



**2025–2027**  
**Student Policies and**  
**Code of Conduct**

**YOGA VEDA INSTITUTE OF**  
**AYURVEDIC MEDICINE**

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## Introduction Section

### YVIAM DIRECTORY

#### Administration

Andy Betancourt  
Jacquelyn Richards  
Brittany Woodard  
Raine Beckett  
Beatriz Oni  
Sarah Young

Co-Founder, Program Director  
Co-Founder, Head of Admissions  
Dean of Education  
Student Services Director  
Director of Admissions  
Accounting

## Identification Section

### VISION STATEMENT

At the heart of our ethos lies the conviction that Ayurveda ought to be within reach for all, regardless of location or circumstance. Our Vision is to revolutionize the landscape of mind-body medicine, rendering top-tier Ayurvedic education readily available worldwide. We are committed to dismantling barriers. Above all, our vision is to democratize Ayurveda, ensuring accessibility for our global community.

### MISSION STATEMENT

At the Yoga Veda Institute of Ayurvedic Medicine, our mission is simple: to ensure quality Ayurvedic education is accessible to everyone, everywhere.

### IDENTIFYING INFORMATION PERTINENT TO SCHOOL

Yoga Veda Institute of Ayurvedic Medicine is a licensed proprietary school in Michigan - demonstrating our commitment to upholding high standards in Ayurvedic education.

### NOTICE OF NONDISCRIMINATORY POLICY

Yoga Veda Institute of Ayurvedic Medicine admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and other school-administered programs.

# STUDENT POLICIES & PROCEDURES

## ADMISSIONS

The procedures for admission to **YVIAM** are:

- Complete and submit program application form.
- Complete and submit scholarship application form, if desired.
- If approved for program enrollment, submit payment (if paying monthly, first month payment to be submitted).
- Once admission is completed the student is granted access to our online Student Portal and welcome to begin the pre-recorded Foundation modules. Once the next trimester begins, the student is welcome to begin live classes.

If providing proof of completed prerequisites or requesting to apply for transfer of credits, official transcripts must be submitted to Yoga Veda Institute, along with course description(s) and detailed course syllabi including the scope and sequence of the content taught.

## CURRICULUM

Yoga Veda Institute reserves the right to modify the curriculum of any program at any time to ensure compliance with the Ayurvedic Accreditation Commission (AAC) or any other national or international accrediting body upon which these programs are based for certification.

Such changes may result in adjustments to tuition fees. However, any curriculum updates or additional fees will not apply to or affect the terms of a student's program as outlined at the time of their enrollment.

## HOMEWORK

Schoolwork classified as "homework" is unfinished classwork, extra drill and practice, and student reflections, which the teacher deems necessary or long-term assignments.

## EXAM DEADLINES POLICY

At **Yoga Veda Institute of Ayurvedic Medicine (YVIAM)**, we are committed to supporting our students' success by providing structured timelines and clear expectations. To maintain the integrity and flow of our programs, the following policy regarding exam deadlines applies:

- **Firm Exam Deadlines:** Exams must be completed within the trimester during which the corresponding class is offered live and submitted by their due dates as published on each class's dashboard. This ensures that students remain aligned with the course curriculum and their peers, allowing for a cohesive learning experience.
- **No Extensions for Live Class Exams:** Students who wish to have their live class attendance credited must complete their exams within the designated trimester. There will be no extensions granted for live class exams. Students can still take both the classes and exams asynchronously, and these will be credited toward their asynchronous allowance hours. However, if exam deadlines are missed for classes taken live during the trimester, the live class attendance hours will be revised to reflect only the actual hours spent attending the live lectures. This policy ensures fairness and consistency in tracking both live and asynchronous learning hours within the academic calendar.

- **Retaking Classes:** If a student cannot complete their exams by the trimester deadline, they will need to retake the class the next time it is offered live in order to sit for the exam. This allows students to revisit and reinforce the course material before attempting the exam again.
- **Exceptions:** In exceptional cases, at the discretion of the program administration, one-time extensions may be granted. Such extensions will have a clearly defined and firm final deadline, and cannot exceed the timeframe of the trimester during which a class is offered live.

By adhering to these policies, we ensure that all students can progress smoothly through their program while maintaining the highest standards of academic integrity.

## ATTENDANCE

The requirements of this training program comply with the National Ayurvedic Medical Association Standards. Upon successful completion of all program requirements, you will receive a graduation certificate of completion from Yoga Veda Institute verifying your program completion.

Yoga Veda Institute will schedule a minimum of 24 live hours of instruction each module taught within the program. (This figure is subject to any changes.) Opening and closing dates vary slightly each year in order to accommodate the full hours of instruction, holidays, teacher in-service days. (See the current school calendar for exact dates.)

- Students are required to be on time with required materials and equipment needed for scheduled classes.
- Students are required to attend all classes to receive certification. A limited number of classes that are missed may be viewed via recording.
- Students are required to actively participate in all scheduled hours of the course including, but not limited to, classroom, practicum, home-study, and mentorship. Failure to do so, may result in non-completion of this program.

