



200-HOUR O2 YOGA TEACHER TRAINING APPLICATION

Thank you for your interest in O2 Yoga Teacher Training. Please fill out the following application to the best of your ability. To reserve your place return the completed application with a \$150 non-refundable application fee to Christina Raskin at Oxygen Yoga & Fitness, Brentwood. Space is limited and will be granted on a “First Qualified, First Served” basis.

O2 YTT Mission Statement

O2 Yoga Teacher Training supports an inclusive environment where all students of Yoga are supported and encouraged with compassion and kindness to explore their own practice and journey. We continually offer up-to-date, relevant, alignment based training, so that our students can safely, confidentially and effectively teach Yoga anywhere. By fostering a deep respect for the teachings of Yoga and for each other, our students will be able to find their own voice and teaching style. Our aim is to create a vibrant community to support teachers to apply the practice of yoga personally, in the community, and in the service of humanity.

Any questions can be directed to Christina Raskin at O2yogateachertraining@gmail.com or (604) 307-4331.

PERSONAL AND CONTACT INFORMATION

| | | | |
|---------|--|------|--|
| Name | | Date | |
| Address | | | |
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|---|--|--------------|--|-------------|--|
| City | | Province | | Postal Code | |
| Phone number | | | | | |
| Email Address | | | | | |
| Occupation | | | | | |
| International Student: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Emergency Contact | | | | | |
| Phone number | | Relationship | | | |
| What Social Media do you use? Facebook, Snapchat, Twitter, Instagram etc. | | | | | |
| What session format are you interested in? | | | | | |
| Start date of training | | | | | |
| How did you hear about the O2 YTT? | | | | | |

MEDICAL HISTORY

The Yoga Teacher Training is quite physical and demands an active yoga practice in order to participate fully. While we encourage all levels and abilities to apply, we need detailed information on your medical history to ensure your safety and the safety of those around you. Please be as honest and detailed as possible. If the instructor feels your physical ability may be a hindrance to your learning then an interview may be scheduled in order to fully evaluate if this program is right for you.

Please note that the instructor may ask you to not do certain poses based on your physical ability. This is not a problem; you do not need to be able to do all poses in order to successfully complete the program. If this occurs, you will still be able to observe and learn. You will not be left out but we ask that you respect the instructor's decision and know that it is for your safety and the safety of those around you.

Medical History

1. Would you currently rate your health as excellent, good, or fair? Please briefly explain if you feel it is necessary.

2. Please list and briefly explain any injuries you have. (Attach a separate sheet if necessary to fully explain)

3. Please list and briefly explain any medical conditions that may affect your ability in the program. (Attach a separate sheet if necessary to fully explain)

4. Have you had any surgeries within the last 6 months? If yes, please explain.

5. Is there anything else you would like to include regarding your medical history and physical ability?

Yoga Experience

1. Please summarize your experience and history with Yoga in 250 words or less.

COURSE OUTLINE

Brief Program Description: Upon graduation a student will be able to confidential and safely guide a class full of different abilities in a comprehensive and balanced yoga practice.

Career Opportunities: Upon graduation, a student will have everything necessary to start teaching at a Yoga studio or gym right away. They will have their 200-hr. Yoga Certification and their CPR certification.

Required Textbooks: Two manuals are included in tuition.
Three additional texts are required.

- *Yoga Mind, Body & Spirit - A Return to Wholeness* by Donna Farhi
- *The Yoga Sutras of Pantanjali* – Swami Satchidananda
- *The Key Poses of Yoga: Scientific Keys, Volume II-* Ray Long

Upon completion successful students will have a foundational understanding of:

- Over 140 of the most common yoga postures

- Bandhas
- Pranayama
- Meditation
- Yoga history and philosophy
- Anatomy
- The business of yoga
- Teaching methodology
- Sequencing of classes and verbal cues

In order to receive certification a student must:

- Attend 100% of the classroom hours (or make them up according to the attendance policy)
- Pass the final practicum teaching test
- Receive an 80% or higher on the final test

Privacy Policy

O2 Yoga Teacher Training is committed to keeping employees' and students' private information safe and respecting their privacy. Under the Personal Information Protection Act students are entitled to access their student file. Personal information will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student consents to other use. Personal information will not be given out without the written consent of employee or student. All electronic data is retained and secured in accordance with the Personal Information Protection Act and the PCTIA bylaws, Section 27.3

O2 Yoga Teacher Training and their employees will never share staff or students' private information without their prior consent or a court ordered search warrant presented by the police.

