



**River Flow Yoga Teacher Training School**  
**Application for 200-hour River Flow Yoga Teacher Training**  
**Wausau, WI**

**How to Submit Your Application:** Please fill out this form and save a completed copy. E-mail the completed application to Mary Hilliker at [mary@riverflowyoga.net](mailto:mary@riverflowyoga.net).

Applications can be made at any time. Early application is highly recommended.

**Personal Information**

Name

Mailing Address

City

State

Zip Code

Country

Web site (optional):

Email address that you check regularly:

Home Phone:

Mobile Phone:

**The following information will help us to get to know you and guide your training.**

**Your Educational Background:** *Include Institutions, Degrees, and Attendance/Graduation Years.*

**Professional Background and Current Employment (position, focus of your work):**

Are you interested in incorporating yoga teaching and yoga techniques into your current professional work? Yes No.

If yes, please let us know more about how you would like to incorporate yoga into your existing work.

### Yoga Practice and Teaching Experience

When did you start practicing Yoga? What type of classes do you take? Do you have a home practice?

Have you participated in yoga classes, events or workshops with River Flow Yoga or 5 Koshas Yoga & Wellness? \_\_\_ Yes \_\_\_ No

If **Yes**, please provide more information about what you've participated in.

### Yoga Educational Background for Yoga Teachers

*Please fill out any of the following sections that are applicable to your yoga educational background and experience.*

#### Yoga Teacher Training Program (s) Information

School/Program Name	Dates Attended	# of Hours	Yoga Alliance Registered	
			Yes	No
			Yes	No

If you are a yoga teacher, how long have you been teaching Yoga? What type(s) of classes do you teach? Do you work with students on a one-to-one basis?

### Interest and Goals

What are your goals for this professional training?

How do you see your yoga career unfolding?

**Please provide any additional information about you or your background, other professional credentials and experience, academic background, life experience, and accomplishments that you would like to share. We look forward to getting to know you well!**

**Questions:** Contact Mary Hilliker at [mary@riverflowyoga.net](mailto:mary@riverflowyoga.net) or call 715.218.7120

## **Refund Policy for Withdrawal or Dismissal**

See attached.

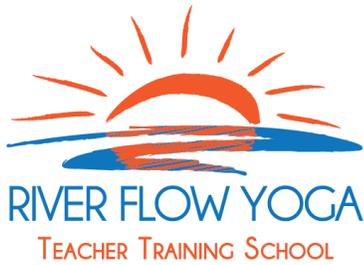
### **I have read and agree to the following:**

1. Copyright Acknowledgement
2. Photo-Video-Audio Guidelines and Release
3. Code of Conduct for Students and Faculty
4. Complaint & Grievance Policy
5. Catalog - application, admission, participation in and completion
6. Liability Waiver
7. Refund Policy for Withdrawal or Dismissal

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Student Enrollment Agreement

## 200-hour River Flow Yoga Teacher Training

### Copyright Acknowledgement

I acknowledge that all student materials provided in this training, including print and audio, are the copyright of River Flow Yoga Teacher Training and are provided FOR MY PERSONAL USE ONLY. I acknowledge that I cannot alter or distribute in any way without written permission from Mary Hilliker or the respective guest faculty and the River Flow Yoga Teacher Training School.

### Photo-Video-Audio Guidelines and Release

Staff may take photographs, video and record audio for use in future trainings or marketing of training programs. If you do not wish to be photographed or filmed, please advise the lead instructor. Students are permitted to take photographs as long as it is not distracting to the class. A student should ask classmates if they have their permission to be in personal photographs, especially if those photographs will be used on social media sites.

Recordings are not permitted without permission from the lead instructor.

I consent to being photographed and recorded, and grant River Flow Yoga, LLC and 5 Koshas Yoga & Wellness, LLC, its assignees, employees, and agents, the unrestricted and absolute right to use the photographs or recordings by any means now known or to become known. I hereby release & discharge River Flow Yoga, LLC and 5 Koshas Yoga & Wellness, LLC, its assignees, employees, and agents any & all claims of action, including, without limitation, libel, defamation, invasion of privacy or right of publicity, infringement of copyright, trademark or violation of any other right.

