



CHICO THERAPY WELLNESS CENTER
CONFIDENTIAL APPLICATION FOR ADMISSION
& ENROLLMENT AGREEMENT

(Winter Session Jan. 2nd - May 10th 2018 & Summer Session July 10th- Nov. 15th, 2018)

Occupational Objective

Our purpose is to provide safe, in depth knowledge, education and training for future Massage Therapy professionals with our Level I 500 Hour Certified Massage Therapy Program. We also offer Level II advanced modality classes for continued education. The State of California Educational Law Requires 500 Clock Hours of education to practice as a professional massage therapist. Our goal is to help you accomplish this! We offer 5CE-1000CE Hour class options by combining select advanced massage therapy training classes, externships and documented clinic hours and case studies recognized by the California State board of Registered Nursing fulfilling Continuing Education Units and supporting application requirements by CAMTC (California Massage Therapy Council).

See "2018 SCHOOL CATALOG" for advanced massage classes

The following policies apply to Level I Certified Massage Therapist training and all other advanced massage therapy classes offered at Chico Therapy Wellness Center.

School Name: Chico Therapy Wellness Center (Herein after known as CTWC)

Address: 392 Connors Court, Suite C, Chico, Ca 95926

Phone: (530) 891-4301 Fax: (530) 891-4359

Admission Requirements

In order to attend our award winning massage therapy training and classes, you must be at least 18 years of age, and provide a copy of your High school Diploma or Equivalent for our records. You do not have a high school diploma or equivalent you will need to take an "Ability to Benefit" exam from the California Department of Education.

California Department of Education
1430 N Street
Sacramento, CA 95814
HSEOffice@cde.ca.gov | 916-445-9438

Name: _____

Phone: (H) _____ (W) _____ (Cell) _____

Print name as you want it to read on Certificate:

Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____ Date of Birth: _____ Sex: _____

S.S. # ____ - ____ - _____ Driver's License#: _____

Occupation: _____ Employer: _____

Phone: _____ How Long _____

Have you ever been convicted of a felony? YES or NO

If yes, please explain:

Emergency Contact: _____ **Phone:** (____) _____

Relationship: _____ **Address** _____

Person Responsible for payment (if other than listed above):

Signature Responsible Party: _____ S.S. # ____ - ____ - _____

Driver's License#: _____ Phone: (H) _____ (W) _____

Address: _____ City: _____ State: _____ Zip: _____

EDUCATION

Please circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 01 02 03 04 05 Master's Degree / Doctorate

Colleges, Universities or Trade Schools Attended:

Name _____ From/To _____ Degree _____

Name _____ From/To _____ Degree _____

Name _____ From/To _____ Degree _____

Name _____ From/To _____ Degree _____

HEALTH

Describe any physical limitations:

Describe any health conditions you may have:

Previous Surgeries: _____

Current Medication: _____

Name of Physician: _____ Phone: _____

COURSE INFORMATION

Desired course of enrollment: _____ Day and Time: _____

Do you have any prior experience relating to this course?

How did you hear about Chico Therapy?

Please explain briefly why you are interested in taking this course and your goals upon completion:

Signature _____

Date: _____

Our Program

Level I 500 Hour Certified Massage Therapy Program - 500 On-site, clock hours
Instructor: Mike Metzger CMT, NMT, LDT, OMT, MFT, STRT, MST, SMT

Level I 500 Hour Certified Massage Therapy Program provides training for you to get started with Swedish Massage Therapy Techniques. Upon completion, you will be prepped to start a career as a Certified Massage Therapist. This program includes an emphasis on proper body mechanics, basic anatomy and physiology of the human body, contraindications, equipment, ethics of practice, set up for providing body work onsite for events, etiquette and business guidelines, tips as well as advertising & marketing to help generate quick cash flow. Introductions to additional massage techniques also offered at Chico Therapy Wellness Center. **Class hours are divided with approximately 40 % lecture, 20% demonstration, 40% hands on. Other certificate requirements include: 20 documented hours of guided hands on practice, 35 documented clinic appointments (student massage appointments on campus), 95 % classroom attendance required, two critiques by a Chico Therapy Wellness Center instructor or approved certified massage therapist, two written exams with a 70% or higher score and hands on practical final exam.** Review our School Catalog and School Performance Fact Sheet. All Massage Training Equipment & Supplies will be provided by CTWC for use during the program.

