



127 E. Lake St. Suite 200

Bloomington, IL 60108

312-678-0808

[www.ElitePCI.com](http://www.ElitePCI.com)

Elitepci2020@yahoo.com

## Enrollment Agreement

### STUDENT INFORMATION

STUDENT NAME: First: \_\_\_\_\_ Last: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

DATE OF BIRTH (MM/DD/YY): \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

STUDENT ID #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_



## **PROGRAM INFORMATION**

DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROGRAM / COURSE NAME: Clinical Massage Therapy Diploma

DESCRIPTION OF PROGRAM / COURSE:

Elite's 600 clock hour program which is offered on 3 days a week and adheres to high academic standards and exceeds state licensing requirements. Graduates receive a diploma in Clinical Massage Therapy. Students will complete massage and body work course work that covers theory, practical and clinical experiences as well as professional standards.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:

Anyone considering applying for the Massage Therapy Diploma Program must show they are of good character and display motivation to complete the program. The profession as a massage therapist is physically and mentally demanding profession. Therefore, an applicant should be able to demonstrate physical stamina and fine motor coordination. They also must demonstrate good communication/interpersonal skills and show a high level of trustworthiness and professionalism.

Applicant must:

1. Be at least 18 years old.
2. Have a high school degree or equivalent GED (General Education Development). Applicants will be required to provide proof of education.
3. Complete school application process which includes an admission interview.

PROGRAM / COURSE OBJECTIVES:

Our Clinical Massage Therapy Diploma prepares students to be employed as massage therapists. A message therapist can enjoy a successful and fulfilling career in a wide variety of capacities. Here is a list of some of the environments massage treatments can be administered; in spas, salons, health and fitness clubs, resorts, medical and chiropractic offices, in hospitals, and geriatric units, and sports massage from collegiate to professional teams and athletes. In addition, many graduates choose to become entrepreneurs pursue by building their own private practice.



**PROGRAM INFORMATION (CONTINUED)**

PROGRAM START DATE: \_\_\_\_\_ SCHEDULED END DATE: \_\_\_\_\_

FULL-TIME  PART-TIME

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su

TIME CLASS BEGINS: \_\_\_\_\_

TIME CLASS ENDS: \_\_\_\_\_

NUMBER OF WEEKS: approximately 25

TOTAL CREDIT or CLOCK HOURS: 600



**CONSUMER INFORMATION**

**Disclosures**

Per Public Act 097-0650 Section 37, (All schools are required to make available, at a minimum, the following disclosure information). The enrollment disclosure for the latest reporting period can be viewed on the disclosure page of the school website or by contacting the school.

Program Name: Elite Professional Career Institute

CIP: 51.3501 SOC: 31-9011 Massage Therapist

Note: Most recent 12-month reporting period of July 1 through June 30

A) The number of students who were admitted in the program as a most recent July 1 of that reporting period	<b>36</b>
2) The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories:	<b>93</b>
a) New starts	<b>93</b>
b) Re-enrollments	<b>0</b>
c) Transfers into the program from other programs at the school	<b>0</b>
3) Total number of students admitted into the program during the 12 month reporting period	<b>93</b>
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:	
a) Transferred out of the program or course and into another program or course at the school	<b>0</b>
b) Completed or graduated from a program or course of instruction	<b>71</b>
c) Withdrew from the school	<b>8</b>
d) Are still enrolled	<b>52</b>
5) Number of students enrolled in the program who were:	
a) Placed in the field of study	<b>Unknown</b>
b) Placed in a related field	<b>Unknown</b>
c) Placed out of the field	<b>Unknown</b>
d) Not available for placement due to personal reasons	<b>Unknown</b>
e) Not employed	<b>Unknown</b>
B1) Number of students who took state licensing exam or professional certification exam , if any, during the reporting period	<b>38</b>
B2) Number of students who took and passed licensing/certification exam, if any, during the reporting period	<b>26</b>
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	<b>26</b>
D) Average starting salary for all school graduates employed during the reporting period	<b>32.50/hr.</b>



### **FINANCIAL AID**

Elite Professional Career Institute, Inc. is not accredited and does not participate in TITLE IV Federal Student Loan Program. We do not offer financial aid of any kind.

### **TUITION & FEES**

Enrollment is done by appointment through the admissions.

There is a **non-refundable \$150 registration fee**. The total tuition fee for students enrolled in the Massage Therapy Diploma Program is **\$7,800**.

Elite Professional Career Institute wants to make attending the program financially possible by offering payment options. Students will be given discounts off the full tuition amount based on the number of payments required. The largest discount is to students who pay entire tuition on first day. The maximum number of payments will be 6 payments. There will be no discounts for the 4 or more payment plan option. Failure to make payments on the due dates will result in student suspension from class until satisfactory payment is made. Deposits or payments, which may be made by personal check, money order, cashier's check are applied to the tuition. Unless one of the payment options is agreed too, tuition needs to be paid in full prior to the first day of the program.

The tuition includes a uniform for the clinical portion of the program as well as professional liability insurance. Tuition does not cover the costs for the licensing exam (MBLEx) and related costs of sitting for the exam.

There is a separate **\$350** fee for books and supplies. Students are responsible for purchasing the materials needed for the clinical portion of the program (lotions, etc.).

NON-REFUNDABLE REGISTRATION FEE:	\$ 150
TUITION:	\$7,800
BOOKS & SUPPLIES:	\$ 350
TOTAL COST FOR Clinical Massage Therapy Program:	\$8,300



### **TUITION REFUND / CANCELLATION / WITHDRAWAL POLICY**

**BUYERS RIGHT TO CANCEL:** The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been enrolled; and if written notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation **NOTICE OF CANCELLATION MUST BE IN WRITING.** A notice of cancellation must be in writing and given to the registered agent, if any, or managing employee of the school.

