LIFE TIME®
ACADEMY

2026 Catalog



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Volume 33

Catalog Effective Date January 2026

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Mission

The mission of Life Time Academy is to deliver an innovative, science-based curriculum that emphasizes hands-on, real-life training, in a premier fitness setting, which creates professionals who realize immediate success in their career.

History

Life Time Academy, a division of Life Time, Inc., strives to deliver a best-in-class academic experience in the health sciences. Life Time, Inc. is committed to a healthy way of life. As an organization we strive daily to provide individuals with an experience of uncompromising quality that meets the health, fitness, and nutrition goals of the entire family.

In 2010, Life Time, Inc. decided to develop and rollout a best-in-class professional fitness training program that would educate and develop individuals to be successful in the health and fitness industry to work as personal trainers, wellness coaches and fitness business managers. The outcome of that project was Life Time Academy, which opened its doors in April of 2011.

Admissions

Applicants must be accepted for admission in a Life Time Academy program before enrolling in any courses. All applicants will adhere to an interview process that will discuss the desired program options, curriculum, and time management. They discuss the nature of the program and the environment. The applicant is made aware of the online nature and the associated virtual lab days and times. The interviewer will also discuss the applicant's financial responsibilities and review the applicant's account for appropriate acceptance into a Life Time Academy program.

Application

Applications are accepted on a rolling basis. Life Time Academy will be offering its courses at least five times per calendar year. Application is closed for the session if the classroom maximum capacity is met, or one week before the class starts, whichever comes first. Applicants may apply at any time for the next available session. Life Time Academy reserves the right to reschedule or cancel a session due to low application rates.

Life Time Academy will notify each applicant in writing of acceptance or rejection to their desired program/course based on fulfillment of the following requirements:

1. Completed application form for the desired program/course, including attestation of high school graduation or equivalency. All applicants must be 18 years of age or older. If any information provided on the application form is found to be false, the student will be subject to immediate dismissal
2. Applicants within the state of North Carolina must also provide one of the following:
    - Graduation from a public or private high school that operates in compliance with State or local law;
    - Graduation from a state registered home high school;
    - A certificate of high school equivalency;
    - The student's signed, notarized attestation of either graduation from a public or private high school that operates in compliance with State or local law, graduation from a state registered home school, or receipt of a certificate of high school equivalency;

- For persons at least 18 years old who did not graduate from a public, private, or state registered home high school or obtain a certificate of high school equivalency, demonstration of an ability to benefit as determined by any test instrument approved by the Department of Education.
- The school shall only admit a student pursuant to Subsection (b) (4) if the student provides the school with written evidence of the student's inability to obtain a copy of the student's high school transcript or certificate of high school equivalency.

The application fee is only refundable if the student is rejected for admission or subject to the "Cancellation and Refund Policy" section. The balance of tuition remaining can be paid in full or by installment as stated in the student's Enrollment Agreement.

In the event of rejection, any monies paid will be refunded in full. The date of acceptance by Life Time Academy shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmarked date of the letter of acceptance.

Life Time Academy accepts Visa, MasterCard, American Express or Discover credit card as forms of payment.

Statement of Non-Discrimination

Life Time Academy admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status. Life Time Academy does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status, in the administration of its educational policies, admissions policies, or other programs and activities.

Students with Disabilities

Life Time Academy complies with the Americans with Disabilities Act as required by federal law as well as any applicable corresponding state laws. Any student or applicant who needs a reasonable accommodation to learn and perform in the lab or online environments should request such an accommodation in a timely fashion from Life Time Academy Student Services.

Certificate Courses and Programs

Personal Training Self Directed Internship

Course Overview:

The Life Time Academy Dynamic Personal Training Internship provides a robust educational experience that combines a digital curriculum with practical application to prepare graduates for a successful career in the fitness industry. This program focuses on moving beyond theory to master the essentials of workout programming, client assessments, and business basics. This internship provides a structured path to employment and professional growth within Life Time.

This course equips students with the knowledge and confidence to function as professional members of the fitness instruction industry. Participants gain a competitive edge through targeted guidance and networking opportunities with industry mentors.

This is a 4-week curriculum totaling 1.2 NASM Credits (Approved Provider 2021) and 12.0 ISSA CEUs. The coursework consists of self-taught online learning modules, weekly connectivity calls, and live learning community sessions. Students receive direct feedback and personalized coaching to ensure they are job-ready upon completion.

Contact Hours and Credits

Primary Courses			
Class ID:	Name	Contact Hours	Credits
PTI201	Personal Training Self Directed Internship	12	1.2 NASM 12.0 ISSA
	Total	**12**	**1.2 NASM 12.0 ISSA**

This course must be taken according to the numeric grading scale presented in “Grading and Satisfactory Academic Progress.”

Students enrolled in this online course are expected to attend all webinars or virtual labs each week to maintain the minimum attendance requirement. Failure to log into the online course or attend a webinar or virtual lab, a minimum of one time per week without making previous arrangements may result in withdrawal from the school.

