

Zen Wellness®

Certified Instructor Training Program Catalog



The
Zen Wellness Center
12805 W Beardsley Rd.
Suite 104
Sun City West, AZ
85375
(623) 537-9443

www.zenwellness.com

Administration and Teaching Staff

Michael J. Leone, Master Instructor
Jason W. Campbell, Master Instructor
Beth Leone, Head Instructor
Dr. Howard Michael Robinson, Certified Instructor
Dr. Michael R. Keller, Certified Instructor
Dr. Chris Chirch, Certified Instructor

Notice of Disclaimer

Zen Wellness reserves the right to amend, add, or delete classes, programs, policies, tuition and/ or facilities without prior notice. Zen Wellness also reserves the right to cancel classes due to insufficient numbers of students. Catalogs of this school are prepared for the purpose of furnishing prospective students and other interested persons with information about the school. Material contained within this catalog is subject to change without notice and may not be regarded in the same nature of binding obligations.

Statement of Non-Discrimination

No person shall be excluded participation, denied any benefits, due to creed, religion, national origin, or physical disability.

Mission Statement

Zen Wellness provides Zen Yoga, Chi Gong, Tai Chi and Martial Arts centers dedicated to the development of the mind, body and spirit. Zen Wellness advanced studies and teacher-training program reflects the dedication and growth of the mission, by offering in-depth, comprehensive, nationally certified Zen Yoga, Chi Gong, Tai Chi and Martial Arts programs to individuals who wish to teach or deepen their understanding of the science, art and philosophy.

Admissions Requirements

Applicants must have a high school diploma or a recognized equivalent (GED). Zen Wellness requires a personal interview with each applicant prior to acceptance into a program. The school encourages the prospective student's parents and or spouse to attend the interview. This gives both the applicant and their family the opportunity to see the campus facility and equipment and to ask questions relating to specific training. The personal interview also gives the school the opportunity to meet the prospective student and to evaluate his/her qualifications and aptitudes.

Zen Wellness considers an applicant to be enrolled as a student when they meet the following criteria:

1. Signs an enrollment agreement.
2. Certifies that he/she is a high school graduate or has a GED.
3. Submits a letter of recommendation from a certified Yoga, Chi Gong, Tai Chi or Martial Arts Teacher.
4. Makes satisfactory arrangements for payment of tuition and other fees.

Dress Code

Students are required to wear a Zen Wellness training uniform. The uniform is comprised of any loose fitting black pants and white shirt with Zen Wellness, Zen Yoga or United Martial Arts logos on the shirt.

Attendance Policy

Students are required to maintain a minimum of 80% attendance over the length of the program. Students who fall below 80% attendance will be placed on attendance probation until they reach 80% attendance or cannot achieve the 80% attendance by the end of his/her training program completion date, at which time the student must make arrangements with the school to complete his/her program of study. Failure to make such arrangements may result in termination. Students who are on attendance probation are

considered to be making satisfactory progress. If a student must be absent, he/she must call the school with thirty minutes prior to class start time.

Tardiness

Tardiness and leaving class early is subtracted from the total time of the program, and count against the 80% minimum required attendance.

Make-up Work

Assignments and projects not completed on schedule during a course must be made-up within the time frame of the course. Arrangements **MUST** be made with the instructor.

Grading System

Grades are based on assignments, tests, and performance. An examination is given with each course. The minimum acceptable grade for each course is a 3 (satisfactory) on the numeric evaluation scale.

The grading scale is as follows:
Numeric Evaluation Scale

- 3 – Excellent
- 2 – Satisfactory
- 1 - Poor

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to the school with the name and address where the transcript will be mailed. A fee will be charged for additional copies and must be paid in advanced before they are processed. Transcripts sent directly to a student will be marked to indicate that they are unofficial copies. Official transcripts will not be released for students who may have a past due account with the school.

Academic Advising

A student's educational objectives, grades, attendance and conduct are reviewed on a regular basis. If academic standing or conduct is unacceptable, the student will be advised. Failure to improve academic standing or behavior may result in further action being taken up to and including termination. Students are encouraged to seek academic advising through their instructor.

Course Incompletes

An "incomplete" cannot be given as a final grade. However, at the end of the program a student may, with a Master Instructors approval be granted an extension. This extension of time will be determined by Zen Wellness in order to complete the required course work, and assignment, within the extension period, he/she will receive a grade of "F" or zero, which will be averaged with the students other grades to determine the grade point average.

Leave of Absence

Leaves of absences, including military leaves, shall be reasonable in duration, not to exceed sixty calendar days and shall be for specific and acceptable purposes. A written request for leave of absence properly dated and signed by the student and school official must be filed prior to the beginning of such a leave unless circumstances prevent completion of the request at the time. Student must return on or before the expiration of the leave of absence or face termination.

Satisfactory Academic Progress

Satisfactory progress is defined as a passing grade in all levels of the training program. In the event that a student does not achieve the established criteria for determining satisfactory progress, the student will be allowed to present justification of evidence or extenuating circumstance as to why he or she should be allowed to continue training. The student will be considered making satisfactory progress

during any probation period. If the student has not achieved the criteria as set fourth in the section at the end of the probationary period, he/she may be terminated from the training program.

