

Blue Sky School of Professional Massage & Therapeutic Bodywork

Main campus: 1230 13th Avenue, Grafton, WI 53024, phone: 376-1011 – Fax: 262-376-7707
Auxiliary location: 2670 South Ashland Avenue, Suite 101, Green Bay, WI 54304, Phone: 920-489-2861 – Fax: 920-489-8076
Auxiliary Classroom: 485 S. Military Rd, Fond Du Lac, WI, 54935

ENROLLMENT AGREEMENT for SEPTEMBER 2018 STUDENTS

To enroll in the Blue Sky School of Professional Massage & Therapeutic Bodywork's Professional Massage Therapy Program:

1. **Complete** the Enrollment Agreement. Please be sure to **sign and initial each page**.
2. **Enclose deposit**, a check or money order payable to Blue Sky for the \$1,000 deposit (unless prior arrangements have been made). Credit card payment or cash must be delivered in person. **Please note: additional charges apply for credit card payments.** Blue Sky highly encourages early enrollment to ensure all necessary supplies are available to the student at orientation. Enrollments received two weeks before class begins are considered late enrollments.
3. **Return** the completed Enrollment Agreement, your deposit, deposit option form (if applicable) and any supporting admission documents needed as indicated in your acceptance letter. **All supporting admission documents must be received at least two weeks prior to orientation day.**

Mail to our Administrative Offices:
Blue Sky School of Professional Massage & Therapeutic Bodywork
1230 13th Avenue
Grafton, WI 53024

Program Information

- The Massage Therapy Program is 850 clock hours for the Medical Intensive Track and 874 for the Certified Kinesiology Taping Practitioner (per the 2018 program catalog page 7, column#29).
- Participants shall receive a graduation diploma, official transcript and seminar certificates upon:
 - A. successfully completing all program requirements within allowable timeframe as listed in the student handbook
 - B. all tuition and fees paid in full. Fees must be paid at least 2 weeks prior to last day of class, unless prior arrangements have been made.
- The Massage Therapy Program start and end dates are subject to change with at least one week's notification.
- A minimum of **6 full-time students** is required for a class section to run.
- All programs begin with **Orientation on Friday, September 21, 2018, in Grafton:** Orientation is a part of the awarded program hours, therefore attendance is required.
 - Grafton: Wednesday all day, October 3, 2018 to September 27, 2019
 - Green Bay: Wednesday all day, October 3, 2018 to September 27, 2019
 - Graduation dates are 2-3 weeks after end of classes, exact dates to be determined.
- Tuition for all required courses includes: all required weekday courses and 8 weekend seminars for Medical Intensive Track (\$10,550) and 11 seminars for CKTP program (\$11,550), as laid out on the curriculum framework page, curriculum provided electronically, name tag, t-shirt, sample oils and liability insurance. CKTP program also includes K1 & K2 kit, K3 kit and CKTP minimum membership.
- *Tuition does not include massage table, books, optional seminars, linens, oils, CPR & First Aid/AED certification, MBLEX Exam or State exam, lodging or travel expenses, or printing of curriculum.*

Print Full Name: _____

Student/Guardian Initials _____

Personal Information – Please Print – Applicant Completes

Print your First and Last Name:

Print the first name to use on your nametag:

Print how you want your name to appear on your seminar certificates, diploma & transcript

Print your address:

Phone Number: _____

Cell Number: _____

Social Security Number: _____

Email Address: _____

Date of Birth: _____

Choose Your Location Option – Applicant Completes

_____ 1. Grafton location

_____ 2. Green Bay location

Please note: Weekend seminars, no matter what location is chosen, **will be held at the main location in Grafton***

*or at an offsite location in Grafton if the seminar needs additional space.

Choose Your Status Option – Applicant Completes

_____ 1. **Full Time**-Therapeutic Medical Intensive Track: total hours are 850 / 43.90 credits
(Completing school in 11.5 months)

_____ Wednesday Full Day (classes are from 10:30am – 10:30pm with an extended lunch/dinner break)

_____ 1. **Full Time**- Therapeutic Medical Intensive Track with Certified Kinesiology Taping Practitioner:
total hours are 874 / 45.10 credits
(Completing school in 11.5 months)

_____ Wednesday Full Day (classes are from 10:30am – 10:30pm with an extended lunch/dinner break)

_____ 2. **Part Time** -Therapeutic Medical Intensive Track: total hours are 850 / 43.90 credits
(Completing school in 23 months)

_____ **Part-time 1:** See block plan for specific day of the week for science classes.

_____ **Part-time 2:** PT2 option is only available for those that have completed the Part-time 1 program

Please note: Weekend seminars will be held at the main location in Grafton. Seminar schedules will be available within 4 weeks after the first day of classes. Schedule choice is for weekday class schedule; outside supervised hours and weekend seminars are scheduled separately. See catalog academic calendar and block plan for dates of attendance. Class days and times may change due to enrollment; any changes will be notified at least 1 week in advance. A minimum of 6 full-time students are required in each class section.

