



ENROLLMENT AGREEMENT

**NOVA Training Center
Therapeutic Massage School**
4231 Markham St #224
Annandale, VA 22003
Telephone 703.266.2220/Fax 703.256.2112
Email: info@NOVAtrainingcenter.edu
www.NOVAtrainingcenter.edu

STUDENT INFORMATION:

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE #'S: Home: _____ Cell: _____ Work: _____

E-MAIL: _____ LAST 4 DIGITS SOCIAL SECURITY #: _____

DATE OF BIRTH: _____

EMERGENCY CONTACT NAME: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION:

DATE OF ADMISSION: ____/____/____
MO. DAY YR

PROGRAM NAME: **Therapeutic Massage**

NUMBER OF WEEKS: **27**

TOTAL CLOCK HOURS **600 Hours**

PROGRAM START DATE: _____ ANTICIPATED END DATE: _____

FULL-TIME:

Full-Time Training Schedule

Classroom Instruction/Lab: Monday - Wednesday 9:00 am – 1:00 PM and 2:00 - 6:00 pm

Internship/Clinic Hours: Monday - Wednesday 2:00 - 6:00 pm

Academic Calendar

Standard lecture and lab hours are scheduled Monday through Wednesday. Classes canceled for holiday observance on a Monday are usually made up on Friday of the same week. The school reserves the right to utilize Thursdays, Fridays, and Saturdays for make-up work, snow days or other unusual circumstances.

PROGRAM FEES:

NTC has several student financing options. It is our goal to assist you in identifying your best option and helping you through the process. The following payment options are available:

- Cash or Check
- Discover, MasterCard, VISA, American Express, Money Order, or Travelers' Checks
- 0% Interest Payment Plans

Payment Method:	Amount:	Deposit:	Balance:

Fees

All students are guaranteed that tuition at the time of registration will not increase if they are actively and continuously enrolled in the same program.

TUITION:	\$7,300.00
NON-REFUNDABLE REGISTRATION FEE:	\$100.00
BOOKS/SUPPLIES*:	\$300.00
WONDERLIC ADMISSION TEST FEE:	\$45.00
UNIFORM:	\$50.00
TOTAL COST	\$7,795.00

** Students are charged for books and supplies received. If a student cancels before the program start date books and supplies must be returned within ten days in the condition that they were received. If the items are deemed resalable, a full refund will be issued. If a student withdraws, only the cost of the textbooks that the student has received will be included in the total cost of attendance for the refund calculation. Students will be issued a refund for all textbooks that were not distributed.*

Other Fees

Personal checks returned by the bank for insufficient funds or for any other reason will incur a \$25 bookkeeping fee and any bank charges.

Collections

Students in arrears with payments are sent to a Collection Agency. Per the terms of enrollment, interest and collection fees may be added to the balance owed.

Failure to Pay

It is the policy of NTC that students or former students who have any unpaid obligations for tuition or fees due to the school who have not made acceptable arrangements for settlement of obligations, will be subject to the withholding of grade reports, transcripts, and certificates, and will not be able to participate in the Therapeutic Massage Program internship or continue with the program until there is a satisfactory settlement of unpaid debts.

Payment Plans

Payments will be due on dates designated within the payment plan which is an addendum to this Enrollment Agreement. All payment arrangements must be discussed with the President before enrollment. The applicant must remain current on his or her plan payments to remain in good standing. If payment is not made by the due date, the student may be suspended. No official transcripts or diplomas will be issued to a student or graduate with an outstanding debt to NTC.

Period of Obligation

The period of obligation shall be the quarter. All tuition is due and payable on the first day of the period of obligation. A Student who voluntarily withdraws from or is terminated by NTC after starting classes is obligated to the institution for tuition and fees as per the refund policy. Failure to remit tuition and fees at the start of each quarter may result in termination from the program.

Scheduled Payment Dates:

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Buyers Right to Cancel

All advanced monies paid by the applicant will be refunded if the school rejects the applicant, or if the applicant cancels enrollment within five (5) business days after signing the agreement, even if the instruction has begun. These refunds will be made within 45 days of student’s notification to the school or the student’s last date of recorded attendance.

If NTC cancels a program after a student’s enrollment, the institution will refund all monies paid by the student.

Cancellation Before the Start of Class

If an applicant accepted by the institution cancels before the start of scheduled classes or never attends class, the institution will refund all monies paid, less the applicable registration fee.

Withdrawal After the Start of Class

A refund will be made for all payments to the student and the applicable funding source less the registration fee. In calculating refunds, the following shall apply:

- a. Refund amounts will be based on a student’s last date of attendance (LDA). When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- b. Through 75% of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed.
- c. After 75% of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

NOTICE TO BUYER:

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. All pages in the contract are binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read the entire document before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
6. The school reserves the right to reschedule the program start date if the number of students scheduled is too small.
7. The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by established standards of conduct.
8. The school does not guarantee the transferability of hours to a college, university or institution.
9. Any decision on the comparability, appropriateness, and applicability of credit and whether they should be accepted is the decision of the receiving institution.

STUDENT ACKNOWLEDGMENTS:

1. I acknowledge receipt of the school's catalog dated _____, which contains information describing programs offered, and equipment/supplies provided. The school catalog is included as part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.
_____ Student initials
2. I have carefully read and received an exact copy of this enrollment agreement.
_____ Student initials
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.
_____ Student initials
4. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation.
_____ Student initials
5. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219. All student complaints must be submitted in writing.
_____ Student initials
6. I understand that self-employment is a common vocational objective of the massage therapy program.
_____ Student initials

7. I understand self-employed graduates must sign an attestation, no sooner than 30 days after graduation, acknowledging satisfaction with self-employment as a massage therapist and training-related income.

_____ Student initials

8. I understand that licensure requirements in certain jurisdictions may prolong the placement process, as those graduates must first obtain their license/certification before practicing massage therapy.

_____ Student initials

CONTRACT ACCEPTANCE:

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default on this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by Nova Training Center.

My signature below signifies that I have read and understand all aspects of this agreement and recognize my legal responsibilities regarding this contract.

Signed this _____ day of _____, 20 _____

Signature of Student _____ Date _____

Signature of School Official _____ Date _____

Students Parent or Legal Guardian for applicants under the age of 18:

Signature _____ Date _____

REPRESENTATIVE'S CERTIFICATION:

I hereby certify that this student has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in the Therapeutic Massage Program at Nova Training Center, as described in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of School Official _____ Date _____

COMMENTS: