



Vitality Pilates

Teacher Training Academy

2019 CATALOG



2201 NE 65th St. Seattle, WA 98115 (206) 297-6263

education@vitalitypilates.com vitalitypilates.com/education

This school is licensed under Chapter 28C.10 RCW.
Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board

128 – 10th Avenue Southwest
Olympia, Washington 98504

(360) 709-4600
pvsa@wtb.wa.gov



CONTENTS

Welcome	1	Training Schedule	7
Faculty	2	Exam Overview	9
Mission Statement and Goals	3	Student Milestones	12
Program Highlights	4	Post Training Opportunities	13
Admissions Requirements	5	Program Fees	14
Comprehensive Pilates Education Certificate	5	Change of Status	14
Training Hours	6	Refund Policy	16
Training Location	7	Training Etiquette	17
Required Texts	7	Additional Policies	18

President: Hilery Avritt Vice President: Lawrence Tamkin CEO: Vera Bullen CFO: Cory Brown

Welcome to Vitality Pilates Teacher Training Academy!

We are excited that you are interested in a career as a Pilates instructor.

We welcome students of all ages, fitness levels, and backgrounds. We provide an in-depth training experience attuned to individual learning needs. Some of our students are already immersed in the worlds of movement and wellness, like dance, yoga, sports, and massage therapy. Many others do not come from a movement background yet find the information, guidance, and support here to flourish. Some of our most gifted graduates have struggled with their own fitness goals or injury. No matter what path brings you to Vitality Pilates, the Teacher Training Academy is dedicated to supporting your professional and personal growth.

In this catalog, you'll find a clear guide to every aspect of our program. We look forward to answering any questions you may have about the Teacher Training Academy.

For assistance, please email education@vitalitypilates.com. Visit vitalitypilates.com/education for more information and the upcoming training schedule.

The Teacher Training Academy Team

FACULTY

Adena Atkins PMA-CPT®

Administrative Program Director & Facilitator — adena@vitalitypilates.com

Adena's love for movement is closely tied to a passion for music. While studying opera, she turned to Pilates to improve posture and body awareness. She was hooked by the precision and accessibility of Pilates. Adena completed instructor training with Body Arts and Science International in 2003 under the tutelage of Kristi Cooper. She has taught ever since in a variety of settings, from coast to coast. Adena joined the Teacher Training team in 2016. Adena's clients describe her teaching as "masterful" and "challenging" and appreciate her ability to meet them where they are on any given day.

Andy Bond PMA-CPT®

Facilitator — andy@vitalitypilates.com

A lifelong runner, Andy Bond has always enjoyed movement. Still, he never considered trying Pilates until his physical therapist suggested it would help him rehabilitate a torn rotator cuff. In Pilates Andy found a workout that not only relieved pain, but also improved his quality of life. Originally from northern England, Andy initially completed instructor training with Polestar Pilates in London in 2008, and received a comprehensive equipment certificate from Vitality Pilates in 2013. He's been teaching ever since in a variety of capacities, from being the sole Pilates instructor at a physical therapy clinic all the way to working with us here in Seattle at Vitality. Andy brings an easy going focus to his teaching which reflects the work of Ron Fletcher and emphasizes flexibility, length, and posture. He specializes in Pilates fitness and sports rehabilitation.

Vera Bullen PMA-CPT®

Admissions Director & Facilitator — vera@vitalitypilates.com

Vera's lifelong passion for movement richly informs her Pilates instruction. A dancer since childhood, Vera earned her BA in Dance and Drama from the University of Washington. She earned her MA in Dance Studies from Laban in London. Afterwards, she returned to Seattle and taught dance. In 2005, Vera was hired as a Senior Tutor in Dance Studies at the University of Auckland, where she earned an MA in Creative and Performing Arts. In 2009, she returned to Seattle and started training to be an instructor at Vitality Pilates. In 2010, she graduated from the Teacher Training Academy at Vitality and began teaching at the studio. In 2012, she joined the Teacher Training Academy team.

Mission Statement

Vitality Pilates Teacher Training Academy offers students the intensive study and experience they need to tailor the Pilates Method to the client's individual needs.

We integrate the Pilates Method with adaptive applications based on an evolving understanding of the human body.

