



*Soma Dao Qi Gong*  
*Teacher Training Program*



[www.somadaoqigong.com](http://www.somadaoqigong.com)

## *Are you feeling called to teach Qi Gong?*

If you are, I invite you to begin a lifelong journey of self-exploration, self-awareness, and personal growth through the practice of Qi Gong. This inward journey could also become a career by sharing your skills and experience with others.

This ancient practice is sourced from Daoism, Buddhism, and the Indigenous Healing Traditions of Asia. Qi Gong is a path of dedicated and playful practice that reconnects you with your body, breath, nature, your authentic conscious self, and perhaps the mystery of life.

This ancient and contemporary practice is spreading worldwide and needs more well trained and highly competent teachers.

**If you already have a personal practice** and are looking for new skills, there are 10 levels to this training program. If you are not sure if you want to teach, take your time and learn to tools first.

**If you are a clinician** and want to include any of the scientifically proven skills and benefits into the way you practice, this course is based on the training I developed when teaching a 5-year Doctoral level program in Traditional Chinese Medicine.

**If you are a patient** with any form of chronic disease, but especially Autoimmune Disease, unresolved trauma (PTSD), and/or Addiction, Qi Gong has many clinically proven benefits. The first level of this program would give you the most important tools and skills to approach your health and state of mind in a new and authentic way.

**If you feel called to teach Qi Gong**, this 3 Phase and 10 Level program covers every aspect of Qi Gong practice, focusing on exercises that improve the flexibility and strength of every joint and vertebrae in you body – safely. Most of these exercises are sourced from the Monastic traditions of Daoism and Shaolin Buddhist, as well as the Indigenous Healing practices that go back at least 7,000 years. These traditions have in depth meditative, breathwork and shamanic practices to help you become more present, adaptable, playful, and conscious to life.

And so much more...



## *What is Qi Gong?*

*Qi Gong (Chi Kung)* is an embodied healing and spiritual practice that involves gentle and rhythmic movement, deep stretching, focused breath-work, whole body relaxation, meditative awareness, and prolonged immersive stillness. With regular practice most people reawaken a subtle 'energetic' awareness of their somatic, physical, emotional, and instinctual experience.

In Chinese Medicine, *Qi Gong* is considered to be the most potent form of healing!

This practice originated with the Indigenous people of Asia about 7000 years ago, as a form of healing, prayer and communion with nature. At present, *Qi Gong* is practiced all over the world as a method of healing oneself and others, enhancing athletic and martial arts capabilities, as well as cultivating Spiritual awareness and a deeper connection with nature.

Also called Chinese Yoga, *Qi Gong* is world-renowned for its low impact exercise, gentle and scientifically proven health benefits. In the last two decades, an increased availability of instructors has made it possible for many people to cultivate this life-enriching practice and to transform their day-to-day lives.

There are thousands of different styles and lineages of *Qi Gong*. There are just as many purposes and unique intentions in this vast resource of practical wisdom.

This program combines modern *Qi Gong* with the original Daoist practice called **Dao Yin**. This approach focuses on a gradual exploration of your instinctual embodied experience and vitality, your intuition and 'energetic' sense of the world and your relationships, and your existential journey of finding a balance meaning and mystery in your spiritual life.



## *What is a Qi Gong Class Like?*

A Qi Gong class is like going dancing. The experience depends on the music that is playing.

Almost all Qi gong classes are going to flow to the music of the following specific opportunities to learn and ways to practice.

### *Standing Qi Gong*

The foundation of Qi Gong is standing with your knees bent, leaning, turning, stretching and making repetitive fluid gestures. On the outside, most of these exercises look easy, but on the inside, there is a mirror of the universe seeking balance, vitality and inner peace.

### *Seated Qi Gong*

When seated, you may find yourself doing more careful versions of the exercises you have learned standing, or more often, you will find yourself deeply immersed in breathwork and inner awareness practices.

### *Traditional Practice Routines (Forms)*

Another part of most Qi Gong classes is dedicated to learning and practicing “forms”. A traditional practice routine, or form, is a series of movements that are pre-choreographed and always practiced from beginning to end, much like a song or a story. They are usually practiced standing or sitting.

Every gesture in a traditional form has layers and layers of subtlety. Practicing traditional forms can also be considered a sacred ritual or a form of prayer.

### *Breathwork*

The subtle qualities of each breath is an invitation into meditative presence and energetic healing. There are many forms of breathwork that Qi Gong relies on to guide you through blockages, heal chronic illness, and transcend mundane reality.

### *Somatic Mindfulness*

The earliest form of Qi Gong, Called Dao Yin, was a part of an embodied healing system created by the Indigenous people of Asia. This aspect of Qi gong focuses on how illness, trauma, and chronic distress can be held in your body as and Instinctual, Visceral or Existential memory.

Finding and releasing these energetic wounds or painful thought-forms is a form of Shamanic Healing.

## ***Floor Work***

Flexibility is a sign of youthful vigor and a happy body. Core strength is as necessary as the number of hours you spend sitting in a chair.

In both Qi Gong and Yoga, a lot of time is spent on the floor, sitting and stretching or holding postures that tone the muscles of your core.

## ***Meditation***

Meditation can be experienced almost anywhere. In Qi Gong practice, there are Seated, Standing, Lying, and Walking forms of meditation. Some encourage stillness, while others play with rhythmic movement.

## ***Theory and Principles***

Qi Gong has been around for at least 5,000 years. If you want a deep and complete understanding and experience of Qi Gong, there are some theories, concepts and terminology that you will need to explore. As you progress through your training, you will learn a great deal about Traditional Chinese Medicine, Shamanic Healing, and the Indigenous Wisdom of Daoism.



## *Flow of a Qi Gong Class*

If a Qi Gong class is like going dancing, and the lesson makes up the music, the last concern is **the flow of shifting awareness** throughout each class. There are countless possibilities, but the most common flow is as follows.

### *Opening to Your Practice*

Qi Gong is also like a conversation with your higher, deeper, and/or more authentic self. Imagine committing to an hour-long conversation that will require your attention and participation. Opening yourself and committing your courage and vulnerability to whatever happens next is a beautiful way to begin a Qi Gong Class or personal practice session.

*The shift of awareness is from impatient and busy time to present and collaborative time.*

### *San Dao Salutation*

Think of the Universe as your teacher. At the beginning of each class/session, it is a tradition offer respect to your teacher. If you remember grade school, the first thing that your teacher will do at the beginning of each class is take attendance. The universe is asking you “Are you here? Are you aware? Are you ready?”, all you have to do is say (and be) “Present!”.

In the Qi Gong, we say ‘present’ by exploring the **San Dao Salutation**. This practice allows you to extend your perceptual awareness into each of the San Dao (Sky/Heaven, Beings/Interactions, and Earth/Body).

*The shift of awareness is from you moving through the world to you connecting with what makes the world possible.*

### *Connecting to and Activating Qi*

After arriving in the present and becoming as available to your practice, you can reawaken and develop your awareness of Qi. The Chinese word Qi is untranslatable in any literal way into English, but Circulation, Communication, Interaction, and Aliveness are good places to start.

As your Qi Gong experience deepens, your involvement in the deeper experiences of your life also increase. Over time, your direct perception or awareness of Qi also increases.

The most common initial Qi experiences include:

- Warmth and mild vibrations in the hands
- A general dissolving sensation of the whole body
- A change in our sense of dexterity and coordination
- The whole body may feel like it is expanding like a balloon
- A deep and very personal feeling of contentment, euphoria, love, acceptance and possibly even anger or fear.

*The shift of awareness is from connecting to the outer Universe to your inner energetic or sensual Universe.*

### ***Alignment, Flexibility and Co-ordination***

Your focus, in every class (practice session), must include your embodied experience. A good beginning is to have a “love affair” with gravity and the atmosphere. This will assist you in regaining proper alignment by yielding to the most constant influences on your body. At the same time, you can explore your natural flexibilities and tensions; the forces most responsible for proper (and poor) alignment.

