



SCHOOL CATALOG

September 1, 2016 – September 1, 2017

Alexander Training Institute of Los Angeles, Inc.

1526 14th Street, Suite 110

Santa Monica, CA 90404

Tel: +1 (310) 395-9170

Info@ATInstituteLA.com

Website: <http://www.ATInstituteLA.com>

As a prospective trainee, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The Alexander Training Institute of Los Angeles, Inc. (henceforth known as “ATI-LA”) offers a three-year professional teacher training course leading to *certification* as a teacher of the Alexander Technique.

Training to become a teacher of the Alexander Technique involves learning to direct others in the discovery and application of the principles.

GENERAL:

ATI-LA offers the following:

1. Three-Year Teacher Training Course (TTC):
 - a. The TTC is a three-year program comprised of 1620 training hours leading to *certification* as a teacher of the Alexander Technique.
 - b. The TTC is a course of study and training in the principles of “psychophysical re-education of the use of self” as discovered by F.M. Alexander: recognition of the force of habit, faulty sensory perception, inhibition, direction, means-whereby and end-gaining.
 - c. This method of psycho-physical re-education develops an in-depth understanding and a highly refined experience of natural coordination and functioning. Participants learn to identify, evaluate and change habitual patterns in daily life. As a trainee, you will learn to direct others in the discovery and application of the principles.
2. Provisional Interval – provides an opportunity to join the TTC to determine whether or not training to be an Alexander Technique Teacher at ATI-LA is appropriate. This Provisional Interval does **not** lead to *certification* as a teacher of the Alexander Technique unless the student continues on the three-year TTC. If the student continues as a trainee on the three-year TTC within six months of completion of the six-week provisional period, credit hours may be applied toward hours for *certification*.
3. Post-Graduate Studies – provides an opportunity for certified teachers of the Alexander Technique to join the TTC to refine and refresh their teaching skills. The cost is determined by the hours spent on the course.
4. Seminars – for the community of certified Alexander Technique Teachers and the public.

SCHEDULE:

The three-year training course at ATI-LA is comprised of nine trimesters for a total of 108 weeks. Each School Year has three multi-week trimesters per year, one 11-week trimester, one-12 week trimester and one 13-week trimester. There are 16 vacation weeks per year. The course covers three years - a total of 108 weeks, in nine trimesters. The current class schedule is available on request.

School Holidays: Christmas, New Year's, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Thanksgiving, three days for professional meetings (AmSAT annual conference), and individual religious holidays.

Hours: The training program meets in Daily Sessions from 9:30 a.m. to 12:30 p.m., Monday through Friday. The administrative office is open five days a week, 9:00 a.m. to 1:00 p.m..

Important scheduling information (operating hours, holidays, vacations, class schedules, and revisions of them) will be announced to trainees in advance.

PHYSICAL FACILITIES:

School Location: 1526 14th Street, Suite 110
Santa Monica, California 90404
Tel: +1 310 395-9170
Info@ATInstituteLA.com
<http://www.ATInstituteLA.com>

The cross street is Broadway St. Metered parking is available on the street. The classroom is one large room with a private patio.

ATI-LA, the facilities it occupies and the equipment it utilizes fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

No dormitory facility is available and ATI-LA does not provide assistance to prospective trainees for finding housing. The forms of housing available in the area are primarily shared or single rental spaces. Rentals may range from \$900/mo. to \$4000/mo.

INSTITUTIONAL LEGAL STATUS:

ATI-LA is a California corporation, incorporated in September, 1987. Principle shareowners as of 2014 are: Pamela Blanc, Lyn Charlsen Klein, Michael D. Frederick, Sydney Laurel Harris, Babette Markus, and Jean-Louis Rodrigue.

