

# YOGA ACADEMY OF NORTH AMERICA

## STUDENT HANDBOOK

(Includes Application Form)

2017



**SATYANANDA YOGA**

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## **Courses conducted through:**

### **YOGA ACADEMY OF NORTH AMERICA**

2319 Lee Road

Cleveland Heights, OH 44118

Ph: (216) 217-0691

Fax: (216) 371-9780

Email: [info@yogaacademyna.org](mailto:info@yogaacademyna.org)

Website: [yogaacademyna.org](http://yogaacademyna.org)

Yoga Academy of North America is a 501(c)(3) tax-exempt nonprofit organization housed within the Atma Center, a **SATYANANDA YOGA®** City Center.

Atma Center

2319 Lee Road

Cleveland Heights, OH 44118

Ph: (216) 371-9760

Fax: (216) 371-9780

Email: [info@atmacenter.com](mailto:info@atmacenter.com)

[atmacenter.com](http://atmacenter.com)

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

Swami Niranjanananda

## 1 Why You Need to Read This Handbook

This handbook gives you valuable information about your course – required texts, policies, etc.

**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 Yogic Studies

Yogic Studies is designed for personal growth and as a prerequisite for Teacher Training. There are two levels of Yogic Studies. The first level must be successfully completed to join the second.

# = required during the residential learning period.

Required Texts & Accessories	YS1	YS2
<b><i>Asana Pranayama Mudra Bandha</i>, Swami Satyananda. The 4<sup>th</sup> Edition will be referred to for pagination.</b>	√#	√#
<b><i>Yoga Nidra</i>, Swami Satyananda Saraswati, 1998</b>	√	√
<b><i>Yoga Darshan</i>, Swami Niranjanananda Saraswati, 2002</b>	√	√
<b><i>Meditations from the Tantras</i>, Swami Satyananda, 1983</b>	√	√
<b><i>Essentials of Human Anatomy and Physiology</i>, Marieb, or comparable</b>	√	√
<b><i>Human Anatomy Coloring Book</i>, Margaret Matt, Dover Publications Inc. or comparable study aid</b>	Optional	
<b><i>Surya Namaskara</i>, Swami Satyananda Saraswati, 1996</b>		√
<b><i>Dharana Darshan</i>, Swami Niranjanananda Saraswati, 1999</b>		√
<b><i>Kundalini Tantra</i>, Swami Satyananda Saraswati, 1984</b>		√
<b><i>Four Chapters on Freedom – Commentary on the Yoga Sutras of Patanjali</i>, 1976</b>		√
<b><i>Tattwa Shuddhi</i>, Swami Satyasangananda, 1984</b>		√
<b><i>Bhagavad Gita</i>, Swami Sivananda, 2003</b>		√
<b><i>Essence of the Upanishads</i>, Eknath Easwaran</b>	Optional	
<b><i>Mind, Mind Management &amp; Raja Yoga</i>, Niranjanananda</b>	√	
<b><i>Practical Yoga Psychology</i>, Vivekananda, 2005</b>		√
<b>CD: <i>Surya Namaskar Mantras</i></b>		√
<b>Accessory: Neti Pot</b>	√#	√#
<b>Accessory: Mala (108 beads)</b>	√#	√#

Books and supplies are available through the Atma Center and may be purchased online, over the phone, or in person; they are also available from other online providers.

### 3 Teacher Training

Swami Satyananda: “If you dedicate yourself completely to the task of teaching yoga, it will be easy to express the positive side of your personality.”

Teacher Training courses explore the skills required for the planning and teaching of yoga in a range of settings. You will learn how to select appropriate practices for different class levels, from beginner to experienced. Other aspects include the skills needed for managing a professional practice. There are two levels of training, one building on the other:

**Teacher Training 1:** Prerequisite – Yogic Studies Level 1

**Teacher Training 2:** Prerequisites – Teacher Training 1 & Yogic Studies Level 2

These courses are continually reviewed, revised and updated to maintain high quality and to improve our service to our students. Therefore, enrollment in each subsequent course must be completed within 24 months of completion of the previous one. If that time period is exceeded, you may be required to retake any or all courses already completed.