Graduation from our program requires student's attendance at all class sessions and completion of all assignments, including required hours. Any absence must be approved in advance by Student Services. For those limited classes missed, we will provide recordings of the classes at the price of tuition. In the case that a student misses course hours over maximum hours allowed by school, even with acceptable reasons and advanced notices, we may decide that the student needs to retake the course to complete training hours as required.

## AI BOTS & AUTOMATED TRANSCRIPTION TOOLS

### Policy Overview

To ensure a learning experience rooted in presence, trust, and traditional mentorship, students are not permitted to use AI-powered note-taking, transcription, or recording tools (such as Zoom AI, Otter.ai, ChatGPT-based note-takers, or other automatic summarization tools) during any live classes, student support calls, mentorship sessions, clinical discussions, or faculty meetings.

## Why does this Policy Matter?

### Ayurveda is Rooted in Presence & Deep Listening

- True Ayurvedic education is not just about information—it is about absorption, understanding, and integration.
- AI tools cannot capture the energy, subtlety, or personal nuances of a live discussion.
- Learning happens in the moment, not through an AI-generated summary.

### Protecting the Privacy & Confidentiality of Our Community

- AI transcription tools store and process conversations externally, creating data security and privacy risks.
- Many discussions involve personal healing journeys, professional mentorship, and private guidance, which must remain confidential.
- To protect both students and faculty, no automated recordings or AI summaries will be permitted.

### Preventing Misinformation & Misinterpretation

- AI bots are not designed for complex Ayurvedic language, Sanskrit terms, or holistic medical discussions.
- Misinterpretation of key concepts could lead to incomplete or incorrect learning.
- Students should rely on human engagement, active participation, and their own reflective note-taking rather than AI-generated notes.

### Creating Safe & Authentic Learning Environments

- Knowing that a bot is recording or summarizing a conversation changes the dynamic of open learning.
- Faculty and advisors must be able to speak freely, offer personal guidance, and engage deeply with students.
- This policy ensures that every student feels safe, respected, and fully present in their learning journey.

### How to Engage in Learning Without AI Tools

- **Be Fully Present** – Ayurveda teaches us that wisdom unfolds when we are deeply engaged. Focus on the experience, not the transcript.
- **Take Handwritten or Typed Notes** – Active note-taking helps internalize information far more effectively than AI-generated summaries.
- **Request a Human Summary** – Faculty and advisors can provide personalized session notes if key takeaways are needed.
- **Reflect & Integrate** – Instead of relying on AI tools, take time to sit with the insights, journal, and let the teachings settle into your awareness.

### Enforcement & Consequences

- Students found using AI-powered note-taking, transcription, or summarization tools during live sessions will receive a written reminder of this policy.
- Repeated violations may result in restricted access to live classes, student support, or mentorship programs.
- Exceptions will only be considered for students with documented accessibility needs, and any accommodations must be approved in advance by the academic team.

# STUDENT WITHDRAWAL AND ACCESS POLICY

## Immediate Revocation of Access Upon Intent to Withdraw

- If a student expresses an intent to withdraw from the program, their access to program materials and resources will be revoked immediately.
- This policy ensures that access is reserved for active, enrolled students and prevents unauthorized use of program resources during the withdrawal process.

## Program Fit and Ethical Alignment

- The institution reserves the right to evaluate whether a student is a good fit for the program or whether there is a mismatch with the Code of Ethics, principles, or ethos of the institution.
- If the administration determines that a student is not a good fit for the program, their enrollment may be discontinued, and access to program materials will be revoked.

## Access Following Finalization of Withdrawal or Program Fit Determination

- Once a student confirms their withdrawal decision or the administration concludes that the student should not remain in the program, access to program materials and resources will remain permanently unavailable.

## Reinstatement of Access

- If the student decides to remain in the program after expressing their intent to withdraw, access to program materials and resources will only be reinstated if they communicate their decision promptly and confirm their continued enrollment.

## Fairness and Sustainability

- Continued access to program resources after withdrawal conflicts with the institution's commitment to fairness, sustainability, and alignment with its principles and ethos.

## Implications of Withdrawal or Program Fit Determination

- Expressing intent to withdraw or being deemed a misalignment for the program signals the initiation of the exit process. Access to program materials will not be permitted unless the decision is reversed, and continued enrollment is confirmed.

## REENROLLMENT & CONTINUED ENGAGEMENT

At **Yoga Veda Institute of Ayurvedic Medicine (YVIAM)**, we are committed to supporting our students throughout their Ayurvedic journey. To maintain the integrity of our programs and ensure the highest quality of learning, we require students to remain actively engaged in their coursework. This policy outlines expectations for active participation and provides guidance for students who disengage from their studies for extended periods and later seek to return.

