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**Note: instructions are in blue.**

# Introduction

**Sample narrative:**

The PMA Sample School offers a comprehensive Pilates teacher-training certificate program that is taught by NCPTs teachers.

The directors of the school are Suzie and Adam Smith. Founded in 1990, the school was first a gym that offered a variety of classes and became a Pilates teacher-training program in 2005.

# Mission and goals

The mission statement explains your reason for what you are doing and describes how you are going to accomplish it. In addition, list the goals you have for your school.

**Sample narrative:**

In our school, we want to inspire excellence by preparing our graduates for the highest standards of professional practice of Pilates. We integrate scientific research to provide practical applications to the Pilates Method and we teach students to assess each client’s unique needs.

The goals of our institution are the following: to expand the understanding of the Pilates Method, to develop continuing education programs for graduates, to maintain a registry of all our graduates and to establish 3 locations in the region within 3 years.

# Programs and courses offered

List the program(s) you offer and describe each one separately.

Components of each program:

* Modules (if applies), units, etc.
* Lectures/ workshops, hands-on experience, etc.
* Length, number of hours of each module, unit
* Type of equipment studied

Type of instruction, i.e., residential (classroom) and/or distance education (correspondence/online)

**Sample narrative:**

* Comprehensive Pilates Program – 450 hours
* Program timeline (table or narrative)
* Graduation requirements (detailed list of steps to complete in order to graduate: i.e. attending lectures, completing apprenticeship hours, case study, exams (written, practical), satisfying all payments)

If the school offers more than one program, you may choose to create sections in the catalog (one section per program). Include program type, cost of that specific program, admissions requirements, enrollment procedure and graduation requirements.

The following verbiage must be included:

“Upon completion of the Program, student receives a diploma/certificate of completion.”

“Completion of the comprehensive Pilates program does not guarantee employment or certification.”

# Costs

List costs for each program separately.

**Sample cost breakdown:**

Application fee $ 100.00 USD\*

Registration fee $ 50.00 USD\*

Tuition $1500.00 USD

Books $ 150.00 USD (estimate)

Exams $ 100.00 USD

Lessons 50 lessons x $ 55 = $2750.00 USD (approximate)

Studio rental fee(if not included in tuition) $ 500.00 USD

Student liability insurance $ 50.00 USD

**Total cost $5200.00 USD**

Additional cost: software program, subscriptions (include average length), travel.

\*As specified by school’s policy, the application fee and registration fee may or may not be refundable. State licensed school may have to follow clear rules defined by the state regarding non-refundable fees.

See **Educational Services** for more details on Programs/Courses offered.

# Admission requirements

Prospective students must meet the following criteria:

List all the requirements for admission into the program:

* Age limit
* Level of education (if applies)
* Level of proficiency in the Pilates method (if applies)
* Other requirements that may be specific to particular program

**Sample content**

* Must be at least 18 years old
* Must have a high school diploma of equivalency diploma
* Have no injuries that would prevent performance of challenging exercises during the course of the program.

**Or**

Admittance to the program requires a 3-step interview process as follows:

1. Meet with the admissions director
2. Sign up for three consecutive Pilates Reformer classes (group classes)
3. Sign up for a private class with the program director

The following verbiage must be included:

“No applicant will be denied on the basis of race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation.”

# Enrollment procedures

Explain what documents and/or procedures are required.

**The enrollment process includes:**

* Submission of an application
* Payment of fees
* Signing of all documents
* Review of school catalog
* Review of policies and procedures
* Completion of enrollment agreement

**Enrollment model:**

* Rolling admission, or
* Enrollment calendar
* Late enrollment policy

**Sample narrative**

Prospective students may enroll anytime. Late enrollments will be accepted only one week into the course, depending on length of the course.

# Attendance requirements

Rules for attending the program(s) and fulfilling requirements.

