



# **True Studio™ Yoga School**

## **Course Catalog 2017-2018**

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## WELCOME MESSAGE

**Dear Participant –**

**Thank you for considering the True Studio™ Yoga School in your journey to become a certified yoga teacher.**

**We're all looking for something.**

In a world full of demands, we all seek islands of solitude, while yearning or intimacy with others. We want passion and we want peace. We feel an urgent need to unplug, yet a burning desire to connect. While we hold it all together, we ourselves, crave release.

We're all looking for something.

**Permission. An opportunity. Freedom.**

At True Studio™ Yoga School, you'll find permission to unplug. Permission to train, to become, to transform. You'll find an opportunity to connect to a soul yearning to sing. Yours. You'll find the freedom to embrace the solitude of a single mat or a single class to teach – one set down in a community of many. And you'll find strength, which you'll carry with you into the world.

We're all looking for something.

**We're all looking for that place inside that thrives.**

Find it here. Find Your True™.

Sincerely,  
Stefanie Kuerschner  
President/CEO

## MISSION

True Studio™ Yoga School considers the certification of qualified yoga teachers our highest mission. We will provide a quality educational experience that prepares graduates to succeed in the health and fitness industry. True Studio™ Yoga School offers in-depth comprehensive yoga programs to individuals who wish to teach yoga or deepen their understanding of the science, art and philosophy of yoga.

### **Teacher Training Program Goals:**

- To provide a comprehensive Basic Level Yoga Teacher Certification to participants who seek to teach yoga to individuals in private or group settings.
- To provide ongoing structured and unstructured support to participants leading to certification.
- To certify participants under the educational standards set forth by the National Yoga Alliance for approved registered yoga schools.

## GENERAL INFORMATION

### **FACILITY AND EQUIPMENT**

True Studio™ Yoga School Administrative Headquarters are located in Janesville, Wisconsin at 2629 Arbor Ridge Way, Janesville, WI 53548 at the entrance of the Ice Age Trail in Rock County, providing extensive access to meditative walks in a natural environment that may be incorporated into our training curriculum and a gathering place for evening meals and lectures. This is the site where the school's core administrative functions are maintained. Instruction may or may not be provided at this site.

The school facilities chosen by True Studio™ Yoga School are chosen carefully for the education, training, and student service offered. It is important to us that instruction be conducted in a safe, accessible, sanitary, and comfortable environment, which is free from distraction.

True Studio™ Yoga School will ensure that all participants have access to adequate, appropriate, and functional equipment, supplies, furnishings, and learning resources required to effectively provide the education and training services which are readily available for instructor and student use.

Students have access to relevant magazine and publications related to yoga practice.

### **OWNERS**

True Studio™ Yoga School is a for-profit entity owned by Population Well, LLC. Stefanie Kuerschner is Owner, CEO, Treasurer, and Secretary of Population Well, LLC.

### **SCHOOL ADMINISTRATOR**

Stefanie Kuerschner, MBA, RNBC – President/CEO

### **APPROVALS AND LICENSING**

True Studio™ Yoga School is a Registered Yoga School (RYS) with the Yoga Alliance Registry®. [www.yogaalliance.org](http://www.yogaalliance.org)

True Studio™ Yoga School is approved by the Wisconsin Education Approval Board, 431 Charmany Drive, Suite 102, Madison, WI 53719. Phone: 608.267.9518, Fax: 608.264.8477. Website: [www.eab.state.wi.us](http://www.eab.state.wi.us) Any comments, questions, or concerns regarding this school's license should be directed to the agency via the contact information provided.

### **ADMINISTRATION DAYS/HOURS**

The administrative offices are open from 8 am-5 pm, Tuesday through Friday.

### **CLASSROOM DAYS/HOURS**

PLEASE make every effort to attend each week and weekend. The program is designed to move you through a major transformation in a short period of time.

- **Weekend Format (6 weekends) – 200 hours**

Module times as follows:

- Saturday 7 am-9 pm
- Sunday 7 am-9 pm
- Class will break during 1pm-2pm for lunch and 4pm-6pm for dinner; please provide your own food.

