

Student Enrollment



Equine Massage Therapist Application Packet

Langley Equine Studies
19601 Rd. F.4 NE
Soap Lake, WA. 98851
509-246-8053

langleym@nwi.net www.langleyequinestudies.com

Langley Equine Studies

ENROLLMENT AGREEMENT

Langley Equine Studies
19601 Rd. F.4 NE
Soap Lake, WA. 98851
509-246-8053

This enrollment agreement is between the above named school and:

Student Name: _____ Telephone: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address (if different): _____ Date of Birth: _____ Gender: M ___ F ___

Email address) _____ SS# _____

Please indicate which class you are applying for:

EQMT 100 Hour Programs:

EQMT 101-A On-Campus (1 day a week) _____ 1st class: Start Date 02/11/2018 end date 05/20/2018

_____ 2nd class: Start Date 09/10/2018, end date 01/14/2019

EQMT 101-B On-Campus (2-day a week) _____ 1st Class: Start Date: 03/7/2018 – End Date: 04/19/2018

_____ 2nd Class: Start Date 10/03/2018- End Date: 11/15/2018

EQMT - 102 On-line _____ Start Date: Open enrollment (End date 4 months after enrollment)

EQMT - 103 Long Distance _____ Start Date: Open enrollment (end date within 12 months after enrollment)

EQMT 300 Hour Programs:

EQMT – 301-A: On-Campus (one day a week class) _____ Start Date 09/4/2018 – End Date 05/28/2019

_____ Start Date 09/3/2019 – End Date 05/26/2020

EQMT – 301-B: On-Campus (two day a week class) _____ Start Date: 09/04/2018 End Date: 03/12/2019

EQMT – 301-C: On-Campus (3 day a week class) _____ Start date 09/05/2018 end date 12/17/2018

_____ Start date 02/4/2019 end date 05/13/2019

EQMT - 302: On-line _____ Start Date: Open enrollment

EQMT - 303: Long Distance _____ Start Date: Open enrollment

LAB -101 (50 Hours) Hands-on _____

LAB – 102 Advance Technique Lab (50 Hours) Hands-on _____

VA Students are required 12 hours (minimum) of study per week in the EQMT 301 On-campus class. These 12 hours will be fulfilled by 7.5 hours in the Tuesday's On-campus class and the second day being a "Lab" consisting of 4.5 hours. Labs will be on Thursdays.

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The school agrees to provide the following training: *Equine Massage Therapy*

COST:

Registration Fee	\$
Tuition	\$
Books	\$
Supplies and Materials	\$
Lab	\$
Total	\$

METHOD OF PAYMENT:

Down Payment	\$
Monthly Payment(s)	\$
Loan Payment (if applicable)	\$

I agree that the payment of program costs will be satisfied by (check all that apply):

Cash Check Scholarship Third Party (e.g. VA, Voc. Rehab., L & I, Employer)

List third party payer: _____

If tuition isn't paid in full, payments can be arranged by (choose your schedule) _____ Monthly or by _____ Quarter.

Itemization of all charges and required purchases in order to complete training:

Application fee: \$100.00

Course materials: \$350.00

Class Deposit \$500.00 (On-campus students) reserves position in class (due to limited space).

Tuition:

EQMT 100 Programs:

EQMT 101-A: On-Campus- \$ 1950.00 (one day a week class)

EQMT 101-B: On-Campus- \$2150.00 (two day a week class)

EQMT - 102: On-line:

WA State Residents- \$2150.00 (includes hands on hours)

Out of State- \$1795.00

EQMT - 103: Long Distance

WA State \$1895.00 (includes hands on hours)

Out of State- \$1595.00

EQMT 300 Programs:

EQMT – 301-A: On-Campus - \$ 7695.00 (one day a week class)

EQMT – 301-B: On-Campus - \$7895.00 (two day a week class)

EQMT – 301-C: On-Campus - \$7995.00 (3 day a week class)

EQMT - 302: On-line

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WA State Residents- \$7495.00 (includes hands on lab)

Out of State \$6995.00 (doesn't include lab)

EQMT - 303: Long Distance

WA State Residents: \$6995.00 (includes hands on lab)

Out of State \$6495.00 (doesn't include lab)

LAB -101 (50 Hours) Hands-on \$1050.00

LAB – 102 Advance Technique Lab (50 Hours) Hands-on \$1195.00

AGREEMENT NOTICE:

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

CHANGES TO AGREEMENT NOTICE:

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student, or student's parent or guardian if he/she is a minor.

