



200-Hour Teacher Training Certification Program Handbook 2024-2025

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Overview

Since 2009, Sunrise Yoga Studio has provided Clemmons, Winston-Salem, and the surrounding communities with the opportunity to learn not just yoga, but what it takes to become a yoga instructor.

Our 200-Hour Teacher Training Program consists of nine sessions scheduled during weekend hours (Friday evenings, Saturdays, and Sundays) to minimize disruption to the regular workweek. It also includes recorded videos of lectures by the lead instructor.

What you will study

Working with an alignment-based approach to yoga, our 200-hour teacher trainees learn:

- Essentials of Hatha Yoga: Asana, Pranayama, Chanting and Meditation practices
- Principles and practices of alignment-based yoga
- Biomechanics of yoga’s fundamental postures
- Anatomy and physiology for the yoga instructor – what you need to know to teach safely and effectively
- How to use props – provided during your training - to make yoga postures accessible to all body types with all levels of experience
- The essence of yoga’s ancient and modern texts, from Patanjali’s Yoga Sutras to Iyengar’s Light on Yoga
- How to handle common medical issues your students may face
- Ayurveda and Chakras as parts of the yoga practice

Weekend Dates and Hours

Weekend	Dates	Hours ***
1	September 6-8, 2024	Fri 5-8; Sat 8:30-6:00; Sun 8:30-6:00
2	October 4-6, 2024	Fri 5-8; Sat 8:30-6:00; Sun 8:30-6:00
3	November 1-3, 2024	Friday 6-8 pm OR Saturday 2-4; Sunday 1:30 - 6:00
4	November 22-24, 2024	Fri 5-8; Sat 8:30-6:00; Sun 8:30-6:00
5	December 13-15, 2024	Fri 5-8; Sat 8:30-6:00; Sun 8:30-6:00
6	January 17-19, 2025	Fri 5-8; Sat 8:30-6:00; Sun 8:30-6:00
7	February 7-9, 2025	Fri 5-8; Sat 8:30-6:00; Sun 8:30-6:00
8	March 7-9, 2025	Fri 5-8; Sat 8:30-6:00; Sun 8:30-6:00
9	April 4-6, 2025	Fri 5-8; Sat 8:30-6:00; Sun 8:30-6:00

** All classes will be held at Sunrise Yoga Studio. Due to inclement weather or an unforeseen circumstance with the lead instructor, we would hold sessions online via Zoom. Schedule is subject to change.

Attendance Requirements and Assignments

To meet Yoga Alliance standards for 200-hour teacher training certification and graduate from the Sunrise Yoga TT program, all students must:

- Complete all hours of all TT weekends. Make-up options are outlined below.
Note: certification cannot be granted until all hours are completed.
- Observe/assist in six hours of another teacher's class, outside of the TT weekends.
Observe/assist hours must be planned and approved in advance by Valerie and the instructors to be observed.
- Complete additional assignments as given during the program which include watching videos created by the lead instructor, taking quizzes, reading books and articles, preparing for practice teaching during the weekend hours, creating lesson plans, observing classes, final written exam, etc. This is a minimum of 40 hours during the program.
- All assignments must be completed within 2 years of teaching the final exam. Otherwise, certification will not be granted.
- Sustain a regular yoga practice. To be a good teacher, you need to be a good student and therefore are expected to attend classes outside the TT weekends and practice at home. To help you sustain a yoga practice outside of your Teacher Training Weekend, Sunrise Yoga is pleased to offer special study opportunities to Teacher Training enrollees.

Enrollment Deadline

The enrollment deadline is **August 31, 2024**.

Entrance Requirements

- A minimum of one-year prior yoga experience is required.
- Interview with Valerie. Your interest, yoga background, and current knowledge of yoga will be explored during the interview process and factored into the acceptance process.
- Attendance in one of the following:
 - One class with Valerie within the past 3 months before applying (you can pay the Drop-in fee or use your Intro Offer, Membership, or Class Card)
 - One of the Teacher Training Free Class + Information Sessions offered at Sunrise Yoga Mondays, June 10 or July 15 at 5:30 – 7:00 pm)
- Applicants must be at least 18 years of age.
- All abilities welcome! Ability to do certain poses or practice at an advanced level is NOT required.

