



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

Application/Enrollment Agreement for Reflexology Wellness Therapist Certification Program

Please print:

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

☐ I am a Body Wisdom Graduate. I graduated in the year under the name:
(In Case of Name Change)

Emergency / Contact Information

In case of an emergency Body Wisdom Inc. may contact the following persons to inform them of my condition and/or request that they make decisions on my behalf. These persons shall also provide my contact information to the school, in case I cannot be reached.

(Full Name of Emergency Contact Person 1)	(Cell Phone)	(Home Phone)	(Work Phone)	(Relation)
(Full Name of Emergency Contact Person 2)	(Cell Phone)	(Home Phone)	(Work Phone)	(Relation)

Release of Information

I agree that Body Wisdom Inc. may release or request information related to my person, my student account and/or academic details to and from the following person/s:

(Name of Emergency Contact Person 1)	(Relation)	(Cell Phone)	(Home Phone)	(E-mail)
(Full Name of Emergency Contact Person 2)	(Relation)	(Cell Phone)	(Home Phone)	(E-mail)

I. Custom Program Selection & Cost Calculation for a Reflexology Wellness Therapist Certification Program

Programs are customized and consist of a minimum of 300 hours. Additional hours are optional and will be determined by your choice of additional elective courses.

Each program consists of 180 Core Program hours including a minimum of 28 Student Clinic Course hours, and a minimum of 120 required Elective Program hours. Additional elective hours may be selected from the same Elective menu below. Please let our Student Counselor advise and assist you with all program details.

Program Breakdown:

- 180 Core Program hours include:
 - 56 Hours Physiology
 - 48 Hours Foot Reflexology
 - 24 Hours Thai Foot Massage
 - 16 Hours Hot Stone Reflexology
 - 8 Hours Relax: Hand & Ear Reflexology
 - 30 Hours Student Clinic Course
- Minimum of 120 Elective Program hours:
 - To be selected from below list
 - Optional additional Elective Courses may be selected from below list

Program Costs: A **20% discount** from regular course costs and fees was applied to the program. The costs for a Reflexology Wellness Therapist Certification Program start at \$5,792.80 depending on your Elective Program choices and/or optional add-on Electives. All text books, equipment and course materials are included. A \$100 non-refundable registration fee is due upon acceptance into the program.

Program Details & Cost Calculation:

Course Title		Course Hours	Course Fees (Texts, Supplies, Lab Materials) at 20% discount of reg. rates	Tuition reflecting a 20% discount from regular course rates	Enter Course Start Date (Ex. 'Dec. '22)
Core Program:					
Physiology		56	\$152.00	\$833.28	
Foot Reflexology		48	\$ 95.20	\$714.24	
Thai Foot Massage		24	\$103.20	\$357.12	
Hot Stone Reflexology		16	\$211.20*	\$238.08	
Relax: Ear & Hand Reflexology		8	\$ 51.20	\$119.04	
Student Clinic Course		28	\$160.00	\$416.64	TBD
SUB TOTAL		180	\$772.80	\$2,678.40	
Choose a Minimum of 118 Elective Hours:	Course hours	Enter # of course hours for your selections:	Circle fee amounts for courses you select:	Circle tuition amounts for courses you select:	Enter Course Start Date of your selections
Pathology	44		\$144.00	\$654.72	
Anatomy: Bones & Muscles	48		\$155.20	\$714.24	
Business Career Building - Biz12	12		\$ 63.20	\$178.56	
Business, Law & Marketing – Biz32	32		\$127.20	\$476.16	
Clinical Aromatherapy & Massage	48		\$155.20	\$714.24	
Trauma Informed Somatic Touch	24		\$107.20	\$357.12	
European Spa Specialties	24		\$187.20	\$357.12	
Sound Infused Therapies	16		\$ 95.20	\$238.08	
Thai Herbal Spa	16		\$ 95.20	\$238.08	
Ayurvedic Shirodhara	16		\$ 71.20	\$238.08	
Rock to Relax: Pulsing	16		\$ 71.20	\$238.08	
Rock to Relax: Rebalancing	16		\$ 71.20	\$238.08	
Reiki Intensive	16		\$ 71.20	\$238.08	
Your Crown & Glory: Head Massage	8		\$ 51.20	\$119.04	
Death Doula Certification	8		\$51.20	\$119.04	
Calculate SUB TOTAL Hours, Fees & Tuitions		Hours	\$	\$	= \$
Add Sub Totals from above Core Program		180 Hours	\$ 772.80	\$ 2,678.40	= \$ 3,451.20
Calculate Total of all Fees & Tuitions		Hours	\$	\$	= \$

