

YOGA ACADEMY OF NORTH AMERICA

Satyananda Yoga Nidra®
and
Pranayama & Meditation
Courses

STUDENT HANDBOOK

2015 / 2016



SATYANANDA YOGA

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“True knowledge does not come from without, it unfolds and arises from within”

Swami Niranjanananda

1 About This Handbook

This handbook introduces the Satyananda Yoga Nidra® training courses offered by the Yoga Academy of North America (YANA), a nonprofit 501c3 organization dedicated to providing high level in **SATYANANDA YOGA®**.

This handbook contains information on the requirements, policies, and procedures encompassing these courses. Even if you have participated in previous Yogic Studies or Teacher Training programs in North America, or from among the several providers of this training worldwide, you should review this whole handbook. **Your application for enrollment in any course must be accompanied by your signature indicating that you have read and understood this document and agree to abide by its guidelines.**

2 About SATYANANDA YOGA®

A disciple of Swami Sivananda of Rishikesh, India, Swami Satyananda founded the **Bihar School of Yoga** in Munger in 1963. Under his guidance, the ancient wisdom of yoga was made more accessible to a modern, scientific way of thinking. In fulfilling his mission to spread yoga worldwide, Swami Satyananda was one of the earliest yoga masters to bring yoga training to the West. There are now Satyananda Yoga teachers in most countries around the world.

Satyananda Yoga has developed into an internationally renowned system. It provides a coherent philosophy of life without postulating any religious or political beliefs. It provides everyone, regardless of their social background, with tools for health, peace of mind and an inspired vision for their lives. People who practice Satyananda Yoga are of all ages, levels of fitness and walks of life.

Satyananda Yoga draws on a number of traditional systems of yoga, including Hatha, Raja, Karma, Jnana, Mantra and Bhakti yoga. Its practices are adaptable and can accommodate individual needs.

When Swami Satyananda retired from public life in 1988, he appointed Swami Niranjanananda as his successor. Swami Niranjanananda extended the work of bringing yoga into the modern world and in 1994 established Bihar Yoga Bharati at Munger, which became the world's first Yoga University. In 2008, Swami Niranjanananda turned over the administrative duties of Bihar School of Yoga to Swami Suryaprakash.

The establishment of Bihar Yoga Bharati is the fulfillment of the vision of Swami Sivananda as transmitted through Swami Satyananda and Swami Niranjanananda. It combines the academic study of yoga with the personal experience of living in an ashram (place of spiritual learning) environment. Its goal is the holistic growth of the student, with equal emphasis on physical, mental and spiritual development. As a living master, Swami Niranjanananda is able to inspire and direct the presentation and relevance of yoga to a changing world.

Training in Satyananda Yoga is formally offered in Academies on 5 continents – Asia, Australia, Europe, North America, and South America. The core academy curricula have been developed from the courses offered at Bihar Yoga Bharati, India. Each Academy independently operates and offers a customized, though complementary, curriculum to meet the needs of the regions in which they serve. All academies share the same basic mission:

- To propagate and disseminate the knowledge, skills and understanding of yoga by providing high-quality training and learning opportunities accessible to all.
- To create an organization and structure that meets the highest international standards and to support training and learning of yogic disciplines and the practical experience of yogic lifestyle.
- To assist in the alleviation of suffering and benefit those in need by exemplifying and making available the practices and lifestyle skills of yoga.

2.1 Provision of **SATYANANDA YOGA®** Training in North America

Training in Satyananda Yoga has been offered in North America since 2000 when the Atma Center in Cleveland Heights, Ohio, a city center yoga studio, provided an in-depth teacher training program. In 2002, the Atma Center began to provide the Yogic Studies and Teacher Training courses under license from the **SATYANANDA YOGA® ACADEMY** Australasia. Since 2000, hundreds of students have received in-depth training the Satyananda Yoga tradition through these programs.

Training in the Satyananda tradition has been offered in North America since 2000 when the Atma Center in Cleveland Heights, Ohio, a city center yoga studio, provided an in-depth teacher training program. In 2002, the Atma Center began to provide the Yogic Studies and Teacher Training courses under license from the **SATYANANDA YOGA® ACADEMY** Australasia. Since 2000, nearly 200 students have received in-depth training in the Satyananda Yoga tradition through this program. The growth of Satyananda Yoga has continued with the establishment of the North American Gurukul in 2004 and the Yoga Academy of North America in 2007.

The North American Gurukul, or NAG was a tax-exempt, non-profit umbrella organization dedicated to the growth of Satyananda Yoga in North America. Its motto of “Connect, Discover, Serve” guided its mission.

The Yoga Academy of North America was a tax-exempt, non-profit subsidiary organization of NAG responsible for providing two levels of Yogic Studies and Teacher Training.

In 2015, these two organizations were merged. The surviving entity is tax-exempt and is named the Yoga Academy of North America. YANA will continue to provide Yogic Studies and Teacher Training, but is now also charged with all aspects of developing Satyananda Yoga in North America.

3 Required Course Texts

3.1 Satyananda Yoga Nidra® Levels 1 & 2

The required course text for both Satyananda Yoga Nidra® courses is **Yoga Nidra** by Swami Satyananda Saraswati, 1998. Please bring this to the on-site classes.

3.2 Pranayama & Meditation Course

The required texts for the Pranayama & Meditation course are **Prana and Pranayama** by Swami Niranjanananda Saraswati, 2009, and **Meditations from the Tantras** by Swami Satyananda Saraswati, 1983.

4 Course Structure

4.1 Overall Time Commitment

Each course comprises three parts:

- 1) The On-site Learning period involves attending theoretical and practical classes. These classes are held over 2 weekends. The first weekend may be attended via webinar for distant students.
- 2) The Individual Study period consists of home practices, assignments and reading. This period lasts for several weeks after each of the On-site Weekends. Expect to spend 6-9 hours per week on home study.
- 3) The Final Assessment period involves a practical exam which may be done on-site or submitted from a distance and an online assessment.

