



Rocky Mountain School of Animal Acupressure and Massage

P.O. Box 1491, Carbondale, CO 81623

Approved and Regulated by the Colorado Department of Higher Education,
Private Occupational School Board
NCBTMB Continuing Education Approved Provider #451073-09

Enrollment Agreement

Today's Date: _____ Date(s) of Program(s) you are enrolling in: _____ Campus: _____

Tuition and Fees Please check one of the following:

Equine Massage Certification, Levels 1, 2, and 3

\$1,260.00 total per program, \$2,395.00 for two, \$3,402.00 tuition for all three levels* (plus approx. \$45.00 for books for Level 2)

- 12-13 lessons, written exam, live practicum, and 3 independent case studies for level 1 and 2. 4 Case studies for level 3.
- 5 days on site per level. (L1: 35 live seminar hours and 72 home study cognitive hours / L2: 35 live seminar hours and 123 Home study cognitive / L3: 35 live seminar hours and 72 home study cognitive hours)
- Independent pre and post program work required
- A non-refundable materials fee of \$245.00 per level is included in tuition

Canine Massage Certification, Levels 1, 2, and 3

\$1,039.00 total per program, \$1,975.00 for 2 Levels, \$2,805.30 for all 3 Levels* (plus approx. \$45.00 for books for Level 2)

- 10-13 lessons, written exam, live practicum, and 3 independent case studies for level 1 and 2. 4 Case studies for level 3.
- 4 days per level. (L1: 28 live seminar hours and 40 home study cognitive hours / L2: 28 live seminar hours and 122 Home study cognitive / L3: 28 live seminar hours and 72 home study cognitive hours)
- Independent pre and post program work required
- A non-refundable materials fee of \$165.00 per level is included in tuition

Large and Small Animal Acupressure Level 1 Certification

\$1,519.00 or \$2,886.00 tuition for both levels* (plus approx. \$235.00 for books and materials)

- 14 lessons, at-distance anatomy lesson and reading required prior to class, written exam and live practicum, 3 case studies post class.
- Two continuing education elective courses required at RMSAAM or other school. Credit given for previous classes.
- 7 days on-site. 46 live seminar hours and 276 home study cognitive hours
- Independent pre and post program work required
- A non-refundable materials fee of \$245.00 is included in tuition

Large and Small Animal Acupressure Level 2 Certification

\$1,519.00 or \$2,886.00 tuition for both levels* (plus approx. \$180.00 for books and materials)

- Two continuing education courses elective courses required at RMSAAM or other school. Credit given for previous classes.
- 10 lessons, at-distance reading prior to class, on-site written exam with live practicum and 4 case studies post class.
- 7 days on-site. 46 live seminar hours and 34 home study cognitive
- Independent pre and post program work required
- A non-refundable materials fee of \$245.00 is included in tuition

Small Animal Acupressure Level 1 Certification

\$1,200.00 per level or \$2,280.00 for both levels* (plus approx. \$195.00 for books and materials)

- 14 lessons, at-distance reading prior to class, on-site written exam with live practicum and 3 independent case studies post class.
- Two continuing education elective courses required at RMSAAM or other school. Credit given for previous classes.
- 5 days on-site. 35 live seminar hours and 145 home study cognitive
- Non-refundable materials fee of \$245.00

Small Animal Acupressure Level 2 Certification

\$1,200.00 per level or \$2,280.00 for both levels* (plus approx. \$165.00 for books and materials)

- 10 lessons, at-distance reading prior to class, on-site written exam with live practicum and 4 independent case studies post class.
- Two continuing education elective courses required at RMSAAM or other school. Credit given for previous classes.
- 35 live seminar hours and 35 home study cognitive
- Non-refundable materials fee of \$245.00

Large and Small Animal Acupressure Theory Correspondence Certification

\$929.00 plus approx. \$160.00 for books and materials.

- 7 lessons, 3 case studies, 2 video submissions (one optional and one required), and multiple written exams.
- Optional day on-site with an instructor is offered for an additional \$60.00/hour or \$360.00/7 hour day live seminar fee.
- 325 Home study cognitive hours
- Non-refundable materials fee of \$100.00 for downloaded materials is included in tuition

Canine Massage Correspondence Certification

\$929.00 plus approx. \$45.00 for books

- 6 lessons, 3 case studies, 2 video submissions (one optional and one required), and multiple written exams.
- Optional day on-site with an instructor is offered for an additional \$60.00/hour or \$360.00/7 hour day live seminar fee.
- 200 Home study cognitive hours
- Non-refundable materials fee of \$100.00 for downloaded materials and DVD's is included in tuition

Class-by-Class Basis (Includes all Electives and Correspondence Classes not mentioned above.)Our programs and classes are open enrollment.

