



## 2019 Enrollment Agreement EQUINE MASSAGE ON CAMPUS

**Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Emergency Contact/relationship:** \_\_\_\_\_

**Emergency Contact Ph. Number** \_\_\_\_\_

### Equine Massage Certification - ON CAMPUS, Levels 1, 2 and/ or 3

**Class Date(s):** \_\_\_\_\_

**Class Level, Tuition and Fees: Please check all that apply**

- \_\_\_ **Level 1: \$1,435.00 + 165.00 materials fee = 1600.00 (Colorado Students please add \$8.17 Sales Tax)**
- \_\_\_ **Level 2: \$1,635.00 + 165.00 materials fee = 1800.00 (Colorado Students please add \$8.17 Sales Tax)**
- \_\_\_ **Level 3: \$1,835.00 + 165.00 materials fee = 2000.00 (Colorado Students please add \$8.17 Sales Tax)**
- \_\_\_ **10% Multi - Level Discount - Applied to Invoice (applies to tuition only)**

- 12-13 lessons, written exam, live practicum, and  
3 independent required case studies each for Level 1 and 2.  
4 required 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
- Additional books recommended (non-refundable \$45.00 - 130.00 + shipping & applicable taxes)
- Non Refundable Materials fee of \$165.00 per level is included for manual and is nonrefundable.  
Colorado state tax will be added to Colorado residents.
- **\*DISCOUNTS APPLY TO TUITION ONLY AND WHEN REGISTERING & PAYING FOR MULTIPLE LEVELS SIMULTANEOUSLY**



Tell us a bit about yourself:

Equine Experience (if any): \_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_

**Payment Information:**

We will issue you an invoice once you have return this signed form. You may pay by check, money order or through PayPal™ . Your payment must be received in full, 3 weeks prior to the first day of class. If payment is not received by this time, we will need to postpone your class start date. A \$75.00 transfer/re-scheduling fee will be applied.

There is a \$45.00 returned check fee.

If you are a Non U.S. Citizen, please be sure to note on any check payment that the funds are US Dollars.

**Schedule of Payments**

**Due Now to hold your space:** Registration fee of \$500.00 **per level** or Payment in Full

Amount Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Tuition balance is due within 60 days of enrollment or 3 weeks before start of hands-on training, whichever comes first.

Method of Payment (Please check all that apply)

\_\_\_\_\_ Check      \_\_\_\_\_ Money Order      \_\_\_\_\_ PayPal

By signing below, the student agrees to pay Rocky Mountain School of Animal Acupressure and 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 the current Course Catalog, (“the Catalog”). Upon satisfactory completion of all academic and skill requirements in accordance with the Student Conduct Policy outline in the catalog, and when all financial obligations to the School have been met, the School will award the applicable Certificate to the student. The student and the School understand that this Enrollment Agreement, which includes the refund policy, may not be amended except in writing and again signed by both parties.

RMSAAM Massage programs require pre-course work and post course case studies. Students have 18 months from Onset of class (1st day of class for On-Campus students and 1st day of registration for Correspondence students) to finish all course work in accordance with the Student Conduct policy outlined in the Course Catalog. Students may extend their completion date by an additional 6 months by contacting the School in writing prior to expiration date. An extension fee of \$150.00 will apply. Should student neglect to contact the school to extend prior to the expiration date, a 3 month grace period is allowed. Student must contact the school within the 3 month grace period to extend the expiration date an additional 6 months and pay a re-enrollment fee of \$250.00. If students does not complete any program within 27 months they will need to re-enroll as a new student.

