

Guidelines for registration of a 350 hour+ Yoga Teacher Training Course



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Guidelines for registration of a Yoga Teacher Training Course

Advantages of course registration with Yoga Australia

- **Supporting the maintenance of yoga teaching training course standards within Australia.** Only courses which meet Yoga Australia's [high set of standards](#) are granted Yoga Australia registration
- **Ease of joining Yoga Australia for your graduates.** Your new yoga teacher graduates can join Yoga Australia by simply attaching their certificate of completion of your course to their Yoga Australia membership application form. This will be considered sufficient evidence of having met all the criteria for Yoga Australia membership.
- **Find a training course listing.** Your training course will be listed on the Yoga Australia search facility, and will be sought out by many potential yoga teachers looking for a Yoga Australia registered teacher training course.

Conditions of Registration

Senior Yoga Australia members (Level 3), and other training providers that engage a senior Yoga Australia member as the principal trainer, may apply to Yoga Australia for registration of their teacher training course, providing the course meets

the requirements for acceptance of its graduates as Full (Level 1) members of Yoga Australia. Senior teachers or training providers whose 350+ hour teacher training course is registered by Yoga Australia may also apply for registration of a preliminary 200-hour teacher training course, which will provide Provisional Yoga Australia membership for graduates.

For successful course registration of a 350+ hour course the following Conditions of Registration are to be met.

Principal Trainer

The principal trainer for the course, must be a Level 3 Senior Yoga Australia member, unless otherwise approved by Yoga Australia (via application for special consideration.)

A level 2 registered Yoga Australia member may apply to Yoga Australia for special consideration to be engaged as principal trainer by providing the following:

- Written reference or testimonial from a senior YA teacher/s endorsing them as a training provider principal trainer.
- Evidence of the engagement of a Yoga Australia registered mentor by the level 2 teacher to support them in the delivery and assessment of the course.
- A detailed plan of engagement must be in place and provided to Yoga Australia which includes a quarterly 'check-in' session.
- A request for special consideration, including all of the above

information can be emailed to training@yogaaustralia.org.au with 'Application for special consideration' in the subject line.

Supervision of Teacher Trainers

You, the training provider must take responsibility for any of the teachers/training personnel involved in the delivery of the course, and for the overall training standard of the course. Teachers must be suitably qualified and experienced in the topics they teach and must be effectively under your supervision.

Changes to training personnel

Following registration, if there is any change in training personnel, you must request prior approval from Yoga Australia.

350+ hour Course

Your principal training course must provide at least 350 hours of training, covering the minimum hours in each of the Yoga Australia Teacher Training Course Curriculum Areas.

Teacher Trainee Prerequisites

Your teacher trainees must have completed at least 12 months personal yoga practice and must be 16 years or older before admission to your teacher training course.

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Duration of Training

Your principal training course must be of at least 12 months duration. If your course is shorter than 12 months duration, you must provide a formal mentoring structure to enable your graduates to achieve a period of 12 months under supervision.

Changes to registered course

You must inform Yoga Australia within 14 days if the content or delivery of your yoga teacher training course changes in any material way from the information originally submitted.

Feedback

Your marking and feedback should be completed and provided to teacher trainees in a timely manner.

Multiple Locations of Delivery

If your training course is delivered face-to-face in multiple locations (e.g., around the country), the principal trainer in each location must meet the requirements specified under 'Principal Trainer'.

Separate registration is required for each location in which the training course is delivered.

Ensure sufficient details are provided for Yoga Australia to be satisfied with the quality of delivery and assessment of the course; the qualifications and experience of the trainers in each location; and the supervision arrangements with the principal trainer and the qualified trainer and assessor.

Dedicated Training Course

Your training course must be a "dedicated" yoga teacher training course. This means that the entire course curriculum, content and delivery is documented and delivered as a yoga teacher training course and not achieved by your teacher trainees making up curriculum hours by attending general yoga classes unless training based on these is an integral part of the supervised training curriculum.