Students in this Level I training will learn:

- Full body Swedish massage techniques
- One on one instructor to student training.
- Basic anatomy and physiology of the human body.
- Proper body mechanics, massage etiquette.
- Approved by State Board of Nursing (BRN Provider # CEP12935) Continuing Education Units (CEUs).
 - Business ethics, advertising and marketing to generate cash flow.
 - Introductions for many advanced massage and bodywork modalities.

Level I Massage Therapy Practitioner Program classes are scheduled on Tuesdays, Wednesdays, and Thursdays at 8am-1pm and at 5pm-10pm. Two weekends from 9:00 am-6:00 pm will also be required. Week end dates will be announced on the enrollment agreement, flyer, and the Chico Therapy Wellness Center web site.

\$6500.00 and additional \$0.00 S.T.R.F. Fee. /or \$6990.00 (minimum \$1000.00 down pmt. prior to 1st day of program if doing Payment Plan). Int. _____

Level 1B Bodywork Professional Training Program 500 Hours (This program is for Post Level IA Graduates)

If you desire the highest level of distinction and preparedness, continue your education by completing an additional 500 hours of coursework at Chico Therapy Wellness Center. All coursework counts toward your 1000-hour total, as long as you include at least 125 hours of Anatomy, Physiology, and Pathology and 30 hours of Business and Ethics. You will obtain these hours by completing a 150 hour externship, 100 hours of teacher assisting in Level 1A Massage Therapy Training Program, 60 hours of documented case studies, 40 hours of assisting C.T.W.C. with on-site promotional events, and by selecting an additional 150 hours from the variety of advanced massage therapy classes described in the catalog. Additional Level 1B Program requirements include participating in an individualized counseling session, receiving detailed feedback on your work, completing a thorough self-evaluation process and passing two written examinations as well as hands on final practical examination. A Level 1B Bodywork Professional Certificate will be issued by Chico Therapy Wellness Center to acknowledge your achievement. Courses need to be completed within 36 months of the initial enrollment date.

\$6,000.00 and additional \$0.00 S.T.R.F. fee. Int. _____

Weekend dates are scheduled at the time the Level I Certified Massage Therapist Program is scheduled. In addition to the class descriptions in the catalog, other scheduling information for advanced massage therapy classes may be given to students in class or by mail. Students may also view the "Upcoming Class Schedule" on line by visiting www.chicotherapywellness.com.

***All Level II classes are held in the CTWC Classroom located at 392 Connors Court Suite C, Chico, CA 95926
Call office for any questions 530-891-4310***

Level II Advanced Massage Therapy Courses

Pre-requisite: Level I Certified Massage Therapist Training completed or equivalent transcripts from other state approved massage therapy institutions. An assessment test may be given to determine if the student is qualified to enroll. A score of seventy percent or higher is needed in order to enroll. Ninety five percent attendance is required to pass any of the advanced massage therapy classes and obtain a certificate of completion and documented credit for completing the class.

Homework assignments, research projects, clinic hours, externships, and case studies may be required to complete certain advanced massage therapy classes. Days and times of the advanced massage therapy classes vary. The scheduled dates for the advanced massage therapy classes can be found on line at www.chicotherapywellness.com under "Upcoming Class Schedule" or you may obtain a copy of the Upcoming Class Schedule at the administration desk.

Advanced massage therapy classes are scheduled a minimum of three months in advance. See catalog for class descriptions and advanced class payment policy. You will be required to have transcripts sent from the state approved organization you graduated from proving your massage therapy certification prior to enrolling in an advanced class if you are not a Chico Therapy Wellness Center Graduate. A total of 400 clock hours are required to complete the Level I Certified Massage Therapist Course. Course is to be completed within 16 weeks of initial enrollment. Students must also complete 100 hours of electives (Level II) to comply with CA State Requirements of 500 hours.

Externships 25 Hour Blocks of time required

For twenty years, CTWC Director, Mike Metzger has created externship opportunities in many different local work environments. Past graduates have worked with various chiropractors, health clubs, spas, sport teams, and businesses, etc. Tuition is paid in advance (Level 2 Payment Formula). Director must approve location of desired externship and met with owner/supervisor and externship candidate. If all parties agree, externship can start. Externship candidate will be supervised by owner/supervisor each work day. A time card must be signed at the end of every work day. CTWC Director/Staff will supervise occasionally. Time card is to be turned in to CTWC at termination of agreed hours. A certificate will be awarded at completion of externship.

Level II Classes:

- \$13.00 per Class Room Hour- 3 or More Classes Package (Paid in advance)
 - \$14.00 per Class Room Hour - Level I Student Discount
 - \$16.00 per Class Room Hour - Base Price
 - \$20.00 per Class Room Hour - 1 Week of Class Starting

Additional Fees:

- \$250.00 non-refundable administration fee (included in tuition cost).
 - S.T.R.F. fee \$0.00 per \$1000.00 tuition cost.
 - Table, Chair, DVD rental \$20.00/week.
- Returned Check Fee (for each returned check) \$100.00 NO EXCEPTIONS!!
 - Transcript Fee \$15.00 for each copy requested.
 - Re-take Fee \$25.00 (for failed exams or finals).

S.T.R.F. Fee (Student Tuition Recovery Fund) Information

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

California Law requires that upon enrollment a fee assessed relative to the cost of tuition (Education Code Section 94342). The Student Tuition Recovery Fund Fee is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. These fees are support the Student Tuition Recovery Fund (S.T.R.F.), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure.

Institutional participation is mandatory.

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.

If the student defaults on a federal or state loan, both the following may occur:

- (1) The federal or state government or loan guarantee agency may take action against the student, including garnishing and income tax refund.
- (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid. (Ed. Code 94911(g) (1),(2)). For further information, contact:

Mailing Address:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, Ca 95798-0818
Phone: (916) 431-6959
Toll Free: (888) 370-7589

Physical Address:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, Ca 95833
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

Financial Aid

- C.T.W.C does not participate in federal and state financial aid programs. C.T.W.C will allow students to make payments (see Payment Plan Policy).
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Payment Plan Policy

Students are allowed to make monthly scheduled tuition payments. Level IA 500 Hour Certified Massage Therapist Training Program tuition cost for a student in a payment plan is \$6790.00 if paid by week 12, or \$6990.00 if not paid until graduation (week 19). Students on the payment plan are also required to pay the \$0.00 S.T.R.F. fee which is not included in the tuition. Payment plan students are required to pay a down payment in the amount of \$1000.00 and the S.T.R.F. fee of \$0.00 prior to the first day of class in order to enroll and attend. A payment contract between the student and director will contain the following details:

- A statement including the student's first and last name that the student agrees to have the total tuition balance paid by the date of graduation.
- An agreed upon schedule of the amount of tuition payment with the specific day each payment is to be made each month.
- The student will be placed on probation, and not allowed to attend class if tuition payment is not made each month. The student will have one week from the date of probation to make a tuition payment before returning back to class. The student is responsible to do make up work for this absence with the directors approval. If no tuition payment is made, the student will receive a formal letter of dismissal from the class. No credit or certificate will be issued and the student will be reported to a collection agency if there is any outstanding debt such as rental fees or borrowed equipment not returned within thirty days of dismissal notification.
- A statement that if the student has not paid the full tuition balance by the date of graduation, the student is responsible to pay a late fee of \$50.00 per week, up to sixty days past the date of graduation, that the unpaid tuition balance is due in addition to the tuition balance.
- If the tuition balance and any fees remain unpaid after thirty days past the date of graduation, no credit or certificate will be issued and the student will continue to be held responsible to pay the tuition balance and any fees incurred.
- A statement that if the student has not paid the full tuition balance within 60 days after the date of graduation, no credit or certificate will be issued and the student will be reported to a collection agency.
- A statement that the payment plan contract, when signed and dated by the student and accepted by the director of C.T.W.C., is legally binding contract.
- A copy of the signed and dated payment plan agreement will be given to the student. A monthly tuition balance statement will be sent to the student. Each time a tuition payment is made the student will receive a receipt including their name, the date of payment, amount of payment and the remaining tuition balance plus any fees incurred.
- "You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
 - You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

- You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
 - You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."
- (b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:
 - "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.
- You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:
 - The school closed before the course of instruction was completed.

- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act." No refund will be awarded to students on the Payment Plan.

Initial: _____

Admission Policy

- Must be fluent in English. The applicant must have a high school diploma or equivalent.
- If a high school diploma or equivalent cannot be provided, the applicant will have to take the "Ability to Benefit" exam offered by the California Dept. of Education. All applicants will have an informal interview, with the C.T.W.C. Office Manager and/or Director.
- Applicant must be able to provide official signed dated transcripts of any previous massage education if applicable.
- Transfer of credits in the form of transcripts and or original certificates from state approved or accredited institutions will be accepted. Credits earned through challenge examinations and achievements tests from other institutions are subject to the director's approval and may not be accepted.
 - All previous and present medical conditions must be disclosed on the enrollment agreement form administered by C.T.W.C. Office Manager or Director. The applicant must be clear of any medical condition which may impair physical/psychological ability to attend and function cohesively with classmates. A medical release signed by the applicant's physician may be requested at any time by the director.
- The enrollment agreement must be completed in full and signed by the applicant. A signature from a parent or guardian is required for persons under 18years of age.
- Chico Therapy Wellness Center reserves the right to refuse or cancel admission for any unethical or unsafe conduct or medical impairment compromising the learning environment for the applicant and other classmates.

Initial: _____

Grading System

Students will be graded "Pass or Fail". Any student receiving a failing grade will be informed immediately. At the mid-way point of any program or certificate course, a failing student will be notified, informed how to correct the situation, and be reminded of his/her refund rights. In all other advanced training courses and student failing a final practical exam will be informed how to correct the situation. If the student agrees to continue the program, the institute will endeavor to help the student meet the passing criteria. However, by that point, the institute will not be able to guarantee a certificate will be merited and therefore awarded.

Initial: _____

Placement Assistance

C.T.W.C does not offer job placement. However, C.T.W.C. doe maintain a list of current job openings in the North California area.

Miscellaneous

Completion of the Level I 500 Hour Certified Massage Therapist Course enables the graduate to obtain a business license and practice massage therapy. Some California cities require 100 to 1000 hours of training from a school that is approved by the Bureau for Private Postsecondary Education (B.P.P.E.) to practice as a massage practitioner, technician, therapist, or body work professional. Various cities and counties maintain ordinances requiring additional hours of state approved massage training. Prospective enrollees must check local requirements to determine if training at this institution will be applicable to their needs. All classes will consist of both group and individual instruction. If an instructor is unable to teach, a qualified substitute instructor will take

over the class. All substitute instructors are Chico Therapy Wellness Center trained and approved instructors.

Initial: _____

Disclosure of Potential Adverse Side Effects

Please be informed that in certain limited circumstances, massages can possibly have adverse side effects for persons with certain physical or mental conditions. The instructors at Chico Therapy Wellness Center cannot determine for sure whether you are susceptible to possible adverse side effects. Consequently, if you have been or currently are under the care of a doctor, therapist or medical practitioner of any kind, or if you are concerned that your participation in any class or massage activity may possibly result in an adverse side effect. It is your responsibility to contact your doctor, therapist or medical practitioner and obtain his/her written permission to participate in any class offered at Chico Therapy Wellness Center. Your enrollment at Chico Therapy Wellness Center staff, instructors and massage therapists from any liability relating there to.

Student Signature _____

Date: _____

Attendance Policy

All coursework at Chico Therapy Wellness Center is based in hours and it is required by the state that a minimum of 95% if the hours are attended in order to receive credit. Make-up policies are based on how many hours are in the course. Students will need to communicate with the administration when their absences exceed the maximum number of hours allowed to miss. Missed class hours must be made up before certificate or letter of completion will be awarded. To receive a certificate all phases of a program, and this includes all make-up hours, must be completed within 30 days after the official date of graduation. Make-ups must be taken in regular class segments (i.e. mornings, or evenings) and are offered on a space-available basis. The make-up fee, if applicable, must be paid prior to making up the hours. Students may elect to complete make-ups directly with instructors, all fees will be paid directly to instructor and make-up hours are reported to staff. Tardiness is a disruption of a good learning environment and is discouraged. Time missed due to tardiness will be accumulated and must be made up. Any such absences should be communicated to the administration as soon as possible. Director will make all decisions regarding their situation that has resulted in absences.

Initial: _____

Make-up Policy

Upon returning to class the student is responsible to meet with the director immediately to discuss and agree on make-up work. The student will have two weeks (14 days) from the date returning to class to complete all director assigned make up work. Students making up a class are required to stay for the full length of the session. For example, if you need to make up 2.5 hours, you are required to make-up the 5 hours block. You will only be charged for the number of hours you have missed, unless extra clinical appointments are completed (one clinical hour equals 1.5 hours of attendance missed). All make-up fees must be paid prior to attending make-up sessions.

