

**ALIGN PILATES  
TEACHER TRAINING PROGRAM CONTRACT 2010-2011  
and PART TIME STUDENT CONTRACT 2009-2011**

Name \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_  
Email \_\_\_\_\_

**Align Pilates Teacher Training Program Policies & Requirements for Certificate of Completion**

**Use of Facilities and Equipment**

Students may use the equipment and facilities during regular studio hours. Align Pilates is closed Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Memorial Day, July 4<sup>th</sup>, and Labor Day. This policy is subject to change.

**Attendance Policies and Requirements for Certificate of Completion**

Students are expected to meet the requirements of the Training Program and complete them within the 1 year program period. Requirements are:

- Attendance at ALL five weekend workshops\*
- Completion of the internship\*\*\*
- Completion of 18 Symposium Hours (26 are offered)
- Completion of 6 Clinic Hours (10 are offered)
- Achievement of Passing all exams: 4 teaching exams & 1 technique exam (exams are pass/fail)\*\*

**\*If a student has to miss weekend workshop hours do to an emergency the student must make those hours up. For every 2 hours missed the student must schedule a one -hour private lesson. Private lessons are \$62.**

\*\*Tuition does not include any exams that need to be retaken. There is a \$100 fee to retake an exam.

\*\*\*Completion of the 450 internship hours is as follows:

- 100 hours of observation
- 125 hours of practice teaching\*\*\*\*
- 100 hours of personal practice hours
- 35 Private Lesson Hours\*
- 60 Group class Hours\*\*
- 25 hours of assistive teaching
- 5 hours of teaching labs\*\*\*

**Students who are already certified Pilates instructors may, in advance of the start of the program, submit their past teaching experience in lieu of portions of the internship requirements. Align Pilates has the right to arbitrarily decline such experience in lieu of portions of the internship. Notwithstanding the foregoing, certified Pilates instructors must complete 20 hours of private lessons at Align Pilates, 14 hours of symposiums, 6 hours of teaching clinics, and 25 Practice teaching hours in the "Save Your Buck Sundays" program.**

**\* A minimum of 35 hours of private Lessons/Classes must be completed at Align Pilates (the cost of these Lessons/Classes is not included in the program tuition and is due and payable at the time of the lesson).**

**\*Part Time A & B students may apply up to 10 private lesson before the official start of the program on April 30<sup>th</sup> 2010.**

**\*\*A minimum of 60 hours of semi privates, mat, or reformer lessons/classes. The cost of semi private classes is not included in the program tuition and is due and payable at the time of the class. Students may jump into Align Pilates mat and reformer classes at no charge on a space available basis.**

**\*\*Part time A & B students may apply up to 30 group class hours before the official start of the program. (April 30<sup>th</sup>, 2010). A & B students may NOT jump into more than 30 free classes (Pilates mat & Pilates reformer) prior to April 30<sup>th</sup>. Any class taken after the 30 mark requires payment. Free classes after April 30<sup>th</sup> 2010 are unlimited space permitting.**

**\*\*\* A minimum of 5 teaching lab hours must be completed at Align Pilates (the cost of these Lessons/Classes is not included in the program tuition and is due and payable at the time of the lesson).**

**\*\*\*\*Trainees are required to participate in the "Save Your Bucks Sundays" as a part of their teaching internship.**

If a student cannot complete the requirements for completion within the 1 year time frame, a student may request an extension and Align Pilates has the right to arbitrarily refuse such extension. If Align Pilates grants such an extension it will cost that student \$300 for each additional month.

If a student has not been in the studio working toward completion of the Program for a period of 21 consecutive days, the student is considered to have withdrawn from the program for all purposes as of the student's last documented date of attendance.

Students must notify the school in writing if an absence becomes necessary (or, in case of emergency where prior notification is impractical, must notify the school that an absence became necessary). Excessive absences will lead to dismissal from the Program.

### **Code of Conduct**

Acts Resulting in Immediate Dismissal.

The following acts will result in immediate dismissal from the Program, and the offender will be barred from entering the studio premises thereafter:

- a. Theft or vandalism of studio property or the personal property of another.
- b. Physical or verbal abuse of anyone, to include threats and/or racial slurs.
- c. Intentional disruption of classroom activity.
- d. Sexual advances or provocative conduct.
- e. Possession, use, or sales of controlled substances, including alcohol.
- f. Dishonesty and cheating.
- g. Possession or display of weapons while on studio premises.

*Drug and Alcohol Policy.* The possession, use, or sale of non-prescription drugs that are controlled substances, including but not limited to marijuana, cocaine, stimulants, alcohol, and/or depressants will not be tolerated on the studio premises, or at any sponsored function off premises, Any student believed to be under the influence and/or in possession of any such prohibited substance will be suspended immediately and the police will be called to investigate the incident. Students are required to report any violation of this policy immediately.

### **Complaint Procedure**

Complaints which cannot be resolved by direct negotiation between the student and the Program may be filed with the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350 St Paul MN. 651-259-397

## **Tuition**

**The Align Pilates Teacher Certification Program tuition for students who are not certified Pilates instructors is \$4380. The tuition for already certified Pilates instructors is \$2800. Tuition for Term 1 is due in full on or before April 23, 2010. If a student is not able to pay the tuition in full they may choose to pay under the terms the Payment Plan. The Payment Plan allows students to pay their tuition, plus 8% interest, in five equal sums on or before each of the five Weekend Workshops.**

I am submitting tuition for the Align Pilates Teacher Certification Program, and I understand that this tuition **does not** include: (1) the additional cost of the lessons which are required as part of the internship; (2) the additional cost of 5 teaching labs; (3) the required textbooks: "Dynamic Alignment Through Imagery" "Anatomy of Movement", "Taking Root to Fly" and "The Align Pilates Teacher Certification Program DVD Manual."