### Code of Conduct for Students & Faculty

A code of conduct is a declaration of acceptable ethical and professional behavior by which all yoga teachers-in-training and faculty agree to conduct themselves in the classroom, in teaching and in the business of yoga. We will foster an atmosphere of respect for each other and a learning environment conducive to the development of each student. See the attached Code of Conduct.

### Complaint & Grievance Policy

See attached.

### Catalog

The terms and conditions of application, admission, participation in and completion of the 200-hour River Flow Yoga Teacher Training are stated in this catalog

## Liability Waiver

I understand that yoga includes physical movements as well as an opportunity for relaxation, stress re-education and relief of muscular tension. As is the case with any physical activity, the risk of injury, even serious or disabling, is always present and cannot be eliminated. If I experience any pain or discomfort, I will listen to my body, adjust the posture and ask for support from the teacher. I will continue to breathe smoothly.

Yoga is not a substitute for medical attention, examination, diagnosis or treatment. Yoga is not recommended and is not safe under certain medical conditions. I affirm that I alone am responsible to decide whether to practice yoga. I hereby agree to irrevocably release and waive any claims that I have now or hereafter may have against Mary Hilliker of River Flow Yoga, LLC and the business, contractors and staff of 5 Koshas Yoga & Wellness, LLC.

### Coronavirus/COVID-19 Disclaimer

Coronavirus, COVID-19 is a contagious virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a mean to prevent the spread of the virus. Participating in River Flow Yoga Teacher Training and 5 Koshas classes/events or accessing the business on-site facilities, may increase the risk of contracting COVID-19.

In no way does 5 Koshas warrant that COVID-19 infection will not occur through in-person participation in group yoga classes and/or events, either on location at the 5 Koshas Studio or other locales providing a space to conduct Activities.

I agree that I shall not visit the 5 Koshas Studio or utilize its facilities (other than exclusively online classes/events) within 10 days after returning from highly impacted areas of the Coronavirus or areas with confirmed cases of COVID-19. I also recognize that I will not visit the 5 Koshas Studio or utilize its facilities, if exposed within the last 10 days to any person with a confirmed case of COVID-19, or a person to whom has traveled to highly impacted areas of the Coronavirus. I acknowledge and assume both the known and potential dangers of utilizing the 5 Koshas facility if attending an in-person class or other wellness service. You also understand and agree that despite 5 Koshas reasonable efforts to mitigate such dangers when in studio, may result in COVID-19 exposure.

### 'In Good Health' Verification

When attending in-studio Activities, I will only attend and enter the 5 Koshas Studio when I am in good health and have not been in contact with anyone experiencing symptoms of COVID-19. For a list of symptoms and guidelines as detailed by the CDC, visit:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

I adhere to complete a symptom screening checklist with a 5 Koshas staff member upon arrival to the studio, and agree to complete said screening with each visit to the studio. I will comply with 5 Koshas staff directive on attending a studio Activity, and understand it is up to the discretion of the studio to admit my attendance to any Activity.

# River Flow Yoga Teacher Training Code of Conduct for Students & Faculty

FOR ALL STUDENTS, ALUMNI, AND VISITORS IN THE RIVER FLOW YOGA TEACHER TRAINING SCHOOL COMMUNITY, in this document referred to as Students.

FOR ALL FACULTY, ADMINISTRATIVE STAFF, ASSISTANTS AND VOLUNTEERS IN THE RIVER FLOW YOGA TEACHER TRAINING SCHOOL COMMUNITY, in this document referred to as Staff or Faculty.

The School Director is Mary Hilliker. Her email is [mary@riverflowyoga.net](mailto:mary@riverflowyoga.net) or [mary@5koshasyoga.com](mailto:mary@5koshasyoga.com). Her cell phone is: 715.218.7120.

The Studio Manager is Jay Coldwell. His email is [jay@5koshasyoga.com](mailto:jay@5koshasyoga.com). His cell phone is 715.370.8033.

## INTENTION

The intention of this code of conduct is to state accepted standards of conduct and ethical, professional behavior within the River Flow Yoga (RFY) Teacher Training's educational environment. RFY values the unique nature of the student-teacher relationship. A safe and secure space to facilitate learning, healing and transformation is paramount for every individual.