Required policies and procedures

In the interest of protecting training providers, teacher trainers and teacher trainees, your school must have the following policies in place:

- Teacher Trainee and Teacher Trainer Code of Conduct Policy
- Complaints Policy
- Deferment of Course Policy
- Expulsion Policy
- Refund Policy
- Prepaid Fees Policy
- Course Cancellation Policy
- Teacher Trainee Agreement Policy.

(Please refer to Appendix: Yoga Australia Teacher Training Policy Guidelines for more information on what must be included in each policy and for policy examples that you may adopt).

Naming of Courses

In the interest of best practice and ensuring clarity for prospective teacher trainees, when marketing your course, you must ensure that the name of the course does not use terms found in the Vocational Education and Training Sector (e.g., TAFEs and RTOs) and the Higher Education Sector (e.g., Universities) unless the course is registered in one of these sectors. Terms such as 'Certificate', 'Diploma' and 'Advanced Diploma' must not be used. For consistency across the profession, your course should use the 'total hours' of the course in the course name e.g., '350 hour Name of Yoga School Yoga Teacher Training Course.'

Marketing Courses

When marketing your course, you must refer to your course as a "Yoga Australia Registered Course (or Program)" and display the Yoga Australia "Registered Teacher Training Course" logo prominently on your various promotional media. Use of the logo is limited to advertising, promotional materials, and pages of your website directly related to your teacher training course, e.g., the logo can be used only to advertise/promote your registered teacher training course and must in no way suggest that Yoga Australia has registered all courses you deliver or be used in any other aspects of your business. The registration of your course, and therefore your right to use the logo, remains at the discretion of Yoga Australia and these rights lapse if course registration lapses.

Guidelines for registration of a Yoga Teacher Training Course

Registration is a process by which you satisfy Yoga Australia that your yoga teacher training course meets the requirements for your graduates to gain membership to Yoga Australia. 'Registration' of your teacher training course does not constitute 'certification', 'endorsement' or 'accreditation' by Yoga Australia, and words such as "Certified by Yoga Australia", "Accredited by Yoga Australia" or "Endorsed by Yoga Australia" cannot, and must not, be used in your advertising or promotional materials.

Certification

Certificates of completion must be provided to all course graduates and these must include:

- The graduates name
- The title of the course
- The name of the school
- The number of training hours
- The graduation date, and
- The signature of the principal trainer.

Application for Registration

Successful course registration requires that the conditions of registration are met. To apply for registration, send an email to training@yogaaustralia.org.au and attach a detailed course outline that includes:

1. An overview of the course structure outlining the delivery method, hours and total course hours.
2. The topics covered, and the hours allocated to each topic.
3. Demonstration of how topics/hours match up to the Yoga Australia Teacher Training Course Registration Curriculum Areas/hours.
4. Details of how teacher trainees will be trained in each curriculum area.
5. Details of how teacher trainees will be assessed in each curriculum area.
6. Details of the qualifications and experience of all teaching staff and any supervision arrangements.
7. Details of relevant policies.
8. Any other information which may be required to satisfy Yoga Australia that your training course meets requirements and is of a high standard.

Registration process

The registration process involves a review of the application and supporting documentation by Yoga Australia. Applications are generally granted within three months. It may be necessary for Yoga Australia to ask further questions about your application, or to seek clarification of material contained in your application.

Once your course is registered and payment has been made, the course will be added to the Yoga Australia website and you can market your course as a "Yoga Australia Registered Course (or Program)" and display the Yoga Australia "Registered Teacher Training Course" logo prominently on your various promotional media (please refer to 'Marketing of Courses').

Guidelines for registration of a Yoga Teacher Training Course

Maintaining your registration

Ongoing Registration

Ongoing registration of your teacher training course is at the sole discretion of Yoga Australia, and may be cancelled at any time by Yoga Australia if we:

- Find discrepancies in your application,
- Find that your teacher training course is not being delivered as it was presented to Yoga Australia for Registration,
- Find that you are not meeting Yoga Australia Rules and Principles, Statement of Ethics and Code of Professional Practice or
- Feel that continuing to register your teacher training course may compromise the safety of trainees, the reputation of Yoga Australia or the trust placed in Yoga Australia by the public.