ATI-LA is a private institution of learning licensed by the California State Bureau of Private Postsecondary Education. State licensing means compliance with state standards as set forth in the CA Education Code. See <http://www.bppe.ca.gov/>

ATI-LA is not eligible for student visas and does not provide services related to visas and/or US residency status. ATI-LA does not vouch for student visa and/or residency status and will not be responsible for any charge related to student visa and/or residency status.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by ATI-LA may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; <http://www.bppe.ca.gov/>; Tel: +1 916 431-6959, F: +1 916 263-1897.

ADMINISTRATORS:

CO-DIRECTORS, ADMINISTRATORS, FACULTY: Pamela Blanc, Lyn Charlson Klein, Michael D. Frederick, Sydney Laurel Harris, Babette Markus, Frances Marsden, and Jean-Louis Rodrigue.

HEAD OF TRAINING: Lyn Charlson Klein received her B.A. in English and did post-graduate work in dance at UCLA. She trained as an Alexander Technique teacher at American Center for the Alexander Technique (A.C.A.T.) in San Francisco with Frank Ottiwell and Giora Pinkas, certifying in 1977. Lyn has a private practice in Van Nuys, California, has been a Director of Training at ATI-LA since 1991, an Adjunct Assistant Professor at USC School of Theatre from 1979-1996 and has frequently taught in the USC Music Department Opera Division and at California State University, Los Angeles. <http://www.atinstitutela.com>

Pamela Blanc, certified at the American Center for the Alexander Technique (A.C.A.T.) in San Francisco (1979); continued her studies with Marjorie Barstow (1978-1987); Patrick Macdonald (1976-1980); and Walter and Dilys Carrington. Dedicated to continuing education Pamela participates in AmSAT conferences receiving as well as giving Master Classes and Private lessons. Pamela is The Senior Teacher of Jessica Wolf's Art of Breathing, having certified in the class of 2002-2003 and currently assists Jessica teaching her work to other Alexander Teachers. Pamela was a Director of Training and Senior Faculty Member of ATI-LA from 1988-1997; is currently a Co-Director and Senior Faculty Member; oversees Seminars and Continuing Education for ATI-LA (since 1998). Pamela has a private practice in Los Angeles; is Adjunct Faculty in the Hall-Musco Conservatory of Music, Chapman University (2006-Present).

<http://www.PamelaBlanc.com>

Michael D. Frederick is an internationally recognized teacher in the field of Psycho-physical re-education. He trained as an Alexander teacher in England with Walter Carrington (certifying in 1978) and in America with Marjorie Barstow. He is an organizer of workshops in the United States and abroad. Michael has a practice in Los Angeles specializing in working with performers, particularly actors. <http://alexandertechniqueworkshops.com/>

Sydney Laurel Harris trained as an actor and creative drama teacher earning a B.A. in Theater from the University of Minnesota. She was subsequently certified at the American Center for the Alexander Technique (A.C.A.T.) in San Francisco, 1977, where she continued as an assistant trainer for seven years. Although her primary teachers were Frank Ottiwell and Giora Pinkas, she had the opportunity to do post-graduate work with Marjorie Barstow, Patrick Macdonald and Walter and Dilys Carrington. In addition to her private practice in Ventura, CA, Sydney has taught the Technique in pain clinics in San Francisco and Oxnard, CA as well as in numerous academic and arts institutions including the music department of the University of California at Santa Barbara (UCSB) and The Music Academy of the West. Please see: <http://www.alexanderusa.com>.

Babette Markus was certified as an Alexander Technique teacher at the American Center for the Alexander Technique (ACAT), New York, in 1979. She completed a year-long post-graduate course through ACAT, The Art of Breathing, taught by Jessica Wolf of Yale University in 2006. She is the director and founder of Bio-Ergonomics/Alexander Technique (the BEAT Training). Babette is an Adjunct Professor in the School of Theater at both USC and California Institute of the Arts. She also heads up the Alexander Technique program in the Music School during the Interim session at Cal Arts. She has taught at UCLA Extension and the University of Judaism, and maintains a private practice in Los Angeles. She has an extensive dance and movement background. <http://www.babette-markus.com>

