

2018-2019 Enrollment Application / Agreement Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Date of Birth: ____/____/____ SSN: ____-____-____ Sex: ____ Marital Status: Single Married

Home Telephone #: _____ Cell Telephone #: _____

Emergency Contact Name: _____ Phone#: _____

Email Address: _____ Occupation: _____

Education: GED High School Diploma Some College College Degree (Degree Type) _____

List any disabilities (Including learning and/or physical): _____

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	____ Caucasian
____ Two or more races	____ Race and ethnicity unknown	____ Native Hawaiian or Other Pacific Islander

Select class preference: Tuesday-Wednesday OR Thursday-Friday

Program you are applying for: (for more information on these programs go to: www.assti.com)

- Professional Swedish Massage (42 Weeks) = 672 clock hours / 34.30 credit hours (Basic Swedish Massage)
- Advanced Professional Massage (44 Weeks) = 752 clock hours / 37.63 credit hours (Basic Swedish Massage and Pfrimmer Deep Muscle Therapy® Level I -PDMT)
- Comprehensive Advanced Professional Massage (45 Weeks) = 792 clock hours / 39.30 credit hours (Basic Swedish Massage, Pfrimmer Deep Muscle Therapy® Level I and Equine, Canine, Feline PDMT®)

Required Uniform: Navy blue scrubs and comfortable closed toe/heal athletic shoes (any color). Scrubs may be purchased anywhere you desire. (Walmart, Meijer's, scrub shops, etc.)

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 Registration fee
- Current **photo ID or Color photo**
- 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: _____

Refund Policies

Title IV Refunds-We have two types of refunds: State of Indiana refund to students and Return of Title IV funds to the Department of Education. When a financial aid recipient withdraws, drops or is dropped from our program the Title IV refund policy is used in addition with the State of Indiana's refund policy. To earn all financial aid awards you must complete more than 60% of the clock hours in the payment period. If you complete less than 60%, the school must calculate to determine your earned aid. The computation is based on the ratio of clock hours completed during the payment period compared to the number of clock hours during that payment period. Any funds required to be returned to the Department of Education are charged to the student's account. This can affect the amount of refund to the student or balance due to the school after last date of attendance. The last date of attendance will be determined by the last date the student clocked in and/or signed in. The school must process all refunds within 45 days after last date of attendance. The student will be responsible for any balance owed to the school and/or the Department of Education.

If the student's school account has a credit balance, a check in the amount of the credit balance will be made to the student within 14 days. Refunds of unearned aid will be returned in the following order: (1) Unsubsidized Stafford Loans (2) Subsidized Stafford Loans (3) Federal Plus Loans (4) Pell Grant.

A post-withdrawal disbursement will be made if a student has eligibility for the Title IV funds. If a student earns financial aid funds but the funds have not been disbursed, the funds can still be disbursed after attendance has stopped; but before any Stafford loans can be disbursed the school must have written confirmation from the student or parent in a plus loan situation.

State of Indiana Refund Policy: 570 IAC 1-8-6.5 Resident Institutions (Institutional Refunds - Non Financial Aid

(a) The postsecondary 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 Commission/Board.

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 educational institution, except as noted in:

(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 institutional student contract or enrollment agreement within six (6) business days after signing.

(B) The student does not meet the postsecondary 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 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.

(2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary educational institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, 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, 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, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

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(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, 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 institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is **not entitled to a refund.**

(The Indiana Commission for Higher Education/The Indiana Board for Proprietary Education; 101 West Ohio Street, Suite 670; Indianapolis, IN 46204-1984; (317-464-4400 Ext 138 or 141)

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2018-2019 School Calendar

Swedish Massage Therapy:
 (672 clock hours) Prerequisite: GED or High School Graduate

Tuesday & Wednesday Class:
 8:00am – 4:30pm
 or
 Thursday & Friday Class:
 8:00am – 4:30pm