Reregistration

Maintaining Yoga Australia registration involves reapplying for registration of your teacher training course every three years.

Auditing

Maintaining Yoga Australia registration involves participation in audits of your teacher training course/s as per the Yoga Australia teacher trainer audit schedule.

Discount for a second or subsequent training program registration

A 30% discount will be offered to schools wishing to register a second or subsequent face-to-face teacher training course that is broadly the same as the initial registered course and is to be delivered primarily in Australia. This policy is to address situations in which a school may wish to deliver their course in more than one location. This will ensure that the course is listed on the Yoga Australia website for two or more locations. Any other second or subsequent courses registered with Yoga Australia will be offered a 10% discount.

Summary of Curriculum Areas and Associated Hours

Curriculum Area	Competency	Minimum Hours
Section 1 – Anatomy and Physiology	<ul style="list-style-type: none"> • Structural anatomy • Functional physiology • Mind-body inter-relationship 	Level 1 – 30 hours Level 2 – 50 hours Level 3 – 90 hours
Section 2 – Yoga Physiology	<ul style="list-style-type: none"> • Yogic framework and subtle systems 	Level 1 – 20 hours Level 2 – 30 hours Level 3 – 50 hours
Section 3 – Philosophy, Ethics and Lifestyle	<ul style="list-style-type: none"> • Yoga philosophies and history • Yogic lifestyle • Ethics and code of professional conduct in the teaching of yoga • Role of continuing professional development (CPD) • Business practices • Yoga teaching professions association of peers 	Level 1 – 50 hours Level 2 – 70 hours Level 3 – 100 hours
Section 4 - Techniques	<ul style="list-style-type: none"> • Principles of yoga practices or techniques according to the chosen style or tradition 	Level 1 – 150 hours Level 2 – 200 hours Level 3 – 300 hours
Section 5 – Teaching Methodology	<ul style="list-style-type: none"> • Teaching methodologies appropriate to the teaching of yoga • Apply good teaching methodologies in the teaching of yoga 	Level 1 – 30 hours Level 2 – 50 hours Level 3 – 90 hours

Section 6 - Integrative Practice and Teaching (Practicum)	Plan and develop yoga classes	Level 1 – 40 hours Level 2 – 50 hours Level 3 – 70 hours
Section 7 - Remaining Hours/ Specialties	May include one or more electives or areas of specialisation such as: Therapeutic use of asana, pranayama, relaxation, meditation, cleansing practices, yoga for special needs groups such as children, pre/post natal, etc. OR these remaining hours may be distributed among the categories above	Level 1 – 25 hours Level 2 – 45 hours Level 3 – 295 hours

* Training needs to have an average of 70% contact hours across all levels of membership and curriculum categories. Contact hours include face to face instruction with trainers/trainers; real-time, interactive electronic methods (such as webinars where students can directly engage the teacher) and face to face supervision/mentoring of practicum.

** Currently this clause, due to the COVID pandemic is paused.

Competencies Profile

Section 1 - Anatomy and Physiology

Level 1 – 30 hours (Minimum of 5 hours must be spent applying A and P to yoga teaching)

Level 2 – 50 hours (Minimum of 10 hours must be spent applying A and P to yoga teaching)

Level 3 – 90 hours (Minimum of 20 hours must be spent applying A and P to yoga teaching)

Competency	Description
Structural anatomy	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge of the circulatory, immune, reproductive, digestive, endocrine and nervous systems of the body in relation to the principles and practices of yoga • A demonstrated ability to apply knowledge of musculoskeletal and respiratory systems of the body in relation to the principles and practices of yoga
Functional physiology	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge of metabolism • A demonstrated ability to apply knowledge of the functional inter-relationship between the nervous, respiratory and musculoskeletal systems • A demonstrated ability to apply knowledge of life-stages and common conditions in relation to the principles and practice of yoga

