



Application for Admission & Enrollment Agreement ~ 500 Hour Program

2940 Webster Street, Oakland, CA 94609 ~ www.mckinnonmassage.com ~ (510) 465-3488

Forms must be filled out completely and returned before the first day of class.

Name: _____ Preferred First Name: _____
(full legal name)

Birthdate: _____ Preferred Pronoun(s): _____
(required by the CAMTC)

Address: _____ Last 4 digits of Social Security # _____

City, State, Zip: _____ Driver's License # _____

Phone Number: _____ Email: _____

Graduated High School/Equivalent: Yes No

Name of School: _____ Year of Graduation: _____

As per state regulations, we will need a copy of your High School Diploma or equivalent, and a copy of current CA government-issued photo ID. High School Diploma suffices as English Language Proficiency.

500-Hour Program Requirements:

Completion of the following elements and courses within 2 years of the first day of class:

- \$1495 100 hours Swedish Massage**
- \$2150 150 hours Shiatsu & Acupressure Foundations **OR** Deep Tissue Foundations
- \$1950 125 hours 125-hour course of your choice
- \$2170 112 hours Electives of your choice
- \$160 8 hours Getting Noticed and Getting Hired
- \$75 3 hours Instructor Massage
- \$50 2 hours Program Review and Final Evaluation

FEES:

- \$0 Non-Refundable STRF Fee
- \$250 Non-Refundable Registration Fee (included in class tuition)
- \$350 Estimated Book Costs

*Program **must** include Anatomy & Physiology: Human Structure and Movement (64 hours).

**Complimentary ABMP Student Membership is activated at the end of Swedish or first program course.

500-Hour Program Cost: \$8105 Estimated cost with Books: \$8455

Payment Options

Pay in Full: Total due: \$7295 (10% discount applied for paying in full)

Pay as you go: Upon enrollment in Program, receive 5% off program courses.
Register for each course in your program by paying non-refundable deposit.
The balance of tuition is due on or before the first day of each course.

Payment Plan: \$250 non-refundable deposit + \$50 payment plan fee due at enrollment
19 monthly payments of \$395, 1 (final) payment of \$350
First payment is due on first day of class. Total due: \$8155

Books are not included in the tuition. Estimated book cost is \$350.

Admissions Requirements:

Minimum requirements to enroll at McKinnon: persons must be over 18 years of age, be able to communicate in and read basic English, and be able to understand and follow instructions. High School Diploma is considered sufficient English Language competency.

*The STRF Fee calculated into Total Cost, as specified above, is the State of California Student Tuition Recovery Fund fee. It is a student tuition insurance fee established by the State Legislature and is intended for all students attending private vocational schools. McKinnon is required to collect this non-refundable fee from students. The fee accumulates at \$0 per \$1,000 tuition/registration fees paid. For more information, please contact the Bureau for Private Postsecondary Education at (916) 431-6959 or (888) 370-7589 or visit the website at www.bppe.ca.gov.

I am enrolling as a Program Student and understand my status as "Program Student" is based on completion of requirements listed above. There is no additional fee associated with Program status. If I elect to withdraw from Program status at any time, I may continue my coursework, but I will be responsible for reimbursing McKinnon for ABMP student membership fees and I will be responsible for paying the difference in tuition for the hours I complete at full price.

PERIOD COVERED BY THIS ENROLLMENT AGREEMENT:

Program Start Date: _____ Program End Date: _____

Student Signature

Date

Student Checklist

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Please initial: _____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Please initial: _____

DISCLOSURE OF POTENTIAL ADVERSE SIDE EFFECTS:

Please be informed that in certain limited circumstances, massage can possibly have adverse side effects for persons with certain physical or mental conditions. The personnel at McKinnon Institute, LLC, cannot determine whether you are susceptible to possible adverse side effects. Consequently, if you have been or currently are under the care of a doctor, therapist, or medical practitioner of any kind, or if you are concerned that your participation in any class or massage activity may possibly

result in an adverse side effect, it is your responsibility to contact your doctor, therapist, or medical practitioner and obtain his/her permission to participate in any class offered at the McKinnon Institute, LLC. Your enrollment in any McKinnon Institute, LLC, class constitutes your voluntary acceptance of any possible adverse side effects and your full release of McKinnon Institute, LLC, and its personnel from any liability relating thereto.

Medical History

Part of your learning in class will be related to massage contraindications. We require the following medical history information to ensure your safety when you receive massage in class.

Mark all of the following that apply to you, please provide dates/ timeframes and other important details.

contagious skin condition _____ open sores or wounds _____
asthma _____ joint disorder or artificial joint _____
recent accident/injury _____ osteoporosis _____
current fever or swollen glands) _____ epilepsy _____
cancer _____ diabetes _____
high/low blood pressure _____ varicose veins _____
Are you or could you be pregnant? _____ Do you have an IUD? _____
Do you have any allergies? _____

Do you take any medications? Please list medications, how often you take them, and what they are for :

Please list any other health concerns or issues: _____

Is there anything else we should know about you? (for example, vision or hearing impairment)

In case of emergency: Contact: _____ Phone # _____

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at McKinnon BTC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or hours you earn in the Massage Therapist program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or hours that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending McKinnon BTC to determine if your certificate or hours will transfer.

McKinnon BTC does not accept transfer credits or credit for experiential learning.

Terms and Conditions:

Submitting your enrollment application with tuition constitutes agreement to our refund policy and admissions requirements below.

Student's Right to Cancel:

You have the right to cancel your enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. You may withdraw from classes and receive a full refund less the non-refundable deposit at the first day of class, or seventh day afterward, whichever is later. Cancellations must be made in writing to: Selena Lee, 2940 Webster Street, Oakland, CA 94609 or via email to info@mckinnonbtc.com. Refunds requested after the first day of class are pro-rated based on the class time that has elapsed. A student may withdraw at any time. However, no refund will be issued for withdrawals received after 60% of course time has elapsed.

Date: _____

McKinnon does not participate in Federal Student Financial Aid programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest less the amount of any refund.

Attendance Requirements:

All coursework at McKinnon BTC is based on hours, and it is required by the state that all hours are attended in order to receive credit. Make-up policies are based on how many hours are in the course. Tardiness is considered anything exceeding 15 minutes. All tardiness accumulates and will result in make-up time and may incur associated fees. Students may transfer their tuition to another course before the first day of class for a fee of \$25. Make-up Fees are charged at \$10 per hour. There is a maximum absence allowed of 25% of total class time for every course. Accumulated absences that exceed this amount will result in an incomplete without refund.

A copy of the Attendance Policy and Make-up Requirements is included in your enrollment packet. Please initial here that you have received a copy of our Attendance Policy. _____

All courses and instruction takes place at 2940 Webster St, Oakland, CA 94609. Certain courses require off-site field trips, for which locations and dates vary. Students will be notified accordingly of such field trips in advance.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, or 888-370-7589.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's website www.bppe.ca.gov.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5337.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. Seq.

THE TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE: _____

THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: _____

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: _____

Please note: These totals do not include the make-up fee of \$10 per hour. The amount of make-up fees the student is responsible for is based solely on the student's attendance and amount of make-up time that is required based on their absence.

I understand that this is a legally binding contract once signed by the student and accepted by the institution.

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that McKinnon BTC's cancellation policy and refund policy have been clearly explained to me.

Student Signature: _____ **Date:** _____

McKinnon Staff: _____

The Bureau of Private Postsecondary Education requires McKinnon BTC to inform you of the following: "You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

McKinnon BTC does not participate in federal or state government loan programs, but is required by the Bureau of Private Post Secondary Education to inform you of the following:

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.