

THE ALEXANDER TRAINING INSTITUTE

of Los Angeles, Inc. _____

Teacher Training in the F. Matthias Alexander Technique

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.

The Institute is located at: 1526 14th St., Suite 110, Santa Monica, CA 90404.

Trainee Name

Address	City	State	Zip Code
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Any questions a trainee 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, www.cppe.ca.gov, P (916) 431-6959, F (916) 263-1897.

Any questions or complaints that have not been satisfactorily answered by the Co-Directors of ATI-LA may be addressed to The American Society of Alexander Teachers (AmSAT) to the attention of the Professional Conduct Committee (PCC) <http://www.amsatonline.org/members/committee/professional-conduct>.

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.

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: _____

BUYER’S RIGHT TO CANCEL: The trainee has the right to cancel the enrollment agreement and obtain a refund using the following guidelines.

In the event that a trainee notifies ATI-LA in writing of withdrawal within three business days of having signed the Enrollment Agreement and before classes have commenced, all money paid will be refunded. 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 Charlson Klein, Head of Training, Alexander Training Institute of Los Angeles, 1526 14th St., Suite 110, Santa Monica, CA 90404 or lynteaches@sbcglobal.net or atinstitutela@aol.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.

Trainees who need to take time off during a trimester but are not withdrawing from the course are responsible for payment for the whole term involved.

If a trainee has attended 60% or more of the Trimester and withdraws, there will be no refund.

% or attendance time	Amount of Refund
Up to 10% of course	90%
25%	75%
50%	50%
60%	No Refund

TUITION:

Tuition is \$24,948.00 for the three-year course of 1620 hours.

There are a total of nine trimesters, three each year of varying lengths. Tuition is due two weeks prior to the beginning of each of the nine trimesters.

13 week trimester tuition is \$3003.00.

12 week trimester tuition is \$2772.00.

11 week trimester tuition is \$2541.00.

Once accepted to the program, only one 10% increase may be imposed during the course of your training and that only after the completion of the first year.

The tuition quoted above is the cost of the program as of the date of this Enrollment Agreement. If your entry to the program is delayed beyond one trimester, the cost may have increased by the time you enter.

The trainee is responsible for the following fees and charges:

Application fee	\$50.00
Tuition for Course	\$24,948.00
Total Charges	\$24,998.00

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.

Reading material for class work is available from the ATI-LA library. Any purchase of reading or other materials are at the trainee's expense.

SCHEDULE:

ATI-LA operates on the trimester system consisting of three trimesters per year (11 weeks, 12 weeks & 13 weeks) for three years.

Breakdown of Clock Hours

Curriculum	Hours
Daily personal instruction in the Alexander Technique	342
Understanding postural efficiency at rest and in movement	108
Observation and diagnosis of postural inefficiency	108
Applying the Alexander Technique to skills and activities	234
Use of the self while conveying the Technique to others	288
Communication between teacher-trainee and "trainee"	162
Anatomy and movement	144
Practice teaching	234

In addition, there is continuing discussion of the Alexander principle and of the body of literature by F. M. Alexander and others about the Technique.

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.

Definitions:

ATI-LA School Year = Three Consecutive Trimesters.*

“Absences” are sessions or partial sessions missed.

“Make-up credits” are the *allowed* credits given for making up absences.

Make-up Credits

- May *only* be applied to absences that have already occurred.
- Need to be completed prior to graduation.

During All Three School Years of Training

1. Allowed absences not requiring make-up credits (for whatever reason): a **Maximum of Six** in each ATI-LA School Year
2. Allowed make-up credits: a **Maximum of Ten** for each ATI-LA School Year.
3. For absences exceeding 16 each ATI-LA School Year (6 allowed, 10 make-up credits), additional time on the training course will be required at the trainee's expense.
4. Make-up credits can be obtained by any of the following means:
Attendance of annual ACGM workshops and participation on ATI-LA recognized residential courses that have designated sessions for trainees.
 - Three-hour workshops will receive make-up credit for **one session**.
 - 1.25 to 1.5 hour workshops will receive make-up credit for **one half session**.
 - Small groups and private lessons at these events will receive credit for **one half session**.

During the First Two School Years of Training only

1. Make-up credits can be obtained by any of the following means:
Private lessons may *only* be with an ATI-LA Board/Faculty member**, the trainee's original teacher, or any teacher with 10 more years' teaching experience who is a member of AmSAT or an AmSAT Affiliated Society.

One private lesson = make-up credit for one session

During the final/third School Year of Training

1. Private lessons may *only* be with an ATI-LA Board/Faculty member or a training director of an AmSAT approved training program or AmSAT Affiliated Society. Such lessons are to be teacher-training oriented.