Group Fitness Instructor Training

Course Overview:

The Life Time Academy Group Fitness Instructor Certification provides a unique educational experience that combines online study and interactive Live sessions. This program is designed to prepare graduates to succeed as high-performing group fitness professionals by integrating practical experience with the core principles of Life Time culture.

This program utilizes an integrated approach to group fitness instruction, applying sound exercise and health science alongside specific program design and functional application. Students receive expert guidance from master instructors on how to become captivating and knowledgeable leaders who can facilitate a variety of fitness formats.

This program equips students with the knowledge, skills, and abilities to work as industry professionals in various settings, including fitness studios, health clubs, and private businesses. Beyond technical skills, the curriculum focuses on professional networking and offers students direct access to local Studio Leaders and mentors.

The program is the result of a partnership between Life Time Academy and AFAA, ensuring that graduates are prepared to lead best-in-class group fitness experiences. This is an 8-week curriculum totaling 80 contact hours and 15 AFAA credits. Upon course completion, students are eligible to sit for the AFAA Group Fitness Instructor Exam. Exam codes are distributed to students who are:

1. Enrolled in the Group Fitness Instructor Training program

2. In good-standing with tuition financial obligations upon completion of the course.

Contact Hours and Credits

Primary Courses			
Class ID:	Name	Contact Hours	Credits
LTACU067	Group Fitness Instructor Training	80	15 AFAA
	Total	**80**	**15 AFAA**

Students enrolled in this course are expected to complete a minimum of one assignment and/or attend the live session.

Minimum attendance requirement. Failure to log into the online course or attend a webinar or virtual lab a minimum of one time per week without making previous arrangements may result in withdrawal from the school. Withdrawal will be made as of the seventh day after failure to log in.

Tuition

Tuition Overview

The fee is only refundable if the student is rejected for admission or subject to the "Cancellation and Refund Policy" section. The balance of the remaining program tuition is to be paid in installments as stated in the student's Enrollment Agreement.

If a student gives written notice of cancellation after five business days of the execution of the contract and if the student has possession of books and/or supplies, the fees for the items in the student's possession are then considered non-refundable. Life Time Academy is not an institution that is eligible for government aid or assistance.

Program Tuition

The programs include varying contact hours, application fee, required reading materials and supplies, activity and lab fees, and a Short Term Diamond level membership to Life Time for the duration of the program.

Program Tuition Chart

	Personal Training Self Directed Internship	Group Fitness Instructor Training
Contact Hours	12	80
Credit Hours	1.2 NASM 12.0 ISSA	15 AFAA
Tuition	$0	$ 1,431
Exam Fee	$0	$99
Total Program Cost	$0	$1,530

*An e-book is provided to students in both the Group Fitness Instructor and Premier Personal Trainer courses. A physical textbook may be purchased for an additional cost by the student. Purchase is the responsibility of the student.

** Supplies are not included. Supply purchase is the responsibility of the student. A supply list will be provided to students prior to the start of their program.

Tuition Financing

Monthly tuition financing is available to all students enrolled in courses 4 weeks or longer in length.

Eligible students have the option to pay tuition monthly for the duration of the enrolled course/program. With a payment plan, student will be required to enrolled in automatic payments.

If Life Time Academy is unable to successfully draft payment from the student within the first five days of the month, attempt to collect payment will continue thereafter. Life Time Academy is not responsible for overdraft fees. Failure to pay the required payments will not release the student from the obligation to pay the entire amount. Life Time Academy will not release transcripts or certificates of completion until tuition is paid in full. Absence from class does not relieve the student of tuition liability. An unexcused payment is cause for suspension or termination. Additional information can be retrieved from Student Services.

Scholarships

Life Time Academy is not an institution that is eligible for government aid or assistance.

General Information and Policies

Session Dates and Times

Session start dates are published for 2026. Finish dates will vary throughout the year depending on the program.

Personal Training Self Directed Internship

Start Date	End Date
1/12/26	2/8/26
2/16/26	3/15/26
3/23/26	4/19/26
6/8/26	7/5/26
7/13/26	8/9/26
8/17/26	9/13/26
9/21/26	10/18/26
10/26/26	11/22/26

Group Fitness Instructor Training

Location	Start Date	End Date
City Centre, TX	2/14/26	3/29/26
Oakbrook, IL	4/18/26	5/31/26
Sandy Springs, GA	9/12/26	10/25/26
One Wall, NY	9/12/26	10/18/26
Greenway, TX	9/12/26	10/18/26
River North, IL	9/12/26	10/18/26

Dress Code

Students are to be properly dressed in appropriate Life Time Academy uniforms or workout attire while practicing with friends and family within Life Time facilities.