Student/Guardian Initials _____

Choose Your Preferred Payment Option – Applicant Completes

ALL PAYMENTS MUST BE MAILED TO THE GRAFTON LOCATION TO ENSURE TIMELY POSTING TO YOUR ACCOUNTS. Blue Sky Administrative Offices; Attn: Finance Dept.; 1230 13th Avenue; Grafton, WI 54304

The following selections represent the total cost of schooling, with the exception of additional expenses as controlled by the student. These additional expenses are provided on page 5, item #3 of this agreement.

Payment plan participation has a \$75.00 administration fee per semester, which will be added to the account balance. (if at any point, your tuition isn't paid as stated below, a late fee of \$25 will be assessed if tuition payment is not received by orientation and each month thereafter until paid in full. All tuition, fees and other charges are required to be paid before receiving diploma, transcripts and seminar certificates. Failure to pay tuition, fees and other charges may result in dismissal from school and/or account being forwarded to an outside collection agency. Applicable collection and legal fees will be added to your account. Any student signing up for or switching to a part time status will be responsible for the change in status fee, any tuition increases, additional supply fees, etc. due at the beginning of the second year. **Indicating your choice below** does not automatically ensure or enroll you in that option, additional requirements may apply.

1. Payment in full at enrollment:

FULL TIME: Medical		PART TIME: Medical		FULL TIME: KINESIOLOGY:	
\$50.00	Application fee	\$50.00	Application fee	\$50.00	Application fee
- \$50.00	Pay with application	- \$50.00	Pay with application	- \$50.00	Pay with application
\$ 0.00		\$0.00		\$0.00	
+\$10,550.00	Tuition	+\$10,550.00	Tuition	+\$11,550.00	Tuition
- \$10,550.00	Pay at time of enrollment	+ \$250.00	Part time fee	- \$ 11,550.00	Pay at time of enrollment
\$0.00	Paid in full	\$10,800.00		\$0.00	Paid in full
		- \$10,800.00	Pay at time of enrollment		
		\$0.00	Paid in full		Add \$250 if going part-time

*optional supplies may be added to the totals at students request and Blue Sky's approval.

2. Payment in full at orientation:

FULL TIME: Medical		PART TIME: Medical		FULL TIME: KINESIOLOGY:	
\$50.00	Application fee	\$50.00	Application fee	\$50.00	Application fee
- \$50.00	Pay with application	- \$50.00	Pay with application	- \$50.00	Pay with application
\$ 0.00		\$0.00		\$0.00	
+\$10,550.00	Tuition	+\$10,550.00	Tuition	+\$11,550.00	Tuition
\$10,550.00		\$ 10,550.00		\$ 11,550.00	
- \$1,000.00	Pay at time of enrollment	+ \$250.00	Part time fee	- \$1,000.00	Pay at time of enrollment
\$9,550.00		\$10,800.00		\$10,550.00	
- \$9,550.00	Due on or before orientation day	- \$1,000.00	Pay at time of enrollment	- \$10,550.00	Due on or before orientation day
\$0.00	Paid in full	\$9,800.00		\$0.00	Paid in full
		- \$9,800.00	Due on or before orientation day		
		\$0.00	Paid in full		Add \$250 if going part-time

*optional supplies may be added to the totals at students request and Blue Sky's approval.

