



Pilates Certification Application Form

Please complete the following steps to register:

- 1) Book for an interview with Certification Director
- 2) Complete the registration form including reading through and signing the student contract, policies and terms.
- 3) Mail/Deliver the application including deposit to Whole Body Gallery: 5445 West Pico Blvd, Los Angeles CA 90019
- 4) Complete 3 private Pilates lessons with a WBG certified instructor.

Registration Form

Name_____

Address_____

Phone (Mobile)_____ (Home)_____ (Work)_____

Birthdate_____ Social Security Number*_____

* During the course you will be paid as in Independent Contractor for your Student Apprenticeship hours therefore we are required to have you SSN.

Course Investment:\$3850

A non-refundable deposit of \$1000 is required to reserve your space due 15 days before course start date

Payment Option: \$1000 deposit and 6 auto payments of \$500 month due at the beginning of each level. There will be a 10% late fee for payments received after the beginning of each level.

Please check

Full Pay Deposit and 6 Payments

Credit Card_____ Ex_____



Pilates Certification Policies & Agreement

Code of Conduct

1. Student must abide by WBG codes of conduct. This includes: a) Students are **not allowed** to park in client parking b) Students must not bring food or drink onto the training room floor c) Students must replace and clean all equipment after use d) Students must display a professional attitude at all times while in the studio.

Missed Classes

2. If a student misses any part of the certification course lessons, the hours must be made-up privately with the certification instructors. The fee is \$80/hour with the certification instructors and \$120/hour with the certification director.

Exams

3. Students are required to pass a written and practical test at each of the 1-5 levels. The cost of the tests 1-4 are include in the course. The level 5 test fee is not included in the course and is paid prior to taking the level 5 test. The fee for the level 5 test is \$120 per student.

4. If the student does not have all the hours ready to take the final exam on the specified date, they will be required to take the test privately at a fee of \$175.

5. Students must complete the minimum required apprenticeship hours per level to be eligible to take each level test. If the hours are not completed, the student must take the test privately at a fee of \$125.

6. The written exam score is out of 100 points. A score of 85 is required to pass. The practical exam score is out of 100 points. A score of 85 is required to pass. If a student does not pass any of the exams, they must be retaken. The retake fee is \$125 for any practical exam not passed. Retake fee for written exams is \$25.00.

7. If a student does not pass the exams after the 2nd try they must take three private sessions with the course director at a fee of \$360. If a student does not pass the exams on the 3rd try they must take 5 private sessions with the course director at a fee of \$600.

Apprenticeship Hours

8. All students must complete their apprenticeship hours at a WBG location. Any other arrangements must be requested in writing and WBG has the right to accept or deny the request.

9. If any student falsifies their apprenticeship hours they will be terminated from the course with no refund.

Learn as you Earn

10. Students must abide by the "Learn as you Earn" regulations. These regulations are

- a. All clients brought in to WBG by students for practice must pay for their session. The rate is \$20 per hour for the client. The student is paid 1/2 of this amount.
- b.. At no time can a student instruct a client without the client paying for it.
- c. At no time can the student collect the instruction fee from the client without submitting it to the front desk with instructor and client name and date.
- d. The student must have each client fill out all WBG forms (new client folder)

Before the first session begins a student must look at medical history and ask any appropriate questions regarding current health and fitness of clients.

e. When students are speaking with WBG clients from the waiting list either over the phone or during instruction they must at all times remain professional, friendly and arrive at all sessions at least 10 minutes early.

Other

11. Once a student has completed the entire course, fulfilled all student apprenticeship hours and passed all tests the student shall receive a certificate of completion. WBG does not guarantee that by enrolling in the course a certificate will be given.

12. Students during or any time after the completions of the course are not qualified to, nor can train other students or individuals to become teachers.

13. Only students who are actively taking certification lessons can use the studio for practicing, taking classes and teaching.

14. Students are given up to the level 5 test date to complete and successfully pass the certification. If a student is still completing the course after this date a fee of \$285 per month is charged for studio rental.

15. There are absolutely no course refunds from the time of payment and no cancellations if students are on a payment plan. Students can defer from the course and start up again from the level finished within 6 months from the deferment date.

I have fully read and understand the Whole Body Gallery Pilates Certification Policies and Agreement

Name

Print _____

Sign _____

Date _____



Pilates Certification Contract & Waiver

1. WBG reserves the right in its sole discretion to accept or deny students into the program.
2. Students must adhere to studio etiquette while on the premises. The WBG directors can at any time terminate a student from the course for misconduct or any other professional conduct. Misconduct is described as alcohol or drug use, violent or disruptive behavior, sexual abuse or harassment, theft or property damage. In the event of this happening the student will not be refunded the unused portion of the course. Are students are expected to exhibit behavior consistent with the highest professional standards in the exercise industry.
3. Cancellations: Once course payment has been made there are no refunds given. If a student decides to discontinue the program enrolled in, all classes are forfeited and no refund will be given.
4. If student cannot complete the course enrolled in, they may transfer to another course starting. There is an additional \$200 early withdrawal and transfer fee. The new course must be started within 1 calendar year of leaving the current course, otherwise all payments will be considered void.
5. The WBG course handbook is protected by copyright laws. At no time can the student reproduce copies of the text. Students acknowledge that the design, content, sequence of exercise and methodology is all proprietary of WBG and are protected by copyright, trade secret and unfair competition laws. Students shall take all responsible steps to protect the materials from any use, copying, reproduction, publication or distribution. The student acknowledges that the materials contain trade secrets which are not generally known and have been developed by WBG by in a lengthy amount of time and money. The student agrees to protect and maintain the confidentiality of these materials.
6. Students agree to knowingly, voluntarily, and expressly waive any claim they may have against Whole Body Gallery for injury or damages that may be sustained as a result of participating in the certification program. Furthermore the student, heirs or students legal representatives forever release, waive, discharge, and covenant not to sue Pilates, Health & Fitness inc or any of its officers, employees or vendors for any injury or death caused by their negligence or other acts.

6. Student shall hold WBG harmless from any suit or proceeding brought against student based on a claim related to this Agreement.

I have fully read and understand the Whole Body Gallery Pilates Certification Contract

Name

Print _____

Sign _____

Date_____

Please fax or mail information and payment to -

Whole Body Gallery 5445 West Pico Boulevard Los Angeles, CA 90019 Ph 323 934-7134