



The New School for Massage, Bodywork & Healing  
747 N. LaSalle Dr., Suite 300, Chicago, IL 60654  
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**MASSAGE AND BODYWORK DIPLOMA PROGRAM**  
**ENROLLMENT AGREEMENT**

**STUDENT INFORMATION**

**PERSONAL INFORMATION**

Name (Last, First, MI):

SSN:

Address:

City, State, Zip:

Phone:

Email:

Date of Birth:

Gender:

**EMERGENCY CONTACT**

Name (Last, First, MI):

Address:

City, State, Zip:

Phone:

Email:

Relationship:

**COURSE INFORMATION**

Date of Admission:

Course: Diploma in Therapeutic Massage and Bodywork.

Description: Our comprehensive, integrated Diploma curriculum is organized in three units: Human Sciences for Massage Therapists and Bodyworkers, Massage and Bodywork, and Professional Development. Material is presented in an innovative, integrated fashion intended to maximize students' retention of knowledge and technique. The curriculum is challenging, creative, and achievable, and empowers the students with confidence to achieve their goals of National Certification, licensing, employment, or personal and professional enrichment.

Number of classroom hours: 625

Number of Distance learning hours: 0

Class ID:

Start Date:

End Date:

Class meets on:

Program Objectives The objective of the Diploma program is threefold: a) to provide students with the necessary coursework and experience that will give them the skills to enter the field of massage therapy and bodywork, b) to provide students with the knowledge required for passing the Massage and Bodywork Licensing Exam (MBLEx) offered by the Federation of State Massage Therapy Boards which is prerequisite for licensing in most states regulating massage therapy, and c) to provide credentialed training that will allow graduates to pursue Board Certification offered by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB).

Prerequisites for admission:

- 18 years of age
- High school completion or GED
- U.S. Citizenship, permanent residency, or lawful admission in the U.S.
- Completion of an online Application for Admission including a short essay explaining why the applicant wants to pursue a career in massage therapy
- An interview with an admission officer
- Good physical and mental health, ensuring the candidate is capable of meeting the physical and emotional demands of performing therapeutic massage.
- Financial preparation
- Must be familiar with massage therapy as a profession and must have a) received a professional massage, b) attended a school tour or monthly information session
- Good moral character(\*)

(\*) In determining "good moral character", we consider conviction of any crime, whether felony or misdemeanor, or any crime that is directly related to the practice of the profession.

## TUITION AND PAYMENT INFORMATION

### TUITION and FEES

Select appropriate package:

Silver Package: Tuition is \$9,600. It includes application/registration fee, cost of instruction, ABMP membership, student liability insurance, access to the best MBLEx Study Guide-Exam Coach, Polo shirt for clinic use, lotions and creams for classroom and clinic use, sheets for clinic use, free transcripts for FSMTB, NCBTMB, and the Illinois Department of Professional Regulation.

Gold package: Tuition is \$10,500. It includes everything in the Silver Package plus: Books, Earthlite massage table, cost of licensing exam, and clinic discounts

Platinum package: Tuition is 11,300. It includes everything in the Gold package, plus cost of state licensing application and fingerprinting, four hours of tutoring for further prep for licensing exam, and discounts on Continuing Education classes.

### PAYMENT OPTIONS

Please initial all applicable options:

\_\_\_\_\_ A payment of \$\_\_\_\_\_ paid upon registration and \_\_\_\_\_ installments of \$\_\_\_\_\_ each

\_\_\_\_\_

Paying entire amount up-front: a 15% discount applies. If paying entire amount up front by credit card, a separate **non-refundable** 2.75% fee of the payment amount applies. This separate fee is charged by our outside processor and not by The New School for Massage and will be included with the total payment on your credit card statement.

Selecting an installment plan: If an installment plan is selected, a separate retail installment agreement must also be signed.