You will be shipped a welcome packet upon receipt of enrollment agreement and registration fee. Non-refundable materials fee of \$50-\$130.00 per class included in tuition. See Course Catalog for details.

***DISCOUNTS APPLY ONLY WHEN REGISTERING FOR MULTIPLE LEVELS AT ONCE.**

Student's Full Name: _____ Email: _____
 Address, City, State, Zip: _____ Phone: _____ Cell: _____
 Equine and Canine Experience (if any): _____ Massage Lic #(if applicable) _____

How did you hear about us? () Natural Awakenings () IAAMB () CRCG () Google Search () MSN/Yahoo Search () LinkedIn () Twitter
 () Natural Awakenings () Facebook () YouTube () PSI () FrogWorks () Anna Twinney () Current or former student name: _____
 () Horse Expo () NBCAAM () Other _____

PAYMENT INFORMATION

Acceptable Payment Methods: Cash, Check, Money Order, Visa, Mastercard, Discover, American Express – PLEASE CIRCLE CREDIT CARD TYPE.

A 3% credit card processing fee will be charged to your card when balance is paid by credit card. This does not apply to the \$500 registration fee if paid by credit card. To avoid the cc processing fee please pay your balance by cash, check or money order **no later than 60 days after registration and at least 2 weeks before class begins.** If payment is not received, we will need to postpone your class start date and you will incur a \$150.00 cancellation/re-scheduling fee. There will be a \$35.00 returned check fee on all returned checks. Thank you for your understanding.

Schedule of Payments

Registration fee is \$500.00 per level (or total cost of class if less then \$500.00), to hold your space.

Amount Paid: \$ _____ Date: _____

Tuition balance is due within 60 days of enrollment or 2 weeks before start of hands-on training, whichever comes first.

Date	Amount:	Form of Payment / check or CC type and #:	Expiration date & 3 digit CCV code on CC
Date	Amount:	Form of Payment / check or CC type and #:	Expiration date & 3 digit CCV code on CC

Specify BILLING NAME AND FULL ADDRESS if different from information entered above:

By signing below, the student agrees to pay Rocky Mountain School of Animal Acupressure Massage, hereafter referred to as the school) the total stated tuition and fees. The school agrees to provide the occupational training in accordance with the provisions of Catalog Volume No. 5.1 dated 2006 ("the catalog"). Payment of all monies due (**no later than 10 days before class begins**) shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the Animal Acupressure Massage Certification Certificate to the student. The student and school understand that this Enrollment Agreement, which includes the refund policy, may not be amended except in writing and signed by both parties.

On site programs require pre and post course work. You have 18 months from registration to finish all course work. You may extend your completion date an additional 6 months if necessary by contacting the school in writing prior to your expiration date and paying a re-enrollment fee of \$150.00. Correspondence training begins at your own pace; you have 18 months from the date of enrollment to complete the program. You may extend your completion date an additional 6 months if necessary by contacting the school in writing prior to your expiration date and paying a re-enrollment fee of \$150.00

Postponement of starting date, whether at the request of the school (by a class cancellation) or by the student, requires a written agreement between the student and the school **at least 3 weeks prior to the start date.** The agreement must set forth:

- a. whether the postponement is for the convenience of the school or the student and;
- b. a deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced or the student fails to attend by the new start date set forth in the agreement and would like a refund, the student will be entitled to an appropriate refund of pre-paid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the schools refund policy below and all applicable laws and rules concerning the Private Occupational Education Act of 1981

Students who do not send a written agreement to the School of postponement at least 3 weeks before class begins and are not in class on the first day will be considered a no show and are subject to a maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less, as noted in Tuition Refund Policy paragraph on page 13 of this Catalog. Notifying the teacher of postponement via phone or email is not acceptable; only notification made to RMSAAM (not the teacher) at the proper address listed on the title page of this Catalog shall be accepted as official notification.