- **Intensive Format (18 days) – 200 hours**

Module times as follows:

- Monday 7 am-9 pm
- Tuesday 7 am-9 pm
- Wednesday 7 am-9 pm
- Thursday 7 am-9 pm
- Friday 7 am-9 pm
- Saturday 7 am-9 pm
- Sunday 7 am-9 pm
- Class will break during 1pm-2pm for lunch and 4pm-6pm for dinner; please provide your own food.

## PROGRAMS OFFERED

The following programs are offered. All instruction is in English.

PROGRAM	CLOCK HOURS	CREDENTIAL AWARDED
Yoga Teacher Training Certification	200	Certificate of Completion

### PROGRAM DESCRIPTION

A True Studio™ Yoga School Certificate of Completion gives the graduate what they need to teach yoga in Wisconsin. It is not required by law that the graduate be registered with the Yoga Alliance. Upon successful completion of the 200-hour Yoga Teacher Training Certification program, graduates supply documentation to the Yoga Alliance whereby they are then registered with the national organization at the 200-hour level. For more information about the Yoga Alliance and their certification requirements, contact:

Yoga Alliance  
 7801 Old Branch Avenue  
 Suite 400  
 PO Box 369  
 Clinton, Maryland 20735  
 888.921.YOGA (9642)  
[www.yogaalliance.org](http://www.yogaalliance.org)

### NOTICE OF DISCLAIMER



True Studio™ Yoga School reserves the right to amend, add or delete classes, programs, policies, tuition, and/or facilities. True Studio™ Yoga School also reserves the right to cancel classes due to insufficient number of students. Catalogs of this school are prepared with the purpose of furnishing prospective students and other interested persons with information about the school. Revisions made to this catalog shall be provided to the State Board within ten (10) days of implementation. This catalog is available in written or electronic format.

## ADMISSIONS POLICY AND PROCEDURE

### POLICY

An applicant must meet the following admission requirements to enroll in programs offered by True Studio™ Yoga School:

- Be at least 18 years of age
- Have a high school diploma or equivalent
- Provide a letter of recommendation from a certified yoga teacher indicating that the student has practiced yoga for a minimum of one year.
- True Studio™ Yoga School requires a personal interview with each applicant prior to acceptance into a program

### PROCEDURE

True Studio™ Yoga School require a person interview™ with each applicant prior to acceptance into a program. The school encourages prospective student's parents and/or spouse to attend the interview. This gives both the applicant and their family the opportunity to see the facility and equipment, and to ask any questions relating to specific training. The personal interview also gives the school the opportunity to meet the prospective student and to evaluate his/her qualifications and aptitudes.

### APPLICATION/REGISTRATION PROCESS

1. Complete the application for admission.
2. Pay the \$100.00 non-refundable application fee
3. Complete the *Training Payment Plan Contract* (if applicable) within seven (7) calendar days of signing the Enrollment Agreement in order to secure a position in the class.
4. Complete personal interview with RYT program lead or other program designated official.
5. The student must certify that he/she is a high school graduate or has a GED and provide a letter of recommendation from a certified yoga teacher indicating that the student has practiced yoga for a minimum of one year.  
\* Students are notified within 48 hours via telephone or in-person of acceptance or denial to the program.
6. If accepted, a student must sign an Enrollment Agreement
7. Students must pay the \$415.00 Program and Manual Fee . The Program / Manual fee is non refundable after the first day of the start of the program or the first module day the student attends.
8. Sign and return the *Curriculum Copyright Agreement, Yoga Ethics Statement, and Student Informed Consent Form* to a school administrator.

### APPLICATION DEADLINES

True Studio™ Yoga School has an application deadline of one (1) week prior to program module start.



**ABILITY-TO-BENEFIT**

True Studio™ Yoga School does not admit ability-to-benefit students.

**EQUAL OPPORTUNITY**

The institution provides equal opportunity for all persons regardless of age, race, creed, disability, sex, religion, sexual preference, or political affiliation.

**PRIOR EDUCATION/TRAINING**

True Studio™ Yoga School does not accept credit for previous education, training, work experience (experiential learning) or CLEP.

**TRANSFER OF CREDIT TO OTHER INSTITUTIONS**

The granting of any transfer hours to students who participated in and/or completed a program at a True Studio™ Yoga School is solely at the discretion of the institution that the student may opt to subsequently attend.

