



Body Arts and Science International™

**Course Prices and Policies 2010 & 2011
South Africa**

We are delighted that you are interested in becoming a Pilates instructor. Body Arts and Science International™ Pilates Certification course is considered as the leader in Pilates education worldwide. Our highly skilled and dedicated staff in South Africa are committed to serve you in your journey in becoming a world class Pilates instructor.

It is a complete and intensive college-level program and provides a solid foundation for teaching, and students become well-versed in all facets of Pilates.

In order to make the process enjoyable and adhering to the high standard of learning that Body Arts and Science International™ requires we need you to consider the following policies:

**I) COURSE REQUIREMENTS
COMPREHENSIVE COURSE (*Physiotherapists 84 CPD points
accredited*)**

The Comprehensive course provides thorough, comprehensive education in Pilates covering the full range of Pilates equipment (Mat, Reformer, Cadillac, Wunda Chair, Ped-a-pul, Ladder Barrel, Step Barrel and various other Auxiliary apparatus).

The trainee agrees to complete the following requirements for certification:

- Attendance of 12 module days **and** the exam day
- 100 hours observation
- 100 hours practical training
- 200 hours trainee teaching
- Only 30% of practice and teaching hours can be done outside the Host or Affiliated studio
- All observation hours to be done at any Host location
- Anatomy Quiz at Module 5
- Theoretical Midterm exam at Module 9
- Theoretical, Practical and Teaching exam on the set exam date
- Hand in a research paper on any topic related to Pilates on the set exam date

- Oral presentation on the research done on the set exam date
- Achieve a rate of 70% or better in each section of the exam

COURSE REQUIREMENTS

MAT COURSE (*Physiotherapists 42 CPD points accredited*)

The Mat course provides a thorough education in the Mat Work and its infinite applications. In addition to being the foundation on which all else is based, it is also the perfect springboard to the Comprehensive course.

- Attendance of 6 module days **and** the exam day
- 15 hours observation
- 40 hours practical training
- 30 hours trainee teaching
- Only 30% of practice and teaching hours can be done outside the Host or Affiliated studio
- All observation hours to be done at any Host location
- Anatomy Quiz at Module 5 or set date for condensed courses
- Theoretical, Practical and Teaching exam on the set exam date
- Hand in a research paper on any topic related to Pilates on the set exam date
- Oral presentation on the research done on the set exam date
- Achieve a rate of 70% or better in each section of the exam

As a student you have two years to complete the hour requirements, thereafter you will have to repeat the full course program. Full course payment then applies.

BASI – SOUTH AFRICA agrees to provide the following:

- The opportunity to practice, observe and student teach at any of the host locations or affiliated studios for the completion of the program. Please familiarize yourself with the host location or affiliated studio protocols. It might vary from one location to the next.
- **Body Intellect in Pretoria offers student classes/workshops every Thursday.**
Mat work students 15:00 – 16:00
Comprehensive students 16:00 – 17:00
Please book to attend. Minimum of 3 students required.
 Free of charge for students currently on course, thereafter a charge of R100 per hour for certified instructors.
- Comprehensive & Mat course materials
- It is compulsory to attend the exam date for evaluation
- A maximum limit of two years is set for completion of observation, practice and teaching hours
- Please note that you have an unlimited amount (maximum 2 years) of time to complete the required hours, however it is compulsory to attend the examination date in order to evaluate your progress.
- Full certification will only be awarded once all exam sections are successfully completed **AND** all required hours are completed.

BASI – SOUTH AFRICA reserves the right to withhold certification if the trainee has not satisfactorily completed all requirements.

In the event that any section of the examination process was not successfully completed, the trainee shall be given the opportunity to repeat or work towards certification. The Administrative Director and Instructor shall determine what requirements need to be repeated and how they may be fulfilled. Please read through EXAMINATION FEE for fees applicable.

II) PREREQUISITES

It is understood that trainees have completed the following requirements necessary for acceptance into the program:

- Familiarity with the teachings of Joseph Pilates – It is highly recommended to have familiarity and experience in Pilates before embarking on this course of study. It is a requirement that you attend a minimum of 10 Pilates classes at a Body Arts and Science International™ Host studio or an affiliated studio. Names and addresses available from the South African head office, Pretoria.
- Study in basic anatomy and physiology – Although it is recommended that this be a college level course, it is also acceptable if it is part of another area of study such as massage therapy, physical therapy or some other similar program.
- Experience in a related form of physical activity – Over the years it has become apparent that experience in other physical activities is extremely beneficial. This allows the student to relate and compare the work to past movement experience.
- Teaching experience is recommended – Teaching is a learned skill, an art and a natural talent. Any past teaching experience, even in an unrelated area will contribute to the process of becoming a teacher of the Pilates method.
- Completed application and fees paid.