# = required during the residential learning period.

Required Texts	TT1	TT2
<b><i>Asana Pranayama Mudra Bandha</i>, Sw. Satyananda Saraswati, 4<sup>th</sup> edition will be used for pagination and names of practices.</b>	√#	√#
<b><i>Yoga Nidra</i>, Swami Satyananda Saraswati, 1998</b>	√#	√#
<b><i>Meditations from the Tantras</i>, Swami Satyananda Saraswati, 1983</b>	√#	√#
<b><i>Dharana Darshan</i>, Swami Niranjanananda Saraswati, 1999</b>	√#	√#
<b>CD: <i>Surya Namaskar Mantras</i></b>		√
<b><i>Prana Pranayama</i>, Sw Niranjanananda Saraswati, 2009</b>	√	√
<b><i>Mind, Mind Management &amp; Raja Yoga</i>, Niranjanananda</b>	√	
<b><i>Practical Yoga Psychology</i>, Vivekananda, 2005</b>		√
<b><i>Surya Namaskara</i>, Swami Satyananda Saraswati, 1996</b>	√	√
<b>Sanskrit Glossary of Yogic Terms, Swami Yogakanti</b>	√	√

Books and supplies are available through the Atma Center and may be purchased online, over the phone, or in person; they are also available from other online providers.

## 4 What Will I Be Doing During these Courses?

### 4.1 Overall Time Commitment

Each course comprises three parts:

- 1) The Residential Learning period involves attending theoretical and practical classes onsite.
- 2) The Individual Study period consists of home practices, quizzes, assignments and reading.
- 3) The Final Assessment period involves written and practical exams at the end of each Level.

Courses vary in length, depending on the course. The following chart depicts the residential learning period days, home practice weeks, and final assessment days for all four courses.

Course	Residential Learning Period Days	Home Study Weeks + Webinars	Final Assessment Days
Yogic Studies 1	9 (Friday eve to next Sun afternoon)	24 weeks; 2 webinars	1
Teacher Training 1	9 (Friday eve to next Sun afternoon)	28-30 weeks; 2 webinars	1-2
Yogic Studies 2	9 (Friday eve to next Sun afternoon)	32 weeks; 3 webinars	1
Teacher Training 2	9 (Friday eve to next Sun afternoon)	28-30 weeks; 2 webinars	2

To receive a Certificate of Completion for TT1 and TT2, the following independent training is required:

- A current First Aid and CPR certification through a recognized agency such as the Red Cross, American Heart Association, etc. which requires approximately 1 additional day of study.
- Darkness to Light's "Stewards of Children" course, a 2-hour online training in child sexual abuse prevention.

Note: Teacher Training students must schedule individual teaching practicals with their Course Coordinator. See Section 4.4 below.

### 4.2 What is the Time Commitment during the Residential Learning Period?

The Residential Learning Period of each course offers an immersion in the many facets of yoga and yoga teaching. Classes and activities run the whole day with short breaks and a lunch hour. It will be difficult to spend time on other projects, such as work, phone calls or email. There is no child care provided during these courses.

For a sample course timetable, please contact YANA at [info@yogaacademyna.org](mailto:info@yogaacademyna.org).

### 4.3 What is the Time Commitment during the Home Study Period?

Following the Residential Learning Period, you continue at home with the digital submission of home practice reflections, written quizzes, and/or assignments. In addition, attendance is required at all scheduled webinars, onsite or online. Home Study is supported by comprehensive written resources as well as online community forums and contact with senior instructors via telephone or email. Plan to spend 10 to 20 hours each week on your studies, depending on the rate at which you read and take in new information.

Due to the comprehensive nature of these courses, it is recommended not to undertake other significant projects while you are doing Yogic Studies or Teacher Training. Experience has shown that people with extensive family (especially small children) and work commitments may find the work load challenging to manage without extra support.

#### **4.4 How Should I Plan for the Final Assessments?**

The Final Assessments for each course consist of online and practical assessments.

Practical Assessments for Teacher Training courses are arranged individually with your Course Coordinator. The assessment process will be discussed in detail during your course's induction.

## **5 Auditing Options**

Yogic Studies may be audited for a reduced investment: auditing students attend classes during the Residential Learning Period and receive the course materials but no further work is expected or supported. Teacher Training may also be audited as a refresher course for those who have already completed that program.