### Active Enrollment & Requirement

**Full Program Commitment:** Students who have enrolled and paid in full for a program, or who are on a payment plan, are expected to stay consistently engaged in their coursework to remain in active standing with YVIAM. This includes participation in classes, completion of assignments, and regular communication with instructors and the student services team as needed.

**Minimum Engagement:** We expect students to make meaningful progress every trimester. This includes attending live sessions (if applicable), submitting coursework, and regularly engaging with the course material. Students who remain inactive (no coursework, participation, or communication) for more than one trimester may be placed on inactive status.

### Extended Absence or Inactivity

**Inactive Status:** Students who are inactive for more than one trimester without formal communication or Leave of Absence approval will be moved to inactive status. Inactive status may result in limited access to the program, and students may need to re-enroll to resume their studies.

**Re-Enrollment Process:** Students who wish to re-engage with YVIAM after being inactive for more than one trimester may be required to pay a reactivation fee. This process ensures that returning students can receive the support and guidance they need to successfully rejoin their program.

### Reactivation Fee

**Fee Structure:** A reactivation fee of a minimum of \$200 and a maximum of \$500 will apply for students returning after prolonged inactivity (one trimester or more) without formally requesting a Leave of Absence. The fee amount will be determined based on the length of inactivity and the resources required to support the student's reintegration into the program.

### Program Updates and Curricular Changes

**Updated Requirements:** Students returning after an extended absence may be subject to updated program requirements, courses, or policies. YVI reserves the right to make curricular updates to ensure that all students receive the most current Ayurvedic education available. Returning students will be informed of any such changes.

## Financial Terms and Refund Policy

No Refunds for Inactivity: Students who disengage from their studies forfeit their right to any refund for the period they remained inactive. Payments made for tuition are non-refundable, even if the student did not actively participate during that time.

## Requesting a Leave of Absence

Formal Leave Process: We understand that life circumstances may occasionally interrupt studies. If a student anticipates a period of inactivity lasting one trimester or longer, we encourage them to formally request a Leave of Absence.

Upon approval of the leave, the student's dashboard will be temporarily disabled. Students on a payment plan will still be required to continue making their monthly payments during the leave period. When they return, they will not incur an additional tech + admin fee. However, they will be subject to the annual tech + admin fee, which is due every September.

This process allows students to pause their studies without penalty and ensures a smooth transition when they're ready to re-engage with their coursework. We are committed to providing support to students upon their return.

## Program Completion Timeline

**Completion Deadline:** YVIAM programs have a designated completion timeline to help students stay on track. If a student's progress significantly exceeds the expected timeline due to inactivity, they may need to re-enroll under current program standards to complete their certification.

## ENROLLMENT AND PROGRAM SWITCHING POLICY

At Yoga Veda Institute of Ayurvedic Medicine, we review all enrollment applications in alignment with the guidelines of the Ayurvedic Accreditation Commission (AAC). With integrity as our guiding principle, we carefully assess whether our programs are the right fit for each prospective student. We take our responsibility seriously to ensure that every student has the best opportunity for success in their Ayurvedic studies.

If it is determined that a program is not suitable for a prospective student for any reason, Yoga Veda Institute reserves the right to deny enrollment. This decision is made in the best interest of the student and is final.

Similarly, for students who are already enrolled, any request to switch to a different program will be reviewed on a case-by-case basis. If the school determines that the requested change is not in the best interest of the student, the application to switch programs will be denied. This decision is final, and no negotiations will be entered into.

We appreciate your understanding and trust as we uphold these policies to maintain the highest standards of academic and professional integrity.

## LEAVE OF ABSENCE & GRADUATION TIMELINE POLICY

To maintain alignment with Ayurvedic Accreditation Commission (AAC) standards, **Yoga Veda Institute of Ayurvedic Medicine (YVIAM)** has established the following policy on leaves of absence and their impact on graduation timelines:

### 1 or 2 Trimesters Leave of Absence

Students who take a leave of absence for one or two consecutive trimesters will not have their graduation timeline extended. They are expected to complete all program requirements within the original timeframe set at the time of enrollment.

### 3 Trimesters Leave of Absence

Students who take a leave of absence for three consecutive trimesters will be granted an additional year to complete their program requirements. This extension allows flexibility to complete coursework while maintaining academic continuity.

### More than 3 Trimesters Leave of Absence

Students who take a leave of absence for more than three consecutive trimesters will be withdrawn from their program. They may re-enroll in the future; however, they may be required to meet any new graduation requirements or curriculum updates that have been introduced since their initial enrollment.

In the event of a student failing to complete exams but they haven't submitted a formal leave of absence form, we'll automatically place them on an administrative leave for that trimester, giving them a bit of grace time without formally extending their timeline.

This policy is designed to support academic progression while accommodating students' needs. If you anticipate needing an extended leave, please contact the Student Support team to discuss your options.

