

The Napa Valley School of Massage Application for Enrollment & Enrollment Agreement

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You will need to fill out the both the **Application for Enrollment** and the **Enrollment Agreement** now. Be careful not to miss any of the places where you will need to provide information, initial or sign. The forms can be filled out online using your computer but cannot be submitted electronically. You must be able to print out a hard copy that will be delivered to The Napa Valley School of Massage. You should also print a second copy for your records.

Move to the next page to begin

Application for Enrollment

Applicant Information

Legal Name of Applicant (Last, First, Middle): _____ Doe _____, _____ Jane _____, _____ Mary _____
Social Security #: _____ 555 - _____ 555 - _____ 5555
Date of Birth (Month, Day, Year): _____ 04 / _____ 12 / _____ 1992
Telephone Number: Home (_____ 555) _____ 555 - _____ 5555
Work (_____ 555) _____ 555 - _____ 5555
Email Address: _____ janedoeemail@emailhost.com _____
Home Address: _____ 1234 happy street
Mailing Address: _____ same as above _____
City _____ Napa _____ State _____ CA _____ Zip _____ 94558 _____
Gender:
(choose from drop down)
How did you learn about the Napa Valley School of Massage?
_____ google.com _____
Please list your previous education/training: _____ high school _____

Emergency and Family Contacts

Parent Name and Address:

Name: _____ John Doe (father) _____
First , Last
Address: Street: _____ 1234 happy street _____
City _____ napa _____ State _____ CA _____ Zip _____ 94558
Phone: Home (_____ 555) _____ 555 - _____ 5555 Work (_____ 555) _____ 555 - _____ 5555

Emergency Contact Name and Address:

Name: _____ John Doe (father) _____
First , Last
Address: Street: _____ 1234 happy street _____
City _____ napa _____ State _____ CA _____ Zip _____ 94558
Phone: Home (_____ 555) _____ 555 - _____ 5555 Work (_____ 555) _____ 555 - _____ 5555

Enrollment Agreement for Basic 250 hour Course

For Distance or Classroom Learning

The Napa Valley School of Massage

901, 1131 & 1139 Trancas Street, Napa Ca 94558

Course Information

Name of Institution: The Napa Valley School of Massage

Educational Program: "Restorative Massage Therapy"

Total credit hours to be completed: 250 hours, including 100 hours of practical

Address of institution and instruction: to be completed at 901 and 1139 Trancas St. Napa, CA 94558.

Course Description: a comprehensive course with an emphasis on Eastern & Western massage techniques with overview of anatomy, physiology & special attention on professional ethics; incorporated with practical application on patients.

Student Name: Jane Doe

Social Security Number: 555 - 55 - 5555

Student's Start Date: 05 / 15 / 2016 **Scheduled Completion Date:** 11 / 15 / 2016

The period covered by this Enrollment Agreement:

Student's Start Date: 05 / 15 / 2016 **Scheduled Completion Date:** 11 / 15 / 2016

(Period start date is the same as the student start date and the period end date is six months from the above student's start date.)

Upon successful completion of the above course, you will receive a Certificate of Completion.

STUDENT'S RIGHT TO CANCEL

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.

The student must complete the written "Cancellation Notice" form and submit it to the CAO. Thereafter, the refund is prorated after the second week of access to the online course.

The cancellation notice can be obtained by request.

The Student has the right to cancel the agreement and receive a full refund before **the first lesson and materials are received. If the Napa Valley School of Massage sent the first lesson and materials before an effective cancellation notice was received, The Napa Valley School of Massage shall make the refund within 45 days after the student's return of the materials.**

The registration fee is non-refundable. Cancellation is effective on the date the written notice of cancellation is sent. The Student may send a written notice of cancellation by postal mail or E-mail.

The date by which you (the student) must exercise your right to cancel or withdraw is

05 / 22 / 2016

Refunds for Financial Aid and Loans

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student obtains a loan to pay for this program, the student has the responsibility to pay the full amount of the loan plus interest, less the amount of any refund. *If the student defaults on a federal or state loan, both the following may occur: 1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and 2. the student may not be eligible for any other government financial assistance at another institution until the loan is repaid.*

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at the Napa Valley School of Massage is at complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the **250 hour Restorative Massage Therapy** course is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work 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 Napa Valley School of Massage to determine if your certificates will transfer.

