

## **Policies, Terms and Conditions.**

### **Professional Training Program.**

To qualify a student must fulfil the following obligations:

- Demonstrate that academic and technical skills have been obtained of a satisfactory level, through attendance and examination.
- Demonstrate that he/she will be a suitable member of the profession, through appropriate behaviour, character and demeanour, and have the abilities to provide safe, caring and professional advice to others.
- Satisfy all academic and training requirements expected through assessment policies.
- Satisfy all financial obligations to Yoga Presence.

### **Yoga Presence Policies.**

A student may be suspended or expelled at the absolute discretion of the directors of Yoga Presence in regards to:

- Failure to uphold and maintain terms and conditions.
- Misconduct and repeated disruption of the classroom.
- Cheating in an assignment.
- Non-payment of fees.
- Non-compliance will result in the student being ineligible to sit assessments.
- Non-compliance will result in the student being ineligible to receive an Academic record or statement of achievement, until all outstanding fees have been finalised.
- No student may practice as a Yoga Presence teacher until fully qualified.

### **Enrolment terms and Conditions.**

1. In order to enrol and reserve a place, a payment of \$1,200 is due upon registration. The remaining fee of \$1,200 is due on the first day, of the first month, of each three month workshop block.
2. Discounted fee structure: A payment of \$1,200 is due upon registration. With the balance of payment \$3,300 due one week prior commencement of the year, at the discounted total cost of \$4500.
3. In common with other educational institutions, fees are non-refundable and non-transferable, unless cancelled by Yoga Presence.
4. Withdrawal Policy: Unfortunately, we cannot accept responsibility for changes in your personal circumstances or work commitments that may occur after the commencement of the term or year.
5. Yoga Presence reserves the right to adjust fees, vary course requirements or class schedule at any time as deemed necessary.
6. Yoga Presence reserves the right to, alter any arrangements for classes, either before or during a course, to cancel a course, or refuse any enrolments as permitted by law.
7. By enrolling, students accept the enrolment conditions above.

## **Privacy Policy.**

The privacy of your personal information is a vital part of our relationship with you as a student. We are committed to maintaining the secure custody of your personal information.

As a part of our functioning as an educational institution Yoga Presence holds personal information regarding our students. All information collected is necessary for the conduct of our business as an educational institution. The information is used for a variety of purposes including:

- Student admission
- Enrolment and progression
- Archival purposes
- Mandatory reports to external agencies.

We are committed to keeping secure personal information you provide us. We will take reasonable precautions to protect your personally identifiable information from loss, misuse, unauthorised access, alteration or disclosure.