



ENROLLMENT AGREEMENT

for the Inside Moves, LLC Sponsored

IOPS ACADEMY

Inside Moves, LLC | 15081 SE 54th Place, Bellevue, WA 98006 USA | (425) 502-8346 | jeff@insidemoves.org

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

Name: _____

Address: _____

Mobile phone: (_____) _____

Alternate phone: (_____) _____

E-mail: _____

Start date: December 15, 2019

Completion Date: February 21, 2021

I understand and agree to the following:

Prerequisites

Inside Moves encourages diversity and accepts applications from all minorities. Inside Moves does not discriminate against students or potential students on the basis of race, creed, 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 an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the Administrator upon registration of the program.

Participants must have trained or are training in the lineage of Dr. Moshe Feldenkrais and meet at least **one** of the following prerequisites before acceptance into the program:

- Attended one or more of Dr. Jeff Haller's Advanced Trainings on the topic of self-organization;
- Purchased and studied Dr. Haller's Advanced Training recordings, *Learning Self-Organization* or *Learning Self Organization Again and Again and Again...*;
- Graduated from one of Dr. Haller's basic *Feldenkrais* training programs; or,
- Mentored privately with Dr. Haller.

Inside Moves agrees to provide the following training program:

Program consists of three live onsite segments of six hours per day. The live segment are five to eight days long, for a total of 21 days of live teaching. Between each live segment, there will be six to eight online sessions of two hours each for a total of 12-18 online sessions, totaling 36 hours of online training.

- **Segment 1, Live:**
 - December 16–20, 2019, 10am–5pm: Rialto, Birsigstrasse 45, Basel, Switzerland
 - December 15, 10am–5pm: Functional Integration® sessions (optional); Kursraum, Werkraum Warteck pp, Burgweg 7, 3rd floor, Basel
- **Segment 2: Online:**
 - Wednesdays, 7–9pm CET
 - January 8, 2020, January 29, February 12, March 11, April 1, April 22, May 13, June 10
- **Segment 3, Live:**
 - June 20–27, 2020, 10am–5pm; Rialto, Birsigstrasse 45, Basel, Switzerland
 - June 28, Times TBA: Functional Integration sessions (optional); Kursraum, Werkraum Warteck pp, Burgweg 7, 3rd floor, Basel
- **Segment 4, Online:**
 - Wednesdays, 7–9pm CET
 - Dates TBA (6-8 two-hour classes—generally every other week.)
- **Segment 5, Live:**
 - February 13–20, 2021, Times & location TBA
 - February 21, Times & location TBA: Functional Integration sessions (optional); Kursraum, Werkraum Warteck pp, Burgweg 7, 3rd floor, Basel

Participation

Participants agree to attend all live segments and online classes in the program, and to fully engage with the homework assignments and preparation work with the four recorded Advanced Trainings: “Discovering Patterns in *Functional Integration*,” “Discovering the Roots of Internal Strength,” “Perspectives on Walking,” and “Crafting *Functional Integration* Lessons with Confidence.”

Cost of IOPS Academy

Nonrefundable Registration Fee: \$100

Tuition includes all five segments (three live and two online), and access to the online Advanced Training video recordings used in the program.

Payment for the IOPS Academy must be paid in U.S. funds. Please select your payment option:

- Option #1: Single Payment, before June 1, 2019: \$5,000
- Option #2: Single Payment, after June 1: \$5,500
- Option #3: Installment Payments
 - Initial deposit of \$1,000 by June 1, 2019
 - Three payments of \$1,666 due 30 days before each segment.
 - Total of \$6,000

Payment Method

I agree that the payment of program costs will be satisfied by (check one):

- Credit Card Check Cash (with prior permission) Bank Transfer (with prior permission)

Defaulting Payments

If a participant defaults on any tuition payments, this is grounds for immediate dismissal from the program.

Cancellation and Refund Policy

Inside Moves will retain the \$100 application fee if the applicant is not accepted, or if the program is cancelled by the organization.

1. Inside Moves LLC 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.
2. Inside Moves will retain an established registration fee equal to \$100, if the applicant cancels past the fifth business day after signing the contract or making an initial payment.
3. If training is terminated after the student enters classes, Inside Moves will retain the registration fee established under #2 of this subsection, plus a percentage of the total tuition as described as follows:

If you paid with a single payment (Option 1 or 2) then:

- If you cancel 30 days before the first live segment, then you will be refunded the full amount minus a \$100 administration fee.
- If you cancel 60 days before the second live segment, then you will be refunded 50%.
- If you cancel 60 days before the third live segment, then you will be refunded 20%.

