



Enrollment Agreement Contract

This enrollment Agreement contract is between the Institute of Structural Medicine (ISM) and:

“Student”

STUDENT’S NAME (PRINT)

ADDRESS

CITY

STATE

ZIP

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()

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HOME PHONE

WORK PHONE

CELL PHONE

EMAIL ADDRESS

STUDENT SSN

Purpose

The purpose of this agreement is to define the terms and conditions under which the student shall be trained and certified by the Institute of Structural Medicine. The agreement includes application, pre-enrollment, and enrollment requirements set forth by the Institute of Structural Medicine.

This Enrollment Agreement Contract requires the signature and completion of the following contract Annexes:

- Annex A: Structural Medicine Specialist™ Training Program Agreement
- Annex B: Cancellation and Refund Policy Agreement
- Annex C: Complaint Procedures and Remedies Agreement
- Annex D: Structural Medicine Specialist™ Certification Agreement
- Annex E: Private Vocational School Acknowledgement Enrollment Notice to Students

Training Course

The Institute of Structural Medicine agrees to provide the following training:

Course or Program Title

Structural Medicine Specialist™ Training Program

Type of Program

Non-Resident

Program Hours

This is a two-part program. The first part is 2.5 years which includes one weekend per month in Twisp, WA (Friday through Sunday), plus three Monday evenings per month in Mercer Island, WA (1,692 hours). The second part of the program is 1.5 years, consisting of 16 weekends plus three Monday nights per month (843 hours). Additionally, independent study and client model practicums are required.

Total program hours = 2,535

Starting and Completion Dates

STARTING DATE

GRADUATION DATE*

Specific dates will be posted on our website at www.structuralmedicine.com/current-students/training-schedule/

*After graduation, there are approximately 6-months of post-graduation independent requirements for certification.



Enrollment Agreement Contract continued

Estimated Training Costs

Registration, Application, Selection Committee Interview (1)	\$550
School Tuition (2).....	35,000*
Five-Day Cadaver Lab (approx cost)	2,500
Books, Computer, and CDs/DVDs (3) ...	4,000
Supplies (3)	500
Treatment Table (3)	500
First Aid/CPR (4).....	100
Student Insurance for practicums with models (5).....	250
NCBTMB Testing and Certification (6)	250
MBLEx Testing and Certification (6)	265
State Massage Board License Fee (6)	226
IASI Student Membership (7).....	65
Lodging and Food (8)	Variable
Structural Integration Bodywork Series (10).....	3,000**
Total Estimated Training Costs	\$ 47,206+

Student Initials _____

Notes on Application Requirements, Prerequisites and Costs

Please see also “SMS™ Training Program Agreement: Enrollment Agreement Contract, Annex A” for a list of student training program requirements and responsibilities.

(1) Each applicant is required to schedule and complete the ISM Selection Committee interview. During this interview, the committee will ask the applicant about his/her physical, emotional and financial readiness to enter the training, as well as his/her commitment to the training. In addition, the Institute of Structural Medicine will

consider the student’s initiative, confidence, presentation and clear acceptance of ISM contractual agreement conditions. Each applicant will receive a separate interview. Also evaluated is the applicant’s willingness to participate in personal growth and self-evaluation..

ISM Selection Committee interviews must be pre-arranged by the student with the ISM Director. The “Information & Contacts” handout provides instructions on how to contact the Director and set up an interview.

(2) See “Structural Medicine Specialist™ Training Program Agreement: Enrollment Contract Agreement, Annex A,” for the tuition payment schedule, a contract agreement between each student and the Director of the Institute of Structural Medicine.

*Annex A lists discounts for payment of tuition in full at time of enrollment.

(3) The tuition does not include the books, treatment tables, or other study materials that the student will need to complete the training program. A complete list of the books, CDs, and DVDs that each student shall be required to furnish for the training will be handed out during your selection interview.

It is highly recommended that each student have a computer for this training program. Digital graphics and programs are used extensively, including email notifications and updates via the internet. Independent study assignments require typed documents for submission to the Director or Assistant Instructors.

Each student must have, or have access to, a treatment table for bodywork by the end of Section I. Students must complete Structural Medicine™ practicums with student models during independent study.



Enrollment Agreement Contract continued

(4) First Aid/CPR is required by the licensing requirements of the Washington State Department of Health Massage Board. It is the student's responsibility to obtain training and certification for first aid/CPR through instructors outside the Institute of Structural Medicine. The Red Cross and local fire departments offer these classes throughout the year.

Each student is required to obtain their First Aid/CPR certification by the end of Section II.

(5) **Each student is required to have liability insurance to cover them while they are doing bodywork on models during the school year.** This is for the safety of the student, client and school. Insurance can be obtained at a student rate through either the ABMP or AMTA membership programs. The rate for ABMP and AMTA increases to professional rates once the student becomes a Licensed Massage Practitioner. Each student is responsible for obtaining their own insurance.

(6) At the end of the training, each student is required to obtain their state massage board license for Licensed Massage Practitioner (LMP or LMT). If your state does not require a license, then the Director requires that you obtain a Washington State massage license (LMP). Some states, such as Washington, use the NCBTMB or MBLEx to administer the state board test. The estimated testing and certification fees listed in the cost estimate table are subject to change.