CANCELLATION AND REFUND POLICY:

1. The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the school.
2. The school must refund all monies paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels past the fifth business day after signing the contract or making an initial payment. A registration fee is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	School may keep this percentage of tuition:
One week or up to 10%, whichever is less	10%
More than one week (or 10%), whichever is less, but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
 - a. When the school receives notice of the student's intention to discontinue the training program; or,
 - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - c. When a student, without notice, fails to attend classes for thirty calendar days.
6. All refunds must be paid within thirty calendar days of the student's official termination date.

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Refund policy for On-line & Long Distance Programs: As per WAC 490-105-130

(1) For distance education programs:

(a) A student may request cancellation in any manner and upon such request for cancellation being received and recorded by the school demonstrating the last date of attendance and/or completion of a lesson.

(b) The following is a minimum refund policy for distance education courses without mandatory resident training:

(i) An applicant may cancel up to five business days after signing the enrollment agreement. In the event of a dispute over timely notice, the burden to prove service rests on the student.

(ii) If a student cancels after the fifth calendar day (excluding Sundays and holidays) but before the school receives the first completed lesson, the school may keep only a registration fee of either fifty dollars or an amount equal to fifteen percent of the tuition, but no greater than a registration fee of one hundred fifty dollars.

(iii) After the school receives the student's first completed lesson and until the student completes half the total number of lessons in the program, the school is entitled to keep the registration fee and a percentage of the total tuition as described in the following table:

If the student completes this percentage of lessons:	The school may keep this percentage of the tuition cost:
0% through 10%	10%
11% through 25%	25%
26% through 50%	50%
More than 50%	100%

(iv) Calculate the amount of the course completed by dividing the number of lesson assignments contained in the program by the number of completed lessons received from the student.

Cancellation and Refund Policy For VA Students

Langley Equine Studies agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

(1) Registration fee. An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

(2) Breakage fee. Where the school has a breakage fee, it may provide for the retention of only the exact amount of the breakage, with the remaining part, if any, to be refunded.

(3) Consumable instructional supplies. Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

(4) Books, supplies and equipment.

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- a. The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:
- The school furnishes the books, supplies and equipment,
 - The school includes their cost in the total charge payable to the school for the course,
 - The veteran or eligible person withdraws or is discontinued before completing the course.
- b. The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.

(5) Tuition and other charges. Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this paragraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

(6) Prompt refund. In the event that the veteran, spouse, surviving spouse or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph

NOTICE TO BUYER:

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.

CANCELLATION OF CONTRACT:

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract; the written notice may also be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the applicant.

UNFAIR BUSINESS PRACTICES:

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors if he/she is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.

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CERTIFICATION:

I certify that I read and understand the cancellation and refund policy and the complaint procedure; I received a copy of the school catalog and I am entitled to an exact copy of this enrollment agreement, school catalog, and any other papers I sign.

Student:

Please print

Signature

Date

Authorized School Representative:

As the authorized representative of the school, I hereby agree to the conditions set forth herein.

Please print

Signature School Official: Mary Lou Langley

Date

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board

128 – 10th Avenue SW

Olympia, Washington 98501

Phone: 360-709-4600

Email: pvs@wtb.wa.gov

Web: wtb.wa.gov

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Attachment A



Langley Equine Studies
19601 Rd. F.4 NE
Soap Lake, WA. 98851

NOTICE OF FINANCIAL OBLIGATION

Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under Chapter 28C.10 RCW. One copy of this notice bearing original signatures must be attached by the school as addenda to that individual's enrollment agreement, as well as a copy provided to the enrollee by the school.

ACKNOWLEDGMENT BY ENROLLEE

1. I understand and accept that any contract for training I enter into with the above named school contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
3. I understand that any enrollment contract I enter into will not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and me, provided that I have not entered classes.

Name: _____

Signature: _____

Dated this: _____ day of _____, 20____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears above has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Name: _____

Title: _____

Signature: _____

Dated this: _____ day of _____, 20____

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Attachment B

HOW TO FILE A COMPLAINT

Washington law requires private vocational schools to inform students how to file a complaint. By signing this form you acknowledge this process has been explained to you. Below are the next steps the school must take in discussing this policy with you, along with information about the complaint process.

DISCUSSION ABOUT COMPLAINT POLICY REQUIRED

First, a school representative must discuss the school's complaint policy with you. Following this discussion, you will be provided with this attachment to sign. After you sign this form, the school will give you a copy for your personal records. The school will also keep a copy on file.

