

# Yoga Spirit Academy

Yoga Teacher training in Tulsa



**Janet W. Parachin, Ph.D., C.Y.T.,**

**Director**

**918-261-9786**

**janet.yogaspirit@gmail.com**

**Yoga Spirit Academy**

**11134 E. 75th Place S.**

**Tulsa, Oklahoma 74133**

**(mailing address)**



Catalog effective April 1, 2017

## **Welcome**

Welcome to Yoga Spirit Academy, providing yoga and meditation training to new and experienced yoga teachers in Oklahoma. This catalog will orient you to the programs and policies of the school. We welcome your questions and participation in all the activities we have to offer. *Namasté. The Divine within us greets and honors and blesses the Divine within you.*

## **Licensing, Registration and Certification**

Yoga Spirit Academy is licensed by the Oklahoma Board of Private Vocational Schools, 3700 N. Classen Blvd., Suite 250, Oklahoma City, OK 73118, Phone 405-528-3370. YSA is a Yoga Registered School (Y.R.S.) with The Yoga Register, an international organization that registers both yoga schools and yoga teachers who have completed a 200- or 500-hour comprehensive curriculum. Graduates of the YSA program may register with this organization as a hatha yoga teacher. See their website [www.independentyoganetwork.org](http://www.independentyoganetwork.org). Every graduate of YSA will receive a certificate of completion recognizing them as a Certified Yoga Teacher (C.Y.T.) or Ayurvedic Yoga Teacher (A.Y.T.).

## **Controlling Owner and Official of the School**

Dr. Janet W. Parachin, Ph.D., Owner and Director  
Yoga Spirit Academy  
11134 E. 75th Place S.  
Tulsa, Oklahoma 74133  
(mailing address)  
918-261-9786  
[Janet.yogaspirit@gmail.com](mailto:Janet.yogaspirit@gmail.com)  
<http://yogaspirittulsa.com>

## **Faculty**

Janet W. Parachin, Director and Instructor. Education: M.A. (theology, Claremont School of Theology), M.Div. (ministry, Garrett-Evangelical Theological Seminary), Ph.D. (education and spirituality, Claremont School of Theology), Certified Yoga Teacher (200-hour level, Living Yoga Program), Certified Pilates Reformer and Fitness Chair Instructor (Peak Pilates), Certified Pilates Mat and Ball Instructor (National Exercise and Sports Trainers Association), Certified Ayurvedic Life-Style Consultant (American Institute of Vedic Studies), Certified Yoga and Ayurveda Wellness Consultant (Ibid.), Ordained Minister (Christian Church (Disciples of Christ)).

Victor M. Parachin, Instructor. Education: M.Div. (ministry, Wycliffe College, University of Toronto), Certified Sports Yoga instructor (National Exercise and Sports Trainers Association), Certified Pilates Mat and Ball Instructor (Ibid.), Certified Yoga and Ayurveda Wellness Consultant (American Institute of Vedic Studies), Ordained Minister (Christian Church (Disciples of Christ)).

## **Location of Classes**

Classes are held at Tulsa Yoga Meditation Center, 5319 S. Sheridan Road, Tulsa, Oklahoma.

## Tuition

**Yoga Teacher Training Program** \$2800 (\$100 application fee plus \$2700 tuition)

### **Anatomy Courses:**

Yoga Anatomy and Physiology Correspondence Course	\$300
Anatomy for Yoga	\$300
Advanced Anatomy for Yoga	\$450

### **Ayurvedic Yoga Teacher Training courses:**

*\*Note: The application fee is only paid once and is waived for students in good standing and graduates of Yoga Spirit Academy.*

