

**Sacramento Holistic Health Academy, d.b.a.
Fair Oaks Massage Institute**



FAIR OAKS
MASSAGE INSTITUTE

Administrative office located at:

9833 Fair Oaks Blvd Suite C-1
Fair Oaks, CA95628
Phone : (916) 965-4063
Fax : (916) 965-8056
www.FairOaksMassageSchool.com
fairoaksmassageschool@gmail.com

Classrooms are located behind the administrative office
in the same building.

**ENROLLMENT AGREEMENT
JANUARY 1, 2020- DECEMBER 31, 2020**

AGREEMENT FOR EDUCATIONAL SERVICES

This is an agreement for educational services to be provided by Fair Oaks Massage Institute to the student named below. Once this document is signed by the student and approved by Fair Oaks Massage Institute, it is a legally binding document between Fair Oaks Massage Institute and the student. Your signature on this agreement acknowledges that you have been given the following upon enrollment: (a) written statement of the refund policy (b) catalog which provides material information about the school and the program or course of instruction; this information will likely affect your decision of whether or not you wish to enroll. The administrative office and classrooms are located at 9833 Fair Oaks Blvd., Fair Oaks, CA 95628. This enrollment agreement covers educational services between January 1, 2020 and December 31, 2020.

STUDENT INFORMATION

Print your legal name (**exactly as you want it to appear on your certificate**), phone number and e-mail address below.

Name : _____ Phone: (____) _____ - _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Would you like to receive our email newsletter? Circle One: YES / NO

Student's Date of Birth: _____

EDUCATION

School Name & Location	Diploma / GED

EMERGENCY CONTACT INFORMATION:

FULL NAME: _____

Contact Phone Number: _____

Relationship: _____

Have you ever been convicted of a felony? YES / NO

If YES, please explain:

I.D.

Received copy of valid government issued photographic I.D. _____ (Check for Yes.)

Received copy of Social Security Card or number. _____ (Check for Yes.)

HEALTH HISTORY:

List any health challenges (including communicable diseases) or any other concerns that may affect your ability to attend this training, or pursue massage therapy as a career path:

BACKGROUND:

Do you have any background or training in massage therapy or related fields? If YES, please describe:

Please indicate why you would like to attend our school:

- Non-vocational reasons Continuing Education/Career Enhancement
 To work full-time To work part-time

Other _____

Where did you hear about our school?

- Printed Advertisement Internet Search Phonebook Friend

Other: _____

Program Start Date: _____

Program End Date: _____

Cancel/Drop Date: _____

- AM 9:00 a.m. - 3:30 p.m. PM 5:30 p.m. - 9:30 p.m.
 Weekend Class

PROGRAM SELECTION:

(Name of Program Enrolling In)

(Hours needed to complete Program)

Tuition Fee: _____

Material Fee: _____

Registration Fee (non-refundable): 200.00

S.T.R.F. (non-refundable): 0

Payment Plan Fee _____

Grand Total: _____

GRAND TOTAL- YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.

MINIMUM CHARGES DUE UPON ENROLLMENT: \$200

S.T.R.F. FEE IS A STATE REQUIRED FEE TO PROTECT YOU THE STUDENT (MORE DETAILED INFORMATION CAN BE FOUND WITH IN THIS ENROLLMENT AGREEMENT).THE STRF FEE IS ASSESSED AS FOLLOWS: \$0.00 CHARGED PER\$1000 ROUNDED TO THE NEAREST \$1000.

STRF& Registration Fee is non-refundable

Tuition Fee is prorated upon withdrawal. You are liable for the charges in each payment period. Refer to the withdrawal and refund policies provision within this agreement.

REGISTRATION FEES

Registration fees are included in the initial payment, which is due upon enrollment. All registration fees are non-refundable and vary in cost depending upon the total tuition cost. If the school cancels the class, the student can request a refund. Programs over 250 hours have a non-refundable registration fee of \$200.

SCHEDULE OF PAYMENTS

A down payment is due upon enrollment and is required to reserve a seat for you in class. All classes must be paid in-full before class begins. If a payment is missed, the school reserves the right to remove the student from the class until payment resumes.

Exceptions:

- Student is on a monthly payment plan. For more information about payment plans, see the heading below, “PAYMENT PLANS”.
- Student is approved for benefits through Vocational Rehabilitation or SETA or any other contracted program that will pay for specific programs, AND has completed program planning with Student Services.

