Thank you for your interest in North Eastern Wisconsin (N.E.W.) School of Massage Therapy. This information will help you with your decision to pursue a career in Massage Therapy. We invite you to give us a call and come in for a tour to answer your questions and support you in your N.E.W. journey.

We opened our school in April 2011, and have graduated 10 classes! Our 11th program will begin September 5th 2017 and end June 14th 2018. The information enclosed is for this upcoming program.

Our Mission is to provide students with a success driven education, and to prepare our students for the profession of massage therapy while integrating a healthy lifestyle centered on overall wellness. Being student centered, our staff focuses on the joy of learning while fostering professional relationships and mentorship.

We welcome adult students of all ages and educational background and do not discriminate based on age, race, ethnicity, gender, sexual orientation, religion, disability or marital status.

We are here to help guide your path to becoming the best massage therapist you can be. We believe you will graduate with a deeper understanding of yourself, the human body and the profession of massage. You will enjoy our exceptional curriculum, which emphasizes hands-on learning in a professional but relaxed and warm environment.

After reviewing the enclosed information, call or schedule a tour on line to come meet with up personally. During your tour we can answer questions and give you additional school information.

We look forward to hearing from you,

Ramona Trudeau LMT

Owner and founder N.E.W. School of Massage Therapy LLC

Catalog Edition 2 2017

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**General Information**

North Eastern Wisconsin School of Massage Therapy is situated in the historic Waldo high school building, built in 1904, in Waldo WI.

The school is located in the Waldo Wellness Center and includes a classroom, kitchen/break room, and massage clinic rooms. In addition, the school features a yoga room, plenty of parking and acres of land to enjoy on your breaks.

Ramona Trudeau owns the school. She is a Wisconsin state licensed massage therapist and has been practicing since 2003. In addition to being a small business owner and experienced massage instructor she also is a certified Yoga instructor and currently in school for baking and herbal medicine. Ramona also teaches and/or supervises each and every class taught at N.E.W.

Our program is full time and runs one full school year. Our 11th program will begin September 5th 2017 and end June 14th 2018.

Tuesday and Wednesday 8:30am-5:30pm (8 hours a day with a 1hour lunch break)

In addition to the regular class schedule, you will have some required outside hours to complete. These hours are 51 hours of Professional experiences, these hours include field trip, events, tours, time with mentors, and so much more. You will also be required to complete 10 clinic shifts, each are 5 hours long.

The total program hours are 672 hours. Most of the hours are included in the regular class hours. We have some vacation breaks during the school year. These are November 19-25, December 20-January 2, March 25-31, May 27-June 2.

Graduation date will be chosen by the class as a group. Graduation will take place within 3 weeks from the last day of class.

Approximate drive time from the center of each city:

West Bend 35 minutes Sheboygan 20 minutes

Fond du Lac 45 minutes Manitowoc 45 minutes

Grafton 35 minutes Plymouth 12 minutes

Port Washington 28 minutes Milwaukee 55 minutes

**Admissions and Entrance Requirements**

The admission process for N.E.W. is quite simple.

First: review our catalog. This will give you an idea if the program at N.E.W. is a good fit for you, your education and career goals.

Second: call to schedule an appointment to tour the school. This is a great time to ask questions and get the opportunity to meet with the owners. At this time you will receive an admission application and packet.

Third, fill out the application and mail it in or drop it off with the application fee. Call us to schedule an interview. While waiting for your interview appointment, you can collect any additional documentation required.

Fourth, during your interview, we will ask you questions that will help us determine if N.E.W. is a good fit for you. You and an owner will go over the program, discuss the field of massage therapy, your personal, educational and career goals, discuss financial arrangements, and answer all of your questions.

After the interview, If N.E.W. accepts you into the program; you will receive a phone call followed by an acceptance letter in the mail. If not accepted into the program, you will receive notification by mail along with the documents you submitted.

