



ENROLLMENT AGREEMENT

for the Inside Moves, LLC Sponsored

FELDENKRAIS® TRAINING ACADEMY I (FTA)

Inside Moves, LLC, 15081 SE 54th Place, Bellevue, WA 98006, (425) 502-8346

This Enrollment Agreement is between **Inside Moves, LLC** and

Name _____

Address _____

Home phone () _____ Work phone () _____

Mobile phone () _____

E-mail _____

I understand and agree to the following:

1. Purpose: INSIDE MOVES™ FELDENKRAIS® TRAINING ACADEMY (FTA) is a professional training program accredited by the FELDENKRAIS GUILD® of North America (FGNA). Graduates of this program will be eligible to apply to FGNA for certification as **Guild Certified Feldenkrais Teachers®** or **Guild Certified Feldenkrais Practitioners^{CM}**. Certified teachers/practitioners can teach and offer Awareness Through Movement® (ATM®) and Functional Integration® (FI®) lessons, and are eligible to use certain FGNA service marks and certification marks, in the US and Canada.

2. Pilot Project: This training is one of a select number of pilot trainings accredited by FGNA. Pilot training programs are accredited to support innovation in training format and processes. The goal is to offer new paths of learning for people wanting to acquire the Feldenkrais Method® as a profession, and to become eligible for FGNA Professional Membership and/or certification. This training program is competence-based and uses the FGNA Feldenkrais Practitioner Profile (FPP) as a basis for the training curriculum and as a guide for preparing trainees through live in-class training, online training and supervision, and extensive directed self-study.

3. Caveat: In certain countries, states, provinces or local jurisdictions, the professional practice of the Feldenkrais Method may be subject to licensing laws that set forth other/more requirements in addition to graduation from a Guild-accredited training program. Trainees are solely responsible for meeting any such requirements as well as acquiring and maintaining such licenses.

4. Diversity: Inside Moves encourages diversity and accepts applications from all minorities. Inside Moves does not discriminate against trainees or potential trainees on the basis of race, creed, religion, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Inside Moves acknowledges that information pertaining an applicant’s disability is voluntary and confidential, and will be made on an individual basis. If this information is presented, Inside Moves will reasonably attempt to provide accommodations to overcome the effects of the limitations of a

qualified applicant. All inquiries about accommodations should be made to the Administrator upon registration in the program.

5. Entry Requirements

- **Approval of the Educational Director:** Each applicant must talk with and receive approval of the Educational Director before being admitted into FTA.
- **Prerequisites:** Applicants to FTA should be college graduates or have equivalent, though perhaps less formal, learning experience. If an interested applicant does not have a college or other degree, the applicant should include in his/her application a statement describing how he/she benefited from whatever his/her life experiences have been and how he/she attained the maturity and focus in life that is a suitable foundation for entry into FTA. A diversity of backgrounds among the training participants contributes greatly to the training experience and Inside Moves encourages applicants from a wide variety of professions, occupations, and fields of endeavor. Applicants must be committed to completing all aspects of the training process including class attendance and completion of their individual FGNA competence portfolio.
- **Technology:** FTA will use technology extensively. Trainees are required to have access to the technology and have the skills necessary to:
 - Participate in online Zoom meetings, i.e. have a computer with a camera and microphone, internet connection and web browser;
 - Record video clips of clients and/or themselves;
 - Receive and send email;
 - Create electronic documents, e.g. via Microsoft Word;
 - Upload electronic documents and video clips to Dropbox.com or other similar platforms;
 - Have a paid account with Dropbox.com.
- **Informed Consent:** Each applicant must complete FGNA's Pilot Project Informed Consent form, before paying deposit, application or tuition fees.