**ARTICULATION AGREEMENTS**

True Studio™ Yoga School has not entered into any transfer or articulation agreements with any other college or university.

## PROGRAM OUTLINE

**Program:** *Yoga Teacher Training Certification (Certificated of Completion)*

**Program Length:** 200 hours

COURSE NAME	CLOCK HOURS
Module 1   Earth   Origins & History of Yoga	34
Module 2   Air   Meditation & The Yoga Sutras	32
Module 3   Ether   True Life	30
Module 4   Fire   Methodologies and Practices of Asana	30
Module 5   Water   Finding Your True Flow	30
Module 6   Practical & Presentation	30
Student Practicum Teaching and Individual Work	10
<b>TOTAL</b>	<b>200</b>

### Program Objectives:

#### **Approaches to Learning**

By exploring the many avenues by which students learn postures in an asana class, teach training participants will be guided through a multitude of lectures, discussions, reading assignments, writing assignments, posture exploration, teach back demonstration exercises, posture sequencing, class development, and weekend intensives.

#### **In addition, this program will:**

- Provide creative educational tools that aid participants in acquiring teaching skills
- Provide creative educational research projects that aid participants in understanding the many physical and psychological challenges students may bring to the asana class.
- Provide ongoing feedback to help participants build appropriate teaching language.
- Provide ongoing feedback for the appropriate use of “touch” and “alignment”.
- Provide ongoing feedback for the appropriate use of “touch during alignment”.
- Provide for frequent class demonstrations by students that aid in the reduction of anxiety associated with speaking in front of audiences.
- Provide creative educational tools that aid the student in building competence and confidence necessary for a quality yoga teacher.

### Competency Skills

#### ***At the end of training, participants will have learned skills to:***

- Teach a 60-90-minute asana class
- Teach a basic Pranayama class
- Teach a basic 60-minute Meditation class
- Describe one model for forming a home meditation group

- Teach a Partner Yoga Class
- Teach a Restorative Yoga Class
- Teach a Gentle Yoga Class
- Teach a Prenatal Yoga Class
- Teach a Senior Yoga Class
- Teach a Children's Yoga Class
- Use language appropriate for a yoga and meditation class

## **COURSE DESCRIPTION AND OBJECTIVES**

### ORIGINS AND HISTORY OF YOGA (34 CLOCK HOURS)

#### *True Studio™ Module 1 | Earth*

**Course Description:** Students will be presented an overview of the branches of yoga, styles of yoga asana, discuss the ancient yogic texts (sutras, Bhagavad Gita, vedantic texts). Intro to Sun Salutations is also included in Module 1 as follows. Through discussion, active demonstration, and use of the trainee handbook, we will identify alignment and cuing for stable, safe movement through Sun Salutations A & B. We will identify how key muscle groups affect flexibility and strength in these poses and apply this to teaching modifications for different ability levels. Conversation will focus on how to cue based on the energetic effects of the sequence of these postures and the risk factors inherent to practicing the sequences incorrectly.

**Objective:** At the completion of this course, the student will competently:

- Demonstrate:
  - Sun Salutations A & B
- Recite the Sanskrit name of the postures learned
- Use descriptive language to guide students through asanas learned
- Describe a brief history of yoga
- Describe the branches of yoga
- Describe at least four styles of yoga

### MEDITATION AND THE YOGA SUTRAS (32 CLOCK HOURS)

#### *True Studio™ Module 2 | Air*

**Course Description:** Students will be offered a basic introduction to theory and practice of mindfulness meditation, as well as its physical, psychological and spiritual benefits. We also cover Yoga Nidra and its benefits in stress, anxiety, and healing as part of meditation theory and practice. A general overview of Patanjali's Sutras will be presented and students will be assigned to read the sutras for discussion in next class each day during this module.

Understanding the sutras will enable trainees to weave the themes into the classes they teach. There will be an open discussion and question and answer period to support trainees through the learning process. Demonstration and practical application examples will also be given for

applying these principles to the teaching of yoga or daily living. Students will also demonstrate and learn to teach basic standing, and balance postures.

