

Anne Sexton Pilates

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ANNE SEXTON  
PILATES

**School Catalog**

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## ***Table of Contents***

|                              |    |
|------------------------------|----|
| Introduction                 | 3  |
| Mission Statement & Goals    | 4  |
| Teachers Biographies         | 5  |
| Facilities                   | 5  |
| Programs and Courses Offered | 6  |
| Admission Requirements       | 13 |
| Enrolment Procedures         | 13 |
| Attendance Requirements      | 13 |
| Leave of Absence             | 14 |
| Conduct Policy               | 14 |
| Dismissal                    | 15 |
| Grading                      | 16 |
| Progress Policy              | 17 |
| Transfer of Credit Policy    | 17 |
| Refund Policy                | 17 |
| Student Grievance Procedure  | 18 |
| Touch                        | 18 |
| Sexual Harassment Procedure  | 18 |
| Access to student files      | 19 |

## Introduction:

Anne Sexton Pilates Teacher Training School (hereinafter referred to as the School) offers the Pilates instructor educational programme and is staffed with qualified, NCPT instructors.

Anne Sexton is the sole owner and director Pilates Reformer Classes Limited the legal company name of which of the school doing business as Anne Sexton Pilates was founded in 2002 and the Teacher Training School (doing business as Anne Sexton Pilates Teacher Training School) was founded in 2015. The legal Company name is Pilates Reformer Classes Ltd.

Anne Sexton



## Mission Statement:

At Anne Sexton Pilates Teacher Training School we endeavour to provide a nurturing and learning environment where students can come together and experience the truly life changing practice of Pilates. It is our commitment to pass on the life work of Joseph and Clara Pilates in its classical form (ie Classical Pilates attempts to be as close to the teachings of Joseph Pilates as possible using Joseph Pilates actual exercises, executed in the order he created, with his intentions), empowering people to take control of their lives and bodies and to share this knowledge, allowing them to in the words of Joseph Pilates “go about their daily lives with minimum effort and maximum pleasure”.

In our school, we want to inspire excellence by preparing our graduates for the highest standards of professional standards in the 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.

Our commitment is to our students, whom without you we would not be!

## Our Goals:

- To keep alive and spread the teachings of Joseph and Clara Pilates and to emphasise the importance of staying true to and adhering to the key Pilates Principles of Breathe, Alignment, Centring, Concentration, Control, Flow and Precision
- To continue to strive for Excellence in Pilates
- To honour the teachings, principles and history of the Pilates method whilst staying up to date with latest scientific and medical advances
- To listen to our students and continue to provide them with the tools to be the best Pilates experience to their customers
- To at all times show our students, staff and all we meet respect, integrity and professionalism
- To listen to our students and provide them with the knowledge and personal experience to ensure their practice makes a positive difference to them and their customers lives
- To uphold professional standards within the Pilates industry
- To understand and work within the appropriate scope of Practice for a Pilates instructor
- To provide the next generation of Pilates Teachers with the knowledge, education, professionalism and understanding to continue transforming People’s lives through the Pilates Method
- To continue to grow our school by at least 20% per annum and to provide a creative and collaborative learning environment for our students
- To increase our students who complete “450 Hour complete course” by at least 10% per annum

## Teacher biographies



**Anne Sexton** - In 1995, she set up her own Personal Training Business in South Dublin having first qualified as an ITEC and NCEF\_gym instructor and exercise to a music teacher in 1989. Anne is a qualified kettle bells instructor through London Kettle bells. She qualified as an NCEF\_Personal Trainer through the University of Limerick in 1995. Anne ran a very successful Personal Training business in South County Dublin from 1995 to 2010 when she opened her Pilates Studio in Roundwood Co Wicklow. Anne first qualified as a Pilates trainer with Bodyfirm Pilates in 2002 having been introduced to Pilates through rehabilitation following injury to her neck, shoulder and low back in a car accident. She was so impressed with the amazing results from her daily Pilates routine that she went on to train as a trainer. Anne also holds qualifications in Pilates for Golf, Pilates for Pregnancy, Pilates and Hyper Mobility and Pilates at the Barre. Anne is a firm believer in education and is continually adding to her own skills. She is passionate about carrying on the work of Joseph and Clara Pilates and set up her own teacher training programme in 2015. Anne is a member of the Pilates Method Alliance whose mission is to advance Pilates as a profession and to promote and perpetuate the teachings of Joseph H. and Clara Pilates. Anne has a personal interest in hypermobility and has completed a course in the UK on Hyper-mobility – thinking outside the box. Anne has completed her comprehensive training between Ireland and the US. In 2019 she added the NCPT qualification from the National Pilates Certification Program to her qualifications.

