



1526 14th Street, Suite 110, Santa Monica, California 90404

ENROLLMENT AGREEMENT

For

Alexander Teacher Training at Alexander Training Institute of Los Angeles

This is an Enrollment Agreement between **The Alexander Training Institute of Los Angeles** (henceforth known as “**ATI-LA**”) and the individual enrolling in the Alexander Teacher Training Course named below, for teacher training in the F.M. Alexander Technique. The physical location will be: 1526 14th Street, Suite 110, Santa Monica, CA 90404. **Please sign, initial and date where indicated. Send the completed copy to Admissions@ATI-LA.com.**

The period covered in this agreement is from the initial enrollment date and the completion date or the accepted withdrawal date.

Date: _____

Please Print:

Trainee Full Name: _____

Address **City** **State** **Zip Code**

CONDITIONS OF THE AGREEMENT

This agreement is not operative until the trainee makes an initial visit to the institution and receives a thorough tour or attends the first class or session of instruction.

Date of Tour or Visit

Initials of Trainee

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Initials of Trainee

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I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Initials of Trainee

I also certify that once accepted to the program, which is comprised of a required 1620 training hours, only one 10% fee increase may be imposed during the course of my training, and that only after the completion of the first year.

Initials of Trainee

THE TRAINEE IS RESPONSIBLE FOR THE FOLLOWING FEES AND CHARGES:

Course Totals

Application Fee (non-refundable)	\$50	Due with application
Deposit (Tuition: non-refundable)	\$200	Due immediately upon acceptance.
BPPE STRF (non-Refundable)	\$80.00	“(\$2.50) per one thousand dollars (\$1000) of institutional charges.” Due with Deposit
TOTAL CHARGES DUE UPON ENROLLMENT	\$330.00	
TOTAL CHARGES (TUITION) DUE FOR CURRENT PERIOD OF ATTENDANCE:		
10 week Fall Trimester	\$3,600.00	Due Two weeks prior to start of the trimester.
10-week Winter Trimester	\$3,600.00	Due Two weeks prior to start of the trimester.
10-week Spring Trimester	\$3,600.00	Due Two weeks prior to start of the trimester.
Annual Tuition:	\$10,800.00	
Tuition Total for the Full Three - year Course	\$32,400.00	
Possible fees if additional time is required*	TBD	*Will be based on current tuition rates at the time of additional hours
TOTAL PROGRAM CHARGES:	\$32,530.00	

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This agreement is a legally binding instrument when signed by the trainee and accepted by **ATI-LA**. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it, and that you have received: (a) a written statement of the refund policy including examples of how it applies and; (b) a catalog including a description of the course or educational service including all material facts concerning **ATI-LA** and the course of instruction which are likely to affect your decision to enroll.

Immediately upon signing this agreement, you will be given a copy of it to retain.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Trainee Signature attesting to all preceding and subsequent provisions of this agreement:

Trainee _____
Date

Administrator _____
Date

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Postsecondary Education** at 1747 N. Market Blvd, Suite 225. Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education** by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

This agreement is for the course or education service: Teacher Training in the Alexander Technique is a course to be completed in no less than 3 years and no more than 5 years, with a total of 1620 hours is required to complete the course.

The period covered by the Enrollment Agreement is:

Start Date: _____ **through Projected Completion Date:** _____

Should the student take a leave of absence or be asked to continue for a period of time past the projected completion date, this Agreement will continue to be valid.

STUDENT’S RIGHT TO CANCEL

The trainee has the right to cancel the enrollment agreement and obtain a refund using the following guideline:

- The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Date student must cancel by: _____

- The effective date of written notice of cancellation will be the postmark date, or the date of the email to which the PDF of the notice is attached or the date on which the notice of cancellation is delivered to **ATI-LA** by the Trainee.
- The written notice is to be sent to Attention: Administration, **Alexander Training Institute of Los Angeles**, P.O. Box 6264 Ventura, CA 93006 or admin@ati-la.com

REFUNDS

The trainee has a right to a full refund of all charges according to the above Cancellation Policy. The trainee is entitled to a refund of moneys not paid from federal trainee financial and program funds. In addition, the trainee may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the trainee has completed **60% or less of the instruction of the first Trimester.**

If a trainee has attended 61% or more of the first Trimester of the course and withdraws, there will be no refund.

