



General Terms and Conditions

Enrolment

- Pilates Teacher Training Institute (PTTI) reserves the right to refuse admission to a training or workshop where there is a reasonable basis for doing so. Where admission is refused by PTTI, any deposit or other payments made by the applicant will be refunded.
- PTTI training courses require a minimum number of participants to proceed. Where a minimum of **8 participants** is required, trainees will be notified once the training is confirmed. We recommend that trainees do not book non-refundable travel or accommodation until confirmation has been received.
- Trainees travelling to attend a training are responsible for arranging appropriate travel, medical and cancellation insurance where applicable.
- Trainees are responsible for ensuring that the information provided during enrolment is accurate and for informing PTTI of any relevant circumstances that may affect their participation in the training.

Cancellation Policy

If a trainee chooses to cancel their place on a training, the following cancellation policy applies:

- **More than 90 days before the training:** 70% of payments made will be refunded.
- **Between 60 and 90 days before the training:** 40% of payments made will be refunded.
- **Within 60 days of the training:** No refund will be provided.

Deposits are non-refundable where a trainee chooses to cancel their place, subject to the trainee's statutory consumer rights.

Requests to transfer a deposit or payment to another PTTI training due to exceptional circumstances will be considered at the discretion of PTTI management and are subject to availability.

Where PTTI cancels a training or workshop, trainees will be offered either a transfer to an alternative suitable training or a refund of payments made for the cancelled training.

PTTI is not responsible for travel, accommodation or other expenses incurred by trainees as a result of a cancellation, postponement or change to a training, except where otherwise required by law. We strongly recommend that trainees do not make non-refundable travel or accommodation arrangements until their training has been confirmed.

PTTI will not be responsible for delays, cancellations or changes caused by circumstances outside its reasonable control, including severe weather, natural disasters, transport disruption, public health emergencies or other unforeseen events. Where such circumstances arise, PTTI will make reasonable efforts to provide an appropriate alternative arrangement.

Nothing in these Terms & Conditions affects a trainee's statutory consumer rights.

Changes to Training

PTTI reserves the right to make reasonable changes to the following where necessary:

- Training dates or timetables.
- Training venues.
- Tutors or assessors.
- Course delivery or scheduling.

Where a significant change is required, trainees will be notified as soon as reasonably possible. If the change means a trainee is unable to attend, PTTI will work with them to offer an appropriate alternative, such as a transfer to another available training.

PTTI will make reasonable efforts to ensure that any changes do not affect the overall quality or learning outcomes of the training.

Privacy & Data Protection

PTTI takes the privacy and security of trainees and their personal information seriously. Personal information collected by PTTI will be processed in accordance with applicable data protection legislation and used where necessary to administer and deliver our training and related services.

Information provided to PTTI may be shared with relevant administrative staff, tutors and assessors where necessary for the administration, delivery and assessment of the training.

Where required as part of the accreditation or certification process, relevant trainee information may be shared with PTTI's accreditation partners, including **IICT and FHT**. Information shared will be limited to what is necessary for this purpose.

PTTI will not share trainee personal information with third parties for unrelated marketing purposes without consent.

Trainees have rights in relation to their personal data under applicable data protection legislation, including rights of access and correction and, in certain circumstances, deletion or restriction of processing.

Health, Safety & Assumption of Risk

Participation in Pilates Mat and Reformer Teacher Training involves physical activity. Trainees are responsible for working within their own abilities and limitations and should inform their tutor of any injury, medical condition, pregnancy or other circumstance that may affect their ability to participate safely.

Trainees acknowledge that participation in physical activity carries an inherent risk of injury or discomfort and agree to follow reasonable safety instructions provided by PTTI tutors.

Pilates Mat and Reformer Teacher Training involves practical teaching, movement, demonstration and, where appropriate, professional hands-on guidance or physical contact between tutors and trainees and between trainees themselves. Any physical contact should be appropriate to the training context, professional and carried out with consent.

PTTI will take reasonable steps to provide a safe training environment. Nothing in these Terms & Conditions excludes or limits liability where it would be unlawful to do so.

I'd use this instead of "PTTI accepts no liability for any injury or illness." Irish consumer guidance specifically identifies terms excluding or limiting liability for death or serious personal injury caused by a business's acts or omissions as automatically unfair.

Attendance & Conduct

Trainees are expected to:

- Arrive at least **5 minutes before** the scheduled start time.
- Attend a minimum of **90% of scheduled training hours**.
- Bring any materials or equipment required for the session.
- Wear appropriate clothing and footwear for practical sessions.
- Follow all health and safety instructions provided by tutors and training venues.
- Behave respectfully and professionally towards tutors, staff, fellow trainees and venue staff.
- Comply with the reasonable policies of the training venue and all applicable local laws.
- Not attend training while under the influence of illegal drugs or any substance that may impair their ability to participate safely.

Where the minimum attendance requirement is not met, trainees may be required to complete additional make-up hours with a PTTI tutor before certification. Make-up tuition is currently charged at **€70 per hour**.

Where a trainee is unable to complete the training due to illness, injury or exceptional circumstances, PTTI may, subject to availability, offer a transfer to a future training. Supporting documentation may be requested.

Assessment & Certification

To receive certification, trainees must:

- Successfully complete all required assessments.
- Meet the minimum attendance requirement.
- Complete all required observation hours.
- Complete any additional course requirements outlined by PTTI.

Where an assessment is not passed, trainees will be provided with information regarding the reassessment process and any applicable fees.

Certificates will only be issued once all training, assessment and course requirements have been successfully completed.

Photography & Video

Photographs and video may be taken during PTTI trainings and workshops for educational and promotional purposes, including use on the PTTI website, social media and marketing materials.

Trainees will be asked separately for consent to appear in promotional photographs or video and may choose not to participate.

Trainees may take photographs or recordings during training only where permission has been given by the tutor and anyone identifiable in the content.

Any photographs, videos or recordings made by trainees during training are for personal learning purposes only unless otherwise agreed. They must not be published, distributed, used commercially or shared with third parties without the permission of the individuals concerned and, where applicable, PTTI.

PTTI is not responsible for photographs or recordings independently taken or shared by trainees in breach of these terms, although any concerns should be reported to PTTI.

Use of Training Materials & Intellectual Property

All training materials supplied by PTTI, including but not limited to training manuals, course materials, presentations, videos, handouts, logos, trademarks, graphics and website content, remain the intellectual property of Pilates Teacher Training Institute or the relevant rights holder.

Training materials are provided to trainees for their **personal educational and professional development use only**.

Materials may not be copied, reproduced, distributed, published, uploaded, sold, licensed or otherwise made available to third parties without prior written permission from PTTI.

Trainees may use the knowledge and skills acquired during their training in their own Pilates teaching practice following qualification, but may not reproduce or present PTTI course materials as their own training materials or use them to deliver teacher training programmes without permission.