



**Body Wisdom, Inc.**  
 8401 Douglas Avenue #2 , Urbandale, Iowa 50322  
 (515) 727-4890  
 G.Kelley@bodywisdomschool.com  
 www.bodywisdomschool.com

## Application – Certificate of Excellence or Mastery Level Program *(Ask our student counselor for assistance!)*

Please print:

(Last Name)	(Middle Initial)	(First Name)	(Social Security No.)
(Street Address)		(City)	(State) (Zip)
(Date of Birth)	(Home Phone)	(Cell Phone)	(Work Phone)
(Personal E-Mail)		(Current Occupation)	

**Student Contacts & Functions:** Please complete the information for each contact and specify which function they can provide on your behalf as need be. If not specified the school will assume that a contact should provide any and all of them. Body Wisdom Inc. requires at least three persons each for the first three functions.

(Student Contact Person)	(Cell Phone)	(Home Phone)	(Work Phone)	(Relation)
(Contact Mailing Address)		(Contact E-mail)		
<input type="checkbox"/> In case of an emergency Body Wisdom Inc. may contact above person to inform them of my condition and/or request that they make decisions on my behalf. <input type="checkbox"/> Above person shall provide my address, phone number, e-mail or other contact information in case Body Wisdom Inc. is not able to reach me. <input type="checkbox"/> Above person shall give a reference about me to Body Wisdom Inc. with regard to my person and, in case of school financing, about my financial standing. <input type="checkbox"/> Body Wisdom Inc. may share or request information about my academic program and progress with/from above person. <input type="checkbox"/> Body Wisdom Inc. may share or request information about my financial standing and student account with/from above person.				

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**I. PROGRAM DESIGN & Cost Calculation for a Certificate of Excellence or Mastery Level Program**

**Certificate of Excellence Programs** consist of at least 200 hours at a ratio of approx. 90% course hours to 10% clinic hours. For example, a 200-hour certification entails 184 course hours and 16 clinic hours. A Non-Refundable Registration Fee of \$75 applies.

**Mastery Level 1 or 2 Programs** consist of at least 500 hours each, at a ratio of approx. 90% course hours and 10% clinic hours. For example, 500-hour Mastery Level entails 448 course hours and 52 clinic hours. A Non-Refundable Registration Fee of \$125 applies.

**NOTE:** Core Courses listed in grey, or Elective Courses taken with a prior Massage Certification, **do not qualify**. A school advisor will be glad to assist with details.