5 Recognition of Coursework

A Certificate of Completion is awarded for successful completion of each course level.

6 Selection and Enrollment Procedures

Although extensive yoga experience is not necessary to enroll in YANA courses, we recommend some familiarity with this tradition through reading the Bihar books attending classes or workshops with an accredited Satyananda Yoga teacher.

6.1 Completing the Application For Enrollment

All prospective students must complete the Application for Enrollment Form. A separate Application for Enrollment Form must be submitted for each course. A recent photograph is required with the application. Please note that acceptance in the course is not automatic. You may be asked to provide further information to support your application. Applicants may undergo an interview to ensure that minimum entry requirement criteria are met, that the requirements for each course are fully understood, and that there is a reasonable chance for successful completion of the course. Enrollment is only accepted if a student is considered to have a reasonable chance of successfully completing a course. In some cases, students may be closed out if the number of applicants exceeds the number of available course spaces.

All questions must be answered FULLY in order for the application to be processed. The application will be returned to you if there are unanswered or blank areas. If the completed application is not returned prior to the enrollment date, you will incur a late enrollment fee. Application for enrollment must be accompanied by payment in full of the course fee. Any payment received with an application will be refunded if enrollment is not accepted minus a \$100 processing fee.

The information collected in the application and interview process will be dealt with in accordance with our Privacy Policy.

6.2 Minimum Entry Requirement Criteria & Selection Criteria

- Minimum age of 18 years (16 with parental permission)
- Literacy and numeracy to Grade 10 at an American high school or equivalent
- English language proficiency to Grade 10 at an American high school or equivalent
- Average word processing and internet/email skills
- Ability to meet the time commitments of the course including residential stay requirements

- Successful completion of application and interview process

6.3 Language

All courses in North America are taught in American English.

6.4 Computer Skills

During the Individual Study period, assessment tasks for the course are completed and returned via an online course management system. If you have not used a computer before, you must become familiar with Microsoft® Word and the use of the internet and email **prior to enrolling** in the course.

Detailed guidance on how to submit the assessment tasks will be provided during the on-site Residential Learning period of the course.

6.5 Access and Equity

YANA seeks to reflect the diversity in the community and is committed to making its courses relevant, accessible, fair and inclusive. We aim to minimize any disadvantage you may experience due to disability, social or geographical isolation or financial hardship.

Prospective students with a disability will be treated on the same basis as those without a disability. If you have a disability or a significant learning need that may affect your ability to participate in this course, please advise us. We will consult with you to determine if a reasonable adjustment can be made to accommodate your needs. Entry into the Teacher Training courses will require an assessment of the limitations resulting from any disability you may have.

7 Course Dates, Deadlines, Fees and Discounts

7.1 Definitions

The following terms and definitions are utilized throughout this section:

The **COURSE START DATE** is the first day of the on-site (or webinar) Residential Learning period.

The **ENROLLMENT DEADLINE** is 1 month prior to the course start date.

A **LATE PROCESSING FEE** of \$100 should be added to any application which will be received after the enrollment deadline.

A **DEPOSIT** of the full course fee must be received with an application for enrollment form.

All **FEES** are in US Dollars.

7.2 Deadlines, Due Dates and Penalties

APPLICATIONS FOR ENROLLMENT

The fully completed, signed Application for Enrollment and full course fee is payable **upon application** to the course. The full course fee includes a \$500 non-refundable deposit.

Students will only have a confirmed place in the course when all course fees are paid in full.

Applications that are not received by the Enrollment Deadline will be subject to a **LATE PROCESSING FEE** of \$100.

PLEASE NOTE: Applications for Enrollment received less than seven (7) days prior to a course start date are unlikely to be considered but will still be subject to the \$100 processing fee.

7.3 Course Fees

Course fees cover all classes, activities, resource folders, course recordings, YANA-scheduled assessments, and indicated meals during the On-site learning period. The cost of text books, accessories and accommodations are NOT included in the course fees.

7.4 Residential Fees

Limited overnight accommodation **for courses held at the YANA facilities in Cleveland, Ohio** is available on a first-paid, first-served basis in a nearby residential facility. If you have requested accommodation, once your enrollment is approved, you will be billed for your stay, payable by the terms stated on your invoice. Reservations for the Residential Facility (Kurukshetra) will only be held with full payment.

Single and shared room options are considered on a space-available basis.

One bedding packet consisting of pillow, blanket, sheets and some towels/washcloths is available for your use at no additional charge. You are also welcome to bring your own linens & towels if you prefer. Prices for rooms are listed below.

Please refer to the website (yogaacademyna.org/student-information.php) for current room rates.

Information on accommodation for courses held at other locations can be obtained by contacting YANA directly.

8 Information for Overseas Students

Overseas students are advised that personal information provided to YANA may be made available to federal, state and local agencies, pursuant to legal obligations.

8.1 Overseas Student Health Coverage

If you are an international student studying in the USA, it is recommended that you obtain health insurance as a traveler to the USA. Health care is not universal in the USA and it can be expensive.

8.2 English Language Proficiency

If your prior education has not been in English, please contact us to determine whether your level of English language proficiency is adequate.

8.3 Visas

Before arriving in the United States of America, you may need to apply for a Visa. Information about United States Visas to help you determine which Visa is most appropriate for you is available from the US Department of State and/or the US Department of Homeland Security. Please go to <http://travel.state.gov/content/visas/english.html>

9 Interruption of Studies

9.1 Deferral from a Course by the Student

If a student is unable to complete a course due to unforeseen circumstances, they may request to defer their studies to a later time. This option is available up to two times for a single course.

