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**Vocational Teacher Training Terms and Conditions**

**Practical Experience**

* If not already qualified as a yoga teacher (200hrs) students should have attended at least 40 hours of yoga classes before or during the course.
* Non-qualified yoga teachers must have a track record in their professional field and the desire to incorporate yoga into their profession
* All students should have some experience of working with the age range covered on this course

**Booking**

* A deposit is necessary to secure a place on the course and should be paid at the time of booking.
* The full fee should be paid 14 days before the beginning of the course
* Applications will be taken on a first come first served basis with students who have paid their deposit being given priority of those who have not.
* Sprite Yoga reserves the right to refuse a place to students who have not paid their deposit or full fees by the required dates.
* All fees must be paid in full before a graduation certificate will be issued.

**Included in the fees**

* Training and assessment by a qualified Yoga Alliance Professionals Trainer
* A training manual with example lesson plans and schemes of work and other appropriate paper work.

**Not included in the fees**

* Transport, accommodation, food for yourself
* Insurance
* DBS Check – Necessary for all work in schools and with young people
* A certificate - Paying the fees does not guarantee you a certificate as you will need to successfully pass all assignments and attend 100% of the course. Once all elements are satisfactorily completed your certificate will be issued.

Upon signing up for the teacher training course your name, email address and phone number will be forwarded to our accrediting body.

**Refund Policy**

* A deposit of £100 is payable on booking
* £50 of which is refundable up to 30 days prior to the commencement of the course.
* The remaining balance of £450 should be paid 14 days before the course commences.
* In the event of cancellation by a students within the 14 days prior to commencement of the course the full £100 deposit would be retained.

**Cancellation of the course by Sprite Yoga**

* The course leaders reserve the right to cancel the course at any time. In this case all deposits and fees would be reimbursed.

**Student Conduct during the course**

* Students are expected to show good time keeping and be prompt to all sessions during the course out of politeness to fellow participants.
* Participants are expected to be responsive to the needs in the room and show empathy and compassion to their fellow students and trainers.
* Participants are encouraged to share their experiences and reflect on their yoga practice and their work with the age group where appropriate to ensure that we learn as much as possible from each other.

**Minimum attendance rate**

* Students must maintain a 100% attendance rate in order to graduate from the course**.**

**Assignment deadlines**

* Written assignments should be completed within 60 days of completion of the course.

**Complaints Procedure**

There are two stages that you can follow to try to resolve the issue. We will

always try to resolve any complaint as soon as possible.

Stage One:

Speak to the individual(s) concerned and try to resolve the complaint informally

on the day.

If you are not satisfied with the response you have received, try to resolve the issue by following stage two.

Stage Two:

Outline the details of your complaint by letter or email and send it to Sprite Yoga who will investigate the complaint.

Your complaint will be acknowledged within 3 working days from the date it is received.

The response will include the following information:

* Details of the investigation
* A decision about whether the complaint was upheld or not
* The reason for the decision
* The re-dress, if appropriate, which will be offered to you, for example,

an apology, additional help or directing you to other sources of advice

or support

* Any other action that may be taken in light of the complaint