Application Process

The application process is comprised of the following steps:

1. Complete the previously-stated attendance requirement: attend at least one class with Valerie and/or a Teacher Training Free Class + Information Session. You may attend the class paying the Drop-in fee, your Membership, Intro Offer, or Class Card.
2. Submit your application along with a non-refundable \$25 application fee online. Please find the application = <http://sunriseyoga.net/teacher-training-application/>. Your application will not be processed until the fee has been paid.
3. Schedule a personal interview with Valerie or attend an Information Session (dates are located on the website). Following your interview, you will be notified within 1 week of your acceptance status.

Tuition

After acceptance into the Sunrise Yoga 200-Hour Teacher Training program, select a tuition payment option from those shown below and email Valerie with your choice.

Tuition fees are structured as follows:

Payment in Full:

1. Pay in full before 7/31/24: \$3000. Includes free unlimited membership for the length of the program – 7 months (\$693 value)
2. Pay between 8/1 and 8/31: \$3000 Includes optional 50% off unlimited monthly membership (\$49.50 per month)

Cash, check, Venmo, PayPal, American Express, Discover, MasterCard, and Visa (credit or debit) are acceptable forms of payment for Payment in Full plan. \$100 savings if paid via cash or check.

Payment Plan:

- Payment plan tuition: \$3300
- Initial payment: \$500 is due within 30 days of acceptance into the program, or by August 1, 2024, prior to the start date, whichever occurs first.
- Seven additional monthly payments of \$400 are due on the 6th of each month (September – March), set up as an automatic credit or debit card draft.
- If a payment fails more than one time, a \$20 fee will be charged each subsequent time.
- Includes optional 50% off unlimited monthly membership (\$49.50 per month)

To apply for tuition financing, complete the Payment Agreement at the end of this document and return to Sunrise Yoga along with your initial payment. American Express, Discover, MasterCard, and Visa (credit or debit) are acceptable forms of payment for automatic draft payment plan.

Tuition includes:

- Nine weekends of Teacher Training (TT)
- TT manual
- Access to video content of recorded lectures by the lead trainer available while in the program
- Unlimited Monthly Membership from September 6, 2024 – April 6, 2025.
 - For those who pay in full before 7/31/24, this is included at a value of \$693.
 - For those who pay in full after 7/31/24 or chose the payment plan, you may optionally purchase for 50% off the unlimited monthly membership (\$49.50 per month)
- Attendance to workshops with Cindy Dollar and Felicia Hoyle during the TT weekends
- Individual guidance from Valerie outside of TT weekends
- Opportunity to observe/assist in as many classes as you wish at Sunrise Yoga Studio while enrolled in the Teacher Training program, free of charge (contingent on teacher approval).

Tuition does not include:

- Books: The required book list is below. Every effort is made to select books that are readily available, modestly priced, and the most essential to your studies. Cost of books will vary based on the format and retail provider you select. Unless otherwise specified, any version of the books is acceptable (any publication date; paperback/hardback/new/used/electronic.) Please budget \$100 for the purchase of books when planning your participation.

TITLE	AUTHOR
Light on Yoga	B.K.S. Iyengar
Yoga: The Iyengar Way	Silva Mehta, Mira Mehta, & Shyam Mehta
The Path of the Yoga Sutras: a practical guide to the core of yoga	Nicolai Bachman
The Yoga Sutras of Patanjali	Sri Swami Satchitananda
The Concise Book of Muscles, Fourth Edition (published in 2018)	Chris Jarmey

Wherever You Go, There You Are	Jon Kabat-Zinn
Bringing Yoga to Life: The Everyday Practice of Enlightened Living	Donna Farhi
The Breathing Book: Good Health and Vitality Through Essential Breath Work	Donna Farhi

- Props. Minimum props include a yoga mat, three yoga blankets, 2 blocks, 8’ or longer strap, and a sturdy chair without arms (preferably a metal folding chair). Props may be purchased at Sunrise Yoga Studio (10% discount while in the program) or any other yoga prop retailer. You will need these to practice at home and for any sessions held on Zoom.

