

HARMONY STUDIOS

PILATES

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HARMONY STUDIOS PILATES TEACHER TRAINING PROGRAM

CATALOG

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INTRODUCTION

Harmony Studios Pilates offers a comprehensive Pilates teacher-training certificate program that is taught by PMA-CPT teachers.

Harmony Studios Pilates, owned by Robin and Jessica Rix, is the home of the Harmony Studios Pilates Teacher Training Program. Jennifer Tillett is Director of the Program and Jennifer Olsberg is Assistant Director. The studio was founded in 1999 as Pilates Evolved Movement Studio including multiple disciplines along with classical Pilates. The official teacher training program was founded in 2017 and meets all the requirements for our graduates to take the PMA-CPT exam.

MISSION AND GOALS

Harmony Studios Pilates' mission is to share our knowledge of Joseph and Clara Pilates' work as it was originally intended, coupled with the passion to explore and integrate the latest developments in movement science. In addition to the Pilates coursework, we offer a comprehensive center where students can continue their learning process, in house, through self-practice, observation and practice teaching. We believe in mentorship and guiding each student to find their unique voice throughout the process.

Our goal is to nurture thoughtful Pilates professionals who feel confident in their base of knowledge in order to plan and begin a successful career. We all grow by learning, and our aim is to provide continuing education to support and inspire instructors throughout their careers.

PROGRAM & COURSES OFFERED

- **Comprehensive Pilates Program – 450 hours**

Our comprehensive program consists of 150 of lecture and lab taught in a series of weekend sessions over the course of 5 months. Beginning, Intermediate and Advanced classical repertoire on Mat, Reformer, Ladder Barrel, Chair, Cadillac and Spine Corrector will be explored. The first weekend covers History, Pre-Pilates Exercises and Anatomy. Each subsequent weekend, anatomy, principles, assessment, contraindications, cueing and exercise progressions will be woven into learning the exercises. The remaining 300 hours consist of Personal Practice, Observation and Practice Teaching Hours all of which can be completed at Harmony Studios (or another pre-approved studio) and will take between 8 to 12 months to complete and should be done concurrently with the lecture and labs.

Graduation Requirements

In order to graduate from the program, students must:

- Attend 100 percent of lecture and lab hours.
- Complete all personal practice, observation and practice teaching hours
- Complete a research paper on an approved topic
- Pass All exams written and practical with a score of 86%
- Satisfy all Payments of the program

Upon completion of the Program, student receives a Diploma/Certificate of Completion. Completion of the Comprehensive Pilates program does not guarantee employment or Pilates Method Alliance certification.

PROGRAM COSTS

Application fee	\$100.00 USD*
Registration fee	\$50.00 USD*
Tuition (Lecture hours)	\$4200.00 USD
Materials fee (Books and manual)	\$150.00 USD
Studio use fee (Practice hours)	\$2025.00 USD
Practical Exam fee	\$100.00 USD

Total Investment **\$6625.00 USD**

- Tuition cost does not include:
 - Private sessions with Harmony Studios Pilates instructors (if desired)
 - Professional liability insurance
 - Lost manuals (training manual & required books, up to \$300 to replace all)
 - Suggested reading materials
 - Housing and travel

ADMISSIONS REQUIREMENTS

- Prospective students must meet the following criteria:
 - Must be at least 18 years of age
 - Have no injuries that would prevent performance of challenging exercises during the course of the program
 - Participate in at least one private and three consecutive Pilates Reformer Classes
 - Interview with Education Director

*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

Prospective students, who have completed the admission requirements, may apply at any time prior to the beginning of each training module. Late enrollment to the program may be granted on a case by case basis and would require additional fees. The enrollment procedure includes the following:

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

ATTENDANCE REQUIREMENTS

Students are expected to arrive on time for class with proper materials. A 100% attendance rate is required for all lecture and lab hours prior to final test out. Students with approved absences may make up hours an additional fee of \$50 per hour missed and the hours must be completed prior to exams. Faculty may request a student to withdraw from program if absences or tardiness exceed 75 percent.

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.

LEAVE OF ABSENCE

Students who are not able to continue the because of personal or family circumstances, injuries or illness, but plan to return may take a leave of absence. A written request to take a leave of absence with an explanation of reasons must be submitted to the Director of Education. Medical certificates may be asked in case of injury or illness. 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. Students are expected to come back for the next subsequent teacher training session. Students who take a leave of absence due to pregnancy are granted additional six months to recover.