Statement of Ownership

LTF Educational Programs, LLC, a Delaware limited liability company, does business as Life Time Academy. LTF Club Operations Company, Inc., a Minnesota corporation, is the parent company of LTF Educational Programs, LLC. The corporate offices of LTF Club Operations Company, Inc. and Life Time Academy Administration are located at 2902 Corporate Place, Chanhassen, MN 55317. The officers of LTF Educational Programs, LLC. are:

- Bahram Akradi, Chairman and CEO
- Erik Weaver, President and CFO
- Steven Paul Kerzman, Director of Tax and Revenue and Assistant Treasurer
- Eric Buss, Executive Vice President
- Erik Lindseth, Sr. Vice President and General Counsel and Secretary
- Chris Ryan, Sr. Associate General Counsel and Assistant Secretary

Administration and Virtual Faculty

Administration
Benjamin Johnson, Admissions Associate, Life Time Academy

Faculty
Kelly Hegarty, Personal Training Self Directed Internship Instructor
Abrea Wooten, Group Fitness Instructor Training Instructor

Student Records and Certification of Completion

Permanent files are kept for all students. Students have access to their educational records at any time. Transcripts may only be requested by the student. Current students or students having graduated within the past 60 days may request one free copy of their official Certification of completion; any copies thereafter will be assessed the appropriate charges. To request an official certification of completion, verbal or written request can be completed and submitted to the school's main campus at: Life Time Academy, Attention; Student Services, 2902 Corpo-

rate Place, Chanhassen, MN 55317. A fee of $5.00 per transcript will be charged to all students. Requests for Official Certification of Completion will not be processed for students with unmet financial obligations; alternative arrangements for unofficial transcripts can be accommodated in this circumstance. Certificates can be replaced if lost. A $15 fee will apply. Requests will be processed within 14 business days.

Leave of Absence

A leave of absence is a temporary break in a student's attendance during which, the student is considered continuously enrolled.

- Any leave of absence, including military leaves, shall be reasonable in duration, not to exceed one hundred (100) calendar days or one-half the published program length, whichever is shorter and shall be for specific and acceptable purposes.
- A Life Time Academy Petition for Leave of Absence, properly dated and signed by the student and school official, must be filed prior to the beginning of such a leave unless circumstances prevent completion of the request at that time. The written request must specify the reason for leave of absence and must provide documentation from a doctor or a military official when applicable.
- Student must return on or before the expiration of the leave of absence or face withdrawal from Life Time Academy. If a student does not request a leave of absence within 7 days from the start of the new term, the student will be withdrawn from Life Time Academy.
- Petitions for Leave of Absence will be approved within 7 to 10 business days from original submission. A student will be notified of approval via email that will include a Student Services Administrator- signed copy of the Leave of Absence petition along with rationale for approval or denial of the request.
- Students approved of a Leave of Absence may not be assessed any additional charges as a result of the Leave of Absence.
- An approved leave of absence may be extended as long as the total length of the leave of absence does not exceed one hundred (100) calendar days or one-half the published program length, whichever is shorter.
- If the student's Leave of Absence is NOT approved, the student will be counted absent, and if absences are excessive, may be withdrawn from the program in accordance to Life Time Academy's attendance and Satisfactory Academic Progress policies.
- If a student takes an unapproved leave of absence or fails to return from an approved leave of absence, the student is considered to have withdrawn from the school as of the date the student began the (unapproved) leave of absence or as of the date the student was expected to return from the (approved) leave of absence. The date of determination is the day the student failed to return from the leave. The last date of attendance (LDA) is noted as the student's actual last day in class.

Limitations

Although this catalog was prepared on the basis of the best information available at the time, all non-policy and non-contractual information is subject to change without notice. Courses and programs, as well as faculty, are subject to modification at any time. Life Time Academy reserves the right to cancel any class because of under-enrollment or non-availability of faculty.

Students located in the state of Illinois will be notified of any contractual changes in writing and must be signed by both the student and the institution prior to the changes taking effect. If

the student does not agree to the changes or, does not sign the written notice, the student will be owed a refund of all monies paid to the institution.

Credit for Previous Training

Credit for previous applicable educational training is accomplished by waiving courses, which are prerequisites to satisfactory completion of the program. If courses for which the waiver is requested was taken at a postsecondary institution other than Life Time Academy, a postsecondary school or college transcript and course syllabi, course outline, or catalog or equivalent are required, the student must have earned a 2.0 GPA or better, and the course must have been taken at an accredited school. Life Time Academy will determine the credit assigned for prior course work completed and reserves the right to reject all or a portion of any request. Furthermore, the course content must be compatible to the course that will be taken at Life Time Academy, and the student must have completed that coursework within five years from his/her enrollment date at Life Time Academy.

There is no charge to the student for evaluation of previous credit. Life Time Academy will accept up to 20% of the program's credits for transfer. Requests for transfer must be made in writing by the enrollee and submitted to Life Time Academy Admissions prior to enrollment. Life Time Academy will maintain an electronic record of all credit for previous training granted to the student. Life Time Academy will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the student accordingly. Notification will be given to all agencies including the VA. Tuition will be prorated accordingly. Transfer Credits are counted as both attempted and completed hours in the measurement of Satisfactory Academic Progress. If the student does not agree with Life Time Academy's decision, the student can appeal the decision to Student Services. To submit an appeal, a student must submit rationale for appeal in writing and sign and date the documentation.

