

The Jade Way

PATH OF THE COMPASSIONATE HEART

QI GONG LEVEL 2 SYLLABUS



We invite you to enhance your personal and spiritual development and healing through the practice of these Taoist Arts and to awaken to 'The Jade Way: The Path of the Compassionate Heart', learning to serve self and others and bring light and healing into your family and community.

‘The Jade Way: Path of the Compassionate Heart’ is a training in self-healing and spiritual development. The course is a synthesis of Taoist and Toltec wisdom teachings about the way of energy. The Taoist tradition gives us the beautiful art of Qi Gong. Toltec wisdom gives us ‘The Art of Becoming’ through the teaching of ‘The Science of Relationship’.

This unique synthesis of these two profound energetic sciences gives us, on the one hand, a structured, coherent way to work with our energy and, on the other hand, a way to apply our experience of ourselves as energetic beings to the dynamic of everyday life i.e. the experience of relationship.

The reason for this synthesis is that, as we experience ourselves energetically and grow in this experience it becomes imperative for us to understand that we need to change the way we run our energy. As you become energetically stronger certain conditional cohesions in the energy body will need to be dissolved and released bringing more healing and growth. If, for example, a way of seeing the world is the cause of this cohesion we need to learn how to compassionately see that this way of seeing has to die for further growth to continue.

Here is the great power of the Toltec method whereby ‘The Science of Relationship’ teaching gives us the tools to deconstruct the old way of being and birth the new.

This approach makes the beautiful training we are offering intimately personal to each person who chooses to undertake the responsibility for their own journey to love and freedom, the birth-right of every human being.

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THE TAOIST PERSPECTIVE: THE WHITE CRANE SYSTEM OF QI GONG

We will explore the Taoist perspective in a way that empowers the individual to move directly into their own inner-heart knowing.

The approach to Qi Gong that you will be taught is called 'The White Crane System of Qi Gong'. This method emphasis opening and moving the arms like wings in such a way that the focus of our awareness and feeling is heart-centred. It particularly awakens the energetics of our heart channel. It allows the person to gently learn to consciously feel their own energetic nature and, over time, penetrate into the compassionate inner heart self. This is a gentle, safe but powerful way to work with your qi (energy), enhancing healing and evolution at the same time.

This approach was bequeathed to humanity by the Buddhist Bodhisattva Guan Yin (the incarnation of compassion). This being is dedicated to lifting humanity out of suffering through the science of compassion. She helps us source the unadulterated compassionate essence of our own hearts. The specifics of the tools you will be taught can be seen in the syllabus.

THE TOLTEC PERSPECTIVE: THE SCIENCE OF RELATIONSHIP

The Toltec way of the heart helps us achieve the above in a safe, self-timed and integrated way. The practice of 'The Science of Relationship' will help you know how to recapitulate and digest effectively the changes that come to you from the outside as a result of your inner work. At the centre of this training is the awakening of our own inherent capacity for Heart-logic, which is an essential ability for the true individual to awaken and master 'The Art of Becoming'.

This knowledge was bequeathed to humanity by the Toltec nagual Don Juan through the apprenticeship of his student, Gary Collins. Gary, through spiritual guidance, formulated this teaching into the spiritual science of relationship. The end result is a science of the heart that is applicable to every person.

Please reference the syllabus below for specifics of this teaching.

INTRODUCTION

- Ethos
- The Jade Way: Path of the Compassionate Heart (What the Human Being Really is)
- White Crane Qi Gong (Method)

FOUNDATION: FUNDAMENTAL STANDING QI GONG

- Opening the Energy Gates through posture and breath
- Standing with the Self
- Standing Tree Qi Gong – feeling the self & activating the whole Qi [Energy] Field

OPENING THE ENERGY GATES THROUGH POSTURE AND BREATH

You will learn to align the Qi Field and gently start to open the main "Energy gates" of the body's meridian system. This is achieved through postural technique and by embracing the inner Mind/Heart technology of 'Letting Go'.

EFFECT: This practice improves overall Qi flow and the releasing of stagnation in the meridian system. Tension, anxiety and fatigue will start to dissipate.