To defer studies, a student must formally apply to the Course Coordinator in writing. Written requests to defer may be sent via email, fax, mail or hand-delivery. Requests must be

accompanied by a non-refundable deferral fee of 10% (first time) or 20% (second time) of the standard (non-discounted) course fee.

Only students who have paid their course fees in full may apply to defer.

A student who has been granted a deferral may request a statement of completed assessment tasks and will be permitted to join a future course at the point from which they deferred. A student who has been granted a deferral must rejoin the respective course within 24 months of the deferral date.

The structure and assessment items for any course may be altered during the period of your deferral. YANA reserves the right to require compliance with the updated course.

For any course, if you are unable to complete the required homework/assessment tasks before the course completion date, then you must defer. If you do not defer before the course completion date, you will be withdrawn. If you are unable to complete the course after two deferments, you will be withdrawn.

9.2 Rejoining a course after deferral

To rejoin a course after deferral, a new application form must be submitted to the Course Coordinator at least one month prior to the start date of the course.

The student will be required to pay any increase in the standard course fees and may be required to purchase a current resource folder.

9.3 Voluntary Withdrawal from a Course

If you are unable to complete a course due to unforeseen circumstances, you may withdraw from the course. To formally withdraw, you must apply to the Course Coordinator in writing via fax, email, mail or hand-delivery.

If you have paid the full course fee in advance, you may be entitled to a pro-rated refund. The date of the withdrawal will be based on the date that written notice was received by the Course Coordinator.

Once withdrawn from the course, the student may request a statement of attainment of all completed units and subjects.

If the student wishes to re-enroll in a course, they will be required to pay the full course fee. Credit for previously completed units and subjects will be discussed on an individual basis.

9.4 Automatic Withdrawal from a Course

YANA will automatically withdraw a student from a course in the following circumstances:

- Failure by a student to pay outstanding fees on their account within stated time frames;
- Failure by a student to submit home study in accordance with established deadlines;
- Failure by a student to respond to requests for communication from YANA staff;
- Failure to complete the required assessment tasks by the course completion date.

A student who has been automatically withdrawn from a course will be notified in writing by the Executive Director, Education Director or Course Coordinator. A student who has been automatically withdrawn from a course forfeits all fees paid. If the student wishes to re-enroll in a course, they will be required to pay the full course fee.

10 Refund Policy

10.1 Course Cancellation

Courses may be cancelled due to low enrollment or other circumstances. If YANA cancels a course, we will refund you the full amount of what you have paid in course and housing fees within

one month of the cancellation date. The method of refund will be the same as the method of the original payment. No reimbursement will be given for any travel costs (airfare, train tickets, etc.).

10.2 Refunds

The number of students accepted to this course is limited and the course is expected to sell out; for every person who is accepted, it is likely at least one other who is prepared to pay and attend will be turned away. Therefore, the following guidelines apply where a student voluntarily withdraws from a course and is not automatically withdrawn (see section 9).

To request a refund, the student must write to the Course Coordinator and provide the following information:

- Date of the withdrawal
- Reason for the withdrawal
- Refund recipient details (i.e. mailing address and telephone number)

The date of withdrawal from the course will be deemed to be the date that the Course Coordinator receives the written notice of withdrawal. If a student's date of withdrawal is:

- before the course start date, all monies will be refunded less the \$500 non-refundable deposit.
- after the course start date, no refunds will be given.

Payment will be made to the person who paid the fees within four weeks of the date of withdrawal.

10.3 Refunds for Residential Facility

Requests for refund for the Kurukshetra Residential Facility in Cleveland must be submitted to YANA via phone, fax, or email (coursecoordinator@yogaacademyna.org) by the dates indicated below:

- cancellation more than 7 days before the course start date: full refund minus 1 night's booked accommodation fee.
- cancellation 7 days or less before the course start date: no refunds will be given.

Refund policies for courses at other locations may be obtained by contacting YANA directly.

11 Yogic Lifestyle

The experience of living a yogic lifestyle is a component of this course and is based on traditional principles adapted to modern times. The following aspects of a yogic lifestyle may be part of this course:

11.1 Kirtan

Kirtan is the practice of singing mantras to music and is practiced regularly as a part of the yogic lifestyle. The sound vibrations created through the continuous repetition of the mantra expand the consciousness. The practice harmonizes emotion and intellect as well as releasing emotional tension, bringing about a state of tranquility.

11.2 Silence (Mouna)

Observing mouna (silence) provides conditions conducive for self-reflection and observation, as well as for study, meditation or simply rest. Mouna is practiced daily for periods of time. In the residential facility, mouna is from 8pm through breakfast. Mouna is expected in certain areas and rooms at all times.

11.3 Respect for Sadhana Halls

The sadhana halls are areas set aside for yoga practice. Please feel free to use the space outside of program times for your own practice, meditation or contemplation. However, to maintain an atmosphere that is conducive to practice, please maintain mouna in the sadhana halls.

11.4 Dress During the Course

Students are requested to dress modestly and to show respect for the fact that they are learning within a special environment by limiting the use of jewelry, make up, after-shaves and perfumes/colognes. Shirts must not be removed, even in hot weather.

If you have taken sannyasa or received mantra diksha, it is suggested that you wear the color appropriate to your level of initiation during the course. The color white can be worn by all students, as it represents a new beginning.

12 Academic Life

12.1 Introduction

The On-site learning period for each course begins with an induction which introduces you to the staff and facilities and to the daily program of yogic practices and lifestyle. You will receive the course timetable showing class locations, times and topics. You will also receive a resource folder containing detailed information on the course, handouts and assessment requirements.

