



Potential students of Whole Life Yoga's 2018 yoga teacher training

Hello and welcome to Whole Life Yoga's teacher training! I'm very excited to build another group of dedicated students, and I hope that you will be part of that group. This letter contains some introductory and logistical information, along with some pre-work. Please read it fully, and feel free to contact me if you have any questions.

IMPORTANT REGISTRATION INFORMATION

Please note: To secure your space, a \$300 deposit is due with your enrollment agreement. \$100 of that deposit is a registration fee, which is nonrefundable 5 days after the contract is signed. The next payment after the deposit is due no later than December 31, 2017.

All students who pay in full by November 30, 2017 are eligible for a \$300 early payment discount.

Please see attached payment schedule and refund policy on page 6 of this letter for more information.

Schedule and location information:

Monday evenings:

Our weekly meetings will be Mondays, January 22, 2018 - December 17, 2018, from 6:30 - 9:30 PM. We will meet in the red brick building of the Phinney Neighborhood Center located at 6532 Phinney Ave N. This is actually the address of the blue building visible from Phinney Ave N. The red brick building is just down the hill to the East of this. It has its own parking lot, and there should be plenty of parking. We are in room 35, which is a beautiful room reserved for "no shoes" movement classes that is located on the 3rd floor.

The Phinney Center does not have yoga equipment, so please plan to bring the following to each class:

- A yoga mat and a blanket or some other form of knee padding
- A bottle of water and snacks if you tend to get hungry or have blood sugar issues
- Writing materials
- Anything else you need to be comfortable. There will be folding chairs available for those of you who would like them.

We will meet every Monday except the following:

- February 19, 2018 (President's Day holiday)
- May 28, 2018 (Memorial Day holiday)
- August 6, 2018 - September 3, 2018 (Summer break and Labor Day)

Additionally, you will meet occasionally in small groups at the dates and times of your choice.

The objective of this program is to prepare you to teach mixed-level group yoga classes safely and effectively. To that end, class may include lecture, discussion, observation, movement, breath practice, and/or meditation, depending on the topic of the night. Some will also include small group activities. Although not all will contain movement practices, you should always dress to move freely.

Sunday clinics:

We will also meet for 11 clinics at Whole Life Yoga at 8551 Greenwood Ave N. These clinics will take place on Sundays, from 12:30 - 5:30, and will provide us an opportunity to explore several topics in greater depth, including yoga philosophy, anatomy, teaching methodology and practice, observation, and others.

These clinics will generally be on 4th Sunday of each month, except in cases of holidays. The exact Sunday clinic dates are:

- January 28, 2018
- February 25, 2018
- March 25, 2018
- April 22, 2018
- May 20, 2018 (3rd Sunday due to Memorial Day)
- June 24, 2018
- July 22, 2018
- *No Sunday meeting in August due to summer break.*
- September 23, 2018
- October 28, 2018
- November 18, 2018 (3rd Sunday due to Thanksgiving)
- December 9, 2018 (2nd Sunday)

Missed Class Make-ups:

Most students miss at least one class during the 10 month period of this training. All missed classes that contain new material must be made up in private or small group sessions. The Monday sessions are the easiest to make up, simply because they are shorter. So if you can, try to schedule travel around the Sunday clinics. If you do miss a Sunday session, you can make it up as well, but it will probably take more than one private or small group session to make up a missed Sunday.

Two make-up sessions have been included in your tuition fee. You can schedule extra sessions as well, whether to make up missed material, go into greater detail on a topic of interest, or to learn about a topic not covered in the general training. The cost for these “extra” sessions will be \$70 per one-hour session. If you know you will be missing several classes in a row (more than 2), please speak with your assigned assistant ahead of time and arrange to make up the material as quickly as possible on your return.

Facilities, Class Sizes and Policies.

Whole Life Yoga’s teacher training takes place in two locations, both of which are in close proximity to public transit. Parking is limited at the studio location where we meet on Sundays, but abundant at the Phinney Neighborhood Center. Both locations are ADA accessible with handicapped ramps and lavatories. Reasonable additional accommodation will be provided at the request of the student. It is best if you let me know the necessary accommodations before beginning the program. Folding chairs will be available, but you will need to provide your own yoga equipment.

The typical teacher training class at Whole Life Yoga contains 25—30 students. We require a minimum of 18 students to begin a training and we allow a maximum of 30. I will be your primary instructor. Each class has 4 - 5 teaching assistants. The student/teaching assistant ratio is a maximum of 7 to 1.

We request that you arrange your transportation to arrive 15 minutes early to each class. While we will allow late arriving students, late arrivals cause a disruption to the class and we require that you be as timely as possible. If you arrive more than 30 minutes late, you may have to make up missed material. Please do not wear perfume as we have chemically sensitive students participating in the class.

Also, please remember that yoga is, above all, a way of life. Building a learning community is important and takes all of our efforts. Please respect your fellow students and treat each other with kindness and support during this training. Yoga teacher training is a lot of work, but this program is in no way a competitive one. Each of you will learn and grow at your own pace. My hope is that you will be a community who helps each other learn and grow together.