Initial: _____

Tardiness

Tardiness is considered anything exceeding 15 minutes. All tardiness will accumulate and may result in required make-up time.

Initial: _____

Transfer Policy

Students may transfer their tuition to another course one time two weeks before the first day of class. The fee is \$25.00. After this point, students may transfer remaining balance minus the non-refundable deposit (\$250.00) to another course.

Remaining balance must be paid prior to the first day of class. Initial: _____

- ✓ Students are required to attend 95% (490 of 500 Hours) of the course as part of the requirements to receive a passing grade. Attendance may be made up at the Director's discretion by assigning specific homework / essay assignments, additional student massage practical hours, and or assisting with any C.T.W.C. on-site promotional event (on or off campus).
- ✓ Students who are tardy or leave early will have the minutes of absence rounded up to the next half hour. Habitual tardiness or absences may result in student dismissal (see Probation and Dismissal Policy).

Initial: _____

Leave of Absence Policy

- In emergency situations a student will be allowed to submit a written signed and dated request for a leave of absence to the Director of C.T.W.C.
 - The request must state the reason(s) in detail for the request for the leave of absence.
- The school Director will make a ruling within two weeks of the student's written submitted request. Approval will be supplied to the student in writing.
- The student may take a leave of absence with the Directors approval up until the date the first written exam is issued, approximately six weeks into the class.
- Students who are granted a leave of absence must agree to attend and complete the class session offered in order to graduate.
- A leave of absence contract between the Director and the student will be signed and dated. This contract will contain details about the requirements and policies for re-admission including agreed upon a scheduled return date of student's re-admission of the student taking the leave of absence. Copies of the signed, dated leave of absence contract will be issued to the student and placed in student file.
- If the student fails to attend the next scheduled class offered and complete all requirements, no refund will be issued and no credit will given.

Initial: _____

Probation and Dismissal Policy

At the discretion of the Director, a student may be dismissed for the following reasons:

- Inappropriate dress (any revealing clothing such as low cut or tightly fitting tops/dresses or short skirts/shorts). Please adhere to this guideline as we here at C.T.W.C. prefer to project a comfortable, modest and professional image.
 - Intoxication of drugs, alcohol or inhalants.
- Inappropriate behavior which may include abusive or vulgar language, physical inappropriate acts or gestures, physically fighting or mental cruelty including slanderous comments projected towards students or staff members. Improper touching or draping during class or while on school premises.
 - Behavior creating a safety hazards to others.
- If any member of C.T.W.C. staff or affiliates becomes aware of any unethical conduct by a student outside of C.T.W.C., the Director will be informed and has the right to immediately dismiss the student.
 - Disruptive entrance or departure to or from the classroom or bathroom facilities.
- Disruption of the learning environment; excessive talking, texting, e-mailing, making or receiving phone calls during class. If disruption continues after feedback has been given student will be formally dismissed. Poor Attendance.
- Students on payment plan who do not make a monthly tuition payment will be on probation and not allowed to attend the class until payment is made. The student will be given one week from probation date to make a payment or otherwise be dismissed from the class. The student is responsible to do make up work assigned, by the Director, for any absences. See Pay Plan.

- Any other behavior deemed inappropriate by the staff member in chargeFinal dismissal will be decided by the Director. A formal letter of dismissal will be sent to the student. Initial: _____

Graduation Policy

Please Note: Chico Therapy Wellness Center retains the option to make changes to certificate programs at its discretion. Students currently enrolled may be subject to new requirements.

