



STILLNESS
ACADEMY

**Enrollment Policy Guide
2024-2025**

Stillness Academy

Enrollment Policy Guide 2024-2025

Contents

Message from the Head of Academy	3
Our Mission and Philosophy	4
Admissions	5
Enrollment/Withdrawal.....	6
Schedule	7
Tuition/Fees.....	8
Academy Rules.....	11
General Policies.....	13
Photo/Liability	17
Glossary	18

Message from the Head of Academy

Welcome to Stillness Academy! Whether you are returning for another year or joining our community for the first time, this guide will make our policies easier to understand, and get you on your way to learning.

Here are some important points about this year's enrollment:

- **Returning families:** To help us maintain accurate records, please notify us of any changes to your personal or medical profiles.
- **New families:** Teen and Adult students are accepted to the Academy year-round, and Youth students are accepted as availability permits. Onboarding for new students will be scheduled once the required documents are submitted and processed (see Page 5 for the list of required forms). Notification of acceptance is made after completion of Onboarding.
- **Payment Plans:** Pages 8 and 9 outline annual tuition, fees, and payment options.

We look forward to serving you and your family this year!
Please reach out anytime you have a question, concern,
or just want to talk about the school, your training, or your child.

Cesar Clavijo
Founder/Head of the Academy
info@stillness.academy / 843-263-6977

Our Mission

The mission of Stillness Academy is to foster the holistic development of its students, for the good of the people and planet around them.

Our Philosophy

The world we share in this digital age moves faster now than ever. As humanity races into the future, we face the challenge of safely integrating technology that outpaces our biology.

Dis-ease and disorder are growing across the country, in citizens of all ages. More and more, these problems are impacting those most vulnerable: our youth. We believe that the default human state is health, and that it is critically important to maintain this birthright through proper education and action.

We take a holistic approach to health and wellbeing, and adapt traditional methods for our modern world. We maintain respect for the traditions of yesterday, and seek to leverage their wisdom to meet the needs of today and tomorrow.

Admissions

Non-Discrimination Policy

It is the policy of Stillness Academy not to discriminate on the basis of race, gender, color, religion, national origin, ancestry, or disability which is unrelated to the ability to enjoy the benefits of the school's programs, facilities, or services.

All families are encouraged to apply.

Required Forms

To apply for admission into Stillness Academy, please submit the following:

Returning Students:

- Your place in the academy is reserved as long as you maintain continuous enrollment. Please notify us of any updates to your personal or medical profiles.

New Students:

- Application Form
- Application Fee
- Youth Students: Transcript or report card from 2022 or 2023.
- Schedule tour/interview with Academy Manager

Submitting application documents does not guarantee enrollment at Stillness Academy. Students are considered enrolled after receiving written confirmation of acceptance from the Head of Academy.

Enrollment and Withdrawal

- Enrollment space at Stillness Academy is limited. Therefore, when you enroll at Stillness Academy, you are committing to paying a full year of tuition and fees, beginning from the date of enrollment.
- Tuition is non-refundable.
- In the event a transition to online learning is required, tuition remains due.
- Parents who voluntarily withdraw their student from the school are responsible for any remaining tuition and fees.
- Adults who voluntarily withdraw from the Academy are responsible for any remaining tuition and fees.
- Exceptions may be made in the case of moving out of the area (more than 30 miles from Stillness Academy), or if the student is asked to leave by the administration, or at the discretion of the Head of Academy.
- Stillness Academy reserves the right to terminate the enrollment of any student who, in our sole judgement, is not benefiting from the program; or for unacceptable conduct (by student or their guardian), such as disruptive, uncooperative or disrespectful behavior; for excessive absenteeism or tardiness; or for actions outside of the Academy that would reflect poorly on the Academy. If the school terminates enrollment, tuition is prorated through the last day of attendance. Any additional unpaid fees are due at termination.

YOUTH

**NEO:
TUESDAY THURSDAY
5:45PM - 6:45PM**

ADULT

**YOGA/MOVEMENT:
MONDAY
7:00PM - 8:00PM**

**STILLNESS KONCEPTS:
TUESDAY WEDNESDAY THURSDAY
7:00PM - 8:00PM**

SPECIAL EVENTS

CHECK NEWSLETTER

**STILLNESS ACADEMY
SCHEDULE**



Tuition and Fees

Application Fee

An Application Fee is due with each new student application and is non-refundable. The Application Fee is separate from tuition and other fees and is not considered “prepaid tuition.”

Returning students: \$0

New students: \$100

Annual Tuition = \$2100

Tuition Payment Plans:

- A. Twelve Payments: **\$175 x 12**
Plus processing fees. Due monthly.
- B. Single Payment: **\$2,000 x 1**
\$100 discount. Due at enrollment. Cash or Check Only.
- C. Two Payments: **\$1,000 x 2**
\$100 discount. Due at enrollment, and 6 months thereafter. Cash or Check Only.

