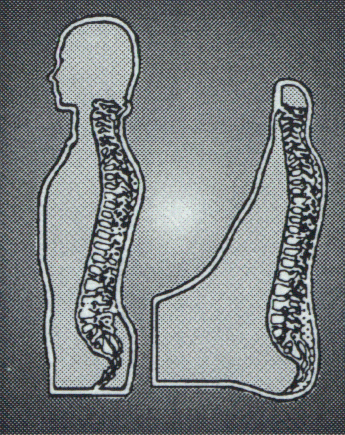
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**SEATTLE REFLEXOLOGY**

**& MASSAGE CENTER**

P. O. Box 22

Clinton, WA 98236

Phone/fax (206) 284-8389

***www.seattle-reflexology.com***

**ENROLLMENT AGREEMENT**

***Completion of the Enrollment Agreement is required by the Washington State Workforce Training Board. This agreement does NOT indicate your commitment to take the entire Diploma Program at Seattle Reflexology. You may choose to move from the Professional to Advanced Diploma at any time. Your signature simply serves as an indication of your understanding of the policies, prices and operating procedures of Seattle Reflexology. You may take individual classes or the entire program, and you may change course direction at any point in the program.***

**The following Enrollment Agreement (Contract # \_\_\_\_\_) is between Seattle Reflexology and Massage Center (SRMC) and:**

Student name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social security number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Name Program Hours Select Your Program**

Professional Level I 250 \_\_\_\_\_\_\_  
Advanced Level I 300 \_\_\_\_\_\_\_  
Professional Level II 215 \_\_\_\_\_\_\_  
Advanced Level II 240 \_\_\_\_\_\_\_

**Professional Level I Reflexology Diploma** consists of 250 total hours of study, including 180 classroom hours supplied by SRMC and 70 student practice hours performed outside of class and documented on forms provided by SRMC.

**Advanced Level I Reflexology Diploma** consists of 300 total hours of study, including 210 classroom hours supplied by SRMC and 90 student practice hours performed outside of class and documented on forms provided by SRMC.

**Professional Level II Reflexology Diploma** consists of 215 total hours of study, including 145 classroom hours supplied by SRMC and 70 student practice hours performed outside of class and documented on forms provided by SRMC.

**Advanced Level II Reflexology Diploma** consists of 240 total hours of study, including 170 classroom hours supplied by SRMC and 70 student practice hours performed outside of class and documented on forms provided by SRMC.

Start date *(date of first class)*: \_\_\_\_\_\_\_\_\_\_\_ Estimated completion date *(12 to 24 months from start date)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

For an estimate of the cost, add the price of the required Core Classes for your Level, your chosen Elective Classes and a Binder to the cost of the additional recommended supplies.

**1. Cost of Classes and Binder**

***Required Classes*** **Level I Level II**

Introductory Reflexology $300 $300

Anatomy and Physiology $600

Structural Analysis of Foot/Lower Leg $300 $300

Fund. of Addressing Foot Pain $300 $300

Advanced Reflexology, Parts I & II $600 $600

Business $175

Ethics $100 $100

Documentation, Parts I & II $200 $200

Supervised Clinic (2 times for Level I) $150 $75-150

Tutorials (2 at $100 each) $200 $200

Professional Sessions (3/market rate) *$210 $210*

Review of Practice Documentation no cost no cost

***Elective Classes—Level I***

Professional Level I (42 credits) ~ $840

Advanced Level I (72 credits) ~ $1440

***Elective Classes—Level II***

Professional Level II (49 credits) ~ $980

Advanced Level II (71 credits) ~ $1420

***SRMC Binder*** $30 $30

**ESTIMATED TOTALS (Pro-Adv) $4005-4605 $3295-3810**

**2. Cost of Additional Recommended Supplies**

Anatomy & Physiology textbook $50

Massage table \* $100-$1000

Sheets, pillows, lotion, etc. $100

Student liability insurance (ABMP) $15/yr

Reflexology text books $30-$300

**ESTIMATED TOTAL $295-$1465**

If you do not already own a massage table, we recommend that you invest in one. Prices range from $100-$2000. Used tables are frequently offered for sale on local massage school bulletin boards or online. An ideal table is light, portable and equipped with recessed legs (sometimes called a “reiki table”).

We strongly recommend purchasing Student Liability Insurance. ABMP offers this for $15/year while you are a student.

**Explanation of Estimated Costs:**

**\****Three Professional Sessions must be received as a requirement for completion of the Diploma Program at SRMC. To meet this requirement, students receive reflexology from a practicing professional reflexologist. Fees for these sessions are paid directly to the professional reflexologist and costs can vary. Since students have control over which reflexologists they choose to employ for their Professional Sessions, SRMC is not held responsible for costs of these services falling outside of the estimated range of $50.00 - $100.00.*

*\*\*Electives chosen on this Enrollment Agreement are for the purposes of creating a realistic cost estimate only. Students are free to change the electives they choose in order to meet the required number of elective credit hours or create a more broad-based or personalized education, provided the student adheres to the registration, payment and cancellation policies stated in this Enrollment Agreement.*

*\*\*\*It is recommended that each student invest in a massage table and basic supplies such as lotion, oil, linens, pillows and music for practicing reflexology outside of class. Although these supplies are very highly recommended, they are not required. Costs for these supplies vary widely. Most students spend $200.00 - $500.00 on a massage table, and $100-$300 on supplies. Students may also wish to buy supplemental text books which are not required by Seattle Reflexology, but which vary in price.*

**Registration and Payment Policies:**

This Enrollment Agreement DOES NOT guarantee the student a place in each class offered at SRMC. Our general registration policies still apply. To reserve your space in a class, we require a deposit of $100.00. The remaining balance is due on the first day of class. If the total price of a class is less than $100.00, then the full amount serves as your deposit. Your reservation is not guaranteed until we have received your deposit.