## **6 Available Qualifications**

A Certificate of Completion is awarded at the end of each Level of Yogic Studies indicating successful completion of all requirements and eligibility to advance to the next level of study.

A Level 1 Teacher Certificate is issued upon successful completion of Teacher Training 1.

A Level 2 Teacher Certificate is issued upon successful completion of Teacher Training 2.

Teacher Training 1 is registered with the Yoga Alliance at the 200-hour level. Teacher Training 2 is registered with Yoga Alliance at the 300-hour level. Completion of these courses enables one to apply for Yoga Alliance registration at the RYT-200 and RYT-500 levels, respectively.

Teachers interested in Accreditation within Satyananda Yoga, which brings trademark and other privileges, may apply for it. Accreditation will be discussed at the end of Teacher Training.

## **7 Selection and Enrollment Procedures**

Although extensive yoga experience is not necessary to enroll in Yogic Studies, we recommend that you attend classes in Satyananda Yoga or familiarize yourself with this tradition through reading the Bihar books or purchasing available audio or video classes from the Atma Center.

### **7.1 Completing the Application For Enrollment**

All prospective students must submit an Application for Enrollment (included in this document). Please note that acceptance in the course is not automatic. You may be asked to provide further information to support your application. 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 received prior to the enrollment date, you will incur a late enrollment fee. Application for enrollment must be accompanied by the minimum deposit amount. Any payment received with an application, minus the application fee, will be refunded if enrollment is not accepted.

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

### **7.2 Minimum Entry Requirement Criteria and 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 process.

### **7.3 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.

### **7.4 Recognition of Prior Learning**

You may be eligible for advanced standing in a course because of prior formal or informal learning you have undertaken. This is called “recognition of prior learning” or RPL.

If you consider that you have relevant training or experience, request a RPL information pack. This guides you through the process of how to provide the evidence you need to obtain RPL. As RPL can only be determined on an individual basis, please allow two months for your application to be processed. There are costs associated with this process. Contact YANA for details.



## 8 Course Dates, Deadlines, Fees and Discounts

### 8.1 Definitions

The following terms and definitions are utilized throughout this section:

- The **COURSE START DATE** is the first day of the onsite Residential Learning period.
- A **MINIMUM DEPOSIT** is the amount specified for each course which must accompany the enrollment application for that application to be considered.
- The **EARLY ENROLLMENT DEADLINE** is 60 days before the course start date. The course fee must be paid in full by the early enrollment deadline to be eligible for the discount.
- An **EARLY ENROLLMENT DISCOUNT** of 10% is available to individuals who complete an application and pay IN FULL by the EARLY ENROLLMENT DEADLINE.
- The **ENROLLMENT DEADLINE** is 2 weeks prior to the course start date.
- A **LATE PROCESSING FEE** of \$100 is added to any application received after the enrollment deadline.
- The **STANDARD COURSE FEE** is the fee for the course before any discounts (e.g., early enrollment discount, low income country discount) are applied.
- All fees are in US Dollars.

### 8.2 Deadlines, Due Dates and Penalties

For all courses, a fully completed, signed Application for Enrollment must be accompanied by the required minimum deposit. Incomplete Applications will not be considered.

All fees related to enrollment are due by the Enrollment Deadline OR by the Early Enrollment Deadline to qualify for the early enrollment discount. Applications that are not received by the Enrollment Deadline will be subject to a Late Processing Fee of \$100.

Students will not be permitted to begin a course if full fees have not been received by the Course Start Date. PayPal offers a payment plan to those who need to make incremental payments. Please contact YANA for details.

### 8.3 Course Fees

Course fees cover all classes, activities, resource folders, course recordings, YANA-scheduled assessments, and specified meals during the residential learning period. If you are taking the full course (that is, not Auditing), your fees also cover feedback, support, and online resources during the home study period.

The Auditing fee is one-half the Standard Course Fee.

Text books, accessories and accommodations are NOT included in the course fees. Assessments not taken as per the YANA schedule may require additional fees.

