



# STILLNESS ACADEMY

**2020-2021**

Enrollment Policy Guide

# Stillness Academy

## Enrollment Policy Guide 2020-2021

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# Message from the Head of the Academy

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

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

- **Returning families:** You have access to priority enrollment until October 15, 2020. Due to our recent restructuring, students may be assigned to different programs and class times.
- **New families:** Applications are accepted year-round, and onboarding for new students will be scheduled when paperwork is complete (see Page 5 for the list of required forms). Notification of acceptance is made after the potential student completes onboard training.
- **Payment Plans:** The chart on Page 10 outlines annual tuition, and payment options.
- **School Calendar:** To assist with personal planning, we have listed major breaks for the 2020-2021 year on Page 12. While we try to follow the calendar as much as possible, the schedule is subject to occasional change.

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

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## Our Philosophy

As a child, it occurred to me that things in the world were off.

People could be unkind. They would abuse the Earth we share. Many struggled with achieving and maintaining personal success and wellbeing. I later understood that the last problem often creates the others.

As a first-grader, I decided I would try to set a good example for others, but the coming years proved that I had much to learn.

Stillness Academy is the result of a lifetime pursuit of growth. Our mission is to empower people to achieve personal success, for the benefit of all.

We take a holistic, multicultural approach to health, fitness, martial art, psychology, philosophy, success and wellbeing, and adapt traditional methods for modern students of any background.

Our students learn to defend themselves, and love themselves enough to know they are worth defending. They develop leadership, strength, and success skills through a dynamic and experiential curriculum that includes hard work, fun, sweat, and tears.

The data on the wellbeing of American citizens today is grim. We believe that through proper training and education, Stillness Academy can help students of all ages to feel, move, and live better.

As students build the fire of their own strength and confidence, we encourage them to share that light in service to our community, country, and world.

# Admissions and Enrollment

## Non-Discrimination Policy

It is the policy of Stillness Academy not to discriminate in violation of the law 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. Returning students must apply each year. New students are considered pending space availability.

## Required Forms

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

### Returning Students

- Application Form

### New Students

- Application Form
- Application Fee
- Student Questionnaire (for adult students)
- Parent Questionnaire (for youth students)
- Youth Students: Transcript or report card from 2019 or 2020.
- Schedule 30 minute 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 School.

## **Priority Enrollment**

Students in good standing that were previously enrolled at The Stillness Gym will be given priority for enrollment as long as their application is submitted by the **priority deadline of October 15, 2020.**

## **Application Fee**

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

### **Application Fee Schedule 2020-2021**

**Priority Enrollment**  
Returning students only  
**\$0**

**Open Enrollment**  
New students  
Returning students submitting after October 31, 2020  
**Youth: \$100 Adult: \$65**

# Tuition and Fees

Youth Beginner  
Program

Tuition \$1500

Youth  
Intermediate/Advanced  
Programs

Tuition \$1620

Adult  
Program

Tuition \$1860

## 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.

## Late 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 outside of these parameters.

Ongoing early dropoff/late pickup services are available for **\$20 per week, billed monthly**. Spaces are limited for this service.

## Withdrawal

- Enrollment space at Stillness Academy is limited. We often have students on waiting lists, and do turn students away. Due to our unique design, students are only added at certain points in program cycles. Therefore, when you enroll at Stillness Academy, you are committing to paying a full year of tuition and fees.
- In the event a transition to online learning is required, Stillness Academy will operate digitally, and tuition remains due.
- Parents who voluntarily remove their student from the school are responsible for the entire year's tuition and fees.
- Adults who voluntarily withdraw from the school are responsible for the entire year's tuition and fees.
- Exceptions may be made in the case of moving out of the area (more than 30 miles from Stillness), or if the student is asked to leave by the administration, or at the discretion of the Head of School.
- 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 student actions outside of the school that would reflect poorly on the Academy. If the school terminates enrollees tuition is prorated through the last day of attendance. Any additional unpaid fees are due at termination.

## Payment Options

<p><b>Youth Beginner</b> 5% discount*</p> <p><i>Cash or Check Only</i></p> <p>Due before program begins</p>	<p><b>Youth Beginner</b> 3% discount*</p> <p><i>Cash or Check Only</i></p> <p>Due before program begins and 6 months after</p>	<p><b>Youth Beginner</b> no discount</p> <p><i>May include credit card fees</i></p> <p>Due each month</p>
<b>One Payment</b> <b>\$1425</b>	<b>Two Payments</b> <b>\$727</b>	<b>Twelve Payments</b> <b>\$125</b>

<p><b>Youth Intermediate/Advanced</b> 5% discount*</p> <p><i>Cash or Check Only</i></p> <p>Due before program begins</p>	<p><b>Youth Intermediate/Advanced</b> 3% discount*</p> <p><i>Cash or Check Only</i></p> <p>Due before program begins and 6 months after</p>	<p><b>Youth Intermediate/Advanced</b> no discount</p> <p><i>May include credit card fees</i></p> <p>Due each month</p>
<b>One Payment</b> <b>\$1539</b>	<b>Two Payments</b> <b>\$785</b>	<b>Twelve Payments</b> <b>\$135</b>

<p><b>Adult</b> 5% discount*</p> <p><i>Cash or Check Only</i></p> <p>Due before program begins</p>	<p><b>Adult</b> 3% discount*</p> <p><i>Cash or Check Only</i></p> <p>Due before program begins and 6 months after</p>	<p><b>Adult</b> no discount</p> <p><i>May include credit card fees</i></p> <p>Due each month</p>
<b>One Payment</b> <b>\$1767</b>	<b>Two Payments</b> <b>\$902</b>	<b>Twelve Payments</b> <b>\$155</b>

**Families with two or more children enrolled may enroll up to two parents at no additional cost.**

## **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.

## **Financial Aid**

Limited financial aid is available on a case by case basis. Please contact the office for more information.

# General Policies

## Calendar

Stillness Academy operates on a modified calendar (11 months per year). Below are pertinent dates with major breaks for our programs.

First Day - September 15, 2020

Youth Fall Onboard - October 1, 2020

Thanksgiving Break - November 25, 26, 27

Winter Break - December 21, 2020 - January 1, 2021

Youth Winter Onboard - February 15, 2021

Last Day - June 30, 2021

First Day of Year 2021-2022 - August 1, 2021

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

## Absence

No credit or refund is given for illness or trips.

The Academy's expenses continue, regardless of attendance.

## **Photo Release**

By submitting and signing an application, students/parents/guardians give permission for Stillness Academy to photograph or record video of the student for use in school displays, brochures, social media, websites, or seminars promoting the Academy.

## **Waiver and Release of Liability**

By signing 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.

## **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](mailto:info@stillness.academy), or calling/texting 843-575-0961.

We look forward to a great year together!

## **Enrollment Policies 2020-21**