12.2 Teaching Staff

All teachers have qualifications in **SATYANANDA YOGA®** teaching and extensive experience in yoga. In addition, many have professional qualifications or specialist degrees in their subject areas. See the staff list at the end of this Handbook.

12.3 Assessment Methods

Specific course assessment information will be provided during the student induction process at the outset of a course. You will be given feedback on your performance.

Assessment tasks consist of:

- Attendance at classes during the residential (or webinar) learning period (100% attendance is expected)
- Assessment tasks during the residential learning period
- Successful completion of all assignments and/or home study tasks throughout the course
- Final assessment

All of these tasks must be completed in order to satisfy the requirements for this course. If an assessment task does not meet the required standard, it will be returned as "incomplete". Detailed guidance on the resubmission of home study will be provided during the residential learning period of the course. In order to receive a Certificate of Achievement, you must successfully meet the requisite Standards of Competency.

12.4 Appeals, Complaints and Grievance Procedures

A formal complaint process can be activated by contacting the Course Coordinator. There is provision for appeal to an independent panel or person who shall not have had involvement with the complaint. The person or panel may draw on independent outside expertise as required. The

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decision made will be binding on all parties. The procedure provides for each complaint, appeal or grievance to be resolved promptly and for its outcome to be recorded in writing.

13 Rights and Responsibilities

13.1 Respect

The Academy is committed to a wide range of policies designed to provide a safe, supportive learning environment.

You have a responsibility to treat all others with respect and dignity and not to behave in a way that could be seen as threatening, offensive or embarrassing to others. Behavior that discriminates, harasses or vilifies others on the basis of age, disability, gender, sexual orientation or race is not tolerated and will be subject to action. You are expected to comply with reasonable directions from teachers and other course staff and with the guidelines of the courses.

13.2 Personal Relationships between Staff and Students

The Academy's Personal Relationships Policy aims to prevent any conflict of interest or abuse of power. It does not totally prohibit such personal relationships between staff and students, but strongly advises against such relationships. The policy seeks to manage any actual or potential negative outcomes. It relies on the honesty of both staff and students to self-disclose existence of personal relationships.

Personal relationships between students and staff may involve serious difficulties arising from the unequal power of the parties concerned, as well as difficulties in maintaining the appropriate boundaries between professional and personal life.

13.3 Health and Safety

Students need to take appropriate measures to ensure their safety and that of others. Students need to wear protective clothing if required, to obey all safety signs and to follow all reasonable procedures. Students should also ensure that fellow workers or others are not put at risk by their actions.

Students must report any hazards or unsafe practices to the work supervisor or Course Coordinator. All accidents, injuries or "near misses" should be reported.

13.4 Smoking, Drugs and Alcohol

Both the Atma Center and its residential facility have a "No Smoking" policy throughout the premises. You are strongly encouraged to refrain from smoking during your stay, but if you need to smoke, you must go off the property. If the smell of smoke on your person or belongings causes disruption during the residential learning classes or at the residential facility, you may be asked to leave until the issue is resolved. Alcohol and the use of illegal drugs are prohibited at the Atma Center and at the residential facility. Violation of this policy will result in all participation in the course being terminated with no refund of moneys. The appropriate law enforcement officials may also be notified. It is strongly suggested that you inform YANA staff of all prescription medications you are taking on the Health Information Form to avoid any complications.

13.5 Copyright

YANA is committed to fulfilling its legal and moral obligations under copyright law. This allows limited photocopying of educational materials and books. Copyright also extends to software and material obtained from the Internet. You are required to comply with all notices and directions regarding the copying of materials provided by the Academy, **including items on loan from the library**. Failure to comply with these directives may result in the infringement of copyright law. Any breach to this policy will result in disciplinary action up to and including dismissal from the course.

All material provided to students throughout their study remains the copyright of YANA or the **SATYANANDA YOGA® ACADEMY** and may not be reproduced or distributed in any way without the express written permission of YANA or **SATYANANDA YOGA® ACADEMY**. Much of the material used in course notes and handouts is derived from Bihar School of Yoga publications published by Yoga Publications Trust. This material is used with permission of the publishers and this permission does not extend to use by students other than the standard provision for fair dealing usage for research or study.

13.6 Trademarks

It is important that the authenticity and traditional teachings of yoga, sannyasa and spiritual life as taught by Paramahansa Satyananda Saraswati and his lineage are maintained. The **SATYANANDA YOGA®** trademarks should be regarded as a way of ensuring that the inherent goodwill and value associated with these teachings cannot be diminished through unauthorized usage.

For this reason the terms (words) and logos specifically associated with **SATYANANDA YOGA®** are trademarked terms. You are not permitted to use the trademarks without receiving written approval from the **International Yoga Fellowship Movement (IYFM)**.

SATYANANDA YOGA®, BIHAR YOGA®, International Yoga Fellowship Movement, and Satyananda Yoga Nidra® are trademarks of IYFM used under license by Yoga Academy of North America, Inc.

Accredited Teachers and centers may be authorized through an accreditation agreement to use the trademarked terms "**SATYANANDA YOGA®**" and Satyananda Yoga Nidra® on a restricted basis. Other terms may also be trademarked; if you have any questions, please consult one of the YANA NAG staff.

13.7 Photographs and Recordings

YANA or the Atma Center may at any time audio record, photograph and/or video record any of the activities at the Academy, at the residential facility, or at the Atma Center. The Atma Center and YANA reserve the right to use any such recording or photograph in its publications, advertising and displays without obtaining further consent from any course participant. In completing the application form you release YANA and the Atma Center from any liability in connection with any such use of recordings, photographs and/or videotapes.

13.8 Computers

There are no computers or wireless internet capabilities available for student use at the Atma Center or in the Residential Facility. The Cleveland Heights-University Heights Main Library provides computers and high-speed internet access free of charge; the Library and several area businesses also provide free wireless internet.

