



Article 1 - General

- a. The Nederlandse School voor Klassieke Shiatsu, hereafter will be referred to as N.S.K.S., provides courses, workshops, trainings and the four year HBO - Bachelor professional education to become a Shiatsu Therapist. These general conditions are applicable to all offers and agreements made by the N.S.K.S.; the provided courses, workshops, trainings and educations resulting from the above.
- b. The general conditions are applicable to all participants, hereafter referred to as "students", to any of the provided services.

Article 2 - Admission requirements

- a. Admission requirements for students of the N.S.K.S. for the various levels of the professional education:

Level 1:

There are no specific admission requirements for this level; perseverance and interest are sufficient. The exam can be taken after completing all 6 course weekends. When the exam is passed with a positive result and the student has attended 5 diagnostic evenings or one diagnostic weekend, a certificate will be issued.

Level 2:

The exam can be taken after completing all 6 course weekends. When the exam is passed with a positive result and the student has attended 5 diagnostic evenings or one diagnostic weekend, a certificate will be issued.

Level 3:

The exam can be taken after completing all 6 course weekends. When the exam is passed with a positive result and the student has attended 5 diagnostic evenings or one diagnostic weekend, a certificate will be issued.

Level 4:

After completing all 6 course weekends the exam can be taken. When the exam is passed with a positive result, the student has attended 5 diagnostic evenings or one diagnostic weekend and the student has handed it the mandatory 300 practice treatment hours, which have been made during the four-year education, a certificate will be issued.

The 300 practice treatment hours need to meet certain requirements, following the accreditation by the professional organisations. The practice forms made by the N.S.K.S. are to be used for admitting the 300 practice hours. The form is added to the course material by the N.S.K.S. which is handed out to the students and should be copied so that the copies may be used for the actual treatment and diagnosis of each client. The questions asked are to be acted upon, submitted and answered as clearly as possible. The form also needs to be signed by the person who was treated. Do mention the time spent for every treatment. Treatments of direct family members do not count as practice hours. The hours made at practice evenings at the N.S.K.S. can be used as practice hours, as these hours were spent under supervision of a teacher.

Students from other schools

For students from outside the N.S.K.S. it is possible to join in our four-year education. After providing obtained certificates, diplomas and/or experience, a placement in the education will be advised. All this will be negotiated in a personal consultation with the new student.

Exams

Each student who wants to participate in an exam has to submit the applicable exam form to the secretary's office, no later than one month in advance of the exam date. The fee for the exam is € 65,00. This amount has to be paid one month prior to the exam date on bank account: IBAN NL38ABNA 05684 25502 of Alan Nash, mentioning the level and the exam date.

Taking the exam for each level is mandatory for each student to go on to the next level. The main purpose of the exams is to assess whether the student has reached a sufficient level of understanding of the courses. In addition, it gives the teacher an insight to the strengths and weaknesses of each student, allowing for a clear view to support and advise the student. The exams of levels 1, 2 and 3 do not need to be passed successfully in order to proceed with the next level, provided that 6 course weekends and 5 diagnostic evenings /or one diagnostic weekend have been attended. The exams for levels 1, 2 and 3 are for the purpose of helping the students and teachers understand which aspects of the student's abilities require the most attention in order to balance and integrate the necessary talents of the student so that they will achieve their goal of becoming a successful therapist.

b. Modules:

In order to obtain the complete diploma, the N.S.K.S. integrates for each student to participate in the following components which are mandatory to each student:

- four Post Graduate Education years, 24 course weekends; 288 study hours (SBU)
- four exams of all four levels
- minimum of 20 diagnostic evenings or 4 diagnostic weekends
- one Meridian Seminar
- one week residential Seminar in Lunteren
- one Moxa Seminar
- medicinal/macrobiotics cooking Seminar
- basic medical knowledge on HBO - Bachelor level (to be followed externally. See our website for the represented professional associations)*

*If a student already obtained basic medical knowledge on HBO - Bachelor level based on PLATO requirements and accredited by CPION, no extra courses will be required. The N.S.K.S. requires copies of the obtained certificates and/or diplomas. If the exam is passed with a positive result and stated requirements are met, the student will receive the diploma and will officially be a qualified Shiatsu Therapist HBO.