Instructors of the Program

The lead instructor for the program is Valerie Kiser, E-RYT500, C-IAYT, YACEP. Please visit <https://sunriseyoga.net/studio/our-staff/> to view her bio.

Additional instructors from the teaching staff at Sunrise Yoga Studio may also teach and assist in various parts of the program.

Accommodations for Out-of-Town Students

Several Sunrise Yoga Studio students offer accommodation in their homes to out-of-town Teacher Training students who are attending TT weekends. There are four hotels within one mile of the studio as well as numerous restaurants. Please contact the studio for more information.

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- Complete additional assignments as given during the program which include watching videos created by the lead instructor, taking quizzes, reading books and articles, preparing for practice teaching, creating lesson plans, observing classes, final written exam, etc.
- All assignments must be completed within 2 years of teaching the final exam. Otherwise, certification will not be granted.
- Sustain a regular yoga practice. To be a good teacher, you need to be a good student and therefore are expected to attend classes outside the TT weekends and practice at home. To

help you sustain a yoga practice outside of your Teacher Training Weekend, Sunrise Yoga is pleased to offer special study opportunities to Teacher Training enrollees.

Make-up Options

If you anticipate missing any class time, please discuss this with Valerie in advance of the absence, if possible. Note: there is no tuition adjustment for missed hours.

If you miss 15 hours or less of the program, those classes can be recorded and you will be required to watch the recordings in a timely manner. Due to technology not being 100% reliable, we cannot guarantee the ability nor quality of recording. There may be additional assignments along with viewing.

If you miss more than 15 hours, here are your options to make up the time:

1. Make up the full weekend, or some weekend hours, when offered again during the two curriculum years immediately following your enrollment period. There is no additional charge, assuming your tuition was paid in full during your original enrollment year.
2. Private Sessions with Valerie are an alternative to waiting until the next cycle. The fee is \$90/hour.

All hours missed must be made up before Graduation.

Sunrise Yoga Studio's Yoga Teacher Code of Conduct

As a yoga teacher, I recognize that it is my responsibility and privilege to support the physical, mental, and spiritual welfare of my students and to uphold the dignity and integrity of the yoga teachings. I believe that it is the responsibility of the yoga teacher to ensure a safe and protected environment in which a student can grow physically, mentally, and spiritually. Therefore, I agree to abide by the following ethical code:

Relationships with Students

- I will avoid discriminating against or refusing help to all persons on the basis of race, gender, sexual orientation, religion, or national origin.
- I will make only realistic statements regarding the benefits of yoga.
- I will show sensitive regard for the moral, social, and religious standards and beliefs of my students.
- I will avoid exploiting trust and dependency of students. I will avoid dual relationships with students (e.g., business, close personal, or sexual relationships) that could impair our professional judgment, compromise the integrity of our instruction, and/or use the relationship for our own gain.
- I do not engage in harassment, abusive words or actions, or exploitative coercion of students or former students.

- I will not attempt to diagnose a student's physical or psychological condition, prescribe a treatment, or suggest or approve of going against a physician's advice. I will refer students to the appropriate professional when needed.

Sexual Ethics and Conduct

- All forms of sexual behavior with students is unethical, even when a student invites or consents to such behavior. Sexual behavior is defined as, but not limited to, all forms of overt and covert seductive speech, gestures and behaviors as well as physical contact of a sexual nature.
- I will not enter into a sexual relationship with a student or client with whom I am actively working with in either private or group classes.
- I will refrain from establishing a sexual relationship with any student for a minimum of six months after that student has ceased working with me unless I seek consultation regarding entering such a relationship from a professional who can advise me on ethical standards of behavior.
- I will refrain from engaging in sexual or other harassment of current assistants, students, employees, or colleagues.

Professional Practices

- I will stay abreast of new developments in the field of yoga through educational activities and study.
- I will not speak negatively about teachers, styles, and/or yoga traditions.
- I will manage my personal life in a healthy fashion and will seek appropriate assistance for my own personal problems or conflicts.
- I will dedicate my work to something greater than myself.
- I will use knowledge and professional associations for the benefit of the people I serve and not to secure unfair personal advantage.
- Fees and financial arrangements, as with all contractual matters, are always discussed without hesitation or equivocation at the onset and are established in a straightforward, professional manner.
- We conduct our fiscal affairs with due regard to recognized business and accounting procedures.

Advertising

- I will offer only services that I am competent to provide. I will not exaggerate claims about yoga or my teachings.
- I will represent my training, qualifications, abilities, and affiliations accurately and unambiguously.

Confidentiality

- All records kept on a student are stored and disposed of in a manner that assures security and confidentiality.

- I will treat all communication with a student as confidential.
- When consulting with other yoga teachers or working with teachers-in-training, I will only use the first names of students except in those situations where the identity of the student is necessary to the understanding of the case. It is my responsibility to convey the importance of this to the teacher or teacher-in-training.
- We do not disclose student confidences to anyone except as mandated by law; to prevent a clear and immediate danger to someone; in the course of a civil, criminal, or disciplinary action arising from the instruction where the teacher is the defendant; for purposes of supervision or consultation; or by previously obtained written permission.
- I will obtain written consent of students before audio and/or video tape recording or permitting third party observation of their sessions.
- When current or former students are referred to in a publication, while teaching, or in a public presentation, their identity is thoroughly disguised.

Personal Responsibility

- I will dress and appear in an appropriate, modest, clean, and well-groomed manner to teach.
- I will be enthusiastic about the practice and teaching of yoga. I will embody the Yamas and Niyamas in my life and in my teachings. I will remember the divine connection of us all.

Harassment Against Members of Protected Class

We do not permit managers, employees, teachers, independent contractors, students, or others in the studio to harass any other person because of age, gender (including pregnancy), race, ethnicity, culture, national origin, religion, sexual orientation, disability, socioeconomic status, genetic information, or any other basis proscribed by law.

Harassment is unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that (i) denigrates or shows hostility or aversion toward the person because of the characteristic and which affects their employment opportunities or benefits; (ii) has the purpose or effect of unreasonably interfering with their work performance; (iii) enduring the offensive conduct becomes a condition of continued employment; or (iv) has the purpose or effect of creating a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Harassment includes epithets, slurs, name calling, negative stereotyping, insults, intimidation, ridicule, threatening, intimidating or hostile acts, denigrating jokes, and display in the studio of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic. Petty slights, annoyances, and isolated minor incidents may not rise to the level of harassment.

Sexual Harassment in the Studio

We do not tolerate sexual harassment in our studio. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- d) Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include unwanted and unnecessary physical contact; offensive remarks (including unwelcome comments about appearance); obscene jokes or other inappropriate use of sexually offensive language; the display in the studio of sexually suggestive objects or pictures; and unwelcome sexual advances by teachers, students, customers, clients, or other visitors to a studio. Non-physical gesture, behavior, unnecessary physical contact, verbal suggestion, or innuendo may constitute sexual harassment.

Sexual Misconduct

We prohibit sexual misconduct in our studio. Sexual misconduct is any unsolicited and unwelcome sexual advance including requests for sexual favors, sexual touching, and verbal, visual, or physical conduct that creates a sexually hostile environment in a yoga class or studio. Teachers may not use sexually suggestive language (including sexual jokes and degrading comments), gestures, movements, or images in their classes, in their studios, on their websites, or in their social media platform. Teachers should avoid making comments on their students' appearance that could be perceived as sexually oriented or suggesting an attraction. Teachers should avoid making comments that idealize or assume a specific body type or image. If a student tells a teacher that any behavior is unwelcome and the teacher repeats the behavior, it may be considered harassment.

Romantic Relationships Between Teachers and Students

Teachers shall avoid getting into personal or sexual relationships with students that may result in the impairment of their professional judgment or that may compromise the integrity of their teaching. If a relationship begins to develop, the teacher should bring it to the lead instructor.

Yoga teachers are committed to maintaining impeccable standards of professional integrity and to promoting the physical, emotional, and spiritual well-being of their students. Teachers recognize the inherent imbalance of power in the teacher-student relationship and recognize that romantic relationships with students have the potential of exploiting the trust of students, creating dependent relationships and compromising the integrity of the teacher.

