our intention is to help you by arranging liberal financial options. We do expect you to keep your commitments or natural consequences will apply. The agreement to pay the Yoga Connection for an in-house payment plan is as follows: Students who become delinquent on payments will have ten

days to bring their account current. A \$25.00 charge for each NSF check will be assessed. If the school receives one NSF check, each subsequent payment must be payable by cashier's check, money order, etc.

### TUITION DELINQUENCY POLICY

The Yoga Connection has enjoyed a history of success with student tuition payments; we discourage students from overextending themselves financially to attend school. In the event a student misses a scheduled tuition payment s/he is notified within 30 days so arrangements can be made to make up the payment. If a student does not make up the payment by the agreed date, or continues to miss tuition payments s/he may be withdrawn from the program until the problem is resolved. If a student fails to make payments when due, the account may be placed with a licensed collection agency.

# *CONTINUING EDUCATION COURSES*

## ADMISSION REQUIREMENTS

Continuing education courses are open to anyone interested in the topic presented. Although these classes are designed specifically for yoga instructors, one does not have to be a yoga instructor to attend. Professionals in related areas will also benefit from the material presented. For example, a grade-school teacher would find useful information in either of our Kid Teacher Trainings or a midwife would learn beneficial techniques from our Prenatal Teacher Training.

Applicants are asked to submit a short paragraph about their interest in the course and professional background. Participants will receive a certificate of completion at the end of the course that can be used to re-register with Yoga Alliance.

## CANCELLATION AND REFUND POLICIES

If for any reason the course is cancelled or the applicant is not accepted, they will be entitled to a refund of all monies paid.

The Yoga Connection honors the three-day cancellation policy offered for our HTTIs. Students have three days from the date of their registration to withdrawal and receive a full refund of any monies paid.

After three days the Yoga Connection will refund all monies paid, less the administrative fee as listed below for each specific program.

Cancellations received less than two weeks prior to program start date will not receive a refund. Students may apply the amount paid to another Continuing Education Course within one year of their cancellation. The credit issued will be less the administrative fee as listed below for each specific program.

Please note: All refund requests must be made in writing.

## BACK CARE YOGA TEACHER TRAINING

**Instructor:** Sue Ferguson (see bio page 13)

This course is for yoga teachers and students looking to gain a deeper understanding of back safety during asana practice. Participants will learn how to modify postures and which types of postures are most important for people with back care issues. The Back Care Yoga Teacher Training will prepare teachers to instruct students with moderate to severe back issues.

**CEUs:** Participants will earn 10 CEUs.

## KID YOGA TEACHER TRAINING

**Instructor:** Sue Ferguson (see bio page 13)

Participants will learn the principles of teaching Yoga and meditation to children, including how yoga can improve physical and mental health, working with kids of different abilities, designing classes for different ages and the benefits and precautions of yoga for children. Techniques covered include how to encourage creativity and self-expression, how to manage stress and mood swings, yoga games, breathing techniques for better relaxation and concentration and the use of themes, props and music.

**CEUs:** Participants will earn 12 CEUs.

## MEDITATION TEACHER TRAINING

**Instructor:** Priscilla Potter (see bio page 13)

This course will focus on moving into the inner stages of yoga. Participants will learn how to bring meditation into a yoga class and how to structure a separate meditation. Students will learn the teachings and methodology to deepen their own practice – a necessity for any meditation instructor. The common obstacles to meditation and how to help students move past them will also be covered.

**CEUs:** Participants will earn 35 CEUs.

## PRENATAL YOGA TEACHER TRAINING

**Instructors:** Sue Ferguson and Priscilla Potter (see bio page 13)

Participants will learn how to teach Yoga at different stages of pregnancy, including safety considerations, special needs and the use of props to support a prenatal practice. The Anatomy and Physiology of pregnancy, labor and delivery will be covered, as well as physical and emotional changes of pregnancy. Students will learn how to teach breathing techniques for relaxation, pregnancy & labor and visualization, meditation and blessings for baby. The mystical view of conception will also be covered. This course is offered because of a growing need for qualified people to teach prenatal and postpartum yoga students. Students will participate in a Prenatal Yoga class and have the opportunity to assist in a Prenatal class for up to four weeks.

**CEUs:** Participants will earn 20 CEUs.

## RESTORATIVE YOGA TEACHER TRAINING

**Instructor:** Priscilla Potter (see bio page 13)

Participants will learn warm-ups, sequencing, setups and transitions for Restorative Yoga poses and how to effectively use props. The indications and contraindications for specific poses will be covered and the role of the parasympathetic nervous system in Restorative Yoga. Students will participate in an actual Restorative class and also learn how to work one-on-one with students.

**CEUs:** Participants will earn 8 CEUs.



***“TO TEACH IS TO LEARN”***