## Facilities:

The school is located in the beautiful seaside town of Kilcoole, Co. Wicklow . Our studio is 2,500 square feet; two-story building enjoying sea views and mountain vistas from the studio. We have showers, fully equipped apparatus room, mat room, and a boardroom. Equipment consisting of Reformer, Trapeze Table/Tower, Chair, Ladder Barrel and Spine Corrector and Pilates props. Charts, diagrams and videos are available to enhance the learning experience.

## Programs Offered

### Anatomy & Movement Principles

#### Programme Highlights

- Anatomy & Movement Program
- Access to fully equipped studio for observation and self-practice time
- Maximum class size 10
- Payment Plan Available
- Students who are currently studying at Anne Sexton Pilates Teacher Training School will be given a special rate if they want to take a class hosted by the studio

|  | <b>DESCRIPTION</b>  |                    |                      | <b>Cost</b>             |
|--|---|--------------------|----------------------|-------------------------|
| <b>Anatomy and Movement Principles</b> | <p>An introduction to the principles of movement Science and Anatomy and the primary muscles of the body involved in Pilates movement. Training includes an introduction to Pilates movement and exercises with in depth overview of the muscles and joints, an over view of the skeleton and its function, Posture alignment and breathing. This course will also look at Precautions and Contraindications for Pilates programming giving the teacher a clear understanding of what is within their scope of practice and when they should refer to a more qualified professional.</p> <p>The content of this course is specifically composed for Pilates teachers designed to give them the necessary skills to understand and teach and put together a safe, effective and appropriate Pilates programme.</p> |                    |                      | €260                    |
|  | <b>Course Hours</b>   | <b>Observation</b> | <b>Self Practice</b> | <b>Student Teaching</b> |
|  | 6   |                    |                      |                         |

## MAT

### Programme Highlights

- MatI, MatII and MatIII Programs
- Access to fully equipped studio for observation and self-practice time
- Maximum class size 10
- Payment Plan Available
- The student will receive a Mat Pilates Certificate upon completion of all three modules
- Students who are currently studying at Anne Sexton Pilates Teacher Training School will be given a special rate if they want to take a class hosted by the studio

**Completion of the Mat Pilates program does not guarantee employment.**

| PROGRAM         | DESCRIPTION   | Cost               |                      |                         |
|-----------------|---|--------------------|----------------------|-------------------------|
| Mat1            | Pilates Mat is the foundation of the Pilates Method, and a thorough understanding of Pilates Mat and the proficient execution of the exercises is essential before moving on to the apparatus. A prospective teacher should give themselves the appropriate time to learn and perfect each exercise before they start to pass the method on. Mat I includes an introduction to the history and principles of Pilates, it covers professionalism: scope of practice and ethics. The Classical Pilates, Beginner exercises and introduction to intermediate level exercises with modifications, precautions and contraindications. An understanding of Classical vs Contemporary. An overview of anatomy and movement principles. | €500               |                      |                         |
| Mat II          | Mat II includes the remaining intermediate and level II exercises as well as the use of props for advancing clients or providing appropriate modifications. Mat II requires more proficiency which will be attained by the religious practice and strict adherence to the Pilates principles learned and perfected during Mat I and the hours of self-practice and observation.   | €450               |                      |                         |
| Mat III         | Mat III incorporates the entire Classical repertoire taking each exercise to its most advanced level bringing in the use of props, modifications, precautions and contraindications. A thorough understanding and proficient execution of levels 1 & 2 are prerequisites for Mat III.   | €450               |                      |                         |
| Mat I, II & III | 10% Disc when booking Mat I, II, III together   | €1,260             |                      |                         |
|                 | <b>Course Hours</b>   | <b>Observation</b> | <b>Self Practice</b> | <b>Student Teaching</b> |
| Mat I           | 28  |                    |                      |                         |
| Mat II          | 22.5  |                    |                      |                         |
| Mat III         | 20.5  |                    |                      |                         |
| MAT I, II & III |   | 20                 | 20                   | 20                      |