c. Absence for any course or seminar

- In all cases the secretary's office must be consulted of your absence. Missing out on any course should be an exception. In consultation with the secretary the missed course will be rescheduled and retaken.
- Missing courses will exclude the student to attend the exam of the level which is followed.
- Catching up missed parts of the day or weekends is only possible if the rescheduled weekend has less than 18 students attending. (level 1 has a maximum of 20 participants).
- If missing a part of the day or weekend due to illness or any other reason, isn't reported in advance, the right to reschedule the missed part of the day or weekend in another course weekend will expire. For attending the missed course weekend a fee of € 140, 00 will have to be paid in advance of the start of this weekend. In the event that this amount is not paid in time, access to the course will be denied.
- It is not permitted to retake or reschedule a missed part of the day or weekend without consulting the secretary's office first. If a student attends one of the courses without permission, the school reserves the right to deny access to the course.
- All administrative questions and arrangements pertaining to the diploma course must go through the secretariat. Teachers have no authority to make arrangements for students of the school without first applying for permission from the secretariat.

Absence of basic course

- In all cases the secretary's office must be informed of your absence and why you will be absent. Missing any part of the course should be an exception. Failure to do this will be seen as a breaking of the rules and will carry financial penalty.
- In case of the courses of Anushka Hofman absence should be consulted with her via phone or e-mail.
- For classes on Wednesday evenings the secretary must be consulted via phone or e-mail.
- For the basic course no restitution is applicable. Missing a course or part of a course can still be rescheduled and retaken after consulting the secretary.

d. Remaining educational requirements:

- To prevent future injuries, students who have certain illnesses or other physical or mental issues/limitations are obliged to inform the school before the start of the education.
- For every educational year a minimum of 12 students and a maximum of 20 students are applicable, with exception of level 1 where a maximum of 20 students is applicable.
- The school reserves the right to deny access to the school to any student who disrupts courses, and/or use the school for recruiting students and/or clients. The paid enrolment and tuition fee will not be refunded.
- The N.S.K.S will only issue the diplomas or certificates once. No copies will be provided afterwards.
- It is possible for students to attend extra courses, if space is available. The fee is € 140,00 for one course weekend. Students, who have not attended the weekends before, will be given precedence to students who already attended the weekend.
- The total number of diagnostic evenings which have to be attended in order to obtain the diploma is 20. Students who stream into level 2, 3 and 4 need to comply to these requirements as well.

Article 3 - (Course) materials/Copyright

- Books and other materials which have to be purchased for this education will have to be paid for by the student.
- The N.S.K.S. has copyright on the provided teaching materials. Copying on behalf of third parties is not allowed.
- Students who are caught doing this will be removed from the school without any refund of tuition fees and may be judicially followed for theft.

Article 4 - Modular studying

The N.S.K.S. offers students the opportunity to study in modules. Students and therapists from outside the school can sign up for all weekends of the (diploma) courses and seminars.

Article 5 - Accreditation Institute

The N.S.K.S. has been accepted and accredited by the Accreditation Institute KTNO based on course material.

The four-year professional education has been approved by the professional organisations (Dutch):

- N.V.ST.
- N.W.P.
- B.A.T.C.
- L.V.N.G
- V.B.A.G.

All seminars of the N.S.K.S. that are offered as postgraduate education are approved by the professional Associations (Dutch): TCG ZHONG; BATIC; NSVT; LVNG; VBAG and NWP.

Students who have successfully completed the four-year education can join one of these associations. The N.S.K.S. cannot guarantee acceptance.

