

## Harmonise Terms and Conditions

### Courses and Workshops

1. A non-refundable £600 deposit is required to secure a booking onto any 200hr Yoga or Pilates training course. If you are paying by standing order, the first £600 will constitute as the non-refundable deposit.
2. A non-refundable deposit of 25% is required to secure a booking onto any CPD course.
3. All payments are due in full before the start of the first day of any course or workshop.
4. If we have agreed a 0% monthly payment plan during the course, you will be asked to sign a contract. Please note you are committing to paying the full amount of the course whether you complete the course or not. Your certificate will not be released until the course has been paid in full.
5. If you decide not to do the course more than 6 weeks before the start of the course a full refund will be given less the deposit outlined above. However, you can defer onto a future course at no additional charge, as long as there is space.
6. If you decide not to do the course less than 6 weeks before the start of the course no refund will be given, however, you will be given the opportunity to defer to a later course as long as there is a space.
7. If exceptional circumstances arise during the course Harmonise will support you as much as possible so that you can complete it. There may be the opportunity to defer to a later course as long as there is a space. Harmonise will be as flexible as they can in supporting each learner to be able to successfully complete their courses. No refunds will be given.
8. If Harmonise incurs additional direct costs due to a learner deferring onto a future course once a course has started (eg, assessor or studio hire costs) then these will be passed onto the learner. These will be kept to a minimum and the learner will be notified in advanced.
9. If you defer more than once you will need to wait and see if the next course fills up before taking a place and pay a referral fee of £250.
10. In the rare case that a learner needs to re-take a theory paper or practical assessment, we will try to arrange for you to re-take with another group to save on costs. If additional studio hire, assessors or invigilators are required, then these will be passed onto the learner. We will keep costs to a minimum and notify you in advance.
11. In the unlikely event of Harmonise Training Academy cancelling any course or workshop, you will be offered to defer to the next course or workshop with no additional fees or given a full refund minus the cost of any unreturned manuals provided by Harmonise to you (relevant for Pilates teacher training only).

12. All learning materials you are given access to throughout the course remain the intellectual property of Harmonise Training Academy. Please do not share with any 3<sup>rd</sup> party or copy without permission from Clare Francis (I am open to sharing 'quotes' with correct permissions and references).
13. Any student taking part in the pre-recorded practice videos at home to support their learning do so entirely at their own risk. Please ensure you have enough clear space around you (at least 2m x 2m), no trip hazards or breakables, wear suitable clothing and a yoga mat with a suitable grip. As always, listen to your body, use an adaptation for anything that feels uncomfortable, stop if you feel pain and don't try anything new at home (i.e. new peak poses such as inversions or arm balances you haven't done before). Please also be aware that a studio setting is usually warmer than a home setting so you may not be able to stretch as far. Please ensure you have medical clearance to take part in yoga and Pilates classes. By taking part in pre-recorded videos at home you are consenting to do so entirely at your own risk. If you have any questions or concerns regarding safe participation, please e-mail [clare@harmonisetrainingacademy.com](mailto:clare@harmonisetrainingacademy.com)
14. Harmonise Training Academy take the welfare of their learners very seriously. If you have any health issues or related concerns then please let us know the on the intake form and also verbally at the start of the course. If any changes arise throughout the course then please notify us. We encourage all learners to listen to their bodies and minds and respond accordingly. We offer options for all exercises and asana. You are welcome to stop any practice that doesn't feel right for you and rest at any time. Harmonise do not accept any responsibility for physical or mental issues that may arise during their training courses.
15. Please note that all Harmonise Training Academy tutors are self-employed sub-contractors who each have their own public liability insurance for teaching purposes. Therefore, in the unlikely event of wishing to make a claim, it would be with the individual tutor at the time of the class rather than Harmonise Training Academy.
16. Harmonise Training Academy follows industry standards and trains all teachers to complete PAR Q's and health questionnaires with their students; to ensure they have adequate insurance prior to teaching; to show due diligence and client care when teaching; and to follow professional guidelines and codes of conduct at all times. Harmonise Training Academy does not accept any liability for graduates who do not follow the above or who have a claim made against them.
17. Harmonise Training Academy takes your personal information very seriously. We do not share personal information with any 3<sup>rd</sup> parties. We will only share your personal details with someone who may need it for the purpose of the student gaining the qualification they have signed up to. E.g., a tutor or assessor. Harmonise Training Academy will ask before adding your e-mail address to their newsletter database and you can 'opt out' at any time.



## **Retreats: Ts & Cs & Cancellation Policy**

All Harmonise retreats have a non-refundable deposit and a date whereby the balance is due. Please see booking details for confirmation as it varies depending on the retreat. Please note there are no refunds given after the set date. We recommend you have adequate insurance in place if you need to cancel the retreat due to illness etc.

If Clare Francis or Harmonise Training Academy cancels a retreat for any reason, a full refund will be given. However, Travel expenses will not be refunded by Harmonise. Please ensure you have adequate insurance to cover this eventuality.

If you are unable to attend a booked retreat for any reason, and find someone to take your place, then please e-mail us and we will do our best to accommodate you.

Neither Clare Francis nor Harmonise Training Academy accepts any responsibility for injuries, damages or loss during any retreats. Please take care on steps, wear sturdy footwear when appropriate, sunscreen when appropriate, and we highly recommend you visit the waterfall or sea swim with at least one other person for health and safety. Please ensure you have comprehensive insurance cover which covers you in the event of illness or injury. Please ensure you keep us up to date with food allergies. Clare will safely guide you during the Yoga sessions.

**If you have any queries related to any of the terms outlined above, please e-mail  
[clare@harmonisetrainingacademy.com](mailto:clare@harmonisetrainingacademy.com)**