(7) The professional association for Structural Medicine Specialists is the International Association of Structural Integrators (IASI). Each student is *strongly* encouraged to obtain a student membership (\$65)

during the training and a professional membership (\$170) upon graduation. ISM, its staff, and students are involved in annual IASI conferences, which become part of the educational experience. As a professional Structural Medicine Specialist,™ it is important that you participate in professional associations, represent the Structural Medicine™ community, interact with other professionals, and give back to the profession. IASI membership costs are subject to change.

(8) The tuition does not include costs for lodging, meals or transportation. The "ISM Information & Contacts" handout lists the contact information for local lodging, food, and other services in the area.

(9) Each student is required to receive a minimum of ten (10) "structural integration" sessions of bodywork from a Structural Medicine Specialist,™ Hellerworker, Rolfer, Soma, KMI or certified structural integration practitioner prior to the first day of instruction at ISM. Cost may vary with the practitioner's rate for services.

(10) Each student must provide two (2) letters of recommendation to the Director. One letter must be from a professional medical practitioner or licensed bodyworker. The second letter must be from a personal friend or associate. Additional letters are encouraged.

(11) Submit a completed Structural Medicine Specialist™ Training Program Application Form with a photograph and non-refundable application and selection committee fee to the Director. Please see the "Structural Medicine Specialist™ Training Program Agreement, Annex A" for a schedule of payments and application and selection committee fee.



Enrollment Agreement Contract continued

- (12) Each students must be at least 25 years of age to enter the training program (or waiver from ISM Selection Committee).
- (13) Each student must have a minimum high school education and diploma or equivalent certificate.
- (14) Each student must complete all educational prerequisites required by the Director.

Student Initials _____

Structural Medicine Specialist™ Training Program Agreement

All training and student conduct and responsibilities are outlined and shall be bound by the conditions of the Structural Medicine Specialist™ Training Program Agreement (Enrollment Agreement Contract, Annex A).

Student Initials _____

Cancellation and Refund Policy

All cancellation of enrollments and refunds shall be bound by the conditions of the Cancellation and Refund Policy (Enrollment Agreement Contract, Annex B).

Student Initials _____

Complaint Procedures and Remedies

All complaints shall be submitted and processed according to and shall be bound by the conditions of the Complaint Procedures and Remedies (Enrollment Agreement Contract, Annex C).

Student Initials _____

Structural Medicine Specialist™ Licensing and Certification Agreement

All training and student conduct and responsibilities are outlined and shall be bound by the conditions of the Structural Medicine Specialist™ Licensing and Certification Agreement (Enrollment Agreement Contract Annex D).

Student Initials _____

Agreement is Binding

This Enrollment Agreement Contract and all contract annexes shall be binding only when they have been fully completed, signed and dated by the student and the Director of the Institute of Structural Medicine or authorized representative of the school prior to the time instruction begins.

Student Initials _____

Changes in Agreement

Any changes to this Enrollment Agreement Contract or contract annexes shall not be binding on either the student or the Institute of Structural Medicine unless such changes are acknowledged in writing by both the authorized representative of the Institute of Structural Medicine and the student.

Student Initials _____



Enrollment Agreement Contract continued

Notice To The Buyer (Student)

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of the contract are binding. Read both sides of all pages before signing.

You are entitled to an exact copy of the agreement, the school catalog, and any other document that you are required to sign. You will be required to sign a statement acknowledging receipt of all applicable documents.

Cancellation of This Contract

If you have not started training, you may cancel this contract by providing written notice of cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day prior to the date the first class commences (excluding Sundays and holidays), following your signing of this contract. The written notice must be personally or otherwise delivered to the school within this time limit. In event of dispute over timely notice, the burden of proof of service rests with the applicant.

Unfair Business Practices

It is an unfair business practice for the school to sell, discount or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Private Vocational School Acknowledgement (PVSA) Notice

This school is licensed under chapter 28c.10 RCW; **inquiries or complaints regarding this or any other private vocational school may be made to:**

Workforce Training and Education
Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
(360) 709-4600 workforce@wtb.wa.gov

Student Initials _____



Enrollment Agreement Contract continued

Notice of Financial Obligation

Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under Chapter 28C.10 RCW. One copy of this notice bearing original signatures must be attached by the school as addenda to that individual's enrollment agreement, as well as a copy provided to the enrollee by the school.

Acknowledgment by Enrollee

- (1) I understand and accept that any contract for training I enter into with the above named school contains legally binding obligations and responsibilities.
- (2) I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
- (3) I understand that any enrollment contract I enter into will not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the Institute of Structural Medicine and me, provided that I have not entered classes.

STUDENT'S NAME (PRINT)

SIGNATURE

DATED MONTH DAY YEAR

Acknowledgment by the Institute of Structural Medicine

Prior to being enrolled in the Institute of Structural Medicine, the applicant whose name and signature appears above has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

ISM REPRESENTATIVE (PRINT)

SIGNATURE

DATED MONTH DAY YEAR



Enrollment Agreement Contract continued

Effective Date of Acceptance

I, the Student, certify that I have read and understand the Institute of Structural Medicine's:

- Structural Medicine Specialist™ Training Program Enrollment Agreement Contract
- Structural Medicine Specialist™ Training Program Enrollment Agreement Contract, Annex A
- Structural Medicine Specialist™ Training Program Cancellation and Refund Policy Enrollment Agreement Contract, Annex B
- Structural Medicine Specialist™ Training Program Complaint Procedures and Remedies Enrollment Agreement Contract, Annex C
- Structural Medicine Specialist™ Licensing and Certification Enrollment Agreement Contract, Annex D
- Private Vocational School Acknowledgement (PVSA) Enrollment Notice to Students, Enrollment Agreement Contract, Annex E

I have received a copy of the ISM School Catalog or brochure or I have accessed and read the catalog online at the Institute of Structural Medicine's official website; and I am entitled to an exact copy of this Enrollment Agreement Contract, ISM School Catalog, and any other contract documents that I have signed or referenced in this contract agreement. I hereby agree to abide by the conditions set forth herein.

