

## **Gradalis Waldorf Consulting & Services, LLC**

### **STANDARD VII-A, B, C— ADMISSIONS & STUDENT SERVICES**

#### **GENERAL PURPOSE**

GRADALIS shall establish guidelines for establishing and maintaining advertising for candidate-teacher recruitment coupled with clear admissions and student services processes and procedures to provide the best support for students while assuring GRADALIS students are of the highest caliber. Moreover, GRADALIS shall recruit and enroll only qualified students who can reasonably be expected to benefit from its teacher-training educational services appropriate for the needs of working Waldorf teachers.

GRADALIS will articulate a consistent process of advertising, enrollment and appropriate educational credit transfers by way of student support and professional development offerings of GRADALIS Waldorf Consulting & Services, LLC (“GRADALIS”).

#### **VII-A ADVERTISING & RECRUITMENT POLICY (DOC. 30)**

GRADALIS shall exercise due diligence to ensure that clear and accurate informational and promotional materials make only its justifiable and probable claims provided to prospective, current and former students, the general public, and all interested parties guarding against any misrepresentation.

Consistent with, and reflective of the tenets of ACCET Document 30, GRADALIS shall systematically and effectively ensure its educational program offerings, charges and services are fully and accurately described in an ethical matter. This shall be accomplished in order to permit prospective students to make informed enrollment decisions.

#### **VII-A.1 ADVERTISING & PROMOTION**

GRADALIS within this Advertising and Recruitment Policy will not make any misrepresentations in its advertising, promotional materials, or in the marketing or sales presentations of GRADALIS courses and/or programs whichever the audience might be – either private or public, inclusive of accrediting, federal or state agencies. GRADALIS intends to make only justifiable and provable claims, refraining from superlatives that might create misleading impressions. To these ends, GRADALIS shall have (and, continues to have) accurate representation of its educational programs and services set forth in brochures, flyers, catalogs, student handbooks, websites (including Waldorf field’s networked 3<sup>rd</sup> party website describing GRADALIS, i.e., “Waldorf Today”) and advertising or marketing materials.

#### **VII-A.1a RECRUITMENT**

GRADALIS within this Advertising and Recruitment Policy carries the abiding understanding to disclose to prospective candidate-students any conditions or situations that may adversely impact the student’s ability to benefit from the training, attend GRADALIS classes and events as may be applicable and/or able to work in Waldorf schools. Only GRADALIS can enroll its participants. GRADALIS does not guarantee or otherwise assure that its graduates will become employed (NOTE: GRADALIS students are already Waldorf school employed, working teachers). GRADALIS exercises due diligence to ensure that clear and accurate information is provided to prospective, current and former students, the public, and all interested parties and to guard against any misrepresentation. All communications with prospective students must be ethical and honest, including communications through social media, the internet, websites, advertising and promotional materials. GRADALIS cannot imply that employment, occupational advancement, certification and/or licensure are guaranteed. GRADALIS ensures that prospective students can reasonably be expected to benefit from the training offered.