Late Fees and Service Charges

Payments are due on the same day of each month, as established in your enrollment agreement; a late fee of \$25.00 will be added to accounts not paid by the fifth business day after the designated day.

A 1% service charge of unpaid balance is charged immediately and on the first of each month thereafter until the balance is paid in full. Students with overdue accounts are subject to suspension unless other arrangements are made with school administration.

A \$25 fee is charged on all checks returned by the bank. All costs of collection, including attorneys' fees, are to be paid by the student or responsible parent.

Dropoff / Pickup

Youth students are to be dropped off no more than 15 minutes prior to class start, and picked up no later than 15 minutes after the end of their class. A fee of \$1 per minute will be charged for children left at Stillness Academy outside of these parameters.

Material Fees

Students will occasionally be required to purchase materials used in classes such as uniforms, binders, pencils, etc. These materials vary depending on the program, and the costs of these materials are not included in tuition.

Elective Trips

Optional fees or expenses for elective trips and classes (seminars, races, community service events), are NOT included in tuition. These fees are charged to the student (and in the case of minor students, billed to the parent) by Stillness Academy, or by the organization hosting the event.

Testing Fees

A public test for rank is a special Academy event, and opportunity to showcase and recognize a student's hard work. Adult ranks and senior Youth ranks are earned through public testing. Junior Youth rank tests are typically held in class, at no additional cost, though public examination for junior ranks is an option.

Tests are by invitation, or by request. Students/parents may request testing by communicating their request to the faculty. The faculty will then outline requirements, recommendations, and potential timelines. The Academy has final discretion over if and when a student tests.

A fee of \$200 covers the exam, creation of a special event for the test, and the cost of promotion items such as belts for legacy ranks, and challenge coins for modern ranks. This ensures a smooth testing process, provides necessary resources to recognize your dedication and achievements. Please note that the testing fee is non-refundable and must be submitted no later than 45 days from the exam to secure the event on the schedule.

Academy Rules

As members of the Academy, students are expected to follow these rules, which are in place for the health, safety, and benefit of all.

1. Be Honest.

Be honest with yourself, and with others. The other rules depend on how well you follow this one.

2. Be Respectful.

The Academy is a special place. Treat it with respect.
We share but one world. Treat it with respect.
Treat others with respect. You have one life.
Treat yourself with respect.

3. Be Kind.

Do no unnecessary harm. When you understand yourself/others, kindness and compassion are easier. When you don't understand, you can still be kind. Be kind to yourself. Be kind to others.

4. Step with care.

Every step you take leaves a mark on the world and your self. Do not run in the Academy unless instructed. Step with strong, quiet feet. Leave goodness in your wake.

5. Ask permission.

Ask permission to use equipment, unless otherwise specified. Students may not enter staff areas without permission. Ask permission to help/coach/touch others. You can use the the Three Languages (Heard, Felt, Seen) to ask.

6. Leave it better.

If you use something, put it back. When you leave an area, leave it as you found it, or better. Leave people better for having spent time with you.

7. Do your best. Always.

No one is perfect. We all fall short. When you do, be honest and own it. Failure is an opportunity for growth. Respect the fact that you are human, and move forward as you attempt to do your best again. Always.

Academy Core Values

Love: Remember that love is a verb. Do it.

Integrity: Do the right thing. You are watching.

Service: You have the power to help others. Use it.

Wonder: Stay curious. There is always more to appreciate.

Growth: Discovering your Self is a continuous process. Keep going.

General Policies

Class Preparedness

Students are expected to bring required materials for all classes, although not all materials will be used in every class. Coming to class unprepared (missing required materials, noncompliance with uniform and hygiene policies) may result in restriction from class participation.

Uniforms

Academy uniforms (long or short, as prescribed and sold by Stillness Academy) are to be worn during classes and specials unless otherwise specified. Uniforms must be clean and free of foul odor and debris, such as body odor, smoke/ash, and animal smells/fur, in order to participate in training.

Stained, ill-fitting, torn, damaged, or otherwise unapproved uniforms are not permitted, and must be replaced before training.

While training in the long uniform, Academy shorts, underwear, and grappling tights are permitted under the pants. Jeans, khakis, and sweatpants are not permitted to be worn under the long uniform.

While training in the long uniform, fitted t-shirts, rash guards, bare chests, and sports bras are permitted under the top. Baggy shirts, collared shirts, and shirts with accessories (pockets, sequins, glitter, buttons, etc) are not permitted under the long uniform.