**Objective:** At the completion of this course, the student will competently:

- Demonstrate:
  - Seated postures and postures connected to a YIN practice
- Recite the Sanskrit name of at least 4 of postures learned
- Use descriptive language to guide students through asanas learned
- Describe and Lead a guided meditation.
- Describe and Lead a Yoga Nidra practice.
- Describe the eight-fold path of Patanjali's Yoga
- Discuss themes presented in the Yoga Sutras and how they may be incorporated into a yoga class.
- Describe one other Yoga modality other than Vinyasa yoga experienced during this module including but not limited to one of the following: Kundalini, Tai Chi, Restorative, Alignment, Gosh, Forest, YIN, Sound Healing etc.

#### TRUE LIFE (30 CLOCK HOURS)

*True Studio™ Module 3 | Ether*

**Course Description:** Students will be given an introduction to Ayurveda as the "sister science" to Yoga and yoga lifestyle. Participants will study anatomy as a yoga Journey through the body – an overview of the systems of the body will be discussed starting from the central nervous system, through the respiratory, gastrointestinal, reproductive, muscular-skeletal system and immune and endocrine systems. Yin Yoga and Restorative Yoga will be explored in this module. An overview of the 7 major chakras and their effect on the body systems in anatomy. Students will engage and apply specific poses that affect each chakra and engage in a discussion of the excessive and deficient manifestation of energy in the chakras. A discussion of the yoga poses that energize these systems will be demonstrated. Trainees will also demonstrate and learn to teach seated and revolved/twisted postures in this module.

**Objective:** At the completion of this course, the student will competently:

- Demonstrate:
  - Seated and Revolved postures
- Recite the Sanskrit name of the postures learned
- Use descriptive language to guide students through asanas learned
- Describe the subtle energy system.
- Locate specific organs in the body.
- Describe the three doshas in Ayurveda
- Describe the seven chakras, their imbalances, and give an example of a posture related to each.
- Describe and lead a Restorative Yoga flow.

- Describe and lead a Yin Yoga flow.

### METHODOLOGIES AND PRACTICES OF ASANA (30 CLOCK HOURS)

#### *True Studio™ Module 4 | Fire*

**Course Description:** This course will specifically explore the principles and philosophy of Asana Yoga including the five universal principles of alignment, the “3A’s” (Attitude, Alignment and Action) operating principles and how to teach a heart centered practice. Students will observe, practice and participate in voice expression, tone delivery, heat and music coordination. Students will demonstrate and learn to teach basic inversions, back bends, supine, and prone postures. Students will learn the effective and safe mechanics of using props and variations for asana. We will identify how key muscle groups affect flexibility and strength in these poses and apply this to teaching modifications for different ability levels. Students will also learn the practical elements of anatomy and physiology to maximize safety in the classroom. They will learn the major muscles, bones, and joints and the relationship between the respiratory and nervous system. Students will begin to practice mock up class teaching sharing verbal cues and weaving anatomy and physiology into their cueing.

**Objectives:** At the end of this course, the student will competently:

- Demonstrate:
  - Inversions, back bends, supine, and prone postures.
- Recite the Sanskrit name of the postures learned.
- Use descriptive language to guide students through asanas learned.
- Teach sequences of asana.
- Locate specific muscles in the body.
- Locate specific bones in the body.
- Describe the anatomy of human movement as it applies to asana.

### FINDING YOUR TRUE FLOW (30 CLOCK HOURS)

#### *True Studio™ Module 5 | Water*

**Course Description:** Students will be assessed on their verbal cues understanding and delivery. Students will practice pacing and observing class, as they practice their verbal cues. We will also cover specialty areas of yoga such as SUP Yoga, Senior Yoga, and Children’s Yoga. The business of yoga is also discussed and students will learn about insurance, setting up a business, becoming licensed, etc. Students will be introduced to the concept of Samskaras, Sankalpas and Vikalpas.

**Objectives:** At the end of this course, the student will competently:

- Sequence an entire class.
- Describe a SUP Yoga class.
- Describe and lead a Senior Yoga class.
- Describe and lead a Children’s Yoga class.
- Describe the concepts of Samskara, Sankalpa, and Vikalpa.