## Reformer I & II & III

### Programme Highlights

- Reformer I, II and III Programs
- Access to fully equipped studio for observation and self-practice time
- Maximum class size 10
- Payment Plan Available
- The student will receive a Reformer Certificate upon completion of all three modules.
- Students who are currently studying at Anne Sexton Pilates Teacher Training School will be given a special rate if they want to take a class hosted by the studio

**Completion of the Reformer Pilates program does not guarantee employment.**

|                                 | DESCRIPTION   |                    |                      | Cost  |
|---------------------------------|---|--------------------|----------------------|---|
| <b>Reformer I, II &amp; III</b> | The Reformer is easily the best known of Joseph Pilates apparatus, with the correct use of body position and spring setting it can support the novice or rehab client or offer an extremely challenging work out for the elite athlete. This 3 part Reformer course sets out to give the aspiring teacher a thorough understanding of the Reformer how body position and spring setting are used to give the body a unique workout in every plane of movement, taking the muscles through their full ranges of movement eccentrically and concentrically. Reformer I, II & III includes an introduction to the Pilates Reformer, beginner and intermediate and advanced exercises, session sequencing and teaching cues for group classes and individual tuition. Modifications designed for group and individual instruction are covered as well as technique for teaching clients at different levels of ability. |                    |                      | <b>Reformer I €690,<br/>Reformer II €590,<br/>Reformer III €590</b> |
| Reformer I, II & III            | 10% Disc when booking Reformer I, II and III together   |                    |                      | €1,683  |
|                                 | <b>Course Hours</b>   | <b>Observation</b> | <b>Self Practice</b> | <b>Student Teaching</b>   |
|                                 | 54  | 25                 | 25                   | 45  |

## Trapeze Table

- Trapeze Table
- Access to fully equipped studio for observation and self-practice time
- Maximum class size 10
- Payment Plan Available
- Upon Completion of the program the student receives a certificate of completion.
- Students who are currently studying at Anne Sexton Pilates Teacher Training School will be given a special rate if they want to take a class hosted by the studio

**Completion of the Trapeze Table Pilates program does not guarantee employment.**

|                      | DESCRIPTION   |                    |                      | Cost                    |
|----------------------|---|--------------------|----------------------|-------------------------|
| <b>Trapeze Table</b> | The main difference between the Reformer and the Trapeze Table is that the Trapeze Table does not move so, therefore, can be utilized much more readily when working with beginners, in rehab or while working with the elderly. The most amazing stretches and body opening exercises can be performed with the support of the Trapeze Table. There are many stretches and hanging exercises that are unique to the Trapeze Table, and it is such fun to work with. This course provides a thorough introduction to Trapeze Table exercises. Equipment set up, safety and maintenance is covered as well as how to incorporate the exercises into a client's session. This training is appropriate for learning Trapeze Table, tower or wall unit exercises. |                    |                      | €590                    |
|                      | <b>Course Hours</b>   | <b>Observation</b> | <b>Self Practice</b> | <b>Student Teaching</b> |
|                      | 24  | 15                 | 15                   | 10                      |

## Pilates Chair

- Pilates Chair Program
- Access to fully equipped studio for observation and self-practice time
- Maximum class size 10
- Payment Plan Available
- Upon Completion of the program the student receives a certificate of completion.
- Students who are currently studying at Anne Sexton Pilates Teacher Training School will be given a special rate if they want to take a class hosted by the studio