Article 6 - Dojo Rules

- Students have to be at the school in time so all preparations can be done before the course starts.
- When arriving late the student will have to enter the class quietly and take place at the back of the room. (When appropriate during a class)
- A respectful attitude is expected from the student. Anyone disturbing the class will be asked to leave.
- During the meditation, entering is inappropriate. The student will have to wait in another room until the meditation is finished.
- Eating, drinking or smoking (in the school building or garden) is not permitted in the Dojo. Bags and mobile devices (phones) are not permitted either. They can be placed in the dressing room. (No chewing gum is permitted in the Dojo at any time)
- Students have to take care of dressing appropriately: clean and well-kept clothes (preferably black/white)

- Properties of the school, futons, blankets, thermos bottles, glasses, chairs etc. remain at the school. It is not allowed to take these outside.
- After the courses at the end of the weekend, the rest/silence areas and Dojo have to be left neat and clean. This means that all students are responsible for: clean what you have used, put back what you have taken, makes sure the mats in the Dojo are aligned and put the futons, pillows and blankets where they were. Wash, clean and dry all kitchenware and replace in the appropriate places.

Staying overnight at the Dojo

For students who live far away from the school it is possible to stay overnight at the Dojo, however, this has to be in consultation with the secretary of the N.S.K.S. The school offers this possibility for their students as a service. This service carries a small fee of € 35,00. After signing a form which will be handed in at the secretary, the student has to pay a deposit of € 100,00 for the keys. The student is responsible for these keys. When the student loses these keys, he/she will forfeit this deposit of € 100,00 to the school. This money will help pay for new locks to keep the school building secure. After finishing the course weekend and after returning the keys to the secretary, the student will receive their deposit of € 100,00.

Article 7 - Hygiene

During the courses students will have to comply with general accepted norms of (body) hygiene. If the student is suffering from a contagious ailment (for example mildew on the feet) he or she will need to take the necessary precautions. Students with viral infection such as the flu should reschedule their course dates with secretariat.

Article 8 - Personal data

The school takes care of the security of the personal data of its students and does not distribute any personal information to any third parties without written permission from the student.

Article 9 - Terms of Payments

The payments consist of 2 parts;

- Enrolment fee of € 300,00 which will have to be paid when applying for any course or education. This guarantees a place for this course or education
- Tuition fee of € 695,00 which will have to be paid at least 1 month prior to the start of this course or education (excepting the Lunteren Seminar)

If any of the above payments are not made in time, the right to a place in the course will expire but the enrolment and tuition fee of the course will still have to be paid. Cancelling is possible at least one month prior to the start of the course. Enrolment fee is non refundable.

For all courses, workshops, seminars, educations, exams and other activities the tuition fee should be paid at least one month prior to the enrolled course, except the Lunteren Seminar.

- There is a discount of € 45,00 applicable to the tuition fee of the course, if payment is made in full, at least one month prior to the start of the course.
- A special payment plan can be arranged if requested at the secretary's office and when applied for in time. The tuition fee has to be paid one month prior to the beginning of the education and no later than three months after the start of the education. If paid later than one month prior to the course, the enrolment fee will be € 390,00. If a student wants to quit the course or education, all fees will have to be paid and are non refundable at any time.
- For attending an extra course weekend a supplement of € 140,00 is applicable.
- There is no possibility to make payments at the school. All payments have to be transferred by bank account; IBAN NL38ABNA 05684 25502 of A. Nash.
- All costs made while collecting payments in arrears, legal as well as administrative, are liable for the expense of the student.
- Diagnostic evenings (€ 30,00) or diagnostic weekends (€ 150,00) can be paid via bank account no. IBAN NL38ABNA 05684 25502.

Lunteren Seminar

The enrolment fee of € 230,00 for the Lunteren Seminar must be paid in advance/directly after receiving our confirmation letter. After receiving the enrolment fee your place is reserved. The remaining amount of € 465,00 for the Lunteren must be paid before 1 February 2016.

Article 10 - Cancellation and Restitution

- In case of cancelling of the education or seminar at least 4 weeks prior to the beginning of the education, the tuition fee can be refunded after deduction of administration costs.
- In case of cancelling of the education or seminar within 4 weeks prior to the start of the education or the seminar, no restitution of paid tuition or enrolment fee will be made. Attendance to reschedule the education or the course is still allowed when scheduled within 18 months after cancellation.
- Cancellation must be via e-mail or a written letter to our secretary.
- For cancellation during the course or education, rescheduling/attendance is allowed within 18 months after the cancellation date. Tuition fee is never refunded in this case.
- There is no restitution of the fees for diagnostic evenings and/or diagnostic weekends. These seminars are given a few times per year and can be retaken and rescheduled at a later stage.
- By cancellation due to illness/sickness, diagnostic evenings or diagnostic weekends can still be attended/rescheduled after consulting the secretary.