% or attendance time	Amount of Refund
Up to 10% of first Trimester	90%
25% of first Trimester	75%
50% of first Trimester	50%
61% of first Trimester	No Refund

WITHDRAWAL POLICIES AND LEAVE OF ABSENCE

Withdrawal

Trainees may withdraw from the course at any time and six weeks written notice of withdrawal is required. Trainees who withdraw having completed 61% or more of the first trimester of the course will be responsible for payment of the whole trimester involved. Notification should be sent to Attention: Administration, Alexander Training Institute of Los Angeles, P.O. Box 6264 Ventura, CA 93006 or admin@ati-la.com.

Leave of Absence

Trainees who need to take time off during a trimester but are not withdrawing from the course are responsible for payment for the whole trimester involved. Six-weeks' written notice is requested for Leave of Absence.

The trainee taking the leave of absence will become eligible to re-enter the class at the first subsequent opening. In this case, the total course fee would increase by that amount since the trainee would still be expected to attend and pay for his/her full 1620 hours of training.

If a trainee is taking a leave of absence due to hardship, the trainee may petition **ATI-LA** in writing, along with the six-weeks' notice to waive a portion of the payment for the trimester involved. Granting such a waiver will be at the discretion of the directors.

Mandatory Leave of Absence

If the School Directors determine that an injury or illness creates a safety hazard to other persons at the school, or otherwise significantly prevents a trainee from participating in his or her program of study at the desired level of commitment and/or skill, the School Directors may, with or without warning, issue a Mandatory Leave of Absence. Notification will be via a written notice indicating the date range and reason for the Mandatory Leave of Absence. The School Directors will propose a means whereby the trainee can make up incomplete coursework. This Mandatory Leave of Absence is in lieu of dismissal from the school because the School Directors have determined that upon healing from the injury or illness, the trainee will be able to reenter their program of study at the desired level of participation. If a trainee does not agree to the terms of the Mandatory Leave of Absence, the trainee can choose to withdraw from the school (See "Trainee Right to Cancel").

STUDENT LOAN INFORMATION

The State Bureau for Private and Postsecondary Education requires the following information be included in this Enrollment Agreement:

- If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
- If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. [94911]
- If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

NOTICE –

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.*

***ATI-LA does not provide loans; however, tuition is collected by term.**

ATTENDANCE

Attendance is mandatory. State law requires that absences be recorded, and failure to attend regularly could result in dismissal. The Attendance Policy can be found in ATI-LA's catalogue and a separate copy will be provided. Additional fees may apply if make-up time is required and/or the trainee requires more time to fulfill the requirements of certification.

TRAINEE PROGRESS

The trainee's first year will represent a probationary period, terminating with a Director/faculty appraisal to consider the trainee's suitability for continued training. If commitment is made to continue the course, dismissal will occur only in the case of unsatisfactory work or conduct as determined by the Director/Faculty of the school.

State Law requires that progress reports be kept. No "letter grades" are given; a student's progress is assessed by the faculty based on skill level and understanding of the Alexander Technique. Progress reports will be written at least three times a year, and these will be available to the trainee for perusal and discussion. Records include transcripts, attendance log, copy of certificate granted and the date granted, the course on which the certificate is based, and if applicable withdrawal & cancellation logs. ATI-LA will permanently maintain trainee transcripts only. Trainees are cautioned that State Law requires this institution to maintain trainees' records for only five years.

Satisfactory Progress

A trainee's progress is assessed on their ability to demonstrate, understand, and communicate the principles of the Alexander Technique, their embodiment of the principles through their "use", and the competence with which they are applying all elements of the curriculum. A trainee must maintain a satisfactory level of progress throughout the year based on the curriculum. The faculty meets regularly to discuss trainees' progress. If a trainee's work is deemed unsatisfactory, he/she/they will be notified with a written evaluation of unsatisfactory progress and will be put on probation as outlined below. Any problems occurring after a probation period can become grounds for further administrative action (including expulsion) without a new probation period.

TRAINEE STATUS AND CONDUCT

Probation

A trainee may be put on probation for excessive absence or lateness, as outlined above, for any of the dismissal reasons outlined below, the trainee will be notified in writing of his or her probationary status, the reason(s) for the action, the expectations for advancement through the probationary period, and the date that the probationary period will end. Probation will end with a faculty-trainee meeting wherein the trainee will either be taken off of probation or dismissed. Once a trainee

has been put on probation for any reason, any continued unexcused lateness or absence will become possible grounds for further administrative action including possible expulsion without a renewed probationary warning. Determination of the need for a probationary warning is made by the School Directors.