Once accepted into the program, a tuition deposit will be expected from you to reserve your registration. This deposit is 100% refundable if you, for any reason, decide not to attend N.E.W. (see page 10 for details)

**Admission Requirements**

* Read catalog
* Have tour of school
* Submit completed application
* Pay the $700.00 tuition deposit
* Attend interview with owner
* Provide proof you are 18 years old or older
* Submit a photo of yourself (casual) with application
* Provide verification of high school diploma or GED
* Letter from health care provider that you are free of communicable disease and physically able to perform and receive massage up to 4 hours a day.
* Must show proof of receiving 2 professional massages
* Sign 3-day cancellation form (if you decide not to attend N.E.W. and notify us within 3 days you will receive a full refund of all monies paid within 10 days of notification by you.)
* Application, application fee, and a tuition deposit and all supporting documentation must be received 1 week prior to first class date

Potential students need to be aware that the Wisconsin Department of Safety and Professional services may deny or limit an applicant applying for a massage therapy license if they have a conviction of a felony or misdemeanor if in anyway relates to the laws to practice massage therapy in the state of Wisconsin. These determinations are made by the state. If a student feels that they may fall into this category, we strongly suggest that you contact the DSPS prior to starting the program. Contact information can be found at [www.dsps.wi.gov](http://www.dsps.wi.gov)

**Advanced Standing**

The N.E.W. School of Massage Therapy may grant credit and shorten the training program for prior education and training (including military training), if the school feels the student’s previous experience was in line with our training. Applicable training will be addressed prior to the student staring the program.

**Study Hall**

Each class will have a posted study hall time. Times will be posted in class room. This open study time provides a time in which students can meet to use school resources, practice massage or study alone. A NEW representative will be available during this time. This is not to be confused with private tutoring. Students can use library and reference materials along with DVD’s to enhance their learning. There is no cost to use the study hall time and it is a benefit to the students. If student has hired private tutor, they are welcome to meet you here for study hall.

**Student Progress Reports**

Grading for every class will be a combination of homework, participation, class work, quizzes, exams and practical bodywork as outlined in each class syllabus.

N.E.W. uses the following grading scale:

90-100% = A

80-89% = B

70-79% = C

Students are required to maintain a 70% or higher grade point average in every class to pass. Anything below 70% is failing and class must be retaken at students’ expense. Class retakes are $15.00 an hour for every hour the class meets; they must be taken the next time that class is offered.

Students will receive a progress report at each mid- semester. Students will receive their final grade for a class within 1 week after the final exam or last day of class.

At any time, a student or instructor may request a conference with student/instructor to discuss class progress, concerns or grades. Conference should take place within 1 week of request. Conferences will not exceed 30 minutes.

**Probation, Dismissal and Re-Admittance**

Probation: If at any time a student falls below 70% in any class, they will be put on probation. The student will be notified in writing. The student will meet with one of the owners to discuss why the student feels they are below 70% and come up with a written plan/goal of how the grade percentage can improve. When the grade has increased to 75% they will be off probation. Students on probation must increase grade to a minimum of 75% within 5 weeks. If student does not achieve this percentage, they will be dismissed.

Dismissal: A student may be dismissed from the program for academic reasons, excessive absence, creating an unsafe environment for others, failure to adhere to school policies, vandalism or theft, not fulfilling financial payment agreement by exceeding 45 days late on scheduled payment or anything else that would be considered unprofessional conduct. If a student feels he/she should not be dismissed, a letter should be submitted expressing his or her concerns in writing within 3 days of notification. The owners will contact the student within 3 days to notify student of their decision to overturn dismissal.

Re-admittance*:* A student may reapply to N.E.W. if he/she is interested in returning to the program as if they were a new student by following all of the admission policy. During the interview process, the student and owners will discuss the situation that caused the student to exit the program originally to insure that all issues have been resolved and there is a plan for success in place for the student. Students that are granted re-admittance will be given credit for all prior successfully completed hours.

**Student Records**

Students’ records will remain at the school in a locked area. All student records and information will be kept confidential other than information that is required by the state. Records will be available to the student by appointment only. If a student wants copies of transcripts or supportive documents there will be a processing fee assessed not to exceed $25.00. Student records can be mailed to other institutions with a signed written request from the student and processing fee paid. The school has permanent retention of student records and will be accessible as long as the school is in operation. If at any time the school closes, records will be sent to the Education Approval Board in Madison, WI.

