

# Harmony Yoga

## 2018 Yoga Teacher Training Program

January 27 - June 10  
*(10 Weekends)*



200-hr Registered Yoga Alliance Program

Harmony Yoga, LLC  
1717 W. 6th Avenue • Spokane, WA 99204  
harmonyyoga@comcast.net • (509) 747-4430  
[www.harmonyyoga.com](http://www.harmonyyoga.com)



## **Owners, Personnel, and Licensure**

**Owner:** Alison Rubin E-RYT 500

**Administrator:** Alison Rubin

**School's Administrative Office:** 1421 W. 16th Avenue, Spokane, WA 99203

**Instructors and Qualifications:** Alison Rubin E-RYT 500, Patricia Berger E-RYT 500, Erin Wert RYT 200, Anna Molgard RYT 200, Neely Wadden RYT 200, Nina Volostnova RYT 200, Brenda Smits RYT 200. All our instructors have been well trained and are qualified to teach their topic.

**Licensure:** This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

**Workforce Training and Education Coordinating Board**  
**128 – 10th Avenue Southwest**  
**Olympia, Washington 98504**  
**360-709-4600**  
**[pvsa@wtb.wa.gov](mailto:pvsa@wtb.wa.gov)**

**Registration:** Registered as RYS 200 with Yoga Alliance

## **School Calendar and Class Schedules**

**Class Cancellation:** N/A

**Class Schedule:** Classes are scheduled on Fridays 6-9pm, Saturdays 9am-7pm, Sundays, 8am-4:30pm.

## **Program Dates**

January 26-28

February 9-11 & 23-25

March 9-11 & 23-25

April 13-15 & 27-29

May 4-6 & 18-20

June 2-3 (*Make-Up Weekend to be attended if necessary*)

June 8-10

## **Facility**

**Harmony Yoga** is a beautiful yoga studio, with a reception area and one classroom. The school has a snack table, offering coffee, tea & snacks. There is a small refrigerator and sink on the premises. Both male and female bathrooms are available. There is parking available in a well-lit parking lot. The maximum class size is 30 and the student/teacher ratio is 30 to 1 and sometimes 30 to 2.

## **Entrance Requirements**

Students must possess a High School Diploma or a General Education Development (GED) Diploma. Students are required to have practiced yoga for a minimum of 6 months and have a passion for yoga!

## **Attendance Requirements**

Harmony Yoga records the daily attendance of each student. Records are available for student review. Absenteeism for more than 20 percent of the total program may render the student unable to graduate.

## **Make-up Work**

Lessons and/or assignments missed due to absences must be made-up. Students should meet with their instructors to get missed assignments, and to discuss whether it will be necessary to attend the Make-up Weekend in order to meet the minimum number of hours required for graduation.

## **Tardiness**

Developing good work ethics is an important part of the training at Harmony Yoga. Students arriving late for class are interrupting the instructor and other students. Please be sure to communicate with the staff member in advance if you know you will be late for class.

## **Code of Conduct**

We ask that you apply the Yamas and Niyamas to your conduct during the training. These are as follows:

1. Ahimsa - Non-violence. Practice non-violence, non-judgement, toward yourself and all others, in thought word and deed.
2. Satya - Truth. Practice truthfulness toward yourself and all others.
3. Asteya - Not-Stealing. Honor others by not coveting that which does not belong to you.

4. Brahmacharya - Moderation. Practice moderation in all things, so as to conserve your energy for your spiritual practices.
5. Aparigraha - Not Being Greedy. Conserving resources.
6. Saucha - Cleanliness, Order. Please be clean, dress neatly, and be prepared with your books and supplies. As well, honor and take care of the class environment, returning props and such neatly after their use.
7. Santosa - Contentment. As best you can, practice contentment or acceptance with what is in any given moment. If you have any concerns, please speak with a staff member.
8. Tapas - Self-Discipline. Sharpen the tool of self-discipline, so as to stay focused for the duration of the training.
9. Svadyaya - Self-Observation. Be willing to look at yourself, practice self-inquiry, own what is yours, and endeavor to grow and become more conscious.
10. Isvara Pranidhana - Acknowledgement of a Higher Power. Practice letting go of the ego, and trust in a Higher Power.

## **Conditions for Dismissal**

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct
2. Missing more than 20 percent of instruction time
3. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the school's refund policy.

## **Student Complaint/Appeal Process**

Students who have a complaint or who would like to appeal a dismissal must request a meeting with the school director. A written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student

Every effort will be made to bring an amicable closure to the concern. The student will be notified in writing within five business days of the outcome of the meeting. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy. Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint.

