



Emma Cole
YOGA & SOMATICS

Restorative Yoga Training & CPD

'The Art and Science of Restorative Yoga'

Issue Date:

Name of Applicant:

Postal Address:

Email Address:

Phone Number:

We attach an application form, booking form, medical form & terms and conditions.
Please complete all four forms

You can return the forms in one of the following ways:

1. Edit the form online (with pdf editor) and sending a shareable link to onelovesyoga@gmail.com marked RYTT APPLICATION
2. Scan and email to onelovesyoga@gmail.com marked RYTT APPLICATION
3. Post to E L COLE, OAKTREE, EMERSON COLLEGE, HARTFIELD RD, EAST SUSSEX, RH18 5JX

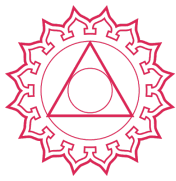
In order to enrol on the Training:

1. Please read this booking form thoroughly three times and make sure you fully understand & agree to our terms and conditions, refund policy & code of conduct
2. Please complete, sign and date this booking form and return it to us as soon as possible
3. Please make the applicable payment to us by cheque or bank transfer for the amount(s) specified below depending on which payment option you choose.

Restorative Yoga Training & CPD

E: onelovesyoga@gmail.com M: 07908 814202 W: www.emmacoleyoga.com

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We cannot guarantee your place on the Training unless you return the Booking Form and payment within ten (10) business days of the Issue Date. You may not commence the Training unless you have paid the fee in full by the dates mentioned below.

PLEASE SELECT OPTION BELOW & MAKE PROMPT PAYMENTS TO BUSINESS ACC:

Emma Cole Yoga
Barclays Bank PLC
ACC: 43654389
SORT CODE: 20-88-13

INTERNATIONAL PAYMENTS: **(Please add your transaction cost on top of fee)**

BUSINESS FREE MT IBANGB55BARC20881343654389 SWIFTBIC BARCGB22

Or by Cheque To:

E L COLE, OAKTREE, EMERSON COLLEGE, HARTFIELD RD, EAST SUSSEX, RH18 5JX

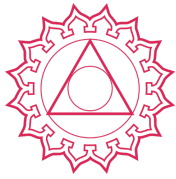
Earlybird Payment Option until 1st March 2019 (tick one)	Fee and Date	Means of Payment (tick)
<input type="checkbox"/> EMMA COLE RYT EARLYBIRD PAY IN FULL	£150 Deposit + £380 to be received by 1st March 2019	<input type="checkbox"/> BANK TRANSFER <input type="checkbox"/> CHEQUE
<input type="checkbox"/> EMMA COLE RYT EARLYBIRD INSTALMENTS	£150 Deposit + £200 by 26th March 2019 + £180 by 1st May 2019	<input type="checkbox"/> BANK TRANSFER <input type="checkbox"/> CHEQUE

Full Fee Payment Option (tick one) After March 1st	Fee and Date	Means of Payment (tick)
<input type="checkbox"/> EMMA COLE RYT FULL FEE PAY IN FULL	£150 Deposit + £495 by 26th April 2019	<input type="checkbox"/> BANK TRANSFER <input type="checkbox"/> CHEQUE
<input type="checkbox"/> EMMA COLE RYT FULL FEE INSTALMENTS	£150 Deposit + £225 by 26th March 2019 + £220 by 1st May 2019	<input type="checkbox"/> BANK TRANSFER <input type="checkbox"/> CHEQUE

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TERMS AND CONDITIONS

- Full OR initial payment of £150 to secure a place needs to be made as soon as possible as places will be given on a first come, first served basis. The deposit amount of £150 (whether paying in full or not) is non-refundable but should students become unable to attend, they may transfer their deposit to another student who also fits the course criteria.
- Graduates details will be passed onto **Yoga Alliance Professionals** and may be contacted by them
- Participants must attend all 30 teaching hours. Those wishing to certify must also complete the 10 hours self-directed study & submit journals for assessment by June 3rd 2019. No exceptions will be made.
- For any teaching hours missed due to lateness & regardless of the circumstances, these hours must be made up with Emma in private teaching sessions and will be charged at £50 per hour. No exceptions will be made.
- By paying a Deposit & completing the booking forms, students agree they are aware of, legally committed to and fully accepting of the refund policy set out below

REFUND POLICY

60 days or more prior to the course start date:

Your payment will be refunded, less the Deposit

31 - 59 days prior to the start date:

Payments are not refundable, but are transferable to a future training with Emma Cole Yoga (less 20% admin fee).