13.9 Attendance

Regular and punctual attendance is essential for successful completion of the course. Attendance rolls are kept for all course activities. You are asked to be in attendance five minutes prior to the start of a session. You need to attend 100% of all required sessions to complete the subject requirements unless approval to miss a class is provided by the Course Coordinator.

13.10 Disciplinary Procedures

Failure to comply with YANA policies and educational or behavioral requirements may result in disciplinary actions. These may include a warning, reprimand, request for apology, counseling or suspension from the course. Serious or repeated breaches of conduct may result in termination of enrollment with no refunds of moneys paid. Students who are terminated from the course will be expected to pay course fees still owed up to the point of termination. Serious disciplinary breaches may result in the contacting of local, state or federal law enforcement officials.

13.11 Privacy Statement

Protecting your privacy and personal information is important to us. It is necessary for YANA to collect certain personal information from you so that we may offer you effective and efficient service. "Personal" information is information about you of a private nature that is not public knowledge, including your name, address, date of birth, telephone contacts and employment or family details. Such information will be stored securely, be accessed only by Academy staff with a legitimate need, and disclosed to third parties only in accordance with the purpose for which it was collected, to comply with any law.

"Sensitive personal" information is personal information relating to your racial or ethnic origins, financial status, economic or geographical disadvantage. This is collected by the Academy to enable us to ensure we are meeting our commitments to equity and access in our provision of services. This information will be extracted from enrollment information without identifying details.

"Health" information is information about your physical or mental health, current or past medical or psychological conditions, or disabilities. The Academy collects this information to enable individual needs, disabilities or special requirements to be met in teaching, supplies, or facilities. This information will be stored confidentially with access restricted to specified Academy personnel and will only be disclosed to a third party with your written consent.

You can gain access to the personal information we have about you and provide any necessary corrections by contacting your Course Coordinator.

We have implemented technology systems, policies and measures to protect the personal information that we have under our control from unauthorized access, improper uses, alteration, unlawful or accidental destruction and accidental loss.

14 Logistics

14.1 Course Location

The courses at our location in Cleveland, Ohio are held within will be held at the Yoga Academy of North America (YANA) training space housed within the Atma Center, 2319 Lee Road, Cleveland Heights, Ohio 44118 and a residential facility, Kurukshetra, nearby. Free parking is available in the lot behind the Atma Center building.

The phone number for the Atma Center is (216) 371-9760. The phone is answered during normal business hours and this number may be given out for family and friends to use for emergency purposes only. The business phone will not be available for personal calls. Cell phones and pagers are not permitted inside the studios. They may be left at the front desk during business hours if you are expecting an emergency call; a staff member will notify you if such a call is received.

14.2 Directions to Atma Center

From the West via I-90: Take I-90 East to the Carnegie Exit (172-C). There is only one way to turn onto Carnegie, which is right. Follow Carnegie about 3.3 miles through University Circle, where it turns into Cedar Road. Follow Cedar about 2 miles until you reach the Lee Road intersection. Make a right on Lee; the Center will be on the left hand side, across from a Shell station. Turn left onto Dellwood and turn left again into the second driveway, which is the Center's parking lot.

From the East: Take I-90 West to 271 South exit. Take Exit 32, Brainard Road, toward Cedar Road. Turn left onto Brainard, then right onto Cedar. You will pass through major intersections with Richmond Road, Warrensville Center Road, and Taylor Road. The next major intersection beyond Taylor is Lee Road. Take a left on Lee; the Center will be on the left hand side, across from a Shell station. Turn left onto Dellwood and turn left again into the second driveway, which is the Center's parking lot.

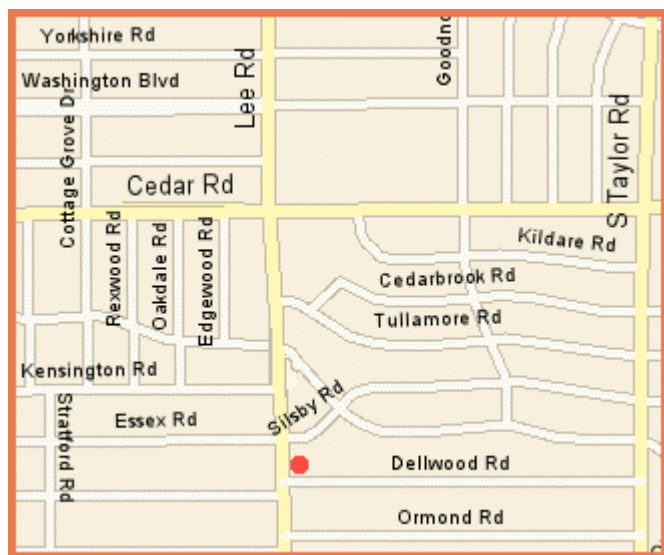
From the South via I-271: Take the Cedar Road exit and go West. You will pass through major intersections with Richmond Road, Warrensville Center Road, and Taylor Road. The next major intersection beyond Taylor is Lee Road. Take a left on Lee; the Center will be on the left hand side, across from a Shell station. Turn left onto Dellwood and turn left again into the second driveway, which is the Center's parking lot.

From Cleveland-Hopkins International Airport: Public transportation is available from the airport via the Red Line Rapid (66) to the Superior station, transferring to the 40 bus line south to 2319 Lee Road (a few blocks past the Cedar-Lee intersection, across from the Shell Station and just before the Main Library, which has a stylish bridge over Lee Road). Another option is to take the Red Line to the University Circle station, take the 32 up Cedar Road to Lee Road and walk the four blocks to the Center. The best option will depend on the day and time of day you wish to travel. More information is available at www.riderta.com.

