

INSTITUTE OF THERAPEUTIC MASSAGE OF WESTERN COLORADO
1938 North 1st Street, Suite 6, Hillcrest Plaza Shopping Center, Grand Junction, CO 81501
970-255-8037

750 HOUR OR 500 HOUR MASSAGE THERAPY TRAINING PROGRAM

750 HOUR PROGRAM (Nine to Eighteen Month Program)

500 HOUR PROGRAM (Six to Twelve Month Program)

Approved and Regulated by The Colorado Department of
Higher Education, Division of Private Occupational School Board

START DATE _____ END DATE _____

STUDENT'S NAME _____ HOME PHONE _____

ADDRESS _____ BUSINESS PHONE _____

CITY, STATE, ZIP _____

DATE AND PLACE OF BIRTH _____

SOC. SEC. # ___ - ___ - ___ MALE ___ FEMALE ___ MARITAL STATUS _____

EDUCATION: (CIRCLE LAST YEAR ATTENDED)

HIGH SCHOOL: 1 2 3 4 COLLEGE: 1 2 3 4 GRADUATE SCHOOL: 1 2 3 4

VOCATIONAL SCHOOL ATTENDED: _____

PRESENT OCCUPATION: _____

DESCRIBE ANY LIMITATIONS THAT MIGHT CAUSE YOU TO NEED EXTRA HELP:

HAVE YOU EVER BEEN CONVICTED OF A CRIME? _____ IF YES, EXPLAIN:

HOW DID YOU HEAR ABOUT THIS SCHOOL?

HOW WILL YOU BE ABLE TO COME UP WITH THE NEEDED TIME (8-16 HOURS PER WEEK
OUTSIDE OF CLASS) TO MAINTAIN GOOD STUDY HABITS AND COMPLETE ASSIGNMENTS?

ARE YOU WILLING TO CUT YOUR NAILS, WEAR APPROPRIATE CLOTHING (SWEATS OR SIMILAR LOOSE, COMFORTABLE CLOTHES) TO CLASS, PARTICIPATE IN TRADING MASSAGE TECHNIQUES WITH EACH AND EVERY CLASS MEMBER REGARDLESS OF SEX, SEXUAL PREFERENCE, RACE, RELIGIOUS OR POLITICAL BELIEFS? (circle) (Yes) (No)

BOOKS, NOTE TAKING EQUIPMENT AND MASSAGE SUPPLIES (SHEETS AND TOWELS) ARE NOT INCLUDED IN TUITION. YOU WILL BE RESPONSIBLE FOR PURCHASING YOUR BOOKS AND YOUR OWN MASSAGE TABLE. YOU MUST WEAR APPROPRIATE SLACKS, SHOES AND SOCKS WHEN YOU BEGIN TO PARTICIPATE IN PRACTICALS AND/OR EXTERNSHIPS. A SCHOOL SHIRT WILL BE ISSUED TO YOU (WITHOUT CHARGE).

THE FEES FOR THE MASSAGE THERAPY PROGRAMS AT ITMWC ARE BELOW.

PAYMENT MAY BE MADE IN FULL OR BY UNIT OF STUDY. EACH FEE PER UNIT

IS: \$250 PER UNIT FOR THE 750 HOUR MASSAGE THERAPY COURSE AT ITMWC (\$9,000)

or \$207 TUITION FOR THE 500 HOUR PROGRAM (\$6,000).

INTEREST FEES ARE NOT CHARGED BY THE SCHOOL ON UNIT PAYMENTS.

SCHEDULE OF PAYMENTS

PAYMENTS SHALL BE PAID IN ENTIRETY (\$9,000) OR BY UNIT (\$250) OR (\$6,000) OR BY

UNIT (\$207). A RECORD OF ALL PAYMENTS WILL BE KEPT IN ITMWC'S ACCOUNTING

SYSTEM. A DEPOSIT OF A UNIT'S FEES WILL BE REQUIRED TO START THE PROGRAM AND

WILL BE CREDITED AS THE PAYMENT FOR LAST UNIT. DEPOSIT PAID (date) _____ .