**Student Conduct**

Students are expected to maintain a professional appearance and demeanor while at school or when representing the school. This includes but is not limited to:

* Using appropriate language.
* Demonstrate respect to everyone regardless of their age, gender, race, national origin, sexual orientation, religion, socio-economic status, body type, or anything else.
* Refrain from interfering with others teaching or learning.
* Handling conflict in a calm and respectful manner.
* Following dress code.
* Cell phones are to be silenced and put away during class.
* Help in maintaining a clean and safe environment.
* Cheating on any school related activity.
* Students are expected to stay home when they are sick.
* Students will not be under the influence of illegal drugs or alcohol.
* Smoking is not allowed on the school grounds either in the building or on the property surrounding it.

Students who do not adhere to the student conduct policy will be asked to leave for the day. The student will need to contact the school within 48 hours to schedule and pay to make up time.

**Dress Code**

N.E.W. staff and students are expected to follow the dress code. A business casual attire, health care provider or professional attire is expected. If appropriate dress is questioned, an owner will meet with student to discuss issue personally.

The dress code is as follows:

* Comfortable clothes can be worn in class
* Shoes are required
* Shirts should show no more than 1 inch below collar bone.
* No skin should be visible in the torso region of the body.
* Sleeves on shirts should be above elbow.
* No logo, words or pictures on clothing.
* Scrubs are acceptable in one solid muted color.
* Socks must be worn.
* Shorts and skirts are acceptable in warm weather as long as length in center of thigh and business casual style.
* During student clinic, students wear spa attire, scrubs or docker style pants and a polo shirt.
* During student clinic, students must wear close toed shoes.
* When there is a guest speaker or we are on a field trip business casual attire is expected.

**Leaves of Absence**

If the student feels he/she needs to leave the program, N.E.W. will work one on one with the student to help him/her make the best choice for their situation. We do not offer a leave of absence status for students, but encourage students to reapply when their situation is resolved.

**Attendance**

Students are required to attend all 672 hours of the program. Any and all absence time is required to be made up, including tardiness. The instructor will take attendance at the beginning of every class and will document an absence or tardiness on the attendance sheet.

Within 48 hours of missed class, students are required to contact the school to schedule a make up appointment for all class hours missed and arrange for payment of the make up fee. Students will be charged $30.00 per hour for make up time. All make up time and fees must be paid before student will be allowed to start the next semester or graduate. These fees may be waved in cases of immediate death of a family member or serious family or personal emergency. Each situation will be evaluated. Class time made up while attending another class we are currently offering, if available, will be at no charge to the student.

Students will be required to meet with an owner for every absence or tardy to discuss a plan for the student’s success. Make up time is almost always on Tuesdays.

In case of inclement weather or unforeseen class cancellation, make up class will be held within 2 weeks unless otherwise announced. There is no charge to make up a class missed for a cancelled class. Students will be called at the number they have on file with the school. Students may also contact the school if they have concerns whether class will be open or not. We will try to pick a make up day that works best for the majority of the class.

Any student who does not attend 4 consecutive days without contact with the school will be considered withdrawn from the program. A phone call will be placed to the student and a letter will be sent to the students address.

**Tardiness**

N.E.W. expects students to be in class and ready at the time class starts and are encouraged to arrive at school 15 minutes prior to class beginning. If a student is tardy, the student will be required to meet with owner, make up the time missed and pay the make up fee of $30.00 per hour pro rated for the time student was tardy. This time must be made up and fees paid within 2 weeks of the tardy.

**Student Complaints**

It is recommended that students address issues directly with the person to whom they have concerns or complaints. If resolution was not achieved, student should contact owners of N.E.W. as soon as possible to schedule a meeting. Your concerns are very important to us. We encourage students not to delay in bringing concerns to our attention.

During the meeting we will work together to find resolution. At the time of this meeting, another meeting will be scheduled as a follow up to insure issues have been addressed and resolved. At any time, if a student does not feel that concerns have been effectively addressed, complaint may be addressed to:

State of Wisconsin Educational Approval Board

201 West Washington Avenue, 3rd floor

Madison WI 53703

**Tuition and Fees**

We offer an all inclusive tuition. Our tuition is $9,000. This includes your tuition, books, massage table or chair, school shirt, CPR/AED and first aid class, both your student and first year liability insurance, and all class field trips.

