



November 28th, 2018

General rules and regulations

Article 1 - General conditions

a. The Nederlandse School voor Klassieke Shiatsu (Dutch School for Classical Shiatsu), hereafter will be referred to as NSKS, provides courses, workshops, trainings and a four year vocational training/education for Shiatsu therapist accredited at HBO level. These general conditions are applicable to all offers and agreements made by the NSKS; the provided courses, workshops, trainings and education resulting from the above.

b. The general conditions are applicable to all participants, hereafter referred to as "students", to any of the provided services.

Article 2 - Provisions

a. Admission requirements and examination for students of the NSKS for the various levels of the professional vocation:

Level 1:

Students are screened by Alan Nash before accepted into the program. There are no specific admission requirements for this level; perseverance and interest are sufficient. The preliminary examination can be taken after completing all 6 course weekends. When the preliminary examination is passed with a positive result a certificate will be handed out. Not obligatory at level 1, but highly recommended is for the student to attend 5 diagnosis evenings or 1 diagnosis weekend

Level 2:

Students can join level 2 when level 1 has been completed successfully, or the student is in possession of the required certificates and/or knowledge. The preliminary examination can be taken after completing all 6 course weekends. When the examination is passed with a positive result a certificate is handed out. Not obligatory at level 2, but highly recommended is for the student to attend 5 diagnosis evenings or 1 diagnosis weekend

Level 3:

Students can join level 3 when level 2 has been completed successfully, or the student is in possession of the required certificates and/or knowledge. The preliminary examination can be taken after completing all 6 course weekends. When the examination is passed with a positive result a certificate is handed out. Not obligatory at level 3, but highly recommended is for the student to attend 5 diagnosis evenings or 1 diagnosis weekend

Level 4:

Students can join level 4 when level 3 has been completed successfully, or the student is in possession of the required certificates and/or knowledge. After completing twelve full days of training/education the examination can be taken. When the examination is passed with a positive result, the student has attended twenty diagnostic evenings or four diagnostic weekends and the student has completed the mandatory 300 practice treatment hours, which have been made during the four-year education, a certificate is handed out. The 300 practice treatment hours need to meet the requirements followed and given by the accreditation by the professional associations. The practice forms made by the NSKS are to be used for submitting the 300 practice hours. The form is added to the course material by the NSKS which is handed out to the students. The questions asked are to be followed as instructed, submitted and answered as accurately and as clearly as possible. The form also needs to be signed by the person who has been treated and should mention the time spent for every treatment. Treatments of direct family members do not count as practice hours. The hours made at practice evenings at the NSKS are recorded as practice hours, as these hours were spent under supervision of a teacher.

Students from other schools

For students from outside the NSKS it is possible to join in our four-year education. After providing obtained certificates, Diplomas and/or experience, a placement within the program will be advised. All this will be handled in a personal consultation with the new student.

(Preliminary) Examinations

Each student who wants to participate in an examination has to submit the registration examination form to the NSKS office, no later than one month in advance of the examination date. The fee for the examination for level 1/2/3 is € 75,-. The fee for level 4 is € 85,- for two parts. The examination consists of two parts; theoretical & applied. The costs for re-examination is € 45,- per part. This amount has to be paid one month prior to the examination date on bank account: IBAN NL38ABNA 05684 25502 of A.L. Nash, mentioning the level and the examination date.

Taking the examination for each level is mandatory for each student to go on to the next level. The main purpose of the examination is to assess whether the student has reached a sufficient level of understanding of the courses. In addition, it gives the teacher an idea of the strengths and weaknesses of each student, allowing for a clear view to support and advice the student. The examinations of levels 1, 2 and 3 do not need to be passed successfully in order to proceed with the next level, provided that 6 course weekends and 5 diagnostic evenings /or one diagnostic weekend have been attended.

b. Modules:

The NSKS works with a modular and integrated course program. In order to obtain the HBO Diploma for Shiatsu therapist, the students are to participate in the following mandatory components:

- Four vocational training/education years, 24 course weekends; 288 study hours (SBU)
- Four examinations of all four levels
- Minimum of 20 diagnostic evenings or 4 diagnostic weekends
- One Meridian Seminar
- One week Lunteren (residential) seminar
- One Moxa Seminar
- Medicinal/macrobiotics cooking Seminar
- Basic medical knowledge on HBO level (to be followed externally. See our website for the represented professional associations)*