				Cost Break Down Disclosure		
Course Title <i>Listed in order of course length:</i>	To Select: X	Total of Tuition & Course Fees	Enter Course Start Date	Course Fees (Texts, Supplies, Lab Materials)	Tuition	Optional Notes
<b>8 Hour Courses:</b>						
Your Crown & Glory: Head Massage (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Dreamy Face Sequence (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Crazy Good Neck Work Version I (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Crazy Good Neck Work Version II (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Ease the Load: Shoulder Work (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Embracing Life: Arms & Hands (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Soothing Belly Work: Abdominal Sequence (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
I've Got your Back: Special Back Techniques (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Move Freely: Pelvis & Hips (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Stand your Ground: Legs & Feet (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Relax: Ear & Hand Reflexology (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Intuitive Hands-On Energy Work (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Stretching-Thai Chi-Qigong – Lower Body (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Stretching-Thai Chi-Qigong – Upper Body (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Cupping: Myofascial Decompression (8 hrs)	X	\$222.80	Start Date	\$74.00	\$148.80	
Crystal Radiance: Massage with Gemstones (8 hrs)	X	\$227.80	Start Date	\$79.00	\$148.80	
Himalayan Salt Stone Massage (8 hrs)	X	\$257.80	Start Date	\$109.00	\$148.80	
Death Doula Certification (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
<b>16 Hour Courses:</b>						
IASTM Instrument Assisted Soft Tissue Mobilization (16 hrs)	X	\$386.60	Start Date	\$89.00	\$297.60	
Fusion 16 – “Best of BWS” Collection (16 hrs)	X	\$386.60	Start Date	\$89.00	\$297.60	
Rock to Relax: Pulsing (16 hrs)	X	\$386.60	Start Date	\$89.00	\$297.60	
Rock to Relax: Rebalancing (16 hrs)	X	\$386.60	Start Date	\$89.00	\$297.60	
Thai Herbal Spa (16 hrs)	X	\$416.60	Start Date	\$119.00	\$297.60	
Premier Spa – Indonesia (16 hrs)	X	\$416.60	Start Date	\$119.00	\$297.60	
Sea Shell Massage (16 hrs)	X	\$536.60	Start Date	\$234.00*	\$297.60	
Ayurvedic Shirolhara (16 hrs)	X	\$386.60	Start Date	\$89.00	\$297.60	
Hot Stone Reflexology (16 hrs)	X	\$561.60	Start Date	\$264.00*	\$297.60	
Sound Infused Massage Therapies (16 hrs)	X	\$416.60	Start Date	\$119.00	\$297.60	
Geriatric (Elderly) Massage (16 hrs)	X	\$406.60	Start Date	\$109.00	\$297.60	
Hospice Massage (16 hrs)	X	\$406.60	Start Date	\$109.00	\$297.60	
Oncology & Critical Care Massage (16 hrs)	X	\$406.60	Start Date	\$109.00	\$297.60	
Reiki Intensive (Equivalent to trad. levels 1 & 2) (16 hrs)	X	\$386.60	Start Date	\$89.00	\$297.60	
Reiki Master Course (16 hrs)	X	\$386.60	Start Date	\$89.00	\$297.60	
<b>24 Hour Courses:</b>						
Neuromuscular Massage (24 hrs)	X	\$575.60	Start Date	\$129.00	\$446.40	
SansHands Flow (24 hrs)	X	\$555.40	Start Date	\$109.00	\$446.40	
Bamboo Massage (24 hrs)	X	\$820.40	Start Date	\$374.00	\$446.40	
Clinical Hydrotherapy (24 hrs)	X	\$620.40	Start Date	\$174.00	\$446.40	
Thai Massage on the Table (24 hrs)	X	\$570.40	Start Date	\$124.00	\$446.40	
Hot Stone LomiLomi (24 hrs)	X	\$740.40	Start Date	\$294.00*	\$446.40	
European Spa Specialties (24 hrs)	X	\$680.40	Start Date	\$234.00	\$446.40	
Thai Foot Massage (24 hrs)	X	\$575.60	Start Date	\$129.00	\$446.40	
Craniosacral Therapy Level 1 (24 hrs)	X	\$570.40	Start Date	\$124.00	\$446.40	
Craniosacral Therapy Level 2 (24 hrs)	X	\$540.40	Start Date	\$94.00	\$446.40	
Trauma Informed Somatic Touch (24 hrs)	X	\$580.40	Start Date	\$134.00		
<b>32-44 Hour Courses:</b>						
Barefoot Bars Deep Tissue (32 hrs)	X	\$729.20	Start Date	\$134.00	\$595.20	
Pathology (44 hrs)	X	\$998.40	Start Date	\$180.00	\$818.40	
* Amount may be pro-rated in case student has materials.						
Continue next page...						

*My initials confirm that I agree with all details on this second page of the six-page document:.....*

