



Body Wisdom *Massage Therapy* School

Body Wisdom, Inc.
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Form 1/15

Enrollment Agreement - (To apply please submit this completed form with application fee & photo copy of ID – see pg. 4)

Please print:

_____ (Last Name)		_____ (Middle Initial)	_____ (First Name)		_____ (Social Security No.)	
_____ (Street Address)			_____ (City)		_____ (State)	_____ (Zip)
_____ (Date of Birth)		_____ (Home Phone)		_____ (Cell Phone)		_____ (Work Phone)
_____ (E-Mail)				_____ (Current Occupation)		

This agreement is a legally binding document when signed by the student and accepted by the school. By signing this agreement you acknowledge that you have been given sufficient time to read and discern all parts of this document. You further agree that you have been given the school catalog and student handbook to read, which are likely to influence your decision to enroll.

REFUND AND TERMINATION POLICY:

For more details refer to the Student Handbook. Students who wish to terminate this agreement or make changes to any parts of their program must do so in writing. The first business day past the postmark of a letter, date of fax, or e-mail qualifies as the valid date of the termination of a certification program or the remainder thereof or the cancellation of individual class modules. The school is not responsible for lost faxes, e-mails or e-mails that go into a spam filter and strongly advises students to assure that and when the school has received a termination or cancellation notice. Changes to the list of individual class modules must be requested with the appropriate form in writing. All inquiries must be directed to the Administrator of Student Affairs, at above address. The school withholds the right to terminate a student's certification program in case of their non-compliance with regulation as stated with this Enrollment Agreement or the Student Handbook. Policies as stated below and, in more detail with the Student Handbook, apply to credits and refunds in such case. Increases in fees, costs and tuitions will apply once instated. A certification program consists of the student clinic and a list of individual class modules, each totaling a certain amount of in-class hours. Tuitions for a certification program are calculated based on the amount of individual modules and in-class hours only. The start date of such individual modules, as registered at any given time, is used to calculate refunds. Besides tuitions there are refunds for text books which have not yet been passed out to the student at the time of termination/cancellation. No refunds are given for missed class modules, purchased equipment, used text books, former text book editions or non-required texts by Body Wisdom School and no refunds are given for materials and equipment from outside vendors, such as massage table manufactureres. The term "costs" as used below, refers to tuitions, fees/manuals/text books as issued with billing by Body Wisdom School. Refunds are processed within 30 calendar days after a valid termination/cancellation date.

If written cancellation is received 60 or more days prior to the start of a program all costs will be credited, minus \$10 on the registration fee. If written cancellation is received 30 or more days prior to the start of a program all costs will be credited, minus 5% on tuitions; and \$10 on the registration fee. If a student terminates the Enrollment Agreement at least 60 days prior to the first class module start date, all costs will be credited. With a student's termination of the Enrollment Agreement at least 30 days prior to the first class module start date, 95% of tuitions plus all fees will be credited. If the student terminates the agreement at any later time, they are eligible to receive a credit for tuitions for in-class hours of individual class modules in order of start dates, as registered for, at the time. No refunds are given for costs of cancelled individual classes, whether or not required part of a certification program, if the valid cancellation date is less than 30 days prior the start of the individual class module. The same applies to individual classes, which a student failed to attend or arrived at so late, that they missed the necessary introduction and instructions to enter the remainder of the class module. Refunds for tuitions of in-class hours of individual class modules, which are scheduled to start thirty or more calendar days past the valid termination date (in below list referred to as 'eligible balances'), are calculated at a percentage of hourly billing as follows: At a total of 100 or less in-class hours of individual class modules, that start/ed prior to thirty calendar days after the valid termination date, a refund will be issued at 85% of eligible balances; at a total of 200 or less in-class hours the refund is 70%; at a total of 400 or less in-class hours it is 40%; there are no tuition refunds at 401 or more in-class hours of individual class modules, which start/ed prior to thirty calendar days after the valid termination date. Additional refunds are given if a student has completed at least 25 hours of regular clinics (make-up hours are deducted before regular clinic hours accrue). Such additional refunds are calculated as follows: With a minimum of 25 completed regular clinic hours an additional \$125 will be refunded; with a minimum of 50 hours it is \$250; with a minimum of 75 it is \$375; with a minimum of 100 hours it is \$500.