Level I Swedish Massage Therapy

- Week 1: July 31 – Aug 1
- Week 2: Aug 7-8
- Week 3: Aug 14-15
- Week 4: Aug 21-22
- Week 5: Aug 28-29
- Week 6: Sept 4-5
- Week 7: Sept 11-12
- Week 8: Sept 18-19
- Week 9: Sept 25-26
- Week 10: Oct 2-3
- Week 11: Oct 9-10
- Week 12: Oct 16-17
- Week 13: Oct 23-24
- Week 14 Oct 30-31
- Week 15: Nov 6-7 **Mid Term**
- Week 16: Nov 13-14
- Nov 16 -26 School closed Thanksgiving Break**
- Week 17: Nov 27-28
- Week 18: Dec 4-5 Retest 1 Thurs
- Week 19: Dec 11 -12 Retest 2 Thurs
- Week 20: Dec 18-19

Dec 21- Jan 7 School Closed Christmas Break

- Week 21: Jan 8-9
- Level II Swedish Massage Therapy
- Week 1: Jan 15-16
- Week 2: Jan 22-23
- Week 3: Jan 29- Jan 30
- Week 4: Feb 5-6
- Week 5: Feb 12-13
- Week 6: Feb 19-20
- Week 7: Feb 26-27
- Week 8: Mar 5-6
- Week 9: Mar 12-13
- Week 10: Mar 19-20
- Week 11: Mar 26-27
- Week 12: Apr 2-3
- Week 13: Apr 9-10
- Week 14: Apr 16-17
- Week 15: Apr 23-24 **Mid Term**
- Week 16: Apr 30--May 1 **Student Clinic Starts**
- Week 17: May 7-8
- Week 18: May 14-15
- Week 19: May 21-22
- Week 20: May 28-29
- Week 21: June 4-5
- June 8= Graduation**

Pfirmer Deep Muscle Therapy® Level I (PDMT® I): (80 clock hours)
 Prerequisite: Swedish Massage Course (500 hours or more)

Class = June 11-12-13-14-
 June 18-19-20-21
 8:00am – 7:00pm class time

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

Class = June 24-25-26-27 28
 8:00am – 5:00pm class time

CLOSED to students June 30 thru July 8th

Continuing Education Classes:

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

Class = July 8--9-10-11
 8:00am – 7:00pm class time

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

Associate of Applied Science Degree in Massage Therapy Program (AAS)

We are happy to announce that we are now offering this degree program! It will be available to new students as well as ASSTI graduates. Updates coming soon!

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Tuition/Payment Schedule for 2018-2019

The following are options for payment schedules:

1. Cash, Check or Credit card (MasterCard, Visa 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)

\$10,255.00 This includes the Registration fee, tuition, massage table, books and supplies needed to start this course.

\$ 100.00	Registration fee (due at time of sign-up) non-refundable 6 days after application
\$ 2538.75	due July 16 2018
\$ 2538.75	due first class in October
\$ 2538.75	due first class in January
\$ 2538.75	due first class in April
\$10,255.00	Financial Obligation

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

\$13,280.00 This includes the Registration fee, tuition, massage table, books and supplies needed to start this course.

\$ 100.00	Registration fee (due at time of sign-up) non-refundable 6 days after application
\$ 3295.00	due July 16, 2018
\$ 3295.00	due first class in October
\$ 3295.00	due first class in January
\$ 3295.00	due first class in April
\$13,280.00	Financial Obligation

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

\$13,930.00 This includes the Registration fee, tuition, massage table, books and supplies needed to start this course.

\$ 100.00	Registration fee (due at time of sign-up) non-refundable 6 days after application
\$ 3457.50	due July 16, 2018
\$ 3457.50	due first class in October
\$ 3457.50	due first class in January
\$ 3457.50	due first class in April
\$13,930.00	Financial Obligation

Terms for above payment plans:

1. If the student's school account has a credit balance, a check in the amount of the credit balance will be made to the student within 14 days.
2. 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.
3. Any check returned for non-sufficient funds will be charged \$25.00.
4. If the school has to enter into collection proceedings, the student is liable for costs. (This may include: collection agency fees, attorney's fees, court costs, interest, etc...)

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

A table package is included in the tuition and received 8 weeks into the program. If you drop out or are dropped before you finish the basic program, you will return the Introductory Binder and table package in good condition. Should the table be damaged you will be billed for repairs.

In consideration of the services provided to the student, I/we hereby guarantee payment in full of my account in accordance with the financial arrangements made at the time of registering or, if no such arrangements are made, in event of default in payment, reasonable collection agency fees equal to twenty (20%) percent of the delinquent balance and reasonable attorney fees, shall be added to the amount due on the account, plus any applicable court costs.

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: _____