STANDING WITH THE SELF

Grounding, harmonising, regulating and consolidating the Qi Field through Taoist breath-work method of sinking qi and breath to the lower Dantien (Energy Centre). Now you are 'Standing with the Self'.

STANDING TREE QI GONG

Initiates the 'White Crane' method of opening the arms, activating the Heart Channels, feeling the self and moving to whole-body breathing.

FUNDAMENTAL DAOIST YOGA

- Deeper Opening of the Energy Gates
- Learning to stretch in a way that moves energy (Inner principle of Daoist Yoga: Letting go through movement)

The learning here is to take our exploration of mind/heart letting go and apply it to actually pulling, pushing and stretching the energy channels to further and deepen the opening of the energy gates. The intent here is to relax/let go in an engaged, active way. It's more about opening and rotating than forcing or twisting, so we learn to stretch in a way that safely opens and moves energy.

Effect: This series of simple Taoist Yoga stretches heals but also prepares us for deeper internal (Nei Gong) work. It releases blockages and corrects misaligned or twisted pathways in the energy system. It's designed to connect the inner Nei Gong grid pathways of the White Crane system.

The above practice will enhance the capacity of nutritive Qi Gong practices (e.g. 5 Phase Standing Qi Gong) to bring fresh energy to weakened, depleted areas thus strengthening and rejuvenating the body.

Certain deeper healing practices cannot be attempted safely or successfully without this work e.g. Inner Dissolving Qi Gong/Inner Heart Nei Gong Meditation.

FUNDAMENTAL MOVING QI GONG

- Fundamental Crane Qi Gong
- Fundamental Kua Qi Gong
- Fundamental Crane Qi Gong & Fundamental Kua Qi Gong

- Releasing Qi Gong (White Crane shakes off diseased energy)

FUNDAMENTAL CRANE QI GONG

This involves moving from Standing Tree, pulling, pushing, sinking, rising and rotating the arms in a Crane-like manner.

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EFFECT: This pumps qi through the channel system especially the 6 main channels of the arms. Internal Nei Gong channels and gates are also affected as this practice deepens. The result is this Qi Gong brings healing to the whole system bringing fresh qi to weak areas, removing stale qi and gently releasing blockages.

FUNDAMENTAL KUA QI GONG

Now we focus on the pelvic area and learn to energetically squat. This is called opening and closing the Kua. It includes movement of the legs and its main three joints (hip, knee and ankle). As a result there is continuous movement or pumping of the energy channels and gates of the lower body.

EFFECT: The lower Dantien energy centre is gently but powerfully pumped enhancing the movement of qi. Particular benefit comes to the lower organs and energy pathways (e.g. Urogenital and reproductive functions). As the sacral area and legs are pumped spinal/lumbar functions also benefit.



FUNDAMENTAL CRANE QI GONG & FUNDAMENTAL KUA QI GONG

Here we combine the above two learnings to complete the basic White Crane Qi Gong healing movement.

RELEASING QI GONG (WHITE CRANE SHAKES OFF DISEASED ENERGY)

Here we combine breath, movement and Crane Qi Gong technique to shake off/expel diseased energy through the main energy gates of the feet and hands.

INTERMEDIATE MOVING QI GONG

- Standing Tree Opening Crane Energy
- Rotating Tree Qi Gong
- Stirring Qi Gong
- Stirring Qi Gong with Fundamental Kua Qi Gong

STANDING TREE OPENING CRANE ENERGY

This is a simple Qi Gong movement to help learn, in a more focused way, the White Crane Qi Gong technique. It introduces us to the concept of spiralling energy. In nature energy moves most effectively and naturally in spirals. The White Crane method allows us to awaken this in our qi field enhancing our practice especially the pumping, releasing and expelling of diseased qi from the system.

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ROTATING TREE QI GONG

This is a Qi Gong modification where we move in a rotational manner around the central channel/spine. We learn about the importance of opening and closing when doing moving Qi Gong, to enhance the pumping effect. We also learn about empty and full, substantial and non-substantial. All these are complex Taoist concepts that become simple and apparent in this Qi Gong movement.

EFFECT: This Qi Gong greatly harmonises and balances the left and right side of the human qi field.

