

# Dovetown Yoga School Teacher Training Terms and Conditions



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# Dovetown Yoga School Teacher Training Terms and Conditions



## Course Registration Criteria

Applicants must have at least two years of consistent yoga practice

Interview and written statement

Demonstrate that they fully understand the requirements of the course including: -

- Commitment to all training days (a minimum of 80%)
- Commitment to home study and record keeping
- Meet deadlines for all assignments
- Evidence of regular attendance of classes/workshops and other relevant training
- Read and accept all terms and conditions

Numbers are limited so a deposit of £500 must be made two months before the start of the course to ensure a place. The course leader reserves the right to refuse a place on the course if the criteria is not met and deposit and further payment dates are missed.

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## Attendance, deadlines, graduation, end dates and extensions

Students should aim for 100% attendance and there is a minimum requirement of 80%

The course is planned so that the course work should be completed within one month of attendance of final training day

If, due to unforeseen circumstances there is a delay then a maximum of up to three months will be allowed

If students fail any assignments then a further deadline will be set. Depending on the nature of the assignment an extra fee may incur

Evidence must be provided of any extenuating circumstances

If students do not fulfil the attendance requirements then further workshops and teaching days can be arranged. There will be a charge for these.

Venue details may change but with plenty of notice

Some module details may vary but content remains the same

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## Costs and payment schedule

**Full fee is £2,200**

**Deposit £500 to be made up to two months before the start of the course and secures your place on the course**

**There are three payment options: -**

1. Full fee including deposit of £2,200 paid two months before the start date
2. Deposit of £500 two months before start date and remaining fee of £1700 on the start date
3. Deposit of £500 two months before start date with £850 due at the beginning of the course in July 2019 followed by £850 in January 2020

### **Included in the fees**

- Training and assessment by a qualified Yoga Alliance Professionals Senior Yoga Teacher
- Training and assessment by guest teachers
- Support by qualified mentors
- Trainee membership with Yoga Alliance Professions (including insurance for teaching up to two classes per week and benefits of YAP resources)
- Enrolment on online course "Functional Anatomy of YOGA" by David Keil
- "Emergency at Work" First Aid training (valid for 3 years)
- Breathing and Pranayama Course Manual plus other handouts
- Refreshments

### **Not included in the fees**

- Yoga practice equipment
- Books
- Accommodation
- Travel costs
- Meals
- Attendance at yoga classes of course instructors
- Attendance of relevant workshops and events
- Extensions or catch-up sessions

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## Refunds and cancellations

A full refund will be given if the course is cancelled by me

The deposit of £500 due two months before the start of the course is non-refundable

Deposit and first instalment of fee (£500 + £850) once paid is non-refundable

If full fee is paid at the start of the course and the student leaves the course by January 2020 then a refund of £850 will be made

The third payment of £850 is due at the start of 2020 - once paid this is non-refundable

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## Equal opportunities and anti-discrimination policy

*Dovetown Yoga School* is committed to the goals of equal opportunity. It aims to provide an environment of fairness, equality and respect for its teachers and students.

Acknowledging and showing respect for social and cultural diversity, free from any discrimination, harassment and prejudice.

Definitions include

- Age discrimination
- Disability
- Marital status
- Race (including colour, nationality, descent, ethnic, ethno-religious
- or national origin: and immigration)
- Religious or political affiliations, views or beliefs
- Gender
- Sexual preference or transsexuality

*Dovetown Yoga School* encourages a safe space for freedom of expression in which we can share thoughts, desires and emotions in relative to the course. Therefore discretion and confidentiality is essential. We ask that none of these expressions of experiences are shared outside of the training sessions.

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## Code of conduct

Students on this course have a duty to themselves and others to maintain a high standard of professional conduct. By agreeing to the Code of Conduct students benefit one another and contribute to the good standing of the school and Yoga Alliance Professionals UK.

Students will conduct safe practice and ensure the positive promotion of yoga. Through experience, education and training they will continue to develop their practice and teaching, recognising their limitations and know when to refer students to an alternative instruction or treatment.

Non-compliance with the Code may lead to expulsion as a member, without the refund of membership fees. Examples include where a formal complaint has been made. Any action that is contrary to the standards expected of a member which are outlined in the schools Code of Conduct Policy.

Any issues will be conducted as quickly, confidentially and professionally as possible to minimise distress.

The course leader has the right to amend the Code of Conduct where appropriate.