**Postponement of Start Date**

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. 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 does not commence by the new start date set forth in the agreement and the student 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 School’s 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 regarding postponement and are not in class on the first day will be considered in default and are subject to a No Show/Late Notice Fee of \$250.00, or 25% of the contract price, whichever is less, as noted in Tuition Refund Policy paragraph listed below in addition to any non-refundable materials fees as set forth in the Catalog. **To postpone your class start date, you must notify RMSAAM via certified mail at 7745 N. Moore Road - Littleton, CO 80125 . No other notification form shall be accepted.**

**Fee Table**

<b>Cancellation Fee</b> (Withdraw after 3 day grace period from signing enrollment agreement, but before commencement of program)	\$250.00 or 25% of contract price (whichever is less)
<b>Transfer Fee/Re-Scheduling Fee</b> (Applies to postponement of class after 3 day grace period from signing enrollment agreement or Transfer to another class)	\$75.00
<b>No Show/Late Notice Fee</b> (Students do not show up for class on the first day, postpone or withdraw from class within 3 weeks of start date)	\$250.00 + Materials Fee(this varies from class to class)
<b>Extension Fee</b> (One-time 6 month extension on coursework)	\$150.00
<b>Re-Enrollment Fee</b> (One-time 6 month extension on coursework after deadline has passed)	\$250.00
<b>Returned Check Fee</b>	\$45.00

**Tuition Refund Policy**

Students not accepted to the School are entitled to a full refund. Students who cancel this contract by notifying the School within (3) business days of signing this contract are entitled to a full refund of all tuition and fees paid minus any credit card fees, materials fee, and shipping fees. Students who withdraw from On Campus Courses 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 fee of \$250.00 or 25% of the contract price, whichever is less, plus credit card fees, material fees and shipping fees.

In the case of students withdrawing after commencement of on-site classes, the School will retain credit card fees, materials fees, and shipping fees, if applicable and 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

**CLASS REFUND TABLE**

<b>Length of Time Spent by Student Per Course</b>	<b>Refund</b>
If Terminated within the first 10% of program. 10% of 4 days on Campus = 4 hours	75% less cancellation charge
After commencement of course and within first 25% of program. 25% of 4 days on campus = 1 day	75% less cancellation charge
After 25% and within 50% of program. 50% of 4 days on campus = 2 days	50% less cancellation charge
After 50% and within 75% of program. 75% of 4 days on campus = 3 days	25% less cancellation charge
After 75% of on-campus time	No Refund

1. Students may cancel this contract at any time prior to midnight of the 3<sup>rd</sup> business day after signing this contract per Fee Table above.
2. Refunds will 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:
  - a. The date on which the School receives notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published School policy, which provides for termination.
  - c. 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.



**Tuition Refund Policy (cont.)**

3. Students 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.
4. Students can resolve any complaint of any nature including, but not limited to a claim of deceptive sales or trade practice, with the school directly by contacting the Executive Director, Tracy Vroom at 303-660-9390 or information@rmsaam.com. RMSAAM school policy accords RMSAAM five full business days to reply and attempt to resolve a formal student complaint. The student may file a written complaint on-line with the Colorado Division of Private Occupational Schools at [highered.colorado.gov/dpos](http://highered.colorado.gov/dpos) or by requesting a complaint form at 303-862-3001 or by mail at DPOS, 1560 Broadway, Suite 1600, Denver, CO 80202. There is a two year statute of limitations from the student's last day of attendance for the Division to take action on a student complaint.
5. The policy for granting credit for previous training shall not impact the refund policy.
6. Students shall be liable for all costs of collection, including attorney fees and costs.

**REGISTRATION FOR ALL CLASSES IS REQUIRED AT LEAST THREE WEEKS PRIOR TO CLASS.**

**PHOTO USAGE AGREEMENT:**

I authorize RMSAAM to take and utilize at their discretion photographs and/or audio/video recordings or any material submissions taken during any classes, activities and/or events. These photographs and/or audio/video recordings may be utilized for any RMSAAM promotional purpose.

**RELEASE OF LIABILITY:**

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

I hereby release and hold harmless the Rocky Mountain School of Animal Acupressure and Massage (RMSAAM), Luminous Vision, LLC and any and all of its 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.**