

2010-2011 Enrollment Application / Agreement Form

Name: _____ Male Female
Address: _____ Marital Status: Single Married
City: _____ State: _____ Zip: _____ County: _____
Date of Birth: _____ Age: _____ Social Security # (*must be provided*): _____
Home Telephone #: _____ Cell Telephone #: _____
Email Address: _____ Occupation: _____
Highest Form of Education *Completed*: _____
Emergency Contact Name: _____ Phone#: _____

Please check shirt size (unisex – men's sizing) for free lettered polo shirt:

S _____ M _____ L _____ XL _____ XXL _____ XXXL _____

Select class choices in order of preference: first (1) second (2) and third (3) choices
Tuesday-Wednesday _____ Thursday-Friday _____ Saturday-Sunday _____

Program you are applying for:

- Professional Swedish Massage (42 Weeks) = 672 clock hours / 33.99 credit hours
(Basic Swedish Massage)
- Advanced Professional Massage (44 Weeks) = 752 clock hours / 36.99 credit hours
(Basic Swedish Massage and Pfrimmer Deep Muscle Therapy® Level I -PDMT)
- Comprehensive Advanced Professional Massage (45 Weeks) = 792 clock hours / 38.66 credit hours
(Basic Swedish Massage, Pfrimmer Deep Muscle Therapy® Level I and Equine, Canine, Feline PDMT®)

We are required by IPEDS (Integrated Postsecondary Education Data System) to gather the following information. It is gathered for reporting purposes only and does not in any way affect your grades, graduation or candidacy for job referrals. Please check which applies to you:

_____ Nonresident Alien	_____ Hispanic/Latino	_____ American Indian or Alaska Native
_____ Black or Africa American	_____ Asian	_____ White
_____ Two or more races	_____ Unknown	_____ Native Hawaiian or Other Pacific Islander
	_____ Other: _____	

The following items **MUST** be included when returning the application for consideration of admittance:

- Completed** Enrollment Application/Agreement Form (initialed and signed)
- Non-refundable** \$100.00 application fee
- Recent **color** photograph of yourself
- Two letters of recommendation from **non-relatives**
- Copy of your high school diploma or high school transcript **showing graduation date**, GED or college transcript **showing at least 60 semester credit hours**

Placement:

The school does not guarantee employment following graduation; however, employers often contact the school when seeking therapists for employment. Administrators typically contact graduates in the potential employer's geographical area to inform them of such openings. The school posts notices for employment opportunities on an easily accessible bulletin board. It also maintains a registry of employers who have employed our graduates. Notices of employment opportunities are also published in the school newsletter which can be found on our website www.assti.com.

Applicants Initials: _____

Administrative Initials: _____

Annual Reports:

Annual information regarding our Completion, Placement and Licensure Rates and our Campus Crime Report are provided to all students and are available upon request.

Refund Policy

We are obligated to abide by two types of refunds. If you receive Title IV Funds we must first calculate your refund by the Department of Education's refund policy and then by the State of Indiana's refund policy.

Title IV Refunds: We calculate refunds for Title IV funds using payment periods. Refunds are based on the percentage of aid earned for that payment period. Anyone completing 60% of a payment period will not qualify for Title IV refunds. A payment period consists of: ½ of your course clock hours attended and ½ of your course weeks. Example: for Professional Swedish Massage Therapy Course the 1st payment period starts after attending your 1st day of class. The 2nd payment period starts after you have attended 336 clock hours (1/2 of your 672 clock hours) and 21 weeks (1/2 of your 42 weeks).

State of Indiana Refund Policy: 570 IAC 1-8-6.5 Resident Institutions

Authority: IC 20-1-19-4

Affected: IC 20-1-19-10

Sec. 6.5 (a) The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the State Approving Agency. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

(b) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4.5 of this rule:

- (1) A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - (A) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - (B) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - (D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
 - (E) In the event that a program has to be cancelled for lack of participation or any other reason.
- (2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the **financial obligation (see note below)**, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the **financial obligation (see note below)**, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the **financial obligation (see note below)**, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the **financial obligation (see note below)**, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (6) A student withdrawing from an instructional program, after attending more than sixty percent (60%) of the duration of the instructional program, is **not entitled to a refund**.

(State Approving Agency; 570 IAC 1-8-6.5; filed Jan 17, 1995, 1:00p.m.: 18 IR 1476)

Refund policy for Veterans or Eligible Persons

Code of Federal Regulations (CFRs) 21.4255

A refund of the unused portion of tuition, fees, and other charges will be made to veterans or eligible persons who fail to enter or fail to complete the course as required by U.S. Department of Veterans Affairs Regulations. The refund will be within ten percent (10%) of an exact pro rata refund. No more than \$10.00 of the established registration fee will be retained if a veteran or eligible person fails to enter the course.

Financial Obligation is the total tuition amount for the program you selected. After reading these policies, speak to Mr. Hobbs if you have any questions.

