

ENROLLMENT AGREEMENT

Alexander Technique Denver: an Alexander Technique teacher-training course
Heidi Brende Leathwood, Director, 720.839.2549, heidi.leathwood@gmail.com

TRAINEE'S NAME: _____

Address

Telephone

email

This agreement is a legally binding instrument when signed by the **Trainee** and accepted by **Alexander Technique Denver, LLC (ATDen)**. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including the examples of how it applies and; (b) a description of the course including material facts concerning the training program which are likely to affect your decision to enroll. Immediately upon signing this agreement you will be given a copy of it to retain.

This agreement is for the course: Teacher Training in the Alexander Technique, a three-year training course. A minimum of 1600 hours is required to complete the course.

Start Date: _____

Projected Completion Date: _____

Enrollment Status: _____ Full-time _____ Part-time (By approval only. Addendum with agreed hours, schedule, fees and completion date will be attached to this document)

TRAINING SCHEDULE

The training operates on the trimester system consisting of three 12-week trimesters. The course covers three years, for a total of 108 weeks, in nine trimesters.

The course will meet at our location in Denver, 5 days per week, for 3.5 hours each session. Full-time enrollment will consist of attending class 4 times per week plus private lessons. The agreed upon schedule for your training will be:

The specific course schedule can be changed upon agreement by both the trainee and the Director. Private lessons will be held before or after class time. The private lesson schedule will be determined at the beginning of each quarter.

The exact schedule for class time and vacation weeks will be given to the trainees each June for the following school year commencing in September.

TUITION:

The cost for the course is \$2643 per trimester, for a total cost of \$23787 for the training course, completed in three years. Tuition includes 63 private lessons, 1600 hours of course work and private meetings with the director and faculty, for assessment and for supervision of student-teaching responsibilities. Payment for each term is due one week before the start of the term, unless an agreement for a different payment plan has been made with the Director.

ADDITIONAL COSTS:

Application fee: \$30

Deposit: \$300, to be paid with the execution of this agreement and refunded in the trimester of graduation, as a tuition credit, or after the first trimester, if the student elects not to continue the course. After the first trimester, the enrollment deposit is non-refundable in the event that the trainee withdraws from the course or is dismissed from the course.

If a trainee fails to pass the annual assessment of skills, the trainee will be required to take additional lessons or classes before being reassessed. Any additional time required is not included in the normal tuition and will result in additional cost. (See the curriculum plan for more information about skills needed to progress from level to level and to graduate).

If the trainee is required to attend additional classes or private lessons to make up absences, they will be required to pay for these classes or lessons in addition to the regular tuition. (See absence policy below).

PAYMENT OPTIONS:

1. Payments of cash or check or credit card, paid in full one week before each trimester will receive the normal rate of \$2,643 per trimester (total \$23,787 over three years). Payments made after the deadline and by the start of the trimester will be charged a \$30 late fee.

2. Payments of \$914 per month for nine months while class is in session, on the following schedule:

Term one: August 15, September 1, October 1

Term two: December 1, January 1, February 1

Term three: March 15, April 1, May 1

(Please note that this payment option costs \$100 more per term than paying in advance for each term).

Trainee may attend class only when payments are up to date.

CHANGES IN TUITION:

This agreement, once executed, locks in your tuition rate for three years. There will be no raises in tuition for the **trainee** for three years following signing of this agreement. If **trainee** does not complete the course in three years, and additional terms are necessary, **ATDen** may charge the trainee the current tuition rate.

ATTENDANCE:

On time attendance is mandatory at each class session. ATDen requires that absences and tardiness be recorded, and excessive absences could result in reevaluation of the trainee's readiness to complete the course.

All missed classes and hours must be made up by attending approved training class sessions. Approved classes will include the additional class sessions at ATDen (which can be attended free of charge), enrolling in the summer intensive (this involves paying tuition) or attending the Alexander Technique Workshops International in Malibu in the winter or AmSAT's annual ACGM (this involves extra cost of tuition payable to the workshop organizers, travel and lodging).

