



**Enrollment Agreement**

**Advanced Teacher Training Program, 12-month, 18-month, Bridge, Intermediate, and Intermediate-Plus, Bridge-Plus**

Park View Pilates, LLC  
409 E. Silver Spring Drive  
Whitefish Bay, WI 53217  
(414) 640-2253

Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board.

Approved by State of Wisconsin Educational Approval Program

**Start Date** \_\_\_\_\_ **Expected Graduation Date** \_\_\_\_\_

\_\_\_\_\_  
First Name Last Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City Country State /Province ZIP/Postal Code

\_\_\_\_\_  
Phone Email

The Pilates Center (TPC) Advanced Teacher Training Program is offered in a course consisting of 950 total hours.



**Tuition and Fees**

	12-Month	18-Month	Intermediate	Bridge from Intermediate	Bridge from outside training program	Intermediate-Plus	Bridge from Intermediate-Plus
Enrollment Requirements	Injury free  Passing Level III Performance on Reformer or Mat in performance evaluation	Injury Free  Passing Level III Performance on Reformer or Mat in performance evaluation	Injury free  17 hours of Pilates classes  Proof with TPC internship log sheets or financial receipt showing lessons taken: 5 each mat, reformer, and privates; 1 pole; 1 chair	Injury free; completion of TPC intermediate program	Injury free  Diploma showing completion of 450 classical comprehensive teacher training program with  125 hrs. practice or professional teaching or proof* of teaching classical Pilates for 10 years	Passing Level, I-II on reformer;  Injury fee	Injury free; completion of TPC Intermediate-Plus program
Application Fee	\$100	\$100	\$100	\$100	\$100	\$100	N/A
Program Evaluation Fee	\$80	\$80	N/A	\$80 ****	\$80	\$80	N/A
Practical Evaluation Fee	N/A	N/A	N/A	N/A	\$160		N/A
Registration fee	\$250+500+\$50	\$250+\$500+\$50	\$125+\$250+\$50	\$250+\$50	\$125+\$250+\$50	\$125+\$250+\$50	\$250+\$50
Tuition (Internship + Education)	\$6450	\$6990	\$3000	\$3515	\$3610	\$3875	\$2940



Exams	\$2000	\$2000	\$750	\$1800	\$1800	\$1100	\$1200
Total Costs	\$9430+lessons/books	\$9970+lessons/books	\$4275+lessons/books	\$5795+lessons/books	\$6175+lessons/books	\$5580+lessons/books	\$4440+lessons/books
Books (estimate)**	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Lessons (estimate)***	\$4000	\$4000	\$2500	\$2500	\$2500	\$2500	\$2500
Degree Earned	TPC Advanced Program diploma	TPC Advanced Program diploma	Certificate of completion	TPC Advanced Program diploma	TPC Advanced Program diploma	Certificate of completion	TPC advanced diploma
Length of course	12 months	18 months	12 months	12 months	12 months	12 months	12 months
Total Hours	950	950	450	500	500	600	350
Graduate qualifications	PMA Certification Exam qualified  Teach and perform classical Pilates Levels I-V	PMA Certification Exam qualified Teach and perform classical Pilates Levels I-V	PMA Certification Exam qualified Teach classical Pilates Levels I-III Enter TPC advanced program	PMA Certification Exam qualified Teach and perform classical Pilates Levels I-V	PMA Certification Exam qualified Teach and perform classical Pilates Levels I-V	PMA Certification Exam qualified teach and perform classical Pilates Levels I-IV	PMA Certification Exam qualified to teach and perform classical Pilates Levels I-IV

\*Proof of employment teaching classical Pilates; or owning your own studio, \*\*Books – This price is only an estimate and subject to change. Park View Pilates does not sell any books. Books/supplies are non-refundable, \*\*\*Lessons – prices are only estimates. Lessons are non-refundable and not part of tuition. \*\*\*\*Evaluation required only if >one year since graduated from Intermediate Program. \_\_ (initials)