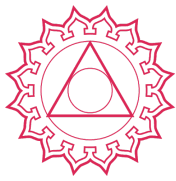
30 days or less prior to the start date:

Payments are not refundable or transferable, unless your place can be filled from a waiting list (less 20% admin fee)

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What happens if a student needs to cancel their place on the course before it starts?

In this event, the student should contact Emma at onelovesyoga@gmail.com and let her know of the circumstances. The above refund guidelines will be administered depending on the date of cancellation. Once the course has started, any amounts paid cannot be refunded.

What happens if a student needs to cancel their place during the course?

If a student has to drop out of the course after it has started, they will not receive a refund but may be able to transfer onto an alternative CPD training (not classes, workshops or retreats) with Emma Cole Yoga & Somatics. This will be dependant on circumstances and will be at Emma's discretion. If this is agreed to, the student will not need to pay the full course fee again but will need to pay an admin, materials & placement fee. The placement fee covers the cost that Emma owes to the venue, which is per person, for both the training they have dropped out of and for the training that they would like to attend. This may be in the region of £200. The cost requested in such an instance must be paid by July 27th 2019 in order to secure a place on a future training of their choice. Having paid the placement fee, If no trainings are coming up, the student will be requested to wait until a course is offered, upon which they will be guaranteed a place. If the student does not wish to transfer onto another course they will not receive any refund.

Is there a minimum attendance for the course to run?

There is a minimum of 5 students needed for each course to run. In the unlikely event that the course does need to be cancelled, you would be given at least a week's notice and a full refund of any monies paid.

CODE OF CONDUCT

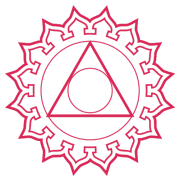
The purpose of the **Code of Conduct** is to ensure a safe and nurturing environment in which students can learn and instructors can teach

- All students are expected to arrive to sessions on time, with mindful planning, preparation and awareness throughout the duration of the course, including returning to the studio after tea and lunch breaks

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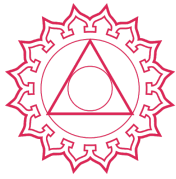
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- All students are required to arrive with as fresh a mind as possible & not under the influence of any toxic substances such as drugs or alcohol
- All students agree to following 'The Yoga Alliance Registry Code of Conduct' which is a declaration of acceptable ethical and professional behavior by which all registrants agree to conduct the teaching and business of yoga, both during training and afterwards
- All students agree to respecting one another, and the Teachers, in a space of non-judgemental friendliness
- All students agree to declare any mental health challenges, past or present at the start of the course via the medical form
- All students agree to take responsibility for their own process of internal discrimination with regards to personal cravings and aversions that may arise during the course. To examine & reflect upon personal issues in a gentle, thoughtful way that is kind and loving towards oneself and with the intention of gaining insight & resolving internal struggles rather than projecting onto others. If you are unable to resolve an internal struggle that has arisen as a direct result of being on the course, with your own tools & strategies, or simply by sitting with it for a while, you are invited to ASK for support rather than struggle on your own. You may be offered an empathy session, if needed, with Emma (Nonviolent communication) and then may be pointed towards professionals who are better skilled at supporting internal struggles
- Students are aware that they are responsible for their mental health, that Emma is not a Mental Health Professional
- Students are expected to honour all terms and conditions & refund policy of the agreement between themselves and Emma Cole Yoga & Somatics & to manage finances, make payment dates on time & act with mindful awareness & responsibility regarding all financial dealings between themselves & Emma Cole Yoga & Somatics

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COMPLAINTS PROCEDURE

If you have a complaint about the course, please talk to Emma in the first instance. It is preferred that there is an open and honest discussion. You always have the opportunity to have a one-to-one talk and if you need, to bring along a friend for support. If a complaint is written, Emma will respond within 1 week.

By signing and dating this form you confirm that you have read all pages above, you agree to the Terms and Conditions, you agree to the payment you have selected, you agree to the refund policy & you agree to the code of conduct set out.

Signature:

Agreement Date:

Print Name:

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