If a student, who receives **veteran's benefits** for their program, provides written notice of cancellation, refunds for all classes starting after the receipt of such cancellation will be calculated on a pro-rata percentage based on the in-class hours of the program, minus 10% of the total amount. \$10 is deducted from refunds on registration fees.

Other Fees and Interest Charges

In case of change of individual class modules as scheduled with a certification program there will be a \$25 fee for each individual class module.

There is NO charge for enrollment for additional individual class modules.

A \$30 deferment fee applies if one or a set of several Individual Classes, which are NOT Part of a Certification Program, are deferred to later dates. Each individual class module that is delayed by the deferment is considered to be cancelled and additional costs apply, according to the refund policy for cancellations of individual class modules that are not part of a certification program (see Student Handbook).

The fee for additional documents, such as transcripts or certificates, is \$25 per document.

A \$100 fee applies if a student requests to re-activate an archived student file to determine if a continuation of the program may be possible.

A \$25 Returned Check Fee applies in addition to any late fees that may occur with a payment delay.

A late fee of \$35 will be charged for late payments or payment installments, by the seventh late day.

A monthly interest of 1.5 % or a minimum of \$25 will be charged once a month for past due amounts, starting after thirty days of the initial delinquency.

Any specific payment terms expire and all account balances will become due in full and at once in case of any delinquency after 30 days.

Body Wisdom reserves the right to collect on account balances after 30 days of an initial delinquency.

In such case the student will be charged a 25% collection fee on the total account balance or a minimum of \$100.

Please refer to above and the Student Handbook for complete details on costs or fees.

My initials confirm that I agree with all details on this first page of the four-page document:.....

Customized 750 Hour (or more) Certification Program (includes 623 in-class & a minimum of 127 clinic hours)

I. Tuition for 623 in-class hours (500 hours of core program & 250 hours of elective class modules) **Total I. \$ 9,849.00**
II. Required text books, manuals, and fees for core classes (details below): **Total II. \$ 723.00**
Please enter dates for your core (required) class modules (refer to schedule):

	<u>Hours</u>	<u>Fees/Manuals/Textbooks</u>	<u>Start of class module (for example: May - 2015)</u>
Therapeutic Massage Level 1	50 hrs	\$ 109
Therapeutic Massage Level 2	50 hrs	\$ 79
Therapeutic Massage Level 3	50 hrs	\$ 79
Anatomy: Bones & Muscles	50 hrs	\$ 99 <small>both:</small>
Kinesiology	25 hrs	\$ 84 \$ 129
Physiology	50 hrs	\$ 109
Pathology	40 hrs	\$ 109
Business, Marketing & Chair Massage	58 hrs	\$ 109
Student Massage Clinic	127 hrs		dates at customized scheduling - once eligible

III. Please select courses and enter hours, costs and dates for elective courses of your choice (minimum of 250 hours required):

Select & enter data for your choice of classes:

	<u>Hours - Fees/Manuals/Texts</u>	<u>-></u>	<u>Hours - Fees/Manuals/Texts</u>	<u>Start of class module (for example: Jan 2018)</u>
Deep Tissue Massage	50 hrs - \$ 89.00	\$
Myofascial Therapy	50 hrs - \$ 94.00	\$
Neuromuscular Massage	25 hrs - \$ 79.00	\$
Hands Free Clinical Massage	50 hrs - \$ 99.00	\$
Clinical Sports Massage—Lower Body	50 hrs - \$ 129.00	<small>for one course,</small>	\$
Clinical Sports Massage—Upper Body	50 hrs - \$ 129.00	<small>\$159.00 for both</small>	\$
Competitive Edge – Event Sports Massage	25 hrs - \$ 79.00	\$
Advanced Stretching Protocols	35 hrs - \$ 94.00	\$
Barefoot Bars Deep Tissue Massage	35 hrs - \$ 79.00	\$
SansHands™ - Slow Flow Massage	25 hrs - \$ 79.00	\$
Positional Release Therapy	50 hrs - \$ 99.00	\$
Bamboo Massage	25 hrs - \$ 209.00	\$
Jin Shin Do (Acupressure)	50 hrs - \$ 89.00	\$
Shiatsu (Japanese Massage)	50 hrs - \$ 89.00	\$
Thai Massage on the Table	25 hrs - \$ 79.00	\$
Thai Massage on the Mat Level 1	50 hrs - \$ 109.00	\$
Thai Massage on the Mat Level 2	50 hrs - \$ 79.00	\$
Thai Foot Massage	25 hrs - \$ 89.00	\$
Foot Reflexology	50 hrs - \$ 89.00	\$
Hot & Cold Stone Therapy (incl. equipment)	50 hrs - \$ 695.00	\$
Hydrotherapy	25 hrs - \$ 89.00	<small>for one course,</small>	\$
European Spa Specialties	25 hrs - \$ 109.00	<small>\$149.00 for both</small>	\$
Premier Spa—Indonesia	25 hrs - \$ 119.00	\$
Best of Asia—Spa	25 hrs - \$ 139.00	\$
Sea Shell Massage	25 hrs - \$ 149.00	\$
Lymphatic Drainage	50 hrs - \$ 99.00	\$
Clinical Aromatherapy & Massage	50 hrs - \$ 109.00	\$
Maternity & Infant Massage	50 hrs - \$ 99.00	\$
Geriatric (Elderly) Massage	40 hrs - \$ 89.00	\$
Rebalancing & Pulsing	25 hrs - \$ 59.00	\$

Total Hours: _____ \$ _____ -> **III. A: Fees/Manuals/Textbooks: Total III. A: \$.....**

250 elective hours are included with your program. For exceeding hours, please calculate additional tuition fees as follows:

- 1 to 100 additional elective hours calculate \$ 14.90 per hour: Hours x \$ 14.90 = \$
- 101 – 200 additional elective hours calculate \$ 14.20 per hour: Hours x \$ 14.20 = \$
- 201 or more additional elective hours calculate \$ 13.50 per hour: Hours x \$ 13.50 = \$

III. B: Total Tuitions exceeding regular 750 hour certification package: \$ _____ -> **Total III. B: \$.....**

Total tuitions, fees, manuals & texts – (add. I.; II.; III.A; III.B): \$.....

My initials confirm that I agree with all details on this second page of the four-page document:.....

IV. Equipment:

Students are required to practice outside of class and need appropriate equipment, such as a professional massage table set, which later transfers to a job site. The proper choice of equipment is determined by the individual career track program. Body Wisdom School offers a variety of massage equipment and supplies at special student discounts, including massage table packages. Terms and conditions for such purchases are regulated by the given vendors. All expenses have to be paid in full at the time of purchase.

V.: Payment:

A. Payment Terms:

The application Fee of \$135 is due at the time of application and has to be submitted together with the completed Enrollment Agreement form and a photo copy of the applicant's ID. A down payment of 25% of the total program costs, including tuitions, fees, manuals/texts, will reserve a space for the student within the program and is due upon receipt of the schools invoice. All remaining balances are due at least 60 days prior to the start of the first individual class module. Body Wisdom School withholds the right to terminate the Enrollment Agreement at any time in case of delinquencies. No official documents or graduation papers are issued until all costs are paid in full.

B. Payment Options:

1. Payment in Full (Body Wisdom accepts Checks, Cash, Visa/Master/Discover):

I include the Application fee of \$135 with this completed Enrollment Agreement form (see pg. 4); and I agree to pay all costs on time, as described above (see par. V. A.). I know that the school will only hold the space for me in the individual class modules as scheduled (see pg. 2), once the down payment of 25% of the total of tuitions, fees, manuals/texts has been posted to the school's account.

