



# East-West Healing Arts Institute

6425 Normandy Lane, Madison, WI 53719  
608-240-1600 • acupressureschool.com

## Enrollment Agreement: Full-Time

Last Name <input type="checkbox"/> Mrs <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.		First Name		Middle Name:	
Home Address:					
City:	State:	WI	Zip	E-mail:	
Home Phone:		Work Phone:		Cell Phone:	
SS#:	394-11-7057	Birthdate:	Program of Study: Asian Bodywork and Therapeutic Massage™		
Total Clock Hours:	Degree Received:	Start Date:	Total Time in Program:	Expected Graduation Full-Time Students:	
800	Diploma	5/19/2024	40 Weeks	4/13/2025	

*Cost for Academic Year 2023-2024 - Full Time	Plan A	Plan B	Plan C
Application Fee (Non-refundable)	100	100	100
Tuition	13,000	13,000	13,000
Payment Plan Fee		500	1,000
Books	600	600	600
Massage Table	450	450	450
Credentialing Fee (State Licensing Exam & WI Application)	450	450	450
<b>Total Charges</b>	<b>14,600</b>	<b>15,100</b>	<b>15,600</b>

PLAN A = 1 Payment, PLAN B = 2 Payments, PLAN C = 4 Payments

**NOTE:** The total charge for the 800 contact-hour Asian Bodywork and Therapeutic Massage Program is \$14,425 including any additional fees and charges outlined in this Enrollment Agreement.

Federal Student Financial Aid is available to eligible students. Please see the financial aid office for details.

**Supplies and Other Expenses:** All fees are subject to change.  
(Other required equipment and supply costs are based on student preferences. Cost ranges are as follows)

	Minimum	Maximum
Student Insurance ( <b>required~ provided free of charge</b> )	(\$45)	(\$99)
CPR, First Aid, AED Certification ( <b>required</b> ) Due by Term II	\$60	\$75
Linens ( <b>required</b> ) Due by Term 1, Wk 3	\$40	\$100
Lotions ( <b>required</b> ) Due by Term 1, Wk 3	\$100	\$400
Misc. optional books, workshops, supplies, accessories	\$20	\$300
Massage Chair (optional)	\$350	\$550
<b>Total</b>	<b>\$615</b>	<b>\$1,524</b>

I understand that I am responsible for payment of all tuition and fees. I further understand that payment in full is required to receive my diploma.

I am aware that the above costs are *in addition to* the application fee, base tuition, finance fees, text-book, massage table charges, and graduation fee. I also understand that these items are required for participation in the EWHAI massage therapy program if they are so noted.

I will pay all additional fees and have all additional required supplies by the due dates listed above in this section of the Enrollment Agreement.

**Student's signature:**

X \_\_\_\_\_

Student Initials: \_\_\_\_\_

**Incidental Administrative Charges**

Transcript requests \$15  
Schedule Modification \$100  
Late Fee (Five Business Days) \$50

3.5% Processing Fee for tuition paid by Credit Card  
Check Return (NSF) \$25  
Make-up Tutoring Fee \$35/hr payable to instructor

\*Costs are based on current rates: however EWHAI reserves the right to adjust tuition and fees at the beginning of any academic term but such increase will be announced at least 30 days in advance.

**Criminal Background Check:**

It is understood as part of the admissions process, EWHAI conducts a criminal background check for each student.

X  Student Initials.

**Note:** Convictions of certain crimes or pending charges may be grounds for denial of license if the circumstances of the conviction or charge are substantially related to professional practice. Applicants should check the following website for more information: <http://www.dhfs.state.wi.us/caregiver> or call (608) 266-5764 or contact the Wisconsin Department of Safety and Professional Services: <http://dps.wi.gov> or call (608) 266-2112. If you are liable for delinquent state taxes or child support, check with the Wisconsin Department of Safety and Professional Services as this may also impact your ability to obtain a Massage Therapy License.