Explain the following:

* Expected attendance rate for each portion of the training program,
* How many hours of lectures and/or hands-on training must be completed
* Missed work make up policy and the cost of attending a make up session
* Time frame for program completion
* School’s policy in case of absences or tardiness
* Tools provided to help student stay on track (assigned advisor for example)
* Policy and procedure for students who are unable to continue the program (leave of absence, dismissal)
* Procedure for students who do not complete the program in the allotted time

**Sample narrative**

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% (percentage determined by individual school) is required. Instructors may request a student to withdraw from a course or program if absences or tardiness exceed 70% (percentage determined by individual school).

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student’s withdrawal **(see Leave of absence)**.

# Leave of absence

**Sample narrative**

Students who are not able to continue the program may take a leave of absence.

* Personal or family circumstances: must submit a written request to the Program Director
* Medical: must submit a note from a doctor to the Program Director
* Length: 1 year maximum
* Pregnancy: leave of absence policy

Students who interrupt their registration because of personal or family circumstances, injuries or illness, but plan to return may take a leave of absence. Failure to attend class is not equivalent to a leave of absence and students will not receive an adjustment of charges unless a formal leave of absence is filed and approved.

If a student needs to withdraw from training for a short period of time (1– 6 weeks) we ask that the student provides a letter, personally or from a doctor, explaining the circumstances.  If the student paid the program in full, the school will retain all payments and allow the student to start with the next training course. If the student is on an installment plan, (s)he will continue to pay on the balance of the first attempted course. Leave of absences that are longer than 6 weeks will be treated as a drop. The refund will be determined by the refund policy and will include all payments made in advance for any future training. Upon restarting, the school will determine if the student needs to start fresh with a new course and pay the requisite tuition, or if the student is eligible to jump into an existing program and tuition will then be calculated proportionately, based on the number of hours needed to complete.

Students are expected to come back within 1 year. Medical certificates may be asked in cases of injuries or illnesses. Students who take a leave of absence due to pregnancy are granted additional six months to recover.

# Conduct Policy

**Sample narrative**

All students are expected to act maturely and are required to respect other students and faculty membersas well as school’s property, assets and traditions. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

# Dismissal

Define behavior that constitutes grounds for dismissal, such as:

* Lack of academic progress
* Violation of conduct policy
* Other policies and procedures specific to the school (no soliciting other students, staff, clients)

**Sample narrative**

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct may be allowed to resume attendance. The director will review each case and decide upon re-admittance. If a student is dismissed, the refund policy will be applied.

# 

# Educational services

Describe counseling, access to a library (online or brick/mortar), learning resources, program guides, videos, apps and any other support system the school has in place that assists the students to complete the program.

# Grading system

Describe the grading systems and frequency of evaluating student’s progress.

(Range determined by individual school)

1. Numerical and letter grades
2. Pass/fail
3. Percentage
4. Availability of grades (online, email, written)
5. Frequency of evaluations
6. Assessment procedures

**Sample narrative**

Progress reports with grades and feedback will be issued to students every six weeks, throughout the duration of the program. The reports will be delivered to the students in person or via email.

**Sample of grading system using numerical and letter grades:**

96 - 100 = A Excellent

86 - 95 = B Above Average

76 - 85 = C Average

66 - 75 = D Below Average

Under 65 = U Unsatisfactory

# Progress policy

The school implements methods to monitor student’s progress:

* Satisfactory progress requirements
* Advisory meetings
* Periodic assessments

**Sample narrative**

Each student is assigned an advisor. There are four meetings between the advisor and the student held within the 12-month training program to ensure that the student makes satisfactory progress. Students must maintain an X (determined by individual school) grade point average. The school’s director monitors student’s overall progress. Unsatisfactory progress will be grounds for dismissal.

**Academic probation procedure sample narrative**

Students who do not maintain an 85% GPA will be placed on probation for 30 days. During the probation period, students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school director’s discretion. The director has final authority and shall notify the student of the final decision.

# Transfer of credits

**School’s policy on transferring credits to another school sample narrative**

PMA Sample School does not guarantee transferability of its credits to another institution unless there is a written agreement with another institution.