In the event there is a session scheduled during a religious holiday of a trainee, the trainee will be excused from class, and a make-up for this session will be provided free of charge.

LEAVE OF ABSENCE:

If it becomes necessary for a trainee to temporarily drop out of class for financial reasons or personal emergencies, their place may be filled by a new trainee, and they will become eligible to reenter the class at the first subsequent opening. Alternatively, a trainee may retain their place by payment of the regular term fee for the term missed. In this case the total course fee would increase by that amount, since the trainee would still be expected to attend and pay for their full 1600 hours of training.

Standards of training require regular attendance to develop skills, thus leave of absence longer than one term, or more than one leave over the course of three years may result in an increase of the total number of hours required to graduate, and these extra hours will incur additional expense. Long or repeated leaves of absence will only be granted in rare cases, at the discretion of the director. In these cases, a projected graduation date must meet the AmSAT course approval guidelines, and must be submitted to and approved by AmSAT. Training must be completed within 5 years.

TRAINEE PROGRESS:

The first term is considered a trial period for the trainee. If at the end of that period the trainee finds that ATDen does not suit their interests, they may choose to withdraw, with a full refund of the \$300 deposit. If the commitment is made to continue the course, dismissal will occur only in the case of unsatisfactory work or conduct, as determined by the Director.

Trainees will meet with the Director and faculty to discuss their progress at the end of the first year and the beginning of the 3rd term in the following years, and at other times as may be requested by any faculty member or the trainee. Any assessments made by the Director will include consultation with all faculty members.

If a trainee's progress is unsatisfactory, the Director will suggest a course of study or practice for the trainee to meet the standard of satisfactory progress. This additional work may incur additional expense. (Please see attached curriculum for expected proficiency at each level).

Assessments are for the protection of the trainee, so they will receive early notice of failure to make adequate progress towards graduation, and the opportunity to address deficiencies.

CERTIFICATE OF COMPLETION:

Issuance of a Certificate of Completion will depend on the completion of a minimum of 1600 hours by the trainee, and fulfillment of all of the requirements listed on the curriculum, to the satisfaction of the Director. The trainee will receive a Certificate of Completion signed by the Director.

In the event that, upon completion of the proscribed nine terms, a trainee does not meet the level of proficiency required for graduation, additional hours of class or private lessons will be suggested by the Director and a projected date of reassessment will be agreed between the trainee and the Director.

REFUNDS:

If a trainee has attended more than 6 weeks of a trimester and withdraws, there will be no refund of the tuition. Withdrawal before the term starts or during the first 6 weeks of a trimester, with a week's notice, will result in a refund of the tuition on the following schedule:

Time attended:	Refund:
1-3 weeks	75% of tuition
4-6 weeks	50% of tuition
Withdrawal before the 1 st day of term	Full

CLOSURE OF THE COURSE:

The Director of the training course will maintain a back-up plan for unforeseen changes in the personal circumstance of the Director, and will make every reasonable effort to ensure the course will remain open for three years from the most recent date of enrollment by a trainee.

BUYER'S RIGHT TO CANCEL:

The trainee has the right to cancel the enrollment agreement and obtain a refund using the following guidelines:

In the event that an applicant notifies ATDen in writing of withdrawal within 3 business days of having signed the enrollment agreement and before classes have commenced, all money paid will be refunded. The effective date of notice of withdrawal will be the postmark date or the date on which the notice of withdrawal is delivered to ATDen by the trainee.

TRAINEE CONDUCT:

Trainees are expected to conduct themselves as students in an environment of positive learning. Any marked departure in the form of conduct detrimental to this environment could result in dismissal. In the case of criminal misconduct, the trainee will be dismissed immediately. In the case of other misconduct, a trainee will receive a written warning and the opportunity to correct the misconduct during a probational period of three weeks.

Trainee agrees not to undertake to teach the Alexander Technique nor to present themselves as a teacher of the Alexander Technique until they have received written notification to do so from the Director of ATDen.

My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that ATDen's policies including costs, refund, and hours of study, are clearly explained to me within this document.

Trainee

Date

Director

Date