

## Polestar Pilates Instructor Course 2018/2019

COURSE/MODULE	DATE	PAYMENT & REGISTRATION DEADLINE	FEE (USD\$)	FEE (HKD\$)	VENUE
Gateway Online	Online Anytime (before Gateway Mat 1)	Online Anytime (before Gateway Mat 1)	\$100	HKD\$780	Online
Gateway Mat 1	4 & 5 Aug 2018	21 Jul 2018	\$522	HKD\$4,071.60	Focus Pilates, Raffles
*Gateway Mat 1	1 & 2 Sep 2018	18 Aug 2018	\$522	HKD\$4,071.60	Focus Pilates, Raffles
Gateway Equipment	6 & 7 Oct 2018	22 Sep 2018	\$580	HKD\$4,524	Focus Pilates, Raffles
PP Online	Online Anytime (before S/R Foundation)	Online Anytime (before S/R Foundation)	\$264	HKD\$2,059.20	Online
Mat Intermediate	13 & 14 Oct 2018	29 Sep 2018	\$686	HKD\$5,350.80	Focus Pilates, Raffles
Mat Advanced	18 Nov 2018	3 Nov 2018	\$343	HKD\$2,675.40	Focus Pilates, Raffles
<b>Mat Package</b>	Gateway Online, Gateway Mat 1, PP Online, Mat Int & Mat Adv	Prior to Gateway Online	<b>\$1,635</b>	<b>HKD\$12,753</b>	Focus Pilates, Raffles
Studio / Rehab Foundation	3 & 4 Nov 2018	20 Oct 2018	\$823	HKD\$6,419.40	Focus Pilates, Raffles
Studio / Rehab Intermediate 1	8 & 9 Dec 2018	17 Nov 2018	\$823	HKD\$6,419.40	Focus Pilates, Raffles
Studio / Rehab Advanced 1	12 & 13 Jan 2019	29 Dec 2018	\$823	HKD\$6,419.40	Focus Pilates, Raffles
Studio / Rehab Advanced 2	23 & 24 Feb 2019	9 Feb 2019	\$823	HKD\$6,419.40	Focus Pilates, Raffles
<b>Comprehensive Studio/Rehab Package</b>	Gateway Online, Gateway Mat 1, Gateway Equipment, PP Online, S/R Foundation, S/R Int 1, S/R Adv 1 & 2	Prior to Gateway Online	<b>\$4,246</b>	<b>HKD\$33,118.80</b>	Focus Pilates, Raffles

- An access code will be forwarded to you to complete the Gateway Pilates Online before attending Gateway Mat, or Gateway Equipment/Mat Intermediate.
- **All payments are in HKD dollars and include nominal processing fees.**
- Registration is for the module dates listed above only, there may be a penalty for postponing any module to the next series, please see the following page for more details.
- For registration of packages submitted by 11 May 2018, there will be an early bird discount of 10%, as well as S\$250 (for Full Studio course) and \$100 (for Full Mat course) for classes or mentoring at Focus Pilates Pte Ltd.
- For registration of packages submitted by 22 Jun 2018, there will be an early bird discount of 5%, as well as S\$250 (for Full Studio course) and \$100 (for Full Mat course) for classes or mentoring at Focus Pilates Pte Ltd.
- For registration of ad hoc Gateway modules by 11 May 2018 and 22 Jun 2018, there will be an early bird discount of 10% and 5% respectively.
- Focus Pilates Pte Ltd acts as the exclusive Singapore Host for Polestar Pilates courses.
- ISO Fit Hong Kong acts as the official payment collection centre for Polestar Pilates Asia.

- Value added Mentoring - Courses included value added Mentoring, please see page 3.
- Exams - Exams are usually scheduled 3-6 months after your last module (Matwork and Reformer), 6-9 months after your last Studio/Rehabilitation module.
- The exam fees are not included in the course package, exam fees are available upon request.
- Certification for course is offered by Polestar Education Ilc.

## TERMS & CONDITIONS

### 1) Photography and/or Videography

- **Any form of photography and/or videography is strictly not allowed during modules.**

### 2) Registration Fee and Deadlines

- To reserve a place in the module/course, full payment must be paid to Polestar Pilates Asia via ISO Fit Hong Kong.
- When your full payment for a single module or full course is received, we will send a copy of the Polestar Pre-Training course material to you. Please ensure that you become familiar with this material and have a good basic level of knowledge and understanding of human Anatomy and Biomechanics before the start of the course. Registration will be on a first come, first served basis. The module/course fee includes instruction, a manual, light refreshments and a certificate of attendance.