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1. GRADALIS or its representative will not make any misrepresentations including any false, erroneous or misleading statements in writing, visually, orally, or through other means that have any capacity, likelihood, or tendency to deceive or confuse a student, prospective student, member of the public, or accrediting, federal, or state agencies. Misrepresentations are prohibited in all forms, including advertising, promotional materials, or in the marketing or sales of the institution's courses and/or programs.
2. The institution must only make justifiable and provable claims. The institution must refrain from utilizing superlatives which create a factual impression that may be misleading.
3. An institution may use external agencies for the distribution of advertising and promotional materials. The institution must sufficiently control and monitor the external agencies to ensure honest and ethical practices. The institution is responsible for the representations made on its behalf by external agencies. Only the institution can enroll its participants.
4. All advertising, promotional literature, and websites include the full name GRADALIS Waldorf Consulting and Services, LLC (which may subsequently also include within any text the short-form, approved trade name, "GRADALIS").
5. All promotional materials, such as brochures, flyers, catalogs, student handbooks, websites, and other advertising materials will contain an accurate representation of the educational programs and services consistent with usual and customary state and accrediting body approvals, as applicable. Program names and lengths must be advertised and promoted consistent with these programs/coursework approvals.
6. There will be no confusion or misrepresentation regarding what constitutes the institution known as GRADALIS Waldorf Consulting and Services, LLC, and what constitutes its programs/courses approved to be offered by an accredited institution. Websites and other marketing mediums will not portray GRADALIS as an accredited entity, but GRADALIS will clearly present itself as a program so offered once it has received its accreditation by an accredited institution. GRADALIS programs and courses will refrain from so stating its accreditation in the marketplace until it has become so accredited by an accredited institution.
7. There will be no confusion or misrepresentation by GRADALIS regarding business endeavors that are outside of the institution's scope of accreditation. Websites and marketing for these business endeavors may not suggest or imply that they have received accreditation.
8. Advertising referencing accreditation of GRADALIS must include explicit reference to the accrediting institution utilizing its appropriate logo. It is assumed by GRADALIS that such representations and logo will be made available in digitized versions upon request for authorized use when the time becomes appropriate (not before).
9. For electronic media and websites, GRADALIS may well provide a hypertext mark-up language link ("html") to an applicable page of the accrediting institution's website, either directly (<http://www.accet.org>) or through an intermediate page on its website. All such use is predicated upon approval of GRADALIS within the context of the accrediting institution.
10. If applicable, GRADALIS will clearly identify any programmatic or specialized accreditation it may have and protect against any misrepresentation or misunderstanding regarding that accreditation.
11. GRADALIS as an institution will disclose to prospective students any conditions that may adversely impact the students' ability to benefit from the training, sit for certification & licensure examinations, if applicable, and/or work in the field.
12. GRADALIS as an institution will not attempt to recruit participants in or around locations operated by a governmental or charitable agency that assists the economically disadvantaged or underprivileged, unless the institution has the express permission from the governmental or charitable agency.

13. GRADALIS as an educational institution when utilizing classified sections in newspapers or other media to attract participants will only advertise under headings such as, “Education,” “Schools,” or “Instruction,” that are intended to advertise for participants in education and training. Headings such as “Help Wanted,” “Employment,” or “Business Opportunities,” may be used only to procure/solicit employees for the institution.
14. Letters of endorsement, commendation, or recommendation may be used in advertising and promotional materials provided that: (a) prior consent of the author is obtained; (b) no remuneration is given for the consent; (c) they are strictly factual and portray the institution’s current conditions and circumstances. Such letters of endorsement, commendation, or recommendation and the written consent will be kept on file by GRADALIS and subject to review for a period of one (1) year after its last use.
15. GRADALIS will not represent or create the slightest impression that a participant will be paid for enrolling in, or attending at, GRADALIS training programs.
16. The GRADALIS website, advertising, and promotional materials will clearly state that its training and education, rather than employment, is being offered. GRADALIS will not, and cannot, guarantee or otherwise assure that its graduates will become employed.
17. As an institution, GRADALIS’ representations about its completion and, if applicable, job placement statistics will be based upon the definitions and requirements of Document 28 – Completion and Job Placement Policy.
18. In advertising and promoting GRADALIS programs, as a vocational institution, it may utilize salary trends in the fields of its teacher training programs and the actual salaries of its employed graduates. However, the advertising and promotion must include the full range of salaries in the fields and other information necessary, if so used, for an accurate interpretation of the salary data.
19. It is understood by GRADALIS that Vocational institutions, such as GRADALIS seeks to become, are subject to the additional requirements of ACCET Document 29 – Catalog Guidelines and Checklist. Additionally, GRADALIS understands that for it to be an institution eligible to participate in Title IV federal financial aid must publish the disclosures and other information required by the U.S. Department of Education on their websites, promotional materials, and/or catalog.
20. Reference to financial aid availability will include the disclaimer “for those who qualify” at the appropriate time that GRADALIS becomes an accredited institution.
21. GRADALIS clearly understands that it will not misrepresent its accredited status, services, policies, practices, costs or any other aspect of its operations and, should it ever be challenged to the contrary, GRADALIS understands with clarity that it will demonstrate that it has ceased such conduct and that correct information has been publicly disseminated in a manner to correct the misperceptions so created. Such corrective actions will be reviewed by the accrediting institution for final disposition. GRADALIS further understands that if an institution resigns its accredited status or has its accredited status denied or withdrawn, the once accredited institution will remove all references to ACCET accreditation and return the certificate(s) of accreditation to ACCET.