STIRRING QI GONG

This advances the basic Crane Qi Gong technique into a simple, dynamic rotational Crane movement resulting in a combination of energetic principles best described as 'Stirring'.



STIRRING QI GONG WITH FUNDAMENTAL KUA QI GONG

Now we combine Kua Qi Gong with the Stirring method. The result is, not only does the lower Dantien energy get pumped, but with the practice of the Stirring Qi Gong method the Lower Dantien will start to learn to rotate.

EFFECT: When Lower Dantien energy awakens and starts to rotate internally then Qi starts to move from the inside out. This leads to more powerful movements of qi and deeper healing potential.

INTERMEDIATE STANDING QI GONG

- Shoulder Releasing Qi Gong
- 5 Phase Qi Gong
- 5 Phase Kua Qi Gong

SHOULDER RELEASING QI GONG

This is a simple preparation Qi Gong to open the shoulder channels for the demands of Standing Qi Gong training.

EFFECT: Excellent for releasing neck, shoulder and upper back stagnation.

5 PHASE QI GONG

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Now we start our strength training. Standing Qi Gong's main purpose is tonification of the qi field including channel, gateways and internal organs. It is vital the channels are not only open but strong enough to be able to channel healthy qi deeper into the body and expel toxic qi out of the body. For example, if a channel is too weak it may not be able to release diseased energy from the body safely (we all intuitively know that if we are feeling weak we should not try to fast or detox heavily).

EFFECT: 5 Phase Standing Qi Gong strengthens, consolidates, harmonises and aligns the whole qi field. It particularly helps the connectivity in the central channel between the Lower, Middle and Upper Dantien centres. This prepares the person to work on deeper alchemical internal healing possibilities.

5 PHASE KUA QI GONG

Here 5 Phase Qi Gong is combined with Kua movement, easing the intensity of the practice while moving any blockages that may be moved during it.

ADVANCED MOVING QI GONG

- Lao Gong Activation Qi Gong
- Qi Massage Qi Gong – activating organ meridian channels
- 4 Limb Qi Gong
- Stirring Qi Gong with Front/Back Rotational Kua Qi Gong
- Alternating Hands Stirring Qi Gong with Front/Back Rotational Kua Qi Gong
- Tai Chi Ball Qi Gong
- Qi Gong Walking

LAO GONG ACTIVATION QI GONG

This practice is to open the heart centre of the hand (Lao Gong) so that we can learn to feel and reference qi movement from the inside out.

QI GONG TUINA – ACTIVATING ORGAN MERIDIAN CHANNELS

Qi Gong Tuina is a form of qi massage where we explore the concept of qi by combining simple Qi Gong movement with the intent of activating qi along the main yin and yang meridian channels of our bodies by using our hand energy gate, called Lao Gong.

EFFECT: As well as gently activating the qi field and the main yin and yang organ meridians it gives us the sense of moving energy with our own intent, again, opening the possibilities for deeper Nei Gong practices and, in the future, using our energy to heal others.

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4 LIMB QI GONG

We now move to the White Crane moving Qi Gong called '4 Limb Qi Gong'. Here we engage movement of the limbs to pump Qi around the 12 Organ-related Meridians of the qi field. Here we continue with the concept of the kua to further open energy gates that enhance our ability to pump the sacral area to further the pumping of the Lower Dantien.

EFFECT: Again this amplifies all the previous benefits and targets the organ pathways, and therefore has a secondary benefit for the internal organ systems.



STIRRING QI GONG WITH FRONT/BACK ROTATIONAL KUA QI GONG

ALTERNATING HANDS STIRRING QI GONG WITH FRONT/BACK ROTATIONAL KUA QI GONG

These advance the stirring Qi Gong, training us to pump, rotate and move in a confined space, the Lower Dantien energy. This leads to deeper, more penetrating opening of the qi field accessing the Internal Organ and bone structures of the body more effectively. It also enhances our capacity to use spiralling energy in moving qi gong.

TAI CHI BALL QI GONG

This method uses the above rotational movement off Dantien energy plus hand sensitivity to move qi as if moving a ball, backwards, forwards, up and down.