## STUDENT REFUNDS, RE-ENROLLMENT & REIMBURSEMENTS POLICY

### Refunds

At Yoga Veda Institute, we are committed to offering high-quality, in-depth Ayurvedic education. Due to the nature of our programs and the immediate access granted to our proprietary digital resources upon enrollment, we have a strict **No Refund Policy**.

#### Commitment Upon Enrollment

Once a student enrolls, they are granted instant access to our full suite of digital course materials, protected resources, and online learning platforms. These materials represent the intellectual property of our institution and are delivered in full immediately upon enrollment.

Because of this, all enrollments are final, and no refunds will be issued under any circumstances—including personal changes, illness, scheduling conflicts, or inability to complete the program.

By enrolling, students agree to take full financial responsibility for their tuition and commit to completing their selected payment plan in full.

## Scholarship Policy Non-Refundable Commitment

Scholarship awards are granted with the expectation of full participation and completion of the program. All scholarship-based enrollments are also **non-refundable and non-transferable**.

## Re-enrollment Restrictions

Students who withdraw will not be permitted to re-enroll in the same program for a period of one year. This policy ensures fairness to all students and upholds the integrity of our enrollment process.

## Reason for Re-Enrollment Restrictions

While we understand that withdrawing from a program is sometimes necessary, re-enrolling shortly after withdrawal can create administrative challenges and inequities for students who remain committed to their enrollment. This restriction helps us maintain an equitable and consistent approach for everyone.

## Program Cancellation and Withdrawal Policy

You have the option to cancel your program or discontinue the use of our services at any time. However, if you choose to cancel the program, you must submit the [withdrawal form](#) on our website on your student dashboard. Once withdrawn, you will be sent an invoice for the balance due. Please be aware that any outstanding funds will be sent to collections, in accordance with applicable laws that support this policy. Please review our terms and conditions for more details on this process.

## Consequences of Debt Sent to Collections

Sending a debt to collections can have several consequences, including but not limited to:

**Credit Reporting:** Unpaid debts sent to collections may be reported to credit bureaus, potentially damaging your credit score.

**Collection Agency Involvement:** A third-party collection agency may take over the collection process, leading to increased communication and collection efforts.

**Negotiation:** You may have the opportunity to negotiate with the collection agency regarding the debt amount or payment terms.

**Legal Action:** In certain cases, if the debt remains unpaid, legal action may be pursued, which can result in judgments, wage garnishment, or liens on your property.

It is important to address any outstanding balances promptly and work with the collection agency or our organization to resolve the matter to avoid these potential consequences. Please review our terms and conditions for more details on this process.

No certificate of completion and/or transcripts will be issued until the entire outstanding balance has been paid in full.

## Chargebacks

Students who initiate a chargeback through their bank for non-refundable tuition payments will be considered in breach of our student policies and code of conduct and will immediately be withdrawn from the program. No refunds will be awarded, and no reimbursement credit will be applied. Refer to “Pausing Payments and Withdraws” above for a detailed explanation of what happens when withdrawn from the program.

Students who take this action may no longer be eligible for scholarships or payment plans in the future regardless of the chargeback outcome.

Students who wish to re-enroll after initiating a chargeback will be able to do so according to published policies for re-enrollment after withdrawal. Students will be credited the classes completed and the payments already made will be credited to the student account. The student will be billed at the published tuition rate at the time of re-enrollment into the program, and will be held to the new program (NAMA) requirements.

Students who have been withdrawn pending chargeback resolution who are entitled to a reimbursement must first await a chargeback resolution from their banking establishment. If the chargeback is decided in favor of the Institute, the Institute will initiate a reimbursement in line with the timeline for our student account reimbursement policy (outlined above) at the sole discretion of the Dean of Education.

Students who would like to re-enroll must follow the steps of a new student by submitting a new application to the program, signing a new student agreement, and must adhere to the new program, curriculum standards, and published tuition structure. Admission is not guaranteed to a student after being formally withdrawn from the program.

## Tuition Fee Changes & Service Fees

Yoga Veda Institute reserves the right to adjust tuition rates and implement service-related fees at any time in response to institutional needs and market conditions. This may include reasonable additional costs related to inflation, rising operational expenses, or service delivery enhancements.

Students remain responsible for the full tuition amount as agreed upon at the time of their enrollment. If tuition rates decrease in the future or promotional pricing is offered, students enrolled under previous pricing will still be held to their original tuition agreements. Refunds or pricing adjustments will not be granted in these cases. If tuition fees increase, students already enrolled and in good standing with their payment plans will not be subject to those increases.

Any newly introduced **service fees**, will be clearly communicated and applied reasonably to support continued access to tools, technology, and academic support services. These changes will only apply to future enrollments unless otherwise stated in writing.

## Program Completion Encouragement

We encourage all students to thoughtfully consider their readiness to commit to a program before enrolling. Our team is always available to provide guidance and support to help you make an informed decision prior to registration.

If you have any questions about this policy, please contact us at [admin@yogavedainstitute.com](mailto:admin@yogavedainstitute.com). Thank you for your understanding and for supporting a fair learning environment for all participants.

