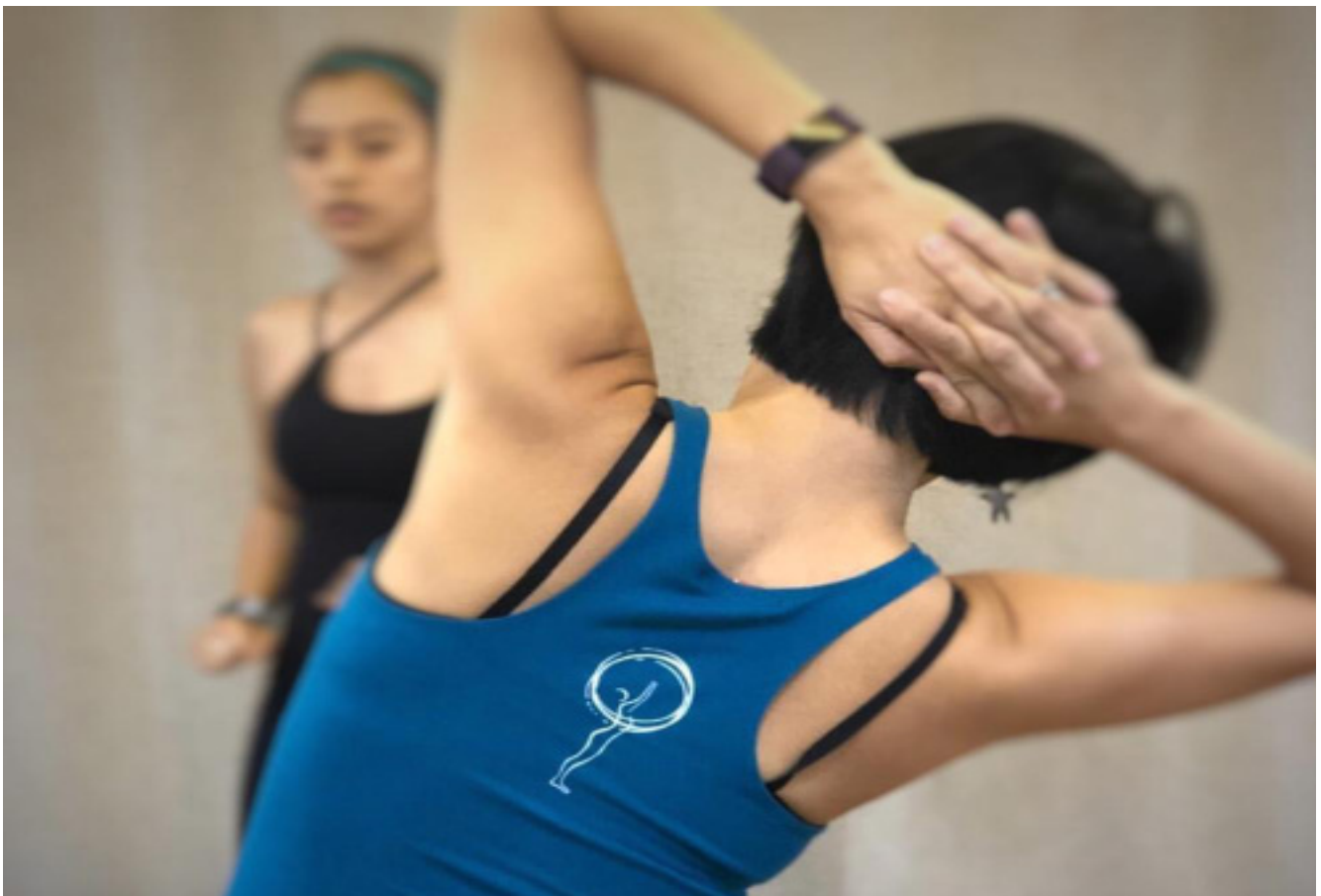


Body & Flow



Body & Flow



SCHOOL CATALOG

September 2018





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Body and Flow offers a comprehensive Pilates teacher-training certificate program in different locations worldwide since 2008.

Body & Flow and the founder and director of the school, Or-Yah Avni, owns the program and the school since its inception in 2008. Ory owned a Pilates studio in Thailand 2005-2013 and was the first Pilates studio facility in Thailand and the first to offer Pilates training program. Upon leaving Thailand and selling the studio, Ory kept working on expanding Body & Flow worldwide and currently there are courses held in Europe, Asia and USA. The headquarters of the company is in Israel.