PAYMENT PLANS

We offer non-interest payment plans for our core programs. Depending upon your program, the first payment is due upon registration and monthly payments for the duration of the program are required on the 15th of each month until the program and/or classes have been paid in full. Students will not receive their certificate and/or transcripts until the full amount of the program and/or classes have been paid. If the credit card on file is declined or expired and the monthly payment is not received by the 20th of the month, the payment will be considered late and **a \$25.00 late fee will be added to the outstanding balance owed.** The student will be counseled if one or more payments are missed and may be suspended from classes until their balance is resolved and up to date.

_____ **I will pay the entire outstanding balance owed on or before the first day of class. If the balance is not paid in full on the first day, I understand that my owing balance will default into a monthly payment plan.**

_____ **I will make monthly payments as per the payment plan discussed and approved with FOMI.**

MISSED/MAKE UPCLASSES

Attendance will be recorded for each class. Fifteen minutes late is considered tardy and consistent tardiness must be made up. It is the student’s responsibility to make up missed time which may include setting up a meeting to go over what that student has missed with a staff member, as well as acquiring any handouts and homework that may have been assigned. Students who fail to maintain satisfactory attendance will be counseled. Attendance will be deemed unsatisfactory if more than 60 hours are missed. If attendance fails to improve, the Director may dismiss a student for unsatisfactory attendance. Re-admittance may be permitted if the cause for unsatisfactory attendance has been corrected.

Students must attend or satisfactorily complete all instructional hours. When unable to attend, the hours that are missed must be made up and approved by Student Services for satisfactory completion. Lost attendance hours must be made up as described below.

Students may make up lost attendance hours by:

- a) Per approval: Students attending the missed class(es) must pay a make-up fee at a rate of \$10.00/hour.
- b) All make up hours **MUST** be completed at Fair Oaks Massage Institute.
- c) All make up hours must be completed during the week and not at a weekend workshop. This means that you may have to wait for your class to cycle through when the topic is offered again.

- d) If a student misses hands on bodywork practice, they may make up hours by doing clinic massage. There will be no charge for students to do clinic massage on the public for make-up hours. Students can bring friends and family to work on but they need to pay for the clinic massage. The clinic is subject to availability.

COURSE OUTLINES

Courses include instructional demonstrations, hands-on instructional labs (technique and practice), and proper instruction of body mechanics. Some classes may also include additional lectures, quizzes, midterm exams, final exams, home work and student clinic hours.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Fair Oaks Massage Institute is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn at the Fair Oaks Massage Institute is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 Fair Oaks Massage Institute to determine if your certificate will transfer.

Transfer of Credits

The Fair Oaks Massage Institute does not accept transfer credits from any other institution.

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 the completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

STUDENT'S RIGHT TO CANCEL

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations through attendance at the first class session or the seventh day (Per BPPE 4/15/2010) after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a pro-rated refund if you have completed sixty (60) percent or less of the scheduled hours in the current payment period in your program through the last day of attendance, less a registration or cancellation fee not to exceed \$200.00. Textbooks and materials are non-refundable.

If the school provided you with any equipment, you must return that equipment on the date that you signed a cancellation notice. If you do not return the equipment on this day, the school will keep the amount that is equal to the cost of the equipment. The equipment must be returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way).

Students who have dropped from the program without written notice, have 90 days to submit a written request for withdrawal and refund for the pro-rated amount of the program if they have completed 60 percent of the program or less. After 90 days of no written contact, the student is considered dropped and forfeits their refund. All refunds will be paid within 45 days of written withdrawal.

CANCELLATION/ DROP/ LEAVE OF ABSENCE PROCEDURE

To cancel, drop or request a leave of absence, write a letter, including your name, date, program, and the details of your reasons behind your cancellation/ drop/ leave of absence, and the date of when/ if you will return. The maximum amount of time that a student may take for a Leave of Absence is one year, one time per student. This letter needs to be signed and dated by the student and submitted to a school official, who will also sign and date upon the receipt of the letter.

YOU MUST CANCEL IN WRITING: The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. You do not have the right to cancel by calling the school or by solely verbally communicating your request.

