



**Yoga Unwrapped©**  
**Foundation Yoga Teacher Training:**  
**200 Hours**

**Course Policy**

**Saltaire, Bradford, West Yorkshire**

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October 2021 - May 2022

# Course Policy

<b>Course Requirements.....</b>	<b>1</b>
<b>Course Fees &amp; Refund Policy</b>	
Early Bird Full Payment Discount .....	1
Standard Course Fee .....	2
Cancellation .....	3
What's Included .....	4
FAQ .....	5
<b>COVID 19 - The Course Contingency Plan &amp; Attendees Showing Symptoms.....</b>	<b>5 &amp; 6</b>
<b>Attendance &amp; Assessments. ....</b>	<b>6</b>
<b>Cancellation of Course .....</b>	<b>7</b>
<b>Code of Conduct. ....</b>	<b>7 &amp; 8</b>
<b>Feedback &amp; Complaints Procedure.....</b>	<b>9</b>

# Course Requirements

## Practice Experience

Heather has developed this programme so that every student can be successful in the training, regardless of age and ability level. We ask applicants have at least two years of consistent yoga practice before joining. You must be available for all the course modules as attendance is compulsory and we will not be able to graduate you unless you have completed all the elements of the course to the required level. If any days are missed we have a policy in place which includes extra assignments and 'Catch Up Days' at an additional cost. Details of which can be found further down. There are a limited number of places on the course so if you're new to Heather Yoga you will be required to meet with us to discuss the suitability of your experience before taking part in this training.

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# Course Fees & Refund Policy

Discount on acceptance on this programme:

## **£2,850 Early Bird Discount Fee - Paid In Full. SAVE £300!\***

Available to pay by instalments – please see details below.

(Includes Non refundable Deposit at time of booking: £750 required to confirm your place on the course).

## **£3150 Early Bird Discount Fee - Paid In Instalments.**

Deposit of £750 – Non refundable Deposit at time of booking: £750 required to confirm your place on the course. Then monthly instalments – full amount to be received by 27th October 2021.

- Payment of £600 required by 1st August 2021.
- Payment of £600 required by 1st September 2021.
- Payment of £600 required by 1st October 2021.
- Payment of £600 required by 29th October 2021.

This is totalling to £3150.

On this payment plan you are bound contractually to fulfil the full payment schedule even if you are to leave the course. By accepting these terms you agree to be responsible for all full payment for the entire course of the programme, regardless of whether you attend all the sessions.

We reserve the right to pursue a claim against you for any outstanding fees and losses arising from any delayed or deferred payment. We also reserve the right to pass on your debt to our appointed recovery specialists who will recover the funds on our behalf: this route will inevitably incur additional charges and fees.

**£3,200 Standard Course Fee. Paid in full - SAVING £300.**

(Includes Non refundable Deposit at time of booking: £750 required to confirm your place on the course).

**£3450 Standard Course Fee - Paid In Instalments. Please see the details below.**

Non refundable Deposit at time of booking: £750 required to confirm your place on the course Then monthly instalments – full amount to be received by 29th October 2021.

- Payment of £675 required by 1st August 2021.
- Payment of £675 required by 1st September 2021.
- Payment of £675 required by 1st October 2021.
- Payment of £675 required by 29th October 2021.

This is totalling to £3450

On this payment plan you are bound contractually to fulfil the full payment schedule even if you are to leave the course. By accepting these terms you agree to be responsible for all full payment for the entire course of the programme, regardless of whether you attend all the sessions.

We reserve the right to pursue a claim against you for any outstanding fees and losses arising from any delayed or deferred payment. We also reserve the right to pass on your debt to our appointed recovery specialists who will recover the funds on our behalf: this route will inevitably incur additional charges and fees.

In the scenario that you are not booking until after the next payment instalment is required then the balance of the missed months must be paid. For example you book after 1st September the first payment you make to confirm your booking would be the total of Non Refundable Deposit + August payment + September payment = £2100. Please refer to cancellation policy below for more information on this.

**Should you need to cancel your place, the following policy applies:**

- Prior to 1 month days of training start date: 50% of your payments, not including the £750 non-refundable deposit.
- On this payment plan you are bound contractually to fulfil the full payment schedule even if you are to leave the course. Prior to 1 month days of training start date: 50% of your contract payment plan amount, not including the £750 non-refundable deposit.
- If you cancel with less than 30 days notice: Any cancellations must be sent in writing to Heather at Heather Yoga info@heatheryoga.co.uk. No evidence is required.
- If you cancel with less than 30 days notice: Any cancellations must be sent in writing to Heather at Heather Yoga info@heatheryoga.co.uk. No evidence is required.