Mission statement:

In our school, we want to offer outstanding Pilates educational programs in a progressive, affordable and flexible way and to inspire excellence by preparing our graduates for the highest standards of professional standards in the practice of Pilates. We want to use the support of online tools and integrate scientific research to provide practical applications to the Pilates Method. We want to encourage our teachers to assess each client's unique needs and therefore we want to create professional courses that will allow them to grow while contributing to their success, knowledge and professionalism.

Our goals:

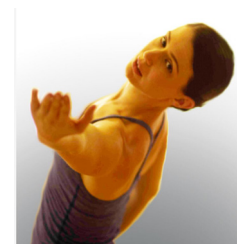
The goals of our school are the following:

- To obtain vocational school licensing for our school
- To have all our teachers PMA Certified by 2021
- To develop continuing education programs for our graduates
- To maintain a registry of all our graduates and trainers
- To establish 3 new locations of Body & Flow training schools in Europe by 2022
- To graduate additional 200 Pilates teachers by 2021
- To graduate 5 new master trainers by 2022



Teacher trainer:

Or-Yah (Ory) Avni The pioneer of the Pilates method in Thailand, Ory has been a long-time movement professional and a talented instructor, first as a performing dancer and later as a Pilates, Yoga, Garuda and Gyrotonic instructor in the US, Europe and Asia. In addition to being Thailand's Pilates entrepreneur, she has long been influencing the entire Pilates industry throughout Asia. Ory has been teaching for over 20 years and her passion is absolutely contagious. Since 2008, Ory has been offering certification courses under her creation (Body & Flow) in Pilates, Prenatal and Postnatal. As a teacher of teachers Ory has certified more than 500 instructors from all over the world. Ory has been invited to teach in conventions and festivals throughout Asia and Europe and is known for her deep knowledge, well-structured and organized classes, emphasizing technique, art, incorporating flowing movement, breath work and fun.



Facilities:

We offer courses in different locations worldwide with our main location at The Pilatestudio Bangkok. The Pilatestudio is the first Pilates studio in Thailand, opened in 2005 by the pioneer of the Pilates method in Thailand, Or-Yah Avni. This is a four stories studio, with one mat room, two group apparatus rooms, and two private apparatus rooms. In addition, in the entrance floor, you will find the lobby, reception, dressing rooms, bathrooms including showers and kitchen to store food and beverages. All the apparatus equipment is of Peak Pilates and includes:*

6 Reformers with towers

6 Chairs (1 Wunda Chair and 5 Mve Chairs)

2 Cadillac

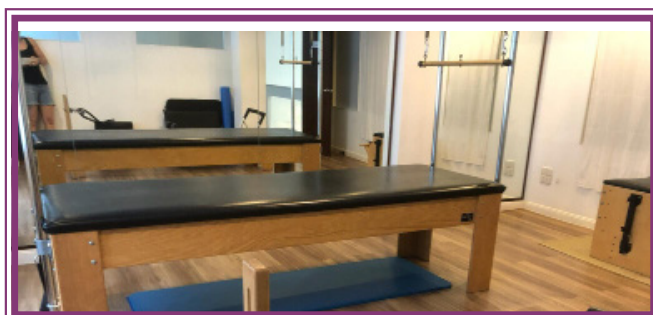
2 Spine Correctors

2 Core Align

1 Ladder Barrel

Fourth floor - mat studio - includes mats, magic circles, foam rollers, elastic band, poles, small weights, fit balls, small balls and more.

* Apart from 2 Core Align





Programs & Courses Offered:

Pilates mat program

Pilates mat program I

• Anatomy course	10 hours (with Body & Flow or elsewhere)
• Pilates Mat I course	45 hours (in class)
• Observation	20 hours
• Assistant teaching	10 hours
• Self-practice	20 hours
Total: (w/o anatomy)	95 hours

Pilates mat program II

• Pilates Mat II course	30 hours (in class)
• Teaching hours	20 hours
• Self-practice	10 hours
Total:	60 hours

Accessories workshop

• Accessories	15 hours (in class)
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Total comprehensive mat program: 170 hours



