

Enrollment Agreement



4991 N. Butler Ave.
Farmington, NM 87401
Ph#: 505-609-8288

STUDENT INFORMATION

NAME: _____ Class # Assignment: _____
D.O.B. ___/___/___ Cell Phone: _____
Social Security #: ___-___-___ Work Phone: _____

PROGRAM INFORMATION

PROGRAM NAME: **Professional Massage Therapy Program**

PROGRAM HOURS: _____ WEEKS: _____

PROGRAM START DATE: ___/___/___ PROJECTED GRADUATION DATE: ___/___/___

PAYMENT TERMS & CONDITIONS

TOTAL TUITION COST: \$7500

TUITION COST FOR PARTIAL TRAINING/HOUR: \$11.54

ENROLLMENT FEE: \$100 (includes tax, non-refundable)

AMOUNT RECEIVED: _____ RECEIPT NUMBER: _____

Tuition and Fees:

Enrollment Fee \$100.00
Tuition \$7500.00
Sales Tax \$631.75

Total Amount Due \$8231.75

Other Expenses (Estimate):

Massage Table and Bolster . . . \$100.00-\$400.00
Manuals and Books \$600.00
Two Sets of Sheets \$50.00
Massage Lotion/Cream \$70.00
Clinic Uniform \$50.00

Total Amount Due . . . \$870.00-\$1170.00

TUITION DEPOSIT: \$1500 (A minimum amount of \$1500 is required to be paid no later than 14 calendar days prior to the program start date.)

PAYMENT PLANS

Students may take advantage of one of our payment programs. The total amount of tuition is due and payable no later than the first day of class unless arrangements have been made to utilize one of the following payment schedules. Students must contact the Director/Registrar prior to the first day of class to set up one of our payment programs. If payment is not received according to the terms of the agreed upon payment program, access to classes will be suspended until payment is made in full including late fees and interest. There is a three (3) day grace period for payments. A \$25.00 late fee will be charged on day 4. If a payment is 11 days late, an additional interest charge of 1.5% of the amount due will accrue per day thereafter until the account is made current.

Full (Early) Payment:

Tuition: \$7500

Tax: \$631.75

(If paid in full one week prior to the first day of class, \$500 discount will be applied)

Total: \$7631.75

Full Payment 1st Day:

Tuition: \$7500

Tax: \$631.75

Total: \$8131.75

Extended Payment Plan

Tuition: \$7500

Tax: \$631.75

10% Finance Charge: \$750

(\$1500 deposit, then 4, 6, 8, 10 or 12 monthly payment options)

Total: \$8881.75

Payment Methods Accepted: Cash, Check, Zelle, *Credit/Debit Cards

Credit/Debit Card Payments: IHI accepts all major credit cards. A 3% processing fee will be added to tuition and supply payment transactions. No refund will be given for processing fees.

Personal Check Payments: We accept personal checks. No third party or post dated checks. Checks returned for insufficient funds, will assess a NSF fee of \$50. Student has 10 days to make payment. Failure to comply will result in filing for collection with the District Attorney's Office. IHI will no longer accept check payments from students who have had a returned check.

TUITION REFUND POLICY

If a student withdraws from the program, the following Tuition Refund schedule will apply:

Time Frame of Withdrawal

Weeks 1 & 2

Weeks 3 & 4

Weeks 5 & 6

Weeks 7 & 8

Week 8 +

Tuition Refund

80% of Total Tuition

60% of Total Tuition

40% of Total Tuition

20% of Total Tuition

0% of Total Tuition

***Percentage is based on Total Tuition not Tuition Paid to Date.**

RIGHT TO CANCEL ENROLLMENT AGREEMENT

The student or school has the right to cancel the Enrollment Agreement prior to the program start date.

RIGHT TO WITHDRAWAL OR TERMINATE ENROLLMENT

ADMINISTRATIVE WITHDRAWAL FEE: \$50

The student has the right to withdrawal from the program at anytime during the program and for any reason. See more information below regarding tuition refunds and withdrawal fees.

Infinite Healing Institute LLC has the right to withdraw, suspend, or terminate a student for misconduct, non-participation, or failure to pay. See more information below regarding tuition refunds and withdrawal fees.