### VII-A.3 CATALOG GUIDELINES & CHECKLIST

GRADALIS shall conduct recruitment and enrollment consistent with, and reflective of, ACCET Document 29 – Catalog Guidelines and Checklist, which acknowledges clear and accurate information provided to prospective and current students relative to GRADALIS offerings, charges, agreement terms and services. GRADALIS will in advance of enrollment assure prospective students to clearly understand expectations, rights, responsibilities and/or obligations of each party – i.e., GRADALIS, candidate-student and Waldorf school.

## VII-B ADMISSIONS & ENROLLMENT POLICY

GRADALIS shall establish and maintain an Admissions & Enrollment Policy consistent with statutory, regulatory and accreditation requirements in order to accept only those applicants who are deemed capable of successfully completing the teacher-training offered. GRADALIS shall conduct admissions and enrollment consistent with, and reflective of, ACCET Document 23 – Admissions Requirements and Ability to Benefit.

### VII-B.1a ADMISSIONS PROCESS

All students must fill out the application found on-line on the GRADALIS website at [www.gradalis.com](http://www.gradalis.com), whether or not their tuition will be paid by themselves or the school in-part or in-full. Tuition is based upon the cost of their training program during the time of enrollment and/or as agreed upon in the Memorandum of Understanding (MOU) with the school who is paying part or all of the tuition for their teachers. A “Professional Teacher Training Services Agreement” is signed by each student when they enter into the training program if they will be responsible for all or part of the tuition.

### VII-B.1b ENROLLMENT

The GRADALIS website shall contain information on the training program via the Program Overview and/or School Packet which includes course descriptions, length of the training, various components of the program, and faculty pictures with short biographies and qualifications for those who deliver instruction. Interested applicants are welcome to call the GRADALIS office for more information. All applicants must apply on-line on the website. The application includes contact and background information, current and future teaching status of the student, experience in teaching whether it be in Waldorf schools or other models, degrees and certificates, etc. Ages taught must be reported and which school they will be teaching in when they enter the training, along with the name and contact information for the school administrator. GRADALIS’ program is designed for active teachers who are full-charge in their classroom with the number students being as a variable in different schools. Area concentrations within the training include Early Childhood; Grades 1-8; Working with Special Needs; and Educational Leadership. These concentration areas have developed in response to needs for teachers, including Special Education and remediation teachers, administrators and other teachers in school leadership positions. GRADALIS administration looks at the needs of the student and designates which area of concentration best meets the needs of that student for the methodology courses. In some cases, a Student Training Plan will be designed to meet the needs of a particular student. **STUDENTS ARE ENCOURAGED TO ENROLL FOR THE SUMMER SEMESTER.** Enrollment during the fall semester is also possible, but not preferred.

### VII-B.1c ENROLLMENT PROCESS

The Executive Director manages enrollment. The following steps in the enrollment process are followed:

1. Applications are submitted on-line on the GRADALIS website and are delivered to the E.D. immediately via our GRADALIS Consulting e-mail.
  - a. Submission of documentation to support those with disabilities under the Americans with Disabilities Act
  - b. Submission of transcripts or proof of completion of prior coursework, B.A. or better, GED etc.
2. The applicant will receive an invoice for the non-refundable application fee of \$50 from the GRADALIS Business Manager, John Smith at Income Tax Specialists Inc.
3. Upon receipt of this application fee, the E.D. sends a welcome e-mail describing the enrollment acceptance process and accepts the student into the program as the representative of the Board of Stewards.