**Completion of the Pilates Chair program does not guarantee employment.**

|                      | DESCRIPTION  |                    |                      | Cost                    |
|----------------------|--|--------------------|----------------------|-------------------------|
| <b>Pilates Chair</b> | The chair is an extremely functional piece of equipment. It has many uses in functional training, muscle imbalances, and athletic training. This course includes exercises and variations for both private training sessions and classes. Covers multiple exercises on this very adaptable Pilates piece of equipment. |                    |                      | €420                    |
|                      | <b>Course Hours</b>  | <b>Observation</b> | <b>Self Practice</b> | <b>Student Teaching</b> |

|  |    |    |    |    |
|--|----|----|----|----|
|  | 20 | 10 | 10 | 10 |
|--|----|----|----|----|

## Ladder Barrel

- Ladder Barrel Program
- Access to fully equipped studio for observation and self-practice time
- Maximum class size 10
- Payment Plan Available
- Upon Completion of the program the student receives a certificate of completion.
- Students who are currently studying at Anne Sexton Pilates Teacher Training School will be given a special rate if they want to take a class hosted by the studio

**Completion of the Ladder Barrel Pilates program does not guarantee employment.**

|                      | DESCRIPTION   |                    |                      | Cost                    |
|----------------------|---|--------------------|----------------------|-------------------------|
| <b>Ladder Barrel</b> | Includes an introduction to the Ladder Barrel, Step Barrel and arc exercises. We are probably most familiar with the barrel being used for back extension type exercises and it is a marvellous way to perform these, but it is so much more like all of Joseph Pilates inventions, it has multiple uses and offers a unique addition to any Pilates routine. |                    |                      | €480                    |
|                      | <b>Course Hours</b>   | <b>Observation</b> | <b>Self Practice</b> | <b>Student Teaching</b> |
|                      | 20  | 10                 | 10                   | 10                      |

## 450 Hour complete course

### Programme Highlights

- Full 450 hour Pilates training course on Anatomy, Mat, Reformer, Trapeze/Tower, Barrel, Chair,
- Access to fully equipped studio for observation and self-practice time
- Maximum class size 10
- Payment Plan Available
- Upon Completion of the 450 Hour Pilates program the student receives a certificate of completion.
- Students who are currently studying at Anne Sexton Pilates Teacher Training School will be given a special rate if they want to take a class hosted by the studio

**Completion of the Full 450 Hour Pilates program does not guarantee employment or certification**

|                                 | DESCRIPTION  |                    |                      | Cost  |
|---------------------------------|--|--------------------|----------------------|---|
| <b>450 Hour Complete course</b> | <ul style="list-style-type: none"> <li>• Full 450 hour Pilates training course on Anatomy, Mat, Reformer, Trapeze Table, Barrel, Chair, Anatomy</li> </ul> <i>Total discounted cost of €4,693 is for booking in full 450 hour Pilates Program and includes registration all course hours, observation, student teaching, books and exams</i> |                    |                      | €5,020 (no discount)<br>€4,693 (discounted) |
|                                 | <b>Course Hours</b>  | <b>Observation</b> | <b>Self Practice</b> | <b>Student Teaching</b>                     |
|                                 | 195  | 80                 | 80                   | 95  |

## BARRE

|       | DESCRIPTION  | Cost               |                      |                         |
|-------|--|--------------------|----------------------|-------------------------|
| Barre | This Pilates based Barre training emphasizes the correct biomechanics of movement to increase strength, flexibility and stability. This course marries perfectly the myriad of benefits of these two disciplines. Ballet and Pilates share a history and many principles, i.e. Control, centring, precision, focus, breath, posture. It is a program geared for all movement teachers, no dance experience required.(Elective) | €260               |                      |                         |
|       | <b>Course Hours</b>  | <b>Observation</b> | <b>Self Practice</b> | <b>Student Teaching</b> |
|       | 6  | 5                  | 5                    | 5                       |

*Completion of the Barre Pilates program does not guarantee employment.*

## Small Props & Classical Mat

|                             | DESCRIPTION                        | Cost |
|-----------------------------|------------------------------------|------|
| Small Props & Classical Mat | Classical Mat €25, Small Props €50 | €75  |

*Completion of the Small Props & Classical Mat Pilates program does not guarantee employment.*