Continued from former page...				Cost Break Down Disclosure		
Course Title <i>Courses listed in order of course length:</i>	To Select: X	Total of Tuition & Course Fees	Enter Course Start Date	Course Fees (Texts, Supplies, Lab Materials)	Tuition	Optional Notes
<b>48 Hour Courses:</b>						
Deep Tissue Massage (48 hrs)	X	\$1,011.80	Start Date	\$119.00	\$892.80	
Myofascial Therapy (48 hrs)	X	\$1,021.00	Start Date	\$129.00	\$892.80	
Positional Release Technique (48 hrs)	X	\$1,021.00	Start Date	\$129.00	\$892.80	
Hot & Cold Stone Therapy (48 hrs)	X	\$1,586.80	Start Date	\$694.00*	\$892.80	
Acupressure (48 hrs)	X	\$1,026.80	Start Date	\$134.00	\$892.80	
Foot Reflexology (48 hrs)	X	\$1,011.80	Start Date	\$119.00	\$892.80	
Lymphatic Drainage Massage (48 hrs)	X	\$1,026.80	Start Date	\$134.00	\$892.80	
Clinical Aromatherapy & Massage (48 hrs)	X	\$1,086.80	Start Date	\$194.00	\$892.80	
Maternity & Infant Massage (48 hrs)	X	\$1,026.80	Start Date	\$134.00	\$892.80	
Anatomy: Bones & Muscles (48 hrs)	X	\$1,042.80	Start Date	\$150.00	\$892.80	
<b>52-56 Hour Courses:</b>						
Therapeutic Massage Level 1 (52 hrs)	X	\$1,127.20	Start Date	\$160.00	\$967.20	
Therapeutic Massage Level 2 (52 hrs)	X	\$1,087.20	Start Date	\$120.00	\$967.20	
Therapeutic Massage Level 3 (52 hrs)	X	\$1,087.20	Start Date	\$120.00	\$967.20	
Kinesiology (52 hrs)	X	\$1,117.20	Start Date	\$150.00	\$967.20	
Physiology (56 hrs)	X	\$1,231.60	Start Date	\$190.00	\$1,041.60	
Business, Marketing & Chair Massage (56 hrs)	X	\$1,291.60	Start Date	\$250.00	\$1,041.60	
<b>96 Hour Courses:</b>						
Orthopedic (also Clinical Sports) Massage (96 hrs)	X	\$2,004.60	Start Date	\$219.00	\$1,785.60	
Traditional Thai Massage on the Mat (96 hrs)	X	\$2,104.60	Start Date	\$319.00*	\$1,785.60	
<b>Separate Break-Out Sessions from Courses:</b>						
Ethics & Law (6 hrs)	X	\$135.60	Start Date	\$24.00	\$111.60	
Wherever-You-Go - Chair Massage (8 hrs)	X	\$212.80	Start Date	\$64.00	\$148.80	
Chair Massage – Event (Add-On to Above) (4 hrs)	X	\$93.40	Start Date	\$19.00	\$74.40	
<b>Student Clinic Course:</b>						
Total Clinic Hours (@20% discount):	X					

\* Amount may be pro-rated in case student has

Total Number of Selected Course Hours = 184 or 448, etc.

Total Cost of Selected Courses = \$ .....

Minus 20% Program Discount = \$ .....

**Total Program Costs = \$ .....**

Non-Refundable Registration Fee due to Submit Application = \$ .....

Applicant Initials .....

## II.: PAYMENT:

### A. Payment Terms:

The non-refundable application as explained above on pg. 2, is due at the time of application and will reserve a space for the student within the program. A payment of 25% of total program costs (tuitions, use & material fees) is due upon receipt of the school's invoice and confirmation package. All remaining balances are due at least 30 days prior to start date of the first course. Body Wisdom School withholds the right to terminate this Enrollment Agreement at any time in case of delinquencies or non-compliance of the student with school policies. No official documents or certification papers are issued until all balances are paid in full.

### B. Payment & Finance Options – please select:

☐ **1. Payment in Full** (Body Wisdom accepts Checks, Money Orders, Cash, Visa/Master/Discover):

I include the non-refundable Registration Fee of \$..... (enter amount explained on pg. 2) with this completed Enrollment Agreement form; and I agree to pay all due amounts on time, as described above (see par. II.A.). I know that the school will only hold the space for me in above selected individual courses, once the down payment of 25% of the total of tuitions, fees, manuals/texts has been posted to the school's account.

For this option B.1., checkmark above and sign here: .....

OR:

### ☐ 2. Financing

a) The non-refundable Registration Fee as explained on pg. 2, is included with this completed Enrollment Agreement Form. As Body Wisdom School specializes in customized education, foregoing Financial Aid, the school offers custom in-house payment plans. For initial assistance, contact Student Counselor, G Kelley \* 515-727-4890 \* [G.Kelley@bodywisdomschool.com](mailto:G.Kelley@bodywisdomschool.com)

My initials confirm that I agree with all details on this third page of the six-page document:.....

b) Payment Plan: I propose to pay the total program costs as follows *(use additional paper if needed)*:

- 1<sup>st</sup> Payment of \$..... on ..... *(enter date)*; by Check, Cash, Debit, Credit Card *(circle one)*.
- Following, I like to make regular payments of \$ ..... with the frequency of once *(please circle your preference)*  
weekly - bi-weekly - monthly on every ..... *(enter week day or month's date)*;  
by Check, Cash, Debit, Credit Card *(circle one)*.

