**Enrollment Agreement**

Ace Training School

319 Easton Road Unit B

Willow Grove, PA 19090

**Student Information** **DATE** : \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex : M\_\_\_\_\_\_ F \_\_\_\_\_\_\_

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

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_

SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program/Course**

Course Title : Therapeutic Massage

Starting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total 640 Clock Hours : Full Time (16 weeks) \_\_\_\_ , Part Time (26 or 40 weeks) \_\_\_\_,

**Program Description**

Ace Training School (ATS) is licensed by the PA State Board of Private Licensed Schools.

Therapeutic Massage (TM) program at ATS offers a 640-hour course of study including theory and practice hours. Upon successful completion of the program, the certificate in therapeutic massage will be awarded by the school and students will also be qualified to take the Massage and Bodywork Licensing Exam (MLBEX) developed by Federation of State Massage Board (FSMTB).

**Program Costs**

Your tuition includes lectures, hands-on practice, materials and supplies. Tuition is payable on a monthly basis over the length of the program. There is no interest charge for the deferred payment plan. \*Textbooks, scrubs and CPR certificate will be separately purchased by students.

Regular 640-hour Program

Application Fee: $ 25.00

Registration Fee: $ 100.00

Tuition: $ 6000.00

\*Textbooks $ 160.00

\*Scrubs \_ $\_\_ 40.00\_\_\_

TOTAL COST $ 6325.00

**Terms of Payment**: A monthly payment plan is available for the remainder of tuition. Payment is due on the 5th day of each month. A late fee of $25 will be assessed for overdue payment each month. A penalty of $35 will be charged for returned checks.

**Payment Methods:** Tuition, fee, cost of books and scrubs can be paid by cash, checks, Venmo, Zelle, Pay Pal or credit card with 4% fee.

***Full-Time*** – Day Program: On the first day of class, fees for application and registration ($125), and the first month’s tuition ($3000) are due (total of $3125). Subsequent three payments ($1000/month) are due on the 5th day of each month.

***Part-Time*** – Morning, Evening or Weekend Program: One the first day of class, fees for application and registration ($125), and the first month’s tuition ($2000) are due (total of $2125). Subsequent five monthly payments ($800/month) are due on the 5th day of each month.

**Refund Policy in the event of cancellation or termination** A refund which will be calculated based on the students last date of recorded attendance. In the event of withdrawal or termination, the institute will retain the registration fee and a prorated portion of the tuition based on the following:

1. Application & registration fee is fully refundable if the student requests cancellation in writing within 5 calendar days after signing enrollment agreement or submitting the application, if no classes have been taken, lessons completed or materials used.

A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of 5 calendar days. The application fee is non-refundable after 5 calendar days or after 10 calendar days of absent written confirmation. Registration fee is non-refundable once any classes are begun.

1. An applicant rejected by the school is entitled to a refund of monies paid. If a student enrolls and withdraws or discontinues after the term has begun but prior to completion of the term, the following minimum refunds apply.

|  |  |
| --- | --- |
| **Upon withdrawal or termination** | **Refund** |
| Not admitted | 100 % tuition |
| Duration < 1 Week | 75 % tuition |
| 1 Week < Duration < 25 % | 55 % tuition |
| 25% < Duration < 50 % | 30 % tuition |
| Duration > 50 % | Student is entitled to no refund |

1. Termination Date: The last date of recorded attendance of the students is the

termination date for the purpose of refund calculation.

1. Period of Refund: Refunds shall be made within 30-calender days of the date the

student fails to enter, leaves the program or fails to return from a leave of absence.

**Employment Assistance** EVEN THOUGH THE SCHOOL PROVIDES ASSISTANCE IN FINDING A JOB, AN **EMPLOYMENT IS NOT GUARANTEED BY THE SCHOOL**.

**Complaint Procedures** Students will try to solve problems by consulting with instructors, school director and even president. If any questions & concerns cannot be resolved by the school internally, the student may bring to the attention of:

State Board of Private Licensed Schools

Pennsylvania Department of Education

333 Market Street 12th Floor

Harrisburg, PA 17126-0333

**My Signature below acknowledges that I have received and read a copy of enrollment agreement and a current student handbook (catalog),** and agree to pay the total tuition and fees as stated. This agreement will not be binding until also signed by the school official.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Official Signature Date