## STANDARDS OF CONDUCT

### Advertising and Public Communications

Faculty and students are expected to not make false, deceptive or fraudulent statements or advertisements related to their training, experience or competence, academic degrees or credentials, institutional affiliations, their classes, workshops or teacher trainings, or success of services to exploit anyone's fears or emotions around expectations of cures or results.

### Acceptable Use of Technology

Students and staff are expected to use technology during the training to communicate and transfer training materials, home-study, and final projects.

It is not acceptable for students or staff to transfer AVI or RFY copyrighted electronic materials from the training to anyone.

Keep cell phones on mute or vibrate to minimize distraction for other students and faculty.

### Accessibility, Inclusion and Equity

Faculty and students will promote an inclusive environment where all faculty and students feel welcome, honoring and leveraging differences and fostering diversity and inclusion around: age, gender, gender identity, gender expression, sexual orientation, physical ability, marital status, sexual orientation, political interests, race, national origin, marital status, parental status, veteran's status, religion, political interests and mental disability.

### Appropriate Behavior and Conduct

Students and faculty are expected to arrive on time for lectures, practices, and other processes during the weekend sessions and to communicate with the appropriate faculty for unexpected tardiness or

absence. Students who are tardy or absent for direct contact hours in the training will be asked to make up that time in a manner agreed upon between the student and School Director.

Students and faculty are expected to cultivate within themselves qualities such as friendliness, compassion, joyfulness, and discernment in all student-student, student-faculty and faculty-faculty relationships.

Faculty and students are expected to maintain professional boundaries of student-faculty, faculty-faculty, and student-student relationships, protecting students from:

- Sexual misconduct (Any faculty-student or student-student sexual relationship, even if consensual, influences the learning and teaching environment for other students and faculty.)
- Physical, verbal or sexual abuse
- Coercion for financial gain
- Harassment for religious, moral or political beliefs
- Abandonment or neglect (a referral to another program or professional service will be made if we are unable to help a student)
- Disclosure of personal and sensitive information (health history, medication use, mental health information, academic performance)
- Any dual relationships that exist prior to the start of a training should be disclosed. Dual relationships have the potential to interfere with and compromise the integrity of the teacher - student relationship (friendships, business relationships, romantic relationships). All efforts will be made to minimize any influence of these relationships in the training environment.

It is the policy of RFY to provide a learning community and workplace free of unwelcome harassment, sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment.

Students and staff are expected to maintain professional boundaries in order to ensure structure, security, and predictability in an educational environment.

#### Attendance

Students must make up any direct contact hours missed during a training weekend. The School Director will work with you to come up with an affordable and accessible plan for make-up.

#### Competency and Productivity

Students are expected to adhere to deadlines for home-study, mentoring calls, and final projects. Professionalism in the teaching of your final project is expected as you represent the profession and the RFY Teacher Training School in the highest regard.

Students are expected to perform at the competency levels outlined in the training program catalog. Remediation strategies tailored to the individual student will be developed and implemented when a student is performing below the competency level expected.

Students who attend all sessions but do not complete program requirements will receive a Program Attendance Certificate and will be asked to complete a Program Completion Agreement (attached) which specifies remaining assignments, payment for home study review and time frame after which additional coursework may be required in order to receive certification.

Faculty are expected to provide timely review and feedback for student assignments in a professional manner regarding the student's growth and evolution. Students and faculty are expected to communicate when timely submission of home-study or review of assignments is not possible. Faculty are expected to consult the School Director as needed to resolve student concerns so that each student can reach their highest potential for teaching.

#### Compliance with Law and Studio Policies

All parties are expected to comply with local, state and federal laws and ordinances to assure the health, safety and comfort of all in attendance. All parties are expected to comply with studio policies. For the safety of all students in the training environment, guns and other weapons are not allowed in the studio. Anyone who has a concern for their personal safety should talk with the Studio Manager or School Director.

#### Compliance with Supervision

All students are expected to comply with requests for supervision of their teaching in the weekend sessions and to maintain openness to faculty recommendations.

Faculty are expected to provide supervision for specific teaching practicum and to provide feedback in a professional manner with the quality of satya tempered by ahimsa.