6. Training Program: Inside Moves agrees to provide the following training program under the direction of Jeff Haller, Educational Director:

- **Training Hours:**
 - Minimum of 732 hours of in-person training (122 days);
 - Minimum of 118 hours of small group, online mentoring training taught by the Educational Director;
 - Minimum of 11 hours of entire group, online classes taught by the Educational Director;
 - Minimum of 50 hours of online marketing classes.
- **Homework:** Trainees will receive weekly homework assignments that may require up to six hours a week to complete.
- **Evaluation:**
 - During ATM and FI practicum processes, evaluation of the trainee will be done on both a formative and summative basis using the FPP as a guide.
 - At the end of Segments 4, 8, and 12, each trainee will participate in a directed, written self-evaluation process. As part of this process, trainees can meet individually with an FTA Trainer or Assistant Trainer, to give feedback about the training to the staff and receive feedback about the trainee's individual process and progress in the training.

- Training staff and trainees will have numerous other less formal interactions for the exchange of feedback on the training experience and process.
- As a participant in a pilot project training study, trainees are required to complete evaluations of the training process.
- **Receipt of Functional Integration® Lessons:** Each trainee will receive a total of 12 FI lessons during the training. The majority of these sessions will be given after class and are open to observation by other trainees as a part of their learning process. It is recommended that trainees obtain a minimum of 12 or more additional FIs per year from the training staff or other practitioners to facilitate the trainees' development and learning of the Feldenkrais Method®.
- As this program is a pilot, the Educational Director reserves the right to alter the training dates and requirements, subject to approval of NATAB.

7. Graduation Requirements: Graduation from FTA is based upon the Educational Director's assessment (in conjunction with the teaching staff) that the trainee has the skills and competencies of a beginning practitioner. In addition, a trainee must:

- Satisfactorily complete the Awareness Through Movement® practicum;
- Satisfactorily complete the Functional Integration® practicum;
- Be assessed by the Educational Director and staff as being ready to graduate;
- Make up any missed training hours according to plan approved by Educational Director;
- Review a minimum of 120 hours of video recordings of Dr. Feldenkrais;
- Complete a competence portfolio, based on the FGNA Feldenkrais Practitioner Profile;
- Teach a minimum of 100 documented ATM® lessons;
- Provide a minimum of 100 documented FI® lessons;
- Teach a documented full-day (minimum four-hour) workshop;
- Have knowledge of at least 30 ATM lessons;
- Read the following books: *Awareness through Movement, Body and Mature Behavior, Potent Self, Elusive Obvious, and Moshe Feldenkrais – A Life in Movement;*
- Satisfactorily complete all homework;
- Adhere to all training policies;
- Comply with proper usage of service marks;
- Meet his/her financial obligations;
- Fulfill additional requirements as specified by Educational Director.

Each graduate will receive a graduation diploma from Inside Moves, LLC.

8. Schedule

- **Live Segment Schedule:** The schedule for the 12 in-person segments is Monday-Friday (Saturdays and Sundays off) on the following dates:
 1. October 15–26, 2018;
 2. January 21–February 1, 2019;
 3. April 29–May 10, 2019;
 4. August 5–16, 2019;
 5. November 11–22, 2019;

6. February 17–28, 2020;
7. May 25–June 5, 2020;
8. October 26–November 6, 2020;
9. April 5–16, 2021;
10. September 13–24, 2021;
11. January 2022, TBA (12-day segment; exact dates to be determined);
12. April 4–15, 2022.

- **Mentor Group Online Supervision Schedule:** To be determined.
- **Monthly Online Group Meeting Schedule:** To be determined.
- **Marketing Training Calls Schedule:** To be determined.

9. Trainee ATM and FI Teacher Authorization Requirements: Trainees may receive authorization from the Educational Director and FGNA to teach ATM and FI to the public for payment while in the training. Such authorization may be given after each trainee meets the minimum requirements, as outlined below:

- **For Trainee ATM Teacher Authorization:**
 - Teach 50 documented ATM lessons plus a one-day (minimum four hours) themed intensive workshop;
 - Satisfactorily complete an ATM practicum of at least two ATM lessons supervised by an FTA Trainer or Assistant Trainer;
 - Complete 300 hours of training time;
 - Trainee ATM teacher authorization does not extend beyond graduation unless the trainee has been granted a leave of absence.
- **For Trainee FI Teacher Authorization:**
 - Give 50 documented FI lessons;
 - Satisfactorily complete an FI practicum of a minimum of two FI lessons supervised by an FTA Trainer or Assistant Trainer;
 - Complete 700 hours of training time;
 - Trainee FI teacher authorization does not extend beyond graduation unless the trainee has been granted a leave of absence.