By signing below, the student agrees to pay (The Institute of Therapeutic Massage of Western Colorado, here after referred to as the School) the total stated tuition & fees. The School agrees to provide the occupational training in accordance with the provisions of Catalog No. ___ Volume ___ Dated ___ (the catalog). Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements, and when all financial obligations to the School have been met, the School will award the **Certificate of Completion of Massage Therapist Program** to the student. The student and School understand this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY may not be amended except in writing and signed by both parties.

Postponement of starting date, whether at the request of the School or the student, requires a written Agreement signed by the student and the Director of the School. The agreement must set forth:

- a.) Whether the postponement is for the convenience of the School or student, and;***
- b.) A deadline for the new start date, (beyond which the start date will not be postponed),***
- c.) An extension of the end date for completion of the program.***

REFUND POLICY

The School program is time based and students are expected to complete it within a 9 to 18 month period of time. Deviations from the 18 month limit may be petitioned by the student to the School Director. The School Director's decision must be signed and dated by both the School Director and the student.

Students not accepted to the School are entitled to all money paid. Students who cancel this contract by notifying the School within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before their beginning the program, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price which ever is less. In the case of students withdrawing after commencement of classes or starting the program, the School will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of time in the program as described in the table below. The refund is based on the span of time in the program after receiving their curriculum guide. Previous credits earned and transferred into the School's massage therapy program are not eligible for refund from ITMWC.

REFUND TABLE

STUDENT IS ENTITLED TO UPON WITHDRAWAL/TERMINATION	REFUND
Within first 10% of 12 or 18 month program	90% less cancellation charge
After 10% but within first 25% of 12 or 18 month program	75% less cancellation charge
After 25% but within first 50% of 12 or 18 month program	50% less cancellation charge
After 50% but within first 75% of 12 or 18 month program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO REFUND

(Refund Policy)

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the School receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published School policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the School determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the School discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the School ceases operation.
4. Complaints, which cannot be resolved by direct negotiation between the student and the School, may be filed with the Division of Private Occupational Schools Board of the Colorado Department of Higher Education, 1560 Broadway, Suite 1250, Denver, CO 80202, (303-866-2723).
5. The Policy for granting credit for previous training shall not impact the refund policy.

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL CATALOG. \$9,000 IS THE TUITION FEE FOR THE SCHOOL'S 750 HOUR PROGRAM. \$6,000 IS THE TUITION FEE FOR THE SCHOOL'S 500 HOUR PROGRAM.

Books and supplies costs are separate from tuition. Books are not returnable.

I UNDERSTAND THAT THE INSTITUTE OF THERAPEUTIC MASSAGE OF WESTERN COLORADO'S PROGRAM IS EITHER A 6 TO 12 MONTH PROGRAM OR A 9 TO 18 MONTH PROGRAM AND THAT ANY EXTENSION TO THE TIME NEEDED TO COMPLETE THE PROGRAM MUST BE A WRITTEN AGREEMENT REQUESTED BY THE STUDENT SEEKING AN EXTENSION AND SIGNED BY THE SCHOOL DIRECTOR OF ITMWC.

(STUDENT'S NAME) DATE ___ / ___ / ___

(SCHOOL DIRECTOR) DATE ___ / ___ / ___

(SCHOOL'S LICENSED AGENT) DATE ___ / ___ / ___

REQUIREMENTS FOR ADMISSION

1. Each student must be at least 16 years of age.
2. Each student is required to have earned a high school diploma or its equivalency.
3. Each student is required to interview with the School Director to satisfy ITM of the student's financial stability and ability to commit 16+ hours per week to class time and/or home study.
4. Each student is required to fill out an enrollment application.
5. Each student is required to sign a financial contract stating their payment plan.

REQUIREMENTS TO GRADUATE

1. All absentee hours must be made up.
2. Each student will have completed all course work: clinical and practicals documentation, projects, outreach and office training hours, these being due at least two weeks prior to graduation.
3. All financial obligations will be met.
4. All school items or loaned materials will be returned.
5. All students will have a minimum grade average of 85%, with grades in each component not averaging less than 85%.