Transfer of Credit

Life Time Academy does not guarantee the transferability of credits to another school, college or university. Transferability of credits earned at Life Time Academy is determined by, and at the complete discretion of, the receiving institution. It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice. Life Time Academy can assist the student with provision of course catalog, syllabi and/or course outlines. A student may also receive an official transcript if the student follows the Transcript Request policy and procedure.

Placement Assistance

Life Time Academy does not promise or guarantee its students a job upon enrollment or graduation. Life Time Academy offers the following placement services for enrolled students:

- Job search strategies and interviewing preparation
- Exploring career options within the student's field of study
- Connecting with professional partners

For more information regarding Life Time Academy's placement assistance, contact Life Time Academy, Attention; Student Services, 2902 Corporate Place, Chanhassen, MN 55317 or studentservices@ltacademy.net.

Educational Delivery Methods

Life Time Academy will deliver virtual instruction using lectures, labs, directed study, online learning and observation and are part of all institutional curriculum.

Facilities and Equipment

Students enrolled in Life Time Academy will have access to Life Time, Inc. facilities for the duration of their enrollment. A short-term membership will be issued to the individual student beginning on the session start date and ending when enrollment concludes, regardless of the reason for termination.This membership is included in the cost of tuition.

Only students who are not current Life Time, Inc. members will receive this short-term membership. The short-term membership grants access to the facilities but does not include partner discounts, guest privileges, or additional benefits associated with standard Life Time, Inc. Memberships. Life Time Academy will supply all required equipment and resources.

Credit Hour Definition

Life Time Academy defines its courses in quarter credit hours. Each quarter credit hour is 10 hours of lecture, 20 hours of classroom/lab instruction, or 30 hours of externship/independent study. A clock hour spent in class (lecture, seminar, clinical practice, and supervised study) is 50 minutes of classroom contact time in a 60-minute period.

Student Instructor Ratio and Typical Class Size

An enthusiastic staff of experienced professional educators supports Life Time Academy's objective to meet the needs of each individual student. The maximum number of students in a typical classroom or laboratory setting of instruction is 30, resulting in a student instructor ratio of 30 to 1.

Grading, Satisfactory Academic Progress, and 2313 Policies

Final grades are assigned no later than 3 weeks after the end of each term. Students will receive grade for each course attempted. Life Time Academy's grades include Passing (P), Failing (F) or Incomplete (I).

A student earning a P grade in each course is considered to have passed the course and receives credit towards their diploma. A student earning an F grade in each course is considered to have failed the course and does not receive credit towards their diploma.

Satisfactory Academic Progress

Failure to maintain satisfactory academic progress (SAP) as outlined below (as applicable per enrolled program/course) are grounds for academic probation the following term and program termination for a violation of the same category two consecutive terms in a row.

1. Online Curriculum Grades: Must maintain a P (Passing) grade
2. Lab/Practical Curriculum Grades: Must achieve a minimum of a 60/100 rubric grading score

Refund Policy

For the purposes of this section, if there is no contract, student means the party who has been accepted into the course or program.

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are canceling your enrollment within 5 days of being accepted into the school or program.

This five-day refund policy applies regardless of when the program starts. If you give notice more than 5 days after being accepted into the program, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to $50, of the total cost of the program.

If you withdraw after the start of your program and it has been more than 5 days after you were accepted into your program, you will receive a prorated refund of the entire cost of your program based on your last day of attendance. You will be provided with a prorated tuition, fees, and other charges refund minus your initial application fees, up to $50, and minus the less or 25% of the total tuition or $100. Proration is based on whether your program is term-based or clock hours, and how much of the program you have completed.

If your program is term-based, the completion rate is the number of calendar days from the first date of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point (.XX).

If your program is clock-hour based, the completion rate is the number of clock hours you attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX)

If you withdraw from your program after 75.00% of the program has been completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdrawal request within 10 business days after receipt of the notice, and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective on the date of the postmark if sent by mail, or on the day it is hand-delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official (defined by the school's Student Right to Cancel policy). Meaning any member of the school's admissions or academic staff.

If you do not withdraw in writing or contact the school about your absence, and you have not attended your program or contacted the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state that the school has withdrawn you from enrollment.

Schools must include this clause if your school's student catalog, contract, or enrollment agreement includes a separate statement on the fair market retail price of the equipment and any of the equipment can be reasonably resold: "You may be entitled to a refund of your equipment and supplies if you return them within 10 days of withdrawing, provided they are in a condition suitable for resale. If you do not return your equipment and supplies, or if they are not in a condition suitable for resale, this cost will be deducted from your tuition, fees, and other charges when calculating refunds."

