

# Mindful Academy

## MBSR Mindfulness Meditation Teacher Training Course

### Practice Experience

This professional training course is intended for participants who:

- Have a well-established personal meditation practice (not necessarily Mindfulness Meditation) of 2 years and a minimum 5 times per week.
- A desire to discover how to apply mindfulness in everyday life.
- Plan to or are teaching/integrating MBSR mindfulness-based Stress Reduction approaches in their work.
- Be at least 25 years old. You do not need to be a Yoga or Meditation Teacher to apply to take the course.
- Have attended a MBSR 8 week programme over 8 weeks, or in retreat format or 1-1 Distance Learning course with us via Skype/Zoom

### Booking

The 2017 price is 1.995 euros for the TTR1 11 day residential course, this includes all tuition, accommodation and meals. To secure your space we ask that you pay a 600 euro non-refundable deposit. The balance of 1.395€ payment is then due six weeks before the course.

### This includes -

- 11 nights same sex shared accommodation at the Solterreno Retreat Centre
- 3 vegetarian meals per day
- Tea, water and fresh fruit
- All tuition, core practice MP3's, course manual including scripts,
- TTR2 Only - MBSR 8 Week Stress Reduction course Teacher Lesson Plans and MBSR Participant Handbook
- Certificates -
  - Certificate of attendance after Teacher Training Retreat 1 (TTR1) confirming 100hrs of training

- MBSR Teacher with Mindful Academy Certificate confirming 200hrs of training on successful completion of both TTR1 and TTR2
- Shared transfer from Orba at 17.00hrs on arrival day and return to Orba after breakfast on the last day
- Ongoing mentoring by email

**Not included:**

- Not included the costs of travel.
- Not included your own travel and health Insurance.



**Terms and Conditions for Training courses, CPD courses and Retreats with  
Mindful Academy.**

1. All payments to Mindful Academy are in Euros.
2. Due to demand, on acceptance to a Residential Mindful Academy Teacher Training, CPD course or Retreats we can only hold a provisional space for 7 days.
3. To secure your space on a Residential Mindful Academy Teacher Training Courses, CPD courses and Retreats a 600 euro deposit is required to . *This deposit is non-refundable and non-transferable in any circumstances.*
4. In the case of Mindful Academy Teacher Training, CPD courses, and Retreats the balance of payments must be paid *at least six weeks* (42 days) before the start of the Course. If payment is not received your space may be cancelled and we are unable to return deposit payments.
5. Mindful Academy requires full payment for the Live Online 8 week MBSR course on acceptance and agreement of dates and times. You may withdraw your application 8 weeks prior to the course commencement date, at which point you will be offered a refund, minus a 25% admin fee. If you cancel the course within eight weeks of the course commencement date, no refund will be offered. Please note, dates for sessions cannot be changed.
6. If you wish to cancel your Residential Mindful Academy Teacher Training Courses, CPD courses and Retreats within 0-41 days of the start date we are unable to give a refund of the balance payment unless there is a waiting list for the event and we can transfer your booking to another applicant. In the unlikely event that we are able to fill your space, we will either move your booking to a new course dates (subject to availability) or refund your balance payment less a 20% administration fee. Please note, the deposit payment is not refundable or transferable in any circumstance.
7. If for some reason you begin a Mindful Academy Residential Training course, CPD course or Retreat and cannot finish for whatever reason (we understand that things happen) we will not be able to refund your fees, however, we will allow you to transfer onto the next Residential Mindful Academy Training course, CPD course or

Retreat subject to availability. In this case you would need to pay a 20% administration fee and any new accommodation costs.

8. If taking a Mindful Academy Teacher Training course as Modules, they must be completed in numerical order, unless prior written authorization by Mindful Academy has been given.
9. Mindful Academy has met the stringent requirements set by Yoga Alliance Professionals, demonstrating that our courses are of the highest standard and that graduates of the full 200hr Mindfulness Meditation MBSR Teacher Training may use the Yoga Alliance Professionals title "Registered Meditation Teacher" as a sign of quality training. It is your responsibility to check that any qualifications given by Mindful Academy are accepted in the Country that you wish to work in.
10. In order to receive your 200hr Mindfulness Meditation MBSR Teacher Training Course certificate you must complete the full Training to the required standards outlined in the Mindfulness-based Teaching Assessment Criteria (MBI-TAC) including all pre-course work. On graduation you will be eligible (at your own cost) to register with the Yoga Alliance Professionals if you so wish.
11. We withhold the right to change prices without notice.
12. Mindful Academy and Solterreno have strict no drugs policy, failure to comply would result in you being asked to leave the Course or Retreat.
13. All extras (massage etc) must be paid for before you leave.
14. We require everyone attending a Residential Mindful Academy Teacher Training, CPD courses, Retreats and 1-1 Distance Learning course to complete the Student Application form giving full details of your experience, certificates and any health concerns prior to booking.
15. Mindful Academy and Solterreno cannot accept liability for cancellations, delays or changes caused by war, threat of war, closure of airports, civil strikes, industrial action or natural disaster or other events outside of our control.
16. Mindful Academy and Solterreno cannot accept liability for participant's medical conditions which may develop during or subsequent to the course. Loss of, or damage to personal property of participants.
17. In the unlikely event that Mindful Academy cancels your course, 100% of your deposit and payments will be returned.
18. Where a teacher is unavailable we will make every attempt to replace with a teacher of similar professional standard.