The length of program is September to June

The program is 672 hours in length and is divided into 2 semesters.

Students may cancel their application by calling the school within 3 business days of signing the customer’s right to cancel form and receive a full refund of any tuition paid.

These refunds will be made within 10 business days of notice.

If a student is dismissed or withdraws from the program tuition refunds will be made on a pro-rata basis calculated by percent of hours attended. If the student owes the school tuition, he or she will be required to make payment in full of monies owed within 40 days or legal action will be taken to retrieve those monies.

Refunds due to students no longer in our program will receive the refund within 40 days of dismissal or withdrawal.

**Refunds:**

In accordance with state of Wisconsin regulations, student refunds will be as follows:

The student will receive a full refund of all monies paid if the student cancels within the three business day cancellation period. This refund will be made within 10 business days of notice. The student who withdraws or is dismissed after the third business day cancellation period, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro-rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of $100.00.

Pro-rata refund shall be determined as the number of units remaining after the last unit completed divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro-rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

The school will issue refunds within 40 days of the effective date of termination. The student is considered withdrawn from the school if the student fails to attend classes, utilize instructional facilities or submit lesson without providing an explanation to the school regarding the inactivity for 1 full week.

No refund, pro-rate or otherwise, is required for any student (see separate policy for Veteran students) who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student’s control. The student is to address his or her termination in writing within 5 days to the owners. Refund before attending any unit of instruction is 100% refund less a one-time application fee of $100.00.

VA students will be refunded 100% of total tuition and fees paid, if they choose to withdraw or schooling has been terminated, less $10 application fee and the pro-rata portion of tuition. This refund will be made within 40 days after the last class attended or the effective date of withdrawal or termination.

After completing:

|  |  |  |
| --- | --- | --- |
| **At Least** | **But less then** | **Refund of tuition** |
| 1 unit/class | 10% | 90% |
| 10% | 20% | 80% |
| 20% | 30% | 70% |
| 30% | 40% | 60% |
| 40% | 50% | 50% |
| 50% | 60% | 40% |
| 60% | no | No refund |

**Payment Plan:**

It is recommended to pay tuition in full at the beginning of the program. For those not able to pay tuition in full at that time, you may choose from the following payment plans. Whichever payment option you choose, everyone must make a tuition deposit to be considered enrolled in the program.

Every student not paying tuition in full at the beginning of the program will need to fill out a financial contract with a plan on how they intend to pay for school. This can be done at time of interview.

There are many options to pay for tuition some examples are below. We are available to discuss these and other options at any time with potential students.

*Payment option one:*

$700.00 tuition deposit

$2,000.00 on or before the 1st day of class 1st semester

$2,000.00 on or before mid-semester of 1st semester

$2,000.00 on or before the 1st day of class 2nd semester

$2,300.00 on or before mid-semester of 2nd semester

*Payment options two:*

$700.00 tuition deposit

$4,000.00 on or before the 1st day of class

$4,300.00 on or before the 1st day of second semester

*Payment options three:*

$700.00 tuition deposit

$8,300.00 divided per month for class year until tuition balance is paid in full.

**Payments should be made to: North Eastern Wisconsin School of Massage Therapy**.

Payments can be made in cash, check, money order, pay pal, visa or master card only. Payments more than 7 days late will be assessed a $30.00 late fee for every 30 day the payment is late. A $35.00 fee will be added to any returned checks. It will not be possible to graduate or receive a diploma if tuition is not paid in full. Any student who makes a payment with a credit card will be charged a fee of .05% of balance charged.

**Diploma/Graduation Requirements**

* Successfully complete program classes 70% or higher.
* Successfully complete all make up time and related fees.
* All financial obligations to the school must be met before diploma will be issued.
* All field trip hours must be completed and documented.
* All students must have current CPR/AED/ First Aid card.
* Completed National and State paperwork and payment.

**Employment Assistance Services and Results**

The school will maintain an employment opportunity board at the school location that is available during regular school hours for students and graduates to view. We will also post this information on our website and/or our facebook page. Students are not guaranteed employment after graduation and we have no placement services available.