Attendance Policy

Students are expected to complete a minimum of one assignment and/or attend webinar or virtual lab each week to maintain the minimum attendance requirement. Failure to log into the online course or attend webinars or virtual labs a minimum of one time per week without making previous arrangements may result in withdrawal from the school. Withdrawal will be made as of the seventh day after failure to log in.

Students are expected to be on time and in regular attendance for all of their classes and any required labs/practical. Students are expected to call their instructor and to indicate if they will be absent or late. It is the responsibility of the student to contact the instructor and to get the assignments and information missed.

Online Curriculum Satisfactory Academic Process Procedure

Online courses are monitored through weekly Activity Reviews. A student must successfully maintain a Pass (P) grade in order to achieve Satisfactory Academic Progress (SAP) within online courses each term.

Online Activity Review

Online Class Activity is monitored based on weekly student activity within the given course from the Learning Management System (LMS). There are a series of assignments, quizzes, activities, and forums that must be completed by specific due dates and may even be timed, based on that particular activity's needs. Timely satisfactory completion of online activities assists in the evaluation of satisfactory academic progress. Instructors, students, and academic administrators are to view student activity and grades via the LMS. Students may also request a progress report from their instructor.

Course Extensions

In the case where a student has not completed their final exam, final assignment, or has not completed the necessary hours needed for graduation, the student may petition for a Course Extension.

- A Course Extension is 2 weeks in length. During a Course Extension, a student can complete unfinished final exams, final assignments and/or practical hours to improve their grade for that given course.
- During a Course Extension, an Incomplete (I) grade will be assigned as the final grade. Students receiving an I grade must turn in all outstanding work within 2 weeks from the official course end date. The I grade is not used when calculating a student's SAP.
- Course Extensions will be charged one quarter of the original course cost. In the case of an extenuating circumstance such as major medical illness, death in the family, or other documented claim deemed acceptable by Life Time
- Academy, the Course Extension fee may be waived. A petition for request of removal of the Course Extension fee must be submitted with proper supporting documentation at the same time as the petition for Course Extension. Both petitions will be reviewed and approved or denied by Student Services administrator prior to acceptance of the Extension.
- A student who does not receive a Passing (P) grade, must enroll in a Course Reassessment upon the start of the next term and will be placed on Academic Probation at that time.

Course Reassessments

In the case where a student has receive a Failing (F) grade for a course, the student must enroll in a Course Reassessment.

- A Course Reassessment is 8 weeks in length.
- Students enrolling in Course Reassessments in each term are permitted to enroll in their scheduled courses as indicated within their Enrollment Agreement.
- During a Course Reassessment, a student is placed on Academic Probation. During the probationary period, the student must maintain a Passing (P) grade to be making SAP.
- Course Reassessments will be charged one half of the original course cost.
- In the case of an extenuating circumstance such as major medical illness, death in the family, or other documented claim deemed acceptable by Life Time Academy, the Course Reassessment fee may be waived. A petition for request of removal of the Course Reassessment fee must be submitted with proper supporting documentation at the same time as the petition for Course Reassessment. Both petitions will be reviewed and approved or denied by the Student Services administrator prior to acceptance of the Reassessment.
- If the student has not achieved the criteria as set forth in this section at the end of the probationary period, he/she may be terminated from Life Time Academy.

Lab or Practical Curriculum SAP and Attendance Procedures

Lab or Practical courses are measured by two variables: Lab or Practical Attendance and Lab or Practical Assessment. A student must successfully demonstrate successful completion of both in order to achieve SAP within lab/practical each term.

Lab or Practical Attendance

Each term, Lab or Practical Attendance is collected by the lab or practical instructor and input into the LMS after each lab/practical session. Students can view their attendance within their online student account.

Lab or Practical Assessments

Each lab or practical course will have a final assessment that contributes to a student's lab or practical grade. A grading rubric is applied to objectively evaluate a concept or skill that has been learned during the lab and practical course. Students must maintain a passing grade as indicated within their program/course assessment form to successfully pass the lab and practical assessment.

Lab or Practical Reassessments

Students are responsible for attending and completing their assessment. Should a student not successfully pass the lab or practical assessment, they will need to petition for a Lab or Practical Reassessment.

- During a Lab or Practical Reassessment, a student can perform the re-assessment from the previous term's lab and practical to improve their grade for that given term or to pass the program's graduation requirement.
- During a Lab or Practical Reassessment, a student is placed on Academic Probation. During the probationary period, the student must received all Passing (P) grades, and must have 100% atten-

dance to be making SAP.
- Lab or Practical Reassessments will be charged $125 per each reassessment to cover expenses associated with the administration of the reassessment.
- A student may attempt a Lab or Practical Reassessment for an individual lab a maximum of one time within one 8-week term. Should the student fail to pass the Reassessment, they will need to re-enroll in the lab or practical course.
- In the case of an extenuating circumstance such as major medical illness, death in the family, or other documented claim deemed acceptable by Life Time Academy, the Lab or Practical Reassessment fee may be waived. A petition for request of removal of the Reassessment fee must be submitted with proper supporting documentation at the same time as the petition for Reassessment. Both petitions will be reviewed and approved or denied by the Student Services administrator prior to acceptance of the Reassessment.
- If the student has not achieved the criteria as set forth in this section at the end of the probationary period, he/she may be terminated from Life Time Academy.

