



777 West 27th Street Yuma, AZ 85364  
 Email: [Info@arizonaschoolofmyotheapy.com](mailto:Info@arizonaschoolofmyotheapy.com)

**Student Enrollment Agreement**  
*License Massage Therapist Program*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Country: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Alternate Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

This agreement is for the duration of the following program:

Program	Total Clock & Credit Hours	Approx. Time to Complete
License Massage Therapy (Theory & Practice of Therapeutic Massage)	750	2 Semesters (38 wks)

**Program start date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Approx. scheduled completion date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note:** The actual completion date cannot be determined in advance. The length of time to complete a program is influenced by each student's life circumstances and the intensity with which they choose to pursue their studies.

**Notice Concerning Transferability:**

The transferability of credits you earn at Arizona School of Myotherapy, LLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of your certificate you earn in the Arizona School of Myotherapy educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Arizona School of Myotherapy to determine if your certificate will transfer.



## **Student Tuition Recovery Fund Disclosures (STRF):**

In 1989, the State of Arizona enacted legislation to create a STUDENT TUITION RECOVERY FUND. This Fund provides a pool of money from which persons injured by the closure of an Arizona private postsecondary college or school may recover damages. The Fund is made up of fees collected from private postsecondary colleges and schools licensed in the State of Arizona. The Fund is administered by the Arizona State Board for Private Postsecondary Education. Only students who attended a private postsecondary college or school, required to participate in the Fund may file a claim against the Fund. All claims must be filed within one year of the college or school closure date. To file a claim, you must complete this form and submit it to the Arizona State Board for Private Postsecondary Education at the above address or e-mail Keith.Blanchard@azppse.gov.

Fund claims are investigated in two steps:

- First, claims are reviewed to ensure that a person is eligible to file a claim.
- Second, claims are investigated to determine if the claimant will receive any monetary restitution.

<https://ppse.az.gov/resources/tuition-recovery>

## **Late Payment Fee:**

All payment plans will be due at the 1st of each month unless discussed otherwise with the school. Students will be given a 5 day grace period to pay your installments, after the grace period there will be a \$100 late fee added to your next billing cycle. If your payment is not received within the 10 days of being due you will be removed from our program until payment is made or the director of education approves your stay due to financial hardship.

Note: If you need more time it's your responsibility to contact the director of education or the financial department in order to come up with an agreement prior to these 2 weeks.

## **Cancellation, Withdrawn and Refunds:**

- If for any reason, an applicant is not accepted by Arizona School of Myotherapy, or the school cancels the scheduled course, the application money is returned including the tuition and any money expenses paid.
- Students do have the right to cancel the enrollment agreement. The applicant who provides a written notice of cancellation within three days (excluding Saturdays, Sundays, and federal holidays) from the first day of class or of signing an enrollment agreement after the semester has already started is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide a 100% refund, by R4-39-404(A).
- For an enrolled student, the refund due will be determined by using the Arizona State Board for Private Postsecondary Education requirements. The calculation will use the last date of attendance (LDA) and be paid within forty five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written notice of withdrawal to the institution or the date the institution

terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

- Arizona School of Myotherapy calculates all student refunds using the payment period which means that the percentage of a period completed is calculated by dividing the number of hours the student was scheduled to complete in the payment period, as of the day the student withdrew, by the total number of clock hours in the same period. The date of withdrawal is considered the last day of attendance.
- When Calculating the Arizona State Tuition Refund: Students who cancel or are dismissed after beginning instruction, but prior to 50% of the payment period is completion, shall receive a prorated refund based upon the tuition fees assessed. The student is financially responsible for the number of clock hours offered to date. This will be determined by dividing the total number of program hours into the total number of clock hours offered to date. This number will equal the percentage of the total tuition cost due for this course of study. Any fees already paid above this percentage will be refunded within 45 days. The refund breakdown is as follows.
  - 1. If 10% or less of the program payment period has expired, a refund of 90% will be refunded.
  - 2. If more than 10% and less than or equal to 20% of the payment period has expired, a refund of 80% will be refunded.
  - 3. If more than 20% and less than or equal to 30% of the payment period has expired, a refund of 70% will be refunded.
  - 4. If more than 30% and less than or equal to 40% of the payment period has expired, a refund of 60% will be refunded.
  - 5. If more than 40% and less than or equal to 50% of the payment period has expired a refund of 50% will be refunded.

**No refunds** will be made after 50% of the program payment period is completed, and full tuition is due.

There are **no refunds** for administrative fees, equipment, books, and starter kits received by the student after the three days period passed of signing enrollment agreement (excluding Saturday, Sunday, & Federal/State holidays), this period starts from the first day of class or the date of signing the enrollment agreement if semester has already started.

It is Arizona School of Myotherapy, LLC policy that there are no refunds made after the three day cancellation period; however if you decide not to continue, the board of education will review each refund request individually to ensure a fair refund is given. All supplies, books, online platforms and/or ABMP insurance access will be given to the students since we will not be able to refund these items past the 3 day cancellation period. Please see the student catalog for more details on refunds. If any student wishes to withdraw from the program they will have to go online to our website and fill out a withdrawal form, this can be completed at any time during the students semesters. It is the student responsibility to withdraw in a timely manner.

Arizona School of Myotherapy, LLC Summary

**Student Initials:** \_\_\_\_\_ I understand that I have been given all the information obtained about the school including student catalog, brochure, and school performance fact sheets have been provided to me. As well, I understand that all questions asked have been to my satisfaction.

**Student Initials:** \_\_\_\_\_ I understand that I have been given a detailed explanation about Arizona School of Myotherapy, LLC policy that there are no refunds on supplies after the three day cancellation period.

**Student initials:** \_\_\_\_\_ I understand that it's my responsibility to pay my students fee on time in order to avoid any and all late charge fees.

**Student initials:** \_\_\_\_\_ I understand that it's my responsibility to withdraw if I choose not to continue with this program.

**Student initials:** \_\_\_\_\_ I understand that this institution "job placement" is not guaranteed to graduates upon completion of the training or upon graduation.

**Student initials:** \_\_\_\_\_ I understand THREE-DAY CANCELLATION. An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing this enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund, by R4-39-404(A)

**Any student or member of the public may file a complaint** about this institution with the Bureau for Private PostSecondary Education by calling (602)542-5709 or visiting their website at <https://ppse.az.gov/student-complaint-procedure>

**The enrollment agreement is legally binding when signed** by the student and accepted by the institution.

Additionally a Student Catalog was given dated June/2025, by signing you have received the catalog.

**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. The holder in due course rule as defined in A.R.S 47-3302.**

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**Students Signature** Printed Name Date

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**Authorized Intuition Signature** Printed Name Date