Dismissal

A trainee may be dismissed from the school because:

1. It has been determined that the trainee is not able or willing to participate in the program at the desired level of commitment and/or skill; because he or she lacks the mental, emotional or the physical health to successfully complete the program; or because he or she lacks the maturity to complete the program. Such dismissal will be preceded by a written probationary warning as indicated above. Determination of the need for such a probationary warning and dismissal is made by the School Directors upon the recommendation of the faculty.
2. A trainee may be dismissed from the school for behavior creating a safety hazard to other persons at the school, for disrespectful behavior to other trainees, administrators, faculty members, for sexual misconduct, or for any other stated or determined infraction of conduct. Depending on the severity of the behavior, such dismissal may or may not be preceded by a probationary warning. The possession of weapons or firearms in school facilities is grounds for immediate dismissal.
3. **ATI-LA** is a drug-free campus. Such laws are strictly enforced, and violations can lead to dismissal from the school.

AmSAT CONDUCT

The **American Society for the Alexander Technique (AmSAT)** is a professional organization of Alexander Technique teachers in the United States. **ATI-LA** is approved by **AmSAT**, provides training that meets the **AmSAT** Teacher Certification requirements, and abides by **AmSAT's** By-Laws. Becoming a trainee on an **AmSAT** approved training course automatically confers **AmSAT** trainee membership to the trainee. If a fee is required, it will be paid by the trainee.

By signing this document, trainee indicates that they have received, read, and understood the **AmSAT** requirements for Teacher Certification.

As trainees of **ATI-LA** and trainee members of **AmSAT**, trainees are expected to abide by **AmSAT's** Code of Professional Conduct during their time on the training course. If a trainee's conduct violates the Code, as determined by the Director, faculty and, if necessary, **AmSAT's Professional Conduct Committee**, the trainee may be dismissed from the course. Trainee, by signing this enrollment agreement, thereby certifies having been provided with and having read and understood **AmSAT's** professional conduct policy.

Trainees are expected to conduct themselves as trainees in an environment of positive learning. Any marked departure in the form of conduct detrimental to this environment, as determined by the Directors, could result in dismissal.

TRANSFER OF CREDIT

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at **ATI-LA** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours or certificate you earn in teacher training of the F.M. Alexander Technique is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **ATI-LA** to determine if your *credits or certificate* will transfer.

ATI-LA has no binding agreements with other Educational Institutions, including other **AmSAT**-approved training courses. The maximum number of credit hours that **ATI-LA** will accept from another school is 1060 credit hours. If the trainee has had previous training at an **AmSAT** approved, **AmSAT Affiliated Society** approved teacher training course, appropriate credit may be allowed at the discretion of **ATI-LA's** Director(s). An assessment of the applicants understanding of the Alexander Technique and the applicant's skill level will be done by the Director(s). **ATI-LA** does not offer credits for experiential learning (life experience).

To receive a certificate of completion from **ATI-LA**, the last year of training must be completed at **ATI-LA**. The final year of training is 36 weeks or 540 hours. The first two years or 1060 hours may have been completed on another course. The completion of hours at another course for Alexander Technique Teacher Training should be documented by that courses' Director of Training. **ATI-LA** has not entered into specific transfer or articulation agreements with any other training courses.

COMPLETION OF TRAINING

Issuance of a **Certificate of Completion** will depend on:

1. The completion of a minimum of 1620 hours by the trainee,
2. The agreement of the Directors and Faculty of **ATI-LA** that the trainee has obtained a satisfactory level of proficiency teaching the Alexander Technique.
3. Trainee has met the requirements for Teacher Certification established by the **American Society for the Alexander Technique**.
4. Completed payment of any monies owing.

If all the above conditions have been met the trainee will receive a **Certificate of Completion** signed by a Director of **ATI-LA**.

In the event that a trainee does not meet the level of proficiency required at the completion of the prescribed 1620 hours, continued course of study will be arranged mutually between the Directors of **ATI-LA** and the trainee.

ATI-LA abides by & enforces the **AmSAT** rule that all trainees must undertake not to hold themselves out as Alexander Technique Teachers, nor teach the Alexander Technique, except as supervised and permitted by the Training Directors, until they have duly qualified and have received an official **Certificate of Completion**, from the Director/s of the Course.

CALIFORNIA STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.