- Students are required to attend 95% (490 of 500 Hours) of the course as part of the requirement to receive a passing grade. Attendance may be made up at the Director's discretion (See Attendance Policy).
 - Every student is required to complete 25 supervised homework hours.
- Students must complete 50 documented, on campus, practical massage appointments on the public, 1-hour for \$20.00. The student is expected to market their selves using the skills and knowledge they have been taught to find clients and schedule their own massage appointments. Instructors will assist minimally in helping students find clients to massage.
- Client's payment for student massage, payable to C.T.W.C., is to be collected by the Director of Office Manager. Payment for the massage is not to be collected by the student. The student is allowed to accept tips.
- Two required C.T.W.C. approved Certified Massage Therapist or Instructor critiques are to be completed on campus where in the student gives the C.M.T. / Instructor a massage and receives written feedback on proper massage technique.
- Students must achieve a passing grade of 70% or higher on each of the two written exams and pass the final hands on exam.
 - All tuition fees must be paid in full. All rental (or borrowed) equipment must be returned to the school.
- California State requires that students who successfully complete a course of study be awarded an appropriate diploma or certificate verifying this fact. Upon completion of the Level I 400 Hour Certified Massage Therapy Course, passing the final practical exam, including any additional requirements and all fees paid in full, a certificate of completion will be issued. Students must complete the Level IA 500 Hour Certified Massage Therapy Course to meet the total of 500 hours for CAMTC State requirements.
- Student has 30 days from the date of graduation to complete all graduation requirements and, if on payment plan contract, make final tuition payment.
 - A \$50.00 late fee will be charged to the student each week the graduation requirements remain incomplete.
 - After 30 days past the date of graduation of the requirements are still incomplete, no certificate or credit will be issued to the student, no refund will be issued, and the student is considered to have withdrawn from the class. The student is still responsible to pay full tuition balance including any fees incurred.
- If fees are not paid within 60 days of the date of graduation, the student will be turned over to collections. See Payment Plan Policy for details. Initial: _____

Cancellation, Withdrawal and Refund Policy

STUDENTS RIGHT TO CANCEL;

The Student is considered enrolled in the school on the date the enrollment agreement is signed. The student has the right to cancel the enrollment agreement on or before the first day of instruction and receive a full refund minus the **\$500.00 non-refundable administration fee (included in tuition cost).** Initial: _____

After the first day of instruction and refunds are pro-rated minus the administrative fee, for up to 60% of the education hours, beyond which there is no refund on the unused portion of tuition. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment whichever is later. (Ed. Code 94909(a)(8)(B)).

Cancellation of enrollment must be made either in person (delivered to office staff in writing) or by certified mail to the address specified in the enrollment agreement. The student receives written confirmation if notice is hand delivered. Cancellations cannot be made retroactive to a date prior to delivery of notice in writing to office staff. Attendance time is the time between the scheduled starting date of the first class and the date on which the student formally cancels their enrollment in writing whether or not the student attends class. Cancellation cannot be made verbally in person or by telephone or by e-mail. A refund will be made of the unused portion of tuition within 45 days following the student's formal written notice date of withdrawal.

(To void the enrollment agreement, the student must cancel in writing and send by registered mail, or hand deliver a dated copy of this cancellation notice, or any other written notice stating the following to:

Chico Therapy Wellness Center 392 Connors Ct. Ste. C, Chico, CA. 95926

(Example): "I wish to cancel the contract for instruction", Student Signature and Dated. Initial: _____

Until written notice is given, students are responsible for ALL tuition and fees, NO EXCEPTIONS!!)

Student who do not comply, as specified in the Cancellation, Withdrawal and Refund Policy and do not attend will not receive refund or credit. Initial: _____.

Transfer of Credits and/credentials Earned at C.T.W.C.

Acceptance of our Level I 500 hour Certified Massage Therapy Course and our Level II classes (additional 100 hours) fulfilling the requirements for CAMTC (California Massage Therapy Council) by another state or institution is at the complete discretion of the institution and state your requesting transfer to. We provide a transcript (\$15.00 transcript fee) for all of your completed course classes at C.T.W.C. at your request, and will mail your transcript from the school with our seal and Director's signature for validation. All tuition must be paid in full and/or up to current with Director's acknowledgement and approval. Initial: _____.

Unpaid Tuition Policy

- Any portion of the student's unpaid tuition from the proceeds of a loan or grant will be held responsible to the lender or agency that made the tuition payments to C.T.W.C. for the tuition of our Level I Program or Level II Classes.
- If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from the federal student financial aid program funds.
- If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less any amount of a refund.
 - If the student defaults on a guaranteed federal or government loan the following may occur:

- 1). The federal student financial aid program, or government loan agency may take legal action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2).The student may not be eligible for any other federal student financial aid program, or government loan or assistance program until the loan is repaid.