I understand that I cannot represent myself as a Structural Medicine Specialist™ until I have signed and accepted the terms of the Structural Medicine Specialist™ Licensing Agreement and have successfully completed the Structural Medicine Specialist™ Training Program and all licensing and certification requirements.

Any dispute relating to this agreement or breach thereof which cannot be resolved between the Student and ISM shall be settled by arbitration in accordance with the rules of the American Arbitration Association.

STUDENT'S NAME (PRINT)

SIGNATURE

DATED MONTH DAY YEAR

ISM REPRESENTATIVE (PRINT)

SIGNATURE

DATED MONTH DAY YEAR



Enrollment Agreement Contract

SMS™ Training Program Agreement

This SMS™ TRAINING PROGRAM AGREEMENT is between the Institute of Structural Medicine and:

“Student”

STUDENT’S NAME (PRINT)

STUDENT’S SOCIAL SECURITY NUMBER (REQUIRED FOR THE STATE OF WASHINGTON)

Purpose

The purpose of this agreement is to define the terms and conditions under which the student shall be trained and certified by the Institute of Structural Medicine.

Dates and Duration of Training

SMS™ Training Program Starting Date:

DATE

SMS™ Training Program Completion Date:

DATE

Student Responsibilities

The Student Shall:

- (1) Agree to the following payment schedule:
 - Total Tuition: \$32,500**
 - Application Fee and Deposit:**
Payment due at the time student application form is submitted to the Institute of Structural Medicine.
Non-refundable application fee: \$550
Deposit due with application: \$5,500
 - Tuition after \$5,500 deposit: **\$29,500**
 - (a) Payment due the 1st of each month of **\$500 x 59 months**
 - (b) If a student pays tuition in full 6 weeks prior to the start of instruction, the tuition is **discounted \$2,000 = \$33,000 total tuition.**
 - (c) If a scheduled payment is late, the student shall be charged a **12% late fee for each week** that any scheduled balance is outstanding.

- (2) **Be on time with payment on the 1st of each month** according to the established tuition schedule for your class.
- (3) **Obtain student liability insurance and add Institute of Structural Medicine as additional-insured party.**
Go to website: www.amtamassage.org/massage-insurance/students to sign up for liability insurance as a student of ISM.
- (4) Fully complete the Structural Medicine Specialist™ Training Program. Attend and complete the ISM Training Program in its entirety starting _____, 20____ and complete all coursework defined in the ISM Independent Study Manual to the satisfaction of the faculty or Director.
- (5) Be on time for each daily meeting of class according to the Director’s schedule.
- (6) Attend all classes to the best of their ability. In the four years of training; students cannot miss more than three weekends of training, and cannot miss more than five Monday night classes. The student must arrange to make up classes for any material they have missed with the director and faculty in a timely manner. All students must sustain the ability to remain present during all classroom hours, and effectively communicate their emotional needs. There will be no tolerance of substance abuse. If students are required to take prescription medication, information must be communicated in writing to the director Donna Bajelis, PT, SMS.



Enrollment Agreement Contract

SMS™ Training Program Agreement *continued*

- (7) Obtain a bodywork treatment table, sheets, blankets and pillows by the end of the first weekend of the training session OR have access to a table to perform your Structural Medicine™ student model practicums.
- (8) Have your own computer, digital camera, tripod, and know how to use them; digital video camera is optional.
- (9) Complete all class independent home study and class intensive assignments and perform all required sessions with your student partner(s) and your practicum models to the satisfaction of the faculty.
- (10) First Aid/CPR is required by the licensing requirements of the Washington State Department of Health Massage Board. It is the student's responsibility to obtain training and certification for First Aid/CPR through instructors outside the Institute of Structural Medicine. The Red Cross and local fire departments offer these classes throughout the year. Each student is required to obtain their First Aid/CPR certification by the end of the sixth month of training and submit a copy of their certification cards to ISM.
- (11) Structural Medicine Specialist™ Training Program – 2.5 years:
Select five models for Structural Medicine™ practicums. Turn in signed documentation from each model that they have received the required home study practicum sessions and documentation/photos of the sessions, as well as the case study paper, SOAP notes, and session paper.
- (12) Structural Medicine Specialist™ Training Program – Post-graduation from 2.5 years Structural Integration Training Program:
Each student is required to obtain their state massage board license for Licensed Massage Practitioner (LMP or LMT). If your state does not require a license, then the Director requires that you obtain a Washington State massage license (LMP). Some states, such as Washington, use the NCBTMB to administer the state board test. If so, it will be necessary to take and pass the NCBTMB national certification test.
- (13) In order to obtain final certification from the Institute of Structural Medicine as a Structural Medicine Specialist™, each student shall complete and document 120 client sessions (5 clients/week average) within six months after graduation.
- (14) Structural Medicine Specialist™ Training Program – After State Licensure:
Select two clients from your private practice to use as models for Structural Medicine Specialist™ training program (1.5 years). Turn in signed documentation from each model that they have received the required sessions and documentation/photos of the sessions, as well as the case study paper, SOAP notes, and session paper.