In Qi Gong, each of your joints is considered a gateway for Qi (Circulation). By exploring and opening all of your energy gates (your joints) you will increase Qi flow, natural flexibility and balanced alignment.

Another aspect of opening your joints is to imagine that the atmosphere is like the ocean – with strong tides, and to imagine that your body is made of kelp. By completely letting go of your body and flowing like deep ocean currents, you will find your Mind, Body, and Emotions meeting in the vulnerability of complete release.

It is easy to focus on the movements and forget the love affair. Feeling gravity, the atmosphere, or the imaginary ocean as an intimate friend or lover – enjoying shift of attention, expectation, and boundaries is one of the reasons this practice has been taught for so long.

It sounds grandiose, but this is about becoming one with reality – after all...

With an open and energized Body, Mind and Heart, you will naturally feel more co-ordinated, graceful and sensually aware.

*The shift of awareness is from the mechanics of posture and movement to the meaning of being moved and opened through dissolving control and boundaries – safely.*

### ***Deepening Your Awareness***

It is also recommended to involve yourself in 5 – 10 minutes (or more) to learning and practicing ways to directly cultivate awareness of your relationships with others and with yourself. This includes forms of meditation, aspects of Daoist Shamanic practice, and generally having fun with your experience of life.

It is good to begin each class with an idea of what awareness practice you will include. It is also wise to be intuitive with where your awareness needs to go and how to find the way there.

*The shift of awareness is from guiding your practice to being guided by the quieter voices in your body, or from deeper within.*

## ***Why Become a Qi Gong Instructor?***

I have studied and practiced Qi Gong for over 40 years.

It began as a part of learning martial arts. Quickly, Qi Gong became my closest ally in EVERY other part of my life. This ancient Indigenous practice is as important to my sense of self and my experience of well-being as eating, sleeping, fitness, adventures, and intimate connection.

If you are looking for a career helping people come home to their bodies and improve the quality of life, Qi Gong is a great choice!

As a front-line clinician, I have seen Qi Gong reverse the process of many chronic illnesses. Today especially, people rarely have time for their bodies. Just like Yoga, meditation, and fitness, Qi Gong is becoming a respected and popular approach to wellbeing, vitality, fertility and longevity.

Imagine being able to help people improve their energy level, mood, fitness, mindfulness, adaptability, and patience. Imagine being a part of the groundswell of professional level Qi going teachers.

### ***Qi Gong Teachers are Needed now!***

Given the terrifying health statistics of the 21st Century, people everywhere are looking for guidance on how to manage stress and how to live a healthier life. This is especially true of the 'Baby Boomer' population.

The epidemic of Obesity, Diabetes, Cancer, Autoimmune Disease, Infertility, and Alzheimer's Disease are all serious warnings that modern life is out of balance. Regular *Qi Gong* practice, along with the fundamental principles of Traditional Chinese medicine, are profoundly beneficial in keeping practitioners more healthy, fit and happy.

This program includes practices for deep relaxation, gentle therapeutic exercise, traditional forms, shamanic communion with nature, strength training, preventative medicine, fertility and longevity practices, and hands-on healing. You will also learn about ancestral nutrition, and folk Daoism.

If you are looking for professional, experienced, and dedicated instruction, Let's have a conversation.

### *Are Qi Gong and Yoga the Same?*

Since the 1960's *Qi Gong, Tai Chi, Kung Fu, Meditation, Breathwork,* and *Yoga* have become normal parts of modern culture worldwide.

It is abundantly clear that movement, stretching, stillness, breathwork, and meditation are experiences that most people need to be happy and healthy.

**Both *Qi Gong* and *Yoga* are Embodied Spiritual practices.** Both traditions call us to presence, connection, intention and peaceful abundance.

*Yoga*, for the most part, focuses on *Asanas*, or fixed postures with endless opportunities for deepening subtleties of awareness and practice.

