

Advanced Bodywork & Massage Institute



STUDENT ENROLLMENT AGREEMENT

This form must be completed and returned with your application.

1. It is the responsibility of the school to determine, with reasonable certainty that a prospective student is fully informed as to the nature of the course he/she desires to take and as to what the training can reasonably be expected to do for him/her. For that purpose, private consultations are available with Jeff Kates, School Director. Please call 330-405-1933 for an appointment.
2. It is the responsibility of the school to establish the qualifications which the enrollee must have to enable him/her to successfully assimilate the course of instruction to be offered to him/her, and to determine with reasonable certainty, in advance of the acceptance of his or her enrollment, that the student has the proper qualifications to take the training for which he/she is applying. To that end, all students must be 18 years of age, in reasonable health, and have completed their high school education or the equivalent, as detailed in the student enrollment policies and practices.
3. It is the responsibility of the school to provide 100 hours of course instruction required for the designation of Ethical Massage Practitioner (E.M.P.) or Advanced Bodywork Practitioner (A.B.P). Upon completion of either course, a certificate will be issued to the student.
4. It is the responsibility of the student to complete 100 course hours including classroom time, written exams, and lab participation, in a satisfactory manner before a certificate will be awarded.
5. It is the responsibility of the student to pay an application fee of \$50.00 and the tuition fee for the Ethical Massage Practitioner Certificate Program (\$2,400) or the Advanced Bodywork Practitioner Certificate Program (\$3,800), before a certificate will be issued. Tuition payment plans are outlined in the school catalog and student policies and practices.
6. State law prohibits vocational schools from guaranteeing job placement. However, the school is willing to assist students who request assistance with job placement. The school may assist students seeking employment in various ways, depending on the wishes and goals of the particular student, as detailed in the catalog and student policies and practices.

CANCELLATION POLICY

This enrollment agreement signed by the student may be cancelled within five (5) calendar days of signing, provided the school is notified of the cancellation in writing. The school shall promptly refund in full the \$50 application fee and any other charges paid, plus any tuition fees collected, according to the Tuition Refund Policy stated on Page 19 of the catalog. Such refund shall be made no later than 30 days after cancellation.

COMPLAINT PROCEDURE

Any student with a complaint shall bring it to the attention to the school director, at which time an informal appointment will be made to discuss the complaint and options for resolution. If resolution is not possible, the school formally requires two more appointments. Whether or not this issue is resolved, or is in the process of resolution, the student may contact:

Executive Director
State Board of Career Colleges and Schools
35 E. Gay Street - Suite 403
Columbus, Ohio 43215-3138
(614) 466-2752 - Office (614) 466-2219 - Fax (877) 275-4219 - Toll Free

STUDENT ACKNOWLEDGEMENT

By signing this form, I acknowledge that I have read the student Enrollment Agreement and understand the policies as described.

By signing this enrollment agreement, it is fully understood that no job guarantee or financial aid is promised or implied as an inducement for a prospective student to enroll.

This enrollment agreement is binding only when signed by the Director, Advanced Bodywork and Massage Institute.

Class Start Date

Class End Date

Signature of Applicant

Date

Signature of School Director

Date