Pilates apparatus program

Pilates apparatus program I

• Anatomy course	10 hours (with Body & Flow or elsewhere)
• Pilates Apparatus I course	95 hours (in class)
• Observation	40 hours
• Self practice	50 hours
• Assistant teaching	85 hours
Total: (w/o anatomy)	270 hours

Pilates apparatus program II

• Pilates Mat II course	35 hours (in class)
• Teaching	30 hours
• Self-practice	30 hours
Total:	95 hours

Chair and Barrell workshops

• Ladder barrel and spine corrector	15 hours (in class)
• Wunda chair	15 hours (in class)

Total comprehensive app program: 395 hours



Program/Course Costs:

Pilates Mat I cost breakdown

Application	\$ 25.00 USD*
Registration fee	\$ 25.00 USD*
Tuition	\$ 725.00 USD
Books	\$ 125.00 USD
Exams	\$ 75.00 USD
Student liability insurance	\$ 25.00 USD
Lessons 20 lessons x \$ 25 =	\$ 450.00 USD (approximate)
Total cost (without classes)	\$1000.00 USD
Total cost (with classes)	\$1450.00 USD

Pilates Mat II cost breakdown

Application	\$ 25.00 USD*
Registration fee	\$ 25.00 USD*
Tuition	\$ 325.00 USD
Books	\$ 75.00 USD
Exams	\$ 75.00 USD
Student liability insurance	\$ 25.00 USD
Total cost	\$550.00 USD

Accessories workshop

Application	\$ 25.00 USD*
Registration fee	\$ 25.00 USD*
Tuition	\$ 125.00 USD
Books	\$ 50.00 USD
Student liability insurance	\$ 25.00 USD
Total cost	\$250.00 USD



Pilates Apparatus I cost breakdown

Application	\$ 25.00 USD*
Registration fee	\$ 25.00 USD*
Tuition	\$ 1400.00 USD
Books	\$ 300.00 USD
Exams	\$ 75.00 USD
Student liability insurance	\$ 25.00 USD
Private lessons 10 lessons x \$50 =	\$ 500.00 USD (approximate)
Total cost (without classes)	\$1850.00 USD
Total cost (with classes)	\$2350.00 USD

Pilates Apparatus II cost breakdown

Application	\$ 25.00 USD*
Registration fee	\$ 25.00 USD*
Tuition	\$ 300.00 USD
Books	\$ 100.00 USD
Exams	\$ 75.00 USD
Student liability insurance	\$ 25.00 USD
Total cost (without classes)	\$550.00 USD

Chair / Barrels workshop

Application	\$ 25.00 USD*
Registration fee	\$ 25.00 USD*
Tuition	\$ 125.00 USD
Books	\$ 50.00 USD
Student liability insurance	\$ 25.00 USD
Total cost	\$250.00 USD (each workshop)

- Additional costs of traveling and housing for the course teacher may apply as well as for studio rental. (depends on location)
- Additional costs may apply if the student wishes to use the studio's space for assistant teaching hours (teaching a subject). This will be determined by the hosting studio.

*Application and registration fees are non-refundable.



Admissions Requirements:

Prospective students must meet the following criteria:

- Age – 18 and up
- Approval of the course teacher
- Complete 20 group mat classes (for Mat I) and 10 private apparatus classes (for Apparatus I)
- For the advanced programs (Mat II and Apparatus II) – students must have the beginner – intermediate certificate (with Body & Flow or elsewhere)
- A healthy individual which is capable of performing the exercises during the course.
- No applicant will be denied on the basis of race, national origin, color, creed, religion, sex, age, disability, gender identity, gender expression, or sexual orientation.
- In addition to the above, each student will meet the teacher (or an advisor if he is a guest teacher) prior to the course and must meet the prerequisites listed in the document – program at a glance

Enrollment Procedures:

The enrollment process includes:

- Submission of an application
- Payment of fees
- Signing of all documents
- Review of school catalog
- Review of policies and procedures
- Completion of enrollment agreement

Attendance Requirements:

- 100 % attendance is required. (In case of emergency and with approval of your teacher, you will need to attend the class you have missed during the following course. (It is your responsibility to schedule for the class)
- Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required (and the rest shall be completed with the next group). Instructors may request a student to withdraw from a course or program if absences or tardiness exceed 70%
- Students need to complete the classes they have missed in order to take the final exam.
- Time frame for program completion:
 1. Mat I, Mat II – no later than two months since the end of the course
 2. Apparatus I – no later than twelve months since the end of the course
 3. Apparatus II – no later than three months after the course
- Students can contact the course teacher (or someone assigned by him) to support the students upon completion of the course
- Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal
- Students that will not complete the requirements within the time frame should contact the course teacher. They will need to re-take some parts of the course with the next group at no extra cost and then take the exam privately at additional cost of 100 USD.