## **What's Included:**

### **Tuition**

With Senior Yoga Teacher, Heather Gregg & Guest Teachers

### **Course Manual**

Extensive course manual, practice sequences and audio downloads, limited edition HY personal practice diaries. Final Assessment & Certificate

### **Support Calls**

Scheduled video calls with Heather via Zoom to ensure regular group contact between training weekends and allow opportunities for students to share and discuss any issues or queries relating to their practice or ongoing development.

### **Heather Yoga Classes & Workshops Special Discount**

A free One Month Unlimited Class Pass - Value £60 (to be used prior to the start of the course). Plus 15% discount off selected workshops, guest teacher workshops & immersions for the full duration of the training.

### **Heather Yoga Personal Practice Diary & Yoga Top**

Our own limited edition HY personal practice diaries and 'Choose Yoga' t-shirt.

### **Yoga Alliance Professionals Membership & Insurance.**

Trainee membership & insurance with Yoga Alliance UK Professionals which covers you for the duration of this training, and up to 2 teaching hours per week. Please note that your details will be passed on to Yoga Alliance Professionals so that they can contact you directly about yoga insurance. You will consent to your contact details (name, email and phone number) being passed onto. You understand that you have the option of opting out of this registration process.

### **Assignments**

Homework Assignments throughout the course & Final Practical Assessment.

### **Community Class**

Opportunity to teach HY students every month at the Community Classes.

### **Accountability Buddy system**

Each month you will be paired with a new buddy for support, guidance and connection as you go on this journey of growth and transformation together.

### **Community Group Access**

Access to the a Private Facebook Community Group for the course.

**Not Included:** Books, Catch Up Sessions, marking late assignments, food, accommodation, travel. If any days are missed we will be required to book & attend a Catch Up Day at an additional cost of £150/ half day – the cost can be split between participants if applicable. There will be a £20 admin fee for each assignment handed in late.

## Frequently Asked Questions on Refund Policy

### What happens if I need to leave or can't complete the training?

Due to the very limited group size and financial commitments involved in hosting a training, the course fees are non-refundable if you leave the training.

### What happens if I become pregnant?

In the event that you become pregnant, Heather will be as flexible as possible and support you to work out the best way to complete the course.

### What happens if I get injured?

In difficult circumstances e.g. injury, Heather will be as flexible as possible and support you to work out the best way forward to complete the course. Subject to prior consultation with a fully qualified medical practitioner, if you suffer an injury you may come to sessions and adjust the poses to suit your condition or observe as is appropriate.

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# COVID

## The Course Contingency Plan & Attendees Showing Symptoms:

In the event of an outbreak of COVID-19 and additional local restrictions being enforced we will be unable to run 'in-person' training days with Heather at our yoga shala in Saltaire/ Shipley. In this situation, the following information outlines our response to the running of the course:

- We will livestream our training sessions via Zoom.
- These sessions will be recorded and then made available on a learning management system such as Teachable or Kajabi - both of which are high quality platforms and super easy to use & access for recordings of live sessions, as well as any pre-recorded content and documents including class notes, slides, images and sequences.
- The recordings of these live sessions with Heather will be made available for the duration of the course.
- Please note all guest teacher sessions are already planned to be taught online. Each session will be recorded and the content of which will be available on a chosen platform for 7 days.
- Our contingency plan is compliant with contact hour requirements from Yoga Alliance Professionals & US and you will still receive your teaching certificate.
- We are very confident about distant learning and our online services. Should this course at times be moved online, it won't lessen the high calibre and integrity of our teaching and trainee experience.

We know how we will utilise livestream platforms to improve and support both the practice and learning experience for the student.

- Our cancellation policy still remains the same and you are responsible for attending this Yoga Teacher Training Course you have booked with Heather Yoga. We do not hold the responsibility for any failure on your part to attend sections or all of this Course that you have booked, no matter what the reason/s are.
- You are responsible for ensuring that you complete this Yoga Teacher Training Course within the allocated time frame.
- Transfer to a future Yoga Teacher Training Course will incur administration costs and additional charges.

In the situation you are showing symptoms of Covid-19 at any time for our training weekends in the physical space then please contact Heather Yoga and we will make alternative arrangements for you.