4. The student is then invited to an orientation phone conversation for individual students or a webinar with multiple students to provide answers to frequently asked questions, go over the program and upcoming components of the training.
5. Upon approval/acceptance by the Stewards via the E.D., a student receives their personalized "Professional Teacher Training Services Agreement" taken from the template for the year of enrollment.
  - a. Different tuition agreements are created for each year to reflect tuition increases that are published on our website.
  - b. A tuition agreement may also include a special arrangement/MOU with a school who has agreed to pay a portion of their tuition. MOUs are created for schools who wish to pay all or a portion of their teacher's tuition. These provide clear agreements between GRADALIS and the school, and are signed by both the school's legal representative (usually the school director) and the GRADALIS Executive Director on behalf of the Stewards/Owners.
  - c. The student prints out the clear agreement which includes the Cancellation & Refund Policy approved by ACCET, selects their payment option, signs & dates, scans and e-mails or mails it back to the E.D.
6. Once this signed "Professional Teacher Training Services Agreement" is received, then the E.D. adds the name and contact info to the Student Directory for use by faculty and posts the application in the Grade Level Folder in Google Drive for Instructors to review.
7. The E.D. contacts the Business Manager with a copy of the contact information for the student and he/she sets up the student's payment option plan in his system for generating invoices and tracking student payments.
8. Student information is also added to the Enrollment Tracking Chart which includes the student's name and enrollment date. Included in this document as well are the Date of Determination (DOD) and Last Date of Attendance (LDA), and reasons for withdrawal should the student drop the training at any time. In these cases, the Business Manager applies the formulas in the Cancellation & Refund Policy to determine any refunds, if any, will be granted within 45 days of the DOD.
9. Exit interviews are conducted when students withdraw from the training to assess the reasons, and if any had to do with the training for improvement purposes. These reasons are charted in the Enrollment Tracking information chart for future review by the Board of Stewards.
10. Once an initial application is submitted and the \$50 application fee is paid, the Executive Director determines if the applicant meets the criteria for acceptance.

#### VII-B.1d FAIR AND EQUITABLE TREATMENT OF STUDENTS

GRADALIS does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of students, volunteers and vendors, as well as provision of services. GRADALIS is committed to providing an inclusive and welcoming environment for all members of our training, including students, staff, volunteers, subcontractors, vendors, and clients.

#### VII-B.1 ADMISSIONS REQUIREMENTS

GRADALIS shall at the outset of the Admissions & Enrollment process notify candidate-teachers that they must have received a Bachelor's Degree from an accredited university or college of higher learning or, in the instances such as homeschooling, early childhood, or classroom assistant positions, must be qualified to teach in their state based on the state's requirements for that position. To enroll, students must be employed in the education-related field, preferably in a Waldorf school. All students are required to qualify for the internship either in their own

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classroom or in the classroom of a sponsor teacher willing to allow the student to teach the required number of hours and perform all the requirements for homework, artwork, and child study.

#### CRITERIA FOR ACCEPTANCE

To be accepted into the GRADALIS Teacher Training Program at this time, a student must meet the following requirements:

- Minimum 21 years of age
- U.S. Citizenship or Legal Resident of the U.S.
- B.A. or better, is preferred or completion of or pursuing certification that qualifies them for their desired position at their school, (e.g., early childhood)—documentation required
  - or High School/GED equivalency with proof of completion of at least six (6) credit hours, or 225 clock hours, that are applicable towards a degree or certificate offered by a postsecondary institution
  - or Completion of a State process approved by the U.S. Secretary of Education—documentation required
- No enrollment agreement may be signed prior to the applicant's demonstration of the aptitude to successfully complete the program as stated above. Such demonstration of aptitude shall be based on the school's recommendation of the student to enroll in the GRADALIS training.
- Applicants must be able to integrate the Waldorf approach to education within their classrooms throughout the school year, therefore, the student must be in one of the following situations:
  - Full-charge teacher in a Waldorf public or private school with his/her own class
  - Full-charge teacher in a non-Waldorf school that will allow integration of Waldorf approaches in his/her classroom
  - An assistant in a class under the supervision of an experienced teacher who will allow the assistant to take-charge of the class to fulfill the Internship Requirements of 67.5 hours per semester (fall & spring) in the classroom with some opportunities to teach the class
  - School leadership position whereby the student is able to adapt their program to meet their needs while demonstrating teaching ability in a classroom situation