I understand that the Program starts April 30, 2010 and that I have one year from this date to meet the requirements set forth above in the Align Pilates Teacher Certification Program Policies & Requirements for Certification.

### **Full Time Program (certified and non-certified students): Term 1-Term 3**

- I am NOT currently a trained Pilates instructor and I am submitting my tuition in full for Term 1 in the amount of \$3000. I agree to pay \$800 on or before September 1, 2010 for Term 2 and \$580 on or before January 1, 2011 for Term 3.
- I am NOT currently a trained Pilates instructor and I am submitting the first payment of the Payment Plan of \$946. I understand that each of the additional 4 payments of \$946 are due on or before the start of each Weekend Workshop: 4/30/2010, 6/25/2010, 8/6/2010, 11/12/2010, & 1/7/2011
- I am currently a trained Pilates instructor and I am submitting my tuition in full for Term 1 in the amount of \$1800. I agree to Pay \$600 on or before September 1, 2010 for Term 2 and \$400 on or before January 1, 2011 for Term 3.
- I am currently a trained Pilates instructor and I am submitting the first payment of the Payment Plan of \$605. I understand that each of the additional 4 payments of \$605 are due on or before the start of each Weekend Workshop: 4/30/2010, 6/25/2010, 8/6/2010, 11/12/2010, & 1/7/2011

### **Part Time Program: Term A & B and Term 1-3**

- I am currently NOT a trained Pilates instructor and I am submitting my tuition for Term A; November 9, 2009 entrance, of \$750. I understand that an additional \$750 is due February 1<sup>st</sup> 2010 for Term B. The remaining \$1500 is due on or before April 30<sup>th</sup> 2010 at the start of Term 1. I agree to pay \$800 on or before September 1<sup>st</sup>, 2010 for Term 2 and \$580 on or before January 1, 2011 for Term 3.
- I am currently NOT a trained Pilates instructor and I am submitting my tuition for Term B; February 1, 2010 entrance, of \$1500. The remaining \$1500 is due on or before April 30<sup>th</sup> 2010 at the start of Term 1. I agree to pay \$800 on or before September 1<sup>st</sup>, 2010 for Term 2 and \$580 on or before January 1, 2011 for Term 3.

I understand that if I need more than the one year period to complete my requirements\*, I must ask for an extension and that Align Pilates has the right to arbitrarily refuse that extension. I also understand that any extension granted will cost an additional \$300 per month.

\*Part Time Term A students have 18 months to complete the program. November 9<sup>th</sup> 2009-April 30<sup>th</sup> 2011

\*Part Time Term B students have 15 months to complete the program. February 1<sup>st</sup> 2010-April 30<sup>th</sup> 2011

The Align Pilates Teacher Certification Program is divided into three terms. The terms are as follows:

- **Term 1: April 30th, 2010-August 31, 2010**  
\$3000 non-trained Pilates students  
\$1800 trained Pilates students
- **Term 2: September 1, 2010-December 31, 2010**  
\$800 non-trained Pilates students  
\$600 trained Pilates students
- **Term 3: January 1, 2011- April 30, 2011**  
\$580 non-trained Pilates students  
\$400 trained Pilates students

**I understand that the program requires the completion of a minimum of 35 hours of privates Lessons/Classes at Align Pilates and 5 hours of teaching labs. The cost of such lesson/classes/labs is an addition to the tuition stated above. The current hourly rate for such Private Lessons/Classes/labs is \$62.00 an hour.**

#### **Buyers Right to Cancel and Refund Policy**

***Each Student will be notified of acceptance/rejection in writing. In the event a student is rejected all tuition, fees, and other charges will be refunded.***

**A.** Notwithstanding anything to the contrary, if a student gives written notice of cancellation within 5 business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started.

**B.** If a student gives written notice of cancellation after five business days of the execution of the contract or day on which the student is accepted, but before the start of the program by the school, then all tuition, fees, and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student.

**C.** If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then the student is assessed a pro rata portion of tuition, fees, and all other charges based on the number of days in the term plus 25 percent of the total program cost (25 percent not to exceed a \$100).

Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 days of receipt of such notice.

This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course.

Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to the date of delivery of the notice of acceptance and if delivered by mail, the postmark date of the letter of acceptance.

I read, understand, and agree to the following terms and conditions: I understand that I am registering for the April 30<sup>th</sup>, 2010-2011 Align Pilates Teacher Training Program. I also understand that this is a legally binding instrument upon written acceptance of the student by Align Pilates, unless cancelled pursuant to the Buyer's Right to Cancel and Refund Policy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

I understand that I am registering for the Part Time Program term B and this program starts February 1<sup>st</sup>- March 1<sup>st</sup>, 2010 and finishes April 30<sup>th</sup> 2011.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please make check out to:

Align Pilates  
3021 Holmes Ave. S.

Minneapolis, MN. 55408  
Thank you! We look forward to working with you this year.

Sincerely,

Adrienne Guze Co- Owner  
Program Director

Emily Easton- Co owner

ACCEPTED BY ALIGN PILATES

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_