If you paid with an installment plan (Option 3), then:

- If you cancel 30 days before the first live segment, then you will be refunded the full amount minus a \$100 administration fee.
- Otherwise, there is no refund. You can simply stop making payments.

Locations and Facilities

All training segments will be held in suitable buildings and rooms fit for training in the *Feldenkrais Method*. Some related materials and equipment (*Feldenkrais* tables and stools, rollers, foam pillows, mats) will be provided for your use. Trainees are encouraged to bring their own tables and mats to the live segments.

As a participant in the workshop, you understand that you are a guest of the rental facility and agree to follow and abide by their rules of conduct and security guidelines.

Accommodations

Participants will be solely responsible for their transportation, housing, and food expenses during the training.

Service Marks

The terms *IOPS*, *IOPS Academy*, *IOPS Practitioner* and *Ideal Organization & Profound Strength*, and the *IOPS* logo, may only be used with permission by and following the guidelines of the *IOPS Academy*.

Participation in the *IOPS Academy* does not give student the right to use *Feldenkrais Guild*[®] of North America's or any other *Feldenkrais Guild and Association's* service marks, and that only individuals who have received authorization from those entities are allowed to use those service marks, and to offer *Functional Integration*[®] lessons and *Awareness Through Movement*[®] lessons, or to practice the *Feldenkrais Method*[®] of somatic education.

Upon Completion

Upon completion, *Feldenkrais* practitioners participating in the IOPS Academy receive an IOPS Academy certification. They may use “IOPS Practitioner” after their Guild Certified *Feldenkrais* Practitioner title.

Termination

A participant who 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 the IOPS related service marks or logo inappropriately, or does not make timely tuition payments is subject to immediate termination. Decisions regarding termination or probation of a participant will be made by the IOPS Educational Director after a full discussion of the perceived problems with the participant and after the participant has had an opportunity to be heard by the Educational Director.

Liability Insurance

Basic liability insurance will be provided to cover trainees while onsite during official training hours.

Agreement Notice

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

Changes to Agreement Notice

Any changes in the Enrollment Agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student, or student’s parent or guardian if he/she is a minor.

Notice to Buyer

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.

Cancellation of Contract

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract; the written notice may also be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the applicant.

Unfair Business Practices

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors if he/she is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Grievance Policy

Regular and effective communication between trainees and staff reduces the likelihood of misunderstanding and conflict. If a problem arises, the trainee is 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.

Acknowledgements

I certify that I have read and understood this Enrollment Agreement and I hereby agree to abide by the conditions set forth herein. I am entitled to an exact copy of this Enrollment Agreement and any other papers I sign. I acknowledge that I authorize the Inside Moves, LLC to use my name, address, phone and fax numbers, e-mail address and other application information for record-keeping purposes.

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://www.iopsacademy.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 (signature)

Jeff Haller / Inside Moves, LLC (signature)

 (please print name)

 Jeffrey Haller, Educational Director
 (name, title)

 (date)

 (date)

*This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to: **Workforce Training and Education Coordinating Board, 128 – 10th Ave SW, Olympia, Washington USA 98501; 360/709-4600; workforce@wtb.wa.gov***

Feldenkrais®, Feldenkrais Method®, Functional Integration®, Awareness Through Movement®, and Guild Certified Feldenkrais Practitioner^{cm} are service marks in the United States of the FELDENKRAIS GUILD® of North America.



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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: _____



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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 the IOPS Academy program, regardless of whether these materials are used for advertising, publicity, or any other purpose on behalf of Inside Moves, LLC and/or IOPS. 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 and/or IOPS 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 and IOPS are 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 and or IOPS. 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: _____



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PRACTITIONER BACKGROUND INFORMATION

Applicant Name: _____

Where did you do your basic Feldenkrais Method® practitioner training?

Graduation Year: _____

Educational Director: _____

Location: _____

Have you worked with Jeff Haller before in person?

Workshop/Conference Title: _____

Location & Date: _____

Have you studied any of Jeff's Advanced Training recordings?

Title: _____

Title: _____

Title: _____

What is your intention for joining the IOPS Academy?

Additional Information: Briefly describe your professional goals, your practice, the type of clientele you serve, etc.