10. Location and Facility: All training segments will be held in the Seattle area in suitable buildings and rooms fit for training in the Feldenkrais Method. Some related materials and equipment (Feldenkrais tables and stools, rollers, and foam pillows) will be provided for demonstration purposes and will be available to trainees when not in use by the training staff and practitioners. Trainees are encouraged to purchase and bring their own tables and stools as needed in the training program.

11. Use of FGNA Service Marks: In the U.S. and Canada, the terms Feldenkrais[®], Feldenkrais Method[®], Functional Integration[®], Awareness Through Movement[®], ATM[®], FI[®], L'intégration fonctionnelleSM, Prise de conscience par le mouvementSM, Friends of FeldenkraisSM Guild Certified Feldenkrais Teacher[®], Guild Certified Feldenkrais Practitioner^{cm} Feldenkrais Awareness Through Movement Teacher^{cm}, Feldenkrais Guild[®] and the Feldenkrais[®] logo may be used only with permission from and following the guidelines of the Feldenkrais Guild[®] of North America. In other countries, service marks related to the practice of the Feldenkrais Method must be used in accordance with guidelines established by the owner(s) of these marks.

- Trainees in the FTA will be eligible to use certain FGNA service marks on a temporary basis as Authorized Trainee Awareness Through Movement Teachers after meeting requirements

specified elsewhere in this Agreement.

- Trainees in the FTA will be eligible to use certain FGNA service marks on a temporary basis as Authorized Trainee Functional Integration Teachers after meeting requirements specified elsewhere in this Agreement.
- Trainees must indicate their trainee teacher status on all promotional and informational materials. Trainees must refrain from using FGNA service marks in any way that might imply professional Feldenkrais practitioner status.
- Graduates will be eligible to receive certification from FGNA as Guild Certified Feldenkrais Teachers[®] or Guild Certified Feldenkrais Practitioners^{cm} according to the certification policies in place at the time of accreditation. After receiving certification, they may practice ATM and FI professionally. To maintain their certification and the right to use the service marks, graduates must meet FGNA's ongoing certification requirements, including payment of all applicable fees.

12. Attendance: Trainees are responsible for the content of all missed educational materials, and for watching the video recordings for any missed classes. In addition:

- **Live Segments:** Trainees may miss no more than five days per any three contiguous in-person segments, and no more than 10 days during the whole course of the training program. Missing 11 or more days requires making formal arrangements with the Trainer or educational staff to make up missed class time.
- **Online Classes:** Trainees may miss no more than 10 online classes. Missing 11 or more classes requires making formal arrangements with the Trainer or educational staff to make up missed class time.

If a trainee must interrupt the training program and, after a period of elapsed time, wishes to continue in another program, NATAB will decide about the trainee's eligibility to continue training on a case-by-case basis. A trainee must complete his/her training process within seven years' time, unless an exception has been granted.

13. Placement: Inside Moves offers no placement services to trainees and graduates of the FTA.

14. Cost

- **Currency:** Payment for the FTA will be paid in US dollars.
- **Payments Include:**
 - \$100 non-refundable registration fee, which is credited towards the total tuition.
 - \$500 deposit to be paid within three weeks of acceptance. This deposit ensures the trainee's place in each segment of the training and will be credited toward the last tuition payment for the training.
- **Pricing Options for Trainees:**
 - Single Payment Plan: Registration + Deposit + \$24,400
 - Installment Plan: Registration + Deposit + 12 Payments of \$2,240 = \$27,480
Installment payments are due 30 days before each live segment.
- **Pricing Options for Feldenkrais Practitioners:**
 - Entire Training (in-person and online segments), or Online Participation Only (for practitioners outside of North America):
 - 25% off for FGNA members:
 - Single Payment Plan: Registration + Deposit + \$18,750