**There are no exceptions to this policy.**

## **PRICING AND REFUND POLICY APART FROM MAIN PROGRAM**

At Yoga Veda Institute of Ayurvedic Medicine, we are dedicated to providing accessible, high-quality Ayurvedic education while ensuring transparency and fairness in all aspects of our pricing. To support this mission, we offer various pricing options, including early bird discounts, promotional rates, and scholarships. Below, you'll find our policy to help you understand how these options work and what to expect.

### **Special Pricing and Discounts**

**Early Bird and Promotions:** Early bird discounts and promotional rates are designed to encourage early enrollment and allow us to evaluate the feasibility of new programs. These offers provide a valuable opportunity for students ready to join at an earlier stage. Once a program is fully launched, the standard pricing reflects the comprehensive value of the education provided. Discounts offered during early bird or promotional periods are final and cannot be applied retroactively to previous enrollments.

**Discounts for Program Closures:** When a program is being phased out or discontinued, we may offer additional discounts to increase accessibility for those interested. These reductions are only available during the specified period and cannot be applied after the registration deadline and cannot be applied retroactively to previous enrollments.

**Scholarship Opportunities:** Scholarships are available for students facing financial challenges, particularly those from regions where economic conditions make Ayurvedic education less attainable. Scholarships are limited and awarded based on an application process to ensure they reach those most in need.

**Non-Combinable Offers:** Each discount, promotion, or scholarship is offered as a standalone opportunity. Discounts cannot be combined with other offers, benefits, or previous payments under any circumstances. For example:

- A scholarship cannot be paired with an early bird discount.
- A prior credit or payment cannot be used in conjunction with a new promotional offer.
- Each pricing option is independent and exclusive, and the terms outlined at the time of enrollment are final.

### **Payments and Refunds**

**Final Payments:** Once tuition, deposits, or fees are paid, they are non-refundable. This policy ensures the sustainability of our programs and supports our ability to deliver the highest quality of education.

At Yoga Veda Institute, we are committed to offering high-quality, in-depth Ayurvedic education. Due to the nature of our programs and the immediate access granted to our proprietary digital resources upon enrollment, we have a strict **No Refund Policy**.

**IMPORTANT:** See [Third-Party payment policy](#).

**No Retroactive Adjustments:** Refunds or credits are not available for price changes, discounts, or promotions announced after your registration is complete.

## **Our Pricing Philosophy**

We take great care to ensure our pricing reflects the true value of our programs, which include expert faculty, comprehensive learning materials, and personalized support. Early bird pricing and promotional rates allow us to reward early commitment while testing and refining new program offerings. Standard tuition reflects the full scope and quality of our educational experience, while scholarships extend opportunities to those with financial challenges.

## **Why this Policy?**

This policy helps us maintain fairness and sustainability while ensuring our resources are used to provide the best possible experience for all students. By setting clear expectations, we can focus on what matters most: helping you thrive on your Ayurvedic journey.

If you have questions about pricing, discounts, or scholarships, please don't hesitate to reach out before completing your registration. We're here to assist you in making an informed decision.

## **Thank You for Choosing Yoga Veda Institute**

We're honored to support you on your path to Ayurvedic wisdom and well-being. Together, let's create a future of holistic health and healing for individuals and communities worldwide.

## **LIFESTYLE EXPECTATIONS**

### **STUDENT CONDUCT**

Students are expected to conduct themselves in a manner that is honoring themselves, their peers, and the school. This expectation applies to the time that students are in class and at school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below:

- Cheerful obedience to authority and to school regulations.
- Responsibility in doing assigned tasks.
- Cooperation with others in working or playing.
- Courtesy toward teachers and other students, in working or playing.
- Cleanliness in person and property.
- Honesty in work and life.
- Respect for property, both school property and the property of others.
- Promptness in attendance and completing assignments.
- Moral conduct in recreation, social relationships, and language.

## **Confidentiality Policy**

All communications, materials, resources, and information provided by Yoga Veda Institute are private and intended solely for the recipient's use. To maintain the integrity of our learning environment and protect the individual learning journeys of our students, we kindly ask that you do not share, distribute, or discuss any content outside its intended purpose.

By participating in our programs, you agree to respect these terms and uphold the confidentiality of all communications. Breaches of this policy may result in disciplinary action,

including removal from the program. Thank you for contributing to a professional, supportive, and secure space for everyone in our community.

## STUDENT DISCIPLINE

Disciplinary actions may be imposed upon any student found to be in violation of the Student Code of Conduct or if it is determined that a student has not acted in the best interest of other students, employees, the program/training, or Yoga Veda Institute as a whole.

Such disciplinary actions shall include but are not limited to the actions stated in this Policy below. Yoga Veda Institute shall determine the appropriate disciplinary action(s) based on the type and severity of behavior or violation committed. It is not required for the Institute to follow the listed disciplinary actions in any order or sequence.

