

# **Cranio-Sacral ~ A Healing Art**

## **Student Handbook Addendum**

Calendar, Tuition & Payment  
Information

**2012-2014**

**Cranio-Sacral Classes and Programs**

Natural Health Resources Center

Therapeutic Training Center

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# Academic Calendar

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May 3-6, 2012, 9am-5pm	Cranio-Sacral Introductory Workshop
Aug 23-26, 2012, 9am-5pm	Cranio-Sacral Introductory Workshop
Sep 19-22, 2012, 9am-5pm	Core Class 1 - <i>Cranial Vault, Facial Bones, and Cranial Wave</i>
Oct 22, 2012, 9:30am-4:30pm	Integration Day 1
Nov 28-1, 2012, 9am-5pm	Core Class 2 - <i>Pelvis, Sacrum, Air Sinuses, and Long Tide</i>
Jan 7, 2013, 9:30am-4:30pm	Integration Day 2
Feb 4, 2013, 9:30am-4:30pm	Integration Day 3
Feb 20-23, 2013, 9am-5pm	Core Class 3 - <i>Cranial Vault, Facial Bones, and Cranial Wave</i>
Mar 11, 2013, 9:30am-4:30pm	Integration Day 4
Apr 15, 2013, 9:30am-4:30pm	Integration Day 5
May 15-18, 2013, 9am-5pm	Core Class 4 - <i>Cranial Sutures, Ventricles, Membranes, and All Tides</i>
Aug 21-24, 2013, 9am-5pm	Advanced Class – <i>Visceral Work: The Missing Link</i>
Oct 23-26, 2013, 9am-5pm	Advanced Class – <i>Therapeutic Communications: What to do When Emotions Arise</i>
Apr 9-12, 2014, 9am-5pm*	Advanced Class – <i>Unwinding: The Key in Moving from Trauma to Health (Advanced Cranial Work)</i>
May 15-18, 2014, 9am-5pm*	Advanced Class - <i>The Brain &amp; 12 Cranial Nerves</i>

\*Tentative Dates: To be firmed up by August 31, 2012.

## Integration Days

During the first Core Series Class, the students and instructor will set the remaining 4 Integration Day dates. Integration Day class times are from 9:30am to 3:30pm.

### **Client Record Due Dates**

Oct 28, 2012	10 records
Nov 28, 2012	10 records
Jan 23, 2013	15 records
Mar 11, 2013	15 records
May 15, 2013	20 records

# Training Expenses

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## *Cranio-Sacral Therapy: Introductory Workshop*

Class Fee: \$545 (\$300 for reviewers) – a \$100 deposit will hold your place in class\* (see page 6 for details). If cancelled within 30 days of the class start date, \$50 is non-refundable.

## *Core Series*

<b>Tuition:</b>		<b>\$2,950</b>
<b>Additional Expenses</b>		
Textbook (Required)	\$150	
Skull (Strongly Recommended)	<u>\$400</u>	
<b>Total Additional Expenses</b>		<b><u>\$150 - \$550</u></b>
<b>Total Core Series Expenses</b>		<b>\$3,100-\$3,500</b>

## *Certification Program*

<b>Tuition:</b>		<b>\$5,260</b>
<b>Additional Expenses (estimated)</b>		
10 Professional Cranio-Sacral sessions (Required)	\$1,000	
Additional Unwinding Class Fee	\$ 50	
Textbook (Required)	\$ 150	
Skull (Strongly Recommended)	<u>\$ 400</u>	
<b>Total Additional Expenses</b>		<b><u>\$1,200 - \$1,600</u></b>
<b>Total Certification Program Expenses</b>		<b>\$6,460 - \$6.860</b>

## *Signing up for the Core Series and Continuing on to Certification*

Advanced Classes - 3	\$1,635	
Additional Tuition (25 client record review)	\$ 75	
Certification Exams	<u>\$ 600</u>	
<b>Total Tuition</b>		<b>\$2,310</b>
10 Professional Cranio-Sacral sessions (Estimate)	\$1,000	
Additional Unwinding Class Fee	<u>\$ 50</u>	
<b>Total Additional Expense</b>		<b>\$1,050</b>
<b>Total Certification Expenses as an add-on to the Core Series</b>		<b>\$3,360</b>

## *Advanced Classes*

Class Fee: \$545 (\$300 for reviewers) for 4-day classes: a \$100 deposit will hold your place in class\* (see page 6 for details). Unwinding class is \$595 (\$350 for reviewers).