*The ATI-LA School year is initiated by the trimester in which the trainee's start date occurs.

** Make-up credit private lessons given by ATI-LA Board/Faculty members are set at \$75/lesson

Tardiness: Students arriving to class more than 15minutes late will be marked for tardiness according to the amount of time missed. This missed class time will be recorded cumulatively at the end of each trimester and such time will be subject to these attendance requirements, including make-up sessions, if applicable.

LEAVE OF ABSENCE:

If it becomes necessary for a trainee to drop out of class temporarily for any reason, ATI-LA reserves the right to fill the resulting vacancy with another trainee. The trainee taking the leave of absence will become eligible to re-enter the class at the first subsequent opening. Alternatively, a trainee may retain his/her place by payment of the regular term fee for the term missed. 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.

TRAINEE PROGRESS:

The first twelve weeks are probationary, and an appraisal will be made at the end of that time to consider the trainee's suitability for continued training. If the commitment is made to continue the course, dismissal will occur only in the case of unsatisfactory work or conduct as determined by the Directors and Faculty of the Institute. SEE TRAINEE STATUS AND CONDUCT BELOW

State Law requires that progress reports be kept. A.T.I.-L.A. will prepare no hard letter or number grade but progress reports will be written at least three times a year, and these will be available to the trainee for perusal and discussion. Trainees are cautioned that State Law requires this institution to maintain trainee's records for only five years.

TRAINEE STATUS AND 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 and abides by AmSAT's By-Laws. Becoming a trainee on an AmSAT approved training course automatically confers AmSAT trainee membership on the trainee. If a fee is required, it will be paid by the trainee.

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. Document attached.

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 Director and/or faculty, could result in dismissal.

Transfer of credit:

The transferability of credit hours earned at The Alexander Training Institute of Los Angeles is at the complete discretion of the institution to which you may seek to transfer. If the credit hours that you earned at this institution (ATI-LA) 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 credit hours are transferable.

It is also the case that ATI-LA's acceptance of the credit hours you earn in any other F.M. Alexander Teacher Training Program is at the complete discretion of ATI-LA's Head of Training and faculty. In order to have a

signed teaching certificate from ATI-LA, the trainee is required to spend at a minimum, their final year on ATI-LA's course.

State Student Tuition Recovery Fund

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.

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

- 1) You are a student in a 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 part.

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.

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 the Institute 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. Document attached.
- 4) Completed payment of any monies owing.

If all the conditions have been met the trainee will receive a Certificate of Completion signed by the Director/s 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 Director/s of the Institute and the trainee.

ATI-LA abides by & enforces the rule of the American Society for the Alexander Technique (AmSAT) that all trainees must undertake not to hold themselves out as Alexander Teachers, nor teach the Alexander Technique, except as supervised and permitted by the Training Directors, until they have duly qualified and have received written notification from the Director/s of the Course.

Agreement

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.

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, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet which includes information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and have signed, initialed and dated the information provided in the School Performance Fact Sheet.

Trainee Initials attesting to above

TUITION IS \$\$24,948.00 FOR THE THREE-YEAR COURSE OF 1620 HOURS. ONCE ACCEPTED TO THE PROGRAM, ONLY ONE 10% INCREASE MAY BE IMPOSED DURING THE COURSE OF YOUR TRAINING, AND THAT ONLY AFTER THE COMPLETION OF THE FIRST YEAR.

THE TUITION QUOTED ABOVE IS THE COST OF THE PROGRAM AS OF THE DATE OF THIS ENROLLMENT AGREEMENT. IF YOUR ENTRY TO THE PROGRAM IS DELAYED BEYOND ONE TRIMESTER, THE COST MAY HAVE INCREASED BY THE TIME YOU ENTER.

THE TRAINEE IS RESPONSIBLE FOR THE FOLLOWING FEES AND CHARGES:

Tuition is due two weeks prior to the start of each trimester.

Application fee	\$50.00	Due with application
Deposit (non-refundable)	\$225.00	Due one month prior to start date
First trimester tuition less deposit		Due Two weeks prior to start of trimester
Tuition for 11 week trimester	\$2541.00	Due Two weeks prior to start of trimester
Tuition for 12 week trimester	\$2772.00	Due Two weeks prior to start of trimester
Tuition for 13 week trimester	\$3003.00	Due Two weeks prior to start of trimester
Tuition for Course	\$24,948.00	
Total Charges	\$24,998.00	

Trainee Signature attesting to all of above

Trainee

Date

Administrator

Date