Failure to complete any or all of the above may terminate or postpone your training.

Student Initials _____

ISM Responsibilities

The Institute of Structural Medicine Shall Provide:

- (1) A non-residential training site.
- (2) Complete instructions in anatomy, bodywork, principles of movement, ethics, voice dialogue, energetics & boundaries, and psychology as related to Structural Medicine Specialist™ (SMS™) program.
- (3) Complete basic training in the performance of SMS™ treatment sessions, including bodywork, anatomy, movement education, and dialogue.
- (4) Student mentor for each student. The student mentor will be the liaison and support person for the student for the duration of the SMS™ training program.



Enrollment Agreement Contract

SMS™ Training Program Agreement *continued*

- (5) Student Independent Study Manual covering all coursework, all reading and independent study assignments.
- (6) During the first 2.5 years, students will perform twelve, two-to-three hour sessions with student partner(s) under direct supervision by ISM faculty or the Director.
- (7) Professional business training in setting up your own practice with emphasis on client development, business practice, ethics, and boundaries and energetics.
- (8) School training facility library (during training sessions) covering various aspects of anatomy, structural bodywork, psychology, voice dialogue, and business training.
- (9) School training facility models for each student during the first 2.5 years at the school. These models will be used for supervised sessions and practicum testing.
- (10) One to two class models the first 2.5 years. These models will be used for class demonstrations of Structural Medicine™ techniques and analytical testing.

Student Initials _____

Termination of a Student by ISM:

The Student is subject to immediate termination and their actions are considered due cause for termination when any student:

- fails to maintain satisfactory academic progress,
- fails to meet attendance requirements,
- violates safety regulations,
- interferes with other students' work or capacity to learn,
- is boisterous, vulgar, or obscene,
- is under the influence of alcohol or drugs,
- or does not make timely tuition payment(s).

If students are unwilling to participate fully in each aspect of the ISM training (bodywork, anatomy, energetics, psychology, personal growth, ability to self-examine and group dynamics, business, etc.), their training may be postponed or terminated.

Student Initials _____

Official Termination Date

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

- (1) The date ISM receives **written** notice of the Student's intention to discontinue the training.
- (2) The date the Student is terminated by ISM for a violation of a published school policy that provides for termination.
- (3) When the Student, without notice to ISM, fails to attend any or all classes without prior permission.
- (4) When a student fails to attend any of the school training sessions without prior permission from the Director.

Student Initials _____



Enrollment Agreement Contract

SMS™ Training Program Agreement *continued*

Agreement is Binding

This contract agreement annex shall be binding only when it has been fully completed, signed and dated by the student and the Director of the Institute of Structural Medicine or authorized representative of the school prior to the time of instruction begins.

Changes in Agreement

Any changes to this contract agreement annex shall not be binding on either the student or the Institute of Structural Medicine unless such changes are acknowledged in writing by both the authorized representative of the Institute of Structural Medicine and the student.

This school is licensed under chapter 28C.10 RCW; **inquiries or complaints regarding this or any other private vocational school may be made to:**

Workforce Training and Education
Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
(360) 709-4600 workforce@wtb.wa.gov

Effective Date of Acceptance

I, the Student, certify that I have read and understand the Institute of Structural Medicine's *Enrollment Agreement Contract* and this *Structural Medicine Specialist™ Training Program Agreement: Enrollment Agreement Contract Annex A*.

I understand that I have a right to a copy of this signed agreement. I hereby agree to abide by the conditions set forth herein.

Any dispute relating to this agreement or breach thereof which cannot be resolved between the Student and ISM shall be settled by arbitration in accordance with the rules of the American Arbitration Association.

STUDENT'S NAME (PRINT)

SIGNATURE

DATED MONTH DAY YEAR

ISM REPRESENTATIVE (PRINT)

SIGNATURE

DATED MONTH DAY YEAR





Enrollment Agreement Contract

Cancellation & Refund Policy Agreement

This CANCELLATION AND REFUND POLICY AGREEMENT is between the Institute of Structural Medicine (ISM) and:

“Student”

STUDENT’S NAME (PRINT)

STUDENT’S SOCIAL SECURITY NUMBER (REQUIRED FOR THE STATE OF WASHINGTON)

Purpose

The purpose of this agreement is to define the terms and conditions under which the student may cancel the ISM Enrollment Agreement Contract and contractual entitlements to refunds to the student should cancellation take effect.

Refunds – Prior to Start of Classes

(1) ISM will refund all tuition payments made by the Student, if the Student withdraws no later than midnight of the fifth day (excluding weekends and holidays) prior to the date that the first class is scheduled to begin, provided the Student has not commenced training. ISM will refund the Student’s payments within thirty (30) days of the Student’s official termination date..

(2) After five business days (excluding weekends and holidays)) prior to the date that the first class is scheduled to begin, the ISM may retain an established “Registration Fee” equal to **10% of the total tuition cost, or \$100, whichever is less.** “Registration Fee” refers to any fees or expenses incurred by the Institute of Structural Medicine in the processing of the Student’s application or setting up the Student’s recordkeeping. ISM will refund the Student’s payments within thirty (30) days of the Student’s official termination date.