Student Conduct

Students must adhere to the rules and regulations of Zen Wellness. Students whose conduct reflects discredit upon themselves or the school may be subject to probation and/or termination. The student must adhere to conduct that will not interfere with the learning process of any other student, the classroom presentation by the instructor, presentations by visitors, or the progress of the class or Zen Wellness in general. The Administration of Zen Wellness reserves the right of judgment, to place on probation and/or terminate a student on any of the following grounds:

1. Non-conformity to rules and regulations of the school
2. Conduct that is unsatisfactory to the school, it's staff, faculty and it's students.
3. Unsatisfactory academic progress.
4. Excessive absences or tardiness.
5. Falsifying school records.
6. Breach of school enrollment agreement.
7. Failure to pay fees when due and or to make available required documents.
8. Entering school premises while under the influence of alcohol, or drugs.
9. Carrying a concealed or potentially dangerous weapon. (They must be checked at the front desk if you have a CCW and carry.)
10. Aiding, abetting, or inciting others to commit any act that would detract from the normal operation of the school.
11. Theft.
12. Cheating on tests or exams.

Termination Procedure

Students to be terminated from school are notified in writing and may appeal to a Master Instructor within three days of "Notice of Termination".

Reinstatement

Students who have been forced to interrupt their education for any reason may request reinstatement by contacting a Master Instructor. Students who were making satisfactory academic progress when they withdrew will be eligible for re-entry. All students requesting reinstatement will be required to go through a portion of the admissions process again. A \$25.00 reinstatement fee will be charged to students who desire to re-enter.

Student Grievance Procedure

1. Complaints directed at an individual instructor or staff member must be discussed directly with the individual involved.
2. If one on one discussion fails to result in a satisfactory resolution, a written complaint must be submitted to a Master Instructor. The Master Instructor must respond to the complaint, in writing within ten business days, excluding Saturday, Sunday and state and federal holidays.
3. If the student is not satisfied with the proposed resolution, the student must respond to the Master Instructor in writing within ten business days, excluding Saturday, Sunday and state and federal holidays.
4. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board of Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington St. Room 260, Phoenix, AZ 85007, phone # (602)542-5709. <http://azppse.state.az.us>

Scholarships

Zen Wellness currently does not offer a scholarship program.

Credit for Previous Training

Zen Wellness does not accept credit for previous educational programs or CLEP.

Student Services

Zen Wellness does not offer career planning assistance to graduates. The school does not guarantee job placement.

Library

Students have access to relevant magazines, publications and DVD's.

Graduation Requirements

In order to graduate, a student must:

1. Complete with a passing grade all requirement for their program of study within the maximum time frame permitted and attain a minimum of 2 (satisfactory) on the numeric evaluation scale.
2. Return all property belonging to the school.
3. Fulfill all financial obligation to the school.

Tuition Schedule:

Program	Tuition
Zen Yoga Certified Instructors Training	\$5170.00
Tai Chi Certified Instructors Training	\$5170.00
Martial Arts Certified Instructors Training	\$5170.00

Cancellation Policy

1. Rejection:

An applicant rejected by the school is entitled to a refund of all monies paid for program application.

2. Three-Day Cancellation:

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid for course application. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

3. Other Cancellation:

An applicant requesting cancellation more than three days after signing an enrollment and making an initial payment, but prior to entering the program, is entitled to a refund of all monies associated with applying for the program.

Refund Policy

Refund after the commencement of classes:

1. Procedure for withdrawal date:

- a. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- b. For a student who is on authorized leave of absence, the withdraw date is the date the student was scheduled to return from the leave and failed to do so.
- c. A student will be determined to be withdrawn from the school if the student has not attended class for 30 consecutive class days.

d. All refunds will be issued within 30-60 days of the determination of the withdrawal date. Refund will be based on full tuition price.

2. Tuition charges:

Tuition charges will be determined based upon the percentage of the clock hours attempted. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program based on a 12 month attendance schedule.

Tuition refund will be issued within 30 days of the date of student notification, of date of school determination (withdrawn due to absences of other criteria as specified in the school catalog), of in the case of a student not returning from an authorized leave of absence, within 30 day of the date the student was scheduled to return from the leave of absence and did not return.

Tuition refunds are determined as follows:

1. Before the beginning of classes, the student is entitled to a 100% refund (less an administration fee)
2. After the commencement of classes, the tuition refund amount shall be determined as follows:

<u>% of the clock hours attempted:</u>	<u>Tuition Refund Amount:</u>
10% or less	90% refund
More than 10% and less than or equal to 20%	80% refund
More than 20% and less than or equal to 30%	70% refund
More than 30% and less than or equal to 40%	60% refund
More than 40% and less than or equal to 50%	50% refund
More than 50%	No Refund

3. Books and Supplies: there is no refund for books and equipment.

Holder in Due Course Statement:

Any holder of this consumer credit contract is subject to all claim and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC rule effective 5-14-76).

Zen Wellness Certified Instructors Training Course Outline

This course is a 200 hour program that meets or exceeds the National Qi Gong Association, Yoga Alliance and the United Martial Arts Association of America requirements

Certified Instructor Course of Study

Curriculum Comprehensive - 75 hours 1.5 hours weekly

This course will cover in detail the study of one of the following curriculums.

108 Yang Style Tai Chi

108 Five Animal Kung Fu

Zen Yoga

Zen Wellness 5 Element Chi Gong

The Mechanics of Mind and Body 101 - 50 hours 1 hour weekly

Includes the study of Chi Gong as it applies to the human physical anatomy and physiology. (Body systems, joints and organs, etc. and energy anatomy and physiology (charkas, energy meridians, etc.) Includes both the study of the subject and application of its principles as it applies to yoga, Tai Chi and Martial Arts.

The Science of Teaching - 50 hours 1hour weekly

Includes training on how to teach private and group lessons in a safe and professional manner to a wide variety of age groups and abilities.

Practicum - 25 1 hour weekly for the last 6 months

Includes practice teaching, receiving feedback, observing others teaching and hearing and giving feedback. Also includes assisting a certified instructor during classes.