Policy on Retention of Student Records

C.T.W.C. maintains student records (in a secured storage room on campus) for a period of five (5) years post-graduation date per Level I Program. Once the (5) year mark of graduating students occurs, the hard copy of post-graduation records are subject to be purged. Records of “active post-graduates” are kept ongoing. Records of “inactive post-graduates”, (meaning: students that have not taken any continuing educational courses with C.T.W.C. for greater than/or up to the (5) year mark post-graduation) are subject to be purged. Students are 100% responsible to obtain a transcript (\$15.00 fee) from C.T.W.C. for their own records and additionally to request C.T.W.C. to file a copy with C.A.M.T.C.(California Massage Therapy Council). Students are encouraged to keep all C.T.W.C. records and certificates in a safe place for future reference. Certificates are not replaced by C.T.W.C. if lost or damaged. Transcripts are maintained indefinitely.

Initial: _____
Complaint Policy

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, or filling an online report form at www.bppe.ca.gov

<u>Mailing Address:</u>	<u>Physical Address:</u>
<u>Bureau for Private Postsecondary Education</u>	<u>Bureau for Private Postsecondary Education</u>
<u>P.O. Box 980818</u>	<u>2535 Capitol Oaks Drive, Suite 400</u>
<u>West Sacramento, Ca 95798-0818</u>	<u>Sacramento, Ca 95833</u>
<u>Phone: (916) 431-6959</u>	<u>Web site: www.bppe.ca.gov</u>
<u>Toll Free: (888) 370-7589</u>	<u>E-mail: bppe@dca.ca.gov</u>

****This Institution has no pending petition in bankruptcy, and is not operating as a debtor in possession. No debtor has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec1101 et seq.).**

Initial: _____

ENROLLMENT AGREEMENT

“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 competing rates, placement rates, license examination passage rates, salaries or wages, prior to signing this agreement” Initial: _____

“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 included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet. **Additionally I acknowledge this is a Level I 500 Hour Massage Therapy Practitioner Training Program that allows student to get started with basic Swedish massage therapy techniques. Upon completion of the Level I 500 Hour you will be prepared to start a career as a Certified Massage Therapist. Complete 500 Educational Hours to meet CAMTC (California Massage Therapy Council) required by the state of California for licensing. Information for the MBLEX Exam will be provided in the Level I 500 Hour Massage Therapy (19 week) Program**” Initial: _____

Full Tuition Cost: _____ \$6500.00

Student Tuition Recovery Fund Fee (non-refundable): _____ \$0.00

TOTAL TUITION & FEES: _____ \$6500.00
(\$250.00 non-refundable administration fee is included in the total cost.)

Schedule of total charges of the payment plan for the period of attendance excluding any additional fees:

Total payment plan tuition: _____ \$6990.00

Student Tuition Recovery Fund Fee _____ \$0.00

Down Payment due prior to first day of class _____ \$1000.00

Total Remaining Tuition Balance: _____ \$5990.00

Balance Due by date of graduation otherwise subject to additional late payment fees. **Initial:** _____

Tuition: _____ \$ _____
(Includes a \$250.00 non-refundable administration fee).

S.T.R.F. Fee (\$0.00)

Promotional Discount (if applicable) _____ \$ _____

Down Payment _____ \$ _____

Balance _____ \$ _____

Tuition balance to be paid in full by date of graduation on: _____ \$ _____

Signature _____ **Date:** _____

"I understand that this is a legally binding contract. This period of this contract is specific for the dates of either of the 2018 Level I 500 Hour Certified Massage Therapy Training Programs from:
January 2th- May 10th, 2018 (Winter Session) or July 10th- November 15th, 2018 (Summer Session).

Please Note: Only students who have made the minimum payment will be guaranteed a place in the class. Students are responsible for finding out dates of upcoming Program.

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." **Initial** _____

"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:

Mailing Address:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, Ca 95798-0818
Phone: (916) 431-6959
Toll Free: (888) 370-7589

Physical Address:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, Ca 95833
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

This enrollment agreement is a legally binding instrument when signed by the student and accepted by Chico Therapy Wellness Center. Student's signature on this enrollment agreement acknowledges that the student clearly understands all enrollment policies with this contract.

I understand that this enrollment agreement is a legally binding contract. My signature below certifies that I have read, understood, initialed and agreed to my rights and responsibilities, and that all policies of Chico Therapy

Wellness Center including cancellation and refund policies have been clearly stated, written in this agreement.
This agreement is subject to change without notice. **Initial: _____.**

Student Signature: _____ **Date:** _____.

C.T.W.C. Staff Signature: _____ **Date:** _____.

_____ **Date:** _____.

Parent/Guardian Signature (if applicable or student is under 18yr.)