### 3) Cancellations, Refunds and Schedule Changes

- **Once online access has been provided and activated by the student for Polestar Gateway Online module and/or the Polestar Principles (PP) Online module, the following amounts will not be refundable in the event that your registration is cancelled for any reason whatsoever:** HKD741 (USD\$95) Gateway Online and/or HKD\$1,950 (USD\$250) PP Online. These non-refundable amounts will be in addition to any other non-refundable amounts described in this section.
- Registration may be cancelled up to 30 days before the module/exam date. Deposits will be returned with a deduction of a non-refundable administrative fee of HKD\$780 (USD\$100). **There will be no refund for cancellations made 29 days or less before the date of the first day of the course/exam.** Polestar Pilates Asia or Focus Pilates Pte Ltd reserves the right to cancel any course/exam. Should the exam fees have already been paid in full, the fees paid will be refunded in full. Polestar Pilates Asia or Focus Pilates Pte Ltd reserves the right to reschedule any courses/exams provided that at least 21 days' notice is given.
- Course Packages - Registration may be cancelled up to 30 days before the first scheduled module of the course. Deposits will be returned with a deduction of a non-refundable administrative fee of HKD\$780 (USD\$100).
- For any cancellation made less than 30 days prior to the first module of the Mat or Comprehensive package (including any time during the course), an administration fee of HKD\$4,290 (USD\$550) and ad hoc value of the modules that have been taken will be deducted accordingly.
- Module postponement requires a full 21 days' notice, and this must be submitted by e-mail to Focus Pilates.
- If the module is postponed to the next series at our host site an admin fee of S\$150 per module applies, payable direct to Focus Pilates. Modules may not be postponed within 21 days of the scheduled date, otherwise you may forfeit the fee for the said module. Postponement of modules is for the next available module only, regardless of the dates of the module.
- If you wish to take 1 or more modules with another Host in Asia an administrative fee will apply, please contact Focus Pilates Pte Ltd for details.
- If you are unable to attend a course module weekend due to any illness, medical certificate must be submitted as supporting document. An admin fee of S\$150 will otherwise apply, payable direct to Focus Pilates.

### 4) Disclaimer

Polestar Education Ilc, Polestar Pilates Asia, Focus Pilates and all staff related to the above module/course and entities will not be held liable for any loss of property or life, injury or inconvenience accredited to or from participating in or intending to participate in, before, during or after the module/course. It is the participant's duty to ensure they are of adequate health and physical, mental and financial preparation to embark on this course of study. If you have doubts, please contact the Polestar representative and discuss before committing.

### 5) Additional Training

*Updated: 9 February 2018*

Please note that becoming a qualified instructor through Polestar is more than just completing the courses. If you wish to do the qualifying exam you will need to accumulate observation and assistant teaching hours in order to gain the experience necessary. Please visit [www.focuspilates.com.sg](http://www.focuspilates.com.sg) for more information on the full requirements to be eligible to take your exam. These hours can be gained from Polestar Pilates Mentors from any studio in any country. Please contact Focus Pilates for a list of Polestar Pilates Mentors in Singapore. Kindly note that the additional training will incur additional costs. Details of additional costs are available upon request, and these costs may vary depending on the studio you do the additional training with.

#### 6) Value Added Training

Trainees who sign up for full courses will receive the following periods of complimentary self-practice at Focus Pilates studios. This is strictly to be booked during off-peak timings:

- Full Matwork Course - 2 months
- Full Studio Course - 6 months

Complimentary self-practice starts from your first module after Gateway Equipment (Studio/Rehab course) and Matwork Intermediate (Matwork course), and is available up a maximum of the self-practice hours required from your respective course. This value added training is only available for students who purchase full courses through Focus Pilates.

All practice sessions must be booked and Focus Pilates reserves the right to turn down a booking request or cancel a booking depending on studio availability. Full details can be found in the Focus Pilates Mentoring Programme document.

#### 7) Discount Programme

Discount	Discount Applied - maximum discount possible 15% except for transition discount please see below
2 <sup>nd</sup> Polestar course	5% off Base Fee for Courses
3 <sup>rd</sup> Polestar course	10% off Base Fee for Courses
PP deduction	USD\$217 will be deducted from the 2 <sup>nd</sup> /3 <sup>rd</sup> package course if PP has already been completed. Principles course module only needs to be taken once.
Resit discount	50% off the base fee, per module

#### Transition Discount

If you have completed a prior Pilates Instructor Training program, you may be eligible to a discount off Polestar Courses (you must provide proof of completion and payment). Discounts are on a case-by-case basis and cannot exceed 20% of the chosen Polestar Course price and are not available by module.

#### TO REGISTER

Please visit <https://www.regonline.com/courseintake2018> to register and make payment online.

#### PAYMENT

All payments are to be made direct to Polestar Pilates Asia (PPA).

ISO Fit Hong Kong acts as the official payment collection centre for PPA.

#### 1. Telegraphic Transfer

Please be informed that you will have to bear the telegraphic transfer service fee. Kindly email [david@isofit.com.hk](mailto:david@isofit.com.hk) and [courses@focuspilates.com.sg](mailto:courses@focuspilates.com.sg) when you make your remittance, noting the total amount, date transferred and module/course you are registering for.

- Bank: HSBC
- Bank Address: 1 Queen's Road, Central, Hong Kong
- Beneficiary Name: ISO Fit

- Bank Code: 004
- Account Number: 808-120950-838
- Swift Code: HSBCHKHHHKH

## 2. Other Forms of Payment

PPA only accepts course fee payment via PayPal (all major credit cards) and telegraphic transfer.

### **COURSE HOSTING VENUE**

*Actual venue may vary at Focus Pilates discretion.*

Focus Pilates (Raffles Place)  
22 Malacca Street  
#08-00 RB Capital Building (Royal Brothers)  
Singapore 048980  
Tel: +65 6235 3938

### **TIMINGS and NOTES**

- All module timings are 9.00am – 6.00pm, but may run overtime if necessary.
- Lunch is 1.00pm – 2.00pm each day. This may vary slightly.
- Refreshments (snacks and drinks) are provided during courses.
- Please come dressed appropriately for exercise.
- A reminder email will be sent to you 10 - 14 days before the start of each module.

### **FOCUS PILATES COURSE CONTACT**

Patreicia Seet  
Tel : 6235 3938  
Email : [courses@focuspilates.com.sg](mailto:courses@focuspilates.com.sg)  
Website : [www.focuspilates.com.sg](http://www.focuspilates.com.sg)