

ENROLLMENT AGREEMENT
550 Hour Silver Massage Therapist Program

Student Name, Social Security No., Date of Birth, Phone #, Cell Phone #, Street Address, City, State, Zip, E-mail Address, Referred by

Total number of clock hours to be completed: 550

Start Date: Training must be completed by: (One year from Start Date)

FEES, CHARGES & EXPENSES: \$4500.00 (if paid in full) or \$4900.00:

Table with 2 columns: Fee/Charge Name and Amount/Description. Includes Registration/Deposit, Tuition, STRF Assessment, and Material/Lab Fee.

Material / Lab Fee: \$10.00 per class Business Practices, Ethics and all elective classes have a material fee.

Summary table for charges: TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE, ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM, TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT, CHARGES DUE ON OR BEFORE THE FIRST DAY OF CLASS.

YOU ARE RESPONSIBLE FOR THE FULL AGREED UPON TUITION AMOUNT. If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

The enrollment agreement is legally binding when signed by the student and accepted by the institution.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Student Signature

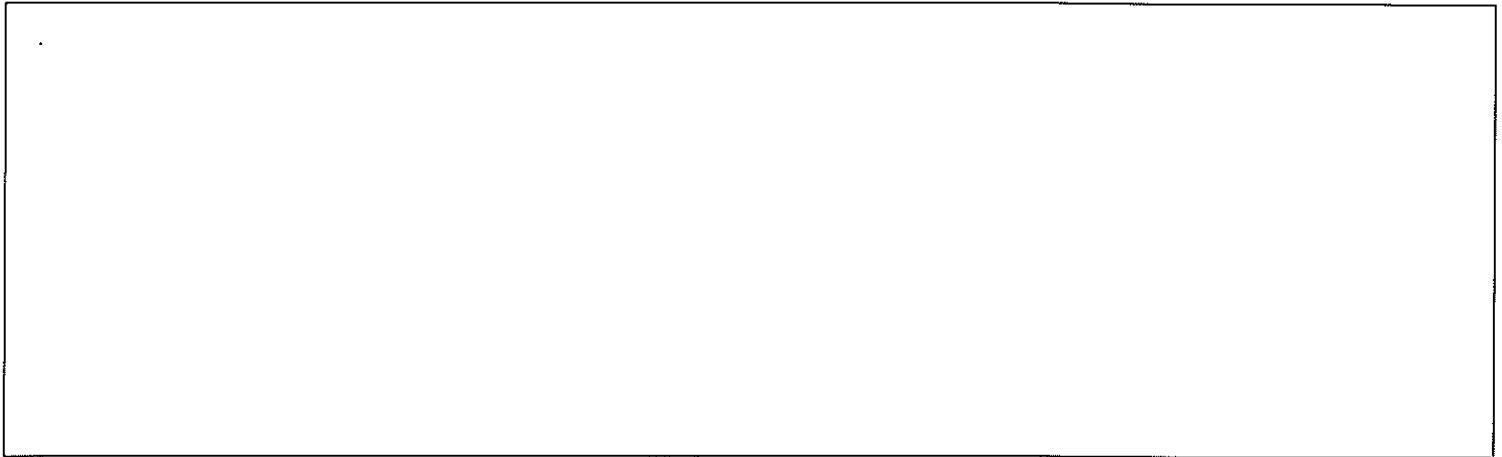
Date

School representative's signature and title

Date

**"NOTICE CONCERNING TRANSFERABILITY OF CREDITS  
AND CREDENTIALS EARNED AT OUR INSTITUTION"**

"The transferability of credits you earn at the Massage Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our 500 hour Massage Therapist course is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Massage Center to determine if your certificate will transfer."



Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N Market Blvd. Ste. 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone # (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

"Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by the CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. seq."

"A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5337

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

## **REFUND PROVISIONS**

**STUDENT'S RIGHT TO CANCEL:** You have the right to cancel this agreement for a course of instruction through attendance at the first class session (date: \_\_\_\_\_), or the seventh day after enrollment (date: \_\_\_\_\_), whichever is later for a full refund less \$250 non refundable deposit. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the first page of the Enrollment Agreement. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail is considered effective when received by Massage Center.

### **WITHDRAWAL FROM COURSE:**

You have the right to withdraw from a course of instruction at any time. The institutional refund policy for students shall be a pro rata refund. If you withdraw from the course of instruction after the period allowed for cancellation of the Agreement, which is at the first class session or the seventh day after enrollment whichever is later. You are obligated to pay only for educational services rendered. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

**IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.**

**Massage Center is an unaccredited institution and you will not be eligible for any Federal and State financial aid programs, since we do not participate in any State or Federal Financial Aid programs. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.**

### **HYPOTHETICAL EXAMPLE:**

Assume that a student, upon enrollment in a 550 hour course, pays \$4900 for tuition, including a \$250 registration / deposit fee, and withdraws after completing 50 hours. The refund to the student would be \$4204.50 based on the calculation below.