For most classes, if SRMC receives your deposit within 15 calendar days of the beginning of a class, a late-registration fee of $15 is added to the total balance due. This fee is not reflected in the above listed class prices, but by signing this Enrollment Agreement, you are agreeing to abide by this policy. *Exceptions*: Introductory Reflexology does not have a late registration fee; “international” classes require 30 days advance payment of deposit to qualify for early-bird fee and this deposit is non-refundable.

**Payment Plans:**

SRMC accepts cash, money order and check payments as well as credit and debit cards. Payment plans are granted on a case by case basis. We are generally willing to create a payment plan with you ***prior*** to the class and will provide your certificate once your classes have been paid in full. Please fill out and submit a Payment Plan Request Form when you make this request.

**Cancellation and Refund Policy for Applicants Paying Full Tuition in Advance:**

It is the student’s responsibility to contact SRMC by phone or in person if you must cancel a class reservation. Emailed requests will NOT be accepted.

If SRMC does not accept an applicant or cancels a class, all monies paid by the applicant will be refunded within 30 days of the request.

If an applicant cancels class within five business days of signing the Enrollment Agreement or paying a deposit, SRMC will refund all money paid, as long as the applicant has not begun training.

If an applicant cancels class after the fifth business day after signing the Enrollment Agreement or paying a deposit, SRMC will retain a registration fee of $100, and refund the remainder paid.

If training is terminated after the student enters classes, SRMC may retain the registration fee of $100, plus a percentage of the total tuition as described in the following table:

Completed Training 1-10% 11-24% 25-50% 51-100%

By Student So Far

Pro Level I (250 hrs) $401 $961 $2003 $4005

Adv Level I (300 hrs) $461 $1105 $2303 $4605

Pro Level II (215 hrs) $329 $790 $1645 $3290

Adv Level II (240 hrs) $380 $913 $1902 $3805

When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:

A. when SRMC receives notice of the student’s intention to discontinue the training program;

B. when the student is terminated for a violation of a published school policy which provides for termination; or

C. when a student, without notice, fails to attend classes for 30 calendar days.

All refunds will be paid within 30 calendar days of the student’s official termination date.

**Cancellation and Refund Policy for Students Paying Tuition Class by Class:**

It is the student’s responsibility to contact SRMC by phone or in person if you must cancel a class reservation. Emailed requests will NOT be accepted.

Cancellations made:

* **more than 14 days before class** are eligible to receive a full refund of the $100.00 deposit, except “international” classes
* **8-14 days before class** will be subject to a $50.00 administrative fee. The remaining $50.00 of your deposit may be *transferred* to a future class of your choice but cannot be refunded.
* **within 7 days of class** – the entire $100.00 deposit will be retained as a cancellation fee and any payment more than the $100.00 deposit will be refunded
* **with less than 24 hours’ notice** or **failure to attend class** – the student will forfeit the entire class fee. You will receive an invoice for balances due, which must be paid in full prior to your next class.
* **for international classes –** early bird deposits are non-refundable

**Cancellation of Classes by the School:**

The school reserves the right to cancel any class if the number of students enrolling is insufficient, if the instructor is ill and a suitable replacement instructor cannot be found (unavailable/personal crisis/stuck in travel, etc), for school closure during extreme adverse weather conditions, or if the classroom or building become temporarily unsafe for any reason. If SRMC cancels a class, you may elect to receive a full refund for any amount you have paid or transfer the money to another class. All refunds will be paid within thirty calendar days of the canceled class.

**Termination of Enrollment by the School:**

Any student who fails to maintain satisfactory progress, violates safety regulations, interferes with other students’ work, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments may be subject to immediate termination from the school.

**Agreement Notice:**

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school.

**Changes in the Agreement:**

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student or the student’s parent or guardian if he/she is a minor.

**Effective Date of Acceptance:**

I certify that I have read and understand the cancellation and refund policy and the complaint procedure, and I have received a copy of the school catalog or brochure or printed it out from the PDF available online.

**Notice to Buyer:**

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal document. All pages of this agreement are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign, and you are required below to sign the statement acknowledging receipt of these items.

**Cancellation of Contract:**

If you have not yet started your training and have signed any Financial Contract (i.e. Payment Plan Contract) with SRMC supplemental to this Enrollment Agreement, you may cancel the Contract by submitting written notice of such cancellation to the school at its address shown on this Agreement. The written notice shall be submitted no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing of this Agreement. The written notice may be mailed or personally delivered to the school within that time. In the event of a dispute over timely notice, the burden to prove timely service rests on the sender.

The Reflexology Diploma Program is designed to be completed by most students in a 12 to 24 month time span. SRMC and the enrolling student commit to the above listed prices for a length of 24 months from the initial date the Enrollment Agreement was signed, at which time class prices may be updated by SRMC and a new contract must be signed by both parties.

**Unfair Business Practices:**

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please print)

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Signature Date

Parent or Guardian’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Authorized School Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please print name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to Workforce Board at 128 10th Ave. SW, Box 43105, Olympia, Washington 98504.

Web: wtb.wa.gov. Phone: 360.709.4600.