

Student Statement of Commitment

1) General

- a) Confirmation of the Student's place in the Training will only be on receipt of the Student's deposit in full by the Castellinos and the signed copy of this Statement of Commitment confirming the Student's acceptance of the conditions of this Agreement.
- b) All Students are required to have internet access throughout the training. All information of a general nature will be available on our website at <http://www.castellinotraining.com/>. All information in this statement of commitment is also on the website. This contract is to be downloaded, signed and mailed snail mail to the Castellinos. Only students living out of the US may fax it. It is due by 3 weeks after receiving email notification of acceptance.

2) Commitment

The Student understands that he/she is making a commitment to attend all of the eight 6-day modules of this training, which are held in the Santa Barbara area. The Student also agrees to arrive on time for each segment/day and stay until the end of each segment/day. Exceptions to this commitment can only be made with Raymond Castellino with his express written permission.

3) Completion Certificate

The Completion Certificate for the Foundation Training will be provided by the Castellinos to the Student on completion of the following:

- a) Attending Four Process Workshops
 - Attending a total of 4 process four workshops from the following
 - Process Workshops (PW) with Dr. Castellino
 - Process Workshop with a graduate certified by Dr Castellino
 - At least one prior to applying to the training
 - Up to 3 PWs already taken count for this requirement.
 - At least one PW must be taken after the first training module.
 - At least two PWs must be taken with Dr. Castellino
- b) Completion of all creative homework projects.
- c) Attendance and completion of all eight, 6-day modules [timings listed in #6].
 - 2010: May 12-17; October 13-18
 - 2011: Jan 26-31, April 27-May 2, October 26-31
 - 2012: Feb 1-6; May 9-14; Oct 3-8
- d) Completion of a 5-day course in biodynamic craiosacral work or an equivalent approved by Dr. Castellino is required to graduate. This is required before the first module unless special arrangements have been made with Ray.
- e) Completion of all payments for the training, as well as those required for Process Workshops and any other clinical training taken with Ray, with other PW facilitators and with BEBA, plus food/day use fees and accommodations fees.

Student Statement of Commitment

4) Payment of Training Fees

a) Scope of Payment

The Training fees stated below relate solely to the tuition fees for the eight 6-Day modules. All other costs shall remain the responsibility of the Student. These may include, but are not limited to:

- The Student's travel, accommodation, meals (see below for costs), doll and cloth pelvis and optional books, papers and videos.
- Process Workshops and further clinical training including Advanced Trainings and Practitioner Training Workshops, Craniosacral 5-day or more training in the fluid tides with another instructor.

b) Tuition for eight modules of the Foundation Training (6 days each) The first number listed is for Visa or Mastercard. The second is for Cash, Check, Traveller's Checks, Money Order.

Non-refundable Deposit of \$2075 / \$1975 due three weeks after acceptance.

Payment Plans

- Plan A: \$11,955 / \$11,375 total: \$2075 / \$1975 deposit + 8 payments of \$1235 / \$1175 received by six weeks before each of modules 1-8.
- Plan B: \$11,745 / \$11,175 total: \$2075 / \$1975 deposit + 2 payments of \$4835 / \$4600 due by March 31, 2010 and March 16th, 2011.

Anyone who changes payment plans from Plan B to Plan A will pay the higher of the total cost.

- c) Unless a separate receipt is specifically requested, your cancelled check will serve as your receipt. Receipts will be given for payments made in cash, traveller's checks or cashiers' check.
- d) The Student will please confirm in the space provided at the end of this Contract, which payment plan he/she intends to follow.

5) Late Payment Policy

- a) Receipt of payment by the Castellinos is defined as when the monies have been received by mail at the Castellinos' Santa Barbara address, given in person at the training or deposited directly to the Castellinos' bank account.
- b) Credit card payments are deemed received the day the card info is given by phone or emailed on weekdays by 3 pm Pacific Time. Credit card information received from Friday 3 pm to Sunday will be considered received the following Monday. If card is rejected and another card needs to be used, late fees will apply if the 2nd card is not received by the deadline.
- c) Paypal payments will be deemed received the day the paypal payment reaches our paypal account.