REQUIREMENTS OF PARTICIPATION

1. It is required that students come (weekly) to class prepared for lessons, keep documentation for practical work outside of class and turn in documentation in a timely fashion.
2. It is required that students come to class and conduct themselves in an appropriate manner, dressed appropriately, not under the influence of any type of drug or alcohol and uphold professionalism at all times. Attendance at a ITMWC based class/practicum is required (at a minimum) of once a week unless other arrangements are made in writing, signed by the School Director and placed in the student's permanent file.
3. It is required that payments be made when requesting a unit test.
4. Illness must be reported to the Director of the School. A lengthy illness will require a written and signed note from the attending doctor.
5. Any prepaid fees will be refunded with the exception of fees for books, tools and supplies. There is a cancellation charge of \$150.
6. All students are governed by the Conduct Policy stated in ITMWC's catalog.

DRESS CODE

1. Nails will be clipped short.
2. Students will be clean at all times and wear loose comfortable clothing that is not revealing in any way. Clean slacks and School shirt are required dress for clinicals and outreach. Jeans are not allowed in medical facilities.
3. Long hair will be pulled back and tied for practical and outreach work.
4. No regular jewelry should be worn during the massage sessions.
5. Body piercing should be free and clear of jewelry.

A FULL REFUND OF TUITION WILL BE MADE IF THE APPLICANT IS NOT ACCEPTED BY THE SCHOOL.

BY SIGNING THIS FORM, I ATTEST TO ALL INFORMATION THEREIN AND AGREE TO A THOROUGH BACKGROUND CHECK. I HAVE THOROUGHLY READ AND AM IN AGREEMENT WITH THE CANCELLATION/REFUND POLICY, PAYMENT PLAN, AND ALL REQUIREMENTS LISTED HEREIN. MY SIGNATURE TO MY APPLICATION ALSO VERIFIES THAT I HAVE RECEIVED A COPY OF THE SCHOOL CATALOG AS WELL AS A CONTRACT AND ENROLLMENT APPLICATION AND AGREEMENT.

STUDENT'S NAME _____ DATE __/__/__

SCHOOL ADMINISTRATOR _____ DATE __/__/__

Student complaints should be brought to the attention of the School Director.

Unresolved problems can be brought to the attention of the COLORADO DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS On Line at www.highered.colorado.gov/dpos or by telephone at (303) 866-2723. There is a two-year limitation of division action on student complaints.

ESTIMATED COST OF BOOKS AND SUPPLIES

Books

Milady's Theory and Practice of Therapeutic Massage (textbook)
By Mark Beck; fourth edition; \$85.00

Milady's Theory and Practice of Therapeutic Massage (workbook)
By Mark Beck; fourth edition; \$45.00

Anatomy Coloring Book; by Kapit & Nelson; third edition; \$30.00

Trail Guide to the Body 2nd Ed., by Andrew Biel, third edition; Books of
Discovery; \$54.00

Reference Books

SPA Bodywork – a guide for massage therapists; By Anne E. Williams;
Lippincott, Williams & Wilkens.

Understanding Sports Massage, by Benjamin & Lamp, second edition;
Human Kinetics.

Clinical Massage Therapy – understanding, assessing and treating over 70
conditions, by Rattray & Ludwig, Talus Inc.

Supplies

Massage table \$250 to \$800+ (purchase by graduation).

Linens: 1 set of twin sheets, 1 large towel, 4 hand towels \$20-\$60+.

School uniform: shirt provided by ITM, nice slacks and closed toe shoes \$40-\$80.

Writing paper, colored pencils and pens and/or pencils \$10-\$50.

Spa Unit requires extra linens and supplies \$40-\$90+.

All estimated costs are subject to cost changes of the items.

PAYMENT AND CURRICULUM (study) GUIDE

The 750 hr. program consists of 39 units at the cost of \$250 per unit; the 500 hr. program cost is \$207 per unit. Tests for which a student is ready to take will be issued to the student as payment is credited to their account. No test units will be issued to a student on credit.

RECORD CHECK

Students will need to be fingerprinted by the Sheriff's Department and have a criminal background check made by the Colorado Bureau of Investigation in order to be accepted into a clinical experience at an area medical facility and also to become registered as a massage therapist with the State of Colorado.

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