Yoga and Ayurveda Constitutional Analysis	\$775 (\$100 application fee plus \$675 tuition)
Yoga and Ayurveda Diet and Lifestyle	\$775 (\$100 application fee plus \$675 tuition)
Yoga and Ayurveda Subtle Therapies for Body and Mind	\$775 (\$100 application fee plus \$675 tuition)
Yoga and Ayurveda Practices	\$700 (\$100 application fee plus \$600 tuition)
Therapeutic Yoga and Ayurveda	\$775 (\$100 application fee plus \$675 tuition)
Advanced Pranayama and Meditation	\$850 (\$100 application fee plus \$750 tuition)

### **Advanced Yoga Teacher Training**

Restorative Yoga \$850 (\$100 application fee plus \$750 tuition)

## Tuition Discount

Students who previously paid full tuition for a course may enroll in the course again at a 50% discount of the current tuition rate. This tuition discount applies only to the Anatomy courses, Ayurvedic Yoga Teacher Training courses, and Advanced Yoga Teacher Training courses.

## Cancellation/Refund policy

Rejection policy: An applicant who is not admitted into the program shall receive a cancellation of the Enrollment Agreement and a refund of all monies paid minus an administrative fee of \$25.

Three day cancellation policy: Once the Enrollment Agreement has been signed by both the applicant and the school official and the applicant has made an initial payment, the applicant has three days (72 hours) to request the cancellation of the Enrollment Agreement. The school will refund all monies paid.

Other cancellations: An applicant subsequently requesting cancellation will receive a refund of all monies paid minus a registration fee of 15% of the contract price not to exceed \$150.

Termination date: The termination date for refund computation purposes is the last date of actual attendance by the student.

Refund policy:

Withdrawal during the first week: Refund is 90% of the contract price, minus \$150, not to exceed \$350.

Withdrawal after the first week, but within 25% of the course: Refund is 75% of the contract price minus \$150.

Withdrawal after 25%, but within 50% of the course: Refund is 50% of the contract price minus \$150.

Withdrawal after more than 50% of the course: No refund.

Correspondence course refund:

Withdrawal during the first week of the course: Refund is 90% of the contract price, not to exceed \$350.

Withdrawal after first week, but within the first three months of the course: Refund is 75% of the contract price.

Withdrawal after three months, but within the first six months of the course: Refund is 50% of the contract price.

Withdrawal after more than six months of the course: No refund.

Special cases: In case of student prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the course, the school shall make a settlement which is reasonable and fair to both.

Discontinued class: If a class is discontinued while students are still enrolled in that class, and the school is still offering training in other areas, all monies paid the school for students enrolled in the class at the time it is discontinued shall be refunded to the entity legally entitled to the refund. The school shall have 30 days to restart the class or pay the refund.

## Fees

Transcript	\$25
Replacement certificate	\$25
Returned check	\$20

## Books and supplies

### Required books:

H. David Coulter, *Anatomy of Hatha Yoga*, Honesdale, Penn.: Body and Breath, 2010 (\$29.95)

Victor M. Parachin, *Sit a Bit: 5-Minute Meditations for Every Occasion*, Ozark Mountain Publishing, 2012. (\$10.00)

Georg Feurstein, *The Deeper Dimension of Yoga*, Boston: Shambhala, 2003 (\$24.95)

Leslie Kaminoff and Amy Matthews, *Yoga Anatomy*, Champaign, Ill.: Human Kinetics, 2011, 2d ed. (\$19.95)

Judith Lasater, *30 Essential Yoga Poses*, Berkeley: Rodmell Press, 2003 (\$22.95)

Scott Shaw, *The Little Book of Yoga Breathing*, Red Wheel/Weiser, 2004 (\$11.95)

### Recommended books:

Sally Kempton, *Meditation for the Love of It: Enjoying Your Own Deepest Experience*, Sounds True, 2010 (\$19.95)

Eknath Easwaran, *The Bhagavad Gita: Translated for the Modern Reader*, Nilgiri Press, 2007, 2d ed. (\$10.95)

Victor M. Parachin, *Eastern Wisdom for Western Minds*, Maryknoll, N.Y.: Orbis Books, 2007 (\$16.00)