*Qi Gong* also has this practice, although *Qi Gong* tends to focus more on repetitive, flowing and circular gestures, stretches, and a connection with Nature. These repetitive and rhythmic opportunities help carry people into deeper states of relaxation and meditative awareness. These symbolic and tangibly emotive movements are often combined into larger choreographed series of movements called 'forms.'

Both apply conscious breathwork to support proper organ function and to induce visionary states.

In my experience, an "Embodied Spiritual Practice" is the same opportunity no matter what we call it.

## *Can You Learn Qi Gong Online?*

Yes, I think *Qi Gong* can be learned, to a certain extent, online.

Given the technology so many people have access to, and the level of interaction possible, a person could learn enough online to have a very deep personal practice. Of course, like any art, the more you interact with other artists, especially those with more experience than you, the better an artist you will likely become.

When access to video recording and sharing was first easily available, most of my very traditional Gong Fu (Kung Fu) and Qi Gong Masters would give me a tape of what we were learning. Usually half of the tape would be them demonstrating and the other half was them giving me specific corrections. I thought we were breaking some rule and then I realized that each of them **had spent their lives training Olympic level athletes.**

These exercises are safe, easy to learn (mostly) and deeply enjoyable. If you are looking for some basic exercises to get you started there are many free videos on social media. I sometimes choose a Qi Gong practice and find someone demonstrating it on YouTube.

I am amazed at how many unique perspectives are out there!

If you are looking for a complete paradigm of practice, an ancient lineage to carry and a family of practitioners, teachers, healers and warriors, then I invite you to join me in a life-changing journey into the practices, benefits, and traditions of *Qi Gong*.



## *How It Works*

I have over two decades experience teaching at the Post-Secondary level. I prefer my relationships are very clear with professionals who are seeking certification in any aspect of healthcare.

Each of us has expectations and responsibilities that need to be clear. Then the focus can be on how fun this process will be and how much these practices will completely change the way you experience your life.

### **My Commitment for each level.**

Each level of this program lasts for four months. (16 weeks)

Each level will begin with a **weekly 60-80 min live class**. The class will start with a short Q&A, then 40-60 minutes of sequential training or review, then a few more minutes of Q&A. T

he weekly live class will continue for the first six to eight weeks. Then we will shift to a bi-weekly class until we have completed the training for that level.

You will have access to **two one-on-one sessions** with me per level.

There will be a **monthly Saturday live class** for Review, Q&A, and opportunities for you to teach when you are ready.

If you cannot make either (or both) live class (most do not), you are invited to send questions for the live Q&A sessions. You will get a response at the next class, group class or private session.

I will do what I can to guide you as an entrepreneur in the digital age. (See Three Phases)

You will be invited to a LIVE weekend seminar as a celebration of graduation.

### **Your Commitment for each level**

Practice 20 min per day or 3 hours per week.

Find your unique balance of learning new skills and reviewing your practice enough to show the group how to do each exercise properly. This includes learning from the source material or any aspect of your personal practice. **Record your hours**, it is a requirement for certification.

Maintain a professional relationship with your fellow students, teachers, and administration staff. (See Student Contract)

Engage in your practice with the intention of learning all aspects of the exercises, breathwork, and inner work. This practice has many ranges and can change people lives. The more familiar you are with every part of your training, the more safely and effectively you can help others.

If you are training to be a teacher, you will be invited to begin to share your practice, then volunteer, to then offer small and safe group classes. A Senior's Facility is a great place to learn to communicate and find your flow with pacing. If you have completed your training and feel ready to teach, then teach by donation for a few months.

**Teaching is an art.**

**Build your skills at teaching and your reputation will follow.**

### ***Becoming a Professional Qi Gong Teacher***

Becoming an Experienced and confident Qi Gong teacher takes a few years. You will have access to the content for life, so you can always review the exercises when you need to. When you feel that you have the experience, expertise, and clarity with the content to begin teaching, then Welcome to the team!

The best way to learn to teach is to teach! If you plan to teach, then I will do my best to help you get there!