Graduation Requirements

To be eligible for graduation, a student must:
- Pass their coursework.
- Maintain a minimum of 50% attendance each term.

If a term is repeated, the attendance and grades from the original module will not count toward the attendance and academic requirements for graduation. A student must:
- Return all property belonging to Life Time Academy.
- Fulfill all financial obligations to Life Time Academy.

Student Conduct

Students must adhere to the rules and regulations of Life Time Academy, which may be subject to change without notice at the sole discretion of Life Time Academy. Students whose conduct reflects as a discredit upon themselves or the academy may be subject to probation and/or termination as determined in the sole discretion of Life Time Academy. The student must adhere to conduct that will not interfere with the learning process of any other students, the classroom presentation by the instructor, presentations by visitors, or the progress of the class or Life Time Academy in general. Life Time Academy reserves the right of judgment, to place on probation and/or terminate a student on any of the following grounds:

1. Excessive absences or tardiness.
2. Failure to meet satisfactory academic progress (SAP) standards.
3. Nonconformity of rules and regulations of Life Time Academy.
4. Conduct that is unsatisfactory to Life Time Academy, its staff, faculty, and its students, which includes, but is not limited to using notes, textbooks or other materials when not allowed during an examination, giving test questions or answers to another student, and copying an assignment from or completing an assignment for another student.
5. Falsifying school records.
6. Breach of any representation made to Life Time Academy.
7. Acts of plagiarism. Borrowing ideas from other sources, whether from the internet, peers/colleagues, book or any other source without giving appropriate credit can be considered plagiarism. Plagiarism will not be tolerated and may result in grades marked a zero and/or additional disciplinary action.

8. Failure to pay fees when due and/or to make available required documents.
9. Entering Life Time premises while under the influence of alcohol or drugs.
10. Carrying a concealed or potentially dangerous weapon while on LT premises.
11. Aiding, abetting, or inciting others to commit any act that would detract from the normal operation of Life Time Academy.
12. Theft.
13. Is in poor standing with any Life Time locations.

Involuntary Termination Procedure

Students to be terminated from a program are notified in writing and may appeal to Life Time Academy's Student Services Administrator within three (3) days of receiving a "Notice of Termination." (Student Appeal and Student Grievance Procedures for appeal process).

Reinstatement

Students who have been forced to interrupt their education for any reason may request reinstatement by contacting the On-site Administrator of Life Time Academy. Students who were making satisfactory academic progress when they withdrew will be eligible for re-entry without condition. Students who were not making satisfactory progress may be placed on academic probation or have other special conditions placed on their re-entry. All students requesting reinstatement may be required to go through a portion of the admissions process again.

Student Appeal Procedure

A student who wishes to appeal a decision pertaining to satisfactory academic progress, probation, withdrawal, termination, or graduation must write a letter to the Student Services Administrator which must be received within three (3) calendar days of receiving the school's decision. Student Services along with the Sr. Director of Education will review the appeal. A student must provide written documentation to support his/her position and any mitigating circumstances. The student will be informed of the decision within 30 days following the receipt of the appeal. Any decisions made by Life Time Academy are final.

Student Grievance Procedures
Initial Review Procedures

Step One:
Each student is strongly encouraged, but is not required, to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance.
Step Two: Written Grievance Submission
Any grievances regarding an action or inaction by Life Time Academy, its faculty members or its employees must be presented: in writing to the On-site Resident Director of Life Time Academy and within 30 calendar days after the student first became aware of the facts which gave rise to the grievance. If the grievance is against the On-site Resident Director, the student should address his or her grievance through the Appeal Procedures.
Step Three: Informal Investigation
Within 10 calendar days of receipt of the written grievance, the On-site Resident Director shall conduct an informal investigation to resolve any factual disputes.

Step Four: Director Determination
Within 10 calendar days of conclusion of the informal investigation, the On-Site Resident Director shall make a determination and submit his or her decision in writing to the student and, if appropriate, to the person alleged to have caused the grievance.

Appeal Procedures

Step One: Request Review

Within ten (10) calendar days of receipt of the On-site Resident Director's decision, a student who is not satisfied with the response may seek further review by submitting the written grievance, together with the written determination, to the following contact:
Life Time, Inc.
Attn: Legal Department
2902 Corporate Place
Chanhassen, MN 55317
Fax 952.474.3390

Life Time will appoint a member of its legal department (the "Appellate Reviewer") to perform a review based on the written grievance submission, and On-site Resident Director's investigation and final determination. The Appellate Reviewer may, but is not required to, direct that further facts be gathered or that additional remedial action be taken.

Step Two: Appellate Reviewer's Decision

Within 30 calendar days of receipt of the request for review, the Appellate Reviewer shall submit his or her decision in writing to the student and, if appropriate, to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student if any.