**PRACTICAL AND PRESENTATIONS (30 CLOCK HOURS)**

*True Studio™ Module 6*

**Course Description:** Students will learn how to conduct private lessons, how to theme and conduct workshops. We will go over Partner Yoga, Chair Yoga, and Prenatal Yoga in this module as well. Students will also be assisted in writing a professional bio and résumé. Training will be completed in this Module with students leading a 60-90-minute class on their own, as well as a 60-minute workshop.

**Objectives:** At the end of this course, the student will competently:

- Teach a one-hour themed workshop
- Teach a 60-90-minutes Vinyasa yoga class
- Describe and lead a Partner Yoga class.
- Describe and lead a Chair Yoga class.
- Describe and lead a Prenatal Yoga class.
- Conduct a private lesson.

**STUDENT PRACTICUM TEACHING AND INDIVIDUAL WORK (10 CLOCK HOURS)**

Each student is required to conduct yoga classes outside the classroom to friends, family, or in a local yoga studio. Record the date, number of students present, type of yoga taught on the logs given to be turned in at the end of the course. In addition, homework and reading will be given to the student to be completed on their own time.

At the end of the program, trainees will have completed the following breakdown of hours:

Yoga Asana Techniques	100
Yoga Anatomy and Physiology	30
Yoga Philosophy	30
Yoga Methodology	30
Student Practicum Teaching	10
<b>TOTAL</b>	<b>200</b>

## ACADEMIC POLICIES

### **HOURS**

Academic credit is measured in clock hours. A clock hour is defined as a 60-minute period of time with no less than 50-minutes of instruction.

### **DRESS CODE**

Students are required to wear loose comfortable cotton clothing.

### **ATTENDANCE POLICY**

This program is based on a corresponding agreement between the school, the National Yoga Alliance, and enrolled participants. Professionalism, attendance, and the completion of all required assignments are important elements of professional behavior. A student must complete 100% of the program hours in order to graduate and receive a Certificate of Completion.

Participants are expected to attend all classes. If illness or emergence arise and prevent a participant from attending a class, he/she is expected to contact the faculty member assigned to the class. All contact information for faculty members will be given on the first meeting of the class, this information can also be found on the course syllabus.

Frequent absenteeism from classes without sound reason may suggest lack of commitment, therefore, the School Administrator will explore a participant's competency to continue in the faculty teacher.

Attendance records are maintained by the student in the manual notebook. Attendance will be confirmed by the faculty instructor and will be signed off. At the end of training, a copy of the sign off documents will be turned into the faculty teacher.

### *Class Participation*

Students should:

- Eat lightly before class and bring water and light food for break.
- Wear comfortable athletic clothing and bring a yoga mat, 2 yoga blocks, and a yoga strap.

Participants are expected to establish and continue a personal yoga practice outside the classroom. Weekly presentations such as lectures, discussions, demonstrations, and reading materials are powerful tools in learning and will help the participant grow psychologically and physically. At the end of the course, the participant will be able to reflect upon and appreciate the hard work he/she exerted toward certification.

### *Absences*

A student absent for two consecutive class day will be terminated from the program as of the last day of attendance. If a student must be absent, he/she must call the school within thirty (30) minutes prior to class start time.

Make-ups

Assignments and projects not completed on schedule during a course must be made-up within the time frame of that course. In the event of an emergency, make-up classes must be scheduled at an additional cost of \$75.00 per hour for private time with a teacher. Arrangements must be made with the instructor and are subject to availability. Grading of make-up work due to absences is on a pass/fail basis.

Attendance Probation

Students are required to maintain a minimum of 80% attendance over the length of the program. Students who fall below 80% attendance will be placed on attendance probation until they reach 80% attendance or cannot achieve the 80% attendance by the end of his/her training program completion date, at which time the student must make arrangements with the school to complete his/her program of study. Failure to make such arrangements may result in termination. Students who are on attendance probation are considered to be making satisfactory progress.

Tardiness

True Studio™ Yoga School expects students to be on time for each class session. A student is considered tardy for class if he/she arrives within ten (10) minutes after the scheduled start of class. Any combination of five (5) documented tardies will be considered as one (1) absence. If a student misses more than fifteen (15) minutes, he/she will be marked absence for one hour or for the time absent rounded to the next fifteen (15) minute increment if over an hour.