CONDUCT POLICY

All students are expected to act maturely and are required to respect other students and faculty members as 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

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.

EDUCATIONAL RESOURCES

The studio has learning resources on location that may be used by enrolled students. The resources are to be used in the studio only. Appointments can be scheduled with the Director of Education or Instructor for counseling or questions. Additional online resources will be provided by the training school if requested.

GRADING SYSTEM

Students will take 5 written and practical exams during the course of the lecture and lab series as well as random quizzes to evaluate progress. A final exam at the conclusion of all lecture, lab, personal practice and observation hours will be given and will consist of written and practical assessments. An 86 percent or higher is required to pass the final written exam. The practical portion is pass/fail as determined by the Director of Education and the Lead Instructor. Students will receive written detailed feedback.

The grading chart is as follows:

96 – 100	=	A	Excellent
86 – 95	=	B	Above Average
76 – 85	=	C	Average
66 – 75	=	D	Below Average
Under 65	=	U	Unsatisfactory

PROGRESS POLICY

To support the students during the process, each student is assigned an advisor. Weekly check-ins with the advisor are highly suggested and required at the end of the lecture series until final test out. Students must maintain a 76 percent grade point average. The school's Director monitors student's overall progress. Unsatisfactory progress will be grounds for dismissal.

Students who do not maintain a 76 percent 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 CREDIT POLICY

Harmony Studios Pilates does not guarantee transferability of its credits to another institution unless there is a written agreement with another institution.

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.

REFUND POLICY

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 \$150.00, or 25% 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.

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% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	No Refund

1. Students may cancel their contract at any time prior to midnight of the third business day after signing their contract.
2. 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:
 - a. The date on which the school receives written notice of the student’s intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination
 - c. 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.
3. 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, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

STUDENT GRIEVANCE PROCEDURE

A student with a complaint of a grievance should take the following actions:

- Contact the person with whom they have the grievance and attempt to resolve the issue informally.
- If this is not a feasible option, or if such an option does not remedy the situation, he/she should notify the Director of Education in writing via email about the complaint or grievance.
- If the matter is still not resolved, students may appeal in writing to the Pilates School Approval Program.
PSAP@pilatesmethodalliance.org

SEXUAL HARASSMENT PROCEDURE

Sexual Harassment is defined as unwelcomed verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects learning conditions or creates a hostile environment. Sexual Harassment is against Harmony Studios Pilates’ policy and will not be tolerated.

Any student who feels s/he has been subject to sexual harassment should take the following actions:

- Speak directly to the source of the discrimination.
- If this is not a reasonable option, or if such an option does not remedy the situation, speak with the immediate supervisor.
- If this is not a reasonable option, or if such an option does not remedy the situation, speak with the Director.
- If this is not a reasonable option, or if such an option does not remedy the situation, document all relevant facts and send documentation to: PSAP@pilatesmethodalliance.org

ACCESS TO STUDENT FILES

The Student may access his/her file maintained by the Studio by submitting a written request to the Director of Education via email. The Student will be granted access to his/her file during the Studio's business hours. Student's files are the property of the Studio.

Students may review their complete file during studio hours by requesting an appointment with Jennifer Tillett. Studio hours are Monday through Friday, 8 am-7 pm, Saturday and Sunday 9 am – 1 pm.

TEACHER BIOGRAPHIES

The Harmony Studios Pilates Teacher Training Program staff is comprised of the following faculty members:

- Director of Education and Instructor
Jennifer Tillett
- Assistant Director of Education and Instructor
Jennifer Olsberg
- Anatomy Teacher
Martin Schneckenberger
- Administrator
Karla Kelley

FACILITIES

The school is located at 8440 Santa Monica Blvd, West Hollywood, CA 90069. Our 3400-square foot full service studio is equipped with 8 reformers, 1 clinical reformer, 3 Cadillacs, 2 chairs, 1 ladder barrel, 3 spine correctors as well as other Pilates props and modalities such as Gyrotonic, TRX, and power plate. We also have life-size human skeleton, muscle charts, diagrams and books available to enhance the student's learning experience.