About Your Instructors:

There will be two primary instructors during your training. The first is Tracy Weber (me!). I am the owner of Whole Life Yoga and the director of its teacher training program. I will provide the vast majority of the yoga teachings and will present most of the information during your training. Joan Schneggenburger is the second instructor, and she will teach the anatomy portions of the training as well lead as any classes I may need to miss.

Tracy Weber is a registered yoga teacher (E-RYT-500) through Yoga Alliance and a certified yoga therapist (C-IAYT) through the International Association of Yoga Therapists. She is also a certified as yoga therapist through the American Viniyoga Institute. Her primary teacher has been Gary Kraftsow, author of the books *Yoga for Wellness* and *Yoga for Transformation*. She has taken intensive workshops with other well known teachers, including Margaret Pierce, TKV Desikachar and Joan Borysenko. She also has a Bachelors of Science Degree in Chemical Engineering and a Master of Business Administration.

Joan M Schneggenburger is a graduate of Whole Life Yoga's training program and has been a yoga teacher in the Viniyoga Lineage since 2004. She has been assisting with the 200 hour Teacher Training since 2005. She is also the lead assistant for our advanced training.

Joan has been a licensed Massage Practitioner since 2000 and is passionate about anatomy. She has continued to study anatomy via additional cadaver classes, in-depth training on the muscular anatomy as well as Cranial-Sacral, Lymphatic Drainage, and other movement/bodywork modalities.

As the lead teaching assistant in the program, Joan is able to link knowledge of human anatomy and the Viniyoga tradition together. Her anatomy classes will be designed to bring cognitive information through lecture, views of the muscular system, and movement to feel these muscles in action to more fully understand this connection internally.

Admissions Standards:

The viniyoga approach to yoga is accessible to all body types and capabilities. At Whole Life Yoga, we firmly believe in that optimal learning happens when our teacher training groups have students with a variety of yoga backgrounds, physical abilities, and life experiences. Greatness in a teacher is not measured by what their own body can do, but how they can adapt yoga and its tools to the needs of the student in front of them. Therefore no specific ability to perform asanas is required to either begin or graduate from this program.

Our requirements for admission are a willingness to learn, an enthusiasm for the viniyoga approach to yoga and it's abilities to help others, and moderate written and oral proficiency in the English language. A high school diploma, GED, or equivalent is required.

Code of Conduct

Yoga is first and foremost a way of living that promotes kindness, compassion, honesty, and integrity. A yoga teacher must adhere to those principles both in class as a student and in the world a teacher. Our goal in Whole Life Yoga's teacher training is to help all of our students (including you!) be successful.

The following conduct on behalf of teachers or students is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Student acts of criminal behavior that place any person in imminent danger.
7. Violation of the law on school premises.

Conditions for Dismissal

Any student that does not adhere to the code of conduct above may be dismissed from the training. The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Student Grievance-Complaint/Appeal Process

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint. Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director (me!). The written request should include the following information:

- Student's full name and current address
- A statement of the concern including dates, times, instructors, and if applicable, other students involved
- Date of complaint letter and signature of the student
- Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

Financial Aid and Placement Assistance:

Whole Life Yoga does not offer placement assistance as part of the training. We do, however, maintain an alumni mailing list at which we post teaching opportunities as we are made aware of them. We also cover yoga class marketing as part of our curriculum.

Extremely limited opportunities for financial assistance may be available on a case-by-case basis, depending on the space available in class. Please note that this is an unusual circumstance and is done very rarely. If you are interested, contact the teacher training director and she will discuss possibilities.

Federal Financial Aid is not available.

Certification Requirements, Evaluation and Transcripts:

This is a non-competitive, professional program, and your work will not be “graded” per se. Certification is awarded based on personal evaluation by the Teacher Training Director. Certification readiness is assessed in the following ways:

- Attendance or make up of material of all weekday classes and Sunday sessions.
- Review and feedback on written essays on yoga sutra topics, class observations and the effect of yoga practices on your personal body.
- Review and feedback on yoga sequences designed and turned in throughout the course.
- Evaluation of teaching in two real life situations: Once to the teacher training group and once to a public class in the community at large.

One-on one written and oral feedback will be given directly by your instructors. Upon successful completion of the above, each student will be issued a 200 hour teacher training certificate through Whole Life Yoga. Whole Life Yoga is a registered teacher training school through Yoga Alliance. Therefore, your certificate is accepted by Yoga Alliance for certification through their organization as an RYT 200 (Registered Yoga Teacher at the 200 hour level). Yoga Alliance does require a minimal fee to be registered through their organization. For more information, please go to their web site at <http://www.yogaalliance.org>.

Graduates from our program are qualified to teach yoga under their own business, in yoga studios, health clubs and fitness centers. Yoga Alliance certification is rapidly becoming a key requirement to teach in reputable yoga programs.

No credit can be given for any prior yoga coursework, due to Yoga Alliance requirements.

Pursuant to WA state law, your transcript will remain on file at Whole Life Yoga for 50 years. If you would like an extra copy of your transcript at any time, simply call the studio at 206-784-2882.