Step Three: Informal Investigation:

Within 10 calendar days of receipt of the written grievance, the On-site Resident Director shall conduct an informal investigation to resolve any factual disputes.

Step Four: Director Determination:

Within 10 calendar days of conclusion of the informal investigation, the On-Site Resident Director shall make a determination and submit his or her decision in writing to the student and, if appropriate, to the person alleged to have caused the grievance.

Appeal to the State

Following receipt of the Appellate Reviewer's decision, a student who is not satisfied with the response may register a written complaint with Minnesota Office of Higher Education, 1450 Energy Park Dr, Suite 350, St. Paul, MN 55108.

Student complaints shall be limited to complaints that occurred within six years from the date the concern should have been discovered with reasonable effort and after the student has utilized the school's internal complaint process.

CO Residents
Online/written complaint may be registered with Colorado Department of Higher Education, Private Occupational School Board (303) 862-3001 or by visiting http://highered.colorado.gov/dpos.
There is a two-year limitation from the student's last date of attendance on the Division taking action on the student's complaints.

GA Residents
COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE GEORGIA NON PUBLIC POST-SECONDARY EDUCATION COMMISSION, at 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305. (770)414-3300. https://gnpec.georgia.gov/student-resources/complaints-against-institution

State Disclosure Statements

Life Time Academy is not an accredited institution and adheres to the disclosure statements as listed below.

MN
Life Time Academy is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

CO
Life Time Academy agents are licensed by the Colorado department of Higher Education, Private Occupational School Board. The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. Students should contact the appropriate Colorado regulatory agencies to confirm program/course work will satisfy initial or renewal licensing for certification of that agency.

Refund Policy/Buyer's Right to Cancel

Each student will be notified of acceptance or rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to effective on the date of that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to $50, of the total cost of the program. You will be provided a prorated tuition, fees, and other charges refund minus a 25%, up to $100 administrative if you give notice of your withdrawal after your program has begun, but before 75% program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges

within 30 business days of receipt of your withdrawal. Written notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

CO Residents

Each student will be notified of acceptance or rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. Students who cancel this contract by notifying the school within three (3) business days, or if the student never attends class, are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of $150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended or percentage of online modules assigned as described in the table below. The refund is based on the date on which the school is provided notice of withdrawal.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within the first 10% of the program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. If mailing the letter of cancellation, the student must send it to Life Time Academy's Administration Office, at, Life Time Academy, 2902 Corporate Place, Chanhassen, MN 55317, and Attention: Student Services. The official date of termination or withdrawal of a student shall be determined in the following manner:
   - Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the letter is hand delivered to Life Time Academy On-site Administrator, unless a later date is otherwise specified by the student in the letter. The date of execution of the enrollment agreement shall be presumed to be the date of receipt of the signed enrollment agreement: and if delivered by mail, the postmark date of the enrollment agreement; or
   - The date on which the student violates published school policy, which provides for termination.
   - Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.
5. Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:
   - Whether the postponement is for the convenience of the school or student; and
   - A deadline for the new start date, beyond which the start date will not be postponed.
6. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

GA Residents

Each student will be notified of acceptance or rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation within three business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started.

If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 50 percent of the period of instruction, the student is assessed a pro rata portion of tuition, fees and all other charges based on the number of days in the term. Any notice of cancellation shall be acknowledged by Life Time Academy in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 45 business days of receipt of such notice. If mailing the letter of cancellation, the student must send it to Life Time Academy, 2902 Corporate Place, Chanhassen, Minnesota 55317, and Attention: Student Services Administrator.

This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course.

Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the letter is hand delivered to Life Time Academy On-site Administrator, unless a later date is otherwise specified by the student in the letter. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance: and if delivered by mail, the postmarked date of the letter of acceptance.

Refund after the Commencement of Classes
1. Procedure for withdrawal/withdrawal date

- A student choosing to withdraw from the school after the commencement of classes is to provide written notice to Life Time Academy's On-site Administrator. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- Students unable to complete the required clock hours have the option to complete these hours (with instructor approval) in future sessions without additional tuition. Certificate will not be issued until program requirements are met.
- For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- A student will be determined to be withdrawn from the institution if the student has not attended any class for 7 consecutive class days without contacting Life Time Academy to indicate intent to continue in school or otherwise making arrangements concerning the absence.
- All refunds will be issued within 45 days of the determination of the withdrawal date.

Tuition charges: Tuition charges will be determined based upon the percentage of the clock hours attempted. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

- If the student has completed less than 50 percent of the clock hours, the amount charged for tuition, fees and all other charges shall be prorated based on the percentage of clock hours attempted.

- If the student has completed 50 percent or more of the total clock hours prior to the withdrawal date no refund will be given.

3. Tuition refunds will be issued within 45 days of the date of student notification, of date of school determination (withdrawn due to absences of other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 45 days of the date the student was scheduled to return from the LOA and did not return.
4. Tuition refunds will be issued by check or credit card according to method of payment.