Legal responsibility - *Dovetown Yoga School* shall have no liability to any member or third party for any member's non-compliance with the law. All members agree to abide by the law, in particular not to defame anyone or commit libel. Members indemnify *DYS* against any damage, costs, expenses or other claims for compensation arising from any material supplied by them which is indecent, untrue, defamatory, libellous or otherwise contrary to the legal rights of other members or third parties

Members who have been expelled or otherwise sanctioned under this Code of Conduct shall have no claim against *DYS* (whether in contract or in tort, including negligence) in the absence of manifest error on the part of *DYS* in applying this Code of Conduct to the case in question.

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## Complaints and grievance procedure

An individual or a group can make a complaint. Whatever the reason for a complaint be it the service you have received or the way you have been treated we recognise the importance of this action.

Complaints will be taken seriously and investigated fully and fairly. they will be dealt with in confidence (exceptions being where others may be vulnerable and at risk)

*Dovetown Yoga School* is committed to a high quality of service and we want to know of any dissatisfaction so we can work on improvements and developments.

You may wish to involve a friend or advocate to support you through any of the stages.

The following stages of procedure will be adhered to:

Stage one: An informal conversation between the complaint and the individual to attempt to resolve the matter. Where possible we aim to resolve the complaint informally and swiftly. However if matters cannot be resolved this way or you are not happy with the response then go to Stage two.

Stage two: A written complaint, giving the full facts of the complaint can be made by letter or email to Lesley Doveton the course leader of *Dovetown Yoga School*. You may prefer to contact another teacher/mentor at the school. A response will be made within 5 working days addressing the issues. If it is not possible to provide a full answer within 10 working days, a letter will be provided outlining the reasons why and give a date by which a full answer is expected.

You will be informed of the person investigating the complaint. A confirmation of the complaint with all dates including the response date will be included in the reply to you as well of the support you can expect to receive.

You will be informed of the person investigating the complaint. A confirmation of the complaint with all dates including the response date will be included in the reply to you as well of the support you can expect to receive.

Once the review of the details is completed then communication will be made in writing to the individual(s) about whom the complaint has been made. A full written response will be asked for.

This response will include all details of the investigation and whether the complaint was upheld or not and the reason for this decision.

If re-dress is appropriate it will be offered to you, for example in the form of an apology, help or to other sources of help, advice or support

If a response cannot be made within 30 days then a letter will give the reasons for this in full

Stage three: If you are not satisfied with response or outcome of your complaint then an appeal can be made to Yoga Alliance Professionals who are the accrediting body for this course.

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## General Data Protection Regulation (GDPR)

The GDPR's primary aim is to give people control over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU.

What is changing? The main concepts and principles are much the same as those in the current Data Protection Act (DPA), so if you are complying properly under the current law then most of your approaches will remain valid under the GDPR and can be the starting point to build from. However, these will be expanded and a number of new rights and obligations will be introduced. The general effect of the changes is that you will have to take pro-active steps to demonstrate compliance, rather than assume that data is protected. This is captured in two key themes: transparency and accountability. The GDPR contains six, rather than eight principles, However, these broadly restate the current principles under the DPA.

Personal data should be:

- processed lawfully, fairly and transparently;
- only be used for specific purposes;
- be limited to what is necessary and relevant;
- accurate;
- retained for no longer than necessary and
- protected against unlawful use or loss.

Please read the statement below as this applies to students of *Dovetown Yoga School*.

Ensure you understand what it means by sign this document of Terms and Conditions you give your consent.

***"As a student of your training course, I consent to my contact details (name, email and phone number) being passed onto our partners, Yoga Alliance Professionals, so they can contact me directly and invite me to register as a Trainee and Teacher. I understand that I have the option of opting out of this registration process." Personal practice reflections and observations of others***

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## Acceptance of terms and conditions School copy

Please confirm that you have read and accepted the Code of Conduct plus all Terms and Conditions

Acceptance on the course depends on agreement of the Code of Conduct as well as all Terms and Conditions.

Course leader : Lesley Doveton

Signature:

Student name:

Signature:

Date signed

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## Acceptance of terms and conditions

### Student copy

Please confirm that you have read and accepted the Code of Conduct plus all Terms and Conditions

Acceptance on the course depends on agreement of the Code of Conduct as well as all Terms and Conditions.

Course leader : Lesley Doveton

Signature:

Student name:

Signature:

Date signed

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## Corporate insurance

Applies from start of the course

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## Contact details

Lesley Doveton

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