Tuition Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within (3) business days are entitled to a full refund of all tuition and fees paid minus any credit card and shipping fees if applicable upon return of all unused materials still in NEW condition. Students who withdraw after 3 business days, but before commencement of program, are entitled to a full refund of all tuition and fees paid except a maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less, plus credit card and shipping fees if applicable. Student MUST return all program materials in perfect condition upon refund request or refund will not be granted.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours, as described in the table below. The refund is based on the date of enrollment. Three quarters of the correspondence program is expected to be completed within 12 months. Student MUST return all unused program materials in perfect condition upon refund request.

REFUND TABLE

Length of Time Spent by Student Per Course	Refund
After Commencement of course and within first 10% of program. 1 class or less completed OR 1 month has passed; 1 correspondence class completed or 10% of on-site time. For example; 10 % of 3.5 days on site = 3 hours	75% less cancellation charge
After 10% and within first 25% of program. Approx. 2 classes completed OR 2 months have passed since enrollment date. If on-site program then 25% of on-site time. For example; 25 % of 3.5 days on site = 1 day.	75% less cancellation charge
After 25% and within 50% of program. Approx. 3 classes completed OR 4 months have passed since enrollment date. If on-site program then 50% of on-site time. For example; 50 % of 3.5 days on = 1½ days.	50% less cancellation charge
After 50% and within 75% of program. Approx. 4 classes completed OR 6 months have passed since enrollment date. If on-site program then 75% of on-site time. For example; 50 % of 3.5 days on site = 2 days.	25% less cancellation charge
After 75% Or after 8 months have passed since enrollment date. Approx. 5 classes+ completed. If paid in full, cancellation charge is not applicable. ¾ of the correspondence program is expected to be complete within 12 months.	No Refund

- The student may cancel this contract at anytime prior to midnight of the 3rd business day after signing this contract.
- All refunds must be made within 30 business days from the date of termination. The official date of termination or withdrawal of a student will be determined in the following manner:
 - The date on which the school receives notice of the students intention to discontinue the training program; or
 - The date on which the student violates published school policy, which provides for termination.
 - Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
- The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within 18 months from the student's enrollment date, except that this provision shall not apply if the school ceases to operate.
- Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education., 1380 Lawrence Street, Suite 200, Denver, CO 80204, 303-894-2960, or at www.state.co.us/dpos. Students must always attempt to resolve any complaint with the school directly by contacting the Director, Lisa Speaker at 303-669-4227 or information@rmsaam.com.
- The policy for granting credit for previous training shall not impact the refund policy.

Dog Policy

Your well-behaved, trained, non-aggressive, spayed or neutered dog is welcome upon previous written approval from the instructor. As no one can predict how a dog will react to new surroundings please be prepared to crate your dog should he or she prove to be disruptive or not in the mood for massage that day. Please contact our class coordinator, Jenny Rukavina, at Jenny@acadiaequinerehab.com for written approval at least **3 WEEKS PRIOR** to the start of a course. If you do not have prior written approval, do not bring a dog.

REGISTRATION FOR ALL CLASSES IS REQUIRED AT LEAST THREE WEEKS PRIOR TO CLASS. This is necessary for pre-course work and to cancel should the class not meet the three student minimum requirement. Most classes adhere to a 3 student minimum and a 10 student maximum.

I certify that I am in generally good health and am capable of participating in the Rocky Mountain School of Animal Acupressure Massage Training Course, and that the information I have given is true and factual.

RELEASE OF LIABILITY: I hereby release and hold harmless the Rocky Mountain School of Animal Acupressure Massage (RMSAAM), Dogma Inc., Lisa B. Speaker, and any and all of it's instructors, partners, guest speakers, demonstrators from any liability due to accident or damage to self, horse, dog, cat or other animal; and/or loss of or damage to personal property during any Rocky Mountain School of Animal Acupressure and Massage Course, Treatment, Lesson or other form of demonstration or learning. My signature below and submission of this form denotes my acceptance of the terms and conditions described above.

X _____
 Student Signature Date School's Licensed Agent Signature Date

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT SCHOOL COURSE CATALOG.

X _____
 Student Signature Date School's Licensed Agent Signature Date

**IF THIS ENROLLMENT AGREEMENT IS NOT SIGNED IN BOTH SPACES
 IT WILL BE RETURNED TO YOU FOR COMPLETION.**

FAX YOUR SIGNED AGREEMENT TO: 303-379-4494

Or by mail to: **RMSAAM
 PO Box 1491
 Carbondale CO 81623**

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