5. Books and/or supplies, once purchased by the student are the responsibility of the student and are then considered non-refundable.
6. Workshop fees: Any workshops paid for and attended by the student are not refundable. Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement that is reasonable and fair.

Course Descriptions

In order to take a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

Personal Training Self Directed Internship

Performance Description and Objective:

This comprehensive, self-directed internship is designed to bridge the gap between theoretical knowledge and real-world application. Over four weeks, participants engage in a structured curriculum that aims to replicate the competency of a professional with one year of field experience. The course focuses on three core pillars: delivering dynamic personal training sessions, mastering the sales consultation process through effective assessment, and developing professional business acumen. Through a blend of independent study, practical observation, and a comprehensive capstone project, participants will demonstrate the initiative, confidence, and practical skills required to transition from a student to a successful, career-ready Personal Trainer.

Prerequisites:

Applicant must hold a personal training certification or degree in related field.

Hours and Online Modules:

12 clock hours total, made up of 6 hours of online learning via collaboration and discussions, 6 hours of assignments and labs and 0 hours of practicum. There are fifteen online modules to complete for this course. Students will have four [4] weeks to complete the course.

Weekly Content Outline of Course:

Week 1: Session Delivery and Creating a Dynamic Training Experience

Week 2: Sales and Consult 1- Meeting Members, Professional Greeting, and Goal Setting

Week 3: Sales and Consult 2- The Experience and Presenting the Plan

Week 4: Client Communication, Retention, and Next Steps

Group Fitness Instructor Training

Performance Description and Objective:
Step into the studio with confidence, skill, and purpose. Our live 80-hour hands-on Group Fitness Instructor Training Program equips you with the science, strategy, and stage presence to lead safe, dynamic, and musically driven classes that move people—literally and emotionally. Whether your dream is to teach step, strength, dance cardio, kickboxing, or create your own format, this immersive experience will give you everything you need to thrive in today's group fitness landscape. Rooted in Life Time's performance and training philosophies,and enhanced by AFAA's Group Fitness Instructor Certification—this all-in-one experience fuses exercise science, musicality, coaching technique, and class delivery into a powerful launchpad for your next era as a leader in group fitness.

Prerequisites:
None

Hours and Online Modules:
80 clock hours total, made up of 78 hours of live learning collaboration and discussions, 2 hours of assignments and online learning and 0 hours of practicum. There are thirteen online modules to complete for this course. Students will have seven [7] weeks to complete the course.

Weekly Content Outline of Course:
Week 1: Master leadership, musical rhythm, and cueing while learning basic anatomy and step cardio biomechanics.
Week 2: Study cardio and muscle physiology alongside choreography methods, heart rate zones, and exercise selection.
Week 3: Focus on communication, the three energy systems, movement prep, and interval coaching.
Week 4: Explore performance skills, kinesiology, and floor cardio biomechanics through multi-planar exercise creation.
Week 5: Cover organizational essentials, kickboxing biomechanics, and resistance training through song mapping.
Week 6: Complete the course with audition prep, final presentations, and feedback sessions.

Anatomy and Physiology

Performance Description and Objective:

Students in this course will learn about the human anatomy including the nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive and urinary systems. In addition students will learn about the skeletal system including the bony landmarks and joints, the muscular system to include origin and insertion and function of the major muscles of the body, the integumentary system to include skin and its function and pathologies.

Prerequisites:

None

Hours and Online Modules:

40 clock hours total, made up of 30 hours of online learning via collaboration and discussions, 10 hours of assignments and labs and 0 hours of externship. There are four online modules to complete for this course. Students will have eight weeks to complete the course.

Materials

Moini. Anatomy and Physiology for Health Professionals. 2nd edition. JBL
Clark and Lucett (editors). NASM Essentials of Personal Fitness Training. 5th edition. JBL.

Weekly Content Outline of Course:

Week 1: The body as a whole; chemistry, matter and life; cells and their functions; tissues, glands and membranes.
Week 2: The body as a whole; chemistry, matter and life; cells and their functions; tissues, glands and membranes.
Week 3: The skin in health and disease; the skeleton: bones and joins; the muscular system.
Week 4: The skin in health and disease; the skeleton: bones and joins; the muscular system.
Week 5: Coordination and control; the nervous system: spinal cord and spinal nerves; the brain and cranial nerves; the sensory system; the cardiovascular system; the blood; the heart and heart disease; blood vessels and blood circulation.
Week 6: Coordination and control; the nervous system: spinal cord and spinal nerves; the brain and cranial nerves; the sensory system; the cardiovascular system; the blood; the heart and heart disease; blood vessels and blood circulation.
Week 7: Energy supply and use; respiration; digestion; metabolism, nutrition, and body temperature; body fluids; the urinary system.
Week 8: Energy supply and use; respiration; digestion; metabolism, nutrition, and body temperature; body fluids; the urinary system.

Discussion Forum: 22%

Quizzes and Final Exam: 50%

Assignments: 28%