### Internship and Education Breakdown by Hours

#### Internship Hours

Hours	12- Month	18- Month	Intermediate	Bridge from /Intermediate	Bridge from outside training program	Intermediate- Plus	Bridge- Plus
Observation	200	200	100	100	100	125	100
Practice teaching	250	250	125	125	125	150	75
Personnel workouts	150	150	75	75	75	75	40
Lessons	100	100	50	50	50	100	40
Miscellaneous	42	42	17	14	10	16	12
<b>Total Internship Hours</b>	<b>742</b>	<b>742</b>	<b>367</b>	<b>364</b>	<b>360</b>	<b>466</b>	<b>267</b>

\_\_\_\_(initial)

**Education Hours**

<b>Hours</b>	<b>12- Month</b>	<b>18- Month</b>	<b>Intermediate</b>	<b>Bridge from Intermediate</b>	<b>Bridge from outside training program</b>	<b>Intermediate Plus</b>	<b>Bridge- Plus</b>
New student orientation	3	3	3	3	3	2.5	1
Lecture Series I	30	30	15	15	15	15	15
Lecture Series II	30	30	15	15	15	15	15
Lecture Series III	30	30	15	15	15	15	15
Lecture Series IV-V	30	30	15	15	15	15	15
Advisor Meetings	5	4	3	3	3	4.5	3
Case Study Orientation	2	1	N/A	2	2	1	
Teaching Clinics	8	8	4	4	4	4	4
Observed Teaching	10	10	3	10	10	10	5
Case study	40	40	N/A	40	40	40	
Exams	20	20	10	14	18	12	10



<b>Total Ed Hours</b>	208	208	83	136	140	134	83
<b>Total Education + Internship</b>	950	950	450	500	500	600	350

— \_\_\_\_\_(initial)

### Internship Definitions

**Practice Teaching:** Teaching Volunteer Clients. Advising Appointments and Practical exams are not considered practice teaching.

**Observing:** Observing TPC graduates teach

**Personal Workouts:** Working out with trainees or on your own or with another trainee teaching you, or being a body for an Advisor meeting, Observed Teaching, or Practical exam.

**Lessons:** Private lessons and/or classes from TPC graduates. Trainee classes (Reformer, Mat, Chair, Pole/Tower) are considered Lessons.

**Miscellaneous:** Reading non-required books or Pilates literature, watching DVD's, transferring notes from journal to workbooks, attending symposium (free at Park View Pilates), or meeting with Advisor beyond required advisor meetings.

**Case Study:** Only one case study who has not previously done much Pilates, but is strong and healthy; their lessons are free at Park View Pilates only while participating as a case study.



**Observed Teaching:** Observed teaching is in addition to teaching in Advisor meetings; observed teaching is with a licensed teacher trainer. Only three observed teachings per month for each trainee, unless permission from director of training (Debby Orlando).

**Teaching Clinics:** These are scheduled on a Saturday after a Lecture Weekend from 1-3 pm. Trainees can add their Practicing Teaching, Personal Workout, or Observation as double hours. All trainees must be a teacher once and be a body once. Trainees are required to attend all four Teaching Clinics. Teaching Skills class does not count as Teaching Clinic.

\_\_\_\_\_ (initial)

### **Placement Assistance**

There are no employment services offered by Park View Pilates; however, TPC posts job openings on their website to aid students and graduates in finding employment.

Park View Pilates will provide student referrals to prospective employers; however, these are not based on direct contact with the employer regarding current job openings.

There is no guarantee, expressed or implied, regarding future employment opportunities.