III) FINANCIAL TERMS

SOUTH AFRICA (EFFECTIVE 1 JANUARY 2010)
Less than 10% increase from 2009

TUITION – COMPREHENSIVE COURSE (ONCE OFF PAYMENT)

TUITION	R	21,000.00
REGISTRATION	R	300.00
MANUALS	R	1,440.00
	R	<u>22,740.00</u>
VAT	R	3,183.60
TOTAL	R	<u><u>25,923.60</u></u>

TUITION – COMPREHENSIVE COURSE (PAYMENT PLAN)

TUITION	R	23,000.00
REGISTRATION	R	300.00
MANUALS	R	1,440.00
	R	<u>24,740.00</u>
VAT	R	3,463.60
TOTAL	R	<u><u>28,203.60</u></u>

Payment Plan over 6 months:

1. Deposit: R8460.90 (30% of total fee which include manuals, registration and VAT)
2. Monthly payments over 6 (six) months: R3290.45 per month (VAT included)
3. First payment or deposit due 1 month prior to the start of the course, thereafter payment is due on the first day of each month for six months.
4. Late payments are subject to 10% interest on outstanding amount.

Payment Plan over 12 months:

1. Deposit: R8460.90 (30% of total fee which include manuals, registration and VAT)
2. Monthly payments over 12 (twelve) months: R1645.22 per month (VAT included)
3. First payment or deposit due 1 month prior to the start of the course, thereafter payment is due on the first day of each month for 12 (twelve) months.
4. Late payments are subject to 10% interest on outstanding amount.

Terms for payment plan:

- Full payment must be made before the examination date or if alternative arrangements have been made. In the event that full payment is not received before the examination date the trainee will not be permitted to be examined.
- Attendance may be restricted if payments are not made in a timely manner.

COURSE MATERIALS

- R1440 (excl VAT) Complete set of 5 workbook analysis workbooks
- Study Guide will be provided (included in tuition fee)
- Payment for course materials are due before the course starts. If you make use of the payment plan, the deposit of R8460.90 includes the study materials.
- R480 Optional extra is to purchase the 'Anatomy of Movement' book for anatomy studies. We highly recommend this text book to help you study the anatomy section of the course.

TUITION – MAT COURSE: ONCE OFF PAYMENT

TUITION	R	7,000.00
REGISTRATION	R	300.00
MANUALS	R	300.00
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	R	7,600.00
VAT	R	1,064.00
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TOTAL ONCE OFF	R	8,664.00
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TUITION – MAT COURSE: PAYMENT PLAN

TUITION	R	8,000.00
REGISTRATION	R	300.00
MANUALS	R	300.00
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	R	8,600.00
VAT	R	1,204.00
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TOTAL	R	9,804.00
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Payment Plan over 6 months:

1. Deposit: R2941.20 (30% of total fee which include manuals, registration and VAT)
2. Monthly payments over 6 (six) months: R1143.80 per month (VAT included)
3. First payment or deposit due 1 month prior to the start of the course, thereafter payment is due on the first day of each month for six months.
4. Late payments are subject to 10% interest on outstanding amount.

Terms for payment plan:

- Full payment must be made before the examination date. In the event that full payment is not received before the examination date the trainee will not be permitted to be examined.
- Attendance may be restricted if payments are not made in a timely manner.

COURSE MATERIALS

- R300.00 (excl VAT) 1 Mat analysis workbook.
- Study Guide will be provided (included in tuition fee)
- Payment for course materials is due before the course starts. If you make use of the payment plan, the deposit of R2941.20.00 includes the study materials.
- R480.00 Optional to buy is the 'Anatomy of Movement' book for anatomy studies. Highly recommended.

CONTINUING WITH COMPREHENSIVE COURSE AFTER COMPLETION OF THE MAT COURSE.