### 8.4 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 our nearby Residential Facility, Kurukshetra. 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 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 and sheets as well as some towels/ washcloths is available for your use at no additional charge. You are also welcome to bring your own linens and towels if you prefer.**

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

## 8.5 Early Enrollment Discounts

An Early Enrollment Discount is available for completed applications paid IN FULL by the Early Enrollment Deadline. Check [yogaacademyna.org/calendar](http://yogaacademyna.org/calendar), phone 216-217-0691 or email [info@yogaacademyna.org](mailto:info@yogaacademyna.org) for information on the dates and amounts of discounts applicable to each course. These discounts are not available to those who receive a low-income country discount. If you are experiencing extreme financial hardship, please contact us to discuss your situation.

## 8.6 Discounts for Low Income Countries

Discounts off the standard enrollment fees apply for overseas students from countries with low average income relative to the USA. If you feel you are from a country that would qualify for a discount, please contact us directly at [info@yogaacademyna.org](mailto:info@yogaacademyna.org).

# 9 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.

## 9.1 Overseas Student Health Coverage

If you're 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.

## 9.2 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.

## 9.3 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 <https://travel.state.gov/content/visas/en.html>.

# 10 What If I Can't Finish My Course?

## 10.1 Deferral

If you are unable to complete a course due to unforeseen circumstances, you may request to **DEFER** your studies to a later time. This option is available up to two times for a single course.

To defer studies, you must formally apply to YANA in writing. Written requests to defer may be sent via email, fax, mail or hand-delivery. Requests must be accompanied by a nonrefundable deferral fee of 10% (first time) or 20% (second time) of the Standard (non-discounted) Course Fee. All course fees must be paid in full before applying for a deferral.

When you are granted a deferral, you may join a future course within 24 months of the deferral date at the point from which you interrupted your studies. 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

### Rejoining a Course after Deferral

To rejoin a course after deferral, a new application form must be submitted at least one month prior to the start date of the course. You will be required to pay any increase in the Standard Course Fees and may be required to purchase a current resource folder.

## **10.2 Extension to Access**

**If you are unable to complete the required homework/assessment tasks before the course completion date, and do not wish to defer, you may apply for an EXTENSION TO ACCESS the course for a monthly fee of \$50.**

## **10.3 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 YANA in writing via fax, email, mail or hand-delivery.

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

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

## **10.4 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 timeframes;
- Failure by a student to recommence their studies within the stated timeframe;
- Failure by a student to submit home study in accordance with the module's established deadlines;
- Failure by a student to respond to requests for communication from YANA staff.

A student who has been automatically withdrawn from a course will be notified in writing. A student who has been automatically withdrawn from a course forfeits all fees paid.

# **11 Refund Policy**

## **11.1 Course Cancellation**

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.).

## **11.2 Refunds**

The following guidelines apply where a student voluntarily withdraws from a course. To request a refund, please provide the following information in writing to YANA:

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

If a student's date of withdrawal is:

- before the course start date, all monies will be refunded less the nonrefundable deposit.
- after the course start date, no refunds will be given.

### **11.3 Refunds for the Residential Facility**

Requests for a Kurukshetra accommodation refund must be submitted to YANA via phone, fax, or email ([info@yogaacademy.org](mailto:info@yogaacademy.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.

## **12 Yogic Lifestyle**

The experience of living a yogic lifestyle is an essential component of this course and is based on traditional principles adapted to modern times. Please contemplate the following requirements of a yogic lifestyle:

### **12.1 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.

### **12.2 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.

### **12.3 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, aftershaves and perfumes or colognes.

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.

## **13 Academic Life**

### **13.1 Induction**

The residential 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.

### **13.2 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.

### **13.3 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.

## **13.4 Appeals, Complaints and Grievance Procedures**

A formal complaint process can be activated by contacting your Course Coordinator. There is a 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 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.

## **14 Rights and Responsibilities**

### **14.1 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.

### **14.2 Personal Relationships between Staff and Students**

The Academy's Personal Relationships Policy aims to prevent any conflict of interest or abuse of power and strongly advises against relationships between staff and students. 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.

### **14.3 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 YANA staff. All accidents, injuries or "near misses" should be reported.

### **14.4 Smoking, Drugs and Alcohol**

You are strongly encouraged to refrain from smoking during your stay, but if you need to smoke, you must go off the property. 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. The appropriate law enforcement officials may also be notified.