(3) The school reserves the right to cancel a starting class if the number of students enrolling is deemed insufficient. Such cancellation will be considered an enrollment rejection by the school and the Student is entitled to a full refund of tuition paid in advance. ISM will refund the Student’s payments within thirty (30) days of the Student’s official termination date.

(4) If the Student is NOT accepted into the SMS™ Training Program, ISM will refund all payments made by the Student. ISM will refund the Student’s payments within thirty (30) days of the Student’s official termination date.

Student Initials _____



Enrollment Agreement Contract

Cancellation & Refund Policy Agreement continued

Refunds – After Classes Commence

The SMS™ Training Program is a non-resident training program consisting of forty-eight (48) months of training. The primary form of instruction is at each of the training sessions conducted at the school in Twisp, Washington, with each weekend consisting of nineteen (19) hours. Allowable refunds to a Student after classes have commenced are structured according to the requirements of RCW 28C.10, Refund Policies and the terms and conditions of this contract.

Retention of tuition by ISM and allowable refunds to the Student are based on the

total tuition cost (\$32,500) for the ISM SMS™ Training Program, in accordance with RCW 28C.10 requirements, not the contract schedule of payments from the Student to the school (payment due dates) and refunds do not include discounts for early payment. All retention amounts and refunds are based on \$32,500 tuition for the SMS™ Training Program.

ISM will refund Student payments, according to the conditions and terms shown in the table below, within thirty days of the student’s official date of termination.

Tuition Refund Schedule (After Classes Commence)

Student Completes This Section(s)	% Complete	ISM Retains This Percentage of Total Tuition
Weekend 1–5	1 Week	10% of Tuition (\$3,300)
Weekend 5–10	> 1 Week	10% of Tuition (\$3,300)
Weekend 11–15	>10% AND >2 Weeks	10% of Tuition (\$3,300)
Weekend 16–20	>10% AND >2 Weeks	10% of Tuition (\$3,300)
Weekend 21–25	>25%	25% of Tuition (\$8,750)
Weekend 26–30	>25%	50% of Tuition (\$17,500)
Weekend 31–35	>50%	100% of Tuition (\$35,000)
Weekend 36–40	>50%	100% of Tuition (\$35,000)
Weekend 41–48	>50%	100% of Tuition (\$35,000)

Student Initials _____



Enrollment Agreement Contract

Cancellation & Refund Policy Agreement continued

Discontinuance of the SMS™ Training Program

If ISM discontinues the SMS™ Training Program of instruction after the Student enters training, including circumstances where ISM changes its location, the Student shall be notified in writing of such event and the Student is entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by ISM and agreed upon, in writing, by the student.

Should the SMS™ Training Program be discontinued, a written request from the Student for a refund must be made within 90 days from the date the SMS™ Training Program is discontinued or relocated. ISM shall refund the pro-rata amount within 30 days after receipt of such a request from the Student.

Student Initials _____

Termination of a Student by ISM

The Student is subject to immediate termination and their actions are considered due cause for termination when any student fails to maintain satisfactory academic progress, violates safety regulations, interferes with other students' work or their ability to learn and participate in every aspect of the training, is boisterous, vulgar, or obscene, under the influence of alcohol or drugs, or does not make timely tuition payment(s).

Student Initials _____

Official Termination Date

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

- (1) The date ISM receives **written** notice of the Student's intention to discontinue the training.
- (2) The date the Student is terminated by ISM for a violation of a published school policy that provides for termination.
- (3) When the Student, without notice to ISM fails to attend any or all classes without prior permission.
- (4) When a student fails to attend any of the school weekend training sessions without prior permission from the Director.

Student Initials _____



Enrollment Agreement Contract

Cancellation & Refund Policy Agreement continued

Agreement is Binding

This contract agreement annex shall be binding only when it has been fully completed, signed and dated by the student and the Director of the Institute of Structural Medicine or authorized representative of the school prior to the time of instruction begins.

Changes in the Agreement

Any changes to this contract agreement annex shall not be binding on either the student or the Institute of Structural Medicine unless such changes are acknowledged in writing by both the authorized representative of the Institute of Structural Medicine and the student.

This school is licensed under chapter 28C.10 RCW; **inquiries or complaints regarding this or any other private vocational school may be made to:**

Workforce Training and Education
Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
(360) 709-4600 workforce@wtb.wa.gov

Effective Date of Acceptance

I, the Student, certify that I have read and understand the Institute of Structural Medicine's *Enrollment Agreement Contract* and this *Cancellation and Refund Policy: Enrollment Agreement Contract Annex B*. I understand that I have a right to a copy of this signed agreement. I hereby agree to abide by the conditions set forth herein.

Any dispute relating to this agreement or breach thereof which cannot be resolved between the Student and ISM shall be settled by arbitration in accordance with the rules of the American Arbitration Association.

STUDENT'S NAME (PRINT)

SIGNATURE

DATED MONTH DAY YEAR

ISM REPRESENTATIVE (PRINT)

SIGNATURE

DATED MONTH DAY YEAR



Enrollment Agreement Contract

Complaint Procedures & Remedies Agreement

This COMPLAINT PROCEDURES & REMEDIES AGREEMENT is between the Institute of Structural Medicine and:

“Student”

STUDENT’S NAME (PRINT)

STUDENT’S SOCIAL SECURITY NUMBER (REQUIRED FOR THE STATE OF WASHINGTON)

Purpose

The following procedures will be used by the Institute of Structural Medicine (ISM), in compliance with RCW 28C.10.120 (“Chapter”), to process, resolve, or remedy any student complaints with regards to the ISM Enrollment Agreement Contract.