Please use my Debit/Credit Card for automatic payments #: ..... Exp.Date: ..... CVC: .....

Payment card billing address *(if different than page 1)*: .....

*For this option II.B.2. checkmark above and sign here.: .....*

### III: Institutional Refund Policy *(also refer to all other School Policies, including General Policies & Procedures)*:

- **Invoices** are issued at the beginning of a course/program for the total of costs consisting of:
  - Registration Fee: This fee is due for enrollment processing and is non-refundable.
  - Tuition: Cost charged for scheduled course/program clock hours - refundable as listed below.
  - Course Fees: Charges for mandatory text books, handouts, course supplies & lab materials. These fees are non-refundable for courses that have been completed or started.
- **In the event a student withdraws** from a Body Wisdom School certification course or program prior to completing all certification or graduation requirements, the student may be eligible for a credit or refund. Any monies due to the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  1. an applicant is not accepted by Body Wisdom School - in which case the applicant shall be entitled to a refund of all monies paid.
  2. a student cancels his/her enrollment in writing within three business days of signing the enrollment agreement, but prior to starting classes - in which case, all monies collected by Body Wisdom School shall be refunded, less the non-refundable Registration Fee;
  3. a student cancels his/her enrollment within 14 days after starting classes - in this case they shall be entitled to a refund of all monies paid to Body Wisdom School less the non-refundable Registration Fee and less non-refundable Course Fees for courses started;
  4. a student notifies the institution of his/her withdrawal in writing;
  5. a student on an Approved Leave of Absence notifies Body Wisdom School, that they will not be returning. The date of withdrawal shall be the earlier of the date of either the expiration of the Leave of Absence or the date the student notifies the institution, that the student will not be returning;
  6. a student is expelled by Body Wisdom School (Unofficial Withdrawal will be determined by the institution by monitoring attendance at least every 14 days).
  7. A) In compliance with Iowa Code 714.23(2)(a); 100% of tuition charges will be refunded to students enrolled within any certification course or program, who withdraw (officially or unofficially) within 14 days from the first day of the program start date. There are no refunds for the non-refundable registration fee and non-refundable course fees of any courses the student has completed or started.
  7. B) If a student withdraws (officially or unofficially) after the first 14 consecutive days of the course/program due to the student's physical incapacity, or due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of the tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.
  7. C) For students who withdraw (officially or unofficially) at 15 or more days from the start of the program, Body Wisdom shall make a pro rata refund of tuition charges (the total of instruction and clinic hours) to a student who terminates from any of the school's certification courses or programs in an amount that is not less than ninety-five percent of the amount of tuition charged to the student multiplied by the ratio of the number of calendar days remaining in the school period to the total number of calendar days in the school period. If a terminating student has completed sixty percent or more of a school period, the School is not required to refund tuition charges to the student. There are no refunds for the non-refundable registration fee and non-refundable course fees of courses the student has completed/started.

In type 2., 3., 4., 5., 7.A), 7.B) or 7.C) official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, the date on the e-mail, or the date said notification is delivered to the Student Counselor in person.
- **Tuition Refund Calculation:** All tuition refunds are based on remaining scheduled course or program clock hours per the student's last date of attendance.
- **If permanently closed or no longer offering instruction** after a student has enrolled, Body Wisdom School will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.  
If the certification program is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.  
If the certification program is canceled subsequent to a student's enrollment, Body Wisdom School will either provide a full refund of all monies paid or completion of the certification program at a later time.  
If the certification program is cancelled after students have enrolled and instruction has begun, Body Wisdom School shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the program OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- This refund policy applies to tuition and fees charged as detailed in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra course materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the application form and with the enrollment agreement.
- If a Title IV financial aid recipient withdraws prior to program completion, a calculation for return of Title IV funds will be completed and any applicable returns by Body Wisdom School shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by Body Wisdom School and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

*My initials confirm that I agree with all details on this fourth page of the six-page document:.....*



**Termination Date / Withdrawal Date (Official or Unofficial Withdrawal):**

The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from Body Wisdom School. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive class days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

**Refund for Veteran Benefit Program Participants** – A student who receives Veteran's benefits must provide written notice of cancellation. The School will then notify the VA and, compliant with the requirements of Title 38 CFR 21.4255 - Iowa Code 256.183(1)(g), issue a refund of institutional charges for the program as detailed above. Additionally, the pro-rated refund also applies to the Registration Fee.