While training in the short uniform outdoors, running shoes will often be required. Skateboarding shoes, basketball shoes, cleats, “Crocs”, flip-flops, etc are not permitted in classes, unless otherwise specified.

Hygiene

Much of the training at Stillness Academy requires close contact with others, and as such, requires consideration for the safety and comfort of others. Do not force instructors or training partners to endure poor hygiene, dirty hands/feet, strong body odor, offensive breath, etc.

Students should shower **before** and **after** training. This is especially true if attending classes after being physically active, or after bowel movements, after smoking, or after being exposed to smoke.

Fingernails should be clean and trimmed close to the nail bed before training. Excessively long fingernails (as determined by the Academy) are a training hazard, and students may be asked to trim nails before being allowed to continue with training. Nail polish is permitted, provided that it does not rub off on equipment or others. Should rub-off occur, students may be asked to remove nail polish before resuming training.

Jewelry is a training hazard and must be removed before class. Occasional exceptions may be made at the discretion of the Academy. For married students that prefer to wear a wedding band at all times, silicone wedding bands are **highly** recommended. Ornate/textured/jeweled wedding bands are not permitted during training under any circumstances.

Makeup/facepaint/marker drawings on skin is not appropriate for training and should be washed off before classes.

Absence

No credit or refund is given for illness or trips.

Off-site Training

While most classes occur at the Academy, training will occasionally extend to off-site locations, typically in the Beaufort areas surrounding the Academy.

Competition

Competition is a common and exciting aspect of martial arts and combat sports. Individual competition is an individual choice, over which the Academy holds no authority or responsibility. However, many organizations require that competitors register to compete **for** a school. If a student intends to compete under the name of, and as a representative of Stillness Academy, then they must abide by the following guidelines:

- Competitors must request to compete for the school and be approved for competition before **each** event.
- Competitors must compete in an Academy uniform, unless approved otherwise.
- Competitors may not “cut weight” and should compete at a weight that approximates their everyday weight.
- Competitors will wear white colored belts, unless approved otherwise.
- Competitors must remember that they are representatives of Stillness Academy, and carry themselves as such.
- Failure to abide by these guidelines may result in the loss of ability to compete for the school, suspension, or expulsion.

Schedule

Stillness Academy operates on a “School-Year” style calendar. **The calendar and schedule are subject to change.** In order to provide you with our best education and highest level of service, there may occasionally be additional closures as staff attends continuing education courses/seminars/etc. Advance notice of such closures will be provided as soon as possible.

Additionally, inclement weather may sometimes result in Academy closures. In this regard, the Academy will typically follow the lead of the Beaufort County School District. This may not always be the case, and will ultimately be determined at the discretion of Stillness Academy.

Check the Academy newsletters and announcements frequently, and contact the office with any questions.

Photo Release

By signing and submitting an application to Stillness Academy, students/parents/guardians grant permission to Stillness Academy (The Academy), The Stillness Gym, LLC and their agents, employees, officers and directors to photograph or record video of the student, and further grants unlimited use of their likeness for promotional, advertisement, and commercial use in perpetuity, forfeiting any form of payment for such rights.

Waiver and Release of Liability

By signing and submitting the application form, I/we hereby unconditionally and irrevocably waive and release Stillness Academy (The Academy), The Stillness Gym, LLC and their agents, employees, officers and directors from any and all liability for injury, accident, illness, death or property damage arising in connection with any on-site activities, as well as off-site activities initiated by The Academy, or any point en route from The Academy and the off-site destination. Moreover, this waiver and release of liability includes, but is not limited to, all liability that may be incurred while the student is in the custody of said parties during Academy sponsored on-site, or off-site activities.mm

Glossary

- **Onboarding** - A course for potential students to be prepared and evaluated for future enrollment at Stillness Academy.
- **Tyro, Neo, Rook** - Names assigned to our youth classes, in ascending order of average experience/age, respectively.
- **Long Uniform / Gi** - A typical martial arts uniform.
- **Short Uniform / No-gi** - A training uniform typically involving shorts and a shirt or rashguard.
- **Stillness Koncepts** - The principles that guide our approach to holistic health.
- **Special** - Special events that occur at the academy, typically on weekends, such as Open Academy, Study Hall, Sparring Day, etc.
- **Open Academy** - A time during which students have increased freedom to study, socialize, practice, train, ask questions, and rest.
- **Study Hall** - A time during which students may come to the academy to quietly study, ask questions, and practice.
- **Sparring Day** - A time during which students engage in timed rounds of sparring, under a variety of rulesets.

Questions or Concerns

Thank you for taking the time to read through this policy guide! If you have any questions or concerns, please contact the office by emailing info@stillness.academy, or calling/texting 843-575-0961.

We look forward to a great year together!

Enrollment Policies 2024-2025