

## Time to Enroll for Reflexology Class – EVENING SCHEDULE

Nashville Academy of Reflexology's 200-hour Professional Reflexology Certification class on the EVENING Schedule will begin September 9, 2019 and conclude on March 23, 2020. To enroll in this class, you need to get started right away. You can complete the full 200-hour program two evenings each week for seven months. I am attaching the calendar so you can see the evenings you would be in class and clinic during those 7 months.

### Steps to Enroll:

- Go to the website ([www.reflexschool.com](http://www.reflexschool.com)) and **download the Catalog**. No need to print it out. Just read it on your computer and save it there for future reference.
- Call me directly if you have any questions after looking over the Catalog.
- **Complete the application form on the website**. It's the last button on the right of the navigation bar at the top of the page.
- Pay the \$50 non-refundable application fee via PayPal. If you don't use PayPal, you can send a check to our Post Office Box below.
- Request that your **official high school or GED transcript** be sent directly to:  
Nashville Academy of Reflexology  
PO Box 40193  
Nashville, TN 37204
- If you cannot provide a high school or GED transcript, you will need to arrange to take the Ability to Benefit Test instead. **Call me to make an appointment to take the test if you need to do so.**
- **Ask two friends or colleagues to write you a letter of recommendation for this program.** They can mail it to the PO Box address above or email it to me directly at [directorNAR@gmail.com](mailto:directorNAR@gmail.com) If via email, make sure they include full address and contact phone numbers on those letters.
- **Make an appointment with me to visit our teaching location and to sign the enrollment agreement paperwork.** Enrollment deposit of \$500 due at the time of signing.
- The balance of \$2800 will be due before or on the first day of class. If you need a payment plan, we can make those arrangements. There will be a 10% payment plan fee on the balance owed after the first day of class, so it is to your advantage to pay as much as you can afford up front. We will make a Payment Plan Agreement for subsequent payments and collect a payment each month for up to 12 months.
- **If you are not currently certified in CPR and First Aid**, you will need to plan to attend that class on Tuesday evening, September 3rd, 6-10p. This is NOT part of our 200-hour program, so you will need to pay \$65 directly to the instructor on that date. **If you are currently CPR certified**, you will just need to provide documentation of completing that class elsewhere so that I can put it into your file.
- **QUESTIONS?**  
If you want other details you don't find in this email or in the website, please feel free to phone me so I can answer your questions.  
Carol Ann Baily, Ed.D., Director  
615-934-1034