Please note that public transportation in Cleveland is not as regular, reliable, or safe as in many other major cities. If you plan to arrive after dark, travel to the Superior Rapid Station is not recommended; plan to have someone meet you at a different rapid station or find another method from the airport, such as a taxi. If you are uncertain about the safety of a particular route, please inquire. Information on taxis and other methods of transportation from the *airport* are available on the airport's web site at <http://www.clevelandairport.com>. Allow about a half hour drive time (in a car/taxi) from the airport; public transportation will take at least twice as long.

Please note that YANA does not provide transportation.

Map for the Yoga Academy of North America, housed within the Atma Center



14.3 Arrival at the Course Location

Students are encouraged to arrive no later than 15 minutes prior to the course induction. This allows time to settle in so the induction can begin promptly. Induction may take longer than scheduled depending on the number of student questions.

Some classes may be held at the Atma Center's residential facility (see Section 21 below).

14.4 Off-site courses

For courses held outside of Cleveland, Ohio, please see yogaacademyna.org, email info@yogaacademyna.org or phone (216) 217-0691 for location details.

15 Residential Facility for Cleveland, Ohio Courses

The residential facility affords an inexpensive option for distance students and/or local students who are interested in more fully experiencing a yogic environment and lifestyle.

The residential facility for Cleveland, Ohio courses is located 0.7 miles from the YANA training space at the Atma Center and is accessible by major public transportation lines. There are several bedrooms which are shared. A private bedroom may be available for either a single person or a couple/family; an additional fee is necessary to reserve a private room (contact your Course Coordinator to determine availability). All residents have access to shared bathrooms and a full kitchen. Beds are provided; bedding may be provided upon request. The facility has a full kitchen, meditation room, sadhana hall, and recreational space.

The facility has two parking spaces available for small or standard cars/minivans. If you are planning to bring an automobile to the Facility, please notify us of the make and model of your vehicle when making your housing reservation so we can let you know if you will be able to park on-site. Please do not assume you have a place to park unless you have received written confirmation of such through the Course Coordinator.

In order to provide and maintain a truly yogic environment, there are several guidelines for those who stay in or utilize the residential facility. A residential handbook is provided to students upon acceptance into the course that further outlines the guidelines.

The residential facility has no television, computer access, or telephone service available to students. Any personal devices you bring, including mp3 players, tablets, computers, etc., may be used only with headphones, not with external speakers.

There are no laundry facilities available to you on site; you may handwash small items in the laundry sink if you wish. Inquire for directions to a laundromat if you would like them.

An on-site Resident Manager may be present during your stay. There may also be longer-term residents or students from other programs sharing the accommodations. To ensure the safety of all residents, you are not permitted to bring any guests on the property during the courses without prior approval of the Resident Manager and the Course Coordinator.

15.1 What to Bring

Please bring the following items for your stay at the residential facility:

- Bedding: we can provide you with a bedding packet, including sheets, blankets, pillow, and a towel. If there is any other bedding or linen you will need, or if you prefer to use your own linens, please bring that along. Laundering of linens during the stay is not provided; you may take linens to a local laundromat to wash them on your own.
- Clothing suitable for yoga practices and for indoor & outdoor work activities.
- Protection from the sun, rain, heat and cold, as appropriate to the time of year.
- Toiletries and towels.
- Flashlight, alarm clock, ear plugs (roommates may snore!).
- Basic first aid supplies; any prescribed medication.
- Yoga mat, blanket, props.
- Lecture pad, pens, pencils, etc.
- Required text: *Yoga Nidra* (see section 3 above).

15.2 Location of Residential Facility (Kuruksheetra)

From YANA's training space at the Atma Center, the most direct way to the residential facility is by turning north (right) on Lee Road, then turning left (west) on Cedar Road. The facility will be on the left side of Cedar, almost directly across from the parking lot of Grace Lutheran Church. The address is 12964 Cedar Road.

From the University Circle Rapid, take Cedar Road (bus line: 32) east past Coventry. The facility is between the cross streets of Westminster (this is the closest bus stop) and Maplewood, on the right side of the road.

Please note there is a preferred time period for your arrival at the facility. You will be notified of this timeframe. If you are planning to arrive earlier or late than that timeframe, notify us immediately.

YANA does not provide transportation to or from the residential facility.

15.3 Public Transportation

The Residential facility is easily accessible via public transportation. The 32 runs up and down Cedar and receives transfers from several major lines, including the 66 Red Line Rapid (University Circle) and the #40 bus (Lee Road). A complete set of schedules is available online at www.riderta.com.

15.4 Directions to the Residential Facility (Kuruksheetra)

From the West via I-90: Take I-90 East to the Carnegie Exit (172-C). There is only one way to turn onto Carnegie, which is right. Follow Carnegie about 3.3 miles through University Circle, where it turns into Cedar Road. Follow Cedar past Coventry Road. The Facility is between the cross streets of Westminster (this is the closest bus stop) and Maplewood, on the right side of the road.

From the East: Take I-90 West to 271 South exit. Take Exit 32, Brainard Road, toward Cedar Road. Turn left onto Brainard, then right onto Cedar. You will pass through major intersections with Richmond Road, Warrensville Center Road, Taylor Road, and Lee Road. The Facility is between the cross streets of Maplewood and Westminster, on the left side of the road.

From the South via I-271: Take the Cedar Road exit and go West. You will pass through major intersections with Richmond Road, Warrensville Center Road, Taylor Road, and Lee Road. The Facility is between the cross streets of Maplewood and Westminster, on the left side of the road.

From Cleveland-Hopkins International Airport: Public transportation is available from the airport via the Red Line Rapid (66) to the University Circle station. Transfer to the 32 up Cedar Road. The Facility is between the cross streets of Westminster (this is the closest bus stop) and Maplewood, on the right side of the road. More information is available at www.riderta.com.