Complaints

ISM is licensed under this Chapter; **inquiries or complaints regarding this private vocational school may be made to:**

Workforce Training and Education
Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
(360) 709-4600 workforce@wtb.wa.gov

- (1) Complaints may be filed under this Chapter only by a person claiming loss of tuition or fees as a result of an unfair business practice. The complaint shall set forth the alleged violation and shall contain information required by the agency on forms provided for that purpose. A complaint may also be filed with the agency by an authorized staff member of the agency or by the attorney general.
- (2) The agency shall investigate any complaint under this section and shall first attempt to bring about a negotiated settlement. The agency director or the director’s designee may conduct an informal hearing with the affected parties in order to determine whether a violation has occurred.

- (3) If the agency finds that ISM or its agent is engaged in or is engaging in any unfair business practice, the agency shall issue and cause to be served upon ISM an order requiring ISM to cease and desist from the act or practice and may impose the penalties provided under RCW 28C.10.130. If the agency finds that the complainant has suffered loss as a result of the act or practice, the agency may order ISM to pay full or partial restitution of any amounts lost. The loss may include any money paid for tuition, required or recommended course materials, and any reasonable living expenses incurred by the complainant during the time the complainant was enrolled at the school.
- (4) The complainant is not bound by the agency’s determination of restitution. The complainant may reject that determination and may pursue any other legal remedy.
- (5) ISM may, within twenty days of being served any order described under subsection (3) of this section, file an appeal under the administrative procedure act, chapter 34.05 RCW. Timely filing stays the agency’s order during the pendency of the appeal. If the agency prevails, the appellant shall pay the costs of the administrative hearing.

Student Initials _____



Enrollment Agreement Contract

Complaint Procedures & Remedies Agreement *continued*

ISM Right to Appeal

- (1) In addition to the action described under RCW 28C.10.120(5), ISM may appeal the following:
 - (a) A denial of an exemption under RCW 28C.10.030(6).
 - (b) A denial, suspension or revocation of licensing under RCW 28C.10.050.
- (2) An appeal filed by ISM will result in an administrative hearing conducted by a designated hearings officer in accordance with the Administrative Procedure Act, chapter 34.05 RCW (see RCW 28C.10.120):
 - (a) The hearings officer will make findings and conclusions in accordance with the Administrative Procedure Act, chapter 34.05 RCW. The findings, conclusions, and any recommendations for action will be submitted to the executive director for final action pursuant to RCW 34.05.464.
 - (b) The executive director may accept or reject, in whole or in part, any recommendations made by the hearings officer, may remand for further findings, or take any other action deemed appropriate under the circumstances, pursuant to the provisions of the act and these rules.
- (2) The agency may extend the time a student has to file a complaint if the student can establish that good faith efforts to obtain satisfaction from ISM were being made during the time elapsed.
- (3) The term “a person” used to reference a complainant under RCW 28C.10.120(1) is further defined to mean only individuals who established a contractual relationship through their enrollment in a school or, in the case of a minor, the minor’s parent or guardian.
 - (a) Private or public agencies, employers, or others who contract with a private vocational school to provide training services to a particular individual or individuals do not have access to the complaint process.
 - (b) When a person establishes a financial obligation for only a portion of the contracted costs and is subsidized for the remainder as described under (a) of this subsection, that student’s claim will be prorated to recognize only the unsubsidized amount.
- (4) The agency may consider the following costs when determining losses suffered by a complainant:
 - (a) Tuition and fees;
 - (b) Transportation costs;
 - (c) Books, supplies, equipment, uniforms and protective clothing, rental charges; and
 - (d) Insurance required by the school.

Student Initials _____

Processing the Student’s Complaint

- (1) A complaint must be filed no more than
 - (a) One calendar year following:
 - (i) A resident student’s last recorded date of attendance; or
 - (ii) The date the school received a home study student’s last completed lesson; or
 - (b) Sixty calendar days from the date a school ceases to provide educational services.



Enrollment Agreement Contract

Complaint Procedures & Remedies Agreement *continued*

- (5) In estimating a student's attendance related expenses other than tuition, the agency may use standards developed under Title IV of the Higher Education Act or those of the Washington state departments of employment security and social and health services.
- (6) When the agency receives a complaint, it will:
 - (a) Evaluate the complaint for completeness and to determine eligibility within ten working days after receipt;
 - (b) Accept or reject the complaint and so notify the complainant within an additional five working days;
 - (c) Forward a copy of a bona fide complaint and related attachments to the school by certified mail.
- (7) ISM has fifteen working days after receipt to respond to the student's complaint. If ISM fails to submit a timely response the agency will conclude the school has no defense to offer.
- (8) Based on all information then available, the agency will:
 - (a) Investigate the facts;
 - (b) Secure additional information if so indicated;
 - (c) Attempt to bring about a negotiated solution;
 - (d) Adjudicate the complaint by making findings, conclusions, and determinations; and
 - (e) Notify all parties of the determinations and remedies.
- (9) If a student can document that the procedures used by the agency to resolve a complaint were either unreasonable, unfair, or not in keeping with the intent of the law, the student may request a review of the decision.
 - (a) The student must request the review in writing within twenty days following receipt of the complaint determination. A timely request stays the agency's determination during the review process.
 - (b) When the agency receives a request for review it will:
 - (i) Notify the school that the student has requested a review and that the complaint determination will not take effect until the review has been completed;
 - (ii) Schedule an informal hearing to be conducted by agency staff; and
 - (iii) Make a final determination regarding the complaint within fifteen working days following the hearing.

