



# Pilates Academy International Instructor Training Student Policies and Guidelines

## Time Requirements:

### Tardiness

Class attendance is kept by signing in at the beginning of your class and signing out when it is concluded. Every hour that is missed from a course must be made up by booking a private with an Instructor Trainer. This is equal to the cost of a master trainer private and is not included in your tuition.

### Absenteeism

If a student needs to miss a class it must be approved by the Director of Administration. For each hour of missed class time a third of that time must be booked with an Instructor Trainer. The cost of a master trainer private is not included in your tuition. If you miss more than 12 hours of a course the course must be retaken.

### Observation Hours (10 hours)

Ten observation hours are required for each course. When observing privates the hours may be combined with other equipment courses. Please make sure to sit to the side and be considerate of the client's personal space. A log must be filled out by the student and initialed by the front desk. Logs must then be submitted when you take your practical exam.

### Practice Teaching/Personal Review Hours

Practice Teaching and Personal Review hours are required. The hours recommended for each course are the following:

**15 hours** - APBarrels

**30 hours** - APM  
APCadillac  
APChair

**50 hours** - APR  
APCCB

### Scheduling Practice Time

- ◆ When scheduling your practice teaching or personal review hours you must call the front desk, the day before, to confirm that there will be room in the studio 212-687-8885.
- ◆ The studio is not available for practice teaching or personal review from 5pm-8pm.
- ◆ You must always sign in at the front desk when coming in to practice.

### Policies for Practice Time

- ◆ You may have only **one** practice body that may come in to work with you. A second must be approved.
- ◆ On your body's first visit they must fill out a release form before starting. No exceptions.
- ◆ You are not allowed to charge your practice body a fee. This is a serious insurance issue and your practice privileges will be immediately terminated if this rule is broken.
- ◆ You may only practice on the equipment of the course or courses you have participated in.
- ◆ Pilates On Fifth employees have priority in the studio. If you are asked to move off a piece of equipment you must do so.
- ◆ While you are personally reviewing or practice teaching in the studio you must follow our dress code rules which are, long pants (solid color) and a full top (no half tops) with no big logos on it and absolutely no hats. Socks must always be worn which is a New York City Health Code.
- ◆ Please do not eat in the studio or locker room when you are practice teaching.

### Practice Time Timeline

- ◆ It is free to practice at Pilates On Fifth until three months after the last day of your last course. You will then be charged \$20 for each hour you come in to practice.
- ◆ Once you have taken your practical exam you will have to pay the cost of a power private when working out at Pilates On Fifth.

### Logging Practice Time

- ◆ A log must be filled out by the student and initialed by the front desk.
- ◆ Logs must be submitted when you take your practical exam.

## Scheduling Exams:

Exams must be taken within a year after the last day of the last course attended.  
The written and practical must be taken within 2 weeks of each other.

### Practical Exams

Must be scheduled with the Director of Administration with 2 weeks notice. They may only be taken Monday through Thursday 1pm-5pm. No practical exams will be given on the weekend. Once you have scheduled your exam you may only reschedule it **once** or you will be charged \$50 fee.

### Written Exams

Must be scheduled with the Director of Administration with 2 weeks notice. A written exam may be scheduled Monday through Friday 11am – 2pm. Once you have scheduled your exam you may only reschedule it **once** or you will be charged \$50 fee.

Prices for Exams (Practical and Written combined) are as Follows:

1 Course Exam plus correlating Progressions/Challenge (ex: APM & MPC)	<b>\$225</b>
2 Course Exam (ex: APM & APR or APR & APCadillac )	<b>\$250</b>
3 Course Exam (ex: APM, APR & APChair)	<b>\$275</b>
4 or more Course Exam	<b>\$300</b>
Any Added All Populations Exam	<b>\$50 Each</b>
Progressions/Challenge Course Practical Exams	<b>\$50 Each</b>
Written Exam Retake Fee*	<b>\$50</b>
Practical Exam Retake Fee*	<b>\$50</b>

All exams have a 24 hour cancellation policy.  
If you cancel with less than 24 hours notice you will be charged \$50.

\*Exams may only be retaken once. If you fail twice a mandatory \$200 review course must be taken.

## Continuing Education Credits:

To keep your training current with Pilates Academy International you will be required to complete 6 hours of Continuing Education Credits every 2 years.

## Refund Policy:

Once payment and confirmation of the course have been made, there are no refunds. You may receive credit with Pilates Academy International if you decide to postpone your course. You may do so within a 6 month time frame after which there will be No Refund. Once a student has begun a course No Refunds will be given.

## Studio Conduct:

- ◆ Please respect your fellow students and limit cell phone use to emergencies only.
- ◆ The studio must always be kept neat. If you are using small equipment (flexbands, balls, circles etc.) you must always put them back where they belong after you are done with them.
- ◆ Please be considerate of Pilates on Fifth clients at all times.
- ◆ Eat only in the area where your course is being held. There is to be no eating in the locker room.
- ◆ If you spill anything let the front desk know right away so that we can keep our studio clean.
- ◆ Your bags and clothing must be left in the dressing room. Lockers are provided on a daily basis free of charge, just bring a lock. If you wish to keep items overnight fees will apply.

I \_\_\_\_\_ have received and read a copy of the Student Policies and Guidelines for Pilates Academy International. I understand that breaking any of the policies may result in termination of my practice teaching and/or personal review privileges at Pilates On Fifth.

Signature \_\_\_\_\_ date: \_\_\_\_\_