# Payment Plans, Deposits & Where to Pay

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Core Series Payment Plans - Base Tuition is \$2,950

## Option 1 4-Payment Plan

Initial Deposit:	\$ 225.00	Due: deposit due upon registration; \$100 non-refundable
Quarter 1	\$ 737.00	Due: on or before September 19, 2012
Quarter 2	\$ 737.00	Due: on or before November 28, 2012
Quarter 3	\$ 737.00	Due: on or before February 20, 2013
Quarter 4	\$ 514.00	Due: on or before May 15, 2013
Total Tuition	\$2,950.00	

## Option 2 Early Payment Savings Plan

Initial Deposit:	\$ 225.00	Due: deposit due upon registration; \$100 non-refundable
Tuition Balance	<u>\$2,475.00</u>	Due: on or before September 19, 2012
Total Tuition:	\$2,700.00	<b>Savings of \$250 - 9%</b>

## Option 3 Monthly Payment Plan

Initial Deposit:	\$ 225.00	Due: deposit due upon registration; \$100 non-refundable
<b>September 19, 2012</b>	<b>\$ 565.00</b>	<b>Core I Class</b>
October 15, 2012	\$ 270.00	
<b>November 28, 2012</b>	<b>\$ 270.00</b>	<b>Core II Class</b>
December 15, 2012	\$ 270.00	
January 15, 2013	\$ 270.00	
<b>February 20, 2013</b>	<b>\$ 270.00</b>	<b>Core III Class</b>
March 15, 2013	\$ 270.00	
April 15, 2013	\$ 270.00	
<b>May 15, 2013</b>	<b>\$ 270.00</b>	<b>Core IV Class</b>
Total Tuition	\$2,950.00	

*Certification Payment Plans - Base Tuition is \$5,260*

*Option 1 Flex Payment Plan*

Initial Deposit:	\$ 300.00	Due: deposit due upon registration; \$100 non-refundable
Quarter 1	\$ 756.00	Due: on or before September 19, 2012
Quarter 2	\$ 756.00	Due: on or before November 28, 2012
Quarter 3	\$ 756.00	Due: on or before February 20, 2013
Quarter 4	\$ 457.00	Due: on or before May 15, 2013
Advanced Class 1	\$ 545.00	Due: on or before the first day of class
Advanced Class 2	\$ 545.00	Due: on or before the first day of class
Advanced Class 3	\$ 545.00	Due: on or before the first day of class
Certification Exams*	<u>\$ 600.00</u>	Due: the day scheduled
Total Tuition	\$5,260.00	

*Option 2 Early Payment Savings Plan*

Initial Deposit:	\$ 300.00	Due: deposit due upon registration; \$100 non-refundable
Certification Exams*	\$ 600.00	Due: the day scheduled
Tuition Balance	<u>\$3,980.00</u>	Due: on or before September 19, 2012
Total Tuition:	\$4,860.00	<b>Savings of \$400 - 8%</b>

*Option 3 Monthly Payment Plan*

Initial Deposit:	\$ 300.00	Due: deposit due upon registration; \$100 non-refundable
<b>September 19, 2012</b>	<b>\$ 560.00</b>	<b>Core I Class</b>
October 15, 2012	\$ 475.00	
<b>November 28, 2012</b>	<b>\$ 475.00</b>	<b>Core II Class</b>
December 15, 2012	\$ 475.00	
January 15, 2013	\$ 475.00	
<b>February 20, 2013</b>	<b>\$ 475.00</b>	<b>Core III Class</b>
March 15, 2013	\$ 475.00	
April 15, 2013	\$ 475.00	
<b>May 15, 2013</b>	<b>\$ 475.00</b>	<b>Core IV Class</b>
Certification Exams*	<u>\$ 600.00</u>	Due: the day scheduled
Total Tuition	\$5,260.00	

\**Certification Exams*: Refer to the next section “Where to Make Payments” for details.

*Signing up for the Core Series and Continuing on to Certification Payment Plan*

Advanced Class 1	\$ 545	Due: on or before the first day of class
Advanced Class 2	\$ 545	Due: on or before the first day of class
Advanced Class 3	\$ 545	Due: on or before the first day of class
Additional Tuition*	\$ 75	Due: the day approved into the program
Certification Exams	<u>\$ 600</u>	Due: the day scheduled
Total Tuition	\$2,310	

\* For instructor review of additional 25 client records.

**\$100 Deposits for Individual Classes**

If you register for an individual class (Cranio-Sacral Introductory class or Advanced Classes), you may reserve your position in class with a \$100 deposit with payment in full on or before the first day of class. Deposits are accepted up until 3 weeks prior to class, after which, payment must be made in full to register.

**Where to Make Payments**

*All Payments except for Certification Exam Fees*

- Deposit Payments: Please make all payments for initial deposits for the Core Series and Certification Program by **check** to the ***Therapeutic Training Center***.
- Tuition Payments: Payment for tuition can be made by check or credit card (Visa, Mastercard or Discover). Payment can be set up to be made automatically by credit card or they can be called in to 206.853.6875.