In most cases, the internship is done in the student's own class room therefore an On-Site Supervisor must be available to oversee the student during two (2) school years. A Memorandum of Understanding (MOU) with the school's director is signed and the terms agreed upon to facilitate this internship. This MOU process is facilitated by the GRADALIS Executive Director. GRADALIS Field Mentor visits occur 2 times per year over the course of the training for a 2-hour observation followed by a 2-hour mentoring session to fulfill the requirements of the Field Work course. If the applicant meets the criteria, then the Executive Director sends a formal acceptance welcome letter to the applicant along with the Tuition Agreement entitled *Professional Teacher Training Services Agreement* inclusive of the Cancellation & Refund Policy. In cases where schools are paying for all or a portion of the tuition for its students, a Memorandum of Understanding is signed and agreed upon with a school who is requiring training for its teachers. Such an MOU includes financial arrangements and payment plans. The Executive Director posts accepted student applications on-line in Google Docs in the Faculty Folder for the applicant's grade level for all Stewards to read, as well as Grade-Level Instructors. Grade-level instructors then send a welcome e-mail to the student with an introduction to the program and their grade-level cohort. If the student meets the criteria for enrollment, the Executive Director will accept the student into the program. If the student is not full-charge class teacher, then the Stewards will get involved in making this determination. All students who are not full-charge must be sponsored by a teacher who is full-charge and is willing to allow the student to teach periodically to meet the requirements for the training. Preferably, this sponsor teacher will be Waldorf trained or in charge of a classroom in a Waldorf school. Other situations are considered on a case-by-case basis depending on the situation and support of the sponsoring teacher or in cases of school leadership, rather than class teacher

positions. In such cases, a Student Plan will be designed to make sure the student meets the requirements of the internship, albeit designed for their unique position.

### VII-B.2 GRADING PROCESS

GRADALIS shall grade students to ensure the integrity, independence and validity of the grading process. Grading occurs in a coordinated, collaborative process between the Board of Stewards and GRADALIS educational instructors. Attendance, participation via engagement in discussions, reading studies and written papers/assignments are turned in on time (or, make-up deadlines are met). Instructors apply analytical as well as reflective analysis according to GRADALIS writing rubrics. GRADALIS notebooks by course as well as visual arts portfolios are maintained and periodically graded by GRADALIS instructors.

### VII-B.3 ENROLLMENT AGREEMENT

GRADALIS acknowledges that no enrollment agreement may be signed prior to the candidate-student's transcripts and documentation of College Diploma/s in addition to proof of employment at a Waldorf School. As such, this is further authenticated as an "ability-to-benefit" demonstration whereby implicitly by inference, via an interview session with a GRADALIS educational instructor or Board of Stewards member, there exists a related aptitude to successfully complete the program. Each student shall sign the GRADALIS Professional Teacher Training Services Agreement prior to enrollment. Within this Agreement, the full cost of tuition is reflected, along with options for payment including by semester or by the month. The student's semester layout is documented in the Agreement, along with projected graduation date, area of concentration, and the individual's information for GRADALIS records. All Agreements must be signed by both the student and the GRADALIS Executive Director.

### VII-C TRANSFER OF CREDIT POLICY (DOC. 16)

GRADALIS shall conduct its transfer of credit policy consistent with, and reflective of, ACCET Document 16 – Transfer of Credit Policy, to ensure the fair and equitable treatment of students relative to transfer of credit.

GRADALIS shall follow the underlying principles guide as its institutional policy on transfer/recognition of prior educational credit:

- (1) best interests of students are served by facilitating the recognition of prior credits earned;
- (2) provision of timely, accurate and unambiguous information relative to GRADALIS policies and practices in serving the public interest.
- (3) evaluation of transfer credits recognized by GRADALIS will be implemented in a fair, reasonable and consistent basis;
- (4) principal criteria that GRADALIS shall use in evaluating transfer credits is the quality of the Waldorf-related educational credits earned relative to comparability and applicability to the GRADALIS teacher-training program in which the candidate-student seeks to enroll; and,
- (5) autonomy of GRADALIS vis-à-vis its decision to recognize (or reject) such educational credits – or experiential learning – will be respected by the student-candidate and/or the sponsoring Waldorf School.

### VII-C-a GRADALIS TRANSFER OF CREDIT & TUITION DISCOUNT POLICY

Tuition discounts are available for all students who qualify for them. Potential discounts are given in the following instances: Discounts provided are deemed fair and equitable. Full tuition discounts set forth in this description are not to exceed a total of \$3,400 (Three Thousand Four Hundred Dollars) in the aggregate. A cumulative discount taken from the options below shall be no more than a maximum of \$3400 possible for any one student.

- **Prior Waldorf Training – Foundation Year and/or partial Waldorf Training**  
Discounts are possible for prior completion of the "Foundation Year" (i.e., philosophical foundation of Waldorf education) and/or for partial Waldorf training at other recognized Waldorf institutions. Such

qualifying Waldorf institutions are determined by the GRADALIS Board of Stewards. The discount ascribed to this category is up to \$3,000 (Three Thousand Dollars).