Admissions Requirements & Policy

Students requirements for the 200-hr. yoga teacher training program:

- Fourteen years of age or older. If student is under 19 years of age they must have a parent's consent and signature.
- Physically able to participate in a minimum of 80% of the physical Yoga practice. If this is in question, the Senior Educational Administrator may request a letter from the student's doctor giving the student clearance to participate.

Students requirements for the BCRPA 200-hr. yoga teacher training program:

- Current BCRPA certification in personal training or Group X Instructor.
- Current CPR certification.
- Seventeen years of age or older. If student is under 19 years of age they must have a parent's consent and signature.
- Physically able to participate in a minimum of 80% of the physical Yoga practice. If this is in question, the Senior Educational Administrator may request a letter from the student doctor giving the student clearance to participate.

The Senior Educational Administrator will make the decision on if a student is accepted into the program. Applicants must be deemed qualified and physically able to participate in order to be admitted into the YTT. Oxygen YTT does accept all ages (14 and over) and fitness levels however it should be clear that the student can safely participate without causing harm to themselves or others. Injuries and/or previous surgeries are allowed but should be disclosed fully in the application and PAR-Q (to be completed on the first day of classes).

Admission to programs will be granted on a "first qualified, first served" basis.

Tuition and Fee Refund Policy

Tuition Procedure:

When the student turns in their application a non-refundable application of \$150 is due to reserve their spot in the training. There are three exceptions to this non-refundable deposit. If the student is International and does not get their student Visa or if O2 YTT denies the student entry into the program for any reason or if the program is canceled, then the \$150 deposit will be refunded within 30 days.

The tuition can be paid three ways:

- Early-bird Tuition- If the student pays in full 1 month before the start of training then he/she will receive a \$200 discount.
- Regular Tuition- The student may pay the full amount the day before classes start.
- Payment Tuition Option- The student may pay the tuition in 4 or 6 equal payments throughout the program. The payments are due every month on the same day.
 - Six equal payments of \$559 over 6 months
 - Four equal payments of \$829 over 4 months

The student must be paid in full before they receive their certificate. They may take the final test on schedule but they will not received the certificate until they are paid in full. There is a 7% interest rate for this option.

- 1) A student may be entitled to a refund of tuition fees in the event that:
 - (a) The student provides written notice to the institution that he or she is withdrawing from the program; OR
 - (b) The institution provides written notice to the student advising that the student has been dismissed from the program.
- 2) The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.
- 3) The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.
- 4) The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected,

the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

- 5) If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.
- 6) Refund policy for students:

A) Refunds before the program of study begins:

(1) If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.

(2) If written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 10% of the total tuition due under the contract to a maximum of \$500.

B) Refunds after the program of study starts:

(1) If written notice of withdrawal is received by the institution or a student is dismissed before 10% of the period of instruction specified in the contract has elapsed, the institution may retain 30% of the tuition.

(2) If written notice of withdrawal is received by the institution, or a student is dismissed after 10% and before 30% of the period of instruction specified in the contract has elapsed, the institution may retain 50% of the tuition.

(3) If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, no refund is required.

C) Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.

- 7) Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.
- 8) Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been pre-paid.

Non-Completed Trainings:

If a student does not pass the training due to a lack of attendance, in accordance with the attendance policy, then they may retake the YTT in a different session, within the year at the cost of 60% of the original tuition paid. This is at the discretion of the Senior Educational Administrator and based upon availability.

Information for International Students:

1) If a student did not complete the Study Permit by the start date in the Letter of Acceptance, the student must notify the institution and the institution may issue a second

Letter of Acceptance for a later start date. In that case, the institution may charge an additional \$200 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application. Should a student fail to advise the institution that he/she did not complete the Study Permit application, the refund policy set out in Part 1 above will apply.

2) If a student advises the institution in writing, prior to the start date, he/she was denied a Study Permit and provides a copy of the Study Permit denial letter issued by Citizenship and Immigration Canada, the institution may retain the lesser of 10% of the total fees due under the contract or \$400. Should a student fail to advise the institution, or choose to withdraw for other reasons, the refund policy set out in Part 1 above will apply.

Refunds owed to students must be paid within 30 days of the institutions receiving a copy of the Study Permit denial letter.

DISPUTE RESOLUTION/GRADE APPEAL POLICY & PROCEDURE

Policy:

O2 Yoga Teacher Training provides an opportunity for students to resolve disputes of a serious nature and to appeal grades in a fair, reasonable and equitable manner.