1. When written notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.
2. When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application and registration fee, not to exceed \$150 and the cost of any books or materials that have been provided by the school and retained by the student.
3. When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed \$150 10% of the tuition, other instructional charges, and the cost of any books or materials that have been provided by the school and retained by the student.
4. When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$125 and the cost of any books or materials provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency, if any, or in accordance with subsection (a) of this Section.
  - a) For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the standards for refunds:



**(Non-Veteran's Affairs GI Bill® Payments)**

<b>Percentage of days in class completed by the student at time of notice of cancellation</b>	<b>Amount of Student Refund</b>	<b>Amount School May Retain</b>
Prior to first day of classes	100% of tuition	\$150 registration fee
After first day to 5%	90 % Cost of tuition	\$150 registration fee 10% of tuition \$350 Books fees and materials
Over 5% to 9.9%	80% Cost of tuition	\$150 registration fee 20% tuition \$350 Books and materials fees
10%to 25%	45% Cost of tuition	\$150 registration fee 55% tuition \$350 Book and materials fees
Over 25% to 50%	30% Cost of tuition	\$150 registration fee 70% tuition \$350 Book and materials fees
Over 50%	0% Cost of tuition	\$150 registration fee 100% tuition \$350 Book and materials Fees



## Refund Policy for Veteran's Affairs GI Bill® Payments

All tuition, instructional charges, fees (including registration fee in excess of \$10) for veterans is subject to the following pro-rata refund policy:

Percentage of days in class completed by the student at notice of cancellation	Percentage of tuition, instructional charges and fees that the school may retain
In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%
In excess of 25% to 30%	35%
In excess of 30% to 35%	40%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess of 50% to 55%	60%
In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 75%	80%
In excess of 75% to 80%	85%
In excess of 80% to 85%	90%
In excess of 85% to 90%	95%
In excess of 90%	100%

All refunds are made within 40 days of student withdrawal/termination from school.

This school does not have a breakage fee, nor does it have a charge for consumable instructional supplies.

### VA Pending Payment Compliance

In accordance with Title 38 US Code 3679(c), Elite Professional Career Institute adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33), Dependent Educational Assistance (Ch.35), or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA.

Elite PCI will not

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resource (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.





However, to qualify for this provision, such student may be required to

- Produce the VA Certification of Eligibility (COE) by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

#### 5. **Surety Bond.**

A surety bond is a three-party agreement that legally binds together a principal who needs the bond “Elite Professional Career Institute”, an obligee “Illinois Board of Higher Education” who requires the bond and a surety company that sells the bond. The bond guarantees the principal will act in accordance with certain laws. If the principal fails to perform in this manner, the bond will cover resulting damages or losses.

Pursuant to the PBVS Act of 2012, the principal is the Private Business and Vocational Schools and the obligee is the State of Illinois through the Illinois Board of Higher Education and the students served by the schools.

Pursuant to the new law, the bond company shall guarantee the return to students and/or their parents, guardians, or sponsors of all prepaid, unearned tuition in the event of school closure or other failure of the school to deal with students in a fair and honest manner.



## **Withdrawals from the Program**

Students who consider withdrawal from the massage program will contact the school president. Students that return to the program later must reapply for admission and meet current academic and practical requirements. Students that withdrawal from the program will receive a “W” grade on their transcript. Refunds will be in accordance with the refund policy. Withdrawal Students wishing to withdraw from the program may do so at any time by giving notice, which may be in writing, to a school official of their intention to terminate enrollment. The written notice should be mailed to:

Elite Professional Career Institute  
127 E. Lake St. Suite 200  
Bloomington, IL 60108

If students must withdraw due to physical or financial hardship, the student must notify the school president in writing with the reasoning why. The types of hardship shall include but not limited to:

1. Serious injury or illness
2. Chronic illness
3. Medical issue of a family in which the student has become a part-time or full-time care taker of that family member
4. Mental health condition
5. Sudden or consistent lack of transportation issue
6. Significant cost of living increase

In the event the student is able to re-enroll at a later date, the school will waive any registration fee. However, the student will need to pay the current rate of tuition and books at the time of re-enrollment.

The date of withdrawal will be the date the letter is postmarked or hand-delivered. Within 15 calendar days of the date of withdrawal, a written acknowledgment will be mailed out or personally given to the student. Any refund due will be issued within 40 calendar days of the notice of withdrawal and the calculation of the refund will be based upon the last day of attendance. The schedule of tuition adjustment will be considered to meet the standards for refunds posted in the previous section.



## **NOTICE TO STUDENT**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

## **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until 5 PM of the 5<sup>th</sup> business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within (15) days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.



**STUDENT ACKNOWLEDGMENTS**

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

**Student Initials** \_\_\_\_\_

2. I have carefully read and received an exact copy of this enrollment agreement.

**Student Initials** \_\_\_\_\_

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

**Student Initials** \_\_\_\_\_

4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

**Student Initials** \_\_\_\_\_

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, Elite Professional Career Institute must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

**Student Initials** \_\_\_\_\_

6. The school guarantees job placement at one of its partner Hand & Stone Spa locations to graduates upon successful program completion, successfully passing the MBLEx exam and after the student is awarded a license for massage therapy from the state of Illinois.

**Student Initials** \_\_\_\_\_

7. I understand Pursuant to the law, the bond company shall guarantee the return to students and/or their parents, guardians, or sponsors of all prepaid, unearned tuition in the event of school closure or other failure of the school to deal with students in a fair and honest manner.

**Student Initials**\_\_\_\_\_

8. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org).

**Student Initials** \_\_\_\_\_



The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

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Student's Signature

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Date

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Program Director's Signature

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Date