Checks should be made out to the ***Therapeutic Training Center*** and can be mailed to:

Therapeutic Training Center  
PO Box 66864  
Seattle, WA 98166

*Certification Exams*

Please make payment for Certification Exams at the time they are scheduled. Payment should be made to the ***Natural Health Resources Center*** via check. All checks should be mailed to:

Natural Health Resources Center  
12252 2nd Avenue NW  
Seattle, WA 98177

# Program Cancellation Policies

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## Core Series and Certification Program Cancellation Policy

1. Cancellation of Class: If a class is canceled for any reason, participants will be sent a 100% refund within 30 days of the class being cancelled.
2. Student Not Accepted: If the applicant is not accepted for a class, the applicant will be sent a 100% refund within 30 days of the decision not to accept the student.
3. Cancellation Within Five Business Days of Application: In the event that a participant cancels within five business days (excluding Sundays and holidays) of registering, the participant will be sent a 100% refund within 30 days of receipt of written notice of the cancellation.
4. Cancellation After Five Business Days of Application but Prior to the First Day of Class: The applicant will be sent a refund less a \$100 administrative fee within 30 days of receipt of written notice of the cancellation.
5. Termination of Training on or after the first Day (Core Series only): If training is terminated after the student enters classes, the Center has the following cancellation policy:

The Core Series has 142 hours of scheduled class time with \$2,950 of Tuition. Note: LDA is "Last Date of Attendance" (see #7 for details).

If the LDA falls within:	The Student Retains	The School Retains:
1-16 hours	90% of Tuition or \$2,655.00	10% of Tuition or \$ 295.00
17-36 hours	75% of Tuition or \$2,212.50	25% of Tuition or \$ 737.50
37-71 hours	50% of Tuition or \$1,475.00	50% of Tuition or \$1,475.00
72 + hours	0% of Tuition or \$0	100% of Tuition or \$2,950.00

By paying early, students receive a benefit of a reduced tuition price of \$495 per Core Series class. If a student who registered with the Early Payment Savings Plan withdraws, the student's classes are valued at the original class price of \$545 and the benefits of paying early are lost.

6. Termination of Training on or after the first Day (Certification Program only): If training is terminated after the student enters classes, the Center has the following cancellation policy:
  - Core Series: Has 142 hours of scheduled class time with \$3,025 of tuition (includes expense of additional 25 client record review for certification students).

If the LDA falls within:	The Student Retains	The School Retains:
1-16 hours	90% of Tuition or \$2,722.50	10% of Tuition or \$ 302.50
17-36 hours	75% of Tuition or \$2,268.75	25% of Tuition or \$ 756.25
37-71 hours	50% of Tuition or \$1,512.50	50% of Tuition or \$1,512.50
72 + hours	0% of Tuition or \$0	100% of Tuition or \$3,025.00

By paying early, students receive a benefit of a reduced tuition price of \$495 per Core Series class. If a student who registered with the Early Payment Savings Plan withdraws, the student's classes are valued at the original class price of \$545 and the benefits of paying early are lost.

- Advanced Classes: The Center retains 100% of tuition for Advanced Classes completed. If a student's last day of attendance (LDA) is determined to be the first day of a 4-day Advanced class, the Center will retain 25% of tuition paid for that class. If the student's LDA is the second day of the class, the Center will retain 50% of tuition paid for that class. If the student's LDA is anytime after the second day of the class, the Center will retain 100% of tuition paid for that class. By paying early, students receive a benefit of a reduced tuition price of \$495 per Advanced Class. If a student who registered with the Early Payment Savings Plan withdraws, the student's classes are valued at the original class price of \$545 and the benefits of paying early are lost.
  - Certification Exams: Once scheduled and paid for, the \$600 fee is not refundable.
7. When calculating refunds, the official date of a student's termination is the last day of recorded attendance (LDA):
- When the school receives written notice of the student's intention to discontinue the training program; or,
  - When the student is terminated for a violation of a published school policy which provides for termination; or,
  - When a student, without notice, fails to attend class.
8. All refunds will be paid within 30 calendar days of the student's date of determination for the termination.

### **Introductory Workshop and Stand-Alone Advanced Class Cancellation Policy**

1. **Cancellation of Class**: If a class is canceled for any reason, participants will be sent a 100% refund within 30 days of the class being cancelled.
2. **Student Not Accepted**: If the applicant is not accepted for a class, the applicant will be sent a 100% refund within 30 days of the decision not to accept the student.
3. **Cancellation Within Five Business Days of Application**: In the event that a participant cancels within five business days (excluding Sundays and holidays) of registering, the participant will be sent a 100% refund within 30 days of receipt of written notice of the cancellation.
4. **Cancellation within 30 days of the First Day of Class**: The applicant will be sent a refund less a \$50 administrative fee within 30 days of receipt of written notice. Instead of being charged the fee, the applicant may choose to put monies toward another class taught by the Instructor.
5. **Termination of Training Once Class Has Begun**: If a student's last day of attendance (LDA) is determined to be the first day of a 4-day class, the Center will retain 25% of tuition paid for that class. If the student's LDA is the second day of the class, the Center will retain 50% of tuition paid for that class. If the student's LDA is any time after the second day of the class, the Center will retain 100% of tuition paid for that class.

## Contact Information

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*Office Address:*

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Seattle, WA 98177

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*Fax:* (206) 440-0637

*Email:* [ursula@ursulapopp.com](mailto:ursula@ursulapopp.com)

*Web:* [www.ursulapopp.com](http://www.ursulapopp.com)

*Office Address:*

Therapeutic Training Center  
4010 Stone Way N Ste #230  
Seattle, WA 98103

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