The program offers 2 different schedules dependent on availability at time of enrollment: one weekday (9:00am-5:30pm) and one weekend day (9:00am-5:30pm) **or** two evenings (6:00pm-10:00pm) and one weekend day (9:00am-5:30pm). A minimum of 8 students is required to start a group.

I am aware that, in addition to the class hours listed in the Weekly Program Schedule, there is a graduation requirement of 130 Student Massage Clinic hours (with a minimum of 82 clients), 28 Student Chair Massage hours, 10 Acupressure/TuiNa Internship hours, and other out-of-class hands-on practice including homework time for which I am responsible. I understand class schedules vary depending on availability at time of enrollment. I understand that I can expect to invest a minimum of **36 hours** each week in the East-West Healing Arts Institute **Asian Bodywork and Therapeutic Massage™** program.

Weekly Program Schedule		
	Day Hours	Evening Hours
<b>Sunday</b>	9a-5:30p Eastern	
<b>Monday</b>		
<b>Tuesday</b>		6-10p Western
<b>Wednesday</b>		6-10p Western
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Special Session:</b>		

I am aware that **Student Massage Clinic hours are scheduled on Tuesdays (2:00 pm to 8:00), Thursdays (2:00 pm to 8:00 pm), Saturdays or Sundays (10:00 am to 4:00 pm) but that I will not be expected to hold Student Massage Clinic hours during my regularly schedule class time.** I understand that Student Chair Massage, and internship hours are variable. Student Chair Massage are scheduled events and students sign-up for individual events. Students are also able schedule internship hours Monday through Friday.

**Student's signature:**

X

**Academic Agreement**

I agree to comply with Institute rules and regulations during my course/program of study and understand that the Institute has the right to cancel this Agreement and expel me in the event of my failure to comply with the rules and regulations as stated in the current Catalog & Student Handbook. Any failure to maintain satisfactory academic progress or failure to pay tuition or other costs on time, may also result in termination.

Students must complete all graduation requirements before they may graduate.

Upon completion of the Asian Bodywork and Therapeutic Massage Program, the student will receive a diploma certifying they successfully completed our 800 hour **Asian Bodywork and Therapeutic Massage™** program.

All course work must be completed within 150% of the length of the course.

All non-classroom hour documentation and materials for the student's file must be completed and given to the School Administrator by the end of the fourth week in Term V. If a student is experiencing difficulty with this provision, he or she must ask the School Administrator for an extension. The School Administrator has the right to grant or deny the request.

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**Graduation Requirements List:**

1. 100% complete class attendance
2. All course work must be completed within 150% of the length of the course.
3. Demonstrate an average proficiency of at least 70% or higher for each class.
4. Successfully complete of all required hands on coursework: Student Clinic, Student Chair Massage, and Internship hours.
5. Comply with all policies and procedures at all times.
6. Development and maintenance of professional ethics
7. Return school materials borrowed: usb drives, library materials, equipment, or other learning resources in good condition or payment must be made to the school.
8. Show proof of liability insurance
9. Show proof of current CPR/AED and First Aid
10. Completion of the MBLEx Exam with the Federation of Massage and Bodywork Regulatory Boards. A copy of the unofficial score report form must be on file prior to graduation.
11. Successful pass the WI Jurisprudence Exam. A copy of the test feedback report must be on file prior to graduation.
12. Participate in a program evaluation.
13. All the fees and tuition have been paid in full to the school.

I also understand that the 2023-24 East-West Healing Arts Institute Catalog, published 7/1/2023, the Catalog Supplement and Student Handbook are incorporated as part of this agreement.

  X   Student Initials

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**Termination & Dismissal Policy**

EWHAI reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students, clients, faculty or other members of the EWHAI community, or failure to comply with the policies and procedures of the EWHAI.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school.