*If a student already obtained basic medical knowledge on HBO - level based on professional association requirements and accredited by the KTNO, no extra courses will be required. The NSKS requires copies of the obtained certificates and/or Diplomas. If the examination is passed with a positive result and stated requirements are met, the student will receive the Diploma and will officially be a qualified as Classical Shiatsu Therapist.

c. Absence for any course or seminar

- In all cases the NSKS office must be consulted of your absence. Missing out on any course should be an exception. In consultation with the NSKS office the options can be discussed if a missed course can be rescheduled and/or retaken.
- Missing courses will exclude the student from attending the examination of the partaken level.
- Retaking any missed parts of the day or weekends is only possible if the rescheduled weekend has less than 18 students attending. (level 1, maximum of 20 participants).
- If missing a part of the day or weekend due to illness or any other reason, isn't reported in advance, the right to retake the missed part of the day or will expire.
- For attending the missed course weekend a fee of € 160,- will have to be paid in advance of the start of this weekend. In case this amount is not paid in time, participation/access to the course will be denied.
- It is not permitted to retake a missed part of the day or weekend without consulting the NSKS office upfront. If a student attends one of the courses without permission, the NSKS reserves the right to deny access to the course.

Absence of basic course

- In all cases the NSKS office must be consulted of any absence.
- Regarding courses by Anushka Hofman absence should be consulted with her (by phone or e-mail).
- Regarding courses by Alan Nash absence should be consulted only with the NSKS office (phone or e-mail).
- Students that have reported absence in a timely fashion can with permission of their teacher, retake a course on the Tuesday or Wednesday.

d. Remaining educational regulations:

- To prevent future injuries, students who have certain illnesses or other physical or mental issues/limitations are obliged to inform the NSKS before the start of the training/education.
- For every training/education year a minimum amount of students decided upon by the NSKS and a maximum of 20 students are applicable, with exception of level 1 where a maximum of 20 students is applicable.
- The NSKS reserves the right to deny access to the school grounds to any student who disrupts courses, and/or use the school grounds for recruiting students and/or clients. The paid enrolment and tuition fee will not be refunded.
- The NSKS will only issue the Diplomas or certificates once. No copies will be provided afterwards.
- It is possible for students to attend extra courses, if space is available. The fee is € 160,- for one course weekend. Students, who have not attended the weekends before, will be given precedence to students who already attended the weekend.
- The total number of diagnostic evenings which have to be attended in order to obtain the Diploma is 20. Students, who start in level 2, need to comply to these requirements as well.

Article 3 - (Course) materials/Copyright

- Books and other materials which have to be purchased for this training/education will have to be paid for by the student. Click here for the [literature list](#).
- The NSKS has copyright on the provided teaching materials. Copying on behalf of third parties is not permitted.

Article 4 - Modular system

The NSKS offers students the opportunity to study in modules. Students and therapists from other schools than the NSKS can sign up for all weekends of the (Diploma) courses and seminars.

Article 5 - Accreditation Institute

The NSKS has been fully accredited by [Stichting Accreditatie Instituut KTNO](#) at HBO level.

This means that the training/education and other modules are recognised by the following professional associations:

- NVST
- BATC
- LVNG
- VBAG
- CAT
- [Shiatsu Vereniging Nederland](#)

All seminars are offered as postgraduate education are approved by the professional associations: TCG ZHONG, NVST, BATC, LVNG, VBAG, CAT en Shiatsu Vereniging Nederland.

Students who have successfully completed the four-year education can join one of these associations. The NSKS cannot guarantee acceptance. Professional associations under the umbrella of the accrediting institute (the KTNO) will accept students and therapists. The NSKS advises all students to explore the options at the various professional associations. The rules and regulations of the Dutch healthsector are under continuous change, and so too the criteria for professional associations and training/education.

Article 6 - Dojo house rules

- Students have to be at the school grounds on time.
- When arriving late the student will have to enter the class quietly and take place at the back of the room (when appropriate during a class).
- A respectful attitude is expected from the student. Anyone disturbing the class will be asked to leave.
- During the meditation, entering is inappropriate. The student will have to wait in another room until the meditation is finished.
- Eating, drinking or smoking is not permitted in the Dojo. Bags and mobile devices (phones) are not permitted either. They can be placed in the dressing room. (No chewing gum is permitted in the Dojo at any time)
- Students have to take care of dressing appropriately: clean and well-kept clothes (preferably black/white and non-synthetic)
- Properties of the NSKS such as, futons, blankets, thermos bottles, glasses, chairs etc. remain on school grounds at any time. It is not permitted to take these outside.
- After the courses at the end of the weekend, the rest/silence areas and Dojo have to be left neat and clean.
 - o Every student has the responsibility to put all mats, futons, blankets and pillow back in their right place.
 - o In the Dojo all judo mats are to be aligned and mopped.
 - o In the lunch area it is expected that all used items are washed up and placed back in the cupboards.
 - o Each course weekend three students are responsible for cleaning the lunchroom and the Dojo. Students are to organise this amongst themselves.