Section 2 - Yoga Physiology

Level 1 – 20 hours

Level 2 – 30 hours

Level 3 – 50 hours

Competency	Description
Yogic framework and subtle systems	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge of the major nadis • A demonstrated ability to apply knowledge of the 7 main chakras • A demonstrated ability to apply knowledge of the pancha koshas • A demonstrated ability to apply knowledge of the gunas • A demonstrated ability to apply knowledge of the pancha vayus

Section 3 – Philosophy, Ethics and Lifestyle

Level 1 – 50 hours (Minimum 30 hours philosophy)

Level 2 – 70 hours (Minimum 50 hours philosophy)

Level 3 – 100 hours (Minimum 80 hours philosophy)

Competency	Description
Yoga philosophies and history	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge of the history of yoga • A demonstrated ability to apply knowledge of the paths of yoga • A demonstrated ability to apply knowledge of the yogic cosmological concepts • A demonstrated ability to apply knowledge of the philosophical principles of the Yoga Sutras of Patanjali • A demonstrated ability to apply knowledge of the philosophical principles espoused in other yoga texts such as: the Bhagavad Gita, the Upanishads, the Hatha Yoga Pradipika
Yogic lifestyle	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge of the role of nutrition/diet for yoga practitioners • A demonstrated ability to apply knowledge of the role of rituals for yoga practitioners
Ethics and code of professional conduct in the teaching of yoga	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge of ethical behaviour for teachers according to both the yoga tradition and Western expectations, including the application of some of the yama and niyama. • A demonstrated ability to apply knowledge of the yoga teaching profession's Code of Professional Conduct according to the peak body – Yoga Australia
Role of continuing professional development (CPD)	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge of the importance of CPD for yoga teachers • A demonstrated ability to apply knowledge of how to locate and undertake CPD
Business practices	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge of regulatory requirements in the conducting of a small business • A demonstrated ability to apply knowledge of insurance options for yoga teachers • A demonstrated knowledge of ethical marketing
Yoga teaching professions association of peers	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge of the role of the peak body Yoga Australia and the benefits of registration • A demonstrated ability to apply knowledge of how to become registered with Yoga Australia.

Competencies Profile

Section 4 – Techniques

Level 1 – 150 hours (Minimums: Asana 30, Pranayama 30, Meditation 30, At least 5 hours of Bandha and Mudra must be included in the Asana and Pranayama above)

Level 2 – 200 hours (Minimums as for Level 1)

Level 3 – 300 hours (Minimums as for Level 1)

Competency	Description
Principles of yoga practices or techniques according to the chosen style or tradition	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge of the textual history of yoga practices • A demonstrated ability to apply knowledge of the benefits and contraindications of common yoga practices such as: asana, pranayama, dhyana (meditation), bandha, mudra, kriya, mantra, relaxation and other practices according to the chosen style or tradition • A demonstrated ability to apply knowledge of the safe, effective and appropriate practice of common yoga practices such as: asana, pranayama, dhyana (meditation), bandha, mudra, kriya, mantra, relaxation and other practices according to the chosen style or tradition • A demonstrated ability to apply knowledge of yama and niyama • A demonstrated ability to apply knowledge of Anatomy and Physiology to common yoga practices such as: asana, pranayama, dhyana (meditation), bandha, mudra, kriya, mantra, relaxation and other practices according to the chosen style or tradition

Section 5– Teaching Methodology

Business Skills cannot be counted here*

Level 1 – 30 hours of which at least 20 hours must be specific to the teaching of yoga

Level 2 – 50 hours of which at least 20 hours must be specific to the teaching of yoga

Level 3 – 90 hours of which at least 40 hours must be specific to the teaching of yoga