Leaving Early

True Studio™ Yoga School expects students to remain in class for the entire session. A student is considered cutting class if he/she leaves earlier than ten (10) minutes prior to the close of class. A student should tell the Instructor prior to leaving early from class. A student leaving early from class will be marked daily as leaving early. Any combination of five (5) documented early departures will be considered as one (1) absence. If a student misses more than thirty (30) minutes due to leaving early, he/she will be marked absent for an hour or for the time absent rounded to the next fifteen (15) minute increment if over an hour.

**LEAVE OF ABSENCE POLICY**

True Studio™ Yoga School does not grant leaves of absence.

**GRADING SYSTEM**

Grades are based on assignments, tests, and performance examinations given with each course. The minimum acceptable passing grade for each course is 70%. Grading scale is as follow:

ALPHA	NUMERIC	GRADE POINT
A	90-100	4.0



B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0
I	INCOMPLETE	N/A
PASS	PASS	2.0
FAIL	FAIL	0.0

### **COURSE INCOMPLETES**

An “incomplete” cannot be given as a final grade. However, at the end of the program a student may, with the Executive Director’s approval be granted an extension. This extension of time will be determined by the True Studio™ Yoga School in order to complete all the required course work and assignments. The extension cannot be used to make-up accrued absences from class. If the student does not complete the required course work and assignments within the extension period, he/she will receive a grade of “F” or zero, which will be averaged with the student’s other grades to determine the grade point average.

### **SATISFACTORY PROGRESS**

Students receive grades and progress reports in writing upon the completion of graded work and at the end of each course. Satisfactory progress is defined as a passing grade (70%) in all levels of the training program. In the event that a student does not achieve the established criteria for determining satisfactory progress, the student will be allowed to present justification or evidence of extenuating circumstances as to why he/she should be allowed to continue training. The student will be considered making satisfactory progress during any probation period. If the student has not achieved the criteria as set forth in this section at the end of the probationary period he/she may be terminated from the training program. The probationary period is defined as the time between each end of course grade.

### **ACADEMIC ADVISING**

A student’s education objectives, grades, attendance and conduct are reviewed on a regular basis. A one-on-one student evaluation meeting will be held after completing half of the training program. If academic standing or conduct is unacceptable, the student will be advised. Failure to improve academic standing or behavior may result in further action being taken up to and including termination. Students are encouraged to seek academic advising through their instructor.

### **GRADUATION**

In order to graduate, a student must:

- Complete with a passing grade all requirements for their program of study within five (5) days of scheduled class end date and maintain a minimum 70%/2.0 GPA.
- Return all property belonging to the School.
- Fulfill all financial obligations to the School.

## STUDENT SERVICES

### **EMPLOYMENT ADVISORY SERVICES OR PLACEMENT ASSISTANCE**

True Studio™ Yoga School does not offer employment advisory services or placement services. True Studio™ Yoga School does not guarantee graduates will gain employment as a result of completing the program.

### **STUDENT RECORDS**

While the student is enrolled, True Studio™ Yoga School maintains records of enrollment, payment for educational services, attendance, progress, grades, and records of any student grievance and subsequent resolution. Records are maintained electronically and in a hardcopy format. Once a student is no longer enrolled, the date of completion or termination and the reason(s) thereof are added to the record which will then be maintained for six (6) years from graduation or last date of attendance. Student transcripts are maintained permanently. All records are considered confidential and will not be released without the student's prior written consent unless required by law.

### **TRANSCRIPTS**

Current or former students may request one free copy of their official transcript by submitting a written request to the school with the name and address where the transcript will be mailed. A \$25.00 fee will be charged for additional copies and must be paid in advance before they are processed. Fees subject to change. Transcripts sent directly to the student will be marked to indicate that they are unofficial copies. Official transcripts will not be released for students who may have a past due account with the school.