Student Statement of Commitment

- d) Payment will be considered late if it is received after the due date (Exception: when it was postmarked or wired 4 days prior to the due date from the US or 1 week from other countries). Note that each payment milestone will be treated separately, thus accruing late fees for each late payment.
- e) When payments are received after the due date, the Castellinos reserve the right to charge a late fee of \$5/day up to 5% of the fee.
 - Deposit: If the \$1975 deposit is not received by dates mentioned previously, charge is \$5/day up to \$98.75 additional. If paid by credit card the charge is up to \$103.75.
 - Plans A: Late fee of \$5/day up to \$61.75 for credit cards and \$58.75 for checks, etc.
 - Plan B: Late fee of \$5/day up to \$241.75 for credit cards and \$230 for checks, etc.
- f) Interest: If payment is received within one month of the due date, a late fee will be charged but not interest. If the payment is still not made within one month of the due date, then a further charge of 1% per month of the outstanding balance, calculated from the original due date, will be charged until the payment is made in full.
- g) If a check bounces and a replacement is received after the due date, late fees apply to that payment as well as a \$25 charge for bounced checks.
- h) Any checks from foreign countries must be written on an American bank to avoid incurring late fees and processing charges. The Student will be liable for any bank charges incurred by the Castellinos, which are created by the Student's payment method, e.g. wire charges, currency conversions.
- i) Our experience is that wire transfers often have monies deducted midway that are unpredictable. Our bank normally charges \$18 for wire transfers so anything sent directly to our bank, add at least \$18. Direct deposits, international money orders, traveller's' checks, and checks all work well.
- j) All **PayPal payments** must be sent as a 'personal transfer', not a 'payment for purchase'. Sender must pay credit card fee and cross-border fees. Any other PayPal receipts will be rejected and late fees will apply if subsequent payment doesn't reach us by the deadline.

6) Seminar Times

In order to allow enough time to cover the material, the Student is asked to be on time for each of the sessions. Each session will start at the time stated below, unless modified by Dr. Castellino or the Administrator during the Course. The Student is therefore requested to schedule his/her departure or arrival by plane or car so that he/she does not miss any of the scheduled seminar time. Please do not arrange another activity during the seminar times.

In an emergency, where the Student is late or has to leave early, the Student will be responsible for advising Dr. Castellino and may be required to watch the tape of that part that he/she missed and make up any process work as outlined below. Watching the tape may be possible during the module. Where this is not possible, item 16 of this Contract applies.

Student Statement of Commitment

We encourage you to make your travel arrangements with sufficient space to allow for unforeseen delays. It is critical that you plan to allow enough time after the end of the module to get to airports and still allow time for goodbyes. Please plan to arrive well before the posted times to allow time to socialize, get tea, use bathrooms, integrate and be in your seats ready to start at the posted times.

	<u>Starting Time</u>	<u>Lunch Break</u>	<u>Ending Time</u>
Tuesday registration for residents	<u>4:30 pm</u>		8:00 pm
Day 1, Wednesday Commuters & residents not registered	<u>8:00 am</u>	1 1/2 hours	5:45 p.m.
Day 1, Tuesday Residents already registered	<u>9:00 am</u>	1 1/2 hours	5:45-6:00 pm
Days 2-5	<u>9:00 am</u>	1 1/2 hours	5:45-6:00 p.m.
Last day	9:00 a.m.	1 hour	3.00 p.m.

7) Training Notes

These will be provided loose for each module. Each copy will be 3-hole punched, suitable for inclusion into the Student’s own binder. These are not to be shown to anyone without permission from Dr. Castellino.

8) Creative Home Projects

Written projects will be assigned at the completion of each of the first six modules. The projects are designed to augment the Student’s training experience. The Student is asked to return them by the deadlines given.

9) Reading List and Doll and Cloth Pelvis

- a) Dr. Castellino will provide the Student with a list of suggested readings.
- b) As part of the Training, the Student is asked to purchase from the Castellinos a special doll and a cloth pelvis for approximately \$170. These will be available to buy at the beginning of the 3rd training module. All students will be expected to buy one unless you notify Sandra that you already have one. Twins are encouraged to buy 2 dolls. Amnion, Chorion, cord and placental models are optional and available for sale. Orders will be taken during module 2.

Student Statement of Commitment

10) Abstinence from Alcohol during Workshops; Nicotine, Drugs All the Time

In order that everyone be as clear as possible to learn the work, the Student is required to refrain from using any alcohol commencing one day prior to and during each of the 8 training modules. This also applies to any Process workshops, Practitioner Trainings, observation at the BEBA clinic and any other Castellino workshops or workshops with certified Process Workshop facilitators.

The Student is also required to be nicotine and recreational drug free at the time of application and be committed to abstaining until after completion of the Foundation Training. The Student must have the intention to abstain from nicotine and recreational drugs after that.

