

## CERTIFICATION POLICIES

### ENROLMENT

Applicants must submit a completed course application, along with the required course deposit to Studio Praxis. **Please note:** Course deposits are \$300 per course; all deposits are non-refundable and non-transferable. Applications will be reviewed promptly, and applicants will be notified of their acceptance status via phone or e-mail. If accepted to the requested course(s), the balance of the tuition is due no later than the first day of class, unless prior arrangements have been made with the director. Payment and pick-up of course materials is on the first day of class.

### PRE REQUISIT TRAINING

Applicants to the Intensive Mat Plus and/or the Intensive Reformer course must provide written documentation of a minimum of 30 hours of participation in Pilates classes or sessions. In the absence of such documentation, students will be asked to enrol in Praxis Pre-Training; a 30-class package of sessions designed to introduce students to the STOTT PILATES method. If the student feels s/he has the required Pilates experience but is unable to provide documentation, the student may book an evaluation with the Instructor-Trainer to qualify for admission to the course(s).

### ATTENDANCE

100% attendance is mandatory. A course completion letter will only be issued once the student has completed 100% of the course curriculum.

**Make-up sessions for missed hours/classes:** If a student must miss class time the required make-up is at a ratio of one hour of private instruction for every two hours missed (1:2). Private Instructor-Trainer fees are applicable. Please refer to the Certification Price List for current rates. Make-up hours must be completed in a timely manner. Students have a maximum of 6 months to make-up any hours missed. If they exceed this timeline the course is forfeited and the entire course must be retaken in order to be eligible to examine and certify. Regular course fees will apply.

### TRANSFER/REFUNDS

Students are allowed a one-time transfer of their course fees, minus the course deposit. Without exception, course deposits are non-refundable and non-transferable.

Following payment of course fees, a student is able to cancel with a refund, minus the course deposit up until and on the course start date. Without exception, following the start of the course there will be no refunds of course fees.

### WITHDRAWAL

**Withdrawal prior to start of course:** Full refund minus deposit and any group class fees.

**Withdrawal after the course start date:** Without exception, no refunds of course fees.

### USE OF THE STUDIO

**Free classes:** Students are given 5 free group classes\* to use at Praxis any time from their enrolment date until the last day of their certification course, providing there is space in the class and that the class level matches their level of ability. The class instructor reserves the right to refuse entry to a student if it is felt that the student's level of ability is not equal to the level of the class – this is done expressly for the safety of the student. Students are required to give 24 hours notice to cancel their space in a group class. Failure to cancel within the 24 hour time frame will result in the class being forfeited. Students will be asked to cede their place in a class to a paying client. No extensions will be given on the use of these classes – any free classes remaining on the students account after the last day of their course will be forfeit.

**\*IMP students will be given 5 Mat classes, and IR students will be given 5 Reformer classes.**

**Students receive a 50% discount on all group class packages for a period of 6 months from the end of their certification course.**

**Observation:** Students may begin accumulating observation hours once the certification course has started and they have received observation guidance for the Instructor-Trainer. Students may observe classes free of charge at Praxis for a period of six months from the start date of their certification course. Students may only observe classes relevant to the course in which they are enrolled – IMP students may observe Mat classes, IR students may observe Reformer classes, and ICCB students may observe Circuit classes and private sessions.

**Practice teaching, review and study:** Students may use the studio for practice teaching, review or study for a period of six months from the start date of their course. Students may practice teach on other students free of charge in the studio, or with a non-student for a fee of \$10 per hour. The studio is a shared environment and a working business - students are expected to work quietly without intruding upon regular studio activity.