### **STUDENT CONDUCT/DISMISSAL**

Students must adhere to the rules and regulation of True Studio™ Yoga School. Students whose conduct reflect discredit upon themselves or the school may be subject to probation and/or termination. The Student must adhere to conduct that will not interfere with the learning process of any other students, the classroom presentation by the instructor, presentations by visitors or the progress of the class or True Studio™ Yoga School in general. The Administration of True Studio™ Yoga School reserves the right of judgement to place on probation and/or terminate a student on any of the following grounds:

- a) Non-conformity of rules and regulations of the school.
- b) Conduct that is unsatisfactory to the school, its staff, faculty and its students.
- c) Unsatisfactory academic progress.
- d) Excessive absences or tardiness.
- e) Falsifying school records.
- f) Breach of school enrollment agreement.
- g) Failure to pay fees when due and/or to make available required documents.
- h) Entering school premises while under the influence of alcohol or drugs.
- i) Carrying a concealed or potentially dangerous weapon.

- j) Aiding abetting or inciting others to commit any act that would detract from the normal operation of the school.
- k) Theft
- l) Cheating on tests or exams.

### **DISMISSAL**

True Studio™ Yoga School reserves the right to dismiss any student whose attendance, conduct or academic performance does not meet the minimum standards and/or who fails to abide by the rules and regulations. Any student who has been dismissed may appeal the action by following the grievance procedure outlined in this catalog.

### **TRAINING REINSTATEMENT**

Students who have been forced to interrupt their education for any reason may request reinstatement by contacting the School Administrator of True Studio™ Yoga School. Students who were making satisfactory academic progress when they withdrew will be eligible for re-entry without condition. Students who were not making satisfactory progress may be placed on academic probation or have other special conditions placed on their re-entry. All students requesting reinstatement will be required to go through a portion of the admissions process again. A \$25.00 reinstatement fee will be charged to students who desire to re-enter.

### **GRIEVANCE PROCEDURE**

If a situation arises in which a student has a difference of opinion with staff or administration in interpreting a school rule or regulation or has an opinion he/she might want to voice, the student is expected to follow the grievance procedure which will provide an opportunity to address the situation. The end result may cause the school's administration to clarify policy or look at changing the situation that was a product of the grievance. The student may also voice student concerns related to suggested areas of improvement in writing via student surveys.

The procedure for addressing grievances is as follows:

Contact the Instructor to resolve the issue.

If there is no resolution, contact the school Director in writing within two (2) days of the incident. The school Director will address the situation with the Instructor and/or other parties involved to gain a clear understanding of the total situation.

The school Director will contact the student to verify the details. The student will be notified of the school Director's decision through a meeting, telephone call, or written final determination letter within five (5) days of the grievance submittal to the school Director. The school Director's decision will be final.

If the grievance cannot be resolved to the student's satisfaction within the policy, the student may file a complaint with the Wisconsin Education Approval Board (EAB), 431 Charmany Drive,

Suite 102, Madison, WI, 53719. Phone: 608.266.1996, Fax: 608.264.8477. Website: <http://eab.state.wi.us/>.

The EAB has the authority, under EAB 4.08(2), to investigate a student complaint, negotiate a settlement, or dismiss a complaint if it is found to be inappropriate. The following information is intended to help students file a complaint about a school that the EAB regulates.

Before you file a complaint with the EAB, state law requires that you try to resolve the matter with the school. Every EAB approved school has a process to resolve student complaints. If the matter is not resolved, you may file a complaint with the EAB using the Student Complaint form available on the agency website.

Complaints must be filed within one year after the student's last recorded date of attendance. Upon receiving a student complaint, EAB investigates it. If preliminary findings indicate a violation by a school, the EAB shall attempt, through mediation, to resolve the complaint. If no agreement is reached, the EAB may dismiss the complaint or conduct a hearing. Under Wisconsin's Open Records Law (Wis. Stats., Ch. 19), complaints will generally be available for review on request from a member of the public after the EAB has acted. Please contact the EAB at 608.266.1996 if you have any questions about the complaint process.

## TUITION AND FEES

Monthly payment plans are available and must be paid by check, debit, or credit card (MasterCard or Visa). Check payments are due on the 20<sup>th</sup> of each month. If paying by the monthly payment plan, we will process your debit or credit card payment by the end of the month. Credit card records are kept in a confidential place by the Program Director. The total program cost must be paid in full by the end of the program.