Student Refund Policy

The following is a summary of the refund table. A 100% tuition refund will be given to a student any time before the seventh day following the date of enrollment. A partial tuition refund will be given to a student on a pro rata basis according to the refund table. No refund will be given after 60% of the class has been completed. Please review the refund table carefully. If you have no questions, sign the statement at the bottom that says: "I have read and understand the refund table." If you as an enrolling student in the Napa Valley School of Massage are not a California resident, you will not be eligible for protection or financial recovery from the Student Tuition Recovery Fund.

- Only \$50 of \$300 Registration is refundable.
 - **\$250 of \$300 Registration fee is NON-REFUNDABLE**
- STRF of \$0.00 is NON-REFUNDABLE
- The Tuition will be refunded at 100% within the first seven days following enrollment date. After this date, the student will be charged a percent of tuition based on the course work completed.

Blank Refund Table

Sample Calculation for Refund	Amount	Refund Policy
Date of Enrollment		<p>A refund will be given to a student who completes the Notice of Cancellation. This refund is based on the following: A 100% refund will be given up to seven days following enrollment. \$250 of the Registration and ALL of the STRF are NON-REFUNDABLE Fees. The student's tuition refund is pro rata after seven days following enrollment. After the student has completed 60% of the course, no refund will be issued. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.</p>
Hours Completed by Student		
Hours of Course total		
Percent of Course Completed		
Tuition Paid to Date		
% Course Completed X Tuition Paid		
\$50 (of \$300) Registration fees <i>(\$250 of \$300 is non-refundable)</i>		
Refund to Student		

Cost of Attendance (Fees)

The following is an attendance cost breakdown for The Napa Valley School of Massage.

Item	Amount	Description
Tuition	\$3,000	Prorated upon course withdrawal. Refer to the refund table. If a student should submit the Notice of Cancellation after 50 hours, he/she would receive a tuition refund of 25%
Registration Fee (\$250 of \$300 is non-refundable)	\$300	The Napa Valley School of Massage will retain the \$250 from the total registration fee should the student withdraw from the course and cancel the Enrollment Agreement. This fee is only collected 1 time. Should the student continue to more advanced courses this fee will not be collected again
Equipment	N/A	You will be expected to supply your own box of colored pencils estimated cost <\$5
Lab Supplies	N/A	You will be issued 2 Instructional DVD's at no additional cost to you
Textbook	N/A	You will be expected supply your own text book. The Anatomy Coloring Book by Wynn Kapit and Lawrence M. Elson 4th edition estimated cost is about \$20 dollars new.
Uniforms	N/A	You will be issued 2 medical scrub suits at no additional cost to you.
In Resident Housing	N/A	Options available. Contact The Napa Valley School of Massage to inquire. Available for out of town students only while active in course.
Tutoring	N/A	Tutoring is provided to Napa Campus Students during the week. The student may request a meeting with an instructor to discuss any questions or concerns that he or she may have. Distance Learning students are encouraged to E-mail their questions or concerns directly to the Distance Learning instructor. The Distance Learning student is also able to request a meeting with an instructor during his or her practical which is at our Napa Campus. There are no additional charges for tutoring.
Assessment Fees for Transfer of Credits	N/A	No assessment fees for transfer of credits from another institution.
Fees to Transfer Credit	N/A	No fees for transfer of credits from another institution.
Student Tuition Recovery Fund	N/A	STRF is a non-refundable state required fee; however the state no longer requires STRF fees to be collected.
Additional Fees	N/A	There are no additional charges or fees required.
Charges in Addition to NVSM Fees	N/A	There are no charges paid to an entity other than the Napa Valley School of Massage required in this educational course.
<u>TOTAL CHARGES</u>	\$3,300	You are responsible for this amount.
Estimated cost including self-provided supplies	\$3,325	This includes the TOTAL CHARGES the Napa Valley School of Massage will collect plus the cost of supplies you will provide yourself. \$3,300 + \$20 (the text book) + \$5 (colored pencils) = \$3,325
Minimum first payment	\$550.00	\$550 Tuition +STRF fee of \$0.00 This only applies for students who are approved for a Payment Agreement.

Student Fees and Institution Information

The student is obliged to pay for the course of instruction and other charges which include a STRF Fee. **This plus the tuition of \$3,000 totals \$3,300.** (see the above table) This amount includes all fees and expenses that the student will incur upon enrollment. **The \$0.00 STRF fee is NON-REFUNDABLE. California residents are required to pay The Student Recovery Fund (STRF) fee, at \$0.00 per \$1000 of institutional charges. This is a NON-REFUNDABLE fee that is no longer required to be paid to the BPPE.** Tuition refunds are given to students according to the SAMPLE REFUND TABLE. To be eligible for a refund, the student must fill out, sign and date a notice of cancellation.