Stay overnight at the Dojo

For students who have to travel a long way from home to the school grounds it is possible to stay overnight at the Dojo. However, this has to be arranged with the NSKS office. The NSKS offers this possibility for their students as a service. The fee for this extra service is € 35,-. After signing a form which will be handed in at the NSKS office, the student has to pay a deposit of €100,- for the keys. The student is responsible for these keys. When the student loses these keys, he/she will have to pay the amount of € 100,- to the NSKS. After finishing the training/education and after returning the keys to the NSKS office, the student will receive their deposit of € 100,-.

Article 7 - Hygiene

During the courses students will have to comply with general accepted norms of (body) hygiene. If the student is suffering from a contagious ailment (for example mildew on the feet) he or she will need to take the necessary precautions. Clothes made of natural material, like cotton, in colours black or white are preferred.

Article 8 - Personal data

The NSKS takes care of the personal data of its students. For more information read the [privacy and cookie statement](#). The NSKS works according to the regulations as set by the AVG (GDPR) guidelines.

Article 9 - Terms of Payments

The minimal amount of registration fee (downpayment) for the vocational training/education is a fee of € 350,- which will have to be paid when applying for any course or training/education. From this point on your spot is secured. If any of the aforementioned payments are not made on time, the right to take part in the course expires, but the enrolment and tuition fee of the course will still have to be paid. Cancelling is possible at least one month prior to the start of the course. Enrolment fee is non-refundable. The terms of payment are applicable to all courses, trainings/education, seminars, and (preliminary) exams, with exception of the Lunteren (residential) Seminar (see Terms of payment in following paragraph).

- A discount of € 45,- is applied to the tuition fee of the course, if payment is made all in once, at least one month prior to the start of the course.
- A payment plan can be arranged if requested at the NSKS office and when applied for in time. The enrolment fee has to be paid one month prior to the beginning of the education and the tuition fee not later than three months after the start of the education. The enrolment fee will be € 435,-; the total tuition fee is € 1.235,-. If a student wants to quit the course or training/education, all fees will have to be paid and are non-refundable at any time.
- The NSKS has the authority to deny access to any student that has not adhered to the payment conditions mentioned in this paragraph.
- For attending an extra course weekend a supplement of € 160,- is applicable.
- All payments have to be transferred by bank account; IBAN NL38ABNA 05684 25502 of A.L. Nash. There is no possibility of making the payments at the school location.
- All costs made while collecting arrears, legal as well as administrative, are to be paid for by the student.
- Diagnostic evenings (€ 39,50) or diagnostic weekends (€ 185,-) can be paid via bank account no. IBAN NL38ABNA 05684 25502.

Lunteren (residential) Seminar

The enrolment fee of € 300,- for the Lunteren (residential) Seminar must be paid immediately after receiving our confirmation letter. After receiving the enrolment fee your place is reserved. The remaining amount of € 445,- for the Lunteren (residential) Seminar must be paid before the end January. In all cases the student from which the payment has been received on the bank account of A.L. Nash the first has priority over others for participation.

See further the general conditions which mentioned in our confirmation letter. The student has her/his own responsibility for the payment/transfer which has been made a/o made through her/his banker.

Article 10 - Cancellation and Restitution

Training/education and seminars

The NSKS pays out restitution only in case of illness, which is verified by an official doctor's note and written consent by the secretariat.

- In case of cancellation of the training/education or seminar (except the Lunteren residential Seminar) at least 4 weeks prior to the beginning of the education, the tuition fee can be refunded after deduction of administration costs of 15% of already paid fees.
- In case of cancellation of the training/education or seminar (except the Lunteren (residential) Seminar) within 4 weeks prior to the start of the training/education or the seminar, no restitution of paid tuition or enrolment fee will be made. Attendance to reschedule the training/education or the course is still allowed when scheduled within 18 months after cancellation.
- Cancellation must be via e-mail or a written letter to our office.
- For cancellation during the course or training/education, rescheduling is permitted within 18 months after the cancellation date. Tuition fee is never refunded in any case.
- There is no restitution of the fees for diagnostic evenings and/or diagnostic weekends. These seminars are given a few times per year and can be retaken and rescheduled at a later stage.
- By cancellation due to illness, diagnostic evenings or diagnostic weekends can still be rescheduled after consulting the NSKS office.

