



## **Transfer Student Contract**

To qualify for one of our transfer programs, you must meet the following requirements:

- Must pass the WSP Criminal Background check (completed by WNWSM)
- Registers as a Transfer Student, pays all applicable fees and has required textbooks along with a massage table for bodywork hours outside of class, if required.
- Reads and signs the Transfer Student Contract as well as the Enrollment Agreement.
- Read the school catalog for important information regarding policies and procedures.

### **Transfer Student's meet one of the following to become eligible for enrollment:**

- A minimum of six hundred twenty-five hours of education and training, to be completed in no fewer than twenty-four weeks and approved by the equivalent licensing agency or agencies in the state, territory, or foreign jurisdiction in which it is located at the time of applicant's graduation; or
- Has completed a state regulated massage therapy program. Actively licensed in another state with a minimum of 2 years experience consecutively before applying for licensure in WA state with no gap. Must have 24 CE's related to bodywork, business, ethics or clinical notation within the past 2 years; or
- Has completed a state regulated massage therapy program, but does not have the required hours to become licensed in WA state.
- Has successfully completed at least one quarter of education at a state regulated massage therapy school. Has paid all fees and is in good standing with the school.

This contract is between \_\_\_\_\_, student, and West by Northwest School of Massage, LLC. This contract is binding in the following areas.

### **School Responsibilities**

1. Education will be provided to the student to enhance their Massage Therapy knowledge. This may be written, verbal, physical or other.
2. Educators will update the student on progress and provide current goals with ways to achieve them during the sessions.
3. Education does NOT guarantee students success in passing tests. It is up to the student to retain, use and perform the knowledge.



### Withdrawal/ Cancellation and Fee/Refund

**Student** wishes to withdraw from the program, the refund policy is as follows:

<b>If the student completes this amount of training:</b>	<b>The student may receive this percentage of <u>tuition</u> costs as a refund:</b>
<b>One class week or up to 10% of the program, whichever is less</b>	<b>90%</b>
<b>&lt; One class week, &gt; 25% of program, whichever is less</b>	<b>75%</b>
<b>&lt; 25% but &gt; 50% of the program</b>	<b>50%</b>
<b>&lt; 50% of the program</b>	<b>0%</b>

**This policy is a percentage or week count of agreed upon transfer hours.**

**Educator** wishes to cancel, adjust or void the contract, the refund policy is as follows:

- If a student fails to attend/take **one** session/test, the student owes full amount for the missed session.
- If a student fails to attend/take **two** sessions/tests, the educator has the right to cancel all future sessions/tests and retain payment for said sessions.
- If an educator is not able to teach/test the student, at least 24 hours notice is required to reschedule, or the session must be refunded in full.

*Initial:* \_\_\_\_\_

### Student Responsibilities

1. Student will arrive on time/complete assignments on time. Assignments or tests are due by 5 PM (end of day) unless otherwise agreed upon.
2. Students will do their due diligence to study, practice and test on education material covered in sessions.
3. Student will communicate with educator(s) at least weekly
  - a. Ways to improve learning experience
  - b. Areas that student is struggling in
  - c. Types of support needed
  - d. Timeline of education needed
  - e. Complications that arise that affect education
  - f. Financial issues that affect education



**Contracted Program Hours  
 760 Hour Transfer Program**

<b>Subject Class</b>	<b>Hours Required by WNWSM/ Wa State</b>	<b>Hours transferring to WNWSM</b>	<b>Hours of education WNWSM will provide</b>	<b>Completion Plan</b>
Massage Theory & HX	45			
Anatomy, Physiology	172			
Kinesiology	41			
Pathology	81			
Bodywork and Massage App.	132			
West. Mod. Integration	45			
Ethics/Ther. Relationship	43			
Career Development	16			
Massage Prof. Practices	66			
Clinic	50			
Palp. & Mov't	47			
Adapting Session	22			

If additional hours are needed, see Addendum. This contract may be updated, canceled or void at any time, by either party, as long as agreed sessions have been financially satisfied. *Initial:* \_\_\_\_\_



## Transfer Student Contract Withdrawal/ Cancellation and Fee/Refund

24 hours notice is required for either party to reschedule or cancel. Students decide to adjust or void the contract, all paid tutoring sessions unused will be forfeit. All classes/tests are pre paid by the first session.

### Contract Timeline

This contract is set for:

\_\_ CE hours in \_\_\_\_\_, totalling:

\_\_ CE hours in \_\_\_\_\_, totalling:

\_\_ CE hours in \_\_\_\_\_, totalling:

**Total CE cost:**

**Enrollment Fee: \$750 (Paid in full)**

**Registration Fee (All paperwork and WSP Criminal Background check): \$100**

**Total cost: \_\_\_\_\_**

If additional hours are needed, see Addendum. This contract may be updated, canceled or void at any time, by either party, as long as agreed sessions have been financially satisfied. Highlighted below are your rates. **Minimum contract is 3 hours.**

*Initial: \_\_\_\_\_*

### Fees

WNWSM graduate initial evaluation	Free
WNWSM Transfer Student Application Fee, including WSP Criminal Background	\$100 <i>non-refundable fee</i>
Transfer Student or Endorsement Registration	\$750 Level of Enrollment: Completed program with fewer hours than WA requirement
Subject Teaching/Review	\$17.65/hour
Subject Proficiency/Test	\$25/test
Subject Testing <ul style="list-style-type: none"> <li>● Business/Career Development</li> <li>● Ethics</li> <li>● <b>Anatomy/Physiology/Kinesiology</b></li> <li>● <b>Pathology</b></li> <li>● SOAP/Charting/Billing</li> <li>● Modality Training</li> <li>● <b>Research Paper</b></li> </ul>	\$40/2 CE's \$40/5 CE's \$40/5 CE's \$40/5 CE's \$40/2 CE's \$100/5 CE's \$35/7 CE's

West by Northwest  
School of Massage, LLC  
info@wnwsm.com



2210 Hewitt Ave, Suite 401  
Everett, WA 98201  
(425) 349-0772

**Scheduled class/testing sessions**

<b>Date</b>	<b>Time</b>	<b>Subject/CE</b>	<b>Hours</b>

---

Student Signature/Date

---

Educator Signature/Date

Notes:

---

---

---