The policy applies to all O2 Yoga Teacher Training students who are currently enrolled or were enrolled 6 months prior to the submission of their concern to the Senior Educational Administrator.

Procedure for Student Disputes:

1. When a concern arises, the student should first attempt to address the concern with the individual most directly involved. If the student is not satisfied with the outcome at this level, the student should put his/her concern in writing and deliver it to the Senior Educational Administrator.
2. The Senior Educational Administrator will arrange to meet with the student to discuss the concern and desired resolution as soon as possible but within five school days of receiving the student's written concern.
3. Following the meeting with the student, the Senior Educational Administrator will conduct whatever enquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those enquiries may involve further discussion(s) with the student either individually or with appropriate O2 Yoga Teacher Training personnel. All communications must be in writing.
4. The necessary enquiries and/or investigations shall be completed and a response provided in writing to all involved as soon as possible but no later than 10 school days following the receipt of the student's written concerns.
 - a. If it is determined that the student's concerns are not substantiated, the Institution

- will provide a written explanation of the decision and deny the complaint; or
- b. If it is determined that the student's concerns are substantiated in whole or in part, the Institution will propose a resolution.

The response must specify that the student will have five school days to appeal the decision. A copy of the decision and all supporting materials shall be given to the student, a copy will be placed in the Institution's Student Conduct File and the original will be placed in the student file.

5. If the student is not satisfied with the determination of the Senior Educational Administrator, the student must advise the Owner as soon as possible but within five school days of being informed of the determination.
6. The Owner will review the matter and if necessary, may meet with the student as soon as possible but within five school days of receipt of the student's appeal.
7. The original decision will either be confirmed or varied by the Owner in writing within five school days after receipt of the student's appeal or, if a meeting with the student occurred, within five days of that meeting. At this point the Institution's dispute resolution process will be considered exhausted.

If the student is dissatisfied with the result and feels that he or she has been misled by the Institution, he or she may file a complaint with the Private Career Training Institutions Agency (PCTIA).

Procedure for Grade Appeal:

1. If a student is dissatisfied with a grade received and can provide evidence that a higher grade is warranted he/she should discuss with his/her instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
2. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Senior Educational Administrator.
3. The Senior Educational Administrator will obtain a copy of the assignment/test in question from the instructor and will have another instructor re-assess the test. .
4. If the student achieves a higher grade on re-assessment, the higher grade will be assigned to the student. If the student achieves a lower grade on re-assessment, the original grade will be retained.
5. The grade will be considered final and cannot be appealed.
6. The decisions on the grade appeal will be provided to students within 30 school days of O2 Yoga Teacher Training's receipt of the written appeal.

ATTENDANCE & TARDINESS POLICY

Policy:

To obtain certification and letter of completion students must attend 100% of the classes and be punctual. This is in compliance with Yoga Alliance requirements. However, we understand that emergencies and conflicts do arise so we have devised a procedure to

allow students to make-up missed classes.

Attendance Procedure:

The following procedures will be followed if the student must miss a class.

Intensive Format

If you miss 1-3 days: You may still complete the program with your class provided that you schedule a private session (or group session) with the Instructor at some point during the program. A two-hour private session equates to one day in the intensive. The cost of a private session is \$70 per hour. Please contact the instructor to schedule the make-up session. The maximum number of private make-up sessions is three.

If you miss 4-5 days: You will not be able to complete the program with your class, and you will need to make up the classes in a subsequent training. You may choose to make up the first three days you miss with a private session during your training, but the additional days you will need to take in a subsequent training.

The fee for retaking up to 5 days in a subsequent Intensive training is \$90/hour.

If you miss 6+ days: You will need to retake the program, at a discounted cost of 60% of the original tuition. This is subject to space availability.

Note: The student is deemed absent if they are more than 15 minutes late to class or miss more than 20% of the day.

12-Weekend Format

If you miss 1-2 weekends: You may still complete the program with your class provided that you schedule a private session (or group session) with the Instructor at some point during the program. The cost of a private session is \$70 per hour. The maximum number of private make-up sessions is four.

If you miss 3 weekends: You will not be able to complete the program with your class, and you will need to make up the classes in a subsequent training. You may choose to make up the first weekends you miss with a private session during your training, but for the additional weekends you will need to take them in a subsequent training. The fee for retaking up to 3 weekends in a subsequent Weekend training is \$90/hour

If you miss 4+ weekends: You will need to retake the program, at a discounted cost of 60% of the original tuition. This is subject to space availability.