- Installment Plan: Registration + Deposit + 12 payments of \$1,670 = \$20,640
 - 30% if you graduated from an FPTP with Jeff Haller as Educational Director or the IOPS Academy:
 - Single Payment Plan: Registration + Deposit + \$17,500
 - Installment Plan: Registration + Deposit + 12 payments of \$1,555 = \$19,260
 - Daily or Weekly Visits: \$150/day
- Installment payments are due 30 days before each live segment.*
- **Late Fees:** Payment of less than \$1,000 that is made more than three business days after its due date will be assessed a late charge in the amount of \$50. Any payment of more than \$1,000 that is made more than three business days after its due date will be assessed a late charge in the amount of \$100.
 - **Legal Action:** In the event of commencement of legal action to collect tuition that is past due, the trainee will have to pay the reasonable costs of such action, including but not limited to attorneys' fees.
 - **Failure to Pay:** In the event a trainee does not make the payments as scheduled, he/she can be denied access to subsequent training segments.
 - **Payable to:** Payments shall be payable to: **Inside Moves, LLC.**
 - **Other Expenses:**
 - Trainees are solely responsible for their transportation, housing, and food expenses during the training segments.
 - Trainees are solely responsible for obtaining materials required by the program:
 - The specified Moshe Feldenkrais' books (estimated \$110);
 - Computer equipment necessary to meet the technology requirement listed in the Prerequisites section above;
 - A paid Dropbox.com account (estimated \$120/year);
 - Access to the Amherst Training video recordings (estimated \$250).
 - Other recommended materials (and estimated costs) include: Feldenkrais table (\$500–1,000), stool, rollers, and pads.

15. Cancellation and Refund Policy

1. Inside Moves will refund all monies paid if the applicant is not accepted.
2. Inside Moves will refund all monies paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. Inside Moves will retain the \$100 registration fee if the applicant cancels past the fifth business day after signing the contract or making an initial payment.
4. If the training is terminated (by the trainee or Inside Moves) after the trainee starts attending classes, the school may retain the non-refundable registration fee. In addition, the trainee will owe the pro-rated amount of the full tuition they agreed to pay.
 - Pro-rated amounts are calculated per in-person segment, not per day. For example,

assume a trainee agreed to pay \$25,000. If the trainee withdraws anytime during or after Segment #3 but before Segment #4, they would pay \$6,249.99 (\$25,000 divided by 12 segments = \$2,083.33/segment x 3 segments attended).

5. The official date of a trainee's termination is the latter of the three:
 - The last day of recorded attendance (online or live); or
 - When the school receives notice of the trainee's intention to discontinue the training program; or,
 - When the trainee is terminated for a violation of a published school policy that provides for termination.
6. Inside Moves reserves the right to cancel the training if the number of trainees enrolling is deemed insufficient. In the event of such cancellation, a pro-rated refund (minus credit card fees) of all money paid shall be made to each applicant.
7. Inside Moves reserves the right to suspend or postpone a segment of the training in the event of unforeseeable circumstances or in the event of an occurrence that unavoidably limits the use of the training facilities such as fire, flood, storm, war, or civil disorder. Such time lost will be made up as soon as possible so as to maintain the overall training schedule. If a segment is postponed for 120 calendar days or more, the trainee is entitled to a pro-rata refund for that segment unless the trainee agrees in writing to comparable training.
8. Any money to be returned to the trainee shall be refunded within 30 calendar days of the trainee's official date of termination.

16. Termination: A trainee who fails to maintain satisfactory progress, fails to comply with the attendance policy, violates safety regulations, interferes with other trainee's learning, is convicted of a felony, is boisterous, vulgar or obscene, is under the influence of or abusing alcohol or drugs, uses FGNA service marks or logo inappropriately, or does not make timely tuition payments is subject to immediate termination. Decisions regarding termination or probation of a trainee will be made by the Educational Director after a full discussion of the perceived problems with the trainee and after the trainee has had an opportunity to be heard by the Educational Director.