Goals

We aim to train graduates of our program to do the following:

- Impart comprehensive knowledge of the Pilates repertoire to their clients.
- Integrate the Pilates method into their own personal practice.
- Modify and progress individual exercises for client success.
- Uphold professional standards within the Pilates industry.
- Retain a strong foundation of Pilates history and principles.
- Effectively utilize the major pieces of traditional Pilates equipment.
- Impart knowledge of anatomy and kinesiology as they relate to Pilates.
- Periodically assess client postural and movement patterns.
- Appropriately address a diverse client population.
- Respect the appropriate scope of practice as Pilates instructors.
- Design intelligent sessions and long term programs.
- Embody the Pilates principles of alignment, breath, centering, concentration, control, flow, and precision.
- Empower their clients for success.

PROGRAM HIGHLIGHTS

- Comprehensive training on the Pilates Mat, Reformer, Cadillac, and Wunda Chair.
- Supplemental training on the Ladder Barrel, Spine Corrector, Ped-O-Pull, Foam Roller and Magic Circle.
- Class and studio access at three different Vitality Pilates studios in three Seattle neighborhoods.
- Study of anatomy, pathology, and postural analysis as they relate to Pilates.
- Cutting edge perspective with a firm commitment to the integrity of the original work.
- Maximum class size: 12; 1:12 student ratio.



ADMISSIONS REQUIREMENTS

- Possess a high school diploma or General Education Development (GED) Diploma.
- Conduct an in-person interview with the Admissions Director.
- Complete a minimum of six months continuous preparatory Pilates classes at Vitality Pilates. Class costs are included in the tuition.

To apply to the Teacher Training Academy, potential students email the Admissions Director at education@vitalitypilates.com.

REASONABLE ACCOMMODATION

Vitality Pilates Teacher Training Academy does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. If you require reasonable accommodation for your disability, please make your request in writing upon application to the program. Upon acceptance into the program, an additional meeting to implement the agreed upon accommodation will be required.

TRANSFER OF CREDIT POLICY

Vitality Teacher Training Academy does not guarantee transfer of its credits to another institution unless there is a written agreement with that institution.

Credits from another institution will be evaluated on a case-by-case basis. A maximum of 90 previously earned training hours may be accepted at the discretion of the Admissions Director upon acceptance into the program. Transferring credits may shorten the program and reduce tuition costs. Relevant credits from other institutions may include Pilates mat certificate, reformer certificate, and related movement field certificates, diplomas, or degrees.

There is no fee required for the review of transcripts. Tuition is reduced by \$500 per 90 hours of credit.

COMPREHENSIVE PILATES EQUIPMENT CERTIFICATE

Students typically take 12 months to complete all course work and the 450 required training hours. The curriculum includes the full spectrum of major Pilates equipment and props as well as rigorous studies in anatomy, pathology, and postural analysis as they relate to Pilates. Upon successful completion of this program, students earn a Comprehensive Pilates Equipment Certificate.

TRAINING HOURS

MINIMUM REQUIRED HOURS

- 180 Training Hours
- 120 Practice Teaching Hours
- 65 Personal Practice Hours
- 10 Private Lessons
- 75 Observation Hours

HOURS BREAKDOWN

- Training Hours are fulfilled by attending Wednesday and Saturday training dates or by scheduling make up sessions for any missed dates.
- Practice Teaching hours are fulfilled by teaching volunteer clients at a Vitality Pilates studio. Students are required to recruit their own volunteers. Volunteers may include fellow students. At least half the practice teaching hours are dedicated to group sessions. The remainder of the practice teaching hours may be fulfilled by private lessons. Student teaching clients must fill out a waiver in MindBody before their initial session at vitalitypilates.com/signup.
- Personal Practice hours are fulfilled in several ways. Students review the information presented during training days on their own and with their peers in the program. Students drop in to Vitality Pilates group classes with fully trained instructors. Students also take a minimum of 10 private lessons with fully trained Vitality Pilates instructors. It's recommended to take these throughout the training program.
- Observation Hours are fulfilled by observing fully trained Vitality Pilates instructors teaching private or group classes, with a minimum of 15 hours at each level: Foundations, Level 2, and Level 3.