Competency	Description
Teaching methodologies appropriate to the teaching of yoga	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge of communication and learning styles • A demonstrated ability to apply knowledge of effective observational skills when teaching groups of learners • A demonstrated ability to apply knowledge of specific teaching methodologies as may apply to the chosen style or tradition • A demonstrated ability to apply knowledge of interpersonal considerations such as personal space and permission, and cultural backgrounds • A demonstrated ability to apply knowledge of the principles of good teaching, demonstration and assisting, including verbal, visual and tactile methods
Apply good teaching methodologies in the teaching of yoga	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge to safely and effectively teach and demonstrate yoga practices according to the chosen style or tradition, with consideration for students' needs and learning styles • A demonstrated ability to apply knowledge to observe and safely and effectively assist students' in their yoga practices according to the chosen style or tradition, with consideration for students' needs, learning styles, personal space and cultural backgrounds

Competencies Profile

Section 6– Integrative Practice and Teaching (Practicum)

Level 1 – 40 hours

Level 2 – 50 hours

Level 3 – 70 hours

Competency	Description
Plan and develop yoga classes	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge to undertake a student intake, including eliciting information regarding student needs and health conditions • A demonstrated ability to apply knowledge to plan and develop a yoga class or series of yoga classes according to the chosen style or tradition, taking into consideration student needs and health conditions • A demonstrated ability to manage teacher 'self-care' in the teaching of yoga. • A demonstrated ability to apply knowledge to manage teacher 'self-care' in the teaching of yoga • A demonstrated ability to receive and act upon student feedback • A demonstrated ability to apply knowledge of the role of supervision or mentoring while undertaking practicum • A demonstrated ability to engage with a supervisor or mentor while undertaking practicum

Section 7– Remaining Hours/ Specialties

Level 1 – 25 hours

Level 2 – 45 hours-(Suggested 30 to 50 hours per modality of specialisation)

Level 3 –295 hours (Suggested 30 to 50 hours per modality of specialisation)

Competency	Description
May include one or more electives or areas of specialisation such as: Therapeutic use of asana, pranayama, relaxation, meditation, cleansing practices, yoga for special needs groups such as children, pre/post natal, etc. OR these remaining hours may be distributed among the categories above	<ul style="list-style-type: none"> • A demonstrated ability to apply knowledge of specialty

Appendix: Yoga Australia Teacher Training Policy Guidelines

Purpose

Yoga Australia represents quality training and assessment. Only courses which meet Yoga Australia's standards are granted Yoga Australia registration.

To register a training course with Yoga Australia, yoga teacher training schools must have certain policies in place. These policies are to protect the school, the teacher trainers and the teacher trainees. All teacher trainers should be familiar with the policies and all teacher trainees should be made aware of these policies on enrolment.

These Guidelines are designed to assist yoga teacher training schools in ensuring that they are delivering a quality training course that aligns with Yoga Australia standards with relation to the following Condition of Registration:

- Required policies and procedures

Required policies and procedures

In the interest of protecting training providers, teacher trainers and teacher trainees, your school must have the following policies in place:

1. Teacher Trainee and Teacher Trainer Code of Conduct Policy
2. Complaints Policy
3. Deferment of Course Policy

4. Suspension and Expulsion Policy
5. Behaviour Policy
6. Refund Policy
7. Protecting Prepaid Fees Policy
8. Course Cancellation Policy
9. Teacher Trainee Agreement Policy.

Teacher Trainee and Teacher Trainer Code of Conduct Policy

The Teacher Trainee and Teacher Trainer Code of Conduct provides guidance on what sort of behaviour is expected from each party.

Teacher Trainee Code of Conduct Policy Example

During your studies it is expected that you act in accordance with [Yoga Australia Code of Professional Conduct](#). Non-compliance with this Code is reasonable grounds for expulsion. For more information see:

*[Yoga Australia – Statement of Ethics](#)
[Yoga Australia – Code of Professional Conduct](#)
[Behaviour policy](#)*

Teacher Trainer Code of Conduct Policy Example

As a yoga teacher, it is expected that you act in accordance with [Yoga Australia Code of Professional Conduct](#). For more information see:

[Yoga Australia – Statement of Ethics](#)

[Yoga Australia – Code of Professional Conduct](#)

[Yoga Australia – Student teacher relationship guidelines](#)

[Yoga Australia – Scope of practice](#)

[Yoga Australia – Duty of care](#)

Complaints Policy

The Complaints Policy outlines the procedure for handling with a complaint from a teacher trainee.