There are three phases to this training. I recognize that some people only want to learn the essentials, some are only interested in the clinical or therapeutic application, while others feel called to learn a complete tradition and carry it forward into the future.



## *Phase One:*

### *Fundamental Practices and Principles Instructor*

*(200 hours/1-2 years)*

Everyone starts here!

Whole body stretching and strengthening

Dynamic Flexibility

Meditative Awareness

Traditional Forms

Postural Rehabilitation

Instinctual Coordination

Healing Breathwork

Qi Gong and Daoist Principles

Once you have completed this phase of your training you will be prepared to teach in your own studio, a local studio, a recreations center, a Senior's center, a corporate retreat, or other retreat or gathering. **Phase One includes Level One to Level Three** - see below.

If you have some experience and practice often you could complete this training in one year.



## ***Phase Two:***

### ***Fertility and Longevity Qi Gong Instructor***

Graduates of Phase One can continue on and learn:

Therapeutic Exercise

Daoist Lying Qi Gong (Inner Work)

Microcosmic Orbit

Shaolin Strength Training

Somatic Mindfulness Qi Gong

Trauma Release Breathwork

Core and Hip Rehabilitation

Shamanic Reconnection with Nature

Opening your Meridians, Energy Centers, and Energy Gates

Inner Purification Breathwork

Bone Marrow Cleansing

Longevity and Fertility Qi Gong

Ancient and Modern Preventative Medicine

At this level of training you could easily work in (or run) an Integrative medicine clinic. It would be easy to build an online brand as a Qi Gong for Fat Loss, Fertility, and/or Longevity expert. You could consistently fill up specialized weekend seminars, with this level of knowledge.

The Shaolin Qi Gong is highly sought after in many martial arts schools.

**Phase Two covers Level Four – Level Seven – see below.**



## ***Phase Three:***

### ***Professional Qi Gong Instructor***

If you feel called to follow your Qi Gong Journey to the end, Welcome to the final phase of your training.

Advanced Shaolin Qi Gong

Advanced Daoist Shamanic Qi Gong

Reintegration of all previous training

Advanced Monastic Breathwork

Advanced Visionary Breathwork

Daoist Ontology, Cosmology, and Indigenous Wisdom

Shaolin Buddhist Rites of Passage

Contemporary Quantum Spirituality

Hands on Healing

Trauma Release Bodywork

A professional level Qi Gong teacher, in my opinion should know all of the Qi Gong that a doctor of Chinese medicine should learn - as well as some aspects of Daoist and Shaolin Buddhist monastic training.

Traditionally, a Qi Gong expert was also a healer. You are not required to help others in this way, but you may want to share those skills some day. If you are excited to learn the oldest form of healing in the world, you will have skill that can heal others and support you long into your retirement.

## *Level One*

### *Fundamentals of Movement, Posture and Breath*

#### *Theory and Principles*

What is Qi?

The Daoist Universe

#### *Standing Qi Gong Practice*

Opening to your practice

Welcoming and Interacting with the San Dao (Sky/Beings/Land)

Connecting with your state

Expanding and settling Qi

Opening your waist

Opening your back

Opening your shoulders

#### *Breathwork*

Self Regulation and Stress Release Breathwork

#### *Floor Work*

The Deep Stretching Flow - One

Toning Your Core - One

#### *Meditation*

Wall Staring Meditation

Walking with Torsion

# *Level Two*

## *Traditional Forms*

### *Theory and Principles*

The History and Benefits of Traditional Forms

### *Dao Yin Practice*

Review and Warm up with Level One content

Free form Tai Chi

Ba Duan Jin - Eight Pieces of Brocade (introductory and intermediate versions)

Tian Di He Yi Fa - Balancing Heaven and Earth (becoming the stages/seasons of life)