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## Attendance and Assessments

If any days are missed we have a policy in place:

- Students must attend the entire course to graduate. If special circumstances arise and the student needs to miss 3 half days, the student could make the time missed up with an extra assignment that would be emailed to them and they could email back to the lead teacher for review and feedback.
- If more than 3 half days (up to five days) are missed the student will be required to book & attend a 'Catch Up Day' at an additional cost of £150/half day – the cost can be split between participants if applicable
- If the student needs to miss six full days or more they will have to sign up for the course again at a reduced fee, to be determined, based on the amount of time missed, any administration fees to be paid for and any other associated costs
- All course content or assessment criteria must be completed/handed in within the 8 month duration of the course unless a prior agreement has been made. Extensions will only be granted due to the occurrence of unforeseen circumstances beyond the control of the student. There is no cost for this.



# Cancellation of Course

Minimum attendance for this course to run is 10 people.

If for any reason Heather Yoga needs to cancel the course we would provide a full month's notice.

# Code of Conduct for Trainees & Graduate Teachers

## Trainees:

- To provide the public with access to safe and effective yoga teachers
- To maintain and uphold the traditions of Hatha Yoga: to teach yoga from the experience of these traditions and to disseminate these teachings to anyone, from any background, who earnestly desires to follow these traditions.
- To uphold the integrity of my vocation by conducting myself in a professional and conscientious manner.
- To acknowledge the limitations of my skills and scope of practice and where appropriate, refer students to seek alternative instruction, advice, treatment, or direction.
- To create and maintain a safe, clean, and comfortable environment for the practice of yoga.
- To encourage diversity actively by respecting all students regardless of age, physical limitations, race, creed, gender, ethnicity, religion affiliation, or sexual orientation.
- To respect the rights, dignity, and privacy of all students.
- To avoid words and actions that constitute sexual harassment.
- Follow all local government and national laws that pertain to my yoga teaching.
- To be dedicated to this practice and to seek out regular work experience opportunities and to attend workshops and courses which will develop my professional understanding of yoga and will enhance my teaching abilities. I understand that yoga teaching is a continuous journey and that I am always a student of this practice, which is one of the most beautiful and unique qualities of this tradition, we are always learning.

## Senior Teacher:

- To provide the public with access to safe and effective yoga teachers.
- To maintain and uphold the traditions of Hatha Yoga: to teach yoga from the experience of these traditions and to disseminate these teachings to anyone, from any background, who earnestly desires to follow these traditions.
- To uphold the integrity of my vocation by conducting myself in a professional and conscientious manner.
- To acknowledge the limitations of my skills and scope of practice and where appropriate, refer students to seek alternative instruction, advice, treatment, or direction.
- To create and maintain a safe, clean, and comfortable environment for the practice of yoga.
- To encourage diversity actively by respecting all students regardless of age, physical limitations, race, creed, gender, ethnicity, religion affiliation, or sexual orientation.
- To respect the rights, dignity, and privacy of all students.
- To avoid words and actions that constitute sexual harassment.
- To facilitate an independent observer to mentor, listen and allow any complaint to be voiced and discussed openly. (Privately if deemed so by the observer).
- Follow all local government and national laws that pertain to my yoga teaching and business.

# Feedback & Complaints Procedure

Heather Yoga school takes the views of its trainees seriously, and has an avenue through which trainees are encouraged to feedback on their experience at the school. We aim to continuously improve our training approach and methods and do so via:

- the feedback provided through an independent observer who meets privately with the group of trainees during the course and is available for email conversations outside of the course.
- the final feedback form completed by trainees upon their graduation from the school.

If you are unsatisfied with how you have been treated or with the tuition we have a complaints procedure we will take this very seriously, and all complaints will be treated fully & fairly via the following steps:

1. Firstly communicate with the trainer and aim to resolve the issue with teacher or individual involved or approach a member of Heather Yoga team.
2. In the situation the above Step One is not resolved then please email [info@heatheryoga.co.uk](mailto:info@heatheryoga.co.uk) or post your complaint, recorded delivery, to Heather Yoga, Holding Space, John St, Saltaire, Shipley, West Yorkshire, BD18 3HU

Heather Yoga will investigate the matter and aim to respond within 14 days, either with a resolution, or to request more information.

If the matter is settled it may be necessary to ask for further information during the course of this investigation.

Your complaint, at every stage, will be dealt with direct by owner and director, Heather Gregg.