Information on taxis and other methods of transportation from the *airport* are available on the airport's web site at <http://www.clevelandairport.com>. Allow about a half hour drive time (in a car/taxi) from the airport; public transportation will take at least twice as long.

Please note that YANA can not provide transportation.

16 Yoga Academy of North America Core Staff

Education Director: Swami Atmarupa Sarsawati (Beverly Singh), C.R.N.A., B.A. Anthropology, Diploma Satyananda Yoga Teaching, **SATYANANDA YOGA**® Teacher Level 2, Cert IV AWT, E-RYT 500

Course Coordinator: Sannyasi Atmadarshan (Laura Santoro), B.A. Biology & Psychology, Diploma Satyananda Yoga Teaching, **SATYANANDA YOGA**® Teacher Level 2, Cert IV AWT, E-RYT 500

Executive Director: Jignasu Nityatara (Catherine Prescott), B.A. French & Spanish Literature, **SATYANANDA YOGA**® Teacher Level 1, Instructor and Mentor for Integrative Yoga Therapy, RPYT, RCYT, E-RYT 500

Other Instructors, staff members and personnel are introduced at the beginning of each YANA course.

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SATYANANDA YOGA

YOGA ACADEMY OF NORTH AMERICA (YANA)

APPLICATION FOR ENROLLMENT

Satyananda Yoga Nidra® / Pranayama & Meditation Training Courses 2015/2016

Course Name	Dates	Fee	Type of Enrollment
2015 / 2016			
<input type="checkbox"/> Satyananda Yoga Nidra® Level 1	DEC 4-6, 2015 & FEB 20-21, 2016	\$1150	<input type="checkbox"/> New <input type="checkbox"/> Recommencing
<input type="checkbox"/> Pranayama & Meditation	APR 8-10, 2016 & JUN 25-26, 2016	\$1150	<input type="checkbox"/> New
<input type="checkbox"/> Satyananda Yoga Nidra® Level 2	OCT 28-30, 2016 & JAN 14-15, 2017	\$1150	<input type="checkbox"/> New
<input type="checkbox"/> Satyananda Yoga Nidra® Level 1	NOV 18-20, 2016 & FEB 4-5, 2017	\$1150	<input type="checkbox"/> New <input type="checkbox"/> Recommencing

Please affix one Passport style photograph

This is compulsory for all applications

Please print clearly in black ink and forward to YANA with all relevant documents

- **Payment of the full course fee must accompany the application.** There is a \$500 non-refundable deposit. If enrollment is not accepted, all payments received will be returned MINUS a \$100 processing fee. **Enrollment deadline is one month prior to the course start date.** If applying after the enrollment deadline, please add a \$100 late fee.
- Add additional pages where necessary.
- Information collected on this form will be dealt with in accordance with our Privacy Policy.
- Note that an application for enrollment does not guarantee a place. Entry to the course is competitive and applicants will be notified of the outcome as soon as possible. Additional supporting evidence may be requested.
- YANA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Section 1: Personal Information

Last name _____ First name _____

Initiation name (if applicable) _____ Initiation type (if applicable) _____

Street address _____ City _____

State or province _____ Postcode _____ Country _____

Mailing address (if different from above) _____

Female Male Are you at least 18 years of age? Yes No Date of birth _____

Country of birth _____ Nationality _____

Home Phone _____ Work _____ Mobile _____

Please include country code if outside USA

Email Address _____

EMERGENCY CONTACT

Name of person to be contacted in an emergency _____

Phone no _____ Relationship _____

Section 2: Accommodation and Dietary Requirements

Accommodation is available on a 1st paid 1st served basis. Room preferences are not guaranteed. Refer to Handbook for pricing.

Accommodations required? Single Room Shared Room Dormitory Dates _____

Parking Needed? Yes No Make & model of vehicle _____

Please indicate any special accommodation requirements _____

Please list any medically advised dietary requirements _____

Section 3: Learning Requirements

Are you able to meet the time commitments of the course, including the on-site course requirements? Yes No

Do you have any special learning needs? If so, please describe: _____

Section 4: Yogic Information

A major yoga course would include weekend or longer training courses; teacher training in any style; multi-day yoga conference; etc. Please attach copies of completion/attendance certificates for each course

Major yoga course _____

Location _____ Dates of course _____

Certification/Qualification Received _____

Organization/ yoga style/ tradition _____

Major yoga course _____

Location _____ Dates of course _____

Certification/Qualification Received _____

Organization/ yoga style/ tradition _____

Major yoga course _____

Location _____ Dates of course _____

Certification/Qualification Received _____

Organization/ yoga style/ tradition _____

Yoga Practice

How long have you been practicing yoga? Number of years _____ Regularity _____

Have you attended a regular yoga class? Yes No For how long? _____

What style(s) of yoga do you practice? _____

Long term residence in a yoga center or ashram (if any)

Previous stay in a yoga center or ashram (if any) place _____ from / to _____

Previous stay in a yoga center or ashram (if any) place _____ from / to _____

Yoga Teaching Experience (if any)

How long have you been teaching? Years _____ from / to _____

Average number of classes per week _____ Type of classes _____

Section 5: References

How did you hear about the course? Website Friend Yoga teacher Other _____

Please provide the names of yoga teachers who can attest to your suitability for this course.

Name _____ Telephone _____

Name _____ Telephone _____

Section 6: English Competency: Minimum Entry Requirement

Is English your first language? Yes No

If English is not your first language, please provide evidence of possessing a minimum of grade 10 English.