Teachers should avoid acting on, responding to, or allowing sexual contact or romantic attraction with a student even if the student initiates the relationship. Teachers should ensure that their relationships with students are always professional, and not open to misunderstanding or misinterpretation.

However, if a romantic attraction does begin to develop with a student, teachers should seek guidance from the lead instructor before acting on the attraction. The lead instructor will then decide how it wishes to handle the relationship. For example, they may bless the relationship, but establish boundaries to prevent conflicts of interest and other problems. It may also decide that either the teacher or student should leave the school.

If a teacher has a pre-existing relationship with a student that did not arise from the teacher-student relationship, it should be brought to the attention of the lead teacher so that it can guide the couple in maintaining high ethical standards.

Grievance Policy

Reporting of Policy Violations

We encourage anyone who has been the subject of sexual misconduct or any other action that violates our policies and Code of Conduct to report the incident to our lead instructor (henceforth referred to as the “reviewing body”).

The report should contain the following information:

- Your full name.
- Your email and phone number.
- The name of the person who the grievance is against.
- policy violation.
- The date and location of the policy violation.
- Names and contact information of any witnesses with first-hand knowledge of the situation.
- Any other credible evidence that is available to support the grievance.

In the interest of fairness and privacy, all reports must be made by the person who has personally experienced the misconduct. We will not investigate a matter based upon a third-party report of misconduct.

All reports must be made in good faith based on information the person reporting the incident reasonably believes to be accurate.

We may request additional information from the person reporting the incident throughout the course of review of the report.

We will take appropriate action to ensure compliance with our policies. The reviewing body will impose any sanctions that it feels are fair, just, and reasonable under all circumstances. We will not allow anyone to retaliate against any person for making a report in good faith or providing information in connection with an investigation into an alleged violation.

Any information provided during a grievance report review will be treated on a confidential basis. Similarly, any actions that the taken in response to the report will also be confidential.

Due Process and Procedure

We recognize that our training program has an obligation to give a person accused of misconduct a reasonable level of due process. Because the person may lose his or her job and their reputation may be tarnished, the decision-making process must be fair and objective. Due process in this context does not mean that the reviewing body will conduct a mini trial, but it will gather all the relevant facts surrounding the matter and make a fair and objective decision based on the facts. The reviewing body may need to interview the person who reported the situation, the person who perpetrated the misconduct, and any other people who have direct knowledge about the situation. We will examine all other credible and objective evidence about the situation.

After the reviewing body gathers the facts, we will determine if the allegations are credible. If it is determined that is the case, the reviewing body will decide on the sanctions to impose and then communicate its decision to those involved.

Sanctions

There must be a sense of fairness and moral proportion in judging these situations. All cases of abuse and misconduct, from inappropriate commentary to physical assault, will be judged objectively and the reviewing body will fashion a sanction that fairly and equitably addresses the situation, giving due considerations, to all the facts.

In many cases, it may be hard to uncover all the facts, there may be conflicting facts, there may be conflicts of interest, and there may be circumstances and facts that weigh on both sides.

However, the reviewing body will use sound and careful judgment in deciding what type of sanctions to impose. There are four options:

1. Do Nothing. The facts do not show that the person committed the policy violation.
2. A Warning. The facts show that the person's actions were minor and that a warning is a fair sanction. The warning could be coupled with counseling.
3. Time Out. The facts show that the person's actions were serious, and they warrant suspending the person from the studio or community for a decided amount of time. However, the actions were not so serious that they support termination of employment. For example, the person may be good hearted, but made a mistake in judgement. This may weigh toward leniency. The "Time Out" period is usually one year but it may be shorter depending upon the circumstances. During the "Time Out" the person pursues counseling and/or spiritual work, contemplates their actions, etc. After the "Time Out" period expires, the person can approach the reviewing body to ask to re-commence their teaching activities or allow them to rejoin the community. This body will then determine whether the person has resolved their issues and whether it is appropriate for them to return. When making this determination, we will consider whether there has been a sincere apology and contrition, appropriate reparation to the injured parties, rehabilitation, and heart-felt change before the person may return. This decision will be entirely at the discretion of the reviewing body.
4. Dismissal. The facts show that the person's actions were so serious that they warrant dismissing the person from the studio or community. The person is dismissed, and their employment or independent contractor agreement is terminated.

