

Cranio-Sacral ~ A Healing Art

Student Handbook Addendum

Calendar, Tuition & Payment Information

2015-2016

Cranio-Sacral Classes and Programs

Natural Health Resources Center

Therapeutic Training Center

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Academic Calendar

Sep 9-12, 2015, 9am-5pm	Advanced Class – <i>Unwinding: The Key in Moving from Trauma to Health (Advanced Cranial Work)</i>
Oct 1-4, 2015, 9am-5pm	Cranio-Sacral Introductory Workshop
Oct 21-24, 2015, 9am-5pm	Advanced Class – <i>Therapeutic Communications: What to do When Emotions Arise</i>
Nov 18-21, 2015, 9am-5pm	Core Class 1 - <i>Transverse Structures, Pelvis and Mandible, and Cranial Wave</i>
Dec 14, 2015, 9:30am-3:30pm	Integration Day 1*
Feb 3-6, 2016, 9am-5pm	Core Class 2 - <i>Pelvis, Air Sinuses, Unwinding, and Mid-Tide</i>
Mar 16-19, 2016, 9am-5pm	Advanced Class - <i>The Brain & 12 Cranial Nerves</i>
Apr 20-23, 2016, 9am-5pm	Core Class 3 - <i>Sphenoid, Cranial Vault, Facial Bones, and the Long Tide</i>
Jun 1-4, 2016, 9am-5pm	Advanced Class – <i>Visceral Work: The Missing Link</i>
Jul 13-16, 2016, 9am-5pm	Core Class 4 - <i>Cranial Sutures, Ventricles, Membranes, and All Tides</i>

***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

Feb 3, 2015	15 records
Apr 20, 2016	15 records
Jul 13, 2016	20 records

Training Expenses

Cranio-Sacral Therapy: Introductory Workshop

Class Fee: \$545 (\$300 for reviewers when taken within 5 years) – 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

Tuition:		\$2,975
Additional Expenses		
Textbook (Required)	\$150	
Skull (Strongly Recommended)	<u>\$400</u>	
Total Additional Expenses		<u>\$150 - \$550</u>
Total Core Series Expenses		\$3,125-\$3,525

Certification Program

Tuition:		\$5,335
Additional Expenses (estimated)		
10 Professional Cranio-Sacral sessions (Required)	\$1,000	
Additional Unwinding Class Fee	\$ 50	
Textbook (Required)	\$ 150	
Skull (Strongly Recommended)	<u>\$ 400</u>	
Total Additional Expenses		<u>\$1,200 - \$1,600</u>
Total Certification Program Expenses		\$6,535 - \$6,935

Signing up for the Core Series and Continuing on to Certification

Advanced Classes - 3	\$1,635	
Additional Tuition (25 client record review)	\$ 100	
Certification Exams	<u>\$ 600</u>	
Total Tuition		\$2,335
10 Professional Cranio-Sacral sessions (Estimate)	\$1,000	
Additional Unwinding Class Fee	<u>\$ 50</u>	
Total Additional Expense		\$1,050
Total Certification Expenses as an add-on to the Core Series		\$3,380

Advanced Classes

Class Fee: \$545 (\$300 for reviewers when taken within 5 years) 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 when taken within 5 years).

Payment Plans, Deposits & Where to Pay

Core Series Payment Plans - Base Tuition is \$2,975

Option 1 4-Payment Plan

Initial Deposit*:	\$ 250.00	Due: deposit due upon registration; \$100 non-refundable
Quarter 1	\$ 800.00	Due: on or before November 18, 2015
Quarter 2	\$ 800.00	Due: on or before February 3, 2016
Quarter 3	\$ 800.00	Due: on or before April 20, 2016
Quarter 4	<u>\$ 325.00</u>	Due: on or before July 13, 2016
Total Tuition	\$2,975.00	

Option 2 Upfront Payment

Initial Deposit*:	\$ 250.00	Due: deposit due upon registration; \$100 non-refundable
Tuition Balance	<u>\$2,725.00</u>	Due: on or before November 18, 2015
Total Tuition	\$2,975.00	

Option 3 Monthly Payment Plan

Initial Deposit*:	\$ 250.00	Due: deposit due upon registration; \$100 non-refundable
November 18, 2015	\$ 575.00	Core I Class
December 9, 2015	\$ 325.00	
January 9, 2016	\$ 325.00	
February 3, 2016	\$ 325.00	Core II Class
March 9, 2016	\$ 325.00	
April 9, 2016	\$ 325.00	
May 9, 2016	\$ 175.00	
June 9, 2016	\$ 175.00	
July 13, 2016	<u>\$ 175.00</u>	Core IV Class
Total Tuition	\$2,975.00	

* **Note:** *Students who register for Core Series or Certification within 14 calendar days after the last day of their Cranio-Sacral Introductory class will receive a \$100 discount on their Deposit.*

Certification Payment Plans - Base Tuition is \$5,335

Option 1 Flex Payment Plan

Initial Deposit*:	\$ 300.00	Due: deposit due upon registration; \$100 non-refundable
Quarter 1	\$ 950.00	Due: on or before November 18, 2015
Quarter 2	\$ 950.00	Due: on or before February 3, 2016
Quarter 3	\$ 950.00	Due: on or before April 20, 2016
Quarter 4	\$ 550.00	Due: on or before July 13, 2016
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	<u>\$ 545.00</u>	Due: on or before the first day of class
Total Tuition	\$5,335.00	

Option 2 Upfront Payment

Initial Deposit*:	\$ 300.00	Due: deposit due upon registration; \$100 non-refundable
Tuition Balance	<u>\$5,035.00</u>	Due: on or before the first day of class
Total Tuition	\$5,335.00	

Option 3 Monthly Payment Plan (*This plan is for students who begin their Certification program with the Core Series. **If a student would like to take Advanced Classes prior to the start of Core Series a custom monthly payment plan can be created for the student.**)

Initial Deposit*:	\$ 300.00	Due: deposit due upon registration; \$100 non-refundable
November 18, 2015	\$ 710.00	Core I Class
December 9, 2015	\$ 625.00	
January 9, 2016	\$ 625.00	
February 3, 2016	\$ 625.00	Core II Class
March 9, 2016	\$ 625.00	
April 9, 2016	\$ 625.00	
May 9, 2016	\$ 400.00	
June 9, 2016	\$ 400.00	
July 13, 2016	<u>\$ 400.00</u>	Core IV Class
Total Tuition	\$5,335.00	

* **Note:** Students who register for Core Series or Certification within 14 calendar days after the last day of their Cranio-Sacral Introductory class will receive a \$100 discount on their Deposit.

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*	\$ 100	Due: the day approved into the program
Certification Exams	<u>\$ 600</u>	Due: the day scheduled
Total Tuition	\$2,335	

* 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

- Initial Deposit Payment: Please make payment for the initial deposit 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/debit 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

Program Cancellation Policies

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

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

- **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.
- **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 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 for 30 calendar days.
8. Students may withdraw from the program at any time throughout the program. Students must notify the school in writing of their decision to withdraw.
9. 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

Office Address:

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

Contact: Ursula Popp

Phone: (206) 783-3922

Fax: (206) 440-0637

Email: ursula@ursulapopp.com

Web: www.ursulapopp.com

Office Address:

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

Contact: Robbin Blake

Phone: (206) 853-6875

Fax: (206) 243-5185

Email: info@theratraining.com

Web: www.theratraining.com

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