\_\_\_\_\_ (initial)

### **Payment Agreement**

There are two payment options: monthly payments or a one-time payment in full. Students may pay by cash, check, or credit card. Long distance students may also have additional fees to pay their approved "home" teacher and/or studio which they use to complete their internship duties. All prices are subject to change. \_\_\_\_\_ (initial)

By signing below, the student agrees to pay Park View Pilates the total stated tuition and fees. The student acknowledges that they have received the school's current Catalog (Volume I, January 2022) ("Catalog"). The school agrees to provide the occupational training in accordance with the provisions of the Catalog. Payments of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met, the school will award The Pilates Center diploma or certificate of completion to the student. The student and school understand that this Enrollment Agreement, which includes the refund policy, may not be amended except in writing and signed by both parties. \_\_\_\_\_



(Initial)

**Please read carefully the following:**

1. I have enrolled in a program of instruction in the Pilates Method by Park View Pilates, LLC I have been advised and I understand that participation in this program presents some unavoidable risk of injury, especially to people who have pre-existing injuries, illnesses, or medical disabilities. I understand that the use of exercise equipment also carries with it a risk of injury. I have and I will continue to keep Park View Pilates fully informed of any physical condition or disability which would prevent or limit my participation in the program.

\_\_\_\_\_  
(Initial)

2. I agree to comply with all the rules and directives, delivered orally or written, of the program as outlined in the trainee binder, school catalog, printed materials and lectures. \_\_\_\_\_

(Initial)

3. I acknowledge that The Park View Pilates Intake Form has been fully and correctly completed by me, and that all information provided on that form applies to this program as well, including but not limited to the waiver of liability and informed consent release. I understand that I participate in this program at my own risk and agree to release The Pilates Center, and Park View Pilates, LLC its officers, and representatives from any and all liability resulting from any form of personal and /or physical injury incurred during any movement lessons or procedures performed while a participant in the program or while in The Pilates Center or Park View Pilates facility. \_\_\_\_\_

(Initial)

4. State laws may vary with regard to the uses or application of the movement lessons and/or procedures taught in this course. I acknowledge that I must make my own inquiry regarding the uses or applications of the movement lessons and/or procedures taught in this course. The Pilates Center, and Park View Pilates, LLC its officers, and representatives make no representation or warranties concerning the uses or application of the movement lessons, and/or procedures taught in this course other than that the course is fully approved by The





Pilates Center, and that the course curriculum satisfies the requirements of the Pilates Center.

\_\_\_\_\_ (Initial)

5. I understand that I have (12 months or 18 months) to complete The Pilates Center Advanced Teacher Training Program; depending on what track I have chosen. I have 12 months to complete the Intermediate Program with successful completion qualifying me to enter the Advanced Teacher Training Program (see table above). I have 12 months to complete the Intermediate-Plus Program with successful completion qualifying me to enter the Advanced Teacher Training Program (see table above). I understand that should a circumstance arise, that would not allow me to complete the program in the time allotted, I have the option to take a leave of absence (go “on hold”) for up to one year, or purchase one-month extensions at \$175 per month that will be valid (30 days) from the date of each month purchased.

I understand that if I go on hold all my trainee benefits cease. To go on hold I must be current with all Teacher Training Program payments and have a zero, or positive, balance for studio lessons. Based on the length of time on hold, I may be required to purchase and perform a re-admittance exam. Once the on-hold period is completed, I am aware that I will resume the program where I left off. Should any pricing change during my leave, I am responsible to pay the cost of the current prices.

Should I elect to purchase an extension, my trainee benefits continue and I may attend the Formal Lecture series a third time for half price. I may purchase multiple extensions if needed. I understand that if my program expires, I must purchase an extension or I will automatically be withdrawn. Based on the length of time of my expiration, I may need to purchase and perform a Re-entrance Evaluation exam and pay a \$100 registration fee to be re-admitted into the program. If I fail to successfully complete my program in the time allotted (and do not go “on hold” or purchase an extension), I will not be awarded a diploma. \_\_\_\_\_

(Initial)

5. I understand that all written exams are pass/fail with the passing mark at 85% or above. Practical exams are graded with a criteria sheet, copy which is located in iTPC. Any failed exam must be repeated in order to continue my education program at TPC and Park View Pilates, LLC, and I am responsible for paying a separate fee to repeat the exam as outlined in the “Examination Process” document in iTPC.