EFFECT: Enhances qi flow through the whole body but also especially the Du and Ren channels of the so-called Eight Extraordinary channels of the Taoist energy system.

QI GONG WALKING

Again, moves qi of the whole system but involves alternating hand movements with rotational spiral-like movements from left to right.

EFFECT: The Dai Mai Channel of the Eight Extraordinary meridians is particularly stimulated here, further enhancing healing benefits especially movement of qi from left to right in the body.

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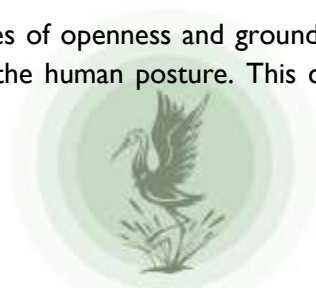
All of the above prepares and makes safe for us to practice deeper healing through Dissolving Qi Gong

FUNDAMENTALS OF QI GONG MEDITATION

PHASE 1: ACHIEVING PROFOUND STILLNESS

- Sitting Meditation
- Standing Meditation
- Lying Meditation
- Walking Meditation

Here we apply the qi gong principles of openness and groundedness to Sitting, Standing, Lying and Walking; the four main stances of the human posture. This connects us with a profound state of stillness and self-awareness.



PHASE 2: PRACTISING MOTION IN STILLNESS;

DISSOLVING QI GONG LEVEL I

- Fundamental Nei Gong Theory/Meditation Practice

Here we start the White Crane Nei Gong meditation practice. The focus is one of moving from a place of stillness and self-awareness to gently opening the heart so that we can experience what stillness/awareness actually is through our feeling ability. This practice, over time, and its more advanced form leads us straight into the compassionate unadulterated heart self of the human being.

EFFECT: Profound, gentle release of heart blockages, an inward objective experience of inner reverence, beauty and joy. An awakening to ones' own heart-knowing of ones innate goodness that is the Shen, or Spirit Self.

(This is where the White Crane system practices Shen/Spiritual Qi Gong from.)

8 EXTRAORDINARY MERIDIAN QI GONG

This Qi Gong is designed to open the eight psychic channels of the Taoist system. These channels are intimately connected to our development, healing and evolution. They carry reservoirs of qi around the body from the lower Dantien feeding the whole energy system. They also communicate the inherited qi tendencies of our ancestral lineages and personal karmic influences that come with us before we are conceived and birthed. They are, from the Taoist perspective, intimately connected to assisting the conversion of jing to qi to shen.

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This qi gong then further expands the White Crane method into the Eight Extraordinary channels bringing the blueprint of our compassionate heart self into these aspects of our energetic being to create new healing possibilities.

EFFECT: Rejuvenation of constitutional qi, releasing of ancestrally rooted blockages, and the healing of past karmic influences on our development and evolution.

INTERMEDIATE QI GONG MEDITATION

- Qi Gong Scanning
- Dissolving Qi Gong Method
- Shen Qi Gong Meditation
- Sound Qi Gong Healing



QI GONG SCANNING

We scan the qi field for blockages through our conscious feeling ability becoming aware of deeper holdings.

DISSOLVING QI GONG METHOD: LEVEL I

We explore the use of the mind/heart letting go technique (see above) to open these areas to help them release.

SHEN QI GONG MEDITATION

SOUND QI GONG HEALING

This practice focuses on the central channel (thrusting vessels). It consciously aligns the three Dantien, Upper, Middle and Lower. These correlate with the three key aspects of our being, thinking, feeling and willing. We use the previous skillsets we have established and apply our conscious feeling ability to work with the three cauldrons, or three elixir fields. We awaken them or, more correctly, our relationship with them from the inside out, and open them/prepare them to receive the profound

healing information of Shen Qi or the pure Qi of our unconditional Spirit Selves (i.e. 'The Light of the Soul'.)

Now we are in a position to energetically open the heavenly qi chord that connects with the Spiritual Dantien (Soul Centre) awakening our memory of our unadulterated pure qi selves.