#### Confidentiality and Privacy

RFY does not sell or transfer student or staff data or personal information to other organizations or individuals at any time for any reason. All requests to be removed from student mailing lists are honored.

Student contact information is gathered for the purpose of communicating training logistics, information, and electronic manuals. Student contact information is shared with mentors only for the purpose of student/mentor communications. Faculty are asked to use student information only for the purposes of the training.

RFY collects individual student photos to include in the student record. RFY records practices and lectures for the purpose of student make-up and student review.

The only exception to disclosing information is to comply with the order of a court, prevent bodily harm or danger to the student or others, or where the information has already been disclosed to the training group by the student.

#### Conflict of Interest

Students are expected to talk with a faculty member about any possible conflicts of interest related to the training or use of training materials, or the training team. For example: If you are personal friends or a business partner with a faculty member, this should be disclosed so that your work is supervised by another faculty member.

Faculty are expected to disclose possible conflicts of interest related to RFY, the training or use of training materials, or training team to the School Director. For example: If you have a personal or business relationship with any of the students in the training program, please notify the School Director. Use of copyright training materials cannot be used in other venues without permission.

### Dress Code and Hygiene

All students and staff are expected to dress in a manner that is appropriate to the environment. While dress in weekend sessions is modest but casual, students are expected to adopt the dress code and health and safety requirements of any setting for teaching in their respective community. For example, health care environments often have specific dress and hygiene codes that promote health, safety and professionalism. Perfumes and excessive use of essential oils are discouraged for the comfort and health of all students and faculty.

### Financial Practices

The school will discuss all fees and financial arrangements in a straightforward professional manner. The school will operate business affairs according to recognized standard business and accounting practices, render services to students in need without regard to financial remuneration. The school discourages faculty from getting involved in financial arrangements with students in the training program.

### Integrity

Faculty and students will demonstrate the highest of moral standards and professional competence. Honesty, compassion, selflessness, humility, trustworthiness and transparency are expected in terms of intentions, action and speech. The yamas and niyamas are guiding principles for conduct.

Faculty and students in the program shall accurately represent their training and credentials.

Powerpoints, recorded audio, video, photos, sequences and the student manual are shared only with students and faculty for the purposes of study or teaching within the program and should not be shared with others unless a written authorization is obtained from the school.

### Lawful and Honest Conduct

All students and staff are expected to communicate any suspected breaches of academic integrity and honesty or unlawful activity that may occur within program to the School Director or Studio Manager. An example of a breach of conduct is cheating on a test or having someone else do homework assignments.

### Non-Impairment

Students and staff may not be impaired or under the influence of controlled substances during practices, lectures or other educational processes. Any student or faculty who needs to take a controlled substance due to a health issue should communicate that to the School Director. Anonymity and sensitivity are assured.

### Professional Growth/Continuing Education

School faculty will maintain the integrity, competency, and high standards of the yoga profession by striving to improve their skills through continuing education and training. School faculty will maintain their Yoga Alliance registration and continuing education requirements.

School faculty and students in the training program will maintain a regular yoga practice that aligns with their householder responsibilities, age, health needs, and interests.

### Property – Care and Maintenance

Students and faculty are expected to respect the school resources provided during weekend training sessions and to respect the facilities of 5 Koshas Yoga & Wellness.

### Scope of Practice

Faculty who are not licensed health care providers will refrain from giving medical advice or advising concerning a student's personal life. Faculty who are licensed health care providers should consult their professional credentialing organizations for guidance about boundaries when working in a training program outside of their health care practice. Faculty will refer students to licensed health care providers when appropriate.

### **COMPLIANCE AND ACCOUNTABILITY**

In the spirit of Yoga and teachings in the Yoga Sūtra-s of Patañjali, self-disclosure about any misconduct, ethical dilemmas or unlawful conduct is encouraged. Faculty members should report to the School Director. Students should report to the School Director or Studio Manager.

### **REPORTING VIOLATIONS**

Anonymity will be protected to the fullest extent possible. All parties are required to comply with local or state laws around reportable offenses.

### **DISCIPLINARY ACTION**

Any threat to health or personal safety by a student or staff member will result in expulsion from the training program or dismissal from RFY contracting.