## **Grading System**

We do not have a formal grading system. Following each weekend, a Review Sheet will be provided along with homework review. As the training develops, weekend by weekend, the program director will be observing students' progress. If it appears that a student is not learning and applying the instruction as required for graduation, one-on-one assistance will be provided.

## **Withdrawing from School**

Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

## **Student Records**

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

## **Cancellation and Refund Policy**

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration

fee” is any fee charged by a school to process student applications and establish a student record system.

4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

<b>If the student completes this amount of training:</b>	<b>The school may keep this percentage of the tuition cost:</b>
One weekend or up to 10%, whichever is less	10%
More than one weekend or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
  - a. When the school receives notice of the student’s intention to discontinue the training program;
  - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
  - c. When a student, without notice, fails to attend classes for 30 calendar days.
6. All refunds must be paid within 30 calendar days of the student’s official termination date.

## **Tuition and Additional Costs**

### **Tuition:**

Early Bird: \$2,300 (pay by Nov. 30, 2017)  
 Plan A: \$2,500 (due by Jan. 26, 2018)  
 Plan B: \$2,600 (\$1,200 x 2 payments, Jan. 26 & Mar. 15)  
 Plan C: \$2,700 (\$416.66 x 6 monthly payments, Jan. - June)

**Deposit:** All plans include a \$200 advance deposit (inclusive in the fee), paid at time of application (*\$100 of which is a non-refundable Administrative Fee*)

Books: \$125 (based upon new book prices from Amazon)

Supplies and materials: \$45 (includes Manual)

Yoga Alliance Licensing fees: \$50 one-time Application Fee, \$55 annual fee

## Financial Aid Assistance

We do not offer Financial Aid at this time.

## Placement Assistance

From time to time Harmony Yoga receives requests from businesses in the community for trained Yoga Instructors. As these are received, these are offered to graduates from our program.

## Curriculum

- a) Techniques Training – objective is for students to learn correct technique pertaining to 50 beginning level yoga poses. Adaptations are taught for Vinyasa, Hatha, Gentle Yoga, Pre-Natal Yoga, Therapeutic applications, and Restorative Yoga. As well, Meditation, and Pranayama techniques are learned. In addition, Teaching, Observing, Assisting and Attending classes with written observations is required. This takes place over 10 weekends, sequentially developing these applications and skills.

Teaching Methodology – objective is for students to thoroughly understand and integrate the theory of teaching a yoga class. Included is Designing and Sequencing, Principles of Demonstration, Principles of Instruction, Voice and Language, Verbal Cues, Principles of Observation, Principles of Assisting and Adjusting, Beginning Level Essentials, Ethical Guidelines of Yoga Teachers. As with Techniques Training, this takes place over 10 weekends, each aspect of teaching sequentially added to the knowledge learned during the prior weekend.

Anatomy – objective is for students to have a comprehensive understanding of the most essential anatomy, physiology and kinesiology necessary for the teaching of yoga.

Philosophy – objective is for students to learn about the history and philosophy of yoga. Included is the study of The Yoga Sutras of Patanjali & The Bhagavad Gita.

- b) Practicum – objective is for students to stand at the front of the room, demonstrate, instruct, observe, assist and manage a yoga class from beginning to end. During the 10 weekends each student practice-teaches with feedback from a Teacher Training Faculty member, as well as secondary feedback from the mock class, as well as additional teacher trainees who are observing.

c) Total Contact + Non-Contact Hours in the following categories:

Techniques Training,  $84.75 + 25 = 109.75$

Teaching Methodology,  $28.50 + 10 = 38.50$

Anatomy,  $20.25 + 10 = 30.25$

Philosophy,  $27 + 10 = 37$

Practicum,  $27.25 + 5 = 32.25$

Miscellaneous, 7.5

Total Hours = 255.25

d) Contact hours are a mixture of lecture and experiential learning in the classroom in the presence of a Teacher Trainee. Non-Contact hours are a mixture of homework and experiential learning outside of the classroom.

e) Training/instructional aids consist of a manual designed by Alison Rubin for the training, and published books.

## **Educational Credential**

Upon completion of the training, participants will receive a Graduation Certificate from the Harmony Yoga Teacher Training Program. As well, graduates will be eligible to register with Yoga Alliance as a 200-RYT (Registered Yoga Teacher).

## **Additional Perks**

a) 50% discount off classes attended during the teacher training program at Harmony Yoga

b) Continued staff support following graduation



## **Addendum in Compliance with the Washington Administrative Code**

### **Non-Discrimination Clause**

Harmony Yoga does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability and will make all necessary arrangements to accommodate them.

### **Complaints**

Nothing in this policy prevents the student from contacting the Workforce Board at (360) 709-4600 at any time with a concern or complaint.