WEEKLY TIME COMMITMENT

- Students spend roughly 4.5 hours per week in training sessions.
- Students spend roughly 2 hours per week studying with Vitality Pilates instructors either in studio classes or in private sessions.
- Students spend roughly 1 hour per week studying with their peers
- Students spend roughly 3 hours per week practicing teaching
- Students spend roughly 2 hours per week observing the classes and private sessions of Vitality Pilates instructors
- Students spend additional time most weeks studying for exams and practicing Pilates on their own. This time is not recorded on the timesheets and is not part of the 450 training hours required for completion of the program.

Minimum weekly time commitment: 12.5



TRACKING HOURS

- Students are given electronic timesheets that they may print or track online.
- Students are encouraged to record training hours on the same days as they complete them.
- Keeping a running tally of the hours needed for completion is a good practice.
- If a student uses paper copies, they are encouraged to keep backup copies in a safe place.

STUDIO USE

TAKING CLASSES

Students are entitled to two class reservations per week, one week in advance. Students are expected to follow all client guidelines found on Health Form. Students are charged an \$8 late cancel fee for missing classes with less than 18 hours notice, and a \$15 no-show fee for missing class without cancellation. If a studio class fills up with Vitality clients, students are expected to step out of the class.

FACILITY USE

Students are invited to use the facilities for practice teaching and personal practice. While doing so, they are expected to work around the needs of the Vitality Pilates company overall. Students are expected to use a quiet voice when sharing space and reserve socializing for outside of the classroom.

After finishing a teaching or study session, students must clean any equipment they used and return it to its designated space. When closing any Vitality location, students are required to ensure that all doors and windows are locked. We also ask that students double check that no one is locked in accidentally locked in before leaving the facility. Each studio has additional Students are required to adhere to additional studio specific opening and closing procedures and to seek out additional training in these procedures if necessary.

OBSERVATION

Students must ask teachers for permission before observing a session. While observing, students are expected not to intrude on the session in any way. Students should sit a respectful distance from clients, focus on the teacher rather than a specific client, and silence electronic devices. Questions and comments are not permitted during a session.

TRAINING LOCATION

The front classroom at Ravenna (NE Seattle) contains eight Tower/Reformer convertible units, eight magic circles, foam rollers, splits platforms, jumpboard platforms, long boxes, overballs, hand weights and Pilates dowels. The back classroom contains seven Wunda Chairs, one Ped-O-Pull, one Ladder Barrel, one Reformer with box & jumpboard platform, one Trapeze/Cadillac, two arc barrels, one Spine Corrector, seven mats, magic circles, foam rollers, overballs, swiss balls, assorted therabands and hand weights.

ADDITIONAL LOCATIONS

Two additional Vitality Pilates locations, Mount Baker (S Seattle) and Phinney Ridge (NW Seattle) have similar equipment for students to conveniently review their curriculum, practice teach, take classes, and observe sessions.

REQUIRED TEXTS

- Vitality Pilates 'Teacher Training Manuals' (supplied by Vitality Pilates)
- Biel, A. 'Trail Guide to the Body 5th Edition' Spiral Bound
- Calais-Germain, B. 'Anatomy of Movement: Revised Edition'
- Isacowitz, R. & Clippinger, K. 'Pilates Anatomy'
- Pilates, J. 'Return to Life Through Contrology'

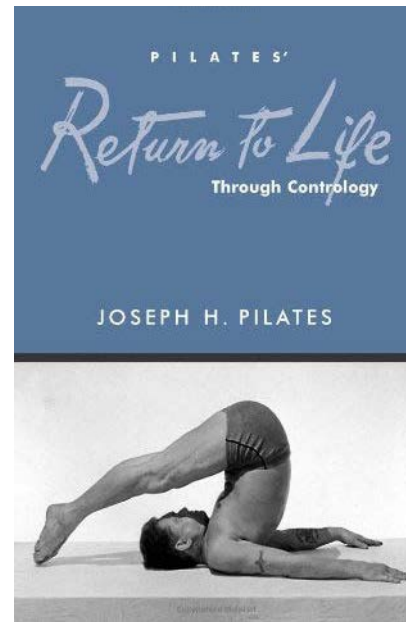
TRAINING SCHEDULE

OVERVIEW OF TRAINING DAYS

A printout of specific training days is given to students at their orientation. Training days include a selection of the following:

- Introduction of concepts & theory
- Learning the Pilates exercise curriculum and teaching practice
- Anatomy lecture
- Curriculum quiz and teaching quiz.

