



# Tai Chi & Chi Kung Institute

25 years in S.A.

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## IMPORTANT INFORMATION FOR NEW STUDENTS

Welcome! to our Institute and congratulations on starting your 7- week course of Tai Chi or Chi Kung (Chinese Yoga).

**Here are some important points to consider:**

**Student Cards:** A Student Card will be issued to you in week 2 of the term, so you can make up missed lessons. This must be presented for stamping at all classes attended and should be returned to your Instructor at the end of the term. If the card is lost, a \$5.50 replacement fee applies.

1. The student card cannot be transferred to another person.
2. Extra Lessons - may be taken for a fee of \$7.70, if you hold a current Student Card.
3. Multiple Lessons - for the Same set & section - \$33 extra for students who would like to do more classes. (up to 7 lessons)
4. Doctor's approval form is on our website for those with pre- existing conditions. Check with your doctor before joining.
- 5.

### **NO REFUNDS**

after the commencement of the course, except where the Institute cancels the class. Cancellation by student before commencement of the course incurs \$33 deduction off fee paid.

6. Making up Missed Lessons: If you are unable to attend your assigned class, you can make up the class at a different venue. Just present your Student Card to the Instructor at the other venue, so that you will not be charged. There is no need to call the office.
  - a. Venue address details and class times are on the Student Card. (Class duration - 45 minutes.)
  - b. Always check the Student card for the details of the class you wish to attend.

Colds & Flu: **DO NOT COME TO CLASS IF YOU ARE SICK.** Please consider yourself, fellow students and the Instructor(s) who cannot afford to catch the illness and thus miss classes.

Recover from your illness & then make up the lesson.

7. Textbooks and/or charts: purchase any textbooks, videos /DVD, within the first three weeks of the course, so you get maximum assistance during the term. These items are available from your Instructor.
8. DEFERMENTS If you are unable to continue the course due to illness or injury or work, the options are:
  - DEFER the remaining classes until the following term, where vacancies exist. You need to notify your Instructor in writing within two weeks of deferring and return your Student Card with your letter. (*Include your phone number & email address, in case the office needs to contact you.*)
  - Please forward a copy of your doctor's certificate and a stamped, self-addressed envelope so your Deferment Verification form can be sent to you by email
  - Do not wait until the end of the term or beginning of the next term.
  - Deferment applies for ONE term only. You may join a class only where vacancies exist.
  - An administration fee of \$22 will be charged. *Conditions apply.*
  - If you choose this option, we recommend that you start from the beginning. The deferred lessons are held in credit and you need only pay the balance, on the first week.
9. TRANSFER (switch) If you have found Tai Chi too challenging or Chi Kung not challenging enough you may change course in weeks 1 - 2 of term. (There is an \$11 transfer fee.)
  - If your situation has changed or the venue time is no longer suitable, you may transfer to another venue. All you need to do is to present your current student card at the new venue and inform the new Instructor. You can not transfer the course to another person during the term.
10. Only fee paying students are permitted in the venue during lesson times.
  - Visitors are not permitted in class to look. If you have a friend or relative who wishes to try a class, invite them to come to a free lesson, at one of the venues preceding each term, or they may attend a Chi Kung class or a Tai Chi class, but only in weeks 1-3, and for a \$16.50 fee. (The \$16.50 will be counted as a deposit should the visitor enroll for the rest of the course *for that term only*) Special discounts apply if you give them an introduction card.
  - Children not enrolled in the course are not permitted in class, these classes are for adults & keen teenagers - we do not provide a crèche service. (Children high school age & above can enroll with parents).
  - Careers are required to pay a fee. The discount (" 2 for the price of 1") is available for careers).
11. All mobile phones and pagers are to be switched off or put on 'silent mode' in class time.
12. No strong perfumes or aftershave in class - please consider asthmatics and those with allergies
13. No bare feet in class. It is required that students WEAR SHOES in class (low-heeled flat soft shoes, no thongs or sandals).
14. A Newsletter / schedule is distributed mid term, with details of ongoing and advanced courses.
15. A discount applies for ongoing courses if paid in advance at the end of each term. Check the newsletter for details.
16. After week two you should consult your Student Card or website to see which classes are running or changed.
17. No calling out or interjecting: *Due to the nature of our relaxation classes, Chi Kung, it is inappropriate to call out during class or to interject.* Please respect other students' need to relax in a quiet atmosphere. There is always a time set aside for questions or comments later.
18. No Alcohol or Drugs- any student under the influence of alcohol or illegal drugs will be asked to leave the class. If you have any queries, talk to your Instructor or email to the Tai Chi & Chi Kung Administration. Updated Jan, 2009

**Please retain for future reference**