Anti-Retaliation Policy

We will not retaliate against any person for having reported or threatened to report harassment, discrimination, retaliation, or violations of our Code of Conduct or policies, or for participating in an investigation into any of the foregoing. Anyone who retaliates against a person will be subjected to disciplinary action, up to and including termination. We encourage any person — including employees, non-employees, and students — who believe they have been subject to retaliation to inform a supervisor or manager. We have a zero-tolerance policy for sexual harassment or sexual misconduct. We encourage anyone who has been subject to this behavior to report it to the lead instructor. We will do everything possible to ensure that you are not retaliated against by anyone because you have reported misconduct.

Classroom Participation

- 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. During the study of yoga, and especially during asana practice, there is an inherent understanding that an individual knows, first and foremost, how to be responsible for his or herself. Listen to your body and respect your limitations.
- Ask questions along the way.
- Students must honor their energy; it is okay to be alone or as inward as one wishes.
- Students must take responsibility for their own experience. There is no need to be a caregiver, parent, or therapist for other students.
- Support each other. Commit to using “I” statements when sharing together.
- Let the instructor know about any physical limitations so appropriate support and touch may be suggested.
- Honor confidentiality. Anything shared in the classroom stays in the classroom.
- 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 for completing all homework assignments, which will be distributed in advance of each TT weekend.
- Please come prepared to practice even if the class sounds more like a lecture.
- Help clean and tidy up at the end of each session.
- Communicate ahead of time if support is needed in completing all assignments. All assignments should be completed before class begins.

Rules for Student Conduct

- Punctuality is required and enforced. If a student is more than 10 minutes late to a session, one hour will be deducted from their total contact hours and that hour will need to be made up via the policies stated in the Attendance Requirements section.
- Attendance of all activities is required unless arrangements have been made with Valerie prior to class. Make up of missed materials will be required before graduation.

- All students are expected to act maturely and are required to show respect for other students and faculty members.
- Possession of any weapons, illegal drugs, and alcohol of any kind are not allowed at any time on SYS property. No smoking or vaping is allowed on SYS property.
- Audio / film recording of classes is prohibited.
- Photographs are only allowed with instructor approval and are subject to the consent of the instructor, fellow students, and clients. Photographs are not allowed to be posted on social media without explicit permission from everyone in the photo and Valerie.
- No chewing gum is permitted in the class.
- Wear modest, comfortable clothing that allows unrestricted movement.
- Wear jewelry in moderation or take it off during classes.
- Do not wear perfumes, bath oils, strong smelling shampoos, lotions, aromatherapy, or fragrances due to sensitivities, allergies, asthma, etc. of other students.
- Possession of any weapons, illegal drugs, and alcohol of any kind is not allowed at any time on the property.
- No computers, tablets or cell phones are permitted in the classroom; therefore, no texting, emailing, internet browsing, etc. is allowed during classroom lecture and practices. Please turn cell phones off and leave them in the lobby. The only exception is for electronic forms of textbooks.

Copyrighted Materials

- All material distributed to Sunrise Yoga TT students is copyrighted and may not be photocopied or shared electronically without explicit written consent from Sunrise Yoga Studio, Inc. and Valerie Kiser.

Graduation / Certification Requirements

- Completion of this program and credit for class hours is based on a pass/fail system – Graduation and Certification are *not* guaranteed.
- If a student feels they cannot complete the program due to medical reasons or personal situations, they should meet with Valerie. Appropriate choices can be made through that discussion.
- Students must maintain a passing status assessed through attendance, class participation, observing/assisting in classes, completion of homework assignments, ability to lead classes they are assigned to teach, and completion of other class assignments.
- Students must pass all tests, complete all assignments satisfactorily, observe all required classes, pay all fees, and complete all weekend hours to receive certification. This will include a final written exam and a final practicum exam (teaching a mini class to a group of students with Valerie present).
- Note: successful completion of the program is not a guarantee of employment as a yoga teacher.

