

The Pilates Institute of Boulder, Inc.

The Pilates Institute of Boulder, Inc.
2770 Dagny Way, Ste. #114, Lafayette, CO
Ph: 720-371-3236 or 720-971-0655

Approved and Regulated by The Colorado Department of Higher Education, Private Occupational School Board

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Approved by Colorado State Approving Agency for Veterans Education and Training

REGISTRATION FORM

Effective May 28, 2013

Pilates Teacher Training Program _____

Date: _____

Name: _____

Address: _____

Phone: _____ Cell: _____ Work: _____

E-mail Address: _____

Person to contact in case of emergency: _____

Telephone: _____

Please indicate the program in which you wish to enroll at this time (place an X in the box):

Pilates Pre-Certification Course

Pilates Full Lecture Series ONLY

Comprehensive Pilates Teacher Education Program Course

Intermediate Pilates Teacher Ed. Program Level I-III

Advanced Pilates Teacher Ed. Program Level IV-V

Pilates Mat Certification Course

Total Hrs.: _____

Total Hrs.: _____

Total Hrs.: _____

Start Date: _____ Completion: _____

TUITION OPTIONS:

Comprehensive PILATES TEACHER EDUCATION PROGRAM COURSE: Course Fee: \$10,000 _____ or \$500/mo. (minimum) _____ (IF PIB finances the tuition): \$10,500.00, includes a \$500 as a handling charge). **Tuition must be paid in full to graduate.**

INTERMEDIATE PILATES TEACHER EDUCATION PROGRAM COURSE: Course Fee: \$5,500 _____ or \$500/mo. _____ (IF PIB finances the tuition): \$6,000, includes a \$500 as a handling charge). **Tuition must be paid in full to graduate.**

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ADVANCED PILATES TEACHER EDUCATION PROGRAM COURSE: Course Fee: \$5,500 _____ or \$500/mo. _____ (IF PIB finances the tuition): \$6,000.00, includes a \$500 as a handling charge). **Tuition must be paid in full to graduate.**

PILATES FULL MAT COURSE: Course Fee: \$3,500 _____ or \$500/mo. _____ ((IF PIB finances the tuition): \$4,000.00, includes a \$500 as a handling charge). **Tuition must be paid in full to graduate.**

Books and instructional supplies are in addition to tuition fees and are the student's responsibility. Studio use applicable after 12 or 18 months depending on program.

Please include a deposit of **\$500.00** and non-refundable registration fee of **\$150.00** (total of **\$650.00**) to insure enrollment in your course.

Schedule of payments:

Deposit: \$ _____	Date: \$ _____				
Date: _____ \$ _____	Date: _____ \$ _____	Date: _____ \$ _____			
Date: _____ \$ _____	Date: _____ \$ _____	Date: _____ \$ _____			
Date: _____ \$ _____	Date: _____ \$ _____	Date: _____ \$ _____			

Note: Tuition must be paid in full to receive certification.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- Whether the postponement is for the convenience of the school or the student, and;
- A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational education Act of 1981.

Please read Refund Policy:

- The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
- 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:
 - The date on which the school receives notice of the student's intention to discontinue the training program; or
 - The date on which the student violates published school policy, which provides for termination.
 - Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the

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earlier of the date the school determines the student is not returning or the day following the expected return date.

- The 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, except that this provision shall not apply in the event the school ceases operation.
- Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education, 1380 Lawrence St., Suite 1200, Denver, CO 80204, (303) 894-2960. There is a two-year limitation on the Division taking action on student complaints.
- The policy for granting credit for previous training shall not impact the refund policy.

If you register for one of the certification packages and have completed some courses in your package but need to cancel any remaining courses, tuition for completed courses will be charged at the individual course rate of \$75.00/hour. The remaining balance minus the non-refundable deposit will be issued. Refunds will be issued within 30 days.

Registration fee is non-refundable.

REFUND TABLE FOR V.A. STUDENT

Student entitled upon withdrawal/termination	Refund
10 % of program completed	90% Refunded
20 % of program completed	80% Refunded
30 % of program completed	70% Refunded
40 % of program completed	60% Refunded
50 % of program completed	50% Refunded
60 % of program completed	40% Refunded
70 % of program completed	30% Refunded
80 % of program completed	20% Refunded
90 % of program completed	10% Refunded

Refunds will be issued within 30 days.

Why do you want to become a Pilates Instructor? _____

Previous Pilates experience: _____

Sports Background: _____

Educational Background: _____

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Medical History (Injuries, illness, etc.): _____

Other: _____

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG.

By signing below, the student agrees to pay (The Pilates Institute of Boulder, hereafter referred to as the school) the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of Catalog No.: _____, _____, 200_____. Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the Certificate of completion to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY may not be amended except in writing and signed by both parties.

Signature (applicant) _____ Date _____

Signature (PIB Licensed Agent) _____ Date _____

I have read and understand the guidelines and conditions and I agree to all of the terms.

_____ Signature _____ Date _____

Please accept my _____ Check in the amount of _____

Payable to The Pilates Institute of Boulder, Inc. or Credit Card, MC _____ VISA _____

CC# _____ Exp. _____ CCV code _____

Signature _____ Date _____

**Payment by Credit Card – Read Refund Policy:
REFUND POLICY for Credit card processing**

Purchase of class/triage cards and privates are subject to a **25% handling fee after card has been processed** and client requests refund.

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Once class/triage card has been activated by attending 1 class or triage, NO refunds are allowed, unless approved by Director of The Pilates Institute of Boulder, Inc. Requests for refunds must be in writing. If refund is approved, please allow 30 days for refund to be processed.

NOTE: WORKSHOP have separate fund policy for each workshop. PLEASE read carefully refund policy for every workshop.

Refunds for Teacher Training Program (non Veteran Student):

*If you register for one of the certification packages and have completed some courses in your package but need to cancel any remaining courses, tuition for completed courses will be charged at the individual course rate of \$95.00/session for full certification and Lecture/Lab series; \$95.00/hr. for mat certification. The remaining balance minus the non-refundable deposit will be issued. Refunds will be issued within 30 days. Registration fee is non-refundable. **If credit card was used for payment there will be an additional 10% handling fee.***

REFUND POLICY FOR VETERAN STUDENTS:

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid. If any student/s withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the registration fee of \$10. In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, which is based on the percentage of contact hours, attended as described in the table below. The refund is based on the last date of recorded attendance.

REFUND TABLE FOR V.A. STUDENT

Student entitlement upon withdrawal/termination	Refund
10 % of program completed	90% Refunded
20 % of program completed	80% Refunded
30 % of program completed	70% Refunded
40 % of program completed	60% Refunded
50 % of program completed	50% Refunded
60 % of program completed	40% Refunded
70 % of program completed	30% Refunded
80 % of program completed	20% Refunded
90 % of program completed	10% Refunded

Refunds will be issued within 30 days.

Mail or deliver the completed Registration Form with your deposit and non-refundable registration fee to:

The Pilates Institute of Boulder, Inc.

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Attention: Director
4614 Starboard Drive
Boulder CO 80301