### *Breathwork*

Releasing and Receiving Breathwork

### *Floor Work*

The Deep Stretching Flow - One

Toning Your Core - Two

### *Meditation*

Lying Meditation

# *Level Three*

## *Stillness and Coordination*

### *Theory and Principles*

The Relaxation Response

Complex Movement and Neuroplasticity

Silence and the Brain

Your Innate Minds

### *Dao Yin Practice*

Kung Fu/Qi Gong Warm Up

Review and Warm up with Level One and Two content

Zhan Zhuang (8 Classic Postures)

Silk Reeling - (8 Classic Exercises)

### *Breathwork*

Shaolin Threshold Breathwork - (1 and 2)

### *Floor Work*

Deep Stretching flow - (3-4)

### *Meditation*

Traditional Chan (Zen) Seated Meditation (1-5)

The Microcosmic Orbit- First Pass

Lying Meditation - Inner Release and Restoration

## *Level Four*

# *Therapeutic Movement and Shamanic Healing*

### *Theory and Principles*

*Jingshen* (Embodied State) and Trauma

Trauma Release - 9 layers of distress

Your Polyvagal System and Your Extraordinary Meridians

Reunion of Your Dan Tian

### *Dao Yin Practice*

Warm Up - Review of Levels One to Three - with Somatic Awareness

Lian gong Shi Ba Fa - 18 Therapeutic Exercises

Tai Li Fa - The Great Reunion with Nature

### *Breathwork*

Tortoise Breathing - One

Rocking and Breathwork

### *Floor Work*

Self Massage

Hip Mobilization

Lying Meditation - Your Inner Landscape

### *Meditation*

Microcosmic Orbit - Second Pass

# *Level Five*

## *Shaolin Qi Gong*

### *Theory and Principles*

The Life-Giving Benefits of collagen

The Yi Jin Jing - Theory and Protocols

Internally Stretched - Externally bound

### *Dao Yin Practice*

Muscle Tendon Change - one - two

Bone Marrow washing - non-monastic

Daoist Heavy Hands

### *Breathwork*

Reverse Breathing

Shaolin Threshold Breathwork (3-4)

### *Floor Work*

Deep Stretching Flow - Full Routine

### *Meditation*

49 day - Rite of Passage

# *Level Six*

## *Meridians and Energy Gates*

### *Theory and Principles*

TCM Meridians

Embodied Authenticity and Discernment

The Yin and Yang of Your 9 Dan Tian

### *Dao Yin Practice*

Review and Integration of Previous Levels

Daoist Willow Dance

Ba Duan Jin - Advanced Practice

### *Breathwork*

Tortoise Breathing - Four

Visionary Breathwork and Rocking - Introduction

### *Floor Work*

Inner Dialoguing Journey - Deconstructing the Western Ego

### *Meditation*

Microcosmic Orbit - Third Pass

*Level Seven*  
*Yang Sheng fa*

Fu Zheng Qu Xie – Your Adaptive Resources and Erosive Influences

Your Storage and Passage Organs (Zang Fu)

Common Pathogens

Ancestral Nutrition

The energetics of food

How Much Water

Sleep Hygiene and the Seasons

The Four Constitutions

Metabolic Adaptability and Modern Life

Cleansing and Detoxification

Growing Old and Fit

Conscious Parenting

Sacred Intimacy

Fertility and Longevity

## *Level Eight*

### *Advanced Daoist and Shaolin Qi Gong*

#### *Theory and Principles*

#### *Dao Yin Practice*

Shaolin Nei Jing Gong - Monastic Inner Purification

Tian Ren He Yi Fa - Balancing Heaven and Being

Ren Di He Yi Fa - Balancing Beings and Earth

#### *Breathwork*

Tortoise Breathing - Complete

Visionary Breathwork - Complete

#### *Floor Work*

Advanced Stretching, Structure, and Coordination Training

#### *Meditation*

MCO - - Second Series - monastic One

100 Days - Rite of Passage

## *Level Nine*

### *Wisdom Teachings*

The Indigenous History of Asia

Daoist Ontology and Cosmology

An Ethical Life of Autonomy

The Practice of Spiritual Luminosity

Feng Shui and Seasonal Attunement

Contemporary Buddhism, Reincarnation, and Karma

We will also explore the Medicine Wheel teachings and practices from my Indigenous Elders and Relations.

