**Enrollment Agreement**

**注册协议**

Ace Training School

319 Easton Road

Willow Grove, PA 19090

**Student Information (学生信息)** **DATE** : \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_

Name姓名: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex性别 : M男\_\_\_\_\_\_ F女 \_\_\_\_\_\_\_

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

 City城市\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State州\_\_\_\_\_\_\_\_\_\_\_\_ Zip邮编\_\_\_\_\_\_\_\_

SSN社安号: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone电话\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail电子邮件: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, **DOB 生日: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_**

**Program/Course**

Course Title : Therapeutic Massage Program (TM) 治疗按摩 ( )

Starting Date开始日期: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Completion Date结束日期 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total 640 Hours 全部学时: Full Time全日 (16 weeks, 16个星期) \_\_\_

 Part Time半日 (26 weeks or 40 weeks, 26周或40周) \_\_\_

**Program Description** 项目说明

Therapeutic Massage (TM) program 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 (MBLEX) developed by Federation of State Massage Board (FSMTB).

治疗按摩项目提供了640小时课程的学习，包括理论和实践。在成功的完成项目后，学校会授予学生治疗按摩证书，学生也有资格去参加MBLEX考试。

**Program Costs**项目成本

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.

您的学费包括讲座，动手练习，材料和用品。学费按月计算，超过课程长度。
延期付款计划不收取任何利息费用。教科书和磨砂将由学生单独购买。

 Regular 640 Hour Program (640学时费用）

Application Fee申请费: $ 25.00

Registration Fee注册费: $ 100.00

Tuition 学费: $ 6000.00

Textbooks 教科书 $ 160.00

TOTAL 总计 $ 6285.00

**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.

可以每月付款，付款日截至每月5号。如果迟付，则有$25逾期费用。如果跳票有$35罚款

***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. 全日制学生，课程的第一天需要交清申请注册书本杂费($125)和第一个月的学费（$2500)总共$2625。其余的费用可以在剩下的三个月每个月的第五天交付($1000/月)。

***Part-Time*** – Morning, Evening or Weekend Program: One the first day of class, payment 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.

上午，晚上或周末课程：上课的第一天，申请和注册费用（125美元）和第一个月的学费（1500美元）到期（总计1625美元）。 随后的五个月付款（每月800美元）将在每个月的第5天到期。

**Refund Policy in the event of cancellation or termination退款政策**

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.

退款将根据学生上次记录的出勤日期计算。如果退学或终止，学院将根据以下内容保留注册费和按比例分配的学费。

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 calendars or after 10 calendars absent written confirmation, where required. Registration fee is non-refundable once any classes are begun.

如果学生在签订或提交此协议的5天内，没有上过课或用过学习材料，并以书面通知了学校关于自己退学的决定，学生的申请和注册费全款退还。

申请费超过上述时间后，不能退还；如果课程已经开始，注册费不能退还。

1. A student is entitled to a refund of monies paid when an applicant is not accepted by the school. 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.

学费的退还：

|  |  |
| --- | --- |
| **Upon withdrawal or termination出现的情况** | **Refund退款方法** |
| Not admitted未被录取 | 100 % tuition退全部学费 |
| Duration < 1 Week一周内退学 | 75 % tuition退还75%学费 |
| 1 Week < Duration < 25 %退学发生在大于一周，但小于整个课程预计周期的25% | 55 % tuition退还55%学费 |
| 25% < Duration < 50 %退学发生在大于整个课程预计周期的25%，但小于50% | 30 % tuition退还30%学费 |
| Duration > 50 %退学发生在大于50%的预计课程周期 | Student is entitled to no refund没有退款 |

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

termination date for the purpose of refund calculation. 为计算退款，学校以签到表上的最后实际签到时间来决定退学的最后时间。

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.

学生退学的30个日历日内学校会退还相关费用。

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

虽然学校能帮助找工作，但并不能担保一定有职位空缺

**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:

学生可以向授课老师或校长反映问题。如果学校不能解决，学生可以向宾州教育局反映。

State Board of Private Licensed Schools

Pennsylvania Department of Education

333 Market Street

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.

我的签字确认我已经收到了此注册协议的副本和学生手册，并且同意支付学费等相关费用。此协议双方签字后生效。

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Student Signature 学生签字 Date 日期

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

School Official Signature 校方签字 Date 日期