Leave of Absence:

Students who are not able to continue the program may take a leave of absence.

- Personal or family circumstances: must submit a written request to the Program Director
- Medical: must submit a note from a doctor to the Program Director
- Length: one year maximum
- Pregnancy: leave of absence policy

Students who interrupt their registration because of personal or family circumstances, injuries or illness, but plan to return may take a leave of absence. Failure to attend class is not equivalent to a leave of absence and students will not receive an adjustment of charges unless a formal leave of absence is filed and approved. Students are expected to come back within 1 year. Medical certificates may be asked in cases of injuries or illnesses. Students who take a leave of absence due to pregnancy are granted additional six months to recover.

Conduct Policy:

All students are expected to act maturely and are required to respect other students and faculty members as well as school's property, assets and traditions. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

Dismissal:

The course teacher may decide to dismiss or suspend a student from the course in the following cases:

- Lack of academic progress
- Violation of conduct policy
- Failing to follow the school and studio policies

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.



Educational Services:

Observation hours:

As part of the course' requirements, the students need to observe an experienced teacher in action. Students are welcome to observe these classes at any of studios courses are held at no extra cost. Students must follow the procedures in their manual.

Assistant teaching:

As part of the course' requirements, the students need to assist an experienced teacher in class. Students are welcome to assist classes at any of studios courses are held. Students must follow the procedures in their manual.

Teaching a friend:

As part of the course' requirements, the students need to teach a friend/family member. Students are welcome to use the space for this purpose. Students must follow the procedures in their manual Depends on location, there might be a nominal fee applied to cover the cost of the space. A notification will be given to the students at the beginning of the class.

Self practice:

As part of the course' requirements, the students need to complete self practice hours. Depends on location, there might be a nominal fee applied to cover the cost of the space. A notification will be given to the students at the beginning of the class.

- Please note that these hours have limited availability. Be sure to email or call the studio to reserve and confirm your time at the studio.

Grading System:

During the course

- Evaluations will be given orally to the students. The students are required to take notes of the feedback given to them
- The students will be evaluated after each practice teaching segment
- The students will be evaluated after each silent drill
- The assignments given during the course will be checked in class or will be sent to the teacher via email for evaluation

Exam:

- Theory exam is a paper exam with questions about the exercises, teaching, safety and more. 80% is a pass.
- During practice teaching exam the student is required to teach a set of exercises assigned by the teacher on the day of the exam. This is evaluated by checking different aspects of teaching. 85% is a pass.
- The grading of the assessment (final exam) will be sent to the course student by email and has numeric grading and evaluation in words.



- Sample of grading system using numerical grades:

90 - 100	Excellent
80 - 90	Very good
70-80	Good
60 -70	Need improvement
Under 60	Unsatisfactory

Students need to get 80 in the written exam and 85 in the practical exam in order to pass.

Progress Policy:

The school implements methods to monitor student's progress

- Satisfactory progress requirements
- Advisory meetings
- Periodic assessments

Each student will be invited by the teacher to personal meetings during the course as follows:

Mat I - two meetings

Apparatus I - three meetings

Mat II, Apparatus II – one personal meeting

During these meetings the teacher will evaluate the progress of the student during the course, will discuss strengths and weaknesses and provide an action plan to follow.

Personal meetings after the course as follows:

Mat I - two meetings within four months after the course

Apparatus I – four meetings within one year after the course

Mat II, Apparatus II – one meeting within three months after the course

These meetings are held in order to ensure students make satisfactory progress in collecting the required hours, evaluate their teaching progress and will discuss and challenges that might come up.

*In case the course teacher is a guest teacher at the studio, he/she will assign an advisor to lead the students after the course.

Students who fail show a satisfactory progress and not collect the hours as required, will be placed on probation for 30 days. During the probation period, students must raise their performance and requirements. The student may be terminated if progress is not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.



Transfer of Credit Policy:

Body & Flow does not guarantee transferability of its credits to another institution unless there is a written agreement with another institution.