Indigenous Fractal Consciousness,

Epigenetics and the Neuroscience of Consciousness

The Classic texts of Daoism and Qi Gong

# *Level Ten*

## *Hands on Healing*

As a Qi Gong Teacher, you will be asked to guide your students towards better Health. In your final level of training, you will be taught an Ancient form of Hands-On Healing. If you choose, you could also begin to practice as a Medical Qi Gong Healer.

Fundamentals of Neuro-Somatic Therapy

Bodywork for Deep Relaxation

Bodywork for Trauma Release

Somato-Mapping

Myofascial Release

Breathwork and Bodywork Integration

Feeling into Qi and other energetic connections

Gravity and Releasing Embodied Memories

Meridian Clearing and Medical Qi Gong

Ancestral Healing and Medical Qi Gong

Gathering Allies from Nature

Treatment Strategies and Routines

## *Let's Have a Conversation*

If you are considering the [Level One - Foundations of Movement, Posture, and Breath](#), you do not need to schedule an interview. I am sure you will love the course.

If you are interested in the [One Year Intensive](#) and are not planning on being certified to teach, feel free to join in. If you want to take this course and become certified as a teacher, then we should have a chat. It should only take about 20 minutes.

If you are looking for certification as a [Fertility and Longevity Qi Gong Teacher](#) or [Professional Level Qi Gong Teacher](#) with me then I would like to meet with you first.

This is professional **Post Secondary Education** relationship and a tradition Qi Gong family relationship.

Please send me a message through this form to set up a Skype or Zoom call.

**My Skype address is: doctormike888**

# ***Student Contract***

The policies contained within the student contract are consistent with those recommended for Private Post-Secondary Educational Institutions.

## ***Admissions Policy***

1. The Soma Dao Qi Gong Institute (SDQGI) will designate a staff member or director to review student applications.
2. The designated staff member or director will review all applications received by SDQGI.
3. If an application is complete and the person applying meets the course requirements, the designated staff member or director will inform that person of the success of their application.
4. For workshops, seminars, and other activities held by SDQGI that are open to the public, no application is necessary for a person to attend.

## ***Dispute Resolution Policy***

1. SDQGI shall designate a director or staff person to review complaints, if possible, someone not involved in the dispute.
2. The designated director or staff person shall request written submissions from all parties concerned with a dispute.
3. The designated director or staff person shall review the submissions and conduct the necessary investigation.
4. The designated director or staff person shall provide a written decision, outlining the justification for the decision, to all parties involved in the dispute.

## ***Dismissal Policy***

1. SDQGI will designate a director or staff member to investigate complaints of inappropriate behavior by a student.
2. Any student exhibiting behavior deemed inappropriate by SDQGI, especially with regard to inappropriate behavior in group sessions or with their private students will be notified by the designated staff member or director that they are doing so and will be asked to change their behavior.
3. If the student continues to behave inappropriately, the designated staff member or director will deliver that student a written warning, via the postal service or electronic mail, saying that if the student persists in his or her behavior, he or she will be removed from the course.
4. If the student continues to behave inappropriately, he or she will be dismissed by the designated staff member or director from the course.

5. If a student fails to pay his or her student fees when due, and if an arrangement for late payment cannot be made by the student with SDQGI, he or she will be dismissed from the course by a designated staff member or director.

### ***Refund Policy***

1. If SDQGI receives written notice of withdrawal by, or a student is dismissed before 25% of their program of study's duration, SDQGI may retain 50% of the total fees due under the contract. (1 Year - 3 months, 2 Year - 6 months, 3 Year - 8 months)
2. If SDQGI tuition receives written notice of withdrawal by, or a student is dismissed, within 35% of their program of study's duration, SDQGI may retain 75% of the total fees due. (1 Year - 5 months, 2 Year - 8 months, 3 Year - 1 year)
3. If a student withdraws or is dismissed after 35% of the program of study's duration, no refund will be given, and all tuition will be owed.