Frances Marsden received her B.A. in Sociology and Psychology from the University of Liverpool, England, and a Diploma of Education from the University of Leicester, England. She trained as an actress at the Royal Scottish Academy of Music and Drama, Glasgow, Scotland. After completing her training as an Alexander Teacher at the Constructive Teaching Centre, London, England, with Walter and Dilys Carrington, she did two years of postgraduate study with Joan and Alex Murray at the Urbana Center for the Alexander Technique, Urbana, Illinois. Frances has been teaching since 1981. She has conducted workshops for the Los Angeles Unified School District, is associated with Bell Physical Therapy in Pasadena and maintains a private practice in Pasadena and in North Hollywood, California. <http://www.artofmovement.com>

Jean-Louis Rodrigue trained with Frank Ottiwell and Marjorie Barstow, the first teacher to be trained by F.M. Alexander in 1931, and has been teaching for the past 30 years. Since 1988, he has been a member of the faculty at the UCLA School of Theater, Film and Television. Jean-Louis has taught at the Los Angeles Philharmonic Institute, Verbier Festival & Academy, UCLA Herb Alpert School of Music and New World Symphony. He has trained and coached actors at the Berlinale Talent Campus, Royal Shakespeare Company, Mark Taper Forum, Geffen Playhouse, Pasadena Playhouse and on Broadway. Jean-Louis has worked with the artists of the Cirque du Soleil's "La Nouvelle Experience" and "KA" on improving their performance and preventing injuries. Recently, he was awarded a fellowship grant from the Montalvo Arts Center to develop and direct a play adaptation of Bernhard Schlink's best-selling novel *The Reader*. Jean-Louis has been part of the faculty of continuing medical education at the David Geffen School of Medicine at UCLA, UCLA Arts and healing, and the UCLA Collaborative Centers for Integrative Medicine. <http://www.alexandertechworks.com>.

COURSE INFORMATION:

Course Title: Alexander Technique Teacher Training Course (TTC)

Duration: 1620 total training hours

ATI-LA is not accredited by an accrediting agency recognized by the United States Department of Education.

Though it is presented in a group setting, the training is individual. At least 80% of the total class hours consists of practical work in the Alexander Technique. The average ratio of students to certified teachers shall be not more than 5:1 during practical work, and each trainee will receive personal instruction from one or more faculty members each day. Topics not covered during personal instruction time are covered

with the whole class in addition to the personal instruction time. The following is a list of topics covered, with estimated hours, in the course of each individual's training:

Estimated Breakdown of Training 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	254
Use of the self while conveying the Technique to others	288
Communication between teacher-trainee and "student"	152
Anatomy and movement	144
Practice teaching	224

In addition, there is continuing discussion of the Alexander Technique principles and of the body of literature by F. M. Alexander and others regarding the Technique. ATI-LA has a library on location with at least one copy of the books used in class.

TRAINEE PROGRESS/RECORDS MAINTENANCE:

The trainee's initial trimester will represent a probationary period, terminating with a Co-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 Co-Director/Faculty of the school.

State Law requires that progress reports be kept. ATI-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 trainees' records for only five years. Records include certificate granted and the date granted, the course on which the certificate is based. No specific grades are given and student's progress is assessed by the faculty on the basis of their skill level and understanding of the Alexander Technique. ATI-LA will permanently maintain trainee transcripts only.

CERTIFICATE OF COMPLETION:

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 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. 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 a Co-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 Co-Directors of ATI-LA and the trainee.

ATI-LA abides by and enforces the AmSAT rule 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 an official Certificate of Completion from ATI-LA.

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, 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.

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. Trainees will be provided AmSAT's professional conduct policy during the enrollment process.

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

TUITION AND FEES:

Tuition:

Upon acceptance to the program, a \$200.00 non-refundable tuition deposit is due **one month prior** to the start of the trainees' first trimester.

