

Student Contract

T e a c h i n g t h e A r t o f S e h a j

Student Name: _____

Primary Number: _____

Email: _____

Address: _____

City: _____

State: _____

Zip: _____

Emergency Contact: _____

Their Number: _____

Their Address: _____

City: _____

State: _____

Zip: _____

Their Email: _____

Through The Art of Sehaj, our desire is to accelerate spiritual growth and self-development of each student. One way, is to make clear our understandings with each other. These are the policies, terms, and conditions of our contract between you, the reader, (herewith referred to as “Student” or “Students”) and us, Quintessence Institute, (herewith referred to as “Institute”):

- 1. Registration Policy:** Semesters are eight (8) weeks in length and requires the attendance of one class per week. “Students” must select from among one week-day, i.e. Tuesday through Friday, and only attend that day of the week for the entire semester.
- 2. Registration Cancellation Policy:** To receive a full refund, “Students” must cancel their online registration within 24 hours. The “Institute” counts the 24-hour timestamp, from the time of your online registration. To initiate a refund, “Students” must follow the refund instructions detailed in their registration confirmation email.
- 3. Tuition:** Tuition is \$280.00 per person, per semester. Please note, the “Student’s” credit card will be charged at the time of registration.
- 4. Class Arrival Policy:** “Students”, are required to bring the signed originals of the Student Contract and confidentiality form, and a printed copy of their syllabus and registration ticket to the first night of class.

Classes are held Tuesday - Friday, from 7:00pm to 9:30pm. At 7:00pm, each class begins with a period of silent meditation; therefore we strongly recommend that “Students” arrive on or before 7:00pm. If “Students” arrive late, they will not be permitted to enter the classroom until meditation has ended.
- 5. No Show Policy:** No-show refunds are not available.
- 6. Missed Class Policy:** “Students” are not permitted to make-up their weekly classes, by attending another class, without the written permission of the “Institute’s” Founder/Director.
- 7. Class Size:** Class size is limited to twelve (12) “Students” only. We strongly recommend prompt registration and payment of the tuition to guarantee a seat in the class. If a “Student” prefers a night of the week that is full, they must select another night, register for the “Institute’s” waiting list, or sign-up for an accelerated course.
- 8. Waiting List:** Whenever slots are available, “Students” that have registered to be on the “Institute’s” waiting list will be notified via email. Please note, slots are first come, first serve; thus the “Institute” does not guarantee a space.

9. Conduct Policy: We maintain a warm, loving, friendly, and safe environment for our “Students”. Therefore, the “Institute” will not tolerate any negative behavior, attitudes, or conduct that threatens the health, safety and security of our students. The “Institute” has the right to refuse Student’s admittance or continuance in its events, classes, communities, or workshops.

10. Medical Policy: “Students” are required to disclose any medical conditions, diagnosis, or treatment(s) that require or may require prescribed medication or care under the supervision of a physician, psychologist, psychotherapist, or medical professional.

11. Guests of Students Policy: Guests of Students are prohibited from attending any “Institute” classes, events, communities, or workshops without the written permission of the Facilitator. In addition, guests of students, that have not been approved, will not be permitted to loiter in the waiting area or enter the class suite. Students are responsible for their Guests’ conduct and adherence to the “Institute’s” Student Contract.

12. Dress Code Policy: We encourage casual dress for lounging around and sitting on the floor. Students clothing must be modest and not sexually provocative.

13. Cellphone Policy: Except for class breaks, cellphones must be powered-off during class.

14. Smoking and Diet Policy: Smoking is never permitted in the classroom, building or at any “Institute” events, classes, workshops, or communities. Food items purchased outside the class and brought into the classroom must be, either, Lacto-vegetarian, i.e. food items not made of meat, eggs, or their by-products, and/or vegan only.

Violators of the smoking policy will be immediately removed and prohibited from attending or entering any “Institute” event, classes, community, and building along with the forfeiture of their tuition.

Violators of the dietary policy will be required to immediately discard the items. A one-time, “no-repeat” warning will be given.

15. Alcohol and Illegal Drugs Policy: The consumption of any alcoholic beverages or use of illegal drugs is strictly prohibited in the classroom, building, and/or any “Institute” class, event, workshop, or community.

Violators of this policy will be immediately removed and prohibited from attending or entering any QInstitute’s event, classes, workshops, communities, and class building along with the forfeiture of their tuition.

16. Facilitation Policy: Under no circumstance are Students or Guests of Students allowed to facilitate, teach, or distribute any “Institute” material that has been given to them, aquired, downloaded, or discussed without the written permission of the Founder/ Director of the “Institute.”

17. Confidentiality/Non-disclosure Policy: “Students” must bring a signed original of the “Institute’s” Confidentiality form to the first night of their class.

18. Entire Agreement: This agreement shall be construed in accordance with Washington, DC law, and shall constitute the entire Agreement between the parties. Regardless of the place of signing of this agreement, the “Student” agrees that for purposes of venue, this contract was entered into in Washington, DC, and any dispute will be litigated or arbitrated in Washington, DC. If any dispute is deemed necessary by the “Institute” the “Student” agrees to pay all associated legal fees as part of the “Institute’s” settlement. Amendments to this Agreement may be made by the written agreement of both parties.

By signing and dating below, the “Student” has read and agrees to comply with the policies, terms, and conditions of this contract. In addition, the information provide is true and no attempts to falsify information has been made.

Signature: _____

Print Full Name: _____

Date: _____