

Please note: The sample handbook below includes policy statements for the yoga therapy program. Although the sample includes information beyond what is outline in Policy #13 in the IAYT Accreditation Policy and Procedures Manual, **it does not include** faculty information and course descriptions, as required by Policy #13.

Student Handbook

School Information

Description of Facilities and Equipment

The school is located at [Address, City and State]. Our classroom is furnished with yoga mats, blankets, blocks, ties, chairs, and back jacks. There is a lending library of books, articles, CDs, and DVDs available for students to enhance and expand their learning experience. The Yoga Shop carries all books required for trainings and workshops, plus other books and yoga-related products.

Entrance Requirements for Certification Programs

LMN Therapy School does not discriminate based on race, sex, religion, ethnic origin, sexual preference, or disability.

Applicants must be at least 18 years of age. Prospective students must have a high school diploma or equivalent certificate to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in [respective state] and do not possess a diploma or equivalency, they may complete an ability to benefit test. The school does not administer the test, but will provide information on availability when requested.

Applicants of foreign descent must be able to demonstrate American citizenship (proof of a social security number) or documentation of legal immigrant status.

Applicants must have completed a 500-hour training and taught yoga for at least 1000 hours before applying for the yoga therapy program.

Applicants are required to fill out an application and/or pre-assessment form and be interviewed before acceptance into the program. Your interest, yoga background, and knowledge of yoga through your entrance responses will be further explored during the interview and factored into the final evaluation of acceptance into the program. The final evaluation is done in an interactive conversation to ensure full understanding of the school's final decision.

Entrance Requirements for Continuing Education and Deepening Your Yoga Courses

LMN Yoga Therapy Program does not discriminate based on race, sex, religion, ethnic origin, sexual preference, or disability.

Applicants must be at least 18 years of age. Prospective students must have a high school diploma or equivalent certificate to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in [respective state] and do not possess a diploma or

equivalency, they may complete an ability to benefit test. The school does not administer the test, but will provide information on availability when requested.

Applicants of foreign descent must be able to demonstrate American citizenship (proof of a social security number) or documentation of legal immigrant status.

Attendance in a workshop is at the discretion of the teacher when prerequisites are not listed. Please contact the LMN Yoga Therapy School if you have questions about your background in relationship to the training.

Enrollment

Yoga and its sister sciences were traditionally taught as a one-on-one practice. Program class size is limited to foster a personalized training atmosphere. Advanced registration is advised to ensure adequate space in the yoga therapy program. Late enrollments will be accepted only through the first session of any program.

Students are required to complete the application and/or pre-assessment form, be interviewed, and pay an application/registration fee prior to acceptance into the program. An enrollment form that includes program information details, payment schedule, and the refund policy will be completed after acceptance to the *LMN Yoga Therapy Program* and signed by the student and a representative of the *LMN Yoga Therapy Program*.

All application forms must be received a minimum of two weeks prior to the beginning of the program or course. There is no guarantee of admission to late registrants. Early registration is recommended.

Credit for Previous Training, Education, or Experience

Due to the diversity of yoga and its sister sciences, the *LMN Yoga Therapy Program* cannot measure previous experience in classes or the length of time the subject has been studied. While any background, career, education, and experience with the subject will be evaluated and considered, credit may only be given based on a thorough discussion of the applicability to the registered program.

Financing for Training

Throughout the training program, we offer interest-free financing based on the enrollment agreement outline submitted upon commencement of the program. No certificate is issued until payments are made in full. We require an additional agreement that includes accumulated interest if all monies owed are not paid in full before the training has been completed.

Scholarship Opportunities

The opportunity for a partial scholarship is available through application to our Scholarship Fund. Please contact the Director of the School for more information about applying for scholarships.

School Calendar

Class times for programs are determined by the Senior Teacher and based on the program or course outline.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone, email, and/or text message.

LMN Yoga Therapy School honors the following holidays:

New Years Eve	New Years Day	Passover/Easter
Memorial Day	Independence Day	
Labor Day	Thanksgiving	Christmas

Class meetings during these holidays are possible based on class agreement specific to the outlined schedule.

Postponement and/or Cancellation of Courses and Programs

Courses may be canceled if minimum enrollment is not received two weeks prior to the course date. If a course is cancelled by the school, refunds will be given in full, within thirty (30) days of the canceled course. If a student cancels his/her participation in a course, the refund will be determined by the refund policy.

Postponement of a starting date of a training program, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth

- a) whether the postponement is for the convenience of the school or the student, and
- b) a deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within thirty (30) days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's policy and all applicable laws and consumer protection rules.

Description of Placement Assistance

The *LMN Yoga Therapy Program* does not offer a placement service.

There are opportunities to substitute and develop a practice in our clinic and through other yoga studios in the area. Student clinics are required, giving experience and connection with potential, but not guaranteed, job opportunities. Calls seeking employment will be shared in class settings and via a communication network. Encouragement is provided during class, and, if necessary, mentoring is available to support beginning experiences.

