

Bodywork Therapy Program - September 2020 Enrollment Contract



Vancouver School of Bodywork and Massage Ltd.
Vancouver School of Healing Arts
Suite 300 – 342 Water Street, Vancouver BC V6B 1B6
phone: 604-688-5060 fax:604-688-4166
email: admissions@vsoha.com, info@vsoha.com

Vancouver School of Healing Arts is designated by the Private Training Institutions Branch

Student Information

Last Name*	First Name and Middle Name*
<input type="text"/>	<input type="text"/>
Social Insurance Number (SIN)*	Personal Education Number (if available)
<input type="text"/>	<input type="text"/>
Mailing Address*	
<input type="text"/>	
Mailing Address in Canada (if available and different from above)	
<input type="text"/>	
Telephone Number*	Email Address*
<input type="text"/>	<input type="text"/>
International Student*: <input type="radio"/> Yes <input type="radio"/> No	If you are an international student:
	Citizenship: <input type="text"/>
International students, attending programs over 6 months, require a study permit. Do you have a permit, visa or other written authorization to study in Canada?	
<input type="radio"/> Yes	
<input type="radio"/> No	
Date of Birth*:	Gender*: <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Non-binary
<input type="text" value="YYYY/MM/DD"/>	

Voluntary Disclosure

You may voluntarily provide the personal information listed below:

Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit? ☐
Yes ☐ No

If you answered “Yes”, please indicate if you are: ☐ First Nations ☐ Métis ☐ Inuit

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis?
☐ Yes
☐ No

Program Information

Program Title
Bodywork Therapy Program

Hours of Instruction during Contract Term
700

Program Duration in Weeks
18

Contract Start Date
3-February-2020

Contract End Date
15-June-2021

Credential Issued on Graduation
☒ Diploma
☐ Certificate

Program Delivery Method (all that apply)
☒ In-class
☐ Distance
☐ Combined

Language of Instruction
English

Required course materials and technological resources not provided by the institution (if applicable): 1 fitted sheet, 4 flat sheets, 2 face rest covers, 2 large bath towels, 4 hand towels, 3 face cloths.

Program Admission Requirements

Minimum 19 years old; high school diploma or equivalent or mature student status; English proficiency; no disability or disease that could impede the learning process of the individual or jeopardize the health and safety of fellow students/clients; personal interview with the Admissions Director; have received at least one professional massage/bodywork treatment.

Program admission requirements may not be waived by the student or the institution.

Program Outline

Learning Objectives Upon completion of this course the successful student will have reliably demonstrated the ability to:

- Start their own Bodywork Therapy business
- Safely, apply massage techniques to the full- body within a specified time-frame
- Identify the Anatomy, Physiology, Pathologies and Kinesiology commonly related to Bodywork Therapy practice
- Perform a full-treatment in the following Manual Skills Modalities: Swedish Massage, Deep Tissue Massage, Joint Release, Shiatsu, Reflexology, Indian Head Massage and Integrative Bodywork, Hot Stone Massage, Hydrotherapy
- Demonstrate and recite knowledge and theory in the following modalities: Self-Care, Aromatherapy, Business Skills, Professional Development, CPR, Body-Mind IntegrationDescribe and critically evaluate their own personal understanding of each of the arts based modules.

Required course materials

Textbooks:

- Trail Guide to the Body - by Andrew Biel LMP, 5th Edition
- Trail Guide for the Body Student Workbook
- Your Irresistible Life: Four Seasons of Self Care - by Glynnis Osher and Madhuri Phillips

Students are responsible for the following supplies:

- 4 flat sheets
- Two face rest covers
- Two large bath towels
- Four hand towels
- Two face cloths
- Pens, pencils, notebooks
- One three-ring binder
- Soft-soled shoes to wear inside school
- Reusable water bottle

Teaching Methods	<ul style="list-style-type: none">• Lectures• Demonstrations• Simulations• Role-playing and Scenarios• Discussion Groups• Assigned Reading• Case Studies• Student Clinic• Partnered Exchanges• Cooperative Learning• Peer Teaching• Video•
Method(s) of Student Evaluation	<ul style="list-style-type: none">• Written quizzes• Written exams• Practical evaluations• Oral presentations• Clinical Observation• Documented Treatments• Reflective writing assignments• Case-Study assignments
Completion Requirements	<ul style="list-style-type: none">• Attendance of no less than 95% of all classes• Attendance of no less than 85% of any one course within the program• Passing grades of 65% in all core courses (Human Sciences, Swedish, Deep Tissue, Integrative Bodywork, Body-Mind Integration, Student Clinic)• No more than one fail or incomplete grade in all other courses• Completion of financial obligations.Attendance of no less than 95% of all classes

Program Costs	
Total tuition payable during contract term	\$ 10,950.00
Registration/Application fee (non-refundable)	\$ 100.00
Textbook and Supply Fee	\$ 775.00
Student Record Archiving Fee	\$ 10.00
TOTAL PROGRAM COSTS	\$ 11,835.00
Payment Terms	

Method of payment*: ☐Cash☐Cheque☐e-transfer☐Other

Please note PayPal, credit and debit cards are **not** accepted for tuition payments

Program Costs will be paid by way of:

Payment Amounts:		Due Dates:
Application Fee (non-refundable)	\$100.00	Sent with initial application
Deposit	\$2,000.00	Sent with contract
First Day of Classes	a) \$9,735.00 or b) \$4,867.50 (1st installment)	February 3, 2020
30% mark of the program	\$4,867.50 (2nd installment)	March 1, 2020

Refund Policy

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
 1. the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
 2. the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
 3. the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
 1. more than seven days after the effective contract date and
 1. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
 2. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
 2. after the contract start date
 1. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 2. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
 3. If a student withdraws or is dismissed after 30% of the period of instruction specified in the contract has elapsed, the institution may retain 100% of the tuition due under the student enrolment contract. No refund is given.
5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
 1. before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 2. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
 1. the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
 2. the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 1. of the date the institution receives a student's notice of withdrawal,
 2. of the date the institution provides a notice of dismissal to the student,
 3. of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
 4. after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
 1. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
 2. the program is provided solely through distance education.

Private Training Institutions Branch



Tel. (604) 569-0033 or 1-800-661-7441
Fax. (778) 945-0606
www.privatetraininginstitutions.gov.bc.ca
PTI@gov.bc.ca

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar’s regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

Student Declaration

I consent to the Institution sharing my personal information with the Ministry of Advanced Education for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).
I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between the Vancouver School of Healing Arts and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.
Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).
I understand that this contract is a legally binding agreement between myself and The Vancouver School of Bodywork and Massage Ltd.

X _____ X *Val McKinnon* _____

Signed By Alejandra Oyervides
Signed On: February 24, 2020



Signature Certificate

Document name: Bodywork Therapy Program - September 2020

Enrollment Contract

Unique Document ID: 38F1E4FA88EB542D63D2CF7D9325FA8CAD785461



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Audit

Bodywork Therapy Program - September 2020
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