

Heart and Soul Massage School, LLC

627 North Coalter St. Staunton, Va 24401
(540) 292-0568

STUDENT INFORMATION

STUDENT NAME: _____ DATE OF BIRTH _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

EMERGENCY CONTACT:

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

PROGRAM/COURSE: Massage Therapy TOTAL CLOCK HOURS: 500 hours

PROGRAM START DATE: **(Online) June 5th-Sept start 2024 (hands on) Sept 11th 2024** ANTICIPATED END DATE: May 2025

SCHEDULE: Wednesdays 10:30am-4:30pm

TUITION

MASSAGE THERAPY TUITION \$7,000 NON-REFUNDABLE REGISTRATION FEE: \$ 50 TOTAL COST: \$7,050.

CANCELLATION REFUND POLICY

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$50 non-refundable registration fee.

Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, excluding the \$50 non-refundable registration fee.

Withdrawal Procedure:

A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.

B. If special circumstances arise, a student may request, in writing, a leave of absence, which must include the date the student anticipates the leave beginning and ending. If student does not resume attendance on or before the leave of absence , we must treat that as a withdrawal, the withdrawal date will be the date the leave of absence was approved.

- C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
- D. A student who starts the program but withdraws up to and including completion of the first quarter(25%) of the program or terminated is entitled to receive as a refund a minimum of 75% of the stated cost of the course or program for the period.
- E. A student who starts the program but withdraws after completing up to the second quarter (more than 25%, but less than 50%) of the program or terminated is entitled to receive as a refund a minimum of 50% of the stated cost of the course or program for the period.
- F. A student who starts the program but withdraws after completing up to the third quarter (more than 50%, but less than 75%) of the program or terminated is entitled to receive as a refund a minimum of 25% of the stated cost of the course or program for the period.
- G. A student who withdraws after completing the third quarter (75%) or more of the program is not entitled to a refund.
- H. Refunds are given to students who pay the full tuition at the beginning of the program. If a student is on a payment plan, they will no longer make payments.

NOTICE TO BUYER:

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. Both sides of the contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read both sides before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
6. The school reserves the right to reschedule the program start date if the number of students scheduled is too small.
7. The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
8. The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

STUDENT ACKNOWLEDGMENTS:

1. I hereby acknowledge receipt of the school's catalog dated _____, which contains information describing programs offered, and equipment/supplies provides. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog. _____ Student initials

2. I have carefully read and received an exact copy of this enrollment agreement.
_____ Student initials

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded. _____ Student initials

4. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation. _____ Student initials

5. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219. All student complaints must be submitted in writing. _____ Student initials

CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Heart and Soul Massage School. My signature below signifies that I have read and understand all aspects of this agreement and do recognized my legal responsibilities in regard to this contract.

Signed this _____ day of _____, 20 _____

Signature of Student _____ Date _____

Signature of School Official _____ Date _____

REPRESENTATIVE'S CERTIFICATION:

I hereby certify that _____ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in the Massage Therapy Certification Program at Heart and Soul Massage School, LLC as in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of School Official _____ Date _____