Lunteren Seminar

For the Seminar in Lunteren no restitution of enrolment and tuition fee is applicable. In case of cancellation within 12 weeks before the date of the Lunteren Seminar, no restitution of paid enrolment and/or tuition fee will be made. The student can attend the next Lunteren Seminar.

Basic Course

For basic courses no restitution is applicable if the cancelation is made within 2 weeks before the start of the course.

Other

In cases where the student is denied access to the school by the management, no restitution of any enrolment and tuition fee will be made.

Article 11 - Enrolment

By fully submitting the enrolment form (all questions answered truthfully), including all information regarding physical illnesses and/or other psychological shortcomings, the student agrees unconditionally to accept the General Conditions of the N.S.K.S. whether the registration form is submitted digitally or by hand or ordinary post.

If a student has not been truthful or has neglected to submit necessary and required information as described and it becomes revealed, the student can be dismissed from the school without refund of paid tuition fees.

Every registration made by a student will assume that the all of the above has been read, understood and unconditionally accepted.

Article 12 - Guidelines Practice

a. Rates: guidelines for the practice for students and Shiatsu therapists. Payments for Shiatsu consultation:

- 1st year: minimum € 10,00 per hour (friends and family free of charge)
- 2nd year: minimum €15,00 per hour
- 3rd year: minimum € 25,00 per hour
- 4th year: minimum € 35,00 per hour

Consultations with own clients at Alan Nash

Every student or therapist can book a consult with Alan Nash, with a patient with whom they themselves are not able to proceed further therapeutically.

b. Materials

Requirements made to the brochures of the student:

Mention the school you're connected to and the year of the professional education you're currently attending.

After successfully completing the education you are allowed to mention that you are a therapist, if all the necessary requirements are met.

Graduated students

After obtaining the therapists diploma, the name and phone number of the therapist will be added to the brochure of the professional union and the website www.shiatsudutch.com of the N.S.K.S., if desired. It is mandatory to take part in annual refresh courses in the form of seminars, diagnostic evenings etc. The N.S.K.S. requests its students to do their utmost in order to deepen their understanding of the Eastern medical science Shiatsu. Technique, practical knowledge and experience are very significant and mandatory to remain mentioned in the brochure and on the website.

c. Responsibility:

The school is not accountable for students who exercise their practice without retaining and upholding themselves to the guidelines prescribed by the N.S.K.S..

Article 13 - Ownership rights

- Students are not permitted to make photos or videos for private use or publication without authorization of the management.
- Students are not permitted to use the school as a recruiting ground for clients and / or students for their own practice and / or courses.

Article 14 - Providing (basic) courses, demonstrations and Do-In

- Students can only provide courses or demonstrations in name of the N.S.K.S. if they are given permission to do so by the management of the school. If this is done without permission the N.S.K.S. is forced to take legal action.
- Students who provide demonstrations in name of the school, in any form, will be supported by the management and will have to follow the rules of the management in order to guarantee the quality and standards of the N.S.K.S. If students do not comply with these requirements, they will have to distance themselves from the name of the N.S.K.S. and risk to be refused as students of the N.S.K.S..

Article 15 - Responsibility

- The school and its teachers / assistants take no responsibility for any (sustained) injury, if any, at the school. Studying at the N.S.K.S. is completely on the students own responsibility.
- The school takes no responsibility in theft, damage to and/or loss of personal property of students and visitors.

Article 16 - Other

- The management determines the dates and rates of all education activities. It holds the right to change these at any time.
- Students, who study at the N.S.K.S. and use the school, should hold and retain themselves to the General Conditions.
- By signing the registration form, students declare themselves in unconditional agreement with the aforementioned conditions.
- Dutch law is applicable to all offers and services of the N.S.K.S..