3. Other Student loan funding:

Indicate any of the funding options you qualify for and will be receiving below. **PLEASE NOTE: The \$1,000 deposit is due at time of enrollment even if a full payment from an outside source is expected. This helps cover part of your education until funds arrive. Deposit payment plans are available as indicated on the Deposit Options Form. Submit the Deposit Options Form and the Enrollment Agreement along with your deposit payment. Once all tuition and fees have been received, any credit to the account will be refunded to the appropriate party.**

_____ Department of Vocational Rehabilitation, Workforce Development or Tribal Funding (circle which)

_____ G.I. Bill which Chapter? _____

_____ Private Loan: (note name & documentation required) _____

_____ Other: (please indicate the name) _____

Student/Guardian Initials _____

4. **Personalized Payment Plan (individual plans):**

Blue Sky School of Professional Massage & Therapeutic Bodywork is **not a lending institution**. You are likely to find favorable rates for financing your total fees through lending institutions. If you are unable to finance your total fees in another way, you may apply to pay your fees using an individual payment plan. The application must be received a minimum of two weeks before the first day of class. ***This is an enrollment agreement instrument and is non-negotiable. Every holder takes it subject to all other claims and defenses of the maker or obligor.*** (Note: **\$1,000 deposit is due at time of enrollment even if a full payment from the outside source is expected. This helps cover part of your education until funds arrive. Once all tuition and fees have been received, any credit to the account will be refunded to the appropriate party.**)

Suggested monthly payment plan: other options available upon request

FULL TIME:		PART TIME:		KINESIOLOGY:	
\$50.00	Application fee	\$50.00	Application fee	\$50.00	Application fee
- \$50.00	Pay with application	- \$50.00	Pay with application	- \$50.00	Pay with application
\$ 0.00		\$0.00		\$0.00	
+ \$10,550.00	Tuition	+ \$10,550.00	Tuition	+ \$11,550.00	Tuition
\$10,550.00		\$ 10,550.00		\$ 11,550.00	
- \$1,000.00	Pay at time of enrollment	+ \$250.00	Part time fee	- \$1,000.00	Pay at time of enrollment
\$9,550.00		\$10,800.00		\$10,550.00	
+ \$150.00	\$75 per semester Admin fee x2 semesters	- \$1,000.00	Pay at time of enrollment	+ \$150.00	\$75 per semester Admin fee x2 semesters
\$9,700.00		\$9,800.00		\$10,700.00	
- \$9,700.00	10 monthly payment of \$970.00	+ \$300.00	\$75 per semester Admin fee x4 semesters	- \$10,700.00	10 monthly payment of \$1070.00
\$0.00	Paid in full	\$10,100.00		\$0.00	Paid in full
		- \$10,100.00	20 payments of \$505.00		
		\$0.00	Paid in full		

*optional supplies may be added to the totals at students request and Blue Sky's approval.

Payment Option Commitment (Sign below):

I have checked/checked my preferred payment option above. I am capable and willing to honor this financial responsibility.

Signature of Person Enrolling _____

Date _____

Confirm your Deposit option

Deposit Amount enclosed: \$ _____

Minimum of \$1,000 is due at time of enrollment, unless the Deposit Option form has been approved and submitted, available on request, available for those who qualify.

Deposit or tuition payment enclosed (check one):

_____ Check Number _____ Check Date _____

_____ Credit Card # _____ Exp. Date: _____ Code: _____

\$ _____ Tuition amount to charge (add 4% for CC fee)

Name as it appears on the card: _____

Street address for the card: _____ Zip code: _____

Authorized Signature: _____

When using Visa, MasterCard or American Express, an additional 4% processing fee will be added to all tuition payments. A \$35.00 fee will be charged for checks returned due to non-sufficient funds. (Rates and fees are subject to change.)

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Policies – Applicant Reviews

- 1. Withdrawal / Dismissal Policy:** A student may withdraw from the program at any time. A student may be dismissed from one or more classes for failing to comply with Blue Sky's Satisfactory Progress Policy, Attendance Policy or any other school policies as specified in the student handbook and/or failing to meet tuition obligations. A fee will be assessed for early withdrawal or dismissal and is subject to change (see Refund Policy). Books and supplies are non returnable. Tuition will be prorated for classes attended and the withdrawal date will be the last day the student attended class. If no notification is received after missing three consecutive classes, the student will be considered withdrawn and the withdrawal will be dated as the last attended class date. Veteran's program participants may be subject to GI Bill regulations which require a portion of funds received on their account to be returned. No academic credit given for incomplete classes. The student is responsible for their entire financial obligations to school and must pay it in full. Delinquent accounts will be forwarded to a collection agency. All additional collection and legal fees will be added to the account.

If a student re-enrolls more than 180 days from withdrawal or dismissal, the student begins the program anew.