## Postpartum Women

|                  | DESCRIPTION   | Cost |
|------------------|---|------|
| Postpartum Women | <p>This workshop is aimed at movement teachers who want a better understanding of how to better construct an exercise programme for postpartum women so that they can return to their normal routines with a fully recovered and functional body. It is imperative the both the trainer and the client understand the importance of taking time for the body to heal and recover, and to prevent problems further down the road by not jumping back into exercise at the same intensity as before pregnancy. It is so important as a trainer that one can programme for the person in front of you so they can get right back to were they were and know and understand how to do this appropriately.</p> <p>As trainers, it is of the utmost importance to always work within and have a clear understanding of your Scope of Practice, and when and who to refer to. It is essential to know and understand the changes and pressures that the body goes through during pregnancy and birth, how they impact on the body afterwards, and how we can safely programme for these.</p> <p>In this workshop we will also cover how to access, correct and return to full function</p> | €260 |

|  |  |  |
|--|--|--|
|  | <p>Breathing Diaphragm, Pelvic floor, Core cylinder</p> <p>We will look at posture and learn how to spot common postpartum postural faults and imbalances -- learning to identify what's working and what's not and how to safely address these.</p> <p>The workshop will also cover common dysfunctions associated with pregnancy and how to address them with a tailored exercise prescription. We will cover how to identify important muscles that get turned off at this time and how to re-establish them. We will look at safe exercise progressions and time frames, and when and how to reintroduce movement and the intensity. We will also identify the most pertinent screening questions to ask and best approaches.</p> <p>The workshop will go through an inventory of exercises and how to perform them.</p> |  |
|  | <b>Course Hours</b>  |  |
|  | 6  |  |

**Completion of the Postpartum Women workshop does not guarantee employment.**

### **Pregnancy Workshop**

|                    | <b>DESCRIPTION</b>  | <b>Cost</b> |
|--------------------|---|-------------|
| Pregnancy Workshop | <p>This workshop is aimed at movement teachers working with pregnant clients. Its objectives are to give the movement teacher the tools and understanding of the research behind making exercise safe during pregnancy. We will look at common problems and how to adjust and work with these through the trimesters. The course will give the student the tools to be able to tailor exercises to help decrease the strain on the core, the abdominal wall and the pelvic floor during pregnancy. Students will be able to tailor safe exercises for the pregnant client through the different trimesters and the ability of the client. We will look at ways to help prevent common problems encountered during pregnancy and to minimise discomfort and safely programme and trouble shoot.</p> <p>The workshop will go through an inventory of exercises and how to perform them.</p> | €260        |
|                    | <b>Course Hours</b>   |             |
|                    | 6   |             |

**Completion of the Pregnancy workshop does not guarantee employment.**

## Admission requirements

- Must be at least 18 year of age
- Have completed at least 3 Pilates classes held at Anne Sexton Pilates
- Attend the Anatomy and Movement science course held by Anne Sexton Teacher Training School

## Enrolment Procedures:

### Enrolment into the program requires a Two-Step interview process as follows:

- Meet with the admissions director and sign up for three classes with an Anne Sexton
- Pass a multiple-choice exam that measures basic anatomy understanding or sign up for the Anatomy and Movement Science Course
- Receiving a copy of the Schools Welcome Pack which includes a copy of the schools catalog, all policies and procedures of the school
- Signing the schools enrolment agreement

### Payment Options Available

- Full Payment by bank transfer, cheque or book through the [MindBodyApp](#)
- Instalment Plan by bank transfer, cheque or book through the [MindBodyApp](#)

Information pertinent to wire transfer payment of funds will be supplied to the student upon acceptance to the programme. Acceptance into any Anne Sexton Pilates programme does not automatically guarantee successful completion resulting in the awarding of the Certificate of Excellence. Information contained within this Comprehensive 450hour Pilates Teacher Training Programme document is owned as intellectual property of Anne Sexton Pilates. Any use or copying of its strictly prohibited without the written permission of Anne Sexton Pilates. Copyright 2017

Contact Anne on +353 87 2698375 or email [annesextonpilates@gmail.com](mailto:annesextonpilates@gmail.com) to arrange interview

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

## Attendance Requirements:

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 95% is required. Instructors may request your withdrawal from a course or programme if absences or tardiness is deemed to be disruptive to course director or other participants.