Transferability

LMN Yoga Therapy Program honors other educational certificates. An evaluation of equivalent material covered in other programs must be determined to evaluate any applicable transfer hours.

LMN Yoga Therapy Program does not guarantee the transferability of its credits to any other institution.

Program Policies

Attendance

All programs and all continuing education classes are experiential and full participation is required. Students are expected to arrive on time with proper materials and apparel.

Programs allow 10% of the weekly sessions to be missed without affecting completion of the program. All weekend sessions must be attended. If a weekend practice time is missed, a make-up session is required; this may include teaching a make-up session to illustrate comprehension of the material. If a lecture component is missed, tutoring sessions are required to make up the material missed. Students are liable for tutoring costs at [insert hour amount \$xx] per hour.

Continuing education courses require 100% attendance to receive credit for the course.

The calendar for *LMN Yoga Therapy Program* is established in the following manner for programs: the Senior Teacher determines the weekly day and the weekends. To support 100% participation in the program, students will review the scheduled weekend sessions and adaptations may be determined through group agreement.

Classroom

All students are expected to act maturely and are required to show respect for other students and faculty members.

Yoga is about self-awareness, self respect, and self control. When we begin the study of yoga there is an inherent understanding that an individual knows, first and foremost, to be responsible to and for oneself. As we practice yoga, remember to do nothing that does not sound correct or appropriate for your body.

Ask questions along the way.

Students must honor their energy. It is okay to be alone or as inward as one wishes. Students must honor their resistance; it is the opening for new growth and awareness. Look for subtle changes, not dramatic shifts.

Students must take responsibility for their own experience. No need to be a caregiver, parent, or therapist for each other.

Support each other. Commit to using “I” statements when sharing together.

Let the instructor know about any physical limitations so appropriate supports and touch may be suggested.

Honor confidentiality. Anything shared in the room, stays in the room.

Students must come to class with appropriate materials: attire, books, and completed homework.

Being unprepared for classes will be noted and can result in dismissal from the program.

Students will be held responsible to complete all assignments as outlined in the Course Outline and reading the material will reflect in class participation.

Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property.

No computers or cell phones are permitted in the classroom. Therefore, no texting during classroom lecture and practices is allowed. Please turn cell phones off and leave them in the coatroom.

No recording of class lectures is permitted.

Please come prepared to practice even if the class sounds more like a lecture. Please wear comfortable clothing that allows unrestricted movement. No hats in class.

No chewing of gum is permitted in the class.

Wear jewelry in moderation or take it off during classes.

Do not wear perfumes, bath oils, strong smelling shampoos, lotions, aromatherapy or fragrances.

Be on time for morning, breaks and lunch. Notice will be given two minutes before class time.

Tardiness of more than 15 minutes counts as a class absence unless you have contacted and discussed the tardiness with the teacher.

Attendance in all activities is required unless arrangements have been made with the Senior Teacher prior to class. Make up of missed materials will be required before graduation.

Help clean and tidy up at the end of each session.

Communicate ahead of time if support is needed in completing reading assignments or home play. All assignments should be completed before class begins.

Progress and Dismissal

Completion of a program and credit for class hours is based on a Pass/Fail system.

Students must maintain a passing status assessed through attendance, class participation, completion of homework assignments, ability to lead classes they are assigned to teach, and completion of other class assignments.

Students who are falling short of meeting the criteria will be asked to have a consultation session with the instructor for the purpose of clarifying expectations. Students can meet with the instructor upon request for progress reports at any time during the program.

Any student may be dismissed for excessive absences, tardiness, incompleteness of homework assignments, and violations of rules and regulations of the school as set forth in school publications. The Director, after consultation with all parties involved will make the final decision.

If a student feels he/she cannot complete the program due to medical reasons or personal problems, he/she should meet with the School Director. Appropriate choices can be made through discussion and mediation with the Director.

All meetings reflecting a student's participation in the program will be documented and will include the decisions and/or conditions of continued registration in the program.

Program Completion

Programs and courses must be completed within the allocated time unless arrangements are made with the Senior Teacher and the School Director.

To receive a certificate of completion for any program, all classes must be attended per the attendance guidelines, homework assignments completed, final test taken, and practice teaching completed. Class participation and evaluation of practicum classes will be used to appraise teaching skills.

A certificate will not be issued until all requirements are completed.

If a participant drops out during a program, course, or workshop, hours will not be granted for the incomplete program, course, or workshop.

Students Complaints

Student complaints should be brought to the attention of the School Director to attempt resolution as described previously under the Student Grievance Procedure. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. If satisfactory resolution cannot be reached between the student and the school, the student may file a written complaint to [insert name of mediation requirement, or alternative outside source].

All student complaints must be filed within two years after the student discontinues training at the school.

Student Grievance Procedure

Student complaints should be brought to the attention of the Senior Teacher. The complaint may begin as a verbal discussion. The discussion and outcome of the discussion will be documented in the student's folder and signed by both the instructor and the student.

The instructor will be required to inform the School Director of the discussion and its results.