- Applicants for discounts for prior Waldorf Training shall provide transcripts of courses, and number of hours per class, from an approved Waldorf training institution and, proof the coursework was completed. Once submitted to the GRADALIS Executive Director, the full or partial discount established by the GRADALIS Board of Stewards will be determined and applied to the student's account. To receive the discount, the student must sign a Memorandum of Understanding acknowledging the discount applies for students who complete the full training. See the bullet below entitled **Withdrawal from Training**.

**NOTE:** Students arriving with prior training are still required to attend all classes and meet all expectations of the GRADALIS teacher training program.

**NOTE:** At GRADALIS the anthroposophical foundation year is spiraled throughout the entire 26-month program, as opposed to the front-end approach often practiced at other Waldorf institutions. The intention is to allow students to learn the foundations while receiving the pedagogical support for their grade level and other essential coursework throughout the training.

- **School Discount Incentive**

For participating Waldorf Schools – either Public Waldorf Schools or Independent Waldorf Schools – there is a discount incentive available when four (4) or more students are enrolled in the GRADALIS teacher training. The School incentive discount applies to either full or partial (defined as 50%) tuition payments being provided by the Waldorf School itself. In such a case a discount up to \$2,400 (Two Thousand Four Hundred Dollars) or 15.6%, is awarded as a tuition discount per each enrolled student. The attendant agreement with the Waldorf School is for the payment plan to include a 25% upfront payment made by the school at the time of the agreement's signing with subsequent payments divided into eight (8) equal quarterly payments, e.g., the 4-student agreement, after discount and 25% upfront payment, would be \$5,000 per each quarter.

- **Withdrawal from Training**

Cancellation and Refund Policies apply, such that, should a student who receives a discount for either proof of prior training and/or as part of a school discount, if that student withdraws from the program for any reason, this will make the discount awarded null and void. As such, the total tuition charge will come into effect comparable to all other “non-discount” students’ tuition at the time of enrollment in the GRADALIS Waldorf teacher training program.

### VII-C.1 DOCUMENTATION & ACCEPTANCE

GRADALIS shall evaluate applicants for discounts given prior Waldorf Training. Student-Candidates shall provide transcripts of courses, and number of hours per class, from an approved Waldorf training institution and, proof the coursework was completed. Once submitted to the GRADALIS Executive Director, the full or partial discount established by the GRADALIS Board of Stewards will be determined and applied to the student's account. To receive the discount, the student must sign a tuition agreement acknowledging the discount applies for students who complete the full training. Furthermore, a Waldorf training institution making statements relative to the acceptance of its coursework by GRADALIS must have documented evidence to support such statements.

Reciprocally, GRADALIS shall assist candidate-teachers who request transfer to other Waldorf training programs, including (as apropos) guidance or counseling and providing transcripts, syllabi, or course outlines to demonstrate to the receiving institution the accomplished training progress of the requesting candidate/student.



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Upon acceptance, the Executive Director sets up a phone conversation with new students to explain upcoming training schedules, policies and procedures that support the student's success in the program. Questions are answered and expectations are explained. If entering in the Summer Semester, students new to Waldorf education are expected to attend a 2-day orientation to familiarize themselves about basic history and concepts of Waldorf education. This allows enrollment to take place in any semester within impacting the learning of students already in the program. Technology training is provided during the orientation for Taskstream and working with the webinar platform. Taskstream is the program management system where students find all coursework, submit homework, receive instructions and grading rubrics for all assignments, along with due dates for such homework. Student are expected to bring their laptops with them to the orientation.

### VII-C.2 TUITION ADJUSTMENT/S

Discounts are possible for prior completion of the "Foundation Year" (i.e., philosophical foundation of Waldorf education) and/or for partial Waldorf training at other recognized Waldorf institutions. Such qualifying Waldorf institutions are determined by the GRADALIS Board of Stewards. Recognized Waldorf institutions must have their programs align with usual, customarily-accepted and recognized Waldorf training standards.

**NOTE:** please see GRADALIS "FINANCIAL III-C – FINANCIAL ASSISTANCE/SCHOLARSHIPS POLICY" especially **III-C.1.1 STUDENT ASSISTANCE** referencing the above-stated incentive discounts based upon prior training coursework.