- A trainee may terminate his/her participation in the training by giving written notice of their intention to discontinue. Refunds are as specified in the Cancellation and Refund Policy section.
- If a trainee drops out of the training program before graduation, the trainee will lose the right to teach ATM and FI, unless the trainee has been granted a leave of absence.

17. Grievance Policy: Regular and effective communication between trainees and staff reduces the likelihood of misunderstanding and conflict. If a problem arises, the trainee is strongly encouraged to speak with one or more members of the staff.

If this informal process does not resolve the situation, the trainee may make a formal request in writing for an interview with the Educational Director. The written request should include the following information:

1. Full name and current address;
2. A statement of the concern including dates, times, and if applicable, instructors or other trainees involved;
3. Date of complaint letter and signature of the trainee;
4. Three dates in which the trainee would be available for a meeting with the Educational Director. These dates should be within 10 business days of the complaint.

The Educational Director will notify the trainee in writing of the appointment date. Every effort will be made to bring an amicable closure to the concern. Should this contract be canceled by either the trainee or the school, the termination date will be as specified in the Refund Policy above.

Nothing in this policy prevents the trainee from contacting:

- Workforce Training & Education Coordinating Board (Washington State’s licensing agency): The trainee may contact the Workforce Board at 360-709-4600 at any time with a concern or complaint; complaint forms can be found here: http://wtb.wa.gov/PCS_Complaints.asp
- Feldenkrais Guild of North America: The trainee may contact the FGNA at any time with a concern or complaint. The description of the grievance process can be found here: <https://www.feldenkraisguild.com/grievance-protocol>

18. Transfer: In the event the trainee wants to transfer from the FTA to another training, the trainee must receive a letter from the Educational Director. This letter shall contain information on the amount of tuition paid, the number of days of training the trainee has completed, which parts of the program have been completed and a recommendation that the trainee continue the training elsewhere.

- If a trainee wants to transfer into the FTA, the trainee must present a letter with the same information set forth above from the Educational and/or Administrative Director(s) of the trainee’s prior training program. The transfer trainee will only be accepted if the trainee’s prior training program covered comparable material.

19. Individuality and Modifications: If any of the policies and/or practices of the FTA create a hardship on any trainee, or if special circumstances exist for any trainee that cause him/her to need special consideration, that trainee is encouraged to propose an exception to the policy or practice that will better fit the trainee’s unique needs. The Educational Director will consider any such request and will make all reasonable efforts to accommodate the trainee’s individual needs. Any modifications to this Enrollment Agreement shall be in writing and signed by both parties.

20. Inquiries: Any inquiry a trainee has regarding this contract may be made in writing to Inside Moves, LLC. Any inquiry a trainee has regarding accreditation of this training may be made to NATAB, c/o FGNA: 401 Edgewater Place, Suite 600, Wakefield, MA 01880 or natab@feldenkraisguild.com.

21. Applicant Acknowledgements:

I certify that I have read and understood the entire Enrollment Agreement and I hereby agree to abide by all conditions set forth herein.

I acknowledge that the FTA is a competence-based pilot training program. Accreditation requirements and trainee participation requirements differ from those of other training programs accredited by FGNA. I understand that in some cases I will be taught by certified Assistant Trainers, under the direction of certified Trainers. I acknowledge it is my responsibility to utilize FGNA’s FPP competence document as a basis for me to fulfill my graduation requirements.

I acknowledge that I authorize Inside Moves to provide my name, address, phone numbers, and e-mail address to FGNA, and I authorize FGNA to use this information to contact me.

I acknowledge that information I provide will be collected and stored through websites controlled by Inside Moves according to the privacy policy found at <https://feldenkraistrainingacademy.com/privacy-policy>. This information may include personal identifiable information (e.g., name and email) as well as information I provide as part of taking this training (e.g., homework assignments).