## TYPES OF DISCIPLINARY ACTIONS

**Warning:** A written or verbal notice to the student that his/her behavior is unacceptable, that he/she has violated the Student Code of Conduct and/or that any future violations will be subject to further disciplinary action.

**Probation:** A period of time during which the privilege of continuing as a student is conditioned upon the student meeting certain requirements. The conditions may include, but are not limited to required assignments or actions by the student, and/or an acknowledgment by the student that any additional violations of the Student Code of Conduct may result in additional discipline.

**Suspension:** Separation of the student from a class, program, activity, event, for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. For example: we may ask a student to leave a particular program with the understanding that after a period we may allow them to return and complete the course.

**Expulsion:** Permanent separation of the student from student status from a class, program, activity, event. The person is flagged in the registration system and cannot come back to participate in either certain types of programs, or any program at all (depending on the situation).

**Interim Action:** While a disciplinary decision is pending, YVIAM Administration may immediately impose interim action(s) in the event that a student's continued presence in a class, program, activity or event, poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such interim action is required to protect lives or property or to ensure the maintenance of order. In imposing interim action, the administration will give consideration to potential consequences of the action imposed, such as the student's inability to attend classes. The administration may allow for alternative means for the student to fulfill the obligations and requirements of the course. A student may request review of an interim action while it remains in effect by submitting a written request to the Office of the Director. The Director will review the request and determine if the interim action will be upheld, modified or terminated. The decision of the Director will be final, and the interim action process will be separate and distinct from the investigation and discipline procedure.

## **ADDITIONAL SANCTIONS**

In addition to or in conjunction with the disciplinary actions listed above, the following non-exhaustive list of sanctions may be imposed by the Institute as part of an interim action or disciplinary action: mandatory training, hold on student records, academic or personal counseling, restitution and fines, required administrative meetings, medical certification/evaluation, execution of a behavioral agreement, modifications to the student schedule, issuance of a no-contact order in relation to another individual, mandatory project or assignment (i.e. writing assignment), emergency suspension, ban from all participation and/or activities.

In addition, if there is a complaint filed against a teacher or staff member, YVIAM will investigate and take actions as needed.

## **PROCEDURES FOR FILING & REVIEW OF A STUDENT DISCIPLINARY COMPLAINT**

Complaints against a student for violating the Code of Conduct shall be filed and will be reviewed in accordance with the Student Disciplinary Action Operating Procedure, as follows:

- Formal complaints must be submitted to [Admin@yogavedainstitute.com](mailto:Admin@yogavedainstitute.com) in writing, including a detailed description of the complaint with supporting documentation. Complainants' full name and contact information is required.
- Yoga Veda Institute will not take any action on anonymous complaints.
- Yoga Veda Institute holds all grievances as confidential and will not make public formal complaints in any form relating to any grievance.
- When a written complaint is received, Yoga Veda Institute will acknowledge receipt of the complaint within ten (10) business days. The complaint will then be reviewed by our school administration within forty-five (45) days. If additional information is required, it must be submitted within fifteen (15) days of this request. All decisions are final.

Yoga Veda Institute will not retaliate against any person for having reported or threatened to report harassment, discrimination, retaliation, or violations of our Code of Conduct or policies, or for participating in an investigation into any of the foregoing. Anyone who retaliates against a person will be subjected to disciplinary action, up to and including termination.

## **BEHAVIOR**

As the employee, teacher, assistant and student, the following is required in establishing and maintaining appropriate behavior and conduct:

- Maintaining professional boundaries.
- Not making or soliciting unwelcome advances or insinuations - physical, verbal, visual or in any other form - to other staff members, volunteers, students, or guests.
- Be aware, conscious, and watchful for sexualized and seductive behavior towards any students and staff and report, as necessary.
- Yoga Veda Institute specifically affirms that no students or staff member may engage in conduct or make comments which tend to create a hostile or unsafe environment.

Forms of unwelcome and unacceptable behavior, harassment and other conduct prohibited by this code of ethics include, but are not limited to:

- Sexually suggestive language or gestures, propositions, or requests for sexual favors.
- Unwanted physical contact of any nature, including touching, interference with an individual's normal work movement, or assault.
- Use of derogatory nicknames based on an individual's race, national origin, handicap, or age.
- Deliberate, frequent, and unwelcome ethnic jokes, cartoons or remarks about a person's age, race, sex, etc.
- Other conduct that creates an intimidating, offensive or hostile work environment, or otherwise interferes with a person's work performance, when motivated by consideration of race, sex, religion, age, etc.

If such incident arises, please report it to [admin@yogavedainstitute.com](mailto:admin@yogavedainstitute.com)

## **HOSTILE ENVIRONMENT**

Yoga Veda Institute's policy is to provide its staff, volunteers, teachers and students with an environment that is free from hostile and offensive conduct. Yoga Veda Institute is committed to promoting and maintaining a pleasant and productive environment, and as such, each and every person conducting business for or with Yoga Veda Institute should be treated with dignity and respect. Therefore, any and all forms of conduct which enable or create a hostile environment are expressly prohibited.