Richard Rosen, *The Yoga of Breath*, Boston: Shambhala, 2002 (\$18.95)

### Required supplies:

One yoga mat (\$20)

Two yoga blocks, 4 inches (\$20 each)  
One yoga strap, 10 feet (\$15)  
Two yoga blankets (\$20 each)  
One eye covering (\$10)

**Recommended supplies:**

One meditation cushion (\$45)

## **Yoga Teacher Training Program (200 hours) Policies and Curriculum**

The Yoga Teacher Training program is a 180-hour course of study with classes covering the following topics: Yoga Asana; Teaching Methods; Meditation (Dhyana) and Pranayama; Practical Yoga; Philosophy and History; Directed Studies. One of the following must also be taken as a separate course: a 20-hour Yoga Anatomy and Physiology correspondence course or a 20-hour Anatomy for Yoga classroom course. The 180-hour and 20-hour courses together provide the 200 hours needed to receive certification as a hatha yoga teacher.

### **Admission**

Students admitted to the YSA Yoga Teacher Training Program may begin any month and will continue for twelve consecutive months of training. As a prerequisite, an applicant shall have taken at least 20 yoga classes in the past six months before making application. A prospective student may submit an application form and enrollment agreement along with a \$100 application fee. Applications and enrollment agreements are due the 20th of the month prior to the month a student wishes to begin training. Those admitted into the program will receive a letter of acceptance, a book and supply list, and a schedule of weekend training dates. Those who are not admitted into the program will receive a refund of their application fee minus an administrative fee of \$25.

### **Transfer Credit**

Yoga Spirit Academy cannot accept any transfer credit from other schools for the Yoga Teacher Training program.

### **Readmission and Transfer Credit**

Students who withdraw or are dismissed from the Yoga Teacher Training Program may be eligible for readmission. They may submit a new application and enrollment agreement with a discounted application fee of \$50. All weekend training hours completed in the Yoga Spirit Academy Yoga Teacher Training Program within the past year prior to readmission will be accepted for credit. Yoga Anatomy and Physiology courses completed within the past three years will be accepted for credit. Directed Studies completed within the past three years will be accepted for credit. The date used for all credit transfers will be the date the new application is received in the school office. Tuition will be pro-rated according to the number of hours remaining to complete the program. Prior tuition, administrative fees and late fees paid by the student will not be credited toward tuition.

### **Tuition**

The cost of the Yoga Teacher Training Program is \$2800 (\$100 application fee plus \$2700 in tuition). Tuition is based on a twelve month contract and is due in three payments: \$900 on or before the first monthly training, \$900 on the first day of month five, and \$900 on the first day of month nine. Tuition is due even if a student misses all or part of the monthly trainings. Late tuition payments will be charged a \$20 late fee.

## **Length of Program and Time limits**

All requirements for the program can be completed in one year. Students have up to two years to complete all course work. Students who take a leave of absence from the program will have one additional year to complete all requirements.

## **Leave of absence**

Students may take a six month leave of absence from the Yoga Teacher Training Program by writing a letter of request to the Director. Students may request a second six month leave of absence by writing a letter of request to the Director. Students who do not return to the program after a one year leave of absence will be dismissed from the Program.

## **Dismissal from the Program**

Students who are absent from three weekend trainings and do not request a leave of absence are subject to dismissal from the Yoga Teacher Training Program. Students who are excessively tardy (more than three times) may also be dismissed from the Program. Students who request a leave of absence and do not return to the weekend trainings at the end of their leave of absence will be dismissed from the Program. Any refund of tuition will be determined by the last date of attendance. (See Cancellation/Refund Policy).