If a Saturday training day is missed, the student must purchase make up sessions sufficient to cover the material missed. See Program Fees section on page 14.



GENERIC COURSE OUTLINE

EVERY OTHER SATURDAY—11AM-6PM
WEDNESDAYS—7:30-9PM

WEDNESDAY ORIENTATION

SATURDAY
Point/label quiz
Anatomy Lecture, Fundamental Mat

WEDNESDAY Teaching Practice

WEDNESDAY Anatomy Exploration

SATURDAY
Safety quiz at lunch
Curriculum/Teaching Quizzes
Anatomy lecture, Beginning Mat, Foam Roller

WEDNESDAY Teaching Practice

WEDNESDAY Anatomy Exploration

SATURDAY
Curriculum/Teaching Quizzes
Anatomy Lecture, Beginning Reformer

WEDNESDAY Teaching Practice

WEDNESDAY Anatomy Exploration

SATURDAY
Curriculum/Teaching Quizzes
Anatomy Lecture, Beginning Cadillac, Ped O Pull

WEDNESDAY Teaching Practice

WEDNESDAY Anatomy Exploration

SATURDAY
Curriculum/Teaching Quizzes
Anatomy Lecture, Beginning Chair, Spine Corrector

WEDNESDAY Teaching Practice

WEDNESDAY Anatomy Exploration

SATURDAY
Curriculum/Teaching Quizzes
Anatomy lecture, Intermediate Mat, Magic Circle,
Ladder Barrel
Check ins

WEDNESDAY Teaching Practice

SATURDAY Final Exam

WEDNESDAY Anatomy Exploration

SATURDAY
Curriculum/Teaching Quizzes
Pathology Lecture, Intermediate Reformer

WEDNESDAY Teaching Practice

WEDNESDAY Anatomy Exploration

SATURDAY
Curriculum/Teaching Quizzes
Pathology Exploration, Intermediate Cadillac

WEDNESDAY Teaching Practice

WEDNESDAY Anatomy Exploration

SATURDAY
Curriculum/Teaching Quizzes
Intermediate Chair, Advanced Mat

WEDNESDAY Teaching Practice

WEDNESDAY Anatomy Exploration

SATURDAY
Curriculum/Teaching Quizzes
Postural Analysis, Advanced Reformer

WEDNESDAY Teaching Practice

WEDNESDAY Anatomy Exploration

SATURDAY
MindBody Training
Advanced Cadillac, Advanced Chair
Get ready for Midterms or Finals

SATURDAY Midterm & Finals Day

EXAM OVERVIEW

GRADING

Grading on all quizzes and exams is pass/fail, with a minimum requirement of 70% to pass. Students will receive their grades within seven days of taking a quiz.

FIRST SATURDAY: ANATOMY QUIZ

This quiz helps facilitators assess student's anatomical knowledge. It does not need to be retaken if the student does not pass.

SECOND SATURDAY: SAFETY QUIZ

In order for students to teach at any Vitality Pilates studio, students must pass a safety quiz. Passing this quiz demonstrates a basic understanding of safety precautions when teaching Pilates. After passing this quiz, students will receive keys to all three Vitality Pilates studios and are permitted to begin teaching friends and family.

CURRICULUM QUIZZES

There are nine curriculum quizzes throughout the term. Each quiz requires students to perform or teach a selection of Pilates exercises presented in the previous training session. Notes are not permitted. Grading is based on these elements for a total of 10 points:

- Equipment setting
- Start
- Choreography
- Finish
- Pilates principles: alignment breath, centering, concentration control, flow, precision.

TEACHING QUIZZES

Before each training day students choose three exercises to teach their peers. Notes are not permitted. The facilitator will offer teaching feedback to the whole group as well as individual students upon completion of the teaching quiz. Grading is based on these elements for a total of 10 points:

- Verbalizes exercises with detail & clarity (2)
- Logical lesson plan & smooth class flow (2)
- Integration of Pilates Principles (1) (alignment, breath, centering, concentration, control, flow, precision)
- Provides individual verbal & tactile feedback (1)
- Offers modifications & keeps clients safe (1)
- Knowledge of equipment settings (1)
- Shows confidence & inspiring energy (1)
- Voice projection & variance (1)

MIDTERMS

There are three midterm exams all to be taken on the midterm exam day scheduled on the training calendar twice a year. If a student needs to make up any portion of the midterms, they will need to purchase and schedule a make up session with a facilitator or wait until the next midterm exams are administered. Exam results are emailed within 30 days.