If the student feels he/she has not found resolution, the student should write and document

his/her complaint, including any supportive information. The written document will be given to the Senior Teacher and the School Director.

The Director will meet independently with the instructor and the student. The Director will have the right to investigate the situation. This may include interviewing peer students, teacher assistants and, with permission of the student, family members. All meetings will be documented and signed by the people in attendance of the meetings. All documentation will remain in the student's file.

When resolution is determined, the Director, instructor and student will meet and document the outcome of the meeting. If the student still does not feel he/she has found resolution, he/she has the right to file a student complaint with [insert name of mediation requirement, or alternative outside source].

If the Director is the Senior Teacher, another Senior Teacher will be asked to moderate the complaint.

The filing of a complaint will not affect the student's fair evaluation in completing a program or course.

School Administrative Policies

Program guidelines are included in the enrollment package in the general Conduct Policy statement and a Code of Ethics. These forms must be signed to ensure support of basic class awareness.

Dismissal

Any violation of school policies may result in permanent dismissal from school.

Payments

Students will have the opportunity on their student enrollment form to establish a payment plan, and will be required to make payments based on the plan recorded in their contract unless they meet with the [insert title position] to adjust the payment schedule. Students who are late in making payments more than thirty days may be assessed a fee of [insert \$ XX or percentage per month] unless late payment arrangements are made with the school.

Continuing students must have all previous tuition fees paid in full prior to registering for another course, program, or module unless arrangements are made with the school.

Refunds

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of [insert \$xxx or percentage of the contract price], whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a

cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

A student terminating training	is entitled to a refund of unencumbered monies paid by this percentage
Within first 10% of program	90%
After 10% but within first 25% of program	75%
After 25% but within first 50% of program	50%
After 50% but within first 75% of program	25%
After 75%	No refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined by one of the following criterion:
 - The date on which the school receives written notice of the student's intention to discontinue the training program.
 - The date on which the student violates published school policy, which provides for termination.
 - Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/stand alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

Refunds for Veteran Students

In accordance with VA Regulation 21.4255-1, for Veteran's Receiving the GI Bill

Students not accepted by the school and students who cancel the contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. If a student withdraws after three (3) business days, but before commencement of classes, he/she is entitled to a full refund of all tuition and fees paid, including the registration fee in excess of \$10.

In the case of a student withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, which is based on the percentage of contact

hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

REFUND TABLE FOR VETERAN STUDENT(S)

Student entitled upon withdrawal/termination	Refund
10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

1. The student may cancel this contract at any time prior to the close of the third business day after signing the enrollment agreement.
2. The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. Complaints which cannot be resolved by direct negotiation between the student and the school may be filed with the [insert the name of the entity]. The [insert the name of the entity] shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.

Statement of Ethics

Background

Yoga is a system of self-investigation, self-transformation, and self-realization. Its practices and lifestyle aim to integrate the body, mind, heart, and spirit and awaken students to their innate wholeness. The yoga therapist aims to nurture the physical, emotional, psychological, social, and spiritual well-being of clients.

Statement of Purpose

This Statement of Ethics guides yoga therapists in their work of supporting clients’ well-being through yoga practice. It is based on the traditional yogic ethical principles, the *yamas* and *niyamas*, as outlined in Patanjali’s *Yoga Sutras*. This Statement of Ethics reflects the timeless, living principle that our essential nature is awake, aware, compassionate, and peaceful.

This Statement of Ethics underpins the ABC Yoga Therapy Program, which contains more specific guidance.

1. *Ahimsa* – Nonviolence and Compassion

As yoga therapists we seek to do no harm to others and to act with care and compassion.

2. *Satya* – Truthfulness

As yoga therapists we act truthfully at all times.

3. *Asteya* - Not Stealing

As yoga therapists we take only what is rightfully ours.

4. *Brahmacharya* - Self-Restraint in the Path to Wholeness

We recognize that the therapist–student relationship exists to serve the deepest goals of well-being through yoga. Thus, we practice self-restraint and direct our energy and actions toward these deep aims.

5. *Aparigraha* – Non-Clinging

As yoga therapists we practice the principle of non-attachment and generosity and we welcome change, acknowledging the natural abundance of life.

6. *Sauca* – Purity/Cleanliness

As yoga therapists we cultivate purity of body, mind, and environment. This includes fostering clarity of intention, ongoing self-care, and a clean environment for the practice of yoga therapy.

7. *Santosha* – Contentment/Happiness

As yoga therapists we practice an active acceptance of the present, thus developing deep happiness.

8. *Tapas* – Discipline

As yoga therapists, we are dedicated to a disciplined and committed yogic lifestyle.

9. *Svadyaya* – Self-Study

As yoga therapists we are committed to ongoing self-reflection and continued learning.

10. *Ishvarapranidhana* – Relationship with Wholeness

Our aim as yoga therapists is to serve the deepest goals of yoga. We honor and encourage an on-going relationship with innate wholeness and oneness with all life.