## **Calendar for the Yoga Teacher Training Program**

### **Admission deadlines**

Applications are due on the 20th day of the preceding month

### **Tuition due dates**

Tuition is due in three installments in the first, fifth and ninth months of training according to a twelve month contract

### **Training dates**

Classes meet once a month on Saturday and Sunday afternoon

## **Course schedule**

Classes meet for 12 hours once a month for one year. Classes generally meet on Saturday afternoon and Sunday afternoon. The total number of hours received through the weekend trainings is 144 hours. The remaining 56 hours are divided in the following way: 16 hours of in-depth workshops; a 20-hour course in yoga anatomy and physiology, and 20 hours of Directed Studies.

## **Curriculum**

### **I. Yoga Asana (64 hours)**

#### **Asana Theory and Practice**

Over 60 yoga postures are studied in depth, covering how to perform the poses, how to teach the poses, and learning the benefits, contraindications and modifications for each . The use of yoga props is also demonstrated.

Asana 1: Standing Poses (8 hours)

Asana 2: Balancing Poses (8 hours)

Asana 3: Sitting Poses (8 hours)  
Asana 4: Twisting Poses (8 hours)  
Asana 5: Supine and Prone Poses (8 hours)  
Asana 6: Back bending Poses (8 hours)  
Asana 7: Inversion Poses (8 hours)  
Asana 8: Restorative Poses (8 hours)

## **II. Teaching Methods** (33 hours)

In-depth Yoga Workshops (16 hours)  
One workshop is required from each of the following topics: Yoga Asana, Pranayama, Meditation (Dhyana), and the History and Philosophy of Yoga.

Assisting and Adjusting in Yoga (6 hours)  
This class looks at ways the yoga instructor can safely and effectively provide assistance and adjustment to students in their classes.

Yoga Teaching Practicum (10 hours)  
This class offers practical experience in yoga teaching, assisting, receiving feedback, observing and giving feedback.

Public Speaking for Yoga Teachers (1 hour)  
Yoga teachers receive instruction in how to speak slowly and clearly when leading a class.

## **III. Meditation (Dhyana) and Pranayama** (35 hours)

Meditation Theory and Practice (18 hours)  
This class covers the physical, psychological and spiritual benefits of meditation; how to meditate; and how to incorporate meditation into a yoga class.

Pranayama Theory and Practice (12 hours)  
This class covers various breathing techniques, how they benefit the physical body, how they affect the emotions, and how to incorporate them into a yoga class.

Directed Study in Teaching Technique (5 hours)  
In consultation with an approved instructor, a student reads a book, listens to a tape, watches a video and/or attends a workshop on meditation or pranayama and develops two scripts for use in a yoga class. The student must first submit a proposal on the appropriate form. Once approved, they complete the independent study and turn it in to the instructor to receive credit.

## **IV. Philosophy and History** (25 hours)

History of Yoga (10 hours)  
This class covers the history of yoga including raja, bhakti, jnana, tantra, hatha, mantra, and karma yoga. Includes a special focus on the many different styles of hatha yoga, their founders, and special characteristics.

Yoga Philosophy (10 hours)  
Using the Yoga Sutras of Patañjali and other classical yoga texts, this class explores the philosophical basis of yoga, especially concepts such as *ahimsa* (non-harming), *svadhyaya* (self-study), *tapas* (effort), and *samadhi* (liberation).

Sanskrit Names of Poses (2 hours)  
Students learn the Sanskrit names of the poses and their English translations.

Energy Systems (2 hours)  
This class explores energy anatomy and physiology through the chakras, nadis and meridians.

Chanting and Mantra (1 hour)

This class explores the yoga of sound, making connections among chanting, mantra and breathing and showing how they can be incorporated into a yoga class.

## **V. Practical Yoga (8 hours)**

The Business of Yoga (2 hours)

This class discusses how and where to teach yoga and how to market oneself as a yoga teacher.

Living Your Yoga (2 hours)

Students explore how to live the life of a yogi, especially in their yoga teaching, using discussion, observation and reflection.

Ethics of a Yoga Teacher (2 hours)

This class looks at ethical issues in teaching yoga using case studies and discussion.