## SCHOOL STATISTICS

### SCHOOL STATISTICS for last reporting period (7/1/19 through 6/30/20)

1) Number of students who were admitted in the program or course of instruction as of July 1 of this reporting period.	36
2) Number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:	
a) New starts	41
b) Re-enrollments	0
c) Transfers into the program from other programs at the school	0

3) Total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		77
4) Number of students enrolled in the program or course of instruction during the 12-month reporting period who:		
a) Transferred out of the program or course and into another program or course at the school		0
b) Completed or graduated from a program or course of instruction		32
c) Withdrew from the school		9
d) Are still enrolled		36
5) Number of students enrolled in the program or course of instruction who were:		
a) Placed in their field of study		6
b) Placed in a related field		0
c) Placed out of the field		0
d) Not available for placement due to personal reasons		2
e) Not employed		0
B1) Number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		30
B2) Number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		29
C) Number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		24
D) Average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		\$62/hr

(\*)Employment information is compiled by reasonable efforts of the school to contact graduates by written correspondence. Some graduates could not be reached or did not return their surveys.

### BUYER'S RIGHT TO CANCEL

The student has the right to cancel this enrollment agreement until midnight of the 5<sup>th</sup> business day after this contract is signed by the student and the student is accepted by the school. If the right to cancel is not given to any prospective student at the time of enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation.

Notice of cancellation shall be made in writing to: Admissions Dept., The New School for Massage, Bodywork, and Healing, 747 N. LaSalle Dr, 3<sup>rd</sup> Floor, Chicago, IL 60654.

## REFUND POLICY

Withdrawing from school has both academic and financial consequences. The school earns its tuition over the course of the program. If a student cancels enrollment or withdraws from the program prior to completing 50% of the duration of the program (measured in number of weeks from start date to end date above), the student may be entitled to a refund. The following rules pertain to tuition and refunds:

- Deposits or down payments are part of tuition.
- Interest paid that is part of a loan agreement is not considered part of tuition
- The school will provide the student with a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
- A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance. If the student is absent for longer than 15 days but has expressed to the school that they will return at a later day, the student's is considered active.
- Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days of determination of non-acceptance is made.
- The school shall refund all monies paid to it in any of the following circumstances:
  - The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
  - The school cancels or discontinues the course of instruction in which the student has enrolled;
  - The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

In the event of cancellation or withdrawal, the following refund schedules apply:

### REFUND SCHEDULE - CANCELLATION PRIOR TO FIRST DAY OF CLASS

<u>When cancellation notice is ...</u>	<u>School has earned</u>	<u>Refund to paying party</u>
...before the fifth business day after the date of enrollment but prior to the first day of class	\$0	All funds paid as of the time of cancellation
... after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance	\$25	All funds in excess of amount in "school earned column". Interest paid under a payment plan is not considered in this calculation.

### REFUND SCHEDULE - WITHDRAWAL AFTER FIRST DAY OF CLASS

<u>When withdrawal date is ...</u>	<u>School has earned</u>	<u>Refund to paying party</u>
...after the student's completion of the first day of class, but prior to the students completion of 5% of the program duration expressed in weeks	\$325, plus the cost of any books or table which have been provided by the school	Any funds paid to the school less amount in "school earned column" that have been paid to the school.
...after 5% of the course of instruction, but prior to the students completion of 50% of the program duration expressed in weeks	Prorata Tuition + fees under enrollment agreement Plus Penalty of 10% of	All funds paid to the school less amount earned by the school, less any interest paid under a payment plan under this agreement .

	Tuition Plus cost of any books and tables which have been provided by the school	
Cancellation notice is given after 50% of the program duration as shown by start and end date above, calculated in number of weeks	All tuition and fees, plus cost of any books and table which have been provided by the school	No refund.

### NOTICE TO THE STUDENT

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 and is only binding 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 all pages of this contract before signing.
3. You are entitled to an exact copy of the 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. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

### STUDENT ACKNOWLEDGEMENTS

1. \_\_\_\_\_ I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.
2. \_\_\_\_\_ I have carefully read and received an exact copy of this enrollment agreement.
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 or credential may be awarded.
4. \_\_\_\_\_ I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.
5. \_\_\_\_\_ I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, The New School for Massage must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

6. \_\_\_\_\_ I understand that the school does not guarantee job placement to graduates upon program completion.
7. \_\_\_\_\_ 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 Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, 333, Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org).

## ACCEPTANCE BY PARTIES

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood 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. The student and the school will retain a copy of this agreement.

### Accepted by Enrolling Student:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Accepted by School:

\_\_\_\_\_  
Signature of Chief Managing Employee or Designee Title

Date: \_\_\_\_\_

### Party responsible for payments:

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Printed: \_\_\_\_\_