Total tuition is \$24,948.00 and paid as follows: in addition to the above deposit, the tuition for the first trimester is due two weeks prior to the start of the first trimester. All following tuition payments are due two weeks prior to the start of each of the remaining eight trimesters. The payments are determined by the number of weeks in each term, i.e. 11 weeks, 12 weeks or 13 weeks. This totals \$24,948.00 (\$8,316.00 per year).

The tuition quoted above is the cost of the program at the time you receive this catalog. If your entry to the program is delayed, the cost may have increased by the time you enter. The final and definite tuition

quoted for your training will be the one presented to you with your letter of acceptance. Once accepted to the program, only one 10% increase may be imposed during the course of your training, and that only after completion of the first year.

Other Fees:

1. \$50 non-refundable fee for each application to the Teacher Training Course.
2. Reading material required during the course may be borrowed from the ATI-LA library or be separately purchased at the trainee’s personal expense. ATI-LA will provide additional handouts.

Total Expected Cost of the three-year training is \$24998.00. Additional fees may apply if make-up time is required and/or the trainee requires additional time in order to fulfill the requirements of certification.

Cancellation Policy:

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.
- 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 14th St., Suite 110, Santa Monica, CA 90404 or lynteaches@sbcglobal.net or Info@atinstitutela.com.

Refund Policy:

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 trimester 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

STUDENT LOAN INFORMATION:

ATI-LA does not participate in or administer any Federal or State financial aid programs.

The following information is required by the State Bureau for Private and Postsecondary Education:

- 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.
- 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.

APPLICATION REQUIREMENTS:

Trainees may be accepted for enrollment at the beginning of each trimester in which openings remain.

Prerequisite: it is required that at least 30 private lessons have been taken before being admitted to the training program. Of these, a minimum of two lessons must be with the Co-Directors/Faculty of ATI-LA.

Trainees should be able to participate in the English language-based course with an ability to comprehend the daily work and to communicate effectively. No documentation of English-language proficiency is required. ATI-LA does not provide English-as-a-second language instruction.

If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. An interpreter will be provided who can interpret the material at the student's written request.

Required documentation:

1. A letter of recommendation from the applicant's Alexander Teacher(s) is required.
2. Copy of High School Diploma or equivalent or higher. The State of California requires all enrollees to have a high school diploma or its equivalent.
3. Application
4. \$50 non-refundable application fee

RIGHT TO REFUSE ADMISSION:

The Alexander Training Institute of Los Angeles is an educational, nonsectarian, nondiscriminatory teaching institution. However, the Director(s) reserve the right to refuse admission.

TRANSFER OF CREDIT HOURS:

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 Co-Director(s). An assessment of the applicants understanding of the Alexander Technique and the applicant's skill level will be done by one of the Co-Directors. If the applicant feels the assessment is inappropriate, he/she may apply to another Co-Director of the course. 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.

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, initiated by the trimester in which the trainee’s start date occurs.
- **“Absences”** = Daily Sessions or partial sessions missed.
- **“Make-up credits”** = the *allowed* credits given for making up absences.
 - May *only* be applied to absences that have already occurred.
 - Are *only* transferrable between **trimesters** of a given ATI-LA School year.
 - Are *not* transferrable between ATI-LA School **Years**.
 - Need to be completed prior to graduation.

Attendance Policy:

Applicable During All Three School Years of Training:

1. Maximum allowed absences (for whatever reason) not requiring make-up credits: no more than six (6) in each ATI-LA School Year.
2. Maximum allowed make-up credits: no more than ten (10) for each ATI-LA School Year.
3. Absences (for whatever reason) exceeding sixteen (16) per ATI-LA School Year will automatically add required additional time on the training course at the trainee’s expense.
4. Make-up credits can be obtained as follows:
 - Attendance of annual ACGM workshops and participation on ATI-LA recognized residential courses that have designated sessions for trainees with applicable credit as follows:
 - Three-hour workshops = make-up credit for **one Daily Session**.
 - 1.25 to 1.5 hour workshops = make-up credit for **one half session**.
 - Small groups and private lessons at these events = credit for **one half session**.