Please check mark above and sign here for payment option B.1.:

OR:

2. Financing

The Application Fee of \$135 must be included with this completed Enrollment Agreement Form (see pg. 4).

As Body Wisdom School specializes in customized education and career track programs of excellence, foregoing Financial Aid, the school offers in-house payment plans. Applicants may schedule a private consultation for this purpose with our Student Counselor, G Kelley, at 515-727-4890 * G.Kelley@bodywisdomschool.com.

Applicant's Payment Plan Proposal: I propose to pay the total costs of the program as follows (use additional paper if needed):

- 1st Payment/Down Payment of \$..... on (enter date); by Check, Cash, Debit, Visa, Master, Discover (circle one).
- Regular weekly, bi-weekly, monthly payments (circle one) in the amount of \$..... per each (enter date); by Check, Cash, Debit, Visa, Master, Discover (circle one).

Comments:.....

Please use my Debit/Credit Card for automatic withdrawls: (enter payment card) (exp. date)

Payment card billing address:
(if different than page 1)

Please check mark above and sign here for payment option B.2.:

VI: Emergency Contact Information

In case of an emergency or the student's neglect to inform Body Wisdom of a change of contact information, such as address, e-mail, phone numbers, I request that the contacts listed below will release information to the best of their knowledge to Body Wisdom, Inc.:

(Full Name of Emergency Contact Person 1)	(Cell Phone)	(Home Phone)	(Work Phone)	(Relation)
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(Full Name of Emergency Contact Person 2)	(Cell Phone)	(Home Phone)	(Work Phone)	(Relation)
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VI: Personal Information (use additional paper if needed)

How did you hear about the school?

List your highest education or degrees: (High school / college / university / vocational school / other)

List your experience in massage related areas if applicable (body work, nursing, psychology, helping professions)

My initials confirm that I agree with all details on this third page of the four-page document:.....

Have you had a professional massage session - If so, when?

Is your current health: _____ Excellent _____ Good _____ Satisfactory _____ Poor ? Do you use medications: Yes / No

Are you physically or mentally challenged in any way?

You will be required to inform the school in case of pregnancy—are you currently pregnant?

Please describe any learning disabilities or past / recent injuries due to accidents or sports:

Are you new to recovery (within last 12 months) or have you had a communicable disease in the last two years (examples: hepatitis, lice, HIV, scabies, etc.)?

What is your personal and/or professional goal for enrolling in this program?

Have you ever been charged with a felony, crime or assault—please list below: (Incorrect information or lack of disclosure may affect a student's acceptance, criminal back ground checks may be conducted)

Your challenges:

Your strengths:

VII: Enrollment Agreement

This form, when completed, signed and dated, serves as your application for acceptance and enrollment into a certification program with Body Wisdom School if submitted with below items, as follows:

- 1. Complete this form to the best of your knowledge and sign and date below (you may schedule to do this with the assistance of one of our counselors).
- 2. Include a photo copy of your driver's license (if not available you may use copy of birth certificate and a recent photograph)
- 3. Submit your payment of the \$135.- Application Fee — choose one of the following payment options:

a.) Enclosed is a check, money/order or cash in the amount of \$135.00

b.) Please charge my Credit/Debit Card in the amount of \$ 135.00 (we accept Visa/Master and Discover):

Card Number: 3-digit Security Code (VIN) on Back of Card:

Expiration Date: Cardholder: Cardholder's Signature:

Card Billing Address:
(Street) (City) (State) (Zip)

I HAVE COMPLETED THIS FORM TO THE BEST OF MY KNOWLEDGE AND STATE THAT THE INFORMATION GIVEN IS TRUE AND CORRECT. I FULLY UNDERSTAND, AGREE TO AND WILL ABIDE BY THE REGULATIONS AND POLICIES STATED WITH THIS FORM AND THE STUDENT HANDBOOK. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD AND AGREED TO MY RIGHTS AND RESPONSIBILITES AS STATED WITH THIS FORM AND THE STUDENT HANDBOOK.

Student's Signature

Date

ACCEPTED BY:

(School Official)

Date