- 1) \$4900 paid - \$250 registration fee = \$4650 for instruction
- 2) \$4900 for instruction / 550 hr = \$8.91 for instruction / hr
- 3) 50 hr x \$8.91 for instruction / hr = \$445.50 for instruction
- 4) \$445.50 for instruction + \$250.00 registration / deposit fee = \$695.50 retained by the school
- 5) The refund amount is \$4900 - \$695.50 = \$4204.50

**PAYMENT PLAN SCHEDULE OF PAYMENTS:**

Total amount due: \$4900.00 You will pay \$490.00 to reserve your spot in the class and make 9 monthly payments of \$490.00. The payment schedule for the 9 monthly payments is as follows:

1st Payment Due	_____	2nd Payment Due	_____	3rd Payment Due	_____	4th Payment Due	_____	5th Payment Due	_____
6th Payment Due	_____	7th Payment Due	_____	8th Payment Due	_____	9th Payment Due	_____		

**If payments are late, a \$25 late fee will be charged each month.** The deadline to turn in all make-up work, complete all required elements is one year from the date of your first class. \_\_\_\_\_ **Student Initials**

**STUDENTS ON PAYMENT PLANS:** By signing below I hereby allow Massage Center to charge my scheduled payments to this credit card on the 15th day of every month or within 7 business days there after.

_____	_____
Student Signature	Date
Credit Card# _____	Amount \$ _____
_____	Exp. Date _____
_____	CVC Code _____

**Instruction will be provided at:  
Massage Center  
171 E. Thousand Oaks Blvd, suite 205  
Thousand Oaks, CA 91360**

**A twin sheet set including a flat and fitted sheet, a pillow case, and a bath towel needs to be brought to the first day of class.**

**All other equipment will be provided by Massage Center such as Tables, Bolster, Chairs, Lotion, Binder.**

I understand the hourly breakdown of the 550 Hour Program is as follows: 164 hours of Basic Massage Instruction (the initial 11 weeks of class), 4 hour mandatory Ethics class, 16 hour mandatory Business class and 4 hour Medical Terminology, 237 hours of Advanced Elective classes (which I choose), 0-40 hours of Career Experience\* and 125 hours will be done as Practical Experience\* at the student clinic.

\*Career Experience hours and Practical Experience hours are not compensated however hours are figured into hours completed for the program when/if student withdraws from the program and a prorated refund is due.

\_\_\_\_\_ **Student Initials**

**Student Initials:** \_\_\_\_\_ You must average 6 hours a week of Clinical studies after the initial basic course of instruction (11 weeks) is completed.

**Student Initials:** \_\_\_\_\_ You must give 48 hour notice to cancel any Clinical shift hours. If you are unable to attend a scheduled weekend workshop a minimum of 72 hours to cancel is required. Repeated unapproved absences may result in the termination of your student status.

**Student Initials:** \_\_\_\_\_ I have recieved a copy of the general Rules and Regulations. All instruction is taught in English and all materials are provided in English ONLY. Students must be able to read, write and understand English without the aid of an interpreter.

Describe briefly why you want to become a Massage Therapist:

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

I understand that I can request the Massage Center to provide me with an enrollment agreement, disclosures and statements in the language that I will best be able to understand the terms and conditions of the enrollment agreement if english is not my primary language. We will use google translate to translate all necessary documents in the primary language requested.

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

Text books are available for purchase at the Massage Center business office. These books are recommended not required.

Library resources – The Massage Center library provides access to text materials, reference books, trade journals and periodicals which may be used as supplemental reading for coursework and for general background information. Students are asked to comply with the library rules on book checkout and return as explained during orientation. You may borrow up to 2 items at a time for a time period no longer than 3 weeks. You will be required to “sign the items out” on our log sheet. Failure to return the items in due time will result in loss of your library privileges. If you fail to return the borrowed items, you will be held financial responsible for the items.

We do NOT require specific uniforms or protective clothing but you you must wear clean clothes, use no perfumes and have short, trimmed & clean nails. Hair must be clean and pulled back if long.

**Housing Information** •Massage Center does not provide any housing or dormitory facilities. •Thousand Oaks has many housing opportunities. There are several large apartment complexes within a 15 radius from our school. Rent starts at approximately \$800 per month. •Massage Center is not responsible for nor will we assist in finding housing for any students.

Tutoring is not available but students can repeat classes free of charge until they feel competent and have passes all their exams.