Note: The student is deemed absent if they are more than 15 minutes late to class or miss more than 20% of the day.

Tardiness Policy:

All students are expected to arrive before class begins. They must be ready and prepared to begin class on time.

Tardiness Procedure:

Tardiness and leaving class early is subtracted from the total time of the program and counts against the attendance record. If a student is more than 15 minutes late they will be locked out of class that day and will need to remake the class by booking a private session with the instructor.

For example, if a student is late by 10 minutes for 5 days during the program that will equal 50 minutes of missed class time. In this case, the student would have to pay to make-up this missed 50 minutes of class in order to learn the missed content as per the Attendance Procedure.

WITHDRAWAL POLICY

If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the Senior Educational Administrator. Refunds are calculated according to institutions Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

STUDENT CODE OF CONDUCT & DISMISSAL POLICY

Policy:

Students are expected to meet and adhere to the Code of Conduct set out in this policy while completing a program of study at O2 Yoga Teacher Training. If necessary, students should request clarification from the Head Instructor or the Senior Educational Administrator. "Student" means a person who is presently enrolled at O2 Yoga Teacher Training, including students participating in work experience or Karma classes.

Code of Conduct

While on Oxygen Yoga & Fitness premises or in the course of activities or events hosted by O2 Yoga Teacher Training, students:

- No breach of confidentiality will be tolerated.
- Professional appearance and personal hygiene will be maintained at high standards.
- Must comply with all applicable O2 Yoga Teacher Training policies, including the Attendance Policy.
- Must treat all students and staff with respect and must not engage in physically aggressive, threatening, harassing, discriminatory or otherwise offensive behavior.
- Must not steal, misuse, destroy or deface Oxygen Yoga & Fitness or O2 YTT property.

- Must not consume, possess or distribute alcohol or controlled or restricted substances.
- Must not contravene any provision of the Canadian Criminal Code or any other federal, provincial, or municipal statute or regulation.

The above list sets out examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline and is not exhaustive. Students who violate the Code of Conduct will be subject to the procedures and discipline outlined below, which may include immediate dismissal from the institution.

Procedure:

- 1) All concerns relating to student misconduct shall be directed to the Senior Educational Administrator. Concerns may be brought by staff, students or the public.
- 2) The Senior Educational Administrator will arrange to meet with the student to discuss the concern(s) within 5 days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Senior Educational Administrator will meet with the student as soon as is reasonably possible.
- 3) Following the meeting with the student, the Senior Educational Administrator will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
- 4) Any necessary inquiries or investigations shall be completed within 5 days of the initial meeting with the student.
- 5) The Senior Educational Administrator will meet with the student and do one of the following:
 - (a) Determine that the concern(s) were unsubstantiated;
 - (b) Determine that the concern(s) were substantiated, in whole or in part, and either:
 - (i) Give the student a warning setting out the consequences of further misconduct;
 - (ii) Set a probationary period with appropriate conditions; or
 - (iii) Dismiss the student from the training program. The Senior Educational Administrator of O2 YTT will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, in accordance with PCTIA Bylaw 37.5.
- 6) The Senior Educational Administrator will prepare a written summary of the determination. Both the Senior Educational Administrator and the student will sign two copies. A copy shall be given to the student and the original will be placed in the student file.
- 7) If the student is dismissed and a refund is due to the student, O2 Yoga Teacher Training will ensure that a refund is forwarded to the student within 30 days of the dismissal.
- 8) If the student owes tuition or other fees to the institution, O2 Yoga Teacher Training may undertake the collection of the amount owing.

PRIVATE CAREER TRAINING INSTITUTIONS AGENCY OF B.C.

All private institutions that provide career training programs to students where the tuition charged is greater than or equal to \$1,000, and where the instructional time is greater than or equal to 40 hours must be registered under the *Private Career Training Institutions Act*. The Private Career Training Institutions Agency (PCTIA) is responsible for establishing basic education standards and providing consumer protection for students enrolled with a registered career training institution, and for standards of quality for accredited career training institutions. A list of registered / accredited institutions can be found on PCTIA's website.

PCTIA also manages the Student Training Completion Fund which provides tuition refund protection to students in the event a registered institution ceases to operate, or if a student is found to have been misled by an institution.

For further information about PCTIA and the services it provides, students may contact PCTIA at:

203 – 1155 West Pender Street, Vancouver, BC, V6E 2P4

Tel. (604) 569-0033 or 1-800-661-7441

Fax. (778) 945-0606

<http://pctia.bc.ca>

info@pctia.bc.ca