**School’s policy on transferring credits from another school**

Describe:

* Procedure
* Cost (review fee, evaluation/assessment fee)

**Sample narrative**

Credits from another institution will be evaluated on a case-by-case basis. Transfer of credits from other institutions requires a review fee of $150 if a transcript is available. In the absence of a written transcript, test-out options will be considered and fees related to the process will be charged by subject matter. Each level of mat, reformer, trapeze table of any other equipment will incur a $300 fee per assessment.

Note: School may also refuse to transfer credits but must have a valid reason.

# Refund policy

Detailed explanation of circumstances and procedures of refunding the money to the student. Include:

* Specific state’s requirements
* Cancelation policy prior to commencement of the program
* Cancelation policy after the commencement of the program
* Student termination refund policy
* Failure to return from a leave of absence refund policy
* Discontinued program refund policy
* Postponement of the program policy

**Sample narrative**

Students not accepted to the school are entitled to all moneys paid. Students who cancel their contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days but before commencement of classes are entitled to a full refund of all tuition and fees paid, except the maximum cancellation charge of $600.00, or 10% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal.

**Refund Table:**

|  |  |
| --- | --- |
| Student is entitled to upon withdrawal / termination: | Refund: |
| Within first 10% of program | 90% less cancellation charge |
| After 10% but within first 25% of program | 75% less cancellation charge |
| After 25% but within first 50% of program | 50% less cancellation charge |
| After 50% of the program | No refund |

**Example:**

Refund based on 48-week program and tuition of $6000 paid in full

|  |  |
| --- | --- |
| Student is entitled to upon withdrawal / termination: | Refund: |
| Within week 4 of the program | $5400 less cancellation charge |
| After week 4 but within first 12 weeks of the program | $4500 less cancellation charge |
| After week 12 but within week 24 of the program | $3000 less cancellation charge |
| After week 24 of the program | No refund |

Students may cancel their contract at any time prior to midnight of the third business day after signing their contract.

All refunds will be made within 30 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 written notice of the student’s intention to discontinue the training program; or
2. The date on which the student violates published school policy, which provides for termination
3. Should a student fail to return from a leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier date the school determines the student is not returning or the day following the expected return date.

The student will receive a full refund of tuition and fees paid if the school discontinues a program within a period of time a student could have reasonably completed it.

The policy for granting credit for previous training shall not impact the refund policy.

# Student grievance procedure

Detail the school’s internal grievance/complaint procedures that a student should follow if they have an issue/grievance with the school (template available on PSAP webpage). Detail the procedural steps the school follows to resolve the matter.

**Sample narrative**

Attempting to resolve any issue with the school first is strongly encouraged. Student complaints may be brought to the attention of the Pilates School Approval Program. Contact: [PSAP@pilatesmethodalliance.org](mailto:PSAP@pilatesmethodalliance.org)

# Sexual harassment procedure

See Template available on PSAP webpage.

# Access to student files

**Student files content**

* Picture identification (drivers license, immigration card, passport, etc.)
* Completed application
* Signed enrollment agreement
* Signed sexual harassment policy
* Signed non-discrimination Policy
* All academic records
* All faculty notes

**Sample narrative:**

Students may review their complete file during studio hours by requesting an appointment with the student counselor / lead teacher. Studio hours are Monday through Friday, 8 am-10 pm.

# Satisfactory completion

**Sample narrative**

A student who satisfactory completes training (list the requirements for completion) at PMA Sample School will be awarded a certificate of completion (diploma).

# Time extension for program completion

Define:

* Duration
* Frequency
* Cost
* Procedure (subject to separate contract, addendum, etc.)

# Teacher biographies

**Sample narrative**

Our staff is comprised of the following faculty members: (list your faculty members, title, and short bio)

* Instructor 1
* Instructor 2
* Anatomy Teacher
* Administrator
* Program Director

# Facilities

**Sample narrative**

The school is located at 123 Main Street, Anywhere, FL 32789. Our studio is 2500 square feet, one story building in the heart of Orlando. We have showers, 3 classrooms that are furnished with state of the art Pilates equipment consisting of Reformer, Trapeze Table, Wunda Chair, Ladder Barrel and Spine Corrector and Pilates props. Charts, diagrams and videos are available to enhance the learning experience.