Applicable During the First Two School Years of Training only:

1. Make-up credits can also be obtained as follows: Private lessons, but these may *only* be with an ATI-LA Board/Faculty member*, the trainee’s original teacher, or any teacher with ten (10) or more years’ teaching experience who is a member of AmSAT or an AmSAT Affiliated Society. One private lesson = make-up credit for one Daily Session.

During the final/third School Year of Training:

1. Make-up credits can also be obtained as follows: Private lessons, but these 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.

* Make-up credit private lessons given by ATI-LA Board/Faculty members are set by the ATI-LA Board of Directors each year.

Tardiness: Students arriving to class more than 15 minutes 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 COMPLAINTS:

Trainees may register complaints verbally or in writing to the Co-Director(s) of the school. Co-Director(s) can be regularly available one half hour before and after scheduled class hours. If a complaint is against a Co-Director, a Co-Director/Faculty member will be appointed by the Board of Directors to fulfill the obligations of investigating a complaint. Any questions or complaints that have not been satisfactorily answered by the Co-Directors of ATI-LA may be addressed to The American Society for the Alexander Technique (AmSAT), Attention: Professional Conduct Committee (PCC). Please see the following link: <http://www.amsatonline.org/members/committee/professional-conduct> .

Co-Director(s) have the authority:

1. To investigate complaints, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint.
2. To reject the complaint if, after investigation, it is determined to be unfounded, or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund.
3. To record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the trainee's file, and make an appropriate entry in the log of trainee complaints.
4. If the complaint is valid, involves a violation of law, and is not resolved within 30 days after it was first made by the trainee, to notify the Council, and law enforcement authorities of the complaint, investigation, and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section 940 of the California Evidence Code.
5. If the complaint is valid, to determine what other trainees, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those trainees.
6. To implement reasonable policies or procedures to avoid similar complaints in the future.
7. To communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

If a trainee orally delivers a complaint and the complaint is not resolved either within a reasonable period or before the trainee again complains about the same matter, the institution shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedures.

If a trainee complains in writing, the institution shall, within 10 days of receiving the complaint, provide the trainee with a written response, including a summary of the institution's investigation and disposition

of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be noted.

The trainee's participation in the complaint procedure and the disposition of a trainee's complaint shall not limit or waive any of the trainee's rights or remedies. Any document signed by the trainee that purports to limit or waive the trainee's rights and remedies is void.

PLACEMENT ASSISTANCE:

ATI-LA offers no placement assistance for graduates. Qualified teachers are eligible to become members of the American Society for the Alexander Technique (AmSAT) and have their names and particulars included in the list of teachers that is circulated nationally in response to requests for information about the Technique.

ENROLLMENT AGREEMENT:

Trainees are required to sign an enrollment agreement before entering the TTC. This agreement contains a statement that trainees will not undertake to teach the Alexander Technique or to present themselves as teachers until they have received a Certificate of Completion.

Prior to signing the enrollment agreement, the enrollee will receive and read the following documents:

1. A copy of this catalogue.
2. A copy of the enrollment agreement.
3. A copy of the School Performance Fact Sheet.
4. A copy of AmSAT Professional Conduct requirements from the Members' Handbook.
5. A copy of AmSAT's Teacher Certification Requirements.
6. A copy of ATI-LA's Three-year Objectives.
7. A copy of the Attendance Guidelines from ATI-LA Handbook.

STATE OF CALIFORNIA:

The Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy.

STUDENT TUITION RECOVERY FUND (STRF):

The State of California created the Student Tuition Recover Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

ATI-LA is a STRF qualifying institution and the following applies to students/trainees of ATI-LA:

Amount of STRF Assessment

Each qualifying institution shall collect an assessment of zero dollars (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

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.

It is important that you keep copies of the enrollment agreement, financial aid papers, and receipts of any other information that documents the moneys paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, Post Office Box 980818, West Sacramento, CA 95798-0818.