Withdrawal or Termination Prior to Program Start Date

If the student withdraws prior to the program start date, no tuition will be charged and 100% of the tuition paid will be refunded. However, the Enrollment Fee will not be refund.

If the school cancels the Enrollment Agreement prior to the program start date, 100% of the tuition paid will be refunded. The Enrollment Fee will also be refunded.

Withdrawal, Abandonment, or Termination After Program Start Date

ADMINISTRATIVE WITHDRAWAL FEE: \$50

A request to withdrawal after the program start date will result in a partial or no tuition refund. See the Tuition Refund Policy schedule above. An "Administrative Withdrawal Fee" of \$50 will also be added for withdrawals after the program start date. The student is obligated for the costs of any books, manuals, supplies, and equipment received and not returned within the 15 days following the date of the student's withdrawal.

If the school withdraws, suspends, or terminates a student for misconduct, non-participation, or failure to pay, after the program start date, no tuition will be refunded, and the school has the right to take legal action to collect any unpaid tuition and fees.

PROGRAM START DATE

(To be determined based on board approval)

TRANSFER POLICY FOR PRIOR TRAINING

Students may transfer credits from another massage school program if they have an official transcript and the courses being transferred are equivalent to the ones offered at Infinite Healing Institute of Massage Therapy. Credits will be accepted on a case by case basis. There will be a non-refundable \$100.00 Administration Fee charged to review the transcript and determine which courses will be accepted. If the student chooses to enroll, the \$100.00 Administration Fee will be applied towards the student's tuition. Credits accepted will be billed at a discounted rate of \$5.00/clock hour.

TOTAL HOURS

Total Program Hours: 650 Hours

Transfer Credit Hours: _____

ATTENDANCE REQUIREMENTS

Students are required to maintain 80% attendance in each course in order to receive full credit. All attendance makeup must be completed before the last day of each course. Attendance make-up must be coordinated with the Instructor or Academic Advisor. Make-up attendance may be required in order to maintain the 80% attendance requirement for graduation. All make-up work must be completed before the final exam in each course. If attendance and make-up work is not completed before the final exam, the grade automatically reverts to an (F), and the course must be retaken the next time it is offered. If a

student receives an incomplete due to a missed practical exam, written exam or other course requirements, he/she must make arrangements with the instructor to complete the necessary work.

EMPLOYMENT DISCLAIMER

Receiving a Certificate of Completion in the Professional Massage Therapy Program at Infinite Healing Institute LLC is not a guarantee of employment. We will provide you with the knowledge and skills needed to pass a licensing or certification exam, which is a requirement for state licensing, but we cannot guarantee employment following the program. However, there are many opportunities for massage therapists, and we are here to assist you in finding employment.

GRADUATION REQUIREMENTS

In order to graduate from the Infinite Healing Institute of Massage Therapy, students must be 18 years of age. They must receive a final grade of a cumulative grade point average of 2.0 or better, which is equivalent to 70% or better, in all courses and must have 80% attendance in all courses (100% attendance is required in First Aid/CPR and Clinical Practicum courses). Students must have completed a clinical internship. All financial obligations to Infinite Healing Institute LLC must be fulfilled before Official Transcript and Certificate of Completion will be awarded.

I have read and understand this agreement and agree to abide by the rules and conditions set forth herein. I agree to pay the tuition shown on page 1 for the program indicated which is subject to the refund policy outlined on page 2. I acknowledge that I have received a copy of the Enrollment Agreement, Program Calendar, and Advertising Catalog for the Professional Massage Therapy Program offered by Infinite Healing Institute LLC for my permanent records. I also further acknowledge that these documents constitute the entire agreement between me and the School. The terms and conditions of this agreement are not subject to amendment or modification by oral agreement and are legally binding.

Applicant Signature: _____

Printed Name: _____ Date: _____

As an authorized agent of the Infinite Healing Institute LLC, I have met with the applicant and certify that in my judgement the applicant meets the requirements and standards of the School. Therefore, the applicant is accepted. I further state that I have made no verbal statement or promise which is contrary to the terms set forth in this Enrollment Agreement.

Admissions Representative Signature

Date