CURRICULUM MIDTERM

This exam consists of 25 fundamental to intermediate exercises pulled from the Mat, Reformer, Cadillac and Chair curriculum. This exam requires students to demonstrate the same skills learned in all previous curriculum quizzes. This midterm does not include any advanced exercises.

TEACHING MIDTERM

This exam consists of teaching a 20-minute class to fellow students drawn from the fundamental-advanced Mat curriculum. Teaching notes are not allowed.

ANATOMY MIDTERM

This exam is a 15 question short essay exam that requires students to demonstrate the material studied over the entire term. In addition to studying the required texts, students are encouraged to refer to anatomy study guides, anatomy lecture notes, and anatomy slides to prepare for this exam. Studying anatomy both alone and with peers is strongly encouraged, though it does not count toward required program hours.

FINAL EXAMS

There are four final exams that may be taken once the second term is completed. Exams may be taken up to four times. Results will be emailed within 30 days.

PILATES THEORY FINAL

This written exam consists of short essay questions, which requires a historical understanding of Joseph Pilates and the creation of Pilates as a movement discipline, and an understanding of Pilates principles and teaching theory. The estimated time for this exam is 1.5+ hours.

PATHOLOGY FINAL

This written exam consists of short essay questions, based on the pathology section in the manual, and training day lectures. The estimated time for this exam is 2.5+ hours.

CURRICULUM FINAL

During the curriculum exam, the student will show a fundamental, beginning, intermediate and advanced progression for 5 advanced exercises. The student will be supplied with a list of 16 exercises in advance, and must pick 5 from a minimum of three different apparatus. This final requires demonstration of the progressions. The grading criteria for this exam is the same as the curriculum quizzes and the midterm. No notes are allowed during the final, however, the student must bring a written copy of the progressions to the final. This exam takes 1 hour.

TEACHING FINAL

For this exam, the student will invite a facilitator to observe one of their regularly scheduled 50-minute group classes. The exam criteria are the same as for the teaching quizzes and the midterm. Teaching notes are not allowed.

STUDENT MILESTONES

Completing an application—This is the first step a potential student must take.

Interviewing for the program—This step will help determine whether the student and Teacher Training Program are a good match. The Admissions Director will reach out to applicants to schedule this.

Deposit on tuition—Once students put down a deposit, they are eligible to begin taking classes, private lessons, and observation hours at Vitality prior to the start of the term).

Beginning of first term—The first term will start with an orientation day wherein students are oriented to the course and exchange contact information with peers.

Passing safety quiz and paying key fee—Students are eligible to receive keys to all three studios and to bring in guests to practice teaching.

Passing midterms—Upon passing midterms, CPR certified students are eligible to sub for Vitality Pilates in emergencies. To do this, students must contact Vitality's Human Resources department at hr@vitalitypilates.com. The student will be required to train in studio specific opening and closing procedures as well as administrative procedures before becoming an emergency sub for Vitality. Emergency subs



receive minimum wage for the city of Seattle for each class taught and may count each hour of subbing as two hours of practice teaching hours.

Completing 200 hours—Upon completing 200 training hours, students who have passed their midterms are eligible to receive a Pilates Mat Certificate. Requests for Pilates Mat Certificates must be emailed to the Administrative Director. This certificate is proof of training in the Pilates matwork repertoire and has been used by many students to apply for matwork teaching jobs at outside studios.

Beginning of second term—All coursework is repeated for greater depth of understanding.

Passing finals—Finals dates are set in advance on the calendar.

Completing 450 hours—Once a student has paid all outstanding financial obligations to the Vitality Pilates Teacher Training Academy, they submit their completed timesheets for review. Graduation requirements are 180 training hours, 120 practice teaching hours, 65 personal practice hours, 10 private lessons with Vitality Pilates instructors, 75 observation hours, a passing grade on all quizzes, midterms, and finals, and completing any outstanding financial obligations to Vitality Pilates.

Scheduling an exit interview—The Administrative Director will confirm that the student is complete with all graduation requirements. This changes the student's status to that of graduate. At this time, an exit interview will be initiated by the Academy. This is a chance for graduates to offer feedback on their

experience with the program and helps the Teacher Training Academy advance student interests.