We invoke the healing assistance of Guan Yin to bring the truth of our pure qi self into the three cauldrons with sacred sound qi gong. Page | 13

EFFECT: Here we use sound and light to heal the three Dantien, clearing blockages in the qi field from the inside out. This is nothing short of changing the way we think, feel and act; releasing conditional ways of running our energy and bringing the unconditional way of the compassionate heart into our energetic being from the inside out.

TOLTEC WISDOM

THE SCIENCE OF RELATIONSHIP & THE ART OF BECOMING

While we are in the body, our soul (the whole of our energetic being) is anchored in that body. In Taoism this is referred to simply as the Human Qi Field. In the Toltec system it is referred to as the 'Luminous Egg'.

We will now examine this field, its' different components and how they relate to the three key aspects of our being; thinking, feeling and willing. In Taoism this is related to the Upper, Middle and Lower Dantien.

The above understanding will provide a platform for us to enter into the Science of Relationship which will help us self-reveal how every relationship encounter is guiding us toward and inner alchemical becoming process. Here we are engaging a spiritual scientific rendering of the Toltec way of the Heart, which shows us, through heart-logic, how to absorb all relationship experiences as opportunities to free ourselves from false individualism and at the same time impregnate the soul (qi field/luminous egg) with the qi of the true human spirit self.

The master key here is the Heart Science method of the cultivation of our capacity to consciously feel and awaken our ability for ruthless honesty. This sincerity of heart effort prepares us to enter into the spirit world and encounter, in an inwardly objective way, our spirit selves.

This is nothing short of self-revelation. We will examine the truth that the human being has created through ignorance of its true nature a dysfunctional emotional body. The compassionate scientific examination of this truth will help us open to realising that our emotional being has an entirely different purpose than what we have been using it for allowing us to open to redeeming our emotional being and letting it carry us into an inward experience of the unadulterated human heart. This realisation is central to real healing and evolution, without which the soul cannot awaken its creative evolutionary power.

Toltec wisdom concludes that we must shift our intent to the inner unadulterated heart to ignite evolution from the inside out.

METHOD: THE FOUR INTENTIONS

The Four Intentions are:

- | | |
|--|----------------------------------|
| 1. Stop wanting the world to be other than it is | The practice of gratitude |
| 2. Owning your own end of all relationship experiences | The practice of humility |
| 3. Seeing your own hand in your suffering | The practice of ruthless honesty |
| 4. Opening to the Spirit Self | The practice of compassion |

These intentions, and their practice, relate exactly to the three key aspects of the human being. They will help us to handle the energetic changes that we will experience safely and gracefully. Their practice allows us to deconstruct our false selves and reconstruct our qi field with the blueprint of our pure qi Spirit Selves.

A sublime and profound consequence of this Toltec teaching is the learnt ability to embrace suffering and start to dissolve our relationship with it from the inside out. This reveals the inner meaning of 'turning the other cheek', that is, turning our energy fields into wombs of forgiveness and truth. It is this womb alone that can birth love as a living reality on the earth.

PRACTICES

- Using the Lau Gong Qi Sensitivity practice to *feel* the outer boundary of the human qi field and also to feel the inner boundary where the qi field interfaces with the anatomy of the body.
- Learning the Toltec method of Tracking and Ruthless Honesty. Redeeming our emotional being from its dysfunctionality and letting it show us how to feel who we are (experiencing 'The Light of the Soul').
- Withdrawing our energy from dysfunctional ways of relating to others; past, present and future. Erasing false reality views, re-informing our emotional being with a new blueprint i.e. the feeling of who we are.
- Learning to apply the above to any relationship encounter, thus growing while, at the same time, bringing the healed human spirit into our lives, and the lives of others.

ADVANCED QI GONG MEDITATION

DISSOLVING QI GONG LEVEL 2: TURNING THE OTHER CHEEK

Here we practise Dissolving Qi Gong through the compassion of the pure Qi of the Spirit Self.

This brings enhanced healing and transformation to the whole qi system from the inside out. Certain cohesions in our energy fields can only be dissolved from the inside out intent to surrender to living from the unconditional pure qi self. This is a movement to absolute humility and forgiveness and an acceptance of ones' Spirit Self.