19. In order to participate in the Residential Mindful Academy Teacher Training, CPD Courses and Retreats, all participants must have comprehensive travel, cancellation and medical insurance in place prior to travel.
20. Any photo's taken during the Residential Mindful Academy Training Course, CPD and Retreats are the property of Mindful Academy and may be used for promotional purposes, it is your responsibility to advise in writing if you do not want your photo taken and used in this way.
21. Feedback given to Mindful Academy by email or on a Course or Retreat feedback form may be used to as promotional material on the Mindful Academy, Mindfulness Spain, venue websites and other promotional websites. It is your responsibility to advise in writing if you do not want your feedback to be used publically.

***PLEASE NOTE - By booking and paying the deposit for your Residential Mindful Academy Training course, CPD course, Retreat or Live Online 8 Week MBSR Course, you are agreeing to the above points that constitute the Mindful Academy general terms and conditions.***

## **Refund Policy**

### **- Payments**

The 2017 Price is 1.995 euros per person for each of the 11 day residential course modules.

This is made up of the initial non-refundable deposit of 600€ and then the balance of 1.395€ due 6 weeks before the start of the training course.

### **- Student Pulling Out of Course**

If you wish to cancel, the initial deposit is non-refundable. Within 0-41 days of the start date we are unable to give a refund of the balance payment unless there is a waiting list for the event and we can transfer your booking to another applicant. In the unlikely event that we are able to fill your space, we will either move your booking to a new course dates (subject to availability) or refund your balance payment less a 20% administration fee. Please note, the deposit payment is not refundable or transferable in any circumstance.

If for some reason you begin a Mindful Academy Residential Training course, CPD course or Retreat and cannot finish for whatever reason (we understand that things happen) we will not be able to refund your fees, however, we will allow you to transfer onto the next Residential Mindful Academy Training course, CPD course or Retreat subject to availability. In this case you would need to pay a 20% administration fee and any new accommodation costs.

### **Procedure on how to make a cancellation**

To make a cancellation the student needs to write to Bodhin at [bodhin@solterreno.com](mailto:bodhin@solterreno.com).

### **Cancellation of Course:**

In the unlikely event that Mindful Academy cancels your course, 100% of your deposit and payments will be returned.

Where a teacher is unavailable we will make every attempt to replace with a teacher of similar professional standard.

# Code of Conduct for Mindful Academy

## 200hr Mindfulness Meditation Teacher Training

Dear (students name)

Thank you for joining the 200 hour Mindful Meditation Teacher Training programme. We hope you enjoy the course and find it informative and inspiring. In order to maintain high standards and ensure that we keep our good reputation, it is important that you reach a certain minimum standard. Whenever we feel that this is not the case, we will talk to you personally and try to put things right. The assessment and coaching is on a continuous basis and you are expected to attend and take part in all training sessions, and complete the course self-study.

To help you develop, you will receive constructive feedback on your progress and be formally assessed 2 times with one-to-one feedback with Bodhin Philip Woodward, Director of Training. Students who do not meet the required standards will be asked to improve on the areas of development, and demonstrate that they have done this, before being issued with a certificate. All successful students can be registered on our database of accredited Mindful Meditation Teachers.

This Code of Conduct is a summation and declaration of acceptable, ethical, and professional behavior by which all Yoga Alliance Professionals Registered Meditation Teachers agree to conduct the teaching and business of Mindfulness Meditation.