Anti-Discrimination Policies:

Whole Life Yoga encourages diversity and accepts applications from all minorities. We do not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Whole Life Yoga acknowledges that information pertaining an applicant's disability is voluntary and confidential, and will be made on an individual basis. If this information is presented, Whole Life Yoga will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program, some programs require medical documentation because of the rigors of curriculum.

Program Costs:

Tuition (includes a \$100 Nonrefundable Registration Fee:)

- Early Payment Plan \$3200
- Single Payment in Full \$3500
- Four Payment Plan \$3800
- Ten Payment Plan \$4250

Books:

- Approximately \$150

Makeup sessions for missed classes over 2 included in training:

- \$70 per session

All payments can be made via cash, check, Visa, MasterCard, or Paypal.

Refund Policy:

1. Within 5 days of receipt of the enrollment agreement, a student may withdraw and be refunded all money paid.
2. After 5 days of the receipt of the enrollment agreement, but before the program starts, a student may withdraw and receive all tuition paid, except the \$100 registration fee.
3. If a student withdraws after starting the program, the refund will be calculated according to the following table:

<i>If the student completes this amount of training:</i>	<i>School may keep this percentage of tuition:</i>
<i>One week or up to 10%, whichever is less</i>	<i>10%</i>
<i>More than one week (or 10%), whichever is less, but less than 25%</i>	<i>25%</i>
<i>25% through 50%</i>	<i>50%</i>
<i>More than 50%</i>	<i>100%</i>

4. Deposits and fees cannot be transferred to any other person or any other programs at Whole Life Yoga.
5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
 - a. When the school receives notice of the student's intention to discontinue the training program; or,
 - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - c. When a student, without notice, fails to attend classes for thirty calendar days.
6. All refunds must be paid within thirty calendar days of the student's official termination date.

Required Texts:

In addition to learning from our time together, you will be studying several yoga texts from the world's leading teachers of viniyoga. We will not be reading these texts cover to cover, but all have a unique perspective, and there will be significant reading assignments from all of them.

- *Yoga for Wellness* by Gary Kraftsow
- *Yoga for Transformation* by Gary Kraftsow
- *Yoga for Body, Breath and Mind* by A G Mohan
- *The Heart of Yoga* by TKV Desikachar
- *Yoga Anatomy--2nd edition* by Leslie Kaminoff
- *The Anatomy Coloring Book, 4th edition* by Wynn Kapit.

Recommended Reading:

These books are each wonderful in their own right. They are not required, yet depending on your areas of interest, they may be a worthwhile addition to your yoga reference and reading library.

- *The Essence of Yoga* by Bernard Bouanchaud. This is my favorite translation and commentary on the Yoga Sutras of Patanjali, which is the key ancient text of yoga that we will be studying. If you can't find this, I highly recommend browsing at any book store and buying a translation of the yoga sutras you are drawn to.
- *Health, Healing, and Beyond* by TKV Desikachar. For those of you interested in the origins and history of the viniyoga lineage, this is a great read.
- *Yoga Therapy* by AG Mohan and Indra Mohan. Even though this book is titled as a yoga therapy text, it contains some great chapters on the basics of viniyoga.
- *Anatomy of Movement* by Blandine Calais-Germain. A wonderful text that goes beyond basic anatomy and includes how muscles, joints, and bones work together and move dynamically.

Pre-work:

You will be doing self study during our time together, which will include reading, personal practice, class observation, sequence design, and self reflective writing. My goal is to assign this in a consistent way each week, so that it is never overwhelming. However, if you get behind it will be very difficult to catch up, so be very vigilant in doing this homework consistently. Plan to spend 3 - 4 hours a week in this study, outside of class attendance and observation. I will not be "grading" any of this, nor will you be "tested". Rather, I will collect it and offer suggestions for improvement as well as feedback on things to continue doing. Those of you who are not pursuing certification will not need to do all of the self study, although the more energy you put into it, the deeper your own practice will become.

Your first self-study assignment is below: **Please plan to have it completed by our first meeting.**

Reading:

- *Yoga for Body, Breath, and Mind*, pps 3 - 21
- *The Heart of Yoga*, pps XV - 14
- *Yoga for Transformation* pps 3 - 42

Class Attendance:

Attend some yoga classes (preferably viniyoga) and start compiling a list of questions that occur to you. For example: Why did the instructor choose the postures or breath work used in the class? What impact did the class have on you and why?

The goal is not necessarily to get answers yet, but to begin building your awareness of the effects and methods of a yoga practice. **Be prepared to turn this list of questions in at our first class meeting.**

Self Reflection:

Spend some time reflecting or meditating on the following questions:

- Why have I been drawn to this training program?
- What do I hope to learn from this experience?
- How do I hope to grow personally?

Write a few paragraphs outlining your goals and interests in the program. Don't worry about it being "perfect". It's more about your self reflection than the actual writing. These essays will help shape our time together.

That's all for now! Again, I can't tell you how enthused I am about the opportunity to study with you. I look forward to spending more time with you!

Thanks, and please contact me if you have any questions!

Tracy Weber E-RYT 500, Yoga Therapist
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