Student Initials _____



Enrollment Agreement Contract

Complaint Procedures & Remedies Agreement continued

Agreement is Binding

This Enrollment Agreement Contract shall be binding only when it has been fully completed, signed and dated by the student and the Director of the Institute of Structural Medicine or authorized representative of the school prior to the time of instruction begins.

Changes in Agreement

Any changes to this Enrollment Agreement Contract shall not be binding on either the student or the Institute of Structural Medicine unless such changes are acknowledged in writing by both the authorized representative of the Institute of Structural Medicine and the student.

This school is licensed under chapter 28C.10 RCW; **inquiries or complaints regarding this or any other private vocational school may be made to:**

Workforce Training and Education
Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
(360) 709-4600 workforce@wtb.wa.gov

Effective Date of Acceptance

I, the Student, certify that I have read and understand the Institute of Structural Medicine's *Complaint Procedures & Remedies Agreement: Enrollment Agreement Contract Annex C*. I am entitled to an exact copy of this contract document. I hereby agree to abide by the conditions set forth herein.

Any dispute relating to this agreement or breach thereof which cannot be resolved between the Student and ISM shall be settled by arbitration in accordance with the rules of the American Arbitration Association.

STUDENT'S NAME (PRINT)

SIGNATURE

DATED MONTH DAY YEAR

ISM REPRESENTATIVE (PRINT)

SIGNATURE

DATED MONTH DAY YEAR



Enrollment Agreement Contract
Certification Agreement

This CERTIFICATION AGREEMENT is between:

STUDENT/PRACTITIONER'S NAME (PRINT)

SOCIAL SECURITY NUMBER (REQUIRED FOR WA STATE)

the "Student/Practitioner" and the Institute of Structural Medicine (ISM), an educational standard and certification company, as certifier, defines the terms and conditions under which the practitioner will be certified Structural Medicine Specialist™ (SMS™).

Authorization

The Institute of Structural Medicine is authorized to operate as an approved private post-secondary school by the State of Washington Work Force Training and Education Coordinating Board under Washington State law, Chapter 28C.10 RCW.

Purpose

Structural Medicine™ is an educational process dealing with the structure and the movement of the human body in the field of gravity and with the relationship of the body to the whole person.

Institute of Structural Medicine owns the name Structural Medicine Specialist™, the body of knowledge and all logos, copyrights and service marks related to Structural Medicine™. In addition, ISM is the sole certifying agency for Structural Medicine Specialist™.

Certification Requirements

(1) Selection Committee Interview Fee

In order to enter the SMS™ Training Program, the Student/Practitioner must appear before the ISM Selection Committee of the Institute of Structural Medicine, which will determine the candidate's suitability and readiness for a professional career in Structural Medicine™ Program.

Prior to this interview, a check in the amount of \$550 from the student is payable to the Institute of Structural Medicine.

Student Initials _____

(2) Certification Fees

In order to be certified as a Structural Medicine Specialist™, the Student/Practitioner must complete, to the satisfaction or the faculty of the Institute of Structural Medicine, the Structural Medicine Specialist™ Training Program as defined in the ISM School Catalog, the Enrollment Agreement Contract, and all applicable contract Annexes. Upon satisfactory completion of instruction, the Institute of Structural Medicine will grant the Student/Practitioner a temporary SMS™ certification to practice Structural Medicine™ during the "In-Practice" phase(s) of the ISM Structural Medicine Specialist™ training program. All standards of professional and business practices will apply to the Student/Practitioner. In order to maintain the SMS™ certification, the Student/Practitioner must satisfy the agreements set forth in this *Structural Medicine Specialist™ Certification Agreement Annex D* of the *Enrollment Agreement Contract*.

Student Initials _____

(3) Continuing Professional Education

Upon graduation and receiving certification as a Structural Medicine Specialist™, the SMS™ agrees to complete a minimum of 48 hours of continuing education units (CEUs) each calendar year. The intention of this provision is to maintain high standards of quality in the performance of a Structural Medicine Specialist™. In addition, the graduate agrees to receive 1 full structural integration series (10-12 sessions) every 5 years minimum.

Student Initials _____



Enrollment Agreement Contract

Certification Agreement *continued*

(4) **Code of Ethics**

The Practitioner shall at all times maintain professional and ethical conduct as well as sound business practices with the intent to ensure the well being of the client:

- (a) All client sessions are confidential and all information collected about a client session is confidential.
- (b) Nudity or the degree of undressing for a session is the client's choice.
- (c) No work shall be performed on a client's genitals.
- (d) The SMS™ shall not engage in sexual relations or have sex with a client.
- (e) No alcohol or drugs shall be used or consumed by SMS™ or client during a session.