Lunteren (residential) Seminar

There is no restitution of enrolment and tuition fees for the Lunteren (residential) Seminar. Cancellation three months (12 weeks to be exact) in advance of departing date offers the option to the student to join one of the following Lunteren residential Seminars. If the student fails to cancel before these three months, this option falls through as well.

The NSKS is allowed to cancel the Lunteren (residential) Seminar when there are not enough participants. The students that at that time have already paid in full automatically apply for the next edition. Raises in price do not apply to the students that have already paid. There is no restitution of sums paid.

Basic Course

Restitutions of sums paid is only possible if cancellation is made more than 2 weeks in advance of the start of the course.

Other

In case the student is denied access to the school by management, no restitution of any enrolment and tuition fee will be made.

At all times the NSKS holds the right to cancel any seminar, course, workshop, training/education or any other activity. The students that at that time have already paid in full automatically apply for the next edition. Raises in price do not apply to the students that have already paid. There is no restitution of sums paid.

Article 11 - Enrolments

By submitting the enrolment form (all questions answered truthfully) the student agrees unconditionally to accept the General Rules and Regulations of the NSKS even if this is submitted online (digitally).

Article 12 - Guidelines Practice

a. Rates: suggested rates for students and Shiatsu therapists in training/education

- 1st year: minimum € 10,00 per hour (friends and family free of charge)
- 2nd year: minimum €15,00 per hour
- 3rd year: minimum € 25,00 per hour
- 4th year: minimum € 35,00 per hour

Private lessons by Alan Nash

Every student or therapist can book a private lesson with Alan Nash, with a patient with whom they themselves are not able to proceed further therapeutically.

b. Materials

The student is allowed to mention the NSKS on brochures and other promotional material only with written consent of the NSKS. When doing this the student is obliged to mention the year of training/education the student is in at that moment. After successfully completing the training/education you hold the right to mention that you are a therapist, if all the necessary requirements are met.

Graduated students

After obtaining the Shiatsu therapists Diploma, the name and phone number of the therapist will be added to the list of therapists on the website www.shiatsu.nl (NL) / www.nsk1shiatsu.webs.com (ENG) of the NSKS. If the therapist wishes not to be put on this public list, send an email to the NSKS office and you will be removed. The NSKS requests its students to do their utmost in order to deepen their understanding of the Oriental medical science Shiatsu. Technique, practical knowledge and experience are significant and mandatory to remain mentioned in the brochure and on the website.

Article 13 - Ownership rights

- Students are not permitted to make photos or videos for private use or publication without authorization of the management.
- Students are not permitted to use the school as a recruiting ground for clients and/or students for their own practice and/or courses.
- Occasionally there is footage taken on schoolgrounds. Image rights and GDPR dictate that no personal information is to be linked to this footage. Usage of this footage can be limited by marking 'no' on the registration form that talks about this subject.

Article 14 - Providing (basic) courses, demonstrations and Do-In

- Students can only provide courses or demonstrations in name of the NSKS if they are given written permission to do so by the management of the school. If this is done without permission the NSKS is forced to take legal action.
- Students who provide demonstrations in name of the NSKS, in any form, will be supported by the management and will have to follow the rules of the management in order to guarantee the quality and standards of the NSKS. If students do not comply with these requirements, they will have to distance themselves from the name of the NSKS and risk to be refused as students of the NSKS.

Article 15 - Responsibility

- The NSKS and its teachers/assistants take no responsibility for any (sustained) injury, if any, at the school. Studying at the NSKS is completely at the students own risk.
- The student is at all times responsible for anything happening during the study at the NSKS.
- The NSKS takes no responsibility in theft, damage to and/or loss of personal property of students and visitors.

Article 16 - Other

- The management of the NSKS determines the dates and rates of all training/education activities. It holds the right to change these at any time.
- Students studying at the NSKS and use the school grounds, should read the these General Rules and Regulations with scrutiny.
- By signing the registration form, students declare themselves in unconditional agreement with the aforementioned conditions.
- Dutch law is applicable to all offers and services of the NSKS