**Refund in Case of Military Deployment** - Per IA Code 261.9(g)1, A student, who is a member, or the spouse of a member, if the member has a dependent child, of the Iowa National Guard or Reserve Forces of the United States, and who is ordered to National Guard Duty or Federal Active Duty, may

- A. withdraw from registration prior to the program start date and receive a full refund of tuition and mandatory fees;
- B. make arrangements with the Student Counselor to complete their program at a later date, in which case the student's registration remains intact and tuition and mandatory fees shall be assessed for the program in full;
- C. withdraw from the remainder of their program at the details listed with above refund policy, with the exception that the registration fee will be included with eligible refund calculations.

**Refund of Returned Purchased Items @ the School Retail Store** – The School only refunds products that have not expired, been used, opened, or damaged, and are in original packaging. Original receipts are required. Gift cards can only be refunded if the physical gift card is returned and in the valid amount left on the card. There are no returns/refunds for sales items and items that have been replaced by newer editions or are no longer carried by the school.

**IV: Personal Information** *(use additional paper if needed)*

How did you hear about the school? .....

Is your current health: \_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Poor ?

Do you use any medications: Yes / No

Are you physically or mentally challenged in any way? .....

You will be required to inform the school in case of pregnancy—are you currently pregnant? .....

Which school did you study at? .....

How many hours have you been certified with? ..... And when (mo/year)? .....

Do you have additional training, if so, please list modalities? .....

Do you currently hold a valid License to practice Massage? Yes / No If yes, issued by which State?: .....

What is your professional experience, if any, so far? (List details or attach resume) .....

Are you currently insured to practice massage? Yes / No (Insurance will be required. Student insurance may be available, please inquire.)

Are you new to recovery (within last 12 months) or have you had a communicable disease in the last two years (examples: hepatitis, lice, HIV, scabies, etc.)? .....

Please describe any learning disabilities or past / recent injuries due to accidents or sports: .....

Have you ever been charged with a felony, crime or assault—please list below: (Incorrect information or lack of disclosure may affect a student's acceptance, or lead to later termination - criminal background checks may be conducted.)

What is your personal and/or professional goal for enrolling in this program? .....

.....

Your challenges: .....

.....

Your strengths: .....

.....

### **V: Complete Application for Enrollment into a Certificate of Excellence or Mastery Level Program:**

This form, when completed, signed and dated by the applicant, serves as application for enrollment for a respective Certificate of Excellence or Mastery Level program with Body Wisdom School, and must be submitted as follows:

1. Complete all six pages of this form to the best of your knowledge and sign and date below (please request assistance of one of our counselors).
2. Include a photo copy of your driver's license (if not available, you may use copy of birth certificate and a recent photograph)
3. Submit your payment of the Registration Fee (non-refundable) of \$75 (Excellence) or \$125 (Mastery):

☐ Enclosed is a check/money order in the amount of: \$ ..... (please don't send cash by mail).

or

☐ Charge my Payment Card in the amount of \$ ..... Card Number: .....

Exp. Date: ..... CVC: ..... Cardholder: ..... Cardholder Signature: .....

Card Billing Address: .....  
(if different from above) (Street) (City) (State) (Zip)

☐ Please also charge above payment card with the remainder of my balance/s as due.

or

☐ I agree to pay balance/s as due by (please check one): ☐ check ☐ payment card (needed in case of financing) ☐ cash in person.

I HAVE COMPLETED THIS FORM TO THE BEST OF MY KNOWLEDGE AND STATE THAT THE INFORMATION GIVEN IS TRUE AND CORRECT. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD AND AGREE TO MY RIGHTS AND RESPONSIBILITIES AS STATED WITH THIS FORM AND ALL BODY WISDOM SCHOOL POLICIES AND REGULATIONS.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### **For Administrative Use Only:**

### **ACCEPTED BY:**

\_\_\_\_\_  
(School Official)

\_\_\_\_\_  
Date