PROGRAM	APPLICATION FEE (non-refundable)	PROGRAM MANUAL FEE	AND	TUITION	TOTAL COST
Yoga Teacher Training Certification	\$100.00	\$415.00		\$2,985.00	\$3,500.00

The \$415.00 Program and Manual Fee is due within seven (7) calendar days of signing the Enrollment Agreement or prior to enrollment in the program. The Tuition must be paid in accordance to the *Training Payment Plan Contract*.

Additional Fees – Reinstatement Fee \$25.00, Additional Transcripts \$25.00 per transcript.

### FINANCIAL ASSISTANCE

True Studio™ Yoga School is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

Tuition discounts are not available for programs offered at True Studio™ Yoga School.

### SCHOLARSHIPS

True Studio™ Yoga School does not offer a scholarship program.

### CANCELLATION POLICY

Pursuant to EAB 8.03, a full refund of all money paid by the student will be made if:

- 1) The student cancels enrollment within 3 business days under s. EAB 6.04
- 2) The student accepted was unqualified, and the school did not secure a disclaimer under s. EAB 9.04
- 3) The school procured the student’s enrollment as the result of any false representations in the written materials use by the school or in oral representations made by or on behalf of the school.

**Students who cancel their enrollment during the cancellation period will receive a full refund within 10 business days.**

### WITHDRAWAL DEFINITION

After the cancellation period, a refund calculation will be computed based on scheduled hours of class attendance through the last date of attendance for withdrawn students. A student is considered withdrawn from the program when they are no longer an active student. For the purpose of determining a refund, you are deemed to have withdrawn from a course of instruction when any of the following occur: (1) the student notifies the school of their withdrawal or of the date of your withdrawal, whichever is later; (2) the school withdraws the student as provided in the Enrollment Agreement; or (3) after accumulating ten (10) absences. A student may officially withdraw by providing notification either orally or in writing to any school official.

### REFUND POLICY

Pursuant to EAB 8.05, a student who withdraws or is dismissed after the period of time identified under s. EAB 8.03 (1) has passed, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100.00.

- 1) Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.
- 2) All efforts will be made to refund prepaid amounts for books, supplies, and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.
- 3) Refunds shall be paid within 40 days after the effective date of termination/dismissal or notification of withdrawal.
- 4) After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400.00, whichever is less.
- 5) No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

<b>% OF SCHEDULED CLOCK HOURS</b>	<b>TUITION REFUND AMOUNT</b>
10% or less	90% refund
More than 10% but less than or equal to 20%	80% refund
More than 20% but less than or equal to 30%	70% refund
More than 30% but less than or equal to 40%	60% refund
More than 40% but less than or equal to 50%	50% refund
More than 50% but less than or equal to 59%	40% refund
60% or more	No refund is required

## STAFF AND FACULTY

### STAFF

Stefanie Kuerschner, School Administrator

### FACULTY

Stefanie Kuerschner, Instructor

- Gonzaga University, Spokane, WA | MBA – Healthcare Administration & Finance
- Gonzaga University, Spokane, WA | BSN – B.S. in Nursing
- American Academy of Sports Medicine | WellCoach – Certified WellCoaches Program (2016)
- Duke Medicine | IHCPT – Integrative Health Coaching Certification (2016)
- ANCC – American Nurses Credentialing Center – Nursing Informatics & Yoga Nursing Certifications
- ANA – American Nursing Association | RN – Registered Nurse Board Certification
- HIMSS Chapters – Member (2010-2015) | IL, AZ, WI, TN
- Corporate Health & Wellness Specialist, Wellness Provider, Corporate Fitness Professional
- Yoga Alliance Certifications (2013-Present): E-RYT 200hr, RYT 500hr, PRYT Prenatal
- Indoor Cycling Certifications: Mad Dog Athletics (2013-Present); CSI Spinning®; Equinox; CCI Cycling® with Schwinn
- WPA & SUP Yoga Certifications (2015): Level 1 & 2

## INSTRUCTIONAL CALENDAR

Visit our website for the most up to date Teacher Training dates: <https://truestudio.com/teacher-training>

### **HOLIDAYS/VACATION PERIODS**

True Studio™ Yoga School observes the following holidays:

- New Year's Day
- Memorial Day
- Labor Day
- Independence Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day
- New Year's Eve