All material provided to students throughout their study remains the copyright of YANA and may not be reproduced or distributed in any way without the express written permission of YANA. 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.

### **14.5 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. You are not

permitted to use the trademarks without receiving written approval from IYFM (International Yoga Fellowship Movement).

**SATYANANDA YOGA®** 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 staff.

#### **14.6 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.

#### **14.7 Computers**

There are no computers or telephones available for student use at the Atma Center or in the Residential Facility. The Library and several nearby businesses provide computers and free wireless internet. If you are staying at the Residential Facility, you may request Wi-Fi access.

#### **14.8 Attendance**

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, including webinars, to complete the subject requirements unless approval to miss a class has been provided by your Course Coordinator.

#### **14.9 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.

#### **14.10 Privacy Statement**

Protecting your privacy and personal information is important to us. “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, 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.

## 15 Logistics

### 15.1 Course Location

Yoga Academy of North America (YANA) courses conducted at our location in Cleveland, Ohio are held within the Atma Center, 2319 Lee Road, Cleveland Heights, Ohio 44118 and our 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.

**From Cleveland-Hopkins International Airport to Atma Center:** 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](http://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 website 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.***

### 15.2 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 we can begin promptly.

### 15.3 What Do I Bring for the Course?

- Yoga mat, blanket, props
- Lecture pad, pens, pencils, etc.
- Books and supplies indicated for the residential; refer to the course list above (sections 3.2 and 4.2).

## 16 Residential Facility for Cleveland, Ohio Courses

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, especially the 32 bus route. There are several bedrooms which are shared. A private bedroom may be available for either a single person or a couple/family. All residents have access to shared bathrooms and a full kitchen. There is also a meditation room, sadhana hall, and recreational space.

There are no televisions or telephone service onsite. Any personal devices you bring, including mp3 players, tablets, computers, etc., may only be used with headphones, not with external speakers. In addition, laundry facilities are not available at the Residential Facility; however, you may hand wash small items in the laundry sink.

An onsite Property Manager will be present during your stay. There may also be longer term residents or students from other programs sharing 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 Property Manager and Course Coordinator.

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 onsite. Please do not assume you have a place to park unless you have received written confirmation.

### **16.1 What Do I Bring If I am Staying at the Residential Facility?**

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 them along. Laundering of linens during the stay is not provided
- Clothing suitable for yoga practices and for indoor and outdoor work activities
- Protection from the sun, rain, heat and cold, as appropriate to the time of year
- Toiletries
- Flashlight, alarm clock, ear plugs (housemates may snore!)
- Basic first aid supplies; any prescribed medication.

### **16.2 Where is the Residential Facility?**

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 later than that timeframe, notify us immediately.

### **16.3 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](http://www.riderta.com).

***Please note that YANA does not provide transportation to and from the Residential Facility.***

## **17 Yoga Academy of North America Core Staff**

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

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

Executive Director: Jignasu Nityatara (Catherine Prescott), B.A. French & Spanish Literature, **SATYANANDA YOGA**® Teacher Level 2, Integrative Yoga Therapy Mentor/Practitioner, Ayurveda Lifestyle Consultant, E-RYT 500, YACEP, RPYT, RPYT

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







# YOGA ACADEMY OF NORTH AMERICA (YANA)

## APPLICATION FOR ENROLLMENT

### Yogic Studies and Teacher Training Courses 2017 /2018

SATYANANDA YOGA

- Please print clearly in black ink and forward to YANA with all relevant documents.
- Add additional pages where necessary.
- If you are a returning student, please submit the first and last pages of this application as well as any updates to other information requested in this application, including accommodation and dietary needs (a new photo is not required).
- 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.