Unsatisfactory Performance

- If progress is not satisfactory at any point during the training, the student will be notified to schedule a meeting with Valerie to discuss ways to improve performance and complete past requirements. Valerie reserves the right to dismiss a student from the program if it is deemed that performance has not improved.
- All meetings reflecting a student's participation in the program will be documented and will include the decisions and/or conditions of continued participation in the program.
- A student may be dismissed for excessive absences, tardiness, lack of class participation, incomplete homework assignments, being disruptive to the learning of others, being deemed unable to execute the responsibilities of a yoga instructor or being in violation of the rules and regulations of the school as set forth in school publications. Valerie will make the final decision.
- A student who fails to maintain satisfactory progress, or who violates safety regulations, interferes with other students' work, is disruptive, obscene, under the influence of alcohol or drugs, or who does not make timely tuition payments, is subject to immediate dismissal.
- There are no refunds for any payments made when a student is dismissed from the program.
- The Unlimited Monthly Membership to the studio will be canceled immediately with no refunds, credits, or transfers.
- Certification will not occur if the student:
 - Fails to demonstrate safe instruction skills
 - Fails to demonstrate understanding of the material presented
 - Fails to complete required hours and other assignment requirements
 - Violates the Code of Conduct or any other Policies outlined in this Handbook
 - Has been dismissed from the program
 - Has not paid in full by completion of the program

Graduation Certificate

Upon completion of the program, each student will receive a Sunrise Yoga Teacher Training Certificate. Your Certificate will entitle you to register with Yoga Alliance.

- If needed, replacement certificates may be obtained via written request to Valerie for a \$25 fee.

Registration with Yoga Alliance

Sunrise Yoga is a Registered Yoga School (RYS) through Yoga Alliance. Upon graduation, students are eligible to register with Yoga Alliance to become a RYT-200 (Registered Yoga Teacher at the 200-hour level). Yoga Alliance Registration is a valued and recognizable credential; however, registration is optional, and is done solely at the student's discretion. The application process and all associated paperwork and fees are the responsibility of the graduate.

Withdrawal from the Program

In the event a student must withdraw from the program, the following refund policies apply. You must submit your withdrawal notification to Valerie via email prior to the start of the program (text messages and phone calls will not be accepted). Enrollment is non-transferable.

Requests to withdraw from the program will be acknowledged within 48 hours of their receipt. Refunds are processed, and funds will be returned to you within two weeks of acknowledgement of your withdrawal.

Any unused portion of the free or discounted Unlimited Monthly Membership is forfeited with no credits, exchanges, refunds, or transfers. If you have the discounted membership, the fee for it will be the then-current rate for all future payments.

Paid in full: The following refund policy applies to students who have paid in full:

- **Withdrawal prior to August 7, 2024:** full refund minus \$200 processing fee
- **Withdrawal between August 8, 2024– August 30, 2024:** full refund minus \$400 processing fee
- **Withdrawal between August 31, 2024 – September 7, 2024:** full refund minus \$600 processing fee
- **Refunds are not available after the start of the program, from September 6, 2024, onward.**

Note: If unable to finish the program during your original curriculum year, you may complete your studies during the two years immediately following your original enrollment with no additional charge to make up the hours or weekends missed. (See Completing / Resuming Your Studies below.)

Payment Plan Program: the following refund policy applies to students using the tuition payment plan option:

- **Withdrawal after initial payment has been received and prior to August 7, 2024:** initial payment refund minus \$200 processing fee
- **Withdrawal after initial payment has been received and between August 8, 2024 – August 30, 2024:** initial payment refund minus \$400 processing fee
- **Withdrawal between August 31, 2024 – September 6, 2024:** initial payment and any additional fees paid to-date will not be refunded.
- **Withdrawal from September 6, 2024, onward:** after completing the withdrawal process, no additional payments will be drafted. Funds paid to date are not subject to a refund.

Note: If unable to finish the program during your original curriculum year, you may complete your studies during the two years immediately following your original enrollment. Future attendance requirements and payment plan will be addressed based on the number of payments made and weekends attended. (See Completing / Resuming Your Studies below.)