To cancel the contract for school/courses and receive a refund the student must mail, deliver, or fax a signed and dated copy of this cancellation notice, or any other written notice to:

Fair Oaks Massage Institute, 9833 Fair Oaks Blvd Ste. C-1, Fair Oaks, CA 95628
Fax: (916) 965-8056

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rated refund if you have completed 60 percent or less of the period of attendance. The amount of that refund is to be “pro-rated” according to the incomplete portion of the program less the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and less a registration or cancellation fee not to exceed \$200.00. Textbooks and materials are non-refundable. The refund is to be paid within 45 days of withdrawal.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies the institution of the student’s withdrawal or, as of the date of the student’s withdrawal, whichever is later.

The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; failure to meet financial obligations to the school, the student has failed to attend class for 8 days, or failure to return from a leave of absence. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 8 days.

REFUND POLICY

If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or cancellation fee not to exceed \$200 (less any deduction for equipment not returned or not returned in good condition) within 45 days after the notice of cancellation is received. There is no refund on textbooks or materials. Students who have dropped from the program without written notice, have 90 days to submit a written request for withdrawal and refund for the pro-rated amount of the program if they have completed 60 percent of the program or less. After 90 days of no written contact, the student is considered dropped and forfeits their refund.

DISTANCE EDUCATION PROGRAMS

The Fair Oaks Massage Institute does not offer distance education at this time.

LOAN ENROLLMENT AGREEMENT REQUIREMENTS

If a student received federal student financial aid funds, the student is entitled to refund of moneys not paid from federal student financial aid program funds.

If the 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.

If a 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:

- 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.
- 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.

“NOTICE”

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU HAVE SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

PLACEMENT ASSISTANCE

No placement service or guarantee of employment is made to graduates of Fair Oaks Massage Institute; however, known opportunities/vacancies in the field will be posted on the school bulletin board.

APPROVAL STATEMENT

This institution has been approved to operate by the Bureau for Private Postsecondary Education.

The Bureau for Private Postsecondary Education is under the Department of Consumers Affairs.

The Bureau can be reached at:

Bureau for Private Postsecondary Education

Physical Address:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address:

P.O. Box 980818, West Sacramento, CA 95798-0818

Phone: (888)370-7589, (916)431-6959; FAX: (916)263-1897

www.bppe.ca.gov

ADDITIONAL QUESTIONS FOR THE BPPE

All questions that are not satisfactorily answered by staff during registration will be submitted to Madonna Polley, Director, to review and follow-up with the student within 48 hours.

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or, P.O. Box 980818, West Sacramento, CA 95798-0818. Web site: www.bppe.ca.gov, phone: (888)370-7589, (916)431-6959; fax: (916)263-1897.

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

CAMTC DISCLOSURE STATEMENT

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 section 4600 et. Seq.

ADDITIONAL QUESTIONS FOR THE CAMTC

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 800, Sacramento, CA 95814, www.camtc.org, Phone (916)-669-5336, or fax (916) 669-5337.

STUDENT UNIFORM POLICY

Uniforms are not a requirement. However, students should dress professionally in comfortable pants and polo shirt without writing or design.

OBLIGATIONS OF A STUDENT AND SCHOOL

The student will make all payments and perform all other acts required of the student in this agreement. The school will furnish all of the services and perform all of the acts required of it in this agreement.

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, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Student Initial **X**_____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and 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.

School Catalog **X**_____ **School Performance Fact Sheet** **X**_____

FINANCIAL AID DISCLOSURE

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

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

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:

\$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:

\$ _____

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

\$ _____

TERMS AND CONDITIONS

BY THE TERMS AND CONDITIONS OF THIS AGREEMENT STATED ABOVE, I, THE UNDER SIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF THE SCHOOL CATALOG, AND SCHOOL PERFORMANCE FACT SHEET, AND FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL. BY THE TERMS AND CONDITIONS OF THIS AGREEMENT STATED ABOVE, THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

I UNDERSTAND THAT THIS IS A LEGALLY BINDING CONTRACT. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD, AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME.

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, including in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact sheet X _____ (student initials)

Student Signature & Date

Certification by School: My signature below certifies that I am an authorized representative of the Fair Oaks Massage Institute, and that I have personally explained the institution's cancellation and refund policies to the student.

School Official Signature & Date