Kneaded Energy School of Massage Student Enrollment Agreement

School Location: 321 W. Wendover Avenue, Greensboro, NC 27408

School: 336.235.3997 • Office: 336.273.1260

Please complete the following: Kneaded Energy School of Massage (KESM), Student Name: 648 hour Professional Massage Therapy Diploma Program Address: **Tuition** \$8900 City/State/Zip _____ Includes 1 set of books (\$530 value), student notebook (\$50 value), water bottle and t-shirt (\$30 value), and non-refundable Application Fee \$30 Telephone Number Cell Phone Number **Supplies** \$239 Massage Table, optional Date of Birth Solid Burgundy Scrubs, required \$24/set Last 4 digits of Social Security Number Linens, 5 set minimum, required \$20/set **Related Costs** Enrolling Program: F S D 8-1/2mo E 12mo 4 professional Massage Therapy sessions \$100-160 Start Date: ___Approx End Date: ____ Estimated Graduation Date: ____ **EST EDUCATIONAL INVESTMENT** \$9200 Prices Subject to Change

ENROLLMENT INFORMATION

1. TUITION. Tuition is \$8900, this includes books and various other items. Deposit required is \$1000, \$250 minimum. Payments can be made in the form of cash, check, money order or visa/master card. Financing available with deposit and a cosigner.

Our school does not offer Federal Financial Aid.

2. FEES. There is a \$25.00 fee for all returned checks. There is a \$20.00 fee for all late payments. We reserve the right to charge a 4% handling/service fee for all credit/debit card payments and a \$25 fee to change your payment plan.

The application fee of \$30 will be applied to your tuition and is non-refundable. The \$1000 deposit and/or any monies paid toward this deposit are non-refundable.

- 3. ENGLISH PROFICIENCY. Students are required by the North Carolina Board of Massage and Bodywork Therapy to demonstrate proficiency with the English language; reading, writing and conversational speaking.
- TUITION REFUND.
 - The School will make a 100% refund, excluding application fee if a student officially cancels within the first 72 hours after signing the enrollment contract but more than 1 month before classes begin.
 - Within the month of classes beginning, if a student officially cancels within the first 72 hours after signing, the school will make a 100% refund, less \$1000 deposit.
 - Canceling after 72 hours, but before classes begin, the school is entitled to the deposit \$1000, plus \$530 for books = \$1530.
 - Termination after classes begin, but prior to the official 10% point of the program, the school will refund fees paid, less \$1550 plus \$530 for books = \$2080.
 - After the 10% point of the program, no refund will be issued and the full tuition is due the school. Students making monthly payments and decide to terminate after passing the 10% point are not entitled to any refund and are still required to pay the full tuition.
 - If the student terminates or stops coming to class but does not officially withdraw from the program, according to the student handbook, the student forfeits any monies that would have qualified for a refund.
- 5. RULES AND REGULATIONS. There are certain rules and regulations, which a student must adhere to, found in our Student Handbook, School Catalog (online) and Administrative Manual. Not adhering to these rules and regulations may be grounds for dismissal. Students will be required to adhere to all Additions and Revisions to the Student Handbook and all other Kneaded Energy School of Massage policies.
- 6. ATTENDANCE and STUDENT PARTICIPATION. We won't dismiss students for grades, we will dismiss students for excessive absences. Attendance is Mandatory and should be viewed just like a professional job. Students are expected to be ON TIME for all classes. Being "on-time" means being "settled and ready to learn" at the scheduled start time. Class participation is mandatory. Students are expected to participate in all classes or be considered absent. Students are expected to work the clinic schedule they sign up for. There are no excused absences in clinic.
- 7. TIME COMMITMENT. Students are expected to read all assignments prior to class. We test weekly in the science classes. We are teaching to a profession, not an exam. Students are expected to carry a minimum combined total course score of 75% to earn a passing grade. There are several professional presentations and 2 major projects to be completed while enrolled. You will need to draw your own conclusions as to how much time is required to study and pass our program.
- 8. LICENSE ELIGIBILITY. We want you to be aware that once you complete your course of study, you will be required by the state to sit for a National Exam (MBLEx) and apply for State Licensure. This process could take approximately 60 business days to 3 months. You CAN NOT practice massage therapy until you receive your license. You will be required to sit for an exam, agree to a background check, provide character references and apply for an Art of Healing License. License eligibility is subject to good moral character and proficiency in English. For more information: www.bmbt.org.

21 NCAC 30 .0630 (20): The North Carolina Board of Massage and Bodywork Therapy may deny a license to practice massage and bodywork if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.

- 9. DISMISSAL/REPEAT. Kneaded Energy School of Massage reserves the right to dismiss or hold back a student at any time and for any reason, including but not limited to: violation of KESM Code of Ethics, behaving in a way that is harmful to the school, students or profession; academic dishonesty, excessive absences, failure to meet financial obligation, providing false or misleading information on the application, inability to practice massage in a safe manner, excessive violations of the KESM rules and regulations. Students with unsatisfactory academic progress can repeat 1 course at no additional cost to them. In order to graduate, students must maintain a 75% average in each class.
- 10. READMITTANCE. Any student who has voluntarily withdrawn from the school, wishing to re-enter or any student that is required to retake classes will be required to comply under the terms of the most current policies, curriculum and testing measures. In addition, students must submit confirmation of successful resolution of their withdrawal circumstances. All withdrawals for medical reasons (physical, mental and/or emotional), must also include physician's documentation and release. The student will be subject to all cost increases, updated textbooks or program changes since their previous enrollment.

