

## ENROLLMENT AGREEMENT

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. All classes are held at ATI-LA, 1526 14th Street, Suite 110, Santa Monica, California 90404.

**Please Print:**

**Trainee Full Name** \_\_\_\_\_

\_\_\_\_\_

Address	City	State	Zip Code
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**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
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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.

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.

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.

\_\_\_\_\_  
Trainee Initials attesting to above

**THE TRAINEE IS RESPONSIBLE FOR THE FOLLOWING FEES AND CHARGES:**

Application Fee (non-refundable)	\$50.00	<b>Due with application</b>
Deposit (Tuition: non-refundable)	\$200.00	<b>Due one month prior to start date</b>
STRF (non-Refundable)		<b>NA</b>
<b><u>TOTAL CHARGES DUE UPON ENROLLMENT:</u></b>	\$250.00	
<b><u>TOTAL CHARGES (TUITION) DUE FOR CURRENT PERIOD OF ATTENDANCE:</u></b>		<b>Due Two weeks prior to start of trimester</b>
13 week Fall Trimester	\$3,003.00	
12 week Winter Trimester	\$2,772.00	
11 week Spring Trimester	\$2,541.00	
Annual Tuition:	\$8,316.00	
Tuition Total for the Full Three-year Course	\$24,948.00	
Possible fees if additional time is <u>required*</u>	*\$231/week	
<b><u>TOTAL PROGRAM CHARGES:</u></b>	<b>\$24,998.00</b>	

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 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589, (916) 431-6959 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](http://www.bppe.ca.gov).

This agreement is for the course or education service: Teacher Training in the Alexander Technique, a three- year training course. A total of 1620 hours is required to complete the course.

Start Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

The period covered by the Enrollment Agreement is the period of time it takes for the student to complete the course. 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 withdraw by: \_\_\_\_\_
- The effective date of notice of withdrawal 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 withdrawal is delivered to ATI-LA by the Trainee.
- The written notice is to be sent to Lyn Charlsen Klein, Head of Training, Alexander Training Institute of Los Angeles, 1526 14<sup>th</sup> St., Suite 110, Santa Monica, CA 90404 or [lynteaches@sbcglobal.net](mailto:lynteaches@sbcglobal.net) or [info@atinstitutela.com](mailto:info@atinstitutela.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.**

<b>% or attendance time</b>	<b>Amount of Refund</b>
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 who withdraw from the course once they have completed 61% or more of the first trimester of the course are **required to give 6-weeks written notice** or they will be responsible for payment of the whole trimester involved.

### **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 doesn't provide loans; however, tuition is collected by term.

#### ATTENDANCE:

**Attendance is mandatory** at each of the five sessions per week. 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 in order 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 must maintain a satisfactory level of progress throughout the year. The faculty meets regularly to discuss trainees' progress. If a trainee's work is deemed unsatisfactory, he/she 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 possible grounds for further administrative action (including possible 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).

In order 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.

The transferability of credits earned at ATI-LA is at the complete discretion of the institution to which the transfer is sought. Acceptance of credit-hours earned in any other F.M. Alexander Teacher Training Program is also at the complete discretion of the institution to which transfer is being sought. If the credit-hours earned at ATI-LA are not accepted at the institution to which transfer is being sought, repetition of some or all coursework may be required at that institution. For this reason, all prospective trainees should make certain that attendance at ATI-LA will meet intended educational goals. This may include contacting an institution to which transfer may be sought after attending ATI-LA to determine if the ATI-LA credit-hours will transfer.

### **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.

### **STUDENT TUITION RECOVERY FUND:**

A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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