Complaints Policy Example

During your studies it is expected that your teacher trainers act in accordance with [Yoga Australia's Code of Professional Conduct](#). Any complaints should be made directly to your teacher trainer. If it is not suitable to direct your complaint to your teacher trainer, direct your complaint to another teacher trainer at the studio. If your issue is not resolved, seek support from the:

*[Yoga Australia – Student Teacher Relationship Guidelines](#)
[Yoga Australia – Grievance Policy](#)*

If your complaint is not resolved, you may wish to seek advice from [Yoga Australia](#).

Appendix: Yoga Australia Teacher Training Policy Guidelines

Deferment of Course Policy

Teacher trainees should be allowed to defer their training at any time by notifying the training provider in writing of their intention to defer their training.

Deferment of Course Policy Example

If a teacher trainee cannot continue the course for unavoidable reasons, they may apply for deferment. Applications for a deferment must be made in writing and include supporting documentation (e.g., doctor certificate). Courses can be deferred for a maximum of <insert no. of days/months/years> starting from when the application to defer is made.

Suspension and Expulsion Policy

It is recommended that the training provider includes a clause in their policy, in case for whatever reason, they need to expel a teacher trainee has not been suitably participating in their training schedule.

Suspension and Expulsion Policy Example

- When the teacher trainee fails to act in accordance with [Yoga Australia's Code of Professional Conduct](#) or [Statement of Ethics](#) as found on Yoga Australia's website.
- When teacher trainees fail to attend training without notification.

- When teacher trainees do not complete all course requirements within the requested timeframe.

The training provider will email the teacher trainee to inform them of this cancellation. Refunds will not be given in these circumstances.

Behaviour Policy

The Behaviour Policy outlines the procedure managing behaviour.

Behaviour Policy Example

During your studies it is expected that teacher trainees (trainees) and your teacher trainers (teachers) act in accordance with Yoga Australia's [Code of Professional Conduct](#) and [Teacher Training Behaviour Policy](#). The principal trainer/director/owner of the school reserves the right to suspend or expel trainees if they do not comply with this policy.

In the event of trainee behaviour that breaches this policy, the teacher will discuss with the trainee their behaviour, improvements required and consequences of continued breaches in behaviour. The details of the behaviour and actions should be documented and reported to the principal trainer/director/owner. If the safety or wellbeing of other trainees is of concern, the offending trainee may be asked to

leave the training immediately. The teacher should contact the offending trainee as soon as practical to discuss the incident and next steps. If the incident is significant enough to warrant police investigation (violence, theft, sexual assault, property damage), contact with police should occur as soon as practical.

Following the incident, the offending behaviour is to be recorded (see sample Behaviour Report at Attachment 1) and filed accordingly. Any time an incident occurs it should be recorded. If the identified improvements from trainee are not made, the trainee, teacher and principal trainer/director/owner will meet to discuss the consequences of the continued behaviour. Depending on the severity of the incident, one repeat offence is considered to be sufficient to remove the trainee from the course.

Appendix: Yoga Australia Teacher Training Policy Guidelines

Attachment 1: Sample Behaviour Report

Following any incident in teacher training, the offending behaviour is to be recorded and filed accordingly. The following template is a sample and can be modified to suit the needs of the report.

Name:	
Date:	
Training contact person:	
Time	
Below to be completed by teacher trainer/training provider	
Details of events and actions taken:	
Improvements required and consequences of breached behaviour:	
Teacher/Training provider Signature:	
Date:	
Below to be completed by teacher trainee (optional)	
Trainee Response:	
Trainee Signature	
Date:	

Refund Policy

Teacher trainees should be allowed to cancel their training at any time by notifying the training provider in writing of their intention to cancel their training. It is recommended that if a teacher trainee wishes to apply for a refund the training provider may want to set a specific minimum notice period depending on whether the course has commenced or has yet to commence or is still in an early bird period. Training providers may also want to calculate any refund amount on a pro rata basis of training delivered and/or include an administration fee. If an administration fee is to be charged this should be made clear to the teacher trainee on enrolment that there is a non-refundable amount.

