



STUDENT HANDBOOK

COURSE CATALOG (id AT1)

CURRICULUM

The application of the principles of the Alexander Technique:

Recognition of the Force of Habit

Inhibition and Non-Doing

Recognition of Faulty Sensory Awareness

Sending Direction

The Primary Control

First Year

Students will focus primarily on The Use of the Self. Hands-on work will be introduced.

Second Year

Students will continue to focus on the use of the self and will develop the skill of hands-on work.

Third Year

Students will continue to master hands-on skills and the use of the self. The students will progress to supervised work with volunteers in the class, as well as student teaching with evaluation. Practice development, professional skills, and group presentation will be covered.

ADDITIONAL REQUIRED STUDIES

Reading – Reading Alexander's four books and related material. Two hours per week of class time plus independent reading assignments.

Anatomy – Anatomy as it pertains to the Alexander Technique is taught throughout the program, two hours and 45 minutes per month.

INTERNSHIPS

Students are encouraged to continue to develop their teaching skills after graduation and are recommended to stay for a period of time as post-graduate teachers. Formal job placement is not provided.

RECOMMENDED BOOK LIST (To Be Read In Class)

F.M. Alexander's 4 Books:

1. *The Use of the Self*
2. *Constructive Conscious Control of the Individual*
3. *Man's Supreme Inheritance*
4. *The Universal Constant in Living*

Patrick Macdonald:

The Alexander Technique as I See It

Rivka Cohen

Topics in the Alexander Technique

The Up within the Curve

More books and booklet information about the Alexander Technique are listed in the *AmSAT Books Catalog*.

GENERAL SCHOOL RULES & REGULATIONS

ATTENDANCE

Students are expected to attend all classes as scheduled. Absences and tardiness will be noted and make-up work is required for absences in excess of seven days a year. Make-up work is due within two weeks of missed class time. The cost of make-up work is an additional fee of \$70 per lesson and will cover one day of missed class.

STUDENT PROGRESS

The first term is a trial period and an appraisal will be made at the end of that time to consider the student's progress and commitment. Following that period, the student will receive an annual written progress report. Students are welcome to request progress reports during the term.

GRADING

Grades are not issued.

There are no graded tests throughout the training.

Student's progress is assessed through annual written progress reports and a meeting with the director once every three months (or once per term).

GUIDANCE AND COUNSELING

When questions or other issues arise, the student is encouraged to meet privately with the director. For further support, the student may contact AmSAT.

JOB PLACEMENT

Alexander Technique teachers are self-employed. We do not offer job placement, but we do offer advice and information on how to establish a successful private practice. Further information can be obtained from AmSAT.

CERTIFICATE of COMPLETION

Certificate of completion of training will depend on obtaining a satisfactory level of proficiency in the skill of the hands, and the understanding of the principles of the Alexander Technique, and on completing a minimum of 1600 hours of training to the satisfaction of the director in concurrence with other teachers. Students who successfully complete the course at ATTC will be awarded a Certificate of Completion and will automatically be eligible to become members of the American Society of Alexander Teachers (AmSAT) at the application of the Director. The Director will send notice of the student's completion of ATTC to the Board of AmSAT, which will then vote to certify the student as a teacher of the Alexander Technique. This certificate is in turn approved by all affiliate societies, notably STAT in the United Kingdom.

REFUND POLICY

See enrollment agreement: MGL 255 Section 13K.

The school provides online reading Books and Articles for no additional charge to the student.

ADHERENCE TO SCHOOL POLICIES

If a student repeatedly and intentionally does not adhere to school policy without a reasonable excuse (as determined by the Director), the student will receive oral and written warning. If student behavior does not adhere to policy after such warning, at the end of the term the student's enrollment may be terminated by the Director. Please note, for circumstances beyond student's control (such as illness or bereavement), enrollment will not be terminated.

STORM/SEVERE WEATHER POLICY

In the event of weather related cancellation students will be notified by an email/telephone message. Students may call (617) 686-5082 for more information. The program has 5 additional days per year to allow for emergency cancellation. If for any reason class is canceled beyond the additional time, each student will receive one private lesson per one canceled day at no additional cost.

LEAVE OF ABSENCE

In the event that a student must take a leave of absence, he/she will discuss each case and its merit with the director. ATTC will do its best to aid a student and avoid prolonged absences; however, when a leave of absence is unavoidable, that period cannot exceed one year. 1600 hours of training must be completed in no longer than four years from the start of training.

COMPLAINTS

Should a problem arise concerning the school, the Director or the other trainees, the trainee is encouraged to approach the Director. Every effort will be made to find reasonable solutions to any complaints that may arise. As per regulation 230 CMR 15.07(2), the school will respond to written student complaints in writing within ten days from when the complaint was submitted. If the problem(s) are not resolved, the trainee should contact the Training Approval Committee of AmSAT, the American Society of Alexander Technique. Please note: students may at any time contact the **Division of Occupational Licensure, Office of Private Occupational Schools. Any comments, questions or concerns about this school's license should be directed to** occupational.schools@mass.gov, 617-701-8719.

WITHDRAWAL

As per 230 CMR 15.04(7) and (8)

(7) If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall:

(a) treat the withdrawal as a termination of the enrollment contract, effective immediately;

- (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
 - (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination
- (8) If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:
- (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
 - (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
 - (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
 - (d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

SCHOOL CLOSURE

In the highly unlikely occurrence of unforeseen school closure, AmSAT will endeavor to place ATTC students at other approved Alexander Technique training courses. Student records will be sent to the DPL.

FINANCIAL AID

Financial aid is not offered.

230 CMR 15.04 (5) and (6)

- (5) After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K.
- (6) In addition to the requirements of M.G.L. c. 255, § 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L. c. 255, § 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L. c. 255, § 13K. Provided, however, that this provision shall not apply to: (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2,000 in total cost.

SCHEDULE AND HOURS (id AT 1)

Monday – Thursday; 8:00 am – 12:00 pm

CALENDAR 2023/2024

Fall Term - August 28 - December 15

Holidays and Vacations:

September 4 Labor Day

October 9 - 19 Fall Break

November 20 - 23 Thanksgiving Break

Winter Term - January 2 - April 4

Holidays and Vacations:

January 15 Martin Luther King Day

February 12 - 22 Winter Break

Spring Term - April 22 - June 20

Holidays and Vacations:

May 29 Memorial Day

June 19 Juneteenth

CALENDAR 2024/2025

Fall Term: September 3-December 19

Winter Term: January 6 - April 10

Spring Term: April 28 - June 26

TUITION & FEES: 2023/2024 (id AT 1)

Payment Due Dates: Beginning of each term.

Total tuition: \$10,400.00

Monthly Installments: September - June \$1,040/month

*Special tuition schedule can be arranged with Ruth