

beanddo

policies

#makehappywork

Every effort is made at **beanddo** to teach authentic yoga based meditation in an informative and engaging manner with integrity and honesty and commitment to all who choose a yoga path.

In line with many other good training providers **beanddo** is underpinned by a set of procedural policies that ensure we meet the highest standards.

Please read through each of the policy statements and sign at the bottom to indicate your agreement and support.

#makehappywork

1. REFUND POLICY:

- 1.1. You are free to cancel your booking to attend the **beanddo** Teacher Training Course no less than 60 days before the scheduled start of the course. In which case we will refund the amount paid to date less a 10% administration fee.
 - 1.2. Should you cancel your attendance to the **beanddo** Teacher Training Course within the 60 day limit and we are unable to transfer your previously booked place to another student there will be no refund. Should we successfully transfer your previously booked place to another student within the 60 days you will receive a full refund excluding the 10% administration fee.
 - 1.3. Should you decide to leave the course before the completion we reserve the right not to refund the balance. See complaints procedure.
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2. HEALTH & SAFETY:

- 2.1. **beanddo** utilises local facilities for its classes, intensives, workshops and school.
 - 2.2. **beanddo** training providers are responsible in making sure that students are advised on suitable dress and posture to undertake practice.
 - 2.3. Students who choose to ignore or not work according to **beanddo** instructions and guidance during a class session will do so at their own risk.
 - 2.4. The **beanddo** teacher also has a responsibility for reporting to both the **beanddo** administrator and the teaching venue any broken or damaged fittings which may affect safe working practices.
 - 2.5. The **beanddo** teacher has responsibility to ensure that recognised safe teaching practices are carried out throughout the course.
 - 2.6. All YLP Yoga Teachers will carry out a safety audit on the premises and facilities where they teach and convey to the students and other staff key relevant Health & Safety rules and arrangements in relation to the teaching venue.
 - 2.7. Students should alert **beanddo** teachers of any medical condition, which is likely to impact on practice.
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3. CODE OF CONDUCT:

- 3.1. We expect, students, staff and collaborators and everybody else involved with **beanddo** to be open, thoughtful, supportive and compassionate in the true essence of a life shaped through yoga and meditation.

3. CODE OF CONDUCT (CONT.) :

- 3.2. **beanddo** sets out to develop a professional relationship with its students and build a culture based on openness, honesty, kindness, support, mutual trust and respect. We expect all students to help to contribute to and sustain this culture.
 - 3.3. We expect all students who undertake any **beanddo** class, workshop, or teacher training in the spirit of wanting to learn, grow and evolve.
 - 3.4. **beanddo** will ensure that the content of each class, workshop or teacher training will be appropriate for the age, maturity, experience and ability of the individual. The practice of yoga meditation is for everyone and **beanddo** will continuously inclusively help to ensure that everyone gets what is right for them from yoga practice.
 - 3.5. We will not tolerate any behaviour or language that is aggressive, hurtful or of a discriminatory nature, at any **beanddo** class or event or in any communication with any of our staff, students, teachers etc. We reserve the right to exclude anyone behaving in such a way, without refund of any amounts paid, and to refuse to permit that person to participate in any further **beanddo** events.
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4. TERMS & CONDITIONS:

- 4.1. To fully complete the **beanddo** Modern Meditation Teacher Training Course the student must complete to the satisfaction of the **beanddo** teachers and assessment, all aspects on the course as set out in Make Happy Work! Modern Meditation Training Provider Handbook and Prospectus. This ensures that Yoga Alliance Professionals standards are maintained.
- 4.2. Assessment is on a pass or fail basis. If a student fails a particular aspect of the course the reason for failure will be clearly demonstrated together with the guidance of how to meet the required standards and the opportunity to retake the assignment. All homework assignments, personal logbook etc must be handed in on time.
- 4.3. Once students have committed to attend the Training Course it is their responsibility to arrive on time and stay for the entirety of the scheduled event.
- 4.4. **beanddo** reserves the right to cancel or reschedule any event due to exceptional circumstances or if in the opinion of the **beanddo** the event will fail to be economically viable. Should this happen we will notify prospective students accordingly and refund the full amount paid in respect of an event.
- 4.5. **beanddo** is not responsible for any additional expenditure such as travel or accommodation or equipment costs associated with attendance of any **beanddo** event.

5.0 COMPLAINTS PROCEDURE:

- 5.1. **beanddo** is committed to ensuring that we provide a high quality experience, supported by appropriate teaching, mentoring, knowledge, practice, administrative and welfare services and facilities. We recognise, however that there may be occasions when students will feel that they have cause for complaint. In this context, a complaint is defined as an expression of dissatisfaction either about the course content, teachers, facilities or services provided by **beanddo** for its students.
- 5.2. From the start **beanddo** intends to handle fairly, amicably and to the satisfaction of all concerned on an informal basis any cause for complaint. Should this approach not resolve the situation then **beanddo** will with agreement of the complainant set out a formal independent complaints procedure.
- 5.3. Complainants and complaints will be made in confidence and students will not suffer any disadvantage or recrimination as the result of making a complaint in good faith. However, if a complaint is judged to have been made frivolously or with malice **beanddo** reserves the right to take the action it sees fit.

6. INTELLECTUAL AND CREATIVE PROPERTY:

- 6.1. All of the teaching documents supplied as part of the **beanddo** Teacher Training School are the property of the Mick Timpson SYT and **beanddo** under the Designs, Copyright and Patents Act 1998. Permission is granted to reproduce for personal and training use only. Commercial copying, hiring, lending is strictly prohibited.

STUDENT DISCLAIMER

As a student of your training course, I consent to my contact details (name, email and phone number) being retained so I can be contacted directly about course matters and other mailouts from **beanddo**. I understand that I have the option of opting out of this registration process.

I confirm I have read the above policies and agree to their content.

Name

Date