\_\_\_\_\_ (Initial)



7. I understand that all materials, oral or written, presented in The Pilates Center Advanced Teacher Training Program are protected. I agree that I will not sell or in any way attempt to personally profit from the use of these materials. \_\_\_\_\_ (initial)

8. Park View Pilates, LLC reserves the right to terminate any student from the program at any time for just cause as outlined in the school catalog. In the event that a student is terminated from the program, Park View Pilates, LLC shall refund any unused training program money based on the Refund Policy below. \_\_\_\_\_ (initial)

9. Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a) Whether the postponement is for the convenience of the school or the student, and
- b) A deadline for the new start date, beyond which the start date will not be postponed.

10. If the course has not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning The State of Wisconsin Approval Program. \_\_\_\_ (initial)



## Refund Policy

### Full Refund

The student will receive a full refund within 10 days of all money paid if the student:

1. Cancels within the three-business day cancellation period under Wis. Admin. Code § 406.04
2. The student accepted was unqualified and the school did not secure a disclaimer under Wis. Admin. Code § 409.04.
3. Enrollment was procured as the result of any misrepresentation in the written materials by the school or in oral representation made by or on behalf of the school.
4. If the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

### Partial Refund

All partial refunds will be made within 40 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:

1. The date on which the school receives constructive notice of the student's intention to discontinue the Program – accompanied by copies of the student's internship log - or the student's last date of actively being present at the studio (or "home studio") and participating in Internship duties or attending lectures.
2. The date on which the student violates published school policy which provides for termination.
3. Should a student fail to return from going "on hold", the effective date of termination for the student is the earlier of: 1) the date the school determines the student is not returning, or 2) the day following the expected return date.

TPC training program does not accept previous credits from any other non-TPC training facility. Therefore, any previous training completed by a student will not affect the refund policy.

The refund policy is based on the internship and education schedule. Any student who chooses to be long distance, and is therefore on an altered internship and education schedule, will be subject to that schedule as it affects their refund policy.



<b>Student is entitled to upon withdrawal/termination</b>	<i>Refund</i>
1 unit/class but less than 10%	90%
At least 10% but less than 20%	80%
At least 20% but less than 30%	70%
At least 30% but less than 40%	60%
At least 40% but less than 50%	50%
At least 50% but less than 60%	40%
At least 60%	No refund

Agreed and accepted by: \_\_\_\_\_

Student complaints should be brought to the attention of the Director of Education, or Business Manager, to be resolved. If a student complaint; Department of Safety and Professional Services, ATTN: Educational Approval Program, P.O. Box 8366, 4822 Madison Yards Way, Madison, WI 53705; [www.dsps.wi.gov](http://www.dsps.wi.gov); email: [dpscap@wisconsin.gov](mailto:dpscap@wisconsin.gov). (608)266-1996.

**COVID-19**

Covid-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state and local governments and federal and state health agencies may recommend social distancing, mask wearing, vaccination, and discourage the congregation of groups of people without safety precautions in place. If these guidelines are recommended, they may be enacted, while attending live lectures in the studio, as well as being in the studio practice teaching, taking lessons, or observing, social distancing will be maintained as well as wearing a mask, hand washing, and using hand sanitizer. Vaccinations are not mandated at this time, but Park View Pilates, LLC. If the live lectures cannot be given due to COVID-19, they will either be rescheduled or be done on-line via Zoom. This is also true for lessons, symposiums, observations, and teaching clinics. Full credit will be given for all instruction given on-line. \_\_\_\_\_(initial)



**Legally Binding Contract**

This enrollment agreement is a legally binding contract upon acceptance of the student by the school unless the student cancels the enrollment within 3-business days of acceptance by the school day cancellation period. \_\_\_\_ (initial)

**Trainee iTPC Access**

On reading and signing this enrollment agreement and paying all enrollment fees, the trainee will be given access to iTPC through The Pilates Center. All documents will be viewed and assignments completed on this program. This online information includes an outline of the program with definitions, curriculum, policies, and procedures. The completion of all assignments and written examinations on iTPC is required for graduation. \_\_\_\_ (initial)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Debra Orlando

\_\_\_\_\_  
Date

Licensed Teacher Trainer

Owner, Park View Pilates, LLC

Teacher Training Program Director