**Leave of Absence, Withdrawal and Re-Enrollment Policy**

**Leave of Absence:**

Students may be granted either a short-term or long-term leave of absence during their enrollment period. A leave of absence may be granted for family emergencies, major health issue, or severe learning challenges. Student must return to active enrollment at EWHAI within six months. Students interested in a leave of absents must complete a written request and meet with school administrator to have the request approved. After six months, students are considered to have voluntarily withdrawn and are to follow the withdrawal and re-enrollment policy as listed below.

**Withdrawal and Re-Enrollment Policy:**

Students who choose to withdrawal from the East-West Massage Therapy Program are requested to submit constructive notice requesting to withdraw from the program, provide an explanation for the request and meet with the school administrator for an exit interview. To see how refunds for withdrawals are calculated, see the East-West Cancellations and Refund Policy below.

Students who wish to return to the program must apply for re-enrollment within 12 months (365 days). To do so, they must submit a letter to administration requesting re-enrollment, pay the \$100 application fee and any remaining unpaid charges owed to East-West Healing Arts Institute. If the student re-enrolls within 6 months, the \$100.00 application fee will be waived.

Students who leave the program for more than 12 months (365 days) must retake the entire program. To do so, they must submit a new application, pay the current application fee, have a successful interview with the School Administrator, and pay full current tuition.

Students are allowed only one readmission to the East-West Healing Arts Institute Massage Therapy Program.

## Cancellations and Refund Policy

### Cancellation of Program by the School

If the school cancels or discontinues the program, the student shall have all tuition, fees and other charges refunded. In the case of school closure, EWHAI will notify students in writing at least 30 days prior to closing date, and designate a permanent custodian for all student records. Refunds of all tuition and fees, including returning Federal Student Financial Aid funds to the U.S Department of Education, will be provided within 45 days of the date of school closure.

The school reserves the right to revise the course schedules and curriculum as necessary. The school shall provide notice of any changes within seven business days of the schedule change.

Cancellation of class due to weather will be made up on an arranged date and time. Make-up of all classes missed is required.

A student who cancels their Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of all monies paid, except for the \$100 non-refundable application fee, within 10 business days. A student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the \$100 non-refundable application fee. If this Enrollment Agreement is not accepted by East-West Healing Arts Institute or if EWHAI cancels this agreement prior to the first day of class attendance, all monies, excluding the application fee, will be refunded.

Refunds are determined by the date of withdrawal from the program or the official date of termination. The official date of termination or withdrawal shall be determined by the date the school receives notice of the student's intention to discontinue the training program, or the student's last day of attendance (the last day a student participated in class, projects, student clinic, or examination); or if the student has been dismissed due to violating published school policy. East-West Healing Arts Institute may declare a student withdrawn from the program after absences for two consecutive scheduled class weeks without contacting the school. Refunds will be made within 40 days of the notice to withdraw or date of determination of withdrawal by the school.

### Refund Formula

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a prorated refund as follows:

<u>After completion of at least</u>	<u>but prior to completion of</u>	<u>the refund will be</u>
	The first day of class	100%
1 unit/class	10% of the program	90%
10%	20% of the program	80%
20%	30% of the program	70%
30%	40% of the program	60%
40%	50% of the program	50%
50%	60% of the program	40%
60%	no refund	

As part of this policy, the school will retain a one-time application fee of no more than \$100. A written notice of withdrawal is not required. For students receiving funds under Title IV and Title 38, the school will comply with federal guidelines concerning constructive notice of withdrawal. All, or a portion of the refund, will be used to pay grants, loans, scholarships or other financial aid in conformity with federal and state law. Refunds will be made within 40 days of the notice to withdraw or the date of determination of withdrawal by the school. The school will make a "good faith" effort to make a refund, if necessary, by sending certified mail to the student's and/or parent's permanent address.

Payment Plan Fee: Payment plan fee refunds will be pro-rated based on the same terms as the tuition refund policy.

