

ADMISSIONS APPLICATION
MASSAGE ARTS CENTER
519 S 4th St
Philadelphia, PA 19147

Please check one: 702 HOUR MASSAGE PROGRAM 600 HOUR WHOLE HEALTH
SHIATSU PROGRAM 160 HOUR LOMI-LOMI CERTIFICATE PROGRAM
 Day Evening

Start Date: _____

Name _____ Phone _____

Address _____ Birthdate _____
Street Apt#

_____ SS# _____
City State Zip

Email _____

CITIZEN OF THE U.S.A.? YES _____ NO _____

Type of Visa _____ Issued By _____

CURRENT EMPLOYMENT:

Name of Company/Employer Phone#

Employer Address Supervisor

Position/Title Number of years employed

EDUCATION:

Last attended academic institution Graduated
Yes _____ No _____ GED _____

Address Last Month/Year Attended

IN CASE OF EMERGENCY NOTIFY:

Name Phone#

Address Relationship

REFERENCES: One personal and one professional reference are required. Do not include relatives or those with whom you reside.

1. _____
Name Phone#

Address Occupation

2. _____
Name Phone#

Address Occupation

Tuition and Expenses

702-hour Massage Therapy Program

160- Hour Lomi-Lomi Certificate Program

Application Fee	\$75.00
Tuition	\$8,000.00
Student Kit	\$600.00
Total	\$8675.00

Application Fee	\$75.00
Tuition	\$2400.00
Student Kit	\$100.00
Total	\$2575.00

600-hour Whole Health Shiatsu Program

Application Fee	\$75.00
Tuition	\$6,500.00
Student Kit	\$600.00
Total	\$7175.00

Payments

Payments may be made by cash, check, or credit card (Visa or MasterCard).

Fees for Make-Ups/ Tutorials

- ☉ Tutoring/ Class make up - \$40 per hour (scheduled with instructor of class missed)
- ☉ Repeated courses - \$6 per hour
- ☉ \$50 for re-test

Tuition Refund/Repayment Policy for All Students

Refunds for Early Cancellation:

(A) Within five days after agreement - If you cancel this Agreement within five calendar days you have an additional five days to cancel in writing if initial cancellation is done verbally after the day on which you signed it, the MACP will then, within thirty days thereafter, refund the Tuition Fee and the Application Fee.

(B) More Than Five Days After The Agreement - Canceling this Agreement more than five calendar days after the day on which you signed it (but prior to the Program Starting Date or if you never actually attended the Center) the Center will, within 30 days after the earlier cancellation or the Program Starting Date, refund any paid Tuition Fee and Application Fee

(C) Illness and Military Service - If prior to the Program Start Date, you are forced to cancel this agreement because of personal illness or incapacity attested by a competent medical authority, or because you have been inducted into the armed services, the Center will, within 30 days thereafter, refund any paid Tuition Fee and Application fee.

MACP policy for withdraws, cancellations, dismissals, and refunds of tuition after start date:

(A) Withdrawal - If you withdraw from a program after the start date and more than five calendar days after the day on which you signed the Agreement, but prior to the completion of the Program, you will, within thirty days of your last recorded attendance, receive a partial refund of the Tuition Fee as described in paragraph C below. The Center bases the refund due on the student's last recorded day of attendance on file. You must submit your withdrawal in writing to the Director showing last class date attended.

(B) Dismissal - The Massage Arts Center of Philadelphia reserves the right to dismiss students if they are in violation of the Satisfactory Academic Progress Policy, Standards of Conduct, Satisfactory Attendance, and non-payments of tuition & fees. Such dismissal shall be effective as of the date you receive notice from the Center. Within thirty days after dismissal, you will receive a partial refund of the Tuition Fee as described in paragraph C below.

(C) Refunds - The Tuition Fee refunds to which you are entitled because of withdrawal or dismissal are governed by the Regulations of the Pennsylvania State Board of Private Licensed Schools Title 22 Education, Part III State Board of Private Licensed Schools, Chapter 73 General Provisions and are listed as follows:

1) For a student withdrawing from, dismissed from, or discontinuing the Program during the first seven calendar days of the term, trimester, or quarter, the tuition charges refunded by the school shall be 75% of the tuition paid to date. Application Fee is not refundable.

Books, tools, supplies, and lab fees are non-refundable and/or not returnable.

2) For a student withdrawing from, dismissed from, or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, trimester or quarter, the tuition charges refunded by the school shall be 55% of the tuition paid to date. Application Fee is not refundable. Books, tools, supplies, and lab fees are non-refundable and/or not returnable.

3) For a student withdrawing from, dismissed from, or discontinuing the program after 25% but within 50% of the term, trimester or quarter, the tuition charges refunded by the school shall be 30% of the tuition paid to date. Application Fee is not refundable.

Books, tools, supplies, and lab fees are non-refundable and/or not returnable.

4) For a student withdrawing from, dismissed from, or discontinuing the program after 50% of the term, trimester or quarter, the student is entitled to no refund. Application Fee is not refundable. Books, tools, supplies, and lab fees are non-refundable and/or not returnable.

Employment

By law, we cannot guarantee a job upon completion of our programs; however the area's most distinguished employers regularly contact us with job openings that are immediately posted on our networking board. The Center takes a proactive stance in advising students of available job opportunities and current market directions. Under our **Guaranteed Career Assistance** policy, we'll help to arrange job interviews and preparing graduate resumes. Employers persistently recruit our graduates based on their quality of work and the school's outstanding reputation.

Career Assistance

We're going to be there for you every step of the way. We offer our services and network to support our graduates – no matter how long after they complete their training. Examples of assistance include – Resume writing and job search assistance, career counseling and much more. Call the school today if you are a graduate in need of further assistance or advice on your path.

Student Grievance Procedure

- ☉ Speak to the individual student, instructor, or staff member directly first.
- ☉ If no solution evolves, a meeting with the Instructor and Director will be required.
- ☉ The School Director reviews the grievance and will then make a decision. If a student is dissatisfied with the decision, submit a written appeal to the President immediately.
- ☉ The complaint must specify all the details pertaining to the situation. The President will investigate the information, meet with all parties involved and make a final decision within 15 days of receiving the grievance
- ☉ Forms to submit a grievance are available through the office during normal hours

Student Complaints & Concerns

If a student does not feel that the school has adequately addressed a complaint or concern, contact:

PA Department of Education
State Board of Private Licensed Schools
333 Market Street
Harrisburg PA 17126-0333

A \$75.00 APPLICATION FEE MUST ACCOMPANY THIS COMPLETED APPLICATION ALONG WITH YOUR ESSAY

I state that the information provided on this application is true. I understand that any false information contained here will be grounds for dismissal from the program. I Acknowledge I have received the student brochure.

Signature _____ **Date** _____