Applicants Initials:

Administrative Initials: _____

2010-2011 School Calendar

Swedish Massage Therapy: (672 clock hours) No prerequisite

Tuesday & Wednesday Class:
8:00am – 4:00pm

or

Thursday & Friday Class:
8:00am – 4:00pm

or

Saturday Class: 9:00am – 5:00pm &
Sunday Class: 12:30pm – 8:30pm

Week 1: Aug 3rd – 8th

Week 2: Aug 10th – 15th

Week 3: Aug 17th – 22nd

Week 4: Aug 24th – 29th

Week 5: Aug 31st – Sept 5th

Week 6: Sept 7th – 12th

Week 7: Sept 14th – 19th

Week 8: Sept 21st – 26th

Week 9: Sept 28th – Oct 3rd

Week 10: Oct 5th – 10th

Week 11: Oct 12th – 17th

Week 12: Oct 19th – 24th

Week 13: Oct 26th – 31st

Week 14: Nov 2nd – 7th

Week 15: Nov 9th – 14th

Week 16: Nov 16th – 21st

Nov 23rd – 28th No School

Week 17: Nov 30th – Dec 5th

Week 18: Dec 7th – 12th

Week 19: Dec 14th – 19th

Dec 21st – Jan 2nd No School

Week 20: Jan 4th – 9th

Week 21: Jan 11th – 16th

Week 22: Jan 18th – 23rd

Week 23: Jan 25th – 30th

Week 24: Feb 1st – 6th

Week 25: Feb 8th – 13th

Week 26: Feb 15th – 20th

Week 27: Feb 22nd – 27th

Week 28: Mar 1st – 6th

Week 29: Mar 8th – 13th

Week 30: Mar 15th – 20th

Week 31: Mar 22nd – 27th

Week 32: Mar 29th – Apr 3rd

Week 33: Apr 5th – 10th

Week 34: Apr 12th – 17th

Week 35: Apr 19th – 24th

Week 36: Apr 26th – May 1st

Week 37: May 3rd – 8th

Week 38: May 10th – 15th

Week 39: May 17th – 22nd

Week 40: May 24th – 29th

Week 41: May 31st – June 5th

Week 42: June 7th – 12th

June 12th = Graduation

Class Choices for Pfrimmer Deep Muscle Therapy® Level I (PDMT® I): (80 clock hours) Prerequisite: Swedish Massage Course

1st Class = June 15 – 18 & June 20 – 23
8:00am – 7:00pm

Or

2nd Class = June 27 – 30 & July 5 – 8
8:00am – 7:00pm

Class Choices for Equine, Canine, Feline PDMT®: (40 clock hours) Prerequisite: Swedish Massage Course, PDMT® I

1st Class = July 18 – 22
8:00am – 5:00pm

or

2nd Class = July 25 – 29
8:00am – 5:00pm

Continuing Education Classes:

Pfrimmer Deep Muscle Therapy® Level II (PDMT® II): (40 clock hours) Prerequisite: Pfrimmer Deep Muscle Therapy® Level I (PDMT® I)

July 11 – July 14 = 8:00am – 7:00pm

We have other continuing education
classes scheduled throughout the year;
please check our website at
www.assti.com.

Occupational Associate Degree in Massage Therapy Program

Our Associate Degree consists of any or
all of the above programs along with
several other options for you to choose
from. For further information see our
school catalog on page 8.

Applicants Initials:

Administrative Initials: _____

Tuition/Payment Schedule for 2010-2011

The following are options for payment schedules:

1. Cash, Check or Credit card (MasterCard, Visa, American Express, or Discover Card)
2. Personal loan at your local bank of choice and or personal scholarships
3. Financial Aid available for those who qualify. Apply at www.fafsa.ed.gov. Federal School Code is: **035383**.

(1) Professional Swedish Massage Therapy (Basic Swedish Massage)

\$8,250.00 This includes the Application fee, tuition, and all books and materials needed to start this course.

\$ 100.00	Application fee (due at time of sign-up) non-refundable 6 days after application
\$2037.50	due July 15, 2010
\$2037.50	due first class in October
\$2037.50	due first class in January
\$2037.50	due first class in April
\$8,250.00	Financial Obligation

(2) Advanced Professional Massage Therapy (Basic Swedish Massage and Pfrimmer Deep Muscle Therapy® Level I -PDMT)

\$11,275.00 This includes the Application fee, tuition, and all books and materials needed to start this course.

\$ 100.00	Application fee (due at time of sign-up) non-refundable 6 days after application
\$ 2793.75	due July 15, 2010
\$ 2793.75	due first class in October
\$ 2793.75	due first class in January
\$ 2793.75	due first class in April
\$11,275.00	Financial Obligation

(3) Comprehensive Advanced Professional Massage Therapy (Basic Swedish Massage, Pfrimmer Deep Muscle Therapy® Level I and Equine, Canine, Feline PDMT®)

\$11,925.00 This includes the Application fee, tuition, and all books and materials needed to start this course.

\$ 100.00	Application fee (due at time of sign-up) non-refundable 6 days after application
\$ 2956.25	due July 15, 2010
\$ 2956.25	due first class in October
\$ 2956.25	due first class in January
\$ 2956.25	due first class in April
\$11,925.00	Financial Obligation

Terms for above payment plans:

1. Payments will not be charged interest until 14 days past the due date. Any student not complying with this may be suspended until their account is brought up to date.
2. Any check returned for non-sufficient funds will be charged \$25.00.
3. If the school has to enter into collection proceedings, the student is liable for all costs. (This may include: collection agency fees, attorney's fees, court costs, interest, etc...)

I agree if collection proceedings are necessary, I will pay collection agency fees, attorney's fees, court costs, interest and any other fees incurred.

Return the enrollment application / agreement form in its entirety and a complete copy will be returned upon acceptance.

I, the applying student, having read all pages, do understand and agree to the terms stated in this enrollment form. I, the applying student, have received, read, and understand the catalog/student handbook and accept that it is part of this legal and binding contract.

Applicant: _____ **Date:** _____

Administrator: _____

Applicants Initials: _____

Administrative Initials: _____