Receiving a Comprehensive Pilates Equipment Certificate—This certificate is often but not always given in conjunction with the exit interview. If not, it can be mailed directly to the graduate or left at any Vitality studio. You'll be given timesheets for each month in electronic and paper versions to track your hours. The timesheets are broken down into the categories listed on page 4 of this catalog. Record your hours on the same days as you complete them. Keep backup copies in a safe place, and keep a running tally of the hours you have left to complete so it is easier to stay on track. Upon completion you will submit your timesheets to the Administrative Program Director.

POST TRAINING OPPORTUNITIES

APPLYING FOR EMPLOYMENT

The Comprehensive Pilates Equipment Certificate should allow graduates to qualify for an entry level position as a comprehensively trained Pilates teacher.

EMPLOYMENT AT VITALITY PILATES

The Teacher Training Academy does not state or imply that employment, occupational advancement, or certification are guaranteed upon completion of the program. After completion, graduates may apply for a teaching position through Vitality Pilates' Human Resources Manager, however employment at Vitality Pilates is not inherent with enrollment.

BECOMING PMA CERTIFIED

The Pilates Method Alliance (PMA) is the not-for-profit professional association dedicated to the Pilates field. Its mission is to advance Pilates as a profession and to promote and perpetuate the teachings of Joseph H. and Clara Pilates. The PMA is the only organization that offers certification in the Pilates Method, however the PMA is not in itself a training organization. You are eligible to test for certification with the PMA only after receiving a comprehensive training certificate, such as we offer. Upon receiving your certificate, you can pursue certification at pilatesmethodalliance.org.

PROGRAM FEES

- Tuition : \$5,900
- Manuals included in tuition cost
- Private lessons with Vitality Instructors: \$50/session (minimum 10 required)

ADDITIONAL COSTS

- Students are required to purchase their own textbooks (approximately \$150). See page 7 for list of required titles.

CONTINGENCY FEES

- Missed training day make up session: \$75/hour





- Replacement Certificate of Completion: \$25/certificate
 - Replacement Studio Keys: \$30
 - Elective Private lessons: \$50/session
 - Replacement set of Vitality Pilates Training Manuals: \$60
 - Financing fee: 5% of unpaid tuition
 - Single training day: \$100/day
 - Monthly program extension: \$100/month
 - Additional term: \$1,000/term

Vitality Pilates Teacher Training Academy does not offer financial aid.

CHANGE OF STATUS

GRADUATION

Students of the program become graduates after completing all payment, passing all coursework and exams, and submitting completed timesheets.

EXTENDING PARTICIPATION

Should a student wish to extend their training, they may do so in one of three ways.

- If a student feels they need an additional six month term, they may purchase one in advance of its commencement. The additional term gives the student inclusion in all training days, continued studio access, and continues the student's active status in the Teacher Training Academy.
- If a student feels they would benefit from repetition of a particular training, they may purchase an additional single session.
- If a student does not file a change of status or does not complete the program by the time their enrollment agreement has expired, they will be automatically enrolled in a monthly program extension. This extension grants the student continued studio, class, and administrative access and extends the student's active status in the Teacher Training Academy.

LEAVE OF ABSENCE

Should a student require a leave of absence, they must submit a change of status form. A student returning from a leave of absence would schedule a return interview with one or more facilitators before reentering the program.

WITHDRAWAL FROM THE PROGRAM

Should a student wish to withdraw from the program, they would send a written request for withdrawal to the Administrative Program Director.

PROBATION

If some of the following conditions apply and progress isn't satisfactory, a student may be put on probation and action plan will be agreed upon in order to ensure successful completion.

- Students have two weeks to make up the missed training days, coursework or quizzing. Those who fail to make up missed hours will be put on probation.
- Students on probation then have an two additional weeks to make up the missed training days, coursework or quizzes or risk expulsion/termination from the program.
- Students must obtain materials from all missed classes by requesting handouts and quizzes from the facilitators.
- Students must schedule missed midterms and finals with individual facilitators at a rate of \$75/per hour.

EXPULSION

A student who repeatedly fails to maintain satisfactory progress as outlined above, violates safety regulations, interferes with other students' learning, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination.

Readmission may be considered after the original payment agreement is paid in full and conduct issues have been resolved. A \$500 re-entry fee is required, and the student must go through the admissions process again to determine reacceptance into the program.