### Section 1: Enrollment

Mark with an "x" for which Module(s) you are applying

Module Name	Dates	Fee	Type of Enrollment *		
<b>2017 / 2018</b>					
<input type="checkbox"/> YS Level 1	FEB 17-26, 2017	\$2000	<input type="checkbox"/> New	<input type="checkbox"/> Recommencing	<input type="checkbox"/> RPL
<input type="checkbox"/> YS Level 1 2 <sup>nd</sup> half*	FEB 24-26, 2017	\$1150		<input type="checkbox"/> Recommencing	<input type="checkbox"/> RPL
<input type="checkbox"/> YS Level 2	MAR 17-26, 2017	\$2400	<input type="checkbox"/> New	<input type="checkbox"/> Recommencing	<input type="checkbox"/> RPL
<input type="checkbox"/> YS Level 2 2 <sup>nd</sup> half*	MAR 24-26, 2017	\$1350		<input type="checkbox"/> Recommencing	<input type="checkbox"/> RPL
<input type="checkbox"/> Teacher Training 1	NOV 4-19, 2017	\$2200	<input type="checkbox"/> New	<input type="checkbox"/> Recommencing	
<b>*This option for those who have done week one of YS1/YS2 under previous 2 week format</b>					

Please affix one  
Passport style  
photograph

This is  
compulsory for  
all applications

- Check Recommencing ONLY if you have previously deferred from this module. Check RPL ONLY if you have been approved for RPL. (see RPL guidelines).
- **Enrollment deadline is two weeks prior to the course start date.** An **early enrollment discount** of 10% is available if payment is received in full 60 days before the course start date. A **nonrefundable late fee of \$100** will be applied for enrollment and payments received after the course enrollment deadline.
- A **minimum \$500 nonrefundable deposit must accompany your application.** If enrollment is not accepted, all monies received will be returned MINUS a \$100 processing fee.

### Section 2: 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 3: Accommodation and Dietary Requirements

Accommodation is available on a 1st paid 1st served basis. Room preferences are not guaranteed. Refer to website for pricing. If you request accommodation, once your enrollment is approved, you will be billed for your stay, payable by the terms stated on your invoice.

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 4: Learning Requirements

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

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

### Section 5: Yogic Information

Please indicate any previous **SATYANANDA YOGA®** Training

Module Name	Location	Year Module Completed -or- Date of Assessment, if still pending	Certificate Date

*Please attach copies of completion certificates for each module*

Other previous major yoga course \_\_\_\_\_

Location \_\_\_\_\_ Dates of course \_\_\_\_\_

Certification/Qualification Received \_\_\_\_\_

Organization/ yoga style/ tradition \_\_\_\_\_

Other previous 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 stays 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 6: 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 7: 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 8: 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 9: Educational Skills & Qualifications

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

## Section 10: 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 13: Health Information

NOTE: Health information will be kept confidential and only disclosed to third parties unrelated to the Academy with your written consent.

*We welcome persons of varying abilities. However, you might find some asana practice, karma yoga activities and aspects of the course physically demanding. For example, some practices require physical exertion, heavy lifting, bending, long sitting or standing. The following information is required to ensure that student safety and needs are met.*

### Health Information: Physical

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"/> Sensitivities                |
| <input type="checkbox"/> Any heart condition    | <input type="checkbox"/> Epilepsy               | <input type="checkbox"/> Stroke                       |
| <input type="checkbox"/> Any major injuries     | <input type="checkbox"/> Gastrointestinal ulcer | <input type="checkbox"/> Other _____                  |
| <input type="checkbox"/> Arthritis              | <input type="checkbox"/> Hernia                 |   |
| <input type="checkbox"/> Asthma                 | <input type="checkbox"/> High blood pressure    | <input type="checkbox"/> No known physical conditions |
| <input type="checkbox"/> Back Conditions        | <input type="checkbox"/> Joint pain/problems    |   |
| <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

Please detail any acute or chronic health conditions or any condition which has caused you to miss two or more weeks of work or regular activity in the last three years: \_\_\_\_\_

How would you describe your overall physical condition, including stamina, strength, flexibility, mobility: (check one)?