Should a Mat work trainee decide to do the Comprehensive course after the completion of the Mat work the following terms apply:

The amount you paid for the mat course is deducted from the total fee (once off payment or payment plan option 2010) for the Comprehensive course.

Example:

- Tuition: Depending the amount the student has paid for the mat course the following applies:

Once off payment option: R21 000(excl VAT) deduct mat course fee paid

Payment plan option: R23 000(excl VAT) deduct mat course fee paid

- R1 300 (excl VAT) Complete set of 4 workbook analysis workbooks
- No registration fee applicable
- The trainee also has the opportunity to re-do the mat work course **free of charge.**
- The trainee can also make use of the payment plan as stipulated above in the payment plan over 6 months.
- The same terms for the payment plan apply.

CANCELLATION, REFUND AND MATERIAL MISSED POLICY

- Discontinuing the course will result in forgoing 30% of the tuition paid as well as a prorated amount for modules attended.
- No refunds will be given after Module 2.
- Students can transfer their funds to another course that is at another Host venue or to the following year.
- In the event of missing a module or part of the course it is the responsibility of the student to make sure to update their tuition with the instructor trainer. An hourly fee is applicable towards the instructor trainer for the time needed to update the student on material missed.

EXAMINATION FEE

- The set examination date is included in the tuition fee.
- Should a trainee require to have their exam evaluation done on another date as the set examination date, an examination fee of R1000 is payable for this opportunity towards the course administrator in Pretoria.
- Should a trainee fail a section or sections of the examination process the trainee have one month to re-do those sections **free of charge.** After one month an examination fee of R200 per section is charged.

PAYMENTS

- All financial payments related to BASI™ courses must be made to 'BASI Pilates South Africa'.
- Any financial arrangements must be made with the head office in Pretoria
- Invoices, receipts and student statements can be obtained from head office in Pretoria.
- All payments can be made by cheque or internet transfer.
- Please make all cheques out to 'BASI Pilates South Africa'
- Please use your name and surname as reference.
- Bank details: BASI Pilates South Africa, Standard Bank, Menlyn 012345
Account: 414449274
- Proof of payment to be e-mailed to Bodyintellect@pilatessa.co.za or faxed to 012 4609206

EXEMPTIONS FROM EXAMINATION DATE

- Pregnancy
- In the event of an injury the trainee should provide a Doctor's letter stipulating the condition and time needed to recover.
- No other exceptions are made unless previously arranged. Penalty fee of R1000 applies.

EXAMINATION PROCESS

- Pass rate is 70%
- Written Anatomy Quiz at Module 5 (20 minutes) – Mat & Comprehensive course
- Midterm Written exam at Module 9 (2 hours) – Comprehensive students
- Final Exam at the set exam date
 - Teaching 1 hour individual class – Comprehensive course student
 - Teaching 4 - 8 mat exercises to a group – Mat & Comprehensive students
 - Demonstrating 5 exercises - Mat & Comprehensive students
 - 2 Hour written exam - Mat & Comprehensive students
 - 5 minute Presentation on your research topic - Mat & Comprehensive students

COURSE PROTOCOL

To make this a positive experience we ask that you give absolute respect to the clients, to the studio and very importantly to your fellow students and the instructors.

ADMINISTRATION

- The South African head office (Pretoria) handles all administrative issues, which include registration, payments, notes, etc

- When taking care of administrative business at the front desk, please allow studio clients to go ahead of you in line.
- Don't hesitate to ask for information and help whenever you need it. Please approach the front desk staff rather than the instructors teaching on the floor. If there is no one at the time, please wait till someone is available to answer your questions.
- Keep volume down at all times. Please talk quietly should you discuss administrative issues at the front desk.
- No smoking allowed on the premises of any host studio or affiliated studio.
- No eating in the studio, reception area or changing rooms. Only water is allowed on the floor.

HOOR REQUIREMENTS

- All hours in practical work, observation and teaching must be signed by a person of authority to confirm completion of these hours. In the event of logistical reasons the student cannot reach a Host or Affiliated studio, it is recommend that the student arrive a few days before the course starts and stay on for a few days to obtain hours. Log sheets are provided.
- Hours obtained in a non-affiliated studio will only amount to 30% of total hours obtained.

