

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.

License by Endorsement Requirements:

Per [WAC 246-830-430](#), graduates from a state approved massage therapy program or apprentice program must have the following minimum hours of education per subject to be eligible for License by Endorsement in WA State:

- **625 hours of education**
- 90 hours of Anatomy and Physiology
- 60 hours of Kinesiology
- 70 hour of Pathology
- 260 hour of Massage Theory, Principles and Practice of Massage including history
- 50 hour of Student Massage Clinic
- 55 hours of Clinical/Business practices
- 40 hours of Ethics

If a student has fulfilled all of the requirements, WNWSM will evaluate their official transcripts and submit approval forms to the State of Washington Department of Health for licensure. If the student has not fulfilled ALL of the hours in EACH subject, the student is not eligible for License by Endorsement.

Transfer Students 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.
- ☐ Has successfully completed a healthcare based program in another field (MD, DC, ND, PT or similar) in the United States or territory.
- ☐ Has successfully completed a healthcare based program in another field (MD, DC, ND, PT or similar) in another country and can obtain translated official transcripts.

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

School Responsibilities

1. Administration will evaluate **official transcripts** provided to apply successfully completed hours towards the Massage Therapy Certification program.
2. Education will be provided to the student to enhance their Massage Therapy knowledge. This may be written, verbal, physical or other.
3. Educators will update the student on progress and provide current goals with ways to achieve them during the sessions on a regular basis.
4. Education does NOT guarantee students success in passing tests. It is up to the student to retain, use and perform the knowledge.
5. Provide a Massage Therapy Certification Transcript once all requirements are successfully met, tuition and fees are paid in full, and any borrowed equipment returned.

Withdrawal/ Cancellation and Fee/Refund

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

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



This policy is a percentage or week count of agreed upon transfer hours. If the student requests an extension on the education timeline, the refund table will be adjusted within reasonable limits. *Initial: _____*

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. Students will arrive on time/complete assignments on time. Assignments or tests are due by 12 AM (end of day) unless otherwise agreed upon. All tests and submissions are timestamped with the PST zone.
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

Subject Class	Hours Required by WNWSM/Wa State	Hours transferring to WNWSM	Hours of education WNWSM will provide	Completion Plan Date
Massage Theory & HX	45			
Anatomy, Physiology	163			
Kinesiology	76			



Pathology	81			
Bodywork and Massage Application	216			
Ethics/Therapeutic Relationship	43			
Career Development	86			
Student Massage Clinic	50			

*Using PT Massage Therapy education (Transcript has 150 hours, but we need to evaluate technique and body mechanics to create a true assessment goal. We are beginning with 25 hours of the prior education applied towards our 132 hour requirement until we meet with the student and evaluate further.)

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. If payment arrangements are made in advance, they will be noted in the student's Exam Score file.

Contract Timeline

<i>Hours</i>	<i>Subject</i>	<i>Cost per hour/unit</i>	<i>Total cost</i>
	Massage Theory & History		
	Anatomy and Physiology		
	Kinesiology		
	Pathology		
	Bodywork & Massage Application		
	Ethics/Therapeutic Relationship		



	Career Development		
	Student Massage Clinic		
Fees	• Enrollment/Evaluation Fee • Registration Fee <i>(All paperwork and WSP Criminal Background check)</i> • Textbook Rental <i>(one or entire set)</i> • Massage Table Rental <i>(optional)</i>	\$750 \$100 \$50 \$150	
Total Cost			
Received Payment	Enrollment/Evaluation Fee		
Balance			

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 (Registration Fee), including WSP Criminal Background	\$100 <i>non-refundable fee</i>
Transfer Student or Endorsement Registration (Level of Enrollment: Completed program with fewer hours than WA requirement)	\$750
Subject Teaching/Review	\$20/hour
Subject Proficiency/Test	\$25/test
Clinic shift (4 hours) Student is deficient in clinic hours to graduate after their graduation month <i>or</i> Transfer Program requires additional hours	\$25 per shift (4 hours)
Subject Testing • WA Laws and Regulations, Massage History	\$40/5 CE's



• Anatomy/Physiology/Kinesiology/Pathology • Bodywork (Swedish, Therapeutic) • Modality Training (MET, Injury Treatment, etc) • Ethics • Business/Career Development • SOAP/Charting/Billing • Research Paper	\$40/5 CE's \$20/CE \$100/5 CE's \$40/5 CE's \$40/2 CE's \$40/2 CE's \$35/7 CE's
Textbook Rental (Applied Anatomy and Physiology, Pathology, Ethics, Business Mastery, Hands Heal, Trail Guide)	\$50 for one or all, not each.
Textbook workbook purchase (only if required)	
• Applied Anatomy and Physiology • Trail Guide	• 39.55 • 36.33

Textbook List with *Replacement Cost*

Title	Cost	Shipping (7%)	Total
Applied Anatomy and Physiology for Massage Therapy Text, 2nd Edition	85.95	6.02	91.97
Applied Anatomy and Physiology for Massage Therapy workbook, 2nd Edition	36.95	2.60	39.55
Pathology for Massage Therapists, 7th Edition	86.95	6.09	93.04
Ethics of Touch, 3rd Edition	46.95	3.29	50.24
Business Mastery, 5th Edition	46.95	3.29	50.24
Trail Guide to the Body text, 5th Edition	84.96	5.95	90.91
Trail Guide to the Body workbook, 5th Edition	33.95	2.38	36.33
Hands Heal, 4th or 5th Edition	45.99	3.22	49.21

Prices effective through September 30, 2026

Other Fees listed in the 760 hour Hybrid Program Enrollment Agreement form.

Student Signature

Date

WNWSM Administrator Signature

Date

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



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Notes

Date	Details