Ayurveda (2 hours)

This class introduces the basic concepts of Ayurveda along with ways to incorporate these concepts into one's everyday life and teaching.

## **VI. Directed Studies (15 hours)**

Directed Study 1 (5 hours)

Directed Study 2 (5 hours)

Directed Study 3 (5 hours)

Students, in consultation with the Director, develop independent studies on topics of interest to them. They must first submit a proposal on the appropriate form. The Director will assign an instructor based upon the instructor's qualifications to advise the chosen topic. Once approved, the student completes the independent study and turns it in to the instructor to receive credit. Students may also complete pre-approved Directed Studies which are available from the Director. These projects do not require a proposal.

## **VII. Yoga Anatomy and Physiology (20 hours)**

*These courses are offered separately from the 180-hour Yoga Teacher Training Program. Only one course is required to complete the 200 hours needed to receive certification as a hatha yoga teacher.*

A. Yoga Anatomy and Physiology correspondence course (20 hours)

This course explores physical anatomy and physiology as it relates to the practice and teaching of yoga. It is taught as an independent study, so is designed for students who can work well on their own without much interaction with a teacher. The course is divided into 10 modules, each one taking approximately 2 hours to complete, for a total of 20 hours. Tuition for the Yoga Anatomy and Physiology correspondence course is \$300 due when the student enrolls in the course. All modules must be completed within one year of enrolling in the course in order to receive credit for the course. Students who wish to transfer from the correspondence course to the classroom course may do so by paying a \$50 transfer fee. Any modules already completed in the correspondence course will be charged at the pro-rated amount of \$30 per module.

B. Anatomy for Yoga classroom course (20 hours)

This course is offered in an intensive classroom format, providing a hands-on introduction to physical anatomy and physiology as it relates to the practice and teaching of yoga. It is designed for the student who prefers to have one-on-one interaction with a teacher in a classroom setting. Tuition for the Anatomy for Yoga classroom course is \$300 and is due seven days before the first class meeting. A \$20 late fee will be charged for late tuition payments.



# **Ayurvedic Yoga Teacher Training (300 hours) Policies and Curriculum**

Ayurveda, the 5000-year-old "science of life" is the companion to Yoga in the ancient Indian arts of health and wellness. Yoga emphasizes postures, breathing and meditation, while Ayurveda teaches the best diet and lifestyle choices according to one's constitution. Together these systems provide a holistic vision for living with vitality, clarity and joy. Yoga Spirit Academy's Ayurvedic Yoga Teacher Training (A.Y.T.) is a comprehensive exploration of the relationship between Yoga and Ayurveda. Students who undertake this program will learn the healing aspects of Yoga and Ayurveda, deepen their own understanding and practice of Yoga and Ayurveda, and learn how to assess their students' needs according to the ancient teachings of Yoga and Ayurveda. Ayurvedic Yoga Teacher Training courses cannot be used for credit in the Yoga Teacher Training Program.

## **Admission**

The Ayurvedic Yoga Teacher Training program welcomes Yoga teachers who have received their basic training in yoga instruction or who have substantial experience as a yoga teacher. The prerequisite for enrollment is one of the following: completion of at least 100 documented hours of yoga teacher training or 300 documented hours of yoga teaching. Only Advanced Anatomy for Yoga has an additional prerequisite: Yoga Anatomy and Physiology correspondence course, Anatomy for Yoga classroom course, or equivalent course in anatomy for yoga teachers. A prospective student may submit an application form and a \$100 application fee. The fee is waived for current students in good standing and graduates of Yoga Spirit Academy. Applications will continue to be accepted up to the first weekend of training if space is available. Those admitted to the program will receive a letter of acceptance, a book and supply list, and a schedule of weekend training dates. Those who are not admitted will receive a refund of their application fee minus an administrative fee of \$25. Once a student has been accepted into the program, they need only submit an Enrollment Agreement when enrolling in subsequent courses.