- 2. Placement:** The School receives announcements of job openings in the greater Milwaukee, Green Bay and Madison area. These openings are posted and dated. A file of job opportunities is made available to all students and alumni at the main location. Formal placement service is not provided nor do we guarantee employment.
- 3. Additional Fees (All fees must be mailed to our Administrative Offices in Grafton):** At times during the course of study it may be necessary to charge additional fees. All fees are based on student choices and/or actions. The following is a disclosure of all fees charged by the school that a student may incur while in school.
 - \$10 for replacement of name tag
 - \$0.10 per page for photo copies made
 - Retaking classes: \$18 per clock hour (upon withdrawing prior to completion of the retake class, a pro-rata refund will be given.
 - \$25 fee for: each demerit after three demerits given or late payment fee each month
 - \$30 fee for Quiz retake (due at time of retake)
 - \$35 fee for a returned check or stop payment of a check
 - \$50 fee for: withdrawal/dismissal from program in Semester I, or non-refundable down payment for signing up for optional seminars, or for each month on extension (with maximum of 5 months), or once enrolled in a seminar *to transfer* from one seminar to another or one date to another, or the non refundable Interview Fee due at time of interview.
 - \$75 fee for: payment plan administration fee per semester invoiced at the beginning of each semester and thereafter until balance is paid in full, or Tests/ Midterms/ Exams/ Practicum's retake (due at time of retake) or oral test make-up or retake during non class hours (due at time of retake or makeup).
 - \$100 fee for: previous education exam fee, or Comprehensive Board Review Exam per portion (CAPP, MSAK, CST)
 - \$150 fee for: student "no shows" or attends the wrong seminar in addition to the transfer fee.
 - \$250 fee for: changing from one class to another (e.g.: full day to 2 evenings, 2 evenings to full day, Spring to Fall etc.), switching tracks after final selection, or switching from full-time to part-time plus any tuition, supply increases if applicable, or taking a leave of absence or reinstatement
 - \$400 fee for withdrawal/dismissal from program in Semester II
 - Tutoring: dependant on tutor, fee arranged directly with tutor
 - Administrative fee for tuition paid by credit card, 4% of the total being charged

* Fees are subject to change with prior notification.

REFUND POLICY

1. Refund Policy (Non-Veteran):

Blue Sky policy for the refund of tuition in the event that an enrolled student withdraws, is suspended or is dismissed from the program at any time prior to completion is as follows;

Notification of withdrawal is preferred to be done in writing. The official withdrawal date is the date of receipt of the student's withdrawal letter or two scheduled class weeks after the last class day attended by the student, whichever date is earlier.

Three Day Cancellation: A student who withdraws from the Program within three (3) business days after submitting the Enrollment Agreement will receive a full refund of tuition paid within 10 business days.

Pro Rata Refund: After the Three Day Cancellation period, any student who attends Blue Sky then withdraws or is dismissed on or before completing 60% of instruction may be entitled to a pro rata refund less withdrawal fees (\$50 in Semester I or \$400 in Semester II) and payment plan admin.fee of \$75 per semester. The pro rata refund is determined by the number of clock hours

Student/Guardian Initials _____

(excluding scheduled breaks) that will not be completed divided by the total number of clock hours in the program (excluding breaks), rounded down to the next 10%. That percentage is applied to the total tuition charged the student for the current enrollment period, and results in the refund amount. Any student who completes 60% or more of the program is not eligible for a refund. Blue Sky shall issue refunds to the student within 30 days of the student's withdrawal date (not including those utilizing the 3 day cancellation).

Efforts will be made to refund amounts for books & supplies unless the student consumed or used those items and they can't be used, sold, or returned by the school to the supplier.

Optional Courses: This policy does not apply to optional courses/seminars taken in addition to the requirements of the Program.

2. Refund Policy (Veterans): In the event a student approved by the US Department of Veterans Affairs (VA) for veterans' education benefits withdraws or is dismissed prior to completion, the Blue Sky School of Professional Massage and Therapeutic Bodywork follows the following policy to refund unused tuition. If an eligible student attends only a portion of the program, the amount charged will not exceed the exact prorated portion of the total tuition charge, which is the length of the completed portion divided by the total program length. Put another way, the refund for prepayments is determined by dividing the number of calendar days remaining in the program on the date of withdrawal or dismissal by the total number of calendar days in the enrollment period. The pro rata refund is the resulting percentage of the total tuition charged the student for the current enrollment period. School policy complies with CFR section 21.4255.