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 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:

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. If a student is dismissed, the refund policy will be applied.

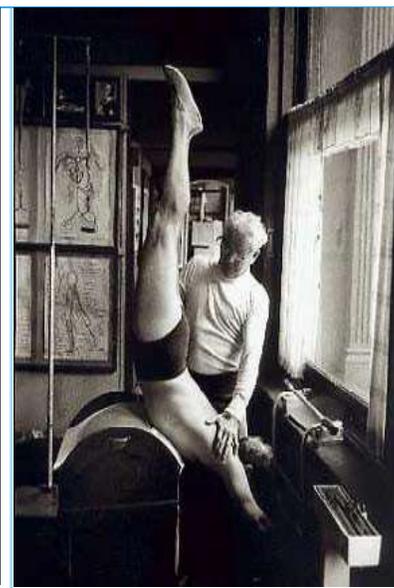
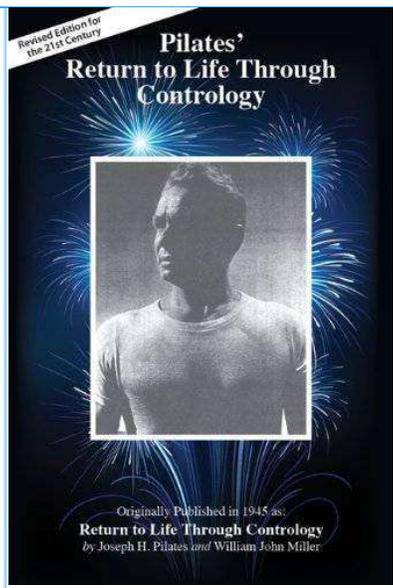
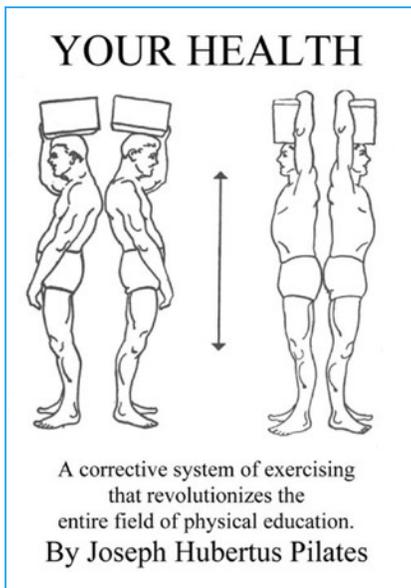
## **Educational Services:**

Classes are led by course facilitator or director with lots of practical experience for you to learn about your body. Supported by the course manual, plus required textbooks for self-reading and reference. List of books for recommended reading will be provided once enrolment is completed see examples below. You will be required to complete self-practice, observation and practical working hours for each module.

Self-practice you must complete these hours by reviewing exercises with fellow trainees being taught by fellow trainees and taking group classes and private lessons with a NCPT instructor at Anne Sexton Pilates Teacher Training School.

Observation must be spent observing a NCPT instructor teaching either a private lesson or group class at Anne Sexton Pilates. Always ask the instructor for permission before observing, observe from a distance and do not intimidate or disturb the clients. Take only handwritten notes and turn off all electronic devices.

Practice teaching (of which 50% will be supervised), you must meet the following requirements; minimum of half the required hours teaching group classes (three or more students) and half the required hours teaching private and duet lessons (two students maximum) to trainees and volunteer friends. Practice teaching is time you spend teaching anyone: trainees, friends, volunteers and the general public. These lessons are free of charge and can range from casual to formal.