Staff sexual misconduct will result in immediate dismissal from RFY contracting. Other ethical lapses or misconduct will be evaluated on a case-by-case basis with the intention to protect the learning environment for all students and to foster professional growth for faculty members.

An individualized plan to remedy any ethical lapses or misconduct will be formalized with a written agreement. Any further violation of the Code of Conduct will result in dismissal from the program or faculty duties.

### **TIMING**

Reports of violations of the code of conduct will be reviewed and decisions rendered within 30 days of the receipt of a written complaint or grievance.

### **DISSEMINATION**

The Code of Conduct is included in all RFY staff contracts. Parties verify receipt, understanding, and agreement via signature as part of their written agreement.

The Code of Conduct is included in the RFY Enrollment Agreement. Students verify receipt, understanding, and agreement via signature as part of their Student Agreement.

## Complaint and Grievance Policy

Any conduct that is unlawful, such as sexual assault, should be reported to the police.

If a student has a minor complaint about an instructor, about the program, or about another student, the complaint should be brought to the lead instructor for discussion and resolution. If resolution cannot be reached with the lead instructor, the lead instructor will request review with a Complaint Review Panel of faculty members/former students/collaborating studio staff.

River Flow Yoga, LLC encourages any faculty member or student who has a grievance related to the code of conduct policy to report the incident to our Complaint Review Panel. The grievance will be treated in confidential manner.

The grievance shall be in writing and include the following:

- Full name
- Email and phone number
- The name of the person who the grievance is against
- A description of the alleged policy violation
- Date and time of the policy violation
- Names and contact information of anyone with first-hand knowledge of the situation
- Evidence to support the grievance

In the interest of fairness and privacy, the report should be made by the person who has experienced or witnessed the misconduct.

The contact for the Complaint Review Panel is Jay Coldwell, [jay@5koshasyoga.com](mailto:jay@5koshasyoga.com).

Reports of violations of the code of conduct will be reviewed and decisions rendered within 30 days of the receipt of a written complaint or grievance.

If resolution cannot be made with the review panel, the student may contact the Wisconsin Educational Approval Program for assistance at 431 Charmany Drive, Suite 102 · Madison, WI 53719 Phone: (608) 266-1996 Email: [eabmail@eab.wisconsin.gov](mailto:eabmail@eab.wisconsin.gov) or at [www.eab.wisconsin.gov](http://www.eab.wisconsin.gov).

Due process and procedure for complaints and grievances are described in the Code of Conduct Policy and Student Policies.

## Refund Policy for Withdrawal or Dismissal

Per State of Wisconsin Education Approval Board and the WI Department of Veterans Affairs State Approving Agency, River Flow Yoga, LLC will use the following refund policies.

### VETERANS REFUND POLICY

When a veteran or other eligible student enrolled in a non-accredited school fails or ceases to attend a class, withdraws from a class or is terminated for any reason before a class is completed, the school will refund a pro-rata portion of all tuition, fees, and other related charges for that class. The exact proration will be determined by the ratio of the number of days of instruction completed by the student to the total number of instructional days for the course. Pro rata refunds will be made within 40 days after the last class attended, or the effective date of the withdrawal or termination. (Authority: 38 CFR 21.4255)

### ALL OTHER STUDENTS

If a student wishes to use the withdrawal policy, the student will receive a full refund of all money paid if the student cancels within a 3-business day cancellation period after acceptance, minus the application fee of \$100. The student will receive the refund within 10 business days.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund of tuition as follows:

Withdrawal	Refund will be:
Prior to the start of the program	100% refund (minus the application fee)
After start of the course but prior to 10% completion	90% refund
After 10% completion but prior to 20% completion	80% refund
After 20% completion but prior to 30% completion	70% refund
After 30% completion but prior to 40% completion	60% refund
After 40% completion but prior to 50% completion	50% refund
After 50% completion but prior to 40% completion	40% refund
After 60% completion or more	No refund

Completion %s are based on curriculum hours to date.

Students who use the withdrawal policy will receive the refund within 10 days. A student who is dismissed from the program will receive a refund within 40 days after dismissal or notification of withdrawal.