OBSERVATION

- Please wear workout clothing and remove footwear the moment you enter the studio.
- Please leave all belongings in the changing room. (This includes clothing, books and bags.)
- Sit quietly around the periphery of the studio. Please do not sit or stand out in the middle of the room.
- Please ask the instructor if the client doesn't mind being observed.
- Please do not engage in conversation with other students.
- Write any questions, comments or corrections – NEVER verbalize them in front of clients or interrupt an instructor who is teaching.
- Take breaks outside of the studio as often as necessary. We understand that sitting and observing in the studio for long periods of time can become uncomfortable, but please refrain from "lounging" on the floor or blocking walkways and please do not stretch or do other exercises while observing.
- When observing, please help the instructors by cleaning the equipment and getting it ready for the next client.
- Never prop your feet on any of the equipment.
- No smoking permitted at any Host location.

As a student you are welcome to do your observation, practice and teaching at all BASI Host studios in South Africa and abroad. To do the same at our affiliated studios in South Africa (BASI studio owners) prior arrangements have to be made with the studio owner.

PRACTICE

- Please use the equipment with great care and respect. It is very costly and damages easily. No sharp objects near the equipment this includes jewellery and long nails. Please get off the equipment subtly.
- Always clean the equipment after use.
- **The use of equipment is at own risk.**
- Should a trainee damage the equipment, the trainee will be held responsible for the repair costs.
- Please practice quietly.
- All Pilates group classes are **FREE OF CHARGE** at **BASI HOST studios** in South Africa, up until the set examination date. There after the studio fees are applicable. Make use of this ideal opportunity.

TEACHING

Student teaching is the most important phase of your training – putting all your knowledge into practice. This is your laboratory. We hope you derive the maximum from your teaching. To make this a positive experience we ask that you give absolute respect to the clients, to the studio and very importantly your fellow students and the instructors.

The following are a few tips and reminders for when you are on the floor with clients. If you have questions regarding any of the statements or ideas please ask one of the regular instructors.

- As a student we request that you provide your own client/clients for student teaching. If you cannot find someone the Host studio will gladly assist you with one of the existing studio clients if possible.
- Do not attempt to teach an exercise that you are completely unfamiliar with. As a trainee, you are not expected to know the full repertoire at this point. If a client asks you about learning something new, do not hesitate to explain that you are not yet equipped to teach certain exercises. If one of the instructors doesn't look busy, you may refer to them for guidance.
- See the room – be aware of what is going on in the studio regarding other clients and instructors. Sometimes it happens that an instructor needs a specific piece of equipment that you are busy with, be sensitive to this and handle the situation professionally.
- Two student teachers should not have to correct one client.
- Do not challenge or question a studio instructor's reason for doing an exercise differently than you have learned it. Often at times exercises have to be modified based on medical history etc. When a trainee challenges the knowledge of the instructor in front of clients both parties are often discredited. Ask for an explanation of the change when the clients have left.

- Vary your voice fluctuation and enunciation! Try not to always speak in loud or soft tones. You will be more effective with varying voice tones. Speak clearly. If you have an accent and the client has not understood your direction.... change the words you are using.
- Avoid talking in a negative tone when making correction. Avoid using too many don'ts and no's (example "Instead of doing it like this... Let's try and have you do it like this"), reinforce what is good about their form.
- Do not inundate the new client with too much information. Remember the new person is probably a little intimidated, and wants to get it right. Too much emphasis on details will likely frustrate and embarrass the person. Focus more on allowing them to understand the exercise by experiencing the feel of it. If they are 'getting it' then explain to them that you are going to try to fine-tune the exercise by being more specific about the detail of the exercise.
- Remember that the client comes first when you are teaching.
- Learn to read the clients. This is a skill that will develop over time, but it starts by really listening and paying attention to the client. Pay attention to signs of frustration (do they seem agitated or bored). Do they understand what you are asking? Are you asking too much? After four or five attempts at an exercise and they are not "getting it", it would be better to abandon it for now.
- Don't only teach clients that you are comfortable with.

Please follow the teaching protocols and dress codes of the studio. Look sharp, professional and alert at all times. If you dress and act professionally you will be treated professionally.

STUDENT WORKSHOPS

Host studios offer 6 hours of FREE student workshops on dates set by the host studio or instructor. We highly recommend that you attend these workshops as this is the ideal opportunity to evaluate your teaching progress, practical work and to ask all your questions.

Additional workshops can be arranged at an extra fee of R200 per student. Only a person of authority can conduct the student workshop.

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THANK YOU