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 2535 Capital Oaks Drive, Suite 400, Sacramento, Ca 95833, www.bppe.ca.gov, toll free 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 BPPE 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.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling **toll free 888 370-7589** or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

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, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license exam passage rates, and salary or wage information included in the School Performance Fact Sheet, and the most recent three-year cohort default rate, if applicable, and have signed, initialed and dated the information provided in the School Performance Fact Sheet. 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. **Initial that copy was given to the Student _____.**

**This Contract is a legally binding instrument when signed by the student and accepted by the school.*

Disclosures

An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. An institution shall transmit all of the lessons and other materials to the student if the student: has fully paid for the educational program; and after having received the first lesson and initial materials, requests in writing that all of the material be sent.

The Napa Valley School of Massage will transmit to the Student the USER NAME and PASSWORD for the online portion of the course within seven days of the Student being accepted for admission, receipt of the signed enrollment agreement and course payment. This USER NAME and PASSWORD will remain active and will give the Student access to all 27 online lessons for the course in which the Student has enrolled for a period of six months following the enrollment date. The Napa Valley School of Massage shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons are transmitted.

Distance Educational Programs, Specific Provisions for Instruction Not in Real Time.

- a. An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.
- b. The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.
- c. (1) An institution shall transmit all of the lessons and other materials to the student if the student:
 - A. Has fully paid for the educational program; and
 - B. after having received the first lesson and initial materials, requests in writing that all of the material be sent.

(2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.
- d. The enrollment agreement shall disclose the institution's and student's rights and duties under this section.

Student Tuition Recovery Fund Disclosures (CCR 76215)

- a. A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges: 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:
 3. You are not a California resident, or are not enrolled in a residency program, or
 4. 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 (1.) 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.

Student Tuition Recovery Fund Disclosures (CCR 76215) Cont.

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. However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

School Policies & Graduation Requirements

Students are expected to complete 100% of assignments, maintain 90% attendance, 70% accuracy on written exams, and 70% accuracy on oral exams and maintain the highest standards of appearance and personal hygiene as described in the Rules & Regulations.

Dismissal Policy

The student may be dismissed at the discretion of the faculty or administration of the Napa Valley School of Massage for any reason such as the student's conduct, including but not necessarily limited to, violation of the Rules and Regulations of the Napa Valley School of Massage, failure to follow the dress code, failure to pay tuition, or a student's lack of attendance.

Attendance Policy

Students are expected to maintain a 90% attendance rate. Arriving late or leaving early will be considered a tardy. Two tardies will be considered an absence. Students will be counseled after 3 absences and may be dismissed after the 6th absence.

Leave of Absence Policy

Students who need to take a leave of absence should complete the Leave of Absence form and submit it to the Associate Director. If the student chooses to resume class, they will have to attend the next available course from the beginning at no extra charge.

Cancellation Policy

Students may cancel their enrollment in the Napa Valley School of Massage. They must complete the Cancellation Notice form. Students who cancel within the seven days of access to the online course will receive a 100% refund of their paid tuition. The registration fee however is NON-REFUNDABLE. The Student's tuition refund is prorated after the second week according to the Refund Table.

Notice of Student Rights

This Notice is important. Keep it for your records

1. You may cancel your enrollment at the Napa Valley School of Massage at any time (please review Cancellation Notice Form). Registration Fees for courses are NON- REFUNDABLE. You may cancel your enrollment at any time in the first seven days without being charged tuition (you will forfeit the Registration Fee). Should you cancel your enrollment after the first seven days, you will be charged tuition for the course work completed based on the Refund Table. Students taking the Online Course will be charged based on a percent of the 27 lessons completed.
2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and telephone number printed below for information.

Bureau for Private Postsecondary and Vocational Education
P.O. Box 980818, West Sacramento, CA 95798-0818
916-437-6959

3. If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau for Private Postsecondary and Vocational Education
P.O. Box 980818, West Sacramento, CA 95798-0818
916-437-6959

Rules & Regulations

1. Students are not permitted to wear jewelry.
2. Perfume or cologne is not permitted.
3. Fingernails must be kept short and clean.
4. Students must keep their uniform clean.
5. Use of alcohol or before or during class is prohibited and is reason for dismissal.
6. Use or possession of drugs or drug paraphernalia is prohibited.
7. Smoking is not permitted.
8. Eating, drinking or chewing gum is not permitted during class.
9. No talking or laughing while class is in session.
10. Profanity is not permitted.
11. Be on time for class. Leaving class early without prior arrangements is not permitted.
12. Attendance is mandatory. Two tardies will be considered an absence. Three absences warrant academic counseling. A total of six absences is a reason for dismissal.
13. Online assignments are mandatory. Students will not be permitted to move on to new lessons without completing all previous online assignments.
14. Report any incident/injury to instructor immediately.