### For Veterans Benefits

The nonrefundable portion of registration fees will not exceed \$10. All other charges to the student (including tuition, books and supplies issued by the school, registration fees in excess of \$10 and other fees) will not exceed the prorated portion of total charges that the length of the completed portion bears to the total length of the course. This policy is in compliance with the requirements of 38CFR21.4244.

### Refund Policy for Federal Financial Aid (Return of Title IV Funds)

When a student who has received Federal Financial Aid withdraws or is dismissed prior to completing 60% of the program, the Financial Aid Office will calculate the amount of federal financial aid that may be retained on behalf of the

student, and the amount that is required to be returned to the US Department of Education. This calculation determines the percentage of earned aid and is based on the ratio of clock hours scheduled to be complete as of the withdrawal/dismissal date divided by the total hours in the award period. The amount of assistance that a student has earned is determined on a pro-rate basis. That is, if a student completes 30% of the payment period, they earned 30% of the assistance they were originally scheduled to receive. Once 60% of the payment period has been completed, all assistance for that payment period has been earned.

The student can request a detailed copy of the refund calculation from the financial aid office at [financialaid@acupressureschool.com](mailto:financialaid@acupressureschool.com) or by phone at 608-240-1600.

If a student earned less aid than was dispersed, funds will be returned to the US Department of Education in the following order: Unsubsidized Federal Direct Student Loan, Subsidized Federal Direct Student Loan, Federal Parent (PLUS) Loan, and Federal Pell Grant. All funds required to be returned to the US Department of Education are charged to the student's tuition account balance and affects the amount of refund or balance owed by the student upon withdrawal/dismissal. If the calculation of Return to Title IV requires that the student return a portion of the financial aid that they received, the student has 45 days after notification to return the overpayment. Failure to do so may result in the student's ineligibility for federal student aid.

The student will receive a letter to their home mailing address when a calculation has been completed indicating the amount charged back, the current correct account balance, and the student's option for repayment. Questions about the Return to Title IV policy can be directed to the financial aid office at [financialaid@acupressureschool.com](mailto:financialaid@acupressureschool.com) or by phone at 608-240-1600.

If a student has earned more aid than has been disbursed, they are eligible for a post-withdrawal disbursement. Students will be notified that they are eligible for a post-withdrawal disbursement and must consent to disburse the funds to their student account.

A sample worksheet used to calculate Return to Title IV Funds by EWHAI is available at: <http://ifap.ed.gov/ifap/titleiv.jsp> and selecting "Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program."

Questions about this policy should be directed to the Financial Aid Office at [financialaid@acupressureschool.com](mailto:financialaid@acupressureschool.com) or by phone at 608-240-1600.

### **Withdrawal or Termination Date**

#### **Official Withdraw or Termination**

The official date of withdrawal or termination shall be determined by the date the school receives notice of the student's intention to discontinue the training program, or the date the student has been dismissed due to violating published school policy.

#### **Unofficial Withdraw**

East-West Healing Arts Institute may declare a student withdrawn from the program after absences for two consecutive scheduled class weeks without contacting the school. The unofficial withdrawal date is determined by the student's last day of attendance (the last day a student participated in class, projects, student clinic, or examination).

If a student is due a post-withdrawal disbursement, EWHAI will disburse any amount of the post-withdrawal disbursement of grant funds that is not credited to the student's account as soon as possible but no later than 45 days after the date of determination that the student withdrew.

If the post-withdrawal disbursement includes loan funds, EWHAI must obtain permission from the student before disbursement can be made. A student may choose to decline some or all of the loan funds so that they don't incur additional debt. EWHAI may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees (as contracted in the Enrollment and Tuition Agreement). East-West Healing Arts Institute must obtain student permission to use the post-withdrawal grant disbursement for all other school charges. If a student does not give their permission, they will be offered the funds. However, students will be advised that it may be in their best interest to allow EWHAI to keep the funds to reduce student debt at the school.