11) Peer Contact

The Student is asked to be willing to meet and/or keep in contact with tutorial partners and members of tutorial groups during the time between the training modules.

12) Recording of the Modules

Video recording of each of the complete modules will be carried out only by the Castellinos. The Student may make audio only recordings of the modules, not videotapes. The same restrictions apply for Process Workshops, Advanced Trainings and Practitioner Trainings.

13) Confidentiality

In agreeing to this Contract, the Student acknowledges that :

- (a) In order to provide a safe environment, other Students' process and sharing remain confidential unless express permission is given by these other Student(s).
- (b) Videotapes that are loaned, and those audiotapes made by the Student relating to the Course, are for the personal use of the Student(s) taking this training only. They may not be shown to any other persons (including the Student's family) without express permission in writing from Dr. Castellino.

14) Copyright

All material provided as part of the Training remains the copyright of Dr. Castellino and as such any requests to copy, reprint, publish, etc., may only occur with the express written permission of Dr. Castellino or his acknowledged representative.

15) Ill Health

In the event of ill health or family emergency of Dr. Castellino during the training, one of the following will occur:

- a) A replacement Trainer or Assistant, designated by Dr. Castellino, will facilitate the training module(s).
- b) A training module(s) will be rescheduled.

Student Statement of Commitment

16) Making up for Emergencies: Missing any part of a training module

a) General

In the case of an unforeseen emergency causing the Student to miss any part [even 1 hour] of a training module, Dr Castellino will assess the needs of the Student and will require the Student to carry out any work that he directs in order that the Student is fully prepared for the next module. This applies even if the time missed was less than one hour. The Student agrees to:

- i. Make up any process work that occurred within the module with Peers and/or one of the Assistants (with whomever Dr. Castellino feels is most appropriate). This process work will not form part of the agreement with the Castellinos and so any fees/telephone calls, etc., will be the responsibility of the Student. The rates, etc., will be agreed directly between the Assistant and the Student.
 - ii. Read any of the material handed out during the module as well as any other additional assignment.
 - iii. Complete his/her creative home projects given out during the *missed* module (The Student will be required to hand in any outstanding creative home projects).
 - iv. Watch the videotapes or DVDs relating to the module as detailed below.
- b) Where the Student is able to attend most of the module, and time permits, he/she is welcome to view those videotapes at the training site that he/she has missed during that same module. The original tapes cannot be taken off site. In this case, the Student should advise the videotape Assistant who will make the necessary arrangements. In this case there would be no charges made to the Student.
- c) Where the Student is not able to watch all of the videotaped material during the module, the Castellinos will make DVDs of missed material for the Student to borrow and return.
- i. All whole group sections of the training modules will be taped using digital tapes. From these, DVDs will be made after the training for the Student.
 - ii. The Student will identify the period of time he/she missed to an Assistant or Sandra. The whole digital tape which contains that time period will be copied rather than just the section missed.
 - iii. The DVDs are to be returned to the Castellinos prior to, or at the beginning of, the next module.
 - iv. The cost to borrow each DVD is up to \$25 + tax and shipping. [\$25 for the first digital MiniDV tape copied onto DVD, \$20 more for each additional miniDV tape copied onto DVD].
 - v. A refundable deposit of \$25 is also payable and will be returned on receipt of the undamaged and complete disc(s) to the Castellinos.
 - vi. Where the Student requires the DVD(s) to be mailed to him/her, there will be an additional charge of \$4/first disc/\$1.50 each additional disc within the US for postage and handling if within the US. The charge for overseas mailing is \$10 plus cost of postage and insurance.

Student Statement of Commitment

- vii. The container of confidentiality extends to cover these DVDs and as such only the Course participants may view them. Partners, friends, and children may not view the DVDs.
- d) After making up any process work missed and viewing the video, the student will submit a journal describing his/her experience doing the exercises,
- e) The Student will not be able to proceed to the next module unless the prerequisites defined above are met:
 - i) Making up process work and submitting a journal about his/her experiences
 - ii) Borrowing, watching, paying for and returning the videos of missed sections.
- f) This does not exempt the Student from his/her liability to pay the training fees as defined under item 4 of this Contract. If the student is not up-to-date with payments including that for the missed module, no DVDs will be made.
- g) The Student who misses more than one day may be required to take the missed module with a later training group to complete the Course and graduate as described under item 17 below.