Excellent  Good  Average  Improvement Needed

Physical Limitations: Base on the information provided above, please indicate specifically what you cannot physically do:

Do you have a current medical doctor? Yes  No  If so, please provide contact details:

Name \_\_\_\_\_ Phone number: \_\_\_\_\_

Is this medical doctor aware that you are undertaking this course: Yes  No

## Health Information: Emotional/ Psychological

*PLEASE READ: Due to the emphasis of yogic lifestyle on personal growth and the nature of some yogic activities, this course can be emotionally challenging and psychologically rigorous. As such, this lifestyle is not appropriate or helpful to all persons at all times. The questions that follow are intended to assist in assessing your suitability to undertake the course, as well as help to ensure that you are provided with appropriate adjustments and guidance where necessary.*

Are you currently seeing or have you seen within the last 2 years, a professional for mental health, personal growth, and/or spiritual concerns (e.g. psychiatrist, psychologist, social worker, counselor, etc.)? Yes  No

If yes, please provide their name and phone number below:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Does this professional know you are planning to undertake this course? Yes  No

Have you ever undergone treatment for alcohol or drug abuse? Yes  No

If yes, 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). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been diagnosed with a psychological or psychiatric condition? Yes  No  If so, please describe the diagnosis, treatment administered and dates. List multiple conditions separately using another page, if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you currently taking medication for a psychological or psychiatric condition? Yes  No

If so, please indicate name of medication, for what condition prescribed, dosage and how long you have been taking it:

Medication	Condition/Purpose	Dosage	Dates of Use

Any other information: \_\_\_\_\_

\_\_\_\_\_

## Section 14: 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 Student Handbook, and any modifications made to the YANA Student Handbook.

I give permission for the Education Director to contact the health professionals and yoga 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 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 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 15: Discount & Payment Details

(a minimum deposit of \$500 is required for application processing)

I am eligible for the following discount: Low Income Country  Early Enrollment Discount

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

Check one:  Check/Money Order Ck/MO #. \_\_\_\_\_ Credit Card Type:  M/C  Visa  Discover

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 upon acceptance into the course and by the early enrollment deadline to be eligible for the early enrollment discount. Payment will be refunded less a \$100 processing fee if you are not accepted into the course. See Payment and Refunds section of the Handbook for details.*

## Application Checklist

- |   |   |
|---|---|
| <input type="checkbox"/> Have you completed Sections 1-15?          | <input type="checkbox"/> Have you attached proof of residency or citizen status for the Low Income Country Discount, if applicable?     |
| <input type="checkbox"/> Have you attached a recent photograph?     | <input type="checkbox"/> Have you attached a copy of your BYB or other Yogic Studies or Teacher Training certificate(s), if applicable? |
| <input type="checkbox"/> Have you signed and dated the application? | <input type="checkbox"/> Have you attached additional sheets, if necessary?   |
| <input type="checkbox"/> Is payment in full or deposit 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](mailto:info@yogaacademyna.org)

Call or email with questions:  
Phone: 1-216-217-0691

## Office Use Only

<p>This Application is: Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Application Approving Signature _____ Date of Approval _____ Date &amp; Method of Notification _____</p> <p><b>Recommencements Only:</b> <b>Attending Residential?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Foreign Country Discount Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Discount Approving Signature _____</p>	<table border="0"> <tr><td><b>Module(s) Fee:</b></td><td>\$ _____</td></tr> <tr><td><b>Less approved Discount</b></td><td>\$ _____</td></tr> <tr><td><b>Less Early Enroll. Discount</b></td><td>\$ _____</td></tr> <tr><td><b>Plus Housing Fees</b></td><td>\$ _____</td></tr> <tr><td><b>Plus Other Fees</b></td><td>\$ _____</td></tr> <tr><td><b>Plus Resource Folder Fee:</b></td><td>\$ _____</td></tr> <tr><td><b>Plus Late Fee:</b></td><td>\$ _____</td></tr> <tr><td><b>TOTAL FEES</b></td><td>\$ _____</td></tr> <tr><td>Deposit paid, if applicable</td><td>\$ _____</td></tr> <tr><td>Payment Processed by</td><td>Date</td></tr> </table>	<b>Module(s) Fee:</b>	\$ _____	<b>Less approved Discount</b>	\$ _____	<b>Less Early Enroll. Discount</b>	\$ _____	<b>Plus Housing Fees</b>	\$ _____	<b>Plus Other Fees</b>	\$ _____	<b>Plus Resource Folder Fee:</b>	\$ _____	<b>Plus Late Fee:</b>	\$ _____	<b>TOTAL FEES</b>	\$ _____	Deposit paid, if applicable	\$ _____	Payment Processed by	Date
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