



# *School of Sahaj Energy Healing Policy Manual*

## ***Admission Policy***

The first step is to complete and return the *Application Form*, available from our website or by mail. Once your application has been processed and approved, you will receive an acceptance packet containing an Ethics Agreement and Intellectual Property Release form which must be signed and returned, along with your tuition. You will also receive a reading list, homework, and a School Catalog and Policy Manual.

## ***Tuition Policy***

Payment may be made by check or credit card. Please make checks payable to the School of Sahaj Energy Healing. Tuition is \$400 per weekend, or \$1200 for the complete series. There is a \$30 fee for returned checks. Credit Card payment plans are available. All requests for refunds must be made in writing. A refund check, minus a \$50 processing fee, will be issued for requests postmarked two weeks prior to Class One. No refunds will be made after that time.

## ***Intellectual Property Policy***

All students must sign a release form stating they will not teach any of the techniques or exercises developed by Bear McKay without her written consent. This is included in the acceptance packet.

## ***Ethics Agreement***

All students must sign an Ethics Agreement form included in the acceptance packet. It may also be downloaded or printed from the school's website at: [www.SahajHealing.com](http://www.SahajHealing.com)

## ***Liability***

Students are expected to take full responsibility for themselves, for their actions, and for their personal process. The school does not accept any responsibility in these areas. We recommend seeking professional therapy to help integrate students' processing and growth as needed. The school is a catalyst for growth, not a container.

Any discipline matters or unresolved conflicts will be mediated through the Bozeman Community Mediation Center.

## ***Homework***

Reading, written, and practical homework is assigned for each class and is always due at the beginning of the next class. Students are encouraged to practice hands-on-healing techniques and network with each other between classes.

## ***Confidentiality***

Health care professionals are required to maintain the highest confidentiality with clients, and the school requires we practice this within the classroom as well. Due to the personal nature of the Personal Process Exercises, and the sharing of personal feelings and experiences, all students must maintain strict confidentiality.

## ***Certification Requirements***

A *Certificate of Completion* is awarded for the Foundation Series. Students must attend all class sessions, complete all homework assignments, and participate fully in class to receive a *Certificate of Completion*.

## ***Attendance Policy***

The Foundation Series is comprised of three weekend classes, or six days. To receive the *Certificate of Completion*, students must attend all six days of the series. Also if a class day is missed, students will not be able to continue with the series. For example, if a student misses the second day of the second weekend, they cannot attend the third weekend. This day must be made up during the next class offering of the series.

If a student does not complete all three weekends in a calendar year, they are strongly encouraged to audit the courses they have previously completed, to prepare them for the additional classes.

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### ***Non-Discrimination Policy***

The School of Sahaj Energy Healing (SOSEH) is committed to equal opportunity and follows the federal guidelines of the Civil Rights Act and the Title VII program. The SOSEH follows all federal guidelines in our admissions policies, and does not discriminate on the basis of age, race, color, religion, gender, marital status, sexual orientation, veterans' status, non-performance-related disability, national or ethnic origin, or any other legally protected characteristic.

### ***Student Disability Policy***

The School of Sahaj Energy Healing (SOSEH) does not discriminate against applicants on the basis of non-performance-related disabilities. During the application interview, applicants with disabilities are required to discuss their disabilities with the Director. The Director will provide information on the educational activities and expected outcomes. The SOSEH follows all federal guidelines of the American Disabilities Act, and does not prevent applicants with disabilities from becoming students, as long as the applicant can meet program requirements and benefit from the program. The school's facility is handicap accessible, and the school accommodates for students with disabilities.

### ***Self Care***

Students are encouraged to identify their self care needs, and seek medical, psychological and emotional guidance as needed. By maintaining holistic health through proper diet and nutrition, exercise and health maintenance, and personal and social support, students will be in a better position to fully engage in the program.

### ***Admission Requirements***

The admission requirements of the School of Sahaj Energy Healing are intended to ensure that all students are ready and able to address the challenges and opportunities this program offers. Along with the following requirements, a desire for personal growth and a willingness to look within are necessary ingredients to success.

After the student has applied for the Foundation Series, they will be accepted on the basis of their application and their physical and psychological health history. The Director may require an interview to address any concerns with the applicant. The Director may also require other study or counseling be completed prior to acceptance in the Foundation series.

Admittance to the Advanced Coursework, requires that students meet with the Director to discuss the students goals and to identify any possible concerns the student or Director may have.

The minimum requirements for admission include:

- be at least 16 years of age
- have received an Energy Healing session
- agree to fully comply with all school policies and procedures
- have an interest in personal growth and well being

### ***Dismissal***

The School of Sahaj Energy Healing reserves the right to dismiss from the program any student who disregards the school policies. Students may also be dismissed for causing disruptions in the classroom, or by being disrespectful to other students. The Director may require that dismissed students complete outside counseling before they are readmitted to the school.