Refund Policy Example

Teacher trainees must inform the training provider in writing, no less than <insert number> working days prior to dd/mm/yy to be eligible for a refund. The refund will be based on a pro rata amount and a non-refundable administrative fee of \$<insert value here> will be deducted from this amount.

Teacher trainees will receive their payment within <insert number> working days of the request. Refunds will be refunded via the credit card or debit card that was used to pay for the course. If the course is paid for by cash, cheque, or electronic funds transfer (EFT), the refund will be paid by EFT.

Teacher trainees whose cancellation and/or refund request is not processed to their satisfaction by the training provider may follow the training provider's Complaints Policy.

Protecting Pre-Paid Fees Policy

Prepaid fees are fees that are collected before the service has been provided. Training providers that require prepaid fees more than \$1500 for each teacher trainee must take action to protect the prepaid fees. If the yoga training school never receives more than \$1500 in prepaid fees from any teacher trainee, they do not have to take further action to protect the fees of teacher trainees.

Protecting Pre-Paid Fees Case Study – Taking payments below \$1500

KLM Training offers Yoga Teacher Training in Perth. Payment of fees is required prior to commencement of the training. For example:

- The 200-hour Yoga Teacher Training offered by the training provider is priced at \$975, so the training provider is not required to implement fee protection policy for teacher trainees in this course.
- The 350-hour Yoga Teacher Training is priced at \$1675 and is run over 52 weeks. Teacher trainees are required to pay a deposit of \$75 on enrolment. They are then invoiced for \$800, which is due to be paid on the first day of training and for a

Appendix: Yoga Australia Teacher Training Policy Guidelines

further \$800, which is due at the start of the 26th week of training.

KLM Training does not collect more than \$1500 in advance from teacher trainees, so does not have to implement a fee protection policy.

Protecting Pre-Paid Fees Case Study – Taking payments above \$1500

KLM Training offers Yoga Teacher Training in Perth.

Payment of fees is required prior to commencement of the training. For example:

- The 500-hour Yoga Teacher Training is priced at \$3475 and is run over 78 weeks. Teacher trainees are required to pay a deposit of \$75 on enrolment. They are then invoiced for \$1700, which is due to be paid on the first day of training and for a further \$1700, which is due at the start of the 39th week of training.

KLM Training does collect more than \$1500 in advance from teacher trainees, so it does have to implement a fee protection policy. KLM policy for prepaid funds collected from their 500 hour training, is to place the money into a bank account where it is held until the services have been paid for.

Protecting Pre-Paid Fees Policy Example

Where prepaid fees over the value of \$1500 per teacher trainee are collected, the training provider will take action to

protect these fees by placing them in a bank account, holding them until the service paid for by the teacher trainees has been provided.

Course Cancellations Policy

It is recommended that the training provider includes a clause in their policy, in case for whatever reason, they need to cancel the training.

Course Cancellations Policy Example

The training provider reserves the right to cancel any course or to postpone it to an alternative date. In this event, all registered teacher trainees affected by such postponement or cancellation will be offered the opportunity to transfer to the next available training course. If the teacher trainee is unable to attend the next available training course or any training course thereafter, they will receive a refund calculated on a case by case, pro-rata basis and may incur a non-refundable administration fee of \$<insert number here> from the course fee.

Teacher Trainee Agreement Policy

Teacher Trainee Agreement policy is a declaration from the teacher trainee that they agree to the policies and course conditions outlined by the training provider prior to engaging

in studies. This declaration could be made via a signature collected on the application or enrolment form.

Teacher trainee Agreement Policy Example

I have read and agreed to abide by the Course Conditions and Terms and Conditions outlined in this Course Prospectus.

Signature: _____

Version No	Issue Date	Details	Author
1.0	October 2018	Approved by NMC	Yoga Australia
2.0	March 2021	Approved by Board	Gabrielle Boswell
3.0	April 2021	Approved by CEO	Gabrielle Boswell