## Grading System:

Examinations are held at the end of each module. These include a Practical Examination, Teaching Skills and a multiple choice questionnaire. All exams are graded by the Course Director or a NCPT Instructor. Students must achieve a minimum pass rate of 85% in each examination prior to moving on to the next program. A student who does not pass any part of the examination may repeat it and are responsible for paying a separate fee (€150) to repeat the exam. Should the student fail the examination a second time, the student may be terminated. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

### Examination process

**Practical Examination:** This will be a silent run-through of the given repertoire of the module, where the student will clearly demonstrate the physical execution of each exercise. The School will assess the student's awareness and how they portray the movement principles of whole body movement, breathing, balanced muscle development, concentration, control, centring, flow, precision and rhythm.

**Teaching Skills:** The student will be given three exercises by the examiner to teach to a fellow student. Alternatively, someone may be provided by the examiner. The student will be expected to clearly demonstrate their teaching skills, taking into account; observation, verbal cueing, demonstration, tactile cueing, visible communication, positive feedback, coaching skills and safety.

**Multiple-Choice Questionnaire:** The student will be given multiple choice questions relevant to the module they are being examined on.

## Progress Policy:

Students must maintain an 85% grade point average. Those who do not will be requested to repeat the assessment within 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 30 days. 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:

**Anne Sexton 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, and Trapeze table of any other equipment will incur a €300 fee per assessment.

## Refund Policy

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

1. Students not accepted into the school are entitled to all moneys paid.
2. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of 10% of the contract price (ie for the full 450 Hour Program the cancellation charge would be €502 or €469.30 (if comprehensive program booked in full))

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 students intention to discontinue the Program.
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 the student is either the date the school determines the student is not returning or the day after the expected return date whichever is earlier.

T The school will retain a cancellation charge of plus a percentage of tuition, according to the schedule below

- If a student leaves having completed 10% of the program, the refund is 90% less the cancelation charge;
- If a student leaves after 10% but within first 25% of the programme, the refund is 75% less the cancelation charge;
- If a student leaves after 25% but within first 50% of the programme, the refund is 50% less the cancelation charge;
- If a student leaves after 50% of the program, no refund.

## **Student Grievance Procedure:**

The School recognises a student's right to have grievances and to file complaints. The School is committed to addressing complaints and grievances effectively and fairly. This policy provides a procedure for documenting grievances and complaints related to issues both academic and non-academic, as well as complaints of unlawful discrimination and unfair treatment.

The School aims to address complaints and grievances through a fair and impartial resolution process that is carried out with transparency, that is accessible and available to all students and that respects the privacy of all parties involved. A student may file a complaint or grievance without fear of reprisals.

### **Procedure:**

Any student with a complaint or 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 reasonable option, or if such an option does not remedy the situation, students should speak with the Director.
- If this is not a reasonable option, or if such an option does not remedy the situation, students should submit a written grievance or complaint to: [anne@pilatesreformerclasses.ie](mailto:anne@pilatesreformerclasses.ie)

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)

## **Touch**

As Pilates engages touch for cueing and adjustment purposes. The program will require some level of touch, although sensitivity will be respected.

## **Sexual Harassment Procedure:**

### **Definition:**

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.

### **Examples:**

- Verbal or Written - Comments about clothing, personal behavior, or a person's body; sexual or sex- based jokes; requesting sexual favors or repeatedly asking a person out; sexual innuendoes; telling rumors about a person's personal or sexual life; threatening a person.
- Physical - Assault; impeding or blocking movement; inappropriate touching of a person or a person's clothing; kissing, hugging, patting, stroking.
- Non-verbal - Looking up and down a person's body; derogatory gestures or facial expressions of a sexual nature; following a person.
- Visual - Posters, drawings, pictures, screensavers or emails of a sexual nature.

## **Procedure:**

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](mailto:psap@pilatesmethodalliance.org)

Students who are found to have sexually harassed or knowingly filed a false complaint of sexual harassment shall be subject to disciplinary action, including dismissal.

## **Access to student files:**

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

Student files – contents and access:

- Signed Student Enrolment form
- Copy of student id (ie current driving license, passport or another form of picture identification)
- Attendance record
- Assessment and grading as per our schools catalog
- Module completion form (completed by student)
- Signed copy of Sexual Harassment document
- Signed copy of the grievance policy
- Student feedback form
- All academic records
- All faculty notes