*Amount can be pro-rated in case student already owns materials.

Total Reflexology Wellness Therapist Certification Program Costs =

II: 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:
 - an applicant is not accepted by Body Wisdom School - in which case the applicant shall be entitled to a refund of all monies paid.
 - 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;
 - 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;
 - a student notifies the institution of his/her withdrawal in writing;
 - 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;
 - a student is expelled by Body Wisdom School (Unofficial Withdrawal will be determined by the institution by monitoring attendance at least every 14 days).
 - 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.
 - 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.
 - 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.

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

- withdraw from registration prior to the program start date and receive a full refund of tuition and mandatory fees;
- 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;
- 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.

III.: Payment:

A. General Payment Terms:

The non-refundable registration fee must be submitted with the application and will only be charged upon acceptance into the program with all requested courses/dates. 25% of total program costs (tuitions & material fees) are 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 an Enrollment Agreement at any time in case of delinquencies or non-compliance of the student with school policies at the student's expense. No official documents or certification papers are issued until all balances are paid in full.

B. Payment 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 \$100.00 with this completed Application Form; and I agree to pay all amounts on time, as described above (*see par. II.A.*). I know that the school will only hold the space for me in the individual courses as scheduled (*see pg. 2*), 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, please checkmark above and sign here:

OR:

☐ 2. Financing

a) The non-refundable Registration Fee of \$100.00, must be included with this completed Enrollment Agreement Form (*also see pg. 4*). Federal Financial Aid is NOT available for this program and the school offers custom in-house payment plans. For assistance contact the Student Counselor, G Kelley * 515-727-4890 * G.Kelley@bodywisdomschool.com

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

- 1st Payment Payment of \$..... on (*enter date*); by Check, Cash, Debit, Credit Card (*circle one*).
- Following, I would like to make regular payments of \$..... in frequency of *please circle preferred option*:
once weekly - bi-weekly - monthly per each (*enter week day or month's date*);

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

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

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?

What, if any, previous training within the health care domain do you have?

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 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, criminal background checks may be conducted)

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

Your challenges:

Your strengths:

V: Enrollment Agreement**This form, when completed, signed and dated by both parties, serves as Enrollment Agreement Contract for a Reflexology & Wellness Therapist Certification Program with Body Wisdom School.**1. Complete this form to the best of your knowledge and sign and date below (you may schedule to do this with the 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 once accepted and registered) of \$100.00 - Choose a payment option:☐ Enclosed is a check/money order in the amount of: \$ (please don't send cash by mail).

or

☐ Charge my Credit/Debit Card in the amount of \$ Card Number:

Exp. Date: CVC: Cardholder: Cardholder's Signature:

Card Billing Address:
(if different from above) (Street) (City) (State) (Zip)☐ Please also charge above credit/debit card with the remainder of my balance/s as due.

or

☐ I agree to pay the balance/s as due by (please check one): ☐ mailing a check ☐ calling w/a credit card ☐ paying 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 LEGALLY BINDING ENROLLMENT AGREEMENT CONTRACT AND ALL BODY WISDOM SCHOOL POLICIES AND REGULATIONS.**_____
Student's Signature_____
Date**ACCEPTED BY:**_____
(School Official)_____
Date