Credits from another institution will be evaluated on a case-by-case basis. Transfer of credits from other institutions requires a review fee of \$100 if a transcript is available. In the absence of a written transcript, test-out options will be considered, and fees related to the process will be charged by subject matter. Each level of mat or apparatus program will incur a \$100 fee per assessment.

Note: School may also refuse to transfer credits but must have a valid reason.

Refund Policy:

- Students not accepted to the school are entitled to all moneys paid.
- Students who cancel their contract by notifying the school within three (3) business days after signing the contract are entitled to a full refund of all tuition and fees paid.
- Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid, except the maximum cancellation charge of \$150.00, or 25% of the contract price, whichever is less.
- In the case of students withdrawing after commencement of classes, please see policy below.

Note: The refund policy is based on the assumption that students have paid more than the school has earned.

Refund Table:

<u>Student is entitled to upon withdrawal/termination</u>	<u>Refund</u>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	No Refund

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; or
- 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 earlier of the date the school determines the student is not returning or the day following the expected return date; or
- The student will receive a full refund of tuition & fees paid if the school discontinues a Program within a period of time a student could have completed it.



Student Grievance Procedure:

In a case that the student wishes to complaint about the school/teacher or anything related to the course, they need to send an email to the school director to director@bodyandflow.com and explain the matter. The school director must reply in writing within (5) five business days and together they will work to resolve the matter.

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Pilates School Approval Program. Contact: PSAP@pilatesmethodalliance.org

Sexual Harassment Procedure:

Sexual Harassment is defined as unwelcomed verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment. Body & Flow abides by the No Tolerance Policy to sexual harassment in the work place. Federal, State, and local laws prohibit sexual harassment and provide protection to employees, which may include civil, and in some cases criminal remedies. In an effort to prevent such illegal harassment, this company will promptly and confidentially investigate all complaints of sexual harassment. Appropriate action, including termination, will be taken against those who violate this policy. No employee, or student, of this company is exempt from this policy. Individuals who are found to have sexually harassed or knowingly filed a false complaint of sexual harassment against another individual shall be subject to disciplinary action, including termination of employment and/or enrollment in the program.

Any student who feels they have been subjected to sexual harassment should document any information with relevant facts and contact the studio director. Sexual Harassment Procedure: Speak directly to the source of grievance. If this is not a reasonable option, or if such an option does not remedy the situation, speak with the Director. If this is not a reasonable option, or if such an option does not remedy the situation, document all relevant facts and send to PSAP@pilatesmethodalliance.org

All students must sign a sexual harassment procedure form.

Access to Student Files:

The following information is kept with Body & Flow

- Picture identification (drivers license, immigration card, passport, etc.)
- Completed application
- Signed enrollment agreement
- Signed sexual harassment policy
- Signed non-discrimination Policy
- All academic records
- All faculty notes

Students may review their complete file by requesting an appointment with their teacher or by emailing to education@bodyandflow.com



Satisfactory Completion:

Requirements for full completion of the courses:

Pilates Mat I

Contact hours	45 (in class)
Observation hours	10
Self-practice hours	20
Assistant teaching	20
Passing the final exam	

Pilates Mat II

Contact hours	30 (in class)
Self-practice hours	10
Teaching	20
Passing the final exam	

Accessories 15 hours (in class)

Pilates Apparatus I

Contact hours	95 (in class)
Observation hours	40
Self-practice hours	50
Assistant teaching	85
Passing the final exam	

Pilates Apparatus II

Contact hours	35 (in class)
Self-practice hours	30
Teaching	30
Passing the final exam	

Chair 15 hours in class

Barrels 15 hours in class

- 100% attendance
- Passing the final exam (both theory – 80% and practice 85%)
- Completing homework assignments during the course
- Completing all additional required hours within the time frame indicated

A student who satisfactorily completes training requirements as listed above at Body & Flow will be awarded a certificate of completion (diploma). There is a certificate for each course.

Body & Flow does not guarantee employment as a Pilates Teacher upon completion of its Mat and/or Apparatus Teacher Training Program.

Time extension for Program Completion:

- If the student needs time extension he should get an approval from the course teacher. In any case, the extension will not be over four (4) weeks for mat I, II and Apparatus II programs and not longer than eight (8) weeks for Apparatus I program.
- The cost for extension of the program will be 100 USD.