3. Student Grievance Policy: At Blue Sky we strive to make the student's journey a positive one, complaints or concerns will be addressed in a timely manner. If the complaint or concern is regarding the school, staff, policies or procedures, the student should complete the Complaint Discrimination Harassment Form (C.D.H.F), found near the student mailboxes, and forward it to the Administrative Office. A student may also contact the Administrative Office via phone, email, fax or mail. The Administrative Office will respond in writing within one week of receipt of grievances or forward the grievance to the Student Review Committee. The Student Review Committee has two weeks from receipt of a grievance to act on it.

If not satisfied with the resolution, the student may follow an appeals process listed below. Complaints concerning an Administrative Staff should be directed to the Director of Operations at the Grafton Administrative Office.

4. Part Time Students: The part time program consists of a minimum of 4 semesters over a twenty-three month period. Students enroll as Part time 1 for the first 11.5 months, then Part time 2 for the next 11.5 months. An enrollment agreement is required for each of these sections. For changes in the curriculum, the student is responsible to fulfill any new requirements. These requirements may include, but are not limited to: additional book purchases, additional curriculum hours that may occur, and additional tuition. The student is required to attend orientation at the beginning of each year to receive any updated handbook, supplies, and information. Students who begin the program at a full time status, but switch to part time are responsible for all part time requirements, as stated above.

5. Cancellation of program: Blue Sky School of Professional Massage and Therapeutic Bodywork has the right to cancel or reduce the number of programs offered. If cancellation of a class is required, students will be notified at least 24 hours in advance. However, if it is due to inclement weather, shorter notices may occur. If cancellation of a class section or program is required, student will be advised at least one week before cancellation. Student will be given the choice of transferring to another section/program or withdrawing with a full refund (less the \$50 non-refundable interview fee).

6. In accordance with Federal and State Regulations, Blue Sky does not discriminate against any member of staff, faculty, or student body with regards to race, color, religion, gender, age, national origin, disability, sexual orientation, or other as protected by law or provides each with the same rights, privileges, programs and activities generally accorded or made available. The school does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, sexual orientation, or other as protected by law in the administration of education policies, admission policies, school administered programs, or employment policies. Blue Sky does not tolerate any form of sexual harassment by its staff, faculty, students, or public.

Student/Guardian Initials _____

Blue Sky School of Professional Massage & Therapeutic Bodywork

Administrative Offices Grafton:

1230 13th Avenue – Grafton, WI 53024
Phone: 262-376-1011 – Fax: 262-376-7707

Green Bay:

2670 South Ashland Avenue, Suite 101, Green Bay, WI 54304
Phone: 920-489-2861 – Fax: 920-489-8076

Auxiliary Classroom:

485 S. Military Rd, Fond Du Lac, WI, 54935

ENROLLMENT AGREEMENT for SEPTEMBER 2018 STUDENTS

Statement of Commitment – Applicant Completes

I have read all pages, received and understand the 2018 school catalog and addendum, and all pages of this Enrollment Agreement. I have had my questions answered and understand the financial, classroom, study and practice commitment involved with successfully attending Blue Sky School of Professional Massage & Therapeutic Bodywork. I have read and understand the withdrawal terms indicated in this agreement and understand the terms that would apply should I decide to withdraw, switch sections or change status from school (upon school's receipt of this signed agreement).

Blue Sky School of Professional Massage & Therapeutic Bodywork reserves the right to change requirements, regulations and fees at any time. Earlier published information is superseded by this publication.

Blue Sky School of Professional Massage & Therapeutic Bodywork may photograph and/or videotape class sessions. Blue Sky reserves the right to use any such photograph and/or videotapes in conjunction with its advertising, displays, publicity materials or any other form of material as deemed appropriate without cost and without obtaining further consent from any participant. Blue Sky School of Professional Massage and Therapeutic Bodywork reserves the right to use an outside collection agency to collect any delinquent fees due to the school. All applicable collection and legal fees will be added to the account.

I wish to enroll as a student at Blue Sky School of Professional Massage & Therapeutic Bodywork. I understand this Enrollment Agreement, accompanied by the 2018 school catalog accompanied by any catalog addendum, are a legal and binding contract and accept the policies therein.

I HAVE READ THIS AGREEMENT AND HAVE MADE A COPY OF IT ONCE COMPLETED FOR MY RECORDS. I UNDERSTAND THAT AN ACCEPTED COPY SIGNED BY A SCHOOL OFFICIAL WILL BE SENT TO ME AFTER IT IS RECEIVED AT THE SCHOOL.

Signature of Person Enrolling

Date

Signature of School Official

Date

Student/Guardian Initials _____