As a Registrant of Mindful Meditation Teacher Training, I agree to uphold the ethical goals set forth in the following Code of Conduct:

1. To ensure that safe and effective teaching is available to the public.
2. To provide the public with access to safe and effective Mindful Meditation Teachers.
3. To maintain and uphold the traditions of Mindful Academy. To teach Meditation from the experience of these traditions and to disseminate these teachings to anyone, from any background, who earnestly desires to follow these traditions.
4. Uphold the integrity of my vocation by conducting myself in a professional and conscientious manner.
5. Acknowledge the limitations of my skills and scope of practice and where appropriate, refer students to seek alternative instruction, advice, treatment, or direction.

6. Create and maintain a safe, clean, and comfortable environment for the practice of meditation.

7. Encourage diversity actively by respecting all students regardless of age, physical limitations, race, creed, gender, ethnicity, religion affiliation, or sexual orientation.

8. Respect the rights, dignity, and privacy of all students.

9. Avoid words and actions that constitute sexual harassment.

10. Follow all local government and national laws that pertain to my Meditation teaching and business.

I agree to comply with the conditions and requirements as set out in the course curriculum, and accept that failure to do so will disqualify me from any accreditation. I furthermore vow to uphold the standards of the teachings I have been given, and to maintain and promote the good name of Meditation at all times. I accept that failure to do so may lead to the annulment of any accreditation obtained from the Mindful Academy Mindful Meditation Teacher Training.

Print  
Name \_\_\_\_\_

Course and starting  
date \_\_\_\_\_

Signed and  
dated \_\_\_\_\_



## **Mindful Academy Grievance Procedure**

### **What is a grievance or complaint?**

A complaint is an expression of dissatisfaction, either written or spoken. A complaint can be made by an individual or a group. You may wish to complain if you are not satisfied with the way you have been treated, the service you have received or the tuition you have received from your teacher.

### **Principals**

Mindful Academy recognises that complaints are an important part of customer's feedback.

- All complaints will be investigated fully and fairly.
- Complaints will be dealt with in confidence. The only exception to this is when others could be put at risk by matters referred to in the complaint.
- If the complainant is not happy with the result of the response to the complaint, they will have the right to appeal to the teachers' industry body such as Yoga Alliance Professionals.

Mindful Academy is committed to ensuring that its services, products and courses are of the highest quality. The complaints procedure enables Mindful Academy to respond clearly and properly to complaints and to know when and why people are not satisfied with its services and courses, so that they can improve them.

### **Complaints about Mindful Academy Mindfulness Meditation Teacher Training Course**

There are three stages that you can follow to try to resolve the issue. We will always try to resolve any complaint as soon as possible.

You may wish to involve an advocate, friend or someone else to support you at any stage. If you need a sign language or community language interpreter, please let the person dealing with the complaint know and every reasonable effort will be made to provide it.

#### ***Stage One:***

Speak to the individual(s) concerned and try to resolve the complaint informally on the day.

If you are not satisfied with the response you have received, try to resolve the issue by following stage two.

### **Stage Two:**

Outline the details of your complaint by letter or email and send it to the Bodhin Philip Woodward, Director of Training at [bodhin@solterreno.com](mailto:bodhin@solterreno.com) who will investigate the complaint. Your complaint will be acknowledged within 3 working days from the date it is received. The response will contain the following information:

- Name of the person who will investigate the complaint
- The date(s) that the incident happened
- What support you can expect to receive during the process of the complaint
- An expected response date

In fairness to all parties and to ensure the investigator is able to investigate the complaint in an open and meaningful way, we cannot guarantee your anonymity. In exceptional cases, however, where a child or vulnerable adult is involved, in accordance with national guidelines and good practice the identity of individuals at risk will be protected.

When the person(s) who are dealing with the complaint, have had an opportunity to review it, they will write to the tutor or person about whom the complaint has been made. The letter will outline the main elements of your complaint and ask for a full written response.

At this point, if further relevant information comes to light, you may be asked for your comments to ensure the investigator has a balanced understanding. When your response has been received, the investigator will consider all the information available to them and make a decision.

The response will include the following information:

- Details of the investigation
- A decision about whether the complaint was upheld or not
- The reason for the decision
- The re-dress, if appropriate, which will be offered to you, for example, an apology, additional help or directing you to other sources of advice or support
- Any other action that may be taken in light of the complaint
- If it is not possible to provide a full answer to your complaint within 30 working days, the letter will outline reasons why and give a date by which a full answer is expected.

### **Stage three:**

If you are not satisfied with the response to your complaint then outline the reasons for your dissatisfaction by letter. Email this to Yoga Alliance Professionals (if the teachers are Yoga

Alliance Professionals accredited). This information will be provided in response to Stage two.