

IPSB
AT
LIFE ENERGY INSTITUTE™

Program Enrollment Agreement

5817 Uplander Way, Culver City, CA 90230 - Phone 310.342.7130- Fax 310.342.7135 – info@myLEI.org - www.myLEI.org
BPPE School Code: 98908029; CAMTC School Code: SCH0077

Last Name _____ First Name _____

Phone Number _____ Email Address _____

Mailing Address (at time of enrollment) _____

Home Address (if different from above) _____

Program: Integrative Massage & Bodywork Practitioner Program **Clock Hours:** 550 Hours
Certificate upon Completion: Integrative Massage & Bodywork Practitioner

LANGUAGE: All classes and class materials are taught in English. IPSB at Life Energy Institute (IPSB at LEI) does not provide translation services. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

REGISTRATION FEE: There is a \$75 non-refundable registration fee for students enrolling in the IMBP program, who have not taken the FMP program through IPSB at Life Energy Institute. Graduates of the FMP Program are not required to pay this registration fee.

PAYMENTS AND LOANS: Payment in full for a program may be made at the time of enrollment. However, installment arrangements can also be arranged with our office. Visa and Master Card are accepted. IPSB at LEI does not offer any loan programs and does not participate in any financial aid programs.

REQUIREMENTS TO COMPLETE THE 550 HOUR PROGRAM: Students are required to complete the class requirements of the IMBP Program including 64 Hours of Anatomy & Physiology, 13 Hours of Contraindications, 18 Hours of Business & Ethics, 5 Hours of Health & Hygiene.

Program Start Date _____ Enrollment Form Start Date _____ Scheduled Completion Date _____

Period covered by this Enrollment Agreement: This agreement remains in effect from the Enrollment Form Start Date until the Scheduled Completion Date.

CAMTC: Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicant for certification shall meet all requirements as listed California Business and Professions Code sections 4600 et. seq. Any student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 800, Sacramento, CA 95814, www.camtc.org, phone 916-669-5336 or fax 916-669-5337

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. **The student may exercise their right to cancel or withdraw from this agreement based upon the following guidelines:** Cancellation must be given in writing either in person or by mail. Students shall be given until midnight following the first day of class to withdraw from the course to receive a refund of all tuition paid less the \$75 registration fee. Refunds for cancellation after that period are based on a pro rata calculation. Students will be charged for the hours of instruction received up to the date the student formally cancels enrollment. Any refund due to student withdrawal will be made within forty-five (45) days of the formal cancellation date.

WITHDRAWALS & REFUNDS: Withdrawals must be received from student in writing. Refunds are based on the following formula and on advanced payment in full: 10% Hours of Instruction, 90% Refund. 25% Hours of Instruction, 75% Refund. 50% Hours of Instruction, 50% Refund. 60% Hours of Instruction, 40% Refund. Although IPSB at Life Energy Institute does not participate in federal financial aid programs, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs funds.

LOANS: If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

EXTENSION OF CREDIT: YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

TRANSFERRING CREDITS: NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION: The transferability of credits you earn at IPSB at Life Energy Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Fundamentals of Massage Certificate you earn in the FMP Program is also at the complete discretion of the institution to which you may seek to transfer. If the Fundamentals of Massage Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may

include contacting an institution to which you may seek to transfer after attending IPSB at Life Energy Institute to determine if your credits will transfer.

POLICIES (IMBP): Students must take courses required by IPSB at LEI in order to graduate. At the time of enrollment, the student will commit to a payment schedule