Applicant/Trainee (signature)

 (please print name)

 (date)

Jeff Haller / Inside Moves, LLC (signature)

 Jeffrey Haller, Educational Director
 (name, title)

 (date)



INSIDE MOVES™ FELDENKRAIS® TRAINING ACADEMY (FTA)

INSIDE MOVES, LLC
15081 SE 54th Place Bellevue, WA 98006

NOTICE OF FINANCIAL OBLIGATION

Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under Chapter 28C.10 RCW. One copy of this notice bearing original signatures must be attached by the school as addenda to that individual’s enrollment agreement, as well as a copy provided to the enrollee by the school.

ACKNOWLEDGMENT BY ENROLLEE

1. I understand and accept that any contract for training I enter into with the above named school contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
3. I understand that any enrollment contract I enter into will not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and me, provided that I have not entered classes.

Name: _____

Signature: _____

Date: _____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears above has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Name: Jeffrey Haller _____

Title: Educational Director _____

Signature: _____

Date: _____



INSIDE MOVES™ FELDENKRAIS® TRAINING ACADEMY (FTA)

INSIDE MOVES, LLC
15081 SE 54th Place Bellevue, WA 98006

PHOTO, VIDEO & AUDIO RELEASE

I, the undersigned, do hereby consent to the use by Inside Moves, LLC of my image, voice, or both, in any video, photograph, or audio recording taken during its programs, regardless of whether these materials are used for advertising, publicity, or any other purpose on behalf of Inside Moves, LLC. I understand these images may be used for a variety of purposes related to the Feldenkrais Method® and Jeff Haller's work, and may appear on the Inside Moves, LLC and/or Feldenkrais Training Academy website, Facebook page, video recordings, presentations, promotional materials or any other media now known or to be invented. I agree that the images may be combined with other images, text and graphics, and cropped, altered or modified.

I agree that all such photographs, video, and audio recordings and any reproductions thereof, and all digital files, shall remain the property of Inside Moves, LLC unless otherwise noted. I understand that Inside Moves, LLC is not responsible for unauthorized duplications or use of the images, videos, or audio recordings by third parties, on the Internet or otherwise.

I waive all claims to compensation or damages based on the use of my image or voice, or both, by Inside Moves, LLC. I also waive any right to inspect or approve the finished photograph, video, or audio recording.

I understand that this consent is perpetual, that I may not revoke it.

I attest that I have read this consent form and fully understand its contents.

I represent and warrant that I am at least 18 years of age and have the full legal capacity to execute this release.

Name: _____

Signature: _____

Date: _____



INSIDE MOVES™ FELDENKRAIS® TRAINING ACADEMY (FTA)

INSIDE MOVES, LLC
15081 SE 54th Place Bellevue, WA 98006

STUDENT COMPLAINT DISCLOSURE

HOW TO FILE A COMPLAINT

Washington State law requires private vocational schools to inform students how to file a complaint. By signing this form, you acknowledge this process has been explained to you. Below are the next steps the school must take in discussing this policy with you, along with information about the complaint process.

DISCUSSION ABOUT COMPLAINT POLICY REQUIRED

First, a school representative must discuss the school’s complaint policy with you. Following this discussion, you will be provided with this attachment to sign. After you sign this form, the school will give you a copy for your personal records. The school will also keep a copy on file.

ACKNOWLEDGMENT OF COMPLAINT PROCESS BY STUDENT

1. The school has described the grievance and/or complaint policy to me.
2. I understand that the policy can also be found in the school catalog.
3. I know I should first try to resolve a complaint or concern with an instructor or the administrator.
4. I understand nothing prevents me from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint; complaint forms are here:
http://wtb.wa.gov/PCS_Complaints.asp.
5. I understand that I have one year to file a complaint from my last date of attendance.
6. I understand that in the event of a school closure, I have 60 days to file a complaint.
7. I understand that complaints are public records.
8. I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at http://wtb.wa.gov/PCS_Complaints.asp.

Name: _____

Signature: _____

Date: _____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant, whose name and signature appear above, has been made aware of the school’s complaint policy.

Name: Jeffrey Haller

Title: Educational Director

Signature: _____

Date: _____