## **Transfer Credit**

Yoga Spirit Academy cannot accept any transfer credit from other schools or workshops for the Ayurvedic Yoga Teacher Training program.

## **Tuition**

The costs of the Ayurvedic Yoga Teacher Training courses are listed beside each course in the catalog and on the respective enrollment agreement for each course. The application fee is only due once and it is waived for current students in good standing and graduates of Yoga Spirit Academy. Tuition is due seven days before the first class meeting. A \$20 late fee will be charged for late tuition payments. Students who previously paid full tuition for a course may enroll in the course again at a 50% discount of the current tuition rate.

## **Time Limits**

Students must complete all requirements for an Ayurvedic Yoga Teacher Training course three months from the last day the course meets. Students may request a three month extension by sending a letter of request to the Director before the end of the initial three month period. Students have up to six years to complete all requirements for the program.

# Calendar for the Ayurvedic Yoga Teacher Training Program

## **Admission deadlines**

Applications will be accepted until the course is full

## **Tuition due dates**

Tuition is due seven days before the first class meeting

## **Training dates**

Classes meet once a month on Saturday afternoon and Sunday afternoon

## **Curriculum**

The following seven courses are required to complete the 300-hour program and receive certification as an Ayurvedic Yoga Teacher (A.Y.T.). They can be taken in any order. They can be taken individually as well, and a student who completes a course will receive a certificate of completion for that course. The cost for each course is listed beside each course. Note that the application fee is only paid once, and it is waived for current students in good standing and graduates of Yoga Spirit Academy.

### **Yoga and Ayurveda Constitutional Analysis (45 hours)**

This course covers the philosophy of Ayurveda, aspects of Ayurvedic anatomy (5 elements, 3 doshas, 7 dhatus), the disease process according to Ayurveda, and how to analyze constitution through pulse, tongue and facial analysis. The cost of the course is \$775 (\$100 application fee and \$675 tuition).

### **Yoga and Ayurveda Diet and Lifestyle (45 hours)**

This course covers diet and lifestyle choices according to the doshas and the seasons, the five tastes of food, cooking for the doshas, basic herbalism to balance the doshas, and understanding the affect of the environment, times of the day and seasons of one's life on overall health. The cost of the course is \$775 (\$100 application fee and \$675 tuition).

### **Yoga and Ayurveda Subtle Therapies for Body and Mind (45 hours)**

This course covers the affect of Yoga and Ayurveda on body and mind, specifically exploring the chakras, the nadis, the koshas, marma therapy, aromatherapy, color and gem therapy, mantra and sound therapy. The cost of the course is \$775 (\$100 application fee and \$675 tuition).

### **Yoga and Ayurveda Practices (40 hours)**

This course covers asana, pranayama and meditation suitable for the doshas and understanding how the doshas are affected by diet, lifestyle, environment, the times of day and the seasons of life. The cost of the course is \$700 (\$100 application fee and \$600 tuition).

### **Advanced Anatomy for Yoga (30 hours)**

This course goes beyond the basics of anatomy to explore the biomechanics of the shoulders, hips and spine; common injuries with an emphasis on anatomically safe movements; assisting and adjusting that is anatomically informed; the Ayurvedic understanding of subtle anatomy; and the anatomy of breathing. Prerequisite: Yoga Anatomy and Physiology correspondence course, Anatomy for Yoga classroom course, or equivalent course in anatomy for yoga teachers. The cost of the course is \$450, no application fee required.

### **Therapeutic Yoga and Ayurveda (45 hours)**

This course explores the therapeutic applications of Yoga and Ayurveda to heal and prevent injuries and illness, therapeutic yoga for the hips and sacrum, for the shoulders and

neck, for the back and spine, for the extremities, and for mental and emotional healing. The cost of the course is \$775 (\$100 application fee and \$675 tuition).