HEAVEN & EARTH QI GONG: CONSCIOUS EVOLUTION

Working with the Spiritual Shield

- Connecting with the heavens/celestial realm; origin of the Spirit Self
- Connecting with Mother Earth; origin of the Physical Self
- Cleansing of the Central Channel
- Embracing the purpose of our humanity

Now we move from the last building block to consciously re-establish our relationship to the heavens/celestial realms the earth/physical realms. We beautifully connect, through the compassionate heart knowing of who we are, to the spirit realm as the origin of our being and to the physical realm as the origin of our evolution in matter.

We connect with powerful spiritual healing from above and below, helping us own who we are and why we are here.

EFFECT: This stage of opening allows for powerful cleansing of the Thrusting Vessel/Central Channel and the awakening of the powers of our own Spirit Self within the physical Human Self. This initiates the possibility of bringing heaven to earth embracing the purpose of being human.



DIVINE MOTHER QI GONG: PRACTISING STILLNESS IN MOTION

- Opening Sacred Space and Inviting the protection of the Bodhisattva Guan Yin
- Harmonising Heaven & Earth through the pure Qi field of ones' True Self expelling deeper disease energies.

The above is achieved through the Divine Mother Qi Gong system Da Mo Nei Jin Yi Zhi Chan; 9 Movements (9 Precepts).

Here the focus is to deepen the connection with the healed feminine principle of spirit/life. We invoke guidance/protection from Guan Yin, embracing the spiritual teaching of The Jade Way. This profound Qi Gong allows the qi of the Spirit Self to expel resistant energies in our Nei Gong channels to be expelled and/or cast off. We are now moving towards becoming awakened sacred human spirit beings serving love's purpose with beauty and joy. In Taoist terms this means we've prepared the womb of our being for the birth of the immortal foetus i.e. a new way of being human.

DATES

Training: There will be a total of 60 training days (30 weekends once a month for 2 and half years). For those who wish to take the Qi Gong Instructor Certification Examination there will be an additional two days for exams at the end of the course.

YEAR I

The initial dates have been provisionally set as follows.

2021

- Weekend 1: **Saturday 18th & Sunday 19th September**
- Weekend 2: **Saturday 16th & Sunday 17th October**
- Weekend 3: **Saturday 20th & Sunday 21st November**
- Weekend 4: **Saturday 18th & Sunday 19th December**

2022

- Weekend 5: **Saturday 15th & Sunday 16th January**
- Weekend 6: **Saturday 19th & Sunday 20th February**
- Weekend 7: **Saturday 19th & Sunday 20th March**
- Weekend 8: **Saturday 16th & Sunday 17th April**
- Weekend 9: **Saturday 14th & Sunday 15th May**
- Weekend 10: **Saturday 18th & Sunday 19th June**
- Weekend 11: **Saturday 16th & Sunday 17th July**
- Weekend 12: **Saturday 20th & Sunday 21st August**
- Weekend 13: **Saturday 17th & Sunday 18th September**
- Weekend 14: **Saturday 15th & Sunday 16th October**
- Weekend 15: **Saturday 19th & Sunday 20th November**
- Weekend 16: **Saturday 17th & Sunday 18th December**

Further dates will be set in June/July 2022

TIMES

Morning Session I: 9:30-2:00

Lunch – 1 Hour

Afternoon Session I: 3:00-6:30

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Breaks will be taken during the day at the discretion of the Instructor.

COST & PAYMENT PLANS

A non-refundable deposit of €800 secures a place on the course.

Course Cost: €7,500.00

Cost for Registered Instructors: €5250.00

Cost for Associate Instructors: €6,750.00

These fees must be paid at a minimum rate of €250.00 per weekend. If payments are not maintained at this rate the School reserves the right to refuse admission.

NB: Please note that by enrolling for this course you are agreeing to pay the full amount whether you complete the course or not. The School cannot sustain provision of courses where students fail to honour their financial commitments.

If payment is made in full before commencement of the course the following reductions apply:

€7,000.00

Associate Instructors: €6,000.00

Registered Instructors: €4,500.00

Second person Half-Price: Where a married couple both wish to attend the course the cost for the second person is €3,500.00.