Graduates are encouraged to fill out surveys after graduation so we can track the success of our student. These will be mailed,emailed to the students, 3, 6 and 12 months after graduation. Or we will contact the students by phone.

**Educational/Program Objective:**

To meet the educational and program objective of our massage therapy program, we use a variety of teaching methods with a special emphasis for Hands-On experiential learning along with incorporating multiple-model learning styles. Whether you learn primarily through visual, auditory, kinesthetic or multiple learning styles, you will get the most out of your learning experience while studying with us at the NEW School.

Upon completion of our program you will be prepared for your career in massage therapy. Our students’ will have at their disposal a wide variety of skills in which to obtain employment or create a viable private practice. You will develop professional communication skills along with effective assessment and treatment skills that will provide you with a foundation from which to create the massage career you desire.

Upon completion of our program, you will be able to:

* Be prepared for an entry-level position as a massage therapist.
* Understand the importance of ethics and professionalism in massage therapy.
* Develop and perform a variety of relaxation and therapeutic massage sessions.
* Understand, communicate and document effectively with clients and other medical and complimentary/alternative professionals.
* Understand the law of Wisconsin as they pertain to massage therapy.
* Understand and use knowledge of medical terminology, anatomy and physiology appropriately in written and verbal communication.
* Use employability skills including interviewing techniques, resume writing, networking, professional introductions and business plan development.
* Effectively palpate and treat muscles of the body.
* Assess and treat a variety of musculoskeletal dysfunctions.
* Identify the origins, insertions and actions of the muscles of the human body.

**Program Curriculum Massage Therapy**

Our program is divided into 2 semesters.

|  |  |
| --- | --- |
| Semester 1  Orientation 3 hours  Career Launch 35 hours  CAM 46 hours  MTTTP 1 (massage technique, theory and therapeutic practice) 162 hours  PPAK (Anatomy, physiology,  pathology and kinesiology) 62 hours  Professional experiences 8 hours  CPR/AED/1st aid 5 hours  Total clock hours 321 hours | Semester 2  Adjunct therapy 47 hours  MTTTP 2 (massage technique, theory and therapeutic practice) 103 hours  Career Launch 35 hours  PPAK (Anatomy, physiology,  pathology and kinesiology) 63 hours  Clinic 60 hours  Professional experiences 41 hours  Total clock hours 351 hours |
| Our program  672 hours clock hours  Anatomy, physiology,  pathology and kinesiology 125 hours  Business, law and ethics 70 hours  Massage therapy theory,  Techniques, practice 312 hours  Additional course offerings 100 hours  Student clinic 60 hours  CPR/AED/1st aid 5 hours | Wisconsin state requirements  600 hours clock hours  Anatomy, physiology,  pathology and kinesiology 125 hours  Business, law and ethics 50 hours  Massage therapy theory,  techniques and practice 300 hours  Additional course offerings 100 hours  Student clinic 20 hours  CPR/AED/first aid 5 hours |

Note: A clock hour is 50 minutes of instruction

**Program Class Descriptions**

**Orientation to program**

This class is offered the first day of school from 9am-12pm.

During this orientation class students will receive a tour of the school, an overview of the program, how to read their syllabus, go over the school calendar and school policies. We distribute text books, t-shirts and other items. We will discuss test taking skills and study skills. This is a time where students get to know their classmates, can ask questions and prepare for their education as a massage therapist. Following orientation day, the first week of school is orientation week. We spend this time going over every class so each student feels prepared.

**Career Launch 1 and 2**

Business Ethics and Law will be taught in this class. This class will teach the current Wisconsin state laws regarding massage therapy, prepare students for the business practices of massage therapies and teach the ethics of the massage therapy profession.

**MTTTP 1**

This is a hands on class and students will give and receive massages every week. A full body relaxation massage will be taught using a variety of Swedish and relaxation techniques. Twin sheets, pillow and blanket are required. Muscles of the body will be covered during class along with common pathologies. Chair massage, sports massage, corporate massage, event planning and home visits will be covered. In addition, this class covers the theory and practice of massage. It includes effects-benefits and indications-contraindications of massage. The history of massage, equipment, sanitation and safety practices, consultation and documentation.

**CAM**

Massage therapy falls into the category of CAM (Complementary and Alternative Medicine) . This class will cover many different modalities and practices a massage therapist may encounter over his/her career. This is a lecture/discussion/participation style class with special speakers and videos to enhance the students’ experiences.

**Pathology, physiology, anatomy, kinesiology**

This class runs the entire program. This class covers the medical terminology and pathology for each body system along with an in-depth understanding of the body systems. In addition, kinesiology is taught by learning how the body moves, specific muscles, bones and their landmarks. This class also includes palpation of the information presented.

**Adjunct therapy**

This is a hands-on class that will teach students how to integrate hydrotherapy, cryotherapy and spa services into their personal practice and prepare them to work in a spa environment. This class will require additional linens and towels.

**MTTTP 2**

This class focuses on common structural pathologies a massage therapist could see in his/her practice. Condition specific techniques are taught and the use of adjunct therapies, self care, follow up and treatment plans and also when to refer out to other professionals. We also focus on research, session adaption’s and prepare for your national exam.

**Clinic**

During this class students will have the opportunity to work on the general public. Each student will perform a minimum of 60 one hour massages in our student clinic with supervision by a licensed massage therapist (LMT) with a minimum of 2 years experience. Treatments plans, soap notes, overall office protocol and incorporating a variety of techniques that are taught in class including spa services and hydrotherapy. Students will be required to bring/use 3 sets of sheets and 1 blanket each week to this class.

**Professional experience hours 51**

These hours are a great way for students to be exposed to other aspects of the massage therapy profession. These hours are outside of regular class time and are completed at the students own pace. These hours are a variety of events with examples being: a trip to the spa with a tour, movie with discussion, licensed massage therapist panel, one on one massage technique with licensed massage therapists, giving massage to instructors and/or licensed massage therapists at the school, speakers, marketing events and community service to just name a few. These hours are always supervised by a N.E.W. staff member or approved mentor. These hours can be started after the first day of class. There is no cost to the student for any event. Students must provide their own transportation if off site. A variety of day, evening and weekend opportunities will be available. These hours are not optional. These 51 hours begin after the first day of class and must be completed before graduation. A check list will be provided during orientation.

**CPR/AED/First aid**

**CPR: cardiopulmonary resuscitation AED: Automated External Defibrillator**

Students will take the CPR/AED/First aid in regular class hours.

**Helpful Internet Sites and Resources**

Use these resources to help you collect information into the profession of massage therapy.

[www.futurelmt.com](http://www.futurelmt.com)

[www.amta.com](http://www.amta.com)

[www.abmp.com](http://www.abmp.com)

[www.ncbtmb.com](http://www.ncbtmb.com)

[www.dsps.wi.gov](http://www.dsps.wi.gov) department of regulation and licensing

[www.bls.gov](http://www.bls.gov) bureau of labor statistics - search massage therapy

[www.massagenerd.com](http://www.massagenerd.com)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Wis. Stats. 38.50 (7) (e)* provides that a student shall have the right to cancel enrollment for a program until midnight of the third business day after receipt of notice of acceptance. This notice of the cancellation privilege shall be given to the student upon enrollment. In this document, seller refers to the school and buyer refers to the student. Persons with questions regarding the use and applicability of this form should contact the staff of the Educational Approval Board using the above information.** | | | | | |
| **Notice of Cancellation** | | | | | |
| **Enter Date of Transaction:** | | | | | |
| You may cancel this transaction, without any penalty or obligation, within three business days from the above date (Saturdays, Sundays and holidays are not business days).  If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.  If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller’s expense and risk.  If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without further obligation.  To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to   |  | | --- | |  |   (*Name of Seller)*  at   |  | | --- | |  |   (Address of *Seller)*  no later than midnight of the night of         *(Date)*  Note: Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll, and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school.  **I hereby cancel this transaction.** | | | | | |
| Date: | Buyer’s Signature: | Buyer’s Name (Print or Type): | | | |
| Address: | | | | P.O. Box: | |
| City: | | | State: | | Zip Code: |