ACKNOWLEDGMENT OF COMPLAINT PROCESS BY STUDENT

4. The school has described the grievance and/or complaint policy to me.
5. I understand that the policy can also be found in the school catalog.
6. I know I should first try to resolve a complaint or concern with my instructor or school administrator.
7. I understand nothing prevents me from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint, and complaint forms are: http://wtb.wa.gov/PCS_Complaints.asp.
8. I understand that I have one year to file a complaint from my last date of attendance.
9. I further understand that in the event of a school closure, I have 60 days to file a complaint.
10. I also understand that complaints are public records.
11. Finally, I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at http://wtb.wa.gov/PCS_Complaints.asp

Name: _____ Signature: _____ Date: _____, 20____

ACKNOWLEDGMENT BY SCHOOL

Prior to being enrolled in this school, the applicant, whose name and signature appear above, has been made aware of the school's complaint policy.

Name: _____ Signature: _____

Title: _____ Date: _____, 20____

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Please submit the names of two people as personal references that you have known at least one year and to whom you are not related.

Reference # 1 (name, address, phone, email)

Reference # 2 (name, address, phone, email)

_____	_____
_____	_____
_____	_____

List all schools attended and degrees earned post (high school):

School	Dates attended	Date Graduated
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any animal related courses, trainings and/or certifications you have taken:

On a separate paper, please complete the following in essay form:

“I want to be an Equine Massage Therapist because..”. Please include your experience, both personally and professionally, with horses. Also, include in summary your professional goals. I want you to really think about this, as I want to see your focus, goals, intent, dreams, passions and drive to succeed.

If you have a documented learning disability and/or any handicap, you must submit a diagnostic report in the format of a full medical evaluation from a licensed clinician. Langley Equine Studies, LLC requires that the report include a specific diagnosis and a narrative, describing functional limitations of the disorder. This clinical evaluation will be used to provide the student with adequate accommodations to help the student successfully complete the program. The student may be provided with tutorials, oral or private testing, extra time allotted for exam and/or other accommodations listed in the clinician's report.

Medical History:

The Massage Therapy program that we offer for horses is very physical and strenuous. We would like you to take a moment to check off any injuries or medical complaints/conditions that you may have now or have had in the past. Please be specific. Good health is essential in order to successfully complete this program. Your safety is always first.

Arthritis Asthma Bleeding/Bruising Blood Pressure Problems Chronic Fatigue
 Cardiac Issues (heart disease, surgeries, etc) Carpal Tunnel Syndrome Fibromyalgia
 Dizziness/Fainting Epilepsy Joint pain/problems Pregnant Vertebral/Disc problems
_____ Other (include any other conditions, syndromes, recent accidents and anything else pertinent to your health status):

Please list any medications taken on a regular basis for a condition that can affect your performance and interaction or safety with horses. _____

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Acknowledgement of Legal Standing of Animal Massage:

Langley Equine Studies, LLC is located in Washington State, and thereby follows WA State laws governing animal massage therapy. WA State regulations are governed by the Department of Health Board of Massage.

To practice equine massage in WA State, you have to fulfill the required hours from a WA State Approved School in order to obtain the "Large Animal Endorsement", on your State License. If you are not a human licensed massage therapist you are required to attend a WA State approved school, graduate and then pass the NBCAAM exam, then you are eligible to apply to the WA State DOH Board of Massage for your "Large Animal Endorsement" Certificate.

Graduation Requirement for non-LMT's: Langley Equine Studies requires WA State students to take the NBCAAM exam prior to graduation.

Other federal, state laws regarding animal massage can vary widely. Laws, rules and regulations can change without advance notice and may affect whether and how a massage therapist is able/not able to perform massage on animals.

Langley Equine Studies, will try to stay abreast of current and pending legislation. However, it is the sole responsibility of individuals from States other than Washington, applying to and enrolling in our program to determine what rules, laws and regulations apply in the jurisdictions, counties, towns, states, or countries where they intend to practice animal massage.

I _____, have read and understand the above information regarding the laws governing equine massage therapy.

_____ Date: _____

(Signature of Student)

Check list:

- \$100.00 application fee
- Completed Application-signed and dated
- Completed Medical History Form-signed and dated (by the applicant)
- "Why I want to be an equine massage therapist" & professional goals essay
- Legal Standing of Animal Massage-signed and dated

Please submit this form with a \$100.00 application fee made payable to:
Langley Equine Studies
19601 Rd. F.4 NE, Soap Lake, WA 98851