Completing / Resuming Your Studies

To provide recourse if a student is unable to complete a curriculum year, Sunrise Yoga offers the following options for completing the program later:

- A student who is unable to complete the program within the curriculum year but who wishes to do so in the future may resume their studies in the following two curriculum years without penalty.

Note: If a tuition increase occurs in the interim, the student will be responsible for any unpaid tuition at the increased price.

- Sunrise Yoga will calculate the remaining amount due, if any. The returning student may either:
 - a) Pay the remainder in full or
 - b) Arrange payment via the payment plan
- Payment must be received at least 7 days prior to the resumption of studies.
- All remaining classroom hours, homework assignments, observing hours, and participation requirements must be completed during the two curriculum years immediately following the original date of enrollment.
- In the unlikely event the reading list changes during a student's absence from the program, the returning student will be responsible for purchasing the new titles.
- If a student is unable to complete the requirements within the prescribed period (the original curriculum year plus the two immediately following), the student will be required to re-enroll and repeat any previously completed tasks/hours.
- Re-enrollment will be subject to the normal fees and enrollment requirements in effect at the time of re-enrollment.

Cancellation of Program

Sunrise Yoga reserves the right to cancel the program in the unlikely event that enrollment is insufficient to sustain the curriculum year. This decision will be made at least one week prior to the first class. Such a cancellation will entitle the student to a full refund of all money paid less the \$25 application fee.

If the class size drops to three or fewer students during the program, the program may be postponed. Students may return to the following cycle or withdraw from the program. Postponement will have funds already paid applied to the future training program. If a student chooses to withdraw, funds paid on the payment plan will not be refunded. Refunds for paid-in-full will be calculated based on the amount of training time already offered.

Payment Plan Agreement

Please submit this form with your initial payment if you wish to enroll in the Payment Plan.

For students paying via the Payment Plan, seven automatic debit or credit card payments of \$400 each will be automatically processed on the 6th of each month of enrollment: September 2024 – March 2025. The initial payment is \$500.

To set up automatic payment, please complete the following:

Circle Type of Card: American Express MasterCard Visa Discover

Name on Credit Card

Card Number

Exp. Date

3-digit security code

Name on Card

Billing Address

City / State / Zip Code

The privacy of your information is important to us. It will be kept in a secure location and not shared.

I authorize Sunrise Yoga Studio to automatically charge my card the agreed upon fees as indicated in the chart above. If there is a change to any of the information listed above, I agree to notify Sunrise Yoga Studio immediately.

I understand that if payment fails more than one time, a \$20 fee will be charged each subsequent time.

Signature

Date

Sunrise Yoga Studio Photo Release Form

I consent and grant Sunrise Yoga Studio permission to copyright, use and publish photographs and or/videos of me taken on any date at Sunrise Yoga Studio or alternate location. I hereby irrevocably authorize Sunrise Yoga Studio to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. I understand these images may be used for a variety of purposes and may appear on the studio website, publications, news releases, social media, promotional materials, or any other media now known or to be invented. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. I understand and agree that all photos will become the property of Sunrise Yoga Studio and will not be returned. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photos and/or video. Since anyone can download an image from the Internet or make copies from printed material, I agree that Sunrise Yoga Studio is not responsible for unauthorized use of the images. I hereby hold harmless, release, and forever discharge Sunrise Yoga Studio from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I acknowledge that I may not use these photos for any purpose without express written consent of Sunrise Yoga Studio.

Signature: _____

Printed Name: _____

Date: _____

Agreement for Non-Payment of Teaching and/or Assisting in Classes at Sunrise Yoga Studio, Inc.

Name: _____

I am volunteering my services to teach and/or assist teaching in classes at Sunrise Yoga Studio, Inc. I expect no monetary payment for my services.

I will follow all policies, rules, and regulations of the studio.

Signature: _____

Date: _____

Acceptance of Handbook Agreement

I have received a copy of this Handbook. I have read, understand, agree, and will abide with all Policies, Requirements, and the Code of Conduct.

Student Name (printed)

Student Signature

Date