- 11. EQUIPMENT/SUPPLIES REQUIRED for Professional class:
 - Uniforms: Solid Burgundy Scrubs, top and bottom, any style, any material, from any store. Required to be worn everyday, during every class; classroom and hands-on. Long sleeve shirts can be worn UNDER the scrubs. Sweatshirts and hoodies are not allowed in class.
 - Tables are Optional: As a student, you can purchase a massage table at a discount. Tables sold at the warehouse stores COSTCO and SAMS are NOT for professional use and don't meet the weight requirements needed for a professional practice. We provide tables for class and clinic.
 - Sheets: Solid colors, only (A set = 1 each Twin fitted,1 each Full flat and 1 each pillowcase.) 1 set required for class, 5 clean sets are required for clinic.
 - Oils/Lotions: Professional Massage grade Unscented Fractionated Coconut oil is required for class, and provided.
- 12. STUDENT CLINIC. Required student client hours will be *outside* of regular classroom time. When you sign up, it is *mandatory* that you show up. There are no excused absences in clinic. 5 clean sets are required for clinic.
- 13. PLACEMENT. KESM makes no guarantee on employment or job placement following graduation.
- 14. OTHER MODALITIES. You will be introduced and exposed to Eastern philosophies, meditations and energy-based modalities in order to understand Eastern based bodywork and how it integrates in bodywork. These classes are required by NC BMBT. Students are expected to participate in these classes, regardless of personal beliefs.
- 15. COMPREHENSIVE FINAL. All KESM students are required to pass a comprehensive exam in order to graduate from Kneaded Energy School of Massage, regardless of MBLEx score.
- 16. LATE PAYMENTS, in house. Payments are due within 7 days of invoice. There is a \$20.00 fee for all late payments. A partial payment is due in order to remain in class and payment must be paid in full before the 1st of the next month in order to remain in class. If the student leaves the school after the 10% point of a module, that full module payment is still due the school. The student is required to make payment arrangements with in 5 days, for any missed payments, or the matter will result in referral of the account to an attorney or collections agency and will result in a legal suit being filed. Tuition must be paid in full to receive your diploma at graduation.

LATE PAYMENTS, TFC Loan Students. Students who have fallen behind in payments to TFC, by 1 month or more, at any time in the program have not shown financial integrity and responsibility to their obligation of the program. In these situations, we reserve the right to either ask the student to leave the program until current and/or we reserve the right to hold their diploma, until payments are made in full. If the student leaves the school after the 10% point of the program they are still required to pay the full tuition.

Bring this Enrollment Agreement when you register.	
I have read and understand the conditions of enrollment. I understand that the School Catalog, School Catalog Bulletin and Student Handbook are legal parts of this enrollment agreement.	
Student Signature Date	Program Director(s) Bill Norman, LMBT or Shelley Johnson, LMBT Office: 336-273-1260 School: 336.235.3997
Financial Agreement between student and Kneaded Energy School of Massage Deposit PaidDate	
Tuition Payment Agreement: (initial payment	t option). I agree to:
1. Pay in full. Deposit (\$1000) at enrollment, balance the first day of class. No interest, no late fees. Receive diploma at graduation.	
2. Monthly payments. Deposit (\$1000) at enrollment, equal monthly payments, no interest, pay in full by graduation, receive diploma. Missed or late payments \$20 fee. Missed payments 6% interest is added. Diploma is received after full payment.	
3. Quarterly payments. Deposit (\$1000) at enrollment, 4 equal payments, no interest, pay in full by graduation, receive diploma. Missed or late payments \$20 late fee. Missed payments 6% interest is added. Diploma is received after full payment.	
4. Financed. Deposit (\$1000) at enrollment, equal payments for 2 years at 6% interest. If payments are consistent, receive diploma at graduation and continue payments. If payments fall behind 1 month, contract is void and balance is due by finals week or finals will be held for payment. Diploma is received after payment. Missed or late payments \$20 late fee.	
5. Financed. Deposit (what you can afford, no less than \$250) Equal payments for 2 years at 6% interest that you can afford, but a lump sum to equal no less than \$5000 in enrollment period has to be paid by finals week or finals will be held for payment. Diploma is received after payment is received. Missed or late payments \$20 late fee. If agreement is kept, diploma is received and payments continue. If payments fall behind 1 month, balance is due to receive diploma.	
Payments can be made with check, cash, credit or debit cards.	
I understand that if I leave the school after the 10% point full tuition payment is due the school . I understand that I am required to make payment arrangements within 5 days, for any missed payments, or the matter will result in referral of the account to an attorney or collections agency and will result in a legal suit being filed.	
Student Signature	(seal) Date