There are some Title IV funds that a student is scheduled to receive that cannot be disbursed to the student one they withdraw because of other eligibility requirements. For example, if a student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawing, they will not receive any Direct Loan funds that would have been received had they remained enrolled past the 30th day. If a student receives (or EWHAI or parents receive on a student's behalf) excess Title IV program funds that must be returned, EWHAI will return

a portion of the excess equal to the lesser of: 1. the student's institutional charges multiplied by the unearned percentage of their funds, or 2. the entire amount of excess funds. East-West Healing Arts Institute will return this amount even if it didn't keep this amount a student's Title IV program funds. If EWHAI is not required to return all of the excess funds, the student must return the remaining amount.

Any Federal Direct loan funds that a student must return, must be repaid by the student (or their parent for a Direct PLUS Loan) in accordance with the terms of the promissory note. That is, the student must make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid by the student is half of the grant funds received or were scheduled to receive. Students do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Students must make arrangements with EWHAI or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when a student withdraws are separate from any refund policy of EWHAI. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. East-West Healing Arts Institute may also charge a student for any Title IV program funds that the school was required to return.

Students who have withdrawn or terminated that have incurred any student loan debt as per NSLDS is advised to complete Exit Loan Counseling.

### Disclosure of Financial Information

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to allow or deny East-West Healing Arts Institute's disclosure of your financial information to others including parents or guardians. Financial information includes, but is not limited to: outstanding account balances, account credits, scholarships and Third Party private loan or Financial Aid.

Please indicate your instructions by checking the appropriate box below and/or by listing out those individuals and/or organizations to which you wish the Institute to release information.

**Important Note: If your employer/organization is paying for expenses on your behalf, it is imperative that you list the employer/organization as an entity to who EWHAI may release your educational/financial information.**

**Check One:**

- Do not release my information to anyone but myself
- Release my information to all who inquire
- Release my information to only the following people/organizations

### Holder in Due Course Statement

Any holder of this consumer credit agreement is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid to the debtor (FTC Rule effective 5/14/76)

### FTC Cancellation Notice

The applicant may cancel and receive a refund of all monies paid to date, if cancellation is made in writing to the East-West Healing Arts Institute and mailed/delivered to the Institute at the address stated herein within three (3) business days after date of the signature. **(see the Customer's Right to Cancel form)**

### Career Services

East-West Healing Arts Institute does not guarantee job placement to graduates upon program/course completion or upon graduation. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings. We do not offer placement services.

We offer assistance in career success as an employment advisory service through the business fundamentals and law course, community service, job search strategies, interviewing skills, resume preparation, and career planning. East-West Healing Arts Institute surveys graduates and employers to effectively monitor our student's success and monitor our curriculum for continued improvement.

*My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this agreement. This agreement is legally binding.*

**Student Signature:**

Date:

For Office Use Only			
Enrollment Deposit Paid By:			
<input type="checkbox"/> Check	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card:	Card Type    Master Card
		Card No.	Exp. Date:    mm/yy
Enrollment Advisor / Admissions Counselor <b>Signature:</b>			Date:
School Administrator <b>Signature:</b>			Date:

Student Initials: \_\_\_\_\_

# Customer's Right to Cancel

## Complete this Portion only to Cancel the Enrollment Agreement

Date of Transaction

\_\_\_\_\_

You may cancel the enrollment agreement contract, 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 East- West Healing arts institute of this cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to our institute at your residence, in substantially as good condition as when received, any goods delivered to you under the enrollment agreement 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 buyer'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 to East-West Healing Arts Institute, Inc. at 6425 Normandy Lane, Madison, WI 53719 no later than midnight of \_\_\_\_\_, \_\_\_\_\_.

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 the enrollment agreement contract.

Date\_\_\_\_\_

Student Signature \_\_\_\_\_

Student Name - Please Print \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Student Initials: \_\_\_\_\_