Qi Gong Level 2 Instructor Certification Examination Cost: €300

OTHER DETAILS

INSTRUCTORS

Gary Collins

Senior Instructor

087 2287708

Neal Traynor

Assistant Instructor

087 9085684

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LOCATION

All instruction will be held at:

Elysium Sanctuary,

Rathnageeragh,

Gusserane,

Newbawn,

Near New Ross,

Co. Wexford.



TERMS & CONDITIONS

By attending the Jade Sun School of Tai Chi & Qi Gong's Instructors Training Course you are agreeing to the following terms and conditions. If you would like to discuss any of the terms and conditions please speak to either Gary or Neal.

ENROLMENT

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1.1 Every student of the Instructor Training Courses at The Jade Sun School of Tai Chi & Qi Gong must enrol for the course and pay the fees appropriate to this course of study at The Jade Sun School of Tai Chi & Qi Gong.

1.2 No person shall be deemed to be an enrolled student unless:

1.2.1 they have completed and signed a The Jade Sun School of Tai Chi & Qi Gong enrolment form, and

1.2.2 agreed to meet the liability for the relevant fees.

1.3 In signing the enrolment form the student undertakes to observe The Jade Sun School of Tai Chi & Qi Gong Terms and Conditions of Study (including all current published The Jade Sun School of Tai Chi & Qi Gong Policies, Codes and Regulations) and consents to the Jade Sun School of Tai Chi & Qi Gong obtaining, recording, holding, processing etc. personal data including data of a sensitive nature. Students are responsible for informing The Jade Sun School of Tai Chi & Qi Gong of any changes to the information provided on enrolment.

WORK COMMITMENT

2. Students enrolling on courses at The Jade Sun School of Tai Chi & Qi Gong are entering into a partnership with The Jade Sun School of Tai Chi & Qi Gong to further their education and training. Students are expected to take full advantage of the opportunities for learning and study.

COMPLAINTS PROCEDURE

3 The complaints system is easy to use and students are encouraged to use it where necessary. Complaints are dealt with by the founders of the school and are acknowledged within five working days of receipt and are normally fully answered within fifteen working days. After a further three weeks there is a further letter to ensure the complainant is happy with the outcome of the investigation into their complaint.

COURSE CONTENT

4 Students should satisfy themselves from reading the available information that the Instructor Training Course meets their requirements before commencing the course.

CANCELLING OR CHANGING CONTENTS OF COURSES

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5 The Jade Sun School of Tai Chi & Qi Gong reserves the right not to run courses where the number of students is considered insufficient or where resources are unavailable or to change the contents of a course where it is considered appropriate by The Jade Sun School of Tai Chi & Qi Gong to do so.

LIMITATION OF ADMISSION TO COURSES

6.1 The Jade Sun School of Tai Chi & Qi Gong reserves the right to refuse admission to any course because of restricted availability of facilities due to accommodation or teaching requirements or for any other reason which The Jade Sun School of Tai Chi & Qi Gong deems it necessary to do so.

6.2 All admission to courses is at the discretion of the Founders of the Jade Sun School of Tai Chi & Qi Gong.



FEES

7.1 All fees are payable in line with the specific course details provided. Details of methods of payment can be obtained from the course Instructors.

7.2 Liability for fees is incurred at enrolment and The Jade Sun School of Tai Chi & Qi Gong reserves the right to suspend any student who has not paid or arranged, to the satisfaction of The Jade Sun School of Tai Chi & Qi Gong, payment of fees within a reasonable time.

7.3 No person shall be permitted to enrol as a student of The Jade Sun School of Tai Chi & Qi Gong or to receive any qualification conferred by The Jade Sun School of Tai Chi & Qi Gong, unless all, if any, arrears of tuition fees and any other sums due to The Jade Sun School of Tai Chi & Qi Gong are paid in full or arrangements for the payment of fees have been made to the satisfaction of The Jade Sun School of Tai Chi & Qi Gong.

FINANCIAL MATTERS

8.1 Studying at The Jade Sun School of Tai Chi & Qi Gong may cause students to incur different costs, for example, tuition fees, books and equipment costs, accommodation costs, childcare fees, travel expenses and living expenses.