Language of Enrollment Agreement

(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.

Professional Ethics

1. Never discuss patients with others. This includes unnecessary conversation within the clinic and all conversations outside the clinic. All patient information is strictly confidential.
2. Patient information may only be released with signed release.
3. Avoid discussing your personal life with patients.
4. Sexually oriented jokes and conversations are strictly prohibited. The therapist should terminate the massage and notify the clinic Director immediately.
5. Never touch a patient's breasts or genital area. Massage of the buttocks should only be undertaken with the patient's prior permission. Massaging the buttocks through clothing or a clean towel will provide the patient with more privacy and comfort.
6. Should you ever feel uncomfortable during the treatment, you should terminate the massage and immediately report the incident to the clinic Director.
7. Never diagnose patient's illnesses or try to treat medically. In the clinic, you are working under the direct supervision of a physician.
8. Should you notice or become aware of a potential health problem, you should recommend that the patient mention this to their physician. State simply "I recommend you show this to your doctor". Do not elaborate, never offer advice or recommend medication.
9. Never criticize another therapist or health care provider.
10. Never remove or borrow clinic property.
11. Clinic patients at the Heart & Health Center have a doctor - patient relationship with Dr. Andrews. They may only receive massage treatments in the clinic under Dr. Andrews' supervision. Students and faculty are not permitted to treat these patients outside the clinic or without Dr. Andrews' order.
12. Follow up appointments and questions about billing will be handled by the clinic staff. Notify the Director about any problems.
13. Always knock before entering a patient's room.
14. Never interrupt the doctor or another therapist unless an emergency exists.
15. Always be respectful of the patient's privacy. Keep their body covered except for the area you are working on.
16. Never accept tips.
17. Be polite and say "you're welcome" when a patient thanks you for your treatment.
18. Make detailed massage therapy chart notes at the conclusion of the treatment.

Payment Agreement

The Napa Valley School of Massage allows students to make payments toward tuition. In such an agreement students are required to pay \$550 down on their tuition plus the STRF fee upon enrollment, with the balance to be paid in 5 monthly payments of equal amounts. These payments must be made based on the below schedule. Failure to make tuition payments in a timely fashion will result in termination of this agreement and interruption of the student's studies.

This agreement for payment is made between _____ Jane Doe _____ and the Napa Valley School of Massage on 05 / _ / 15 / _ 2016.

Date of Agreement

The student agrees to pay \$550 for tuition + \$0.00 STRF fee today in order to reserve his or her space in the class. That is a total of \$550.00 due immediately for enrollment in the Napa Valley School of Massage 250 hour Restorative Massage Program.

The student further agrees to pay the remaining tuition of \$2,750 in 5 payments of \$550 each. Students who have not made their final payment will not be allowed to take the final exam or graduate.

Remaining Payment Schedule

Amount	Due	Due Date
\$550	Due 1 month after enrollment	
\$550	Due 2 month after enrollment	
\$550	Due 3 month after enrollment	
\$550	Due 4 month after enrollment	
\$550	Due 5 month after enrollment	

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

I have read and understand this payment agreement. I understand that I will not be granted a Diploma from the Napa Valley School of Massage until my tuition is paid in full. I also understand that I may be dismissed from the Napa Valley School of Massage for failure to pay tuition. I agree to the terms of this agreement.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3,300.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$3,325.00

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$550.00

Student's Signature _____ *Jane Doe* _____

Date ____ 05 ____ / ____ 15 ____ / ____ 2016 ____

Enrollment Agreements:

By Signing below you agree to all of the following:

I have read and understand my right to cancel.

I have read and understand my funding obligations and credential transferability.

I have read and understand the refund table and my student refund options.

I have read and understand the cost of attendance.

I have read and understand my financial obligations and institutional information.

I have read and understand the above disclosures.

I have read and understand the Student Tuition Recovery Fund Disclosures.

I understand and agree to the above policies of the Napa Valley School of Massage.

I have read and understand my rights as a student at the Napa Valley School of Massage.

I have read and understand the rules and regulations for the Napa Valley School of Massage.

I have read and understand my language of Enrollment Agreement rights.

I have read and understand the above professional ethics.

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's Signature _____

Date ____/____/____

CAO Signature _____

Date ____/____/____

**Please print and deliver this filled out packet to
The Napa Valley School of Massage 1131 Trancas Street Napa, CA 94558**