Section 7: Computer Literacy: Minimum Entry Requirement

Do you have access to a home computer? Yes No

Do you have readily available internet access? Yes No

How would you rate your computer knowledge and competence in the following? (please indicate level)

	None	Poor	Average	Good	Excellent
General Use					
Mircrosoft Word® Processing					
Email					
Internet Use					

Do you know how to send and receive attachments by email? Yes No

Section 8: Educational Skills & Qualifications

Degree or Level of Attainment earned	Major	Institution	Dates of Completion or Attendance

Section 9: Employment

Current Occupation: _____

Employer: _____

How long have you had this position? _____

Previous Occupation: _____

Employer: _____

How long did you have this position? _____

Previous Occupation: _____

Employer: _____

How long did you have this position? _____

Section 12: Health Information

NOTE: Health information will be kept confidential and only disclosed to third parties unrelated to the Academy with your written consent. *The following information is required to ensure that student safety and needs are met.*

Health Information

Please check if you have had or do have any of the following conditions:

- | | | |
|---|---|--|
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Muscular pain/cramps |
| <input type="checkbox"/> Any chronic disease | <input type="checkbox"/> Dizziness | <input type="checkbox"/> Psychiatric condition |
| <input type="checkbox"/> Any heart condition | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Sensitivities |
| <input type="checkbox"/> Any major injuries | <input type="checkbox"/> Gastrointestinal ulcer | <input type="checkbox"/> Stroke |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Hernia | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> High blood pressure | |
| <input type="checkbox"/> Back Conditions | <input type="checkbox"/> Joint pain/problems | <input type="checkbox"/> No known conditions |
| <input type="checkbox"/> Breathing difficulties | <input type="checkbox"/> Low blood pressure | |

Please provide details of all conditions indicated: _____

Are you Pregnant? Yes No Please indicate due date: _____

Are you currently taking any medication on a regular basis? Yes No If yes, please list.

Medication	Condition/Purpose	Dosage	Dates of Use

Have you ever undergone treatment for alcohol or drug abuse? Yes No When and for how long? _____

Please describe any current circumstances which might make your participation difficult at this time (e.g., recent loss of loved one or job, personal obligations, end of a relationship). _____

Any other information: _____

Section 13: Declaration

Please read carefully before signing below:

I attest that the information provided in this application is complete and accurate. If any information is found to be deliberately misrepresented I acknowledge that such inaccuracies may jeopardize my course enrollment.

I have read, understand and agree to abide by the conditions set out in this application and the YANA Satyananda Yoga Nidra® Course Student Handbook, and any modifications made to the Satyananda Yoga Nidra® Course YANA Student Handbook.

I give permission for the Education Director and/or Course Coordinator to contact the references listed concerning my suitability for enrollment in this module.

I understand that there are serious inherent risks with all physical activity and that when doing yoga or engaging in any similarly strenuous pursuit I may suffer minor or serious injury or even death. I further understand that this course can be emotionally and psychologically challenging. I assume responsibility for my own health, releasing the YANA, Atma Center, Kurukshetra, LLC, other teaching venues and all instructors, staff, and volunteers, from any liability.

I understand that the information provided and designed by the Academy remains the intellectual property of the Academy and cannot be sold, reproduced or passed along or used in any form or by any means, graphic, electronic or mechanical without written permission from the Academy. I also understand and agree to all other aspects of the copyright and trademark sections in the Satyananda Yoga Nidra® Course Student Handbook.

I accept that photographs and recordings may be taken during the course and release YANA and the Atma Center from any liability in connection with any such use of recordings, photographs and/or videotapes.

If I am a non-US national, I understand that my personal information may be made available to the United States Government and its designated authorities upon request.

I understand that any other disclosure of any personal information will require my written consent.

Name (please print) _____

Signature _____ Date _____

Section 14: Payment Details

Make check and money orders payable to: Yoga Academy of North America (YANA) in US Dollars only.

Check one: Check/Money Order Ch/MO #. _____ Credit Card Type: M/C Visa Discover

NOTE: If you are submitting your application after the enrollment deadline, please add a \$100 non-refundable late fee.

Payment now being made US\$ _____ Name on credit card _____

Card # _____ | _____ | _____ | _____ | Expiration date _____ 3 digit V Code: _____

Signed _____ Date _____

Credit Card Billing Address: _____

Payment in full is required with your application; you do not have a confirmed spot in the course until your full payment has been acknowledged. Payment will be refunded less a \$100 processing fee if you are not accepted into the course.

If you have requested accommodation, once your enrollment is approved, you will be billed for your stay, payable by the terms stated on your invoice. Reservations for the Residential Facility (Kurukshetra) will only be held with full payment.

See Refunds section of the Handbook for details about refunds.

Application Checklist

- | | |
|---|---|
| <input type="checkbox"/> Have you completed Sections 1-14? | <input type="checkbox"/> Have you attached a copy of your training certificate(s), if applicable? |
| <input type="checkbox"/> Have you attached a recent photograph? | <input type="checkbox"/> Have you attached additional sheets, if necessary? |
| <input type="checkbox"/> Have you signed and dated the application? | |
| <input type="checkbox"/> Is payment in full included? | |

Send completed form to:
Attn: Enrollment
Yoga Academy of North America
2319 Lee Road
Cleveland Heights, OH 44118 USA

You may also send the application by:
Fax: 1-216-371-9780
Email: info@yogaacademyna.org
Call or email with questions:
Phone: 1-216-217-0691

Office Use Only

This Application is: Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	Module Fee: \$ _____
Application Approving Signature _____	Less Early Enrol. Discount \$ _____
Date of Approval: _____	Plus Housing Fees \$ _____
Date & Method of Notification _____	Plus Late Fee \$ _____
	TOTAL FEES \$ _____
	Deposit paid, if applicable \$ _____
	Payment Processed by _____ Date _____