REFUND POLICY

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 - 10th Avenue SW, PO Box 43105, Olympia, Washington 98504-3105 (360-709-4600)

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all monies paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system. When calculating refunds, the official start date of a student's program is determined by the first day of recorded attendance for any studio orientation, preparatory Pilates class, private lesson, workshop, or observation class. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

<i>If the student completes this amount of training:</i>	<i>The school may keep this percentage of the tuition cost:</i>
One week or up to 10%, whichever is less	10%
More than one week or 10%, whichever is less, but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:

When the school receives notice of the student's intention to discontinue the training program in writing;
OR When the student is terminated for a violation of a published school policy which provides for termination; OR When a student, without notice, fails to attend classes for thirty calendar days.

6. All refunds must be paid within thirty calendar days of the student's official termination date.

Discontinued Programs

If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a pro-rated refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued or relocated, and the refund must be paid within 30 days after receipt of such request.

Termination by the School

A student who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination.

Cancellation of Classes

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid.



TRAINING ETIQUETTE

TIMELINESS AND ATTENDANCE

Students are expected to be on time for training sessions and to sign in every morning, afternoon, and evening. Students are expected to notify facilitators in advance of any planned absences and to notify their facilitator as soon as possible for any unplanned absence or tardiness. If a student misses a Saturday training day, they must schedule a make up session before the following training day. See Program Fees section on page 14.

EQUIPMENT

Students are expected to share equipment with their peers and to clean equipment thoroughly after use, returning props to their proper locations after each session.

PARTICIPATION

We encourage students to ask questions related directly to training topics. When doing so, students are expected to keep their comments and questions concise and relevant.

CLEAR TEACHING

When students teach what they know, they foster a clear and safe learning environment. Students are expected to teach only from the training received from the Teacher Training Academy and leave outside modalities outside the studio. Students are expected to use sensitivity in all interactions with their peers.



ADDITIONAL POLICIES

HARASSMENT PROCEDURE

To report an incident of harassment, a harassment incident report form must be filled out and submitted to the Administrative Director. We encourage students to resolve the problem with its source, then talk to the Administrative Director or the Vitality Pilates Human Resources Administrator. If a student wishes to report an incident of harassment to the Workforce Training and Education Coordinating Board, they may contact them at 128 10th Ave SW PO Box 43105, Olympia, Washington 98504-3106, (360) 709-4600.

GRIEVANCE PROCEDURE

If a student wishes to report a grievance within the Vitality Pilates Teacher Training Academy, they may email the Administrative Director. We encourage students to resolve the problem with its source, then talk to the Administrative Director or the Vitality Pilates Human Resources Administrator. If a student wishes to report a grievance to the Workforce Training and Education Coordinating Board, they may contact them at 128 10th Ave SW PO Box 43105, Olympia, Washington 98504-3106, (360) 709-4600.

VITAL INFORMATION UPDATES

Students must provide updated information to the Administrative Director in the event that they change any contact information. Students must inform facilitators if their physical status changes in any way that can impact their training. Examples include injury, a change in medication, or becoming pregnant during training.

TRANSCRIPTS

To request transcripts, students may contact the Administrative Director in writing. The request must include the student's year of completion, social security number, and current address. Requests may take up to two weeks.

STUDENT RECORDS

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

REPLACEMENT CERTIFICATES

Replacement Certificates may be requested for a fee of \$25. Send requests to the Administrative Program Director.

CATALOG POLICIES

Students are held to the policies in place at the time of their entry into the program, however fees are subject to change.



STUDIO LOCATIONS

Mount Baker

3603 S McClellan Street Seattle, WA 98144 (206) 297-6263

Located across the street from the Mount Baker Park, our Mount Baker studio is conveniently located between Leschi and Columbia City.

Phinney Ridge

7216 Greenwood Ave N Seattle, WA 98103 (206) 297-6263

Located in the heart of Phinney Ridge, just north of the zoo between Ballard and Greenlake.

Ravenna

2201 Northeast 65th Street Seattle, WA 98115 (206) 297-6263

Located in the heart of Ravenna, across from Zeeks Pizza.
There is ample parking available south of 65th.

GET STARTED TODAY!

Email education@vitalitypilates.com for more information,
or to schedule a meeting with an Admissions Director.