17) Retaking a Module in the Next Training

- a) This option to complete a module in the next training does not remove the requirement of the Student to complete all of the work defined above under item 16. This does not apply to the eighth module.
- b) The Student who misses all or part of a module is required to pay all the training fees as defined under item 4 of this Contract to the Castellinos. The Student will not, however, be required to pay for the full tuition fee for the module taken with Dr Castellino when making up the module. A materials fee of up to \$100 will be charged. This free tuition is only available if the Student makes up the module in the next training. Any part of the 'tuition' that is actually for food or for facilities use fees will be the responsibility of the student. The Student will be required to pay for all other costs which may include, but are not limited to, travel, accommodation, facilities use fee and meals. The student may apply to make up a module with a certified Trainer other than Ray. In this case, full payment is due to the Castellinos as well as payment to the certified Trainer for that module.
- c) Completion Requirements
The Student is reminded that he/she must have attended all of the eight, 6-day modules in order to meet the requirement for the Completion certificate to be issued in line with item 3, 'Completion Certificate' of this Contract. Thus if a student makes up a module in the next training, he/she will graduate after doing so.

18) Dropping out of the Training/Dropping Back to the Next Training Group

- a) In the unforeseen event that the Student must drop out of the training after completing 3 modules, the Student may apply to join the next training group where he/she left off on a space available basis. Alternatively, the student may apply to take a future training from the beginning.

Student Statement of Commitment

- b) If the Student rejoins the next or any future training, he/she does so committing to the training curriculum and requirements for graduation that exist at that time.
- c) If the Student drops out, he/she forfeits the non-refundable deposit. If the student has paid in advance for modules not attended, he/she may request a refund for any money paid for more than the \$2075 / \$1975 deposit and \$1235 / \$1175 per module attended in whole or part.
- d) If the student drops out before paying in full for the deposit plus \$1235 / \$1175 per module attended in whole or in part, then that money is due and begins accruing interest at 1% per month calculated beginning from the day the payment was due.

19) Taking Another Training

- (a) The Student who drops out as well as the Student who completes the training may apply to retake the whole training with a later training group. Acceptance is guaranteed only if the reason for dropping out was a pregnancy or birth.
- (b) The Student who drops out of this training, T10, may apply to start T11 where he/she left off or to take T11 starting at the beginning.

20) Location

The training will be at **Pepper Tree Retreat**, in Ojai, A. Directions and further information are on their website at <http://www.peppertreeretreat.com/>

21) Contact for the Administrator

The work has been split in order to allow us to work as an effective team. In the event that the Student needs to contact the Castellinos please direct the enquiry as follows:

- Contact Sandra Castellino for enquiries related to:
 - Applications
 - Accommodations
 - Process Workshops with Ray
 - Making phone appointments with Ray for supervision or phone consultations
 - This Contract
 - Other logistical information
 - Financial arrangements
- Contact Ray Castellino for enquiries related to:
 - Training Content
 - Your own process
 - Supervision

22) Sales by Students

- Any Student or Assistant who wishes to sell anything at any training module must first clear this with Sandra Castellino.

Student Statement of Commitment

- This includes sales available to all students/assistants and sales to one other person. Sales will be done in such a way as to not require any work from assistants and to not disrupt the training.
- For sales of items available to all students and staff, the vendor may be given a space to display for sale items at the site.
- For any sales of items above cost, the vendor will give 15% of the gross to BEBA. If the Student is not making a profit of 15%, then the Student can raise the price in order to have the 15% to donate to BEBA or resell the item at cost.
- Examples of this include:
 - Sales for profit of items of interest to many students including items the vendor is in the business of selling and papers/articles, videos they have produced.
 - Sales at cost of reprints of articles

23) Observing at BEBA (Building and Enhancing Bonding and Attachment): A Center for Family Healing

- Any student in the training may request to observe at the BEBA clinic. Those coming from a distance are encouraged to observe before or after a training module.
- The student will participate in preparation and debrief discussions and is part of the outer ‘womb surround’ support system for the family.
- There is a limit to the number of observers BEBA can accommodate at any one time so Students are requested to make requests in advance.
- There is a charge for all observations, whether you are watching through closed circuit TV or videotaping the session. The current charge is \$20/session.
- If there are more requests than we can accommodate, then priority is given to those requesting early and those wanting to spend the most time at BEBA. (Eg. Spending 2 days vs 1 session)

24) Signatures of Agreement

Students – please initial all 9 pages, fill in your choice of tuition payment / meal choices.

- I plan to pay by ___Plan A ___Plan B
- Food preferences (please circle one each):
 - I eat eggs: YES / NO
 - I eat dairy (cow): YES / NO

..... (Print Full Name in capitals)

Signature **Date**