Such prohibited conduct may include, but is not limited to the following:

- Discriminatory Conduct: Conduct based on a person's race, national origin, sex, age, physical or mental disability, medical condition, marital status, ancestry, religious affiliation, union affiliation, political affiliation, or sexual orientation.
- Verbal Conduct: Conduct such as disparaging remarks, slurs, jokes, innuendos, epithets, threatening, screaming, cursing, taunting, heckling, spreading rumors, and unwanted sexual advances, comments, or propositioning.
- Physical Conduct: Conduct such as gestures, leering, unwelcoming contact, pinching, patting, grabbing, blocking, or impeding movement, assault, or any action which physically interferes with or unnecessarily impinges upon an individual person's work, privacy, or movements.
- Visual Conduct: Conduct such as derogatory, sexually oriented, prejudicial, or otherwise generally offensive photographs, posters, objects, cartoons, drawings, graffiti, email, letters, or other writing

## **STUDENT FEEDBACK POLICY**

### **PURPOSE**

The purpose of this policy is to provide clear guidance on how students at Yoga Veda Institute of Ayurvedic Medicine (YVIAM) should submit feedback regarding their courses, instructors, or the program as a whole. This ensures that feedback is directed to the appropriate departments for effective review and action. The policy also protects the learning environment and upholds respect for both students and instructors.

## **FEEDBACK CHANNELS**

### **Feedback Form Submission**

All feedback must be submitted through the designated Feedback Form, which is directed to administration. This form ensures that feedback is reviewed by those with the authority to make meaningful changes. Feedback submitted outside this channel may not reach the appropriate person for timely review and response. The Feedback Form link is available on our student portal.

### **Quarterly Course Evaluation**

At the end of each quarter, all students will be required to complete a Course Evaluation for each course they participate in. This feedback is reviewed by the Dean of Education, discussed with the academic team, and shared with the respective instructor as part of our continuous improvement process.

## **GUIDELINES FOR PROVIDING FEEDBACK**

### **Proper Channels**

Students are expected to use the official Feedback Form and Quarterly Course Evaluations to submit their feedback. Sending feedback directly to the general inquiry email or addressing it to instructors outside the structured feedback process may lead to miscommunication and delays in review.

### **Respectful Communication**

Feedback should be constructive and aimed at improving the learning experience for all. Confronting or criticizing instructors directly—whether during class, after class, or through personal emails—creates a disruptive environment and is strictly prohibited. This policy is in place to protect the integrity of the learning environment and to support our faculty.

## **POLICY REINFORCEMENT**

Students who do not follow these guidelines may be subject to further review and may receive a formal reminder of YVIAM's feedback policy. Respecting these guidelines is essential for maintaining a positive, constructive, and respectful educational environment for everyone involved.

## **HEALTH & SAFETY ISSUES**

### **POLICY STATEMENT**

The health and safety of all faculty, staff, students, and visitors shall be a principal consideration in the planning and conduct of all YVIAM activities and programs.

This broad policy requires that health and safety regulations of Federal, State, and local authorities, appropriate consensus standards of recognized organizations, and YVIAM specific

policies are met. All students, all faculty, staff and students must comply with local, state and national laws at all times.

## **PURPOSE**

To ensure a safe environment.

## **ONLINE BEHAVIOR, SAFETY & SECURITY**

### **Defamation / Libel**

No student, staff, or faculty member shall defame YVIAM on any platform or social media outlet. Any libel act will be just cause for expulsion or other disciplinary actions.

Any group formed on a social media platform directed towards YVIAM is not permitted in order to maintain the privacy of all students, faculty, and practices.

Student, faculty and staff's personal information is not to be exchanged unless express permissions are obtained.

### **Misrepresentation**

No Student or other persons not currently employed or contracted by Yoga Veda Institute shall misrepresent YVIAM in any capacity, including but not limited to, employment of YVIAM.

### **Emergency Closing of School**

Whenever the school administrator deems it necessary, he/she will cancel school because of inclement weather or unforeseen emergencies. School closings will be broadcast through the student portal and via email.

### **Health & Safety Issue**

No Student shall perform any unauthorized procedure, practice, medicinal therapy, or other act. Practicing medicine of any kind without a license or certification is unlawful and the Student will be held to the highest applicable law per Florida statutes.

## **TUITION & PAYMENT PLAN POLICY**

### **Payment Due Date**

A student's account balance must be paid in full by the close of business on the first day of the month.

A student's account balance includes tuition, fees, and other educational expenses; the balance may also include items such as fines for overdue payments, installment-plan, enrollment fees, and late fees.

### **Acceptable Forms Of Payment**

New Payment Plans: A student's account may be satisfied using one or more of the following forms of payment: ACH bank draft or credit/debit card payment. If a credit card is used to

make payments on the student's account, Yoga Veda Institute will charge a convenience fee up to the total cost charged by the credit card company to Yoga Veda Institute for the transaction.