Student Initials _____

(5) **Standards of Professional Practice**

The SMS™ shall:

- (a) Obtain all appropriate licensing as required by state and local governments.
- (b) Obtain and maintain both general liability and professional liability insurance coverage, and hold the Institute of Structural Medicine harmless from any claims, liability or judgment arising out of the SMS™'s activities as a practitioner of Structural Medicine.™
- (c) Maintain complete client session record keeping.
- (d) Disclose to the client any techniques and methods used that are not part of Structural Medicine.™

- (e) Refer clients to other health professionals if the client is looking for a diagnosis or treatment or if the SMS™ suspects the need for such.

The practitioner shall *not*:

- (a) Make any medical promises to the client or diagnosis of illness.
- (b) Use session for promotion of any products or services other than Structural Medicine.™
- (c) Promote or endorse any product or service in the name of Structural Medicine™ without prior written authorization of the Institute of Structural Medicine.
- (d) Use the name "Structural Medicine™" in any association, partnership or corporation without the prior written authorization of the Institute of Structural Medicine.

Student Initials _____

(6) **Duration of the SMS™ Four-Year Training Program**

The Structural Medicine Specialist™ Training Program consists of forty-eight (48) nineteen (19)-hour weekends, and 132 three-hour weekday evenings of non-residential classes. It also consists of forty (40) hours of cadaver dissection plus sixty (60) hours of individual comprehensive fundamentals of structural integration plus 750 hours of independent study. In between each weekend training is the Independent Study Program building the basic skills of Structural Medicine.™

Student Initials _____



Enrollment Agreement Contract

Certification Agreement *continued*

(7) Completion of Payment for the Structural Medicine Specialist™ Program

Licensure as a Certified Structural Medicine Specialist™ is contingent upon satisfactory completion of payment for the Structural Medicine Specialist™ Training Program, as outlined and required in *SMS™ Training Program Agreement: Enrollment Agreement Contract Annex A*.

Under normal circumstances, payment is complete before each student graduates. If for any reason the Student/Practitioner's payment schedule is extended by the ISM Director, then the Student/Practitioner understands and agrees that if his or her payment is late or in default according to the terms of the agreement, then he or she shall be de-certified as a Certified Structural Medicine Specialist™ at the discretion of the Institute of Structural Medicine.

Reinstatement as a Certified Structural Medicine Specialist™ shall be dependent upon the Student/Practitioner completing all payments according to contractual terms and conditions and the terms and conditions of this certification agreement.

Student Initials _____

(8) Violations of Conditions

Any violation of the conditions in Annex D contract Items 2 through 7 shall be cause for cancellation of the certification to practice Structural Medicine™ and certification as a Certified Structural Medicine Specialist™. If a SMS™ elects to discontinue practicing Structural Medicine™, then all certification,

rights and privileges related to being certified as a Structural Medicine Specialist™ practitioner will cease to be in effect. The practitioner can apply for reinstatement as a Structural Medicine Specialist™ with the Institute of Structural Medicine at a later date, subject to review and approval by the Institute of Structural Medicine.

Student Initials _____

Agreement is Binding

This contract agreement annex shall be binding only when it has been fully completed, signed and dated by the student and the Director of the Institute of Structural Medicine or authorized representative of the school prior to the time of instruction begins.

Changes in the Agreement

Any changes to this contract agreement annex shall not be binding on either the student or the Institute of Structural Medicine unless such changes are acknowledged in writing by both the authorized representative of the Institute of Structural Medicine and the student.

This school is licensed under chapter 28C.10 RCW; **inquiries or complaints regarding this or any other private vocational school may be made to:**

Workforce Training and Education
Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
(360) 709-4600 workforce@wtb.wa.gov



Enrollment Agreement Contract

Certification Agreement continued

Effective Date of Acceptance

I, the Student, certify that I have read and understand the Institute of Structural Medicine's Enrollment Agreement Contract and this Structural Medicine Specialist™ Certification Agreement: Enrollment Agreement Contract - Annex A. I understand that I have a right to a copy of this signed agreement. I hereby agree to abide by the conditions set forth herein.

Any dispute relating to this agreement or breach thereof which cannot be resolved between the Student/Practitioner and ISM shall be settled by arbitration in accordance with the rules of the American Arbitration Association.

STUDENT'S NAME (PRINT)

SIGNATURE

DATED

MONTH

DAY

YEAR

ISM REPRESENTATIVE (PRINT)

SIGNATURE

DATED

MONTH

DAY

YEAR



Enrollment Agreement Contract

Private Vocational School Acknowledgment (PVSA) Enrollment Notice to Students

This notice to you as a student, is required by Washington State law (RCW 28C.10), which requires ISM, a licensed private vocational school, to provide the following information. You are entitled to a copy of this notice for your enrollment contract records.

Acknowledgment By Enrollee

- (1) I understand and accept that any contract for training I enter into with the Institute of Structural Medicine contains legally binding obligations and responsibilities.
- (2) I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
- (3) I understand that any enrollment contract I enter into will not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and myself, provided that I have not entered classes sooner.

Acknowledgment By School

Prior to being enrolled in the Institute of Structural Medicine (ISM), the applicant, whose name and signature appears on this page, has been made aware of the legal obligations he/she takes on by entering into a contract with ISM for training. ISM has discussed cautions with the student about acquiring an excessive debt burden that might become difficult to repay, given employment opportunities and average starting salaries in his/her chosen occupation.

STUDENT'S NAME (PRINT)

SIGNATURE

DATED MONTH DAY YEAR

ISM REPRESENTATIVE (PRINT)

SIGNATURE

DATED MONTH DAY YEAR