8.2 Students are required to supply their own stationery and materials. Details of specialist materials/equipment will be supplied at the commencement of each course.

DISCIPLINARY CODE

9.1 The Jade Sun School of Tai Chi & Qi Gong has a zero tolerance to the abuse of instructors or other students and students are reminded that any such conduct constitutes unacceptable behaviour and will result in disciplinary action which may, in turn, lead to your suspension or dismissal from the Jade Sun School of Tai Chi & Qi Gong.

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9.2 The Jade Sun School of Tai Chi & Qi Gong reserves the right to cease to facilitate attendance of any course for any reason which The Jade Sun School of Tai Chi & Qi Gong deems it necessary to do so.

EQUAL OPPORTUNITIES

10 The Jade Sun School of Tai Chi & Qi Gong is committed to promoting equality of opportunity for all its students and instructors in all aspects of The Jade Sun School of Tai Chi & Qi Gong life to ensure that no-one is discriminated against on the grounds of race, colour, religion, sex, marital status, disability, age, social position or sexual orientation.



DISABILITY

11 The Jade Sun School of Tai Chi & Qi Gong treats applications from students with disabilities on the same grounds as all applicants, taking into account the difficulties they may encounter.

ABSENCE

12 Absences at the time of examinations or assessments will result in the need to reschedule these for the absentee student, at a further cost to them.

ATTENDANCE AND PUNCTUALITY

13 Students are required to be punctual and, furthermore, attendance at The Jade Sun School of Tai Chi & Qi Gong must be sufficient to fulfil the requirements of the course concerned. Poor attendance may have implications for a student's continuance on a course. Each course will be advertised with the number of days attendance required to complete the course. Absence on more than 10% of the days will result in the need to arrange private classes, at a further cost to the student,

in order to cover the required material. Attendance and absences are recorded on computerised registers which are kept for all classes.

For each day that is missed a 3 Hour Private session can be arranged with either Gary Collins or Neal Traynor and this will be recorded as the equivalent of attendance for the missed day. At the time of writing (May 2022) the fee for this session is €140 with Neal or €180 with Gary. These fees are subject to change.

INSURANCE

14.1 No insurance cover is held by The Jade Sun School of Tai Chi & Qi Gong to provide automatic compensation to students in the event of loss or damage to property, personal accident, injury or death. It is the responsibility of each student to insure for personal accident cover, if felt appropriate.

14.2 The Jade Sun School of Tai Chi & Qi Gong does hold third party liability insurance which indemnifies The Jade Sun School of Tai Chi & Qi Gong with respect to claims from third parties, including students, who have suffered injury, illness, loss or damage arising from the negligence of The Jade Sun School of Tai Chi & Qi Gong. However, if there is no negligence, no claim would be accepted by the Jade Sun School of Tai Chi & Qi Gong or its Insurers.

ALCOHOL, DRUGS AND SUBSTANCE MISUSE

15 The Jade Sun School of Tai Chi & Qi Gong encourages the health and wellbeing of all students and wishes to minimise problems arising from the misuse of alcohol and drugs. The Jade Sun School of Tai Chi & Qi Gong will offer guidance and support to any students known to have an alcohol or drug related problem and assist them to seek appropriate help. However The Jade Sun School of Tai Chi & Qi Gong will report to the police all incidents involving the supply or taking of illegal substances on its premises.

DATA PROTECTION

16 The Jade Sun School of Tai Chi & Qi Gong takes its responsibilities under the Data Protection regulations seriously and respects the privacy of its students and staff. The Jade Sun School of Tai Chi & Qi Gong adopts measures as it deems reasonable to ensure that all data is processed in accordance with the regulations.

ELECTRONIC CONTACT

17 The Jade Sun School of Tai Chi & Qi Gong may contact you by electronic means (e.g. email and text) in connection with your course.

The information contained in this document, particularly relating to The Jade Sun School of Tai Chi & Qi Gong Policies, Terms and Conditions, courses and fees was correct at the time of going to print but it is subject to alteration without notice. Anyone wishing to confirm any of the information should speak to, write to or email Gary or Neal.