### **Advanced Pranayama and Meditation (50 hours)**

This course builds on students' basic knowledge of and experience with pranayama and meditation to expand their personal practice; explore the physical, psychological, emotional and spiritual benefits of pranayama and meditation; and be able to prescribe specific practices to pacify the doshas and the gunas. The cost of the course is \$850 (\$100 application fee and \$750 tuition).

## **Advanced Yoga Teacher Training Policies and Curriculum**

Yoga Spirit Academy Advanced Yoga Teacher Training is for yoga teachers who are seeking to expand their understanding and skills. These courses are designed to build upon prior knowledge and experience. Therefore, only teachers with substantial yoga teacher training and/or experience will be considered for admission to these courses. The same policies which apply to the Ayurvedic Yoga Teacher Training Program shall apply to Advanced Yoga Teacher Training courses. Advanced Yoga Teacher Training courses cannot be used for credit in the Yoga Teacher Training Program.

### **Restorative and Therapeutic Yoga (125 hours)**

This integrative course of study provides both the theoretical and practical aspects of restorative and therapeutic applications of Yoga. Students may choose to take the individual courses from this program for advanced credit or complete all three courses to receive a certificate indicating they have completed a 125-hour program in Restorative and Therapeutic Yoga.

#### **Required courses:**

#### **Advanced Anatomy for Yoga (30 hours)**

*See course description on page 9*

#### **Therapeutic Yoga and Ayurveda (45 hours)**

*See course description on page 9*

#### **Restorative Yoga (50 hours)**

This course explores the theory and practice of Yoga that restores and renews body, mind and spirit. Topics include prop-supported restorative Yoga, Yin Yoga, Yoga Nidra, and practice teaching. The cost of the course is \$850 (\$100 application fee and \$750 tuition).

## **General School Policies**

### **Attendance, Tardiness and Missed classes**

Regular attendance at weekend trainings provides continuity for the individual student and the community as a whole. Students must attend all classes and be on time for classes in order to pass the course. Students who miss all or part of a weekend training will be considered absent for that training. Students who miss all or part of a weekend training must make up the entire weekend the next time it is taught. Further, students may miss only two weekend trainings during the year. Students who miss all or part of a third weekend training may be dismissed from the program. Students who are excessively tardy (more than three times) may also be dismissed from the Program.

## **Grading**

Grading for all classes is Pass (P) or Fail (F). In order to Pass a class a student must attend all sessions, be on time for classes, turn in all assignments, and participate in class activities. There is no probation for failed classes.

## **Withdrawal**

Students may withdraw from the Yoga Teacher Training Program, the Ayurvedic Yoga Teacher Training Program, or individual courses by writing a letter to the Director. Any refund of tuition will be determined by the last date of attendance. (See Cancellation/Refund Policy).

## **Grievance Policy**

The Director and instructors of Yoga Spirit Academy encourage the resolution of grievances at the simplest level. Students or instructors who have a grievance with another student or instructor should first attempt to resolve that grievance in person. If that attempt fails or is not possible, the student or instructor should discuss the problem with the Director so that the Director can act as mediator for resolving the situation. If a student has a grievance against the school, the student shall write a signed letter (not a text or email message) to the Director outlining the grievance. The letter should include supporting documentation. If both parties are agreeable, the Director and student may have a meeting. The Director will have 15 days from the receipt of the letter to review the grievance and respond in writing. The student will have 15 days from the receipt of the Director's letter to accept or dispute the resolution. If the student and Director are unable to resolve the situation, the student may contact the Oklahoma Board of Private Vocational Schools for assistance. *Contact information for OBPVS is on page 1.*

## **Student Conduct**

All students are expected to act in a professional and ethical manner, exhibiting the awareness and compassion of one following the path of Yoga.

## **Equal Opportunity Statement**

Yoga Spirit Academy does not discriminate according to gender, race, physical ability, sexual orientation or religious affiliation. All individuals affiliated with Yoga Spirit Academy, including instructors and students, shall demonstrate respect for others through their words and actions.