## Third-Party Payment Policy

All tuition and fee payments must be made under the student's name, regardless of the payment method (e.g., bank transfer, check, credit card). If a third party will be making a payment on behalf of the student, a completed [Student Tuition Payment Authorization Form](#) must be submitted prior to making the payment. Payments made under a name other than the student's without prior authorization will not be eligible for refunds. Refunds will only be issued to the original payment source if the payment was made under the student's name or with a valid third-party authorization on file.

Failure to **disclose third-party payments or submit the required authorization** form may result in disciplinary action, including removal from the program.

## Existing Payment Plans

Current payment plans that remain in good standing will not be assessed additional credit card fees. Students who default on payments will be required to set up either an ACH payment OR new payment plan with additional convenience fee up to the total charged by the credit card company to Yoga Veda Institute for the transaction.

## Installment Plan Details

If a student cannot pay his or her entire account balance by the first day of the month the student may apply to enroll in an installment payment plan with Yoga Veda Institute. To avoid the consequences described below, a student must initiate the installment plan process with the Accounting Department by the close of business on the first day of the month and must execute the required documents and submit the required down payment by the date set forth in the installment plan.

## General Terms

A student enrolled in an installment plan must adhere to the terms outlined in the approval section of the Installment Plan Registration Form.

## Installment Policy

Amounts due under the installment plan must be paid in on time monthly installments. During the summer break, timely, equal payments must be made in July, August and September . The summer semester includes all on-demand sessions.

## Late Installment

If Yoga Veda Institute does not receive a student's regular monthly installment by the first of each calendar month, the student is considered to be in "default" and will be charged a late fee of \$200.

The Accounting Department will notify a student via Yoga Veda Institute email if a payment is not timely received. After one late payment in any trimester and corresponding late fee, any additional late payment for the semester will result in a second late fee of \$200 plus cancellation of the installment plan, meaning all remaining amounts owed become immediately due and payable.

If the balance is not paid immediately, the student's account will be placed on hold and the student will be subject to cancellation of registration and administrative withdrawal from courses. In addition, any late payment resulting in an installment plan cancellation will also result in the student not being eligible for a future installment plan for at least one calendar year.

In addition, scholarship recipients who remain in default for more than 60 days will be withdrawn from the program and considered in breach of the scholarship agreement. Students on scholarship payment plans agree at the time of registration to remain a student "in good standing" at the time of registration.

Any breach of this agreement will result in termination of the scholarship and withdrawal from the program. Students will not be eligible for further scholarship offers.

## **Consequences for Delinquent Student Account**

### **Late Fee**

A student who has a balance due and has not **enrolled** in an installment plan agreement with the Accounting Department by the close of business on the first day of the month will be assessed a \$200 late fee. "Enrolled" means that the process has been completed, not simply started.

### **Account Hold**

At the time the late fee is assessed, a non-academic hold will be placed on the student's account. A hold will preclude the student from taking a number of actions, including

registering for classes, signing into the student portal, attending classes, reviewing grades, ordering transcripts, and receiving a certificate.

## **Cancellation of Registration & Administrative Withdrawal from Classes**

a. If, by the 1st day of each calendar month a student has not paid his or her account balance in full or executed an installment payment plan and remitted the required down payment, the student's registration for the trimester will be canceled.

b. When registration is canceled, the student will be administratively withdrawn from all classes, and will not be permitted to attend courses, participate in any Yoga Veda Institute activities.

c. Any classes that a student misses or is precluded from attending under this policy will count as absences under the Yoga Veda Institute's attendance policy

d. Reinstatement can be approved only by the Dean. Except in extraordinary circumstances as

determined by the Dean, the student must demonstrate that he or she has paid all past-due amounts and has the intent and ability to make timely future payments. If a student's registration is canceled more than once in any trimester, the student may not be reinstated during that trimester and must provide proof of an ability to pay and meet any other conditions set by the Dean before being considered for reinstatement for any future trimester.

e. Classes for a student whose registration has been canceled will not be recorded during the period of administrative withdrawal.

f. Scholarship recipients who default under this policy will be required to re-apply for a new scholarship agreement and will not be eligible for a new payment plan. If a new scholarship is awarded, scholarship recipients who have previously defaulted on their payments will be required to pay in full in order to be reinstated into the program under a new scholarship agreement.

g. Questions About and Disputes Arising Under this Policy:

If a student has a question about his or her student account, an account hold, an installment plan, or how this policy operates, the student should contact the Accounting Department at [accounts@yogavedainstitute.com](mailto:accounts@yogavedainstitute.com).

If a dispute arises under this policy, it will not excuse timely payment; however, the student should first attempt to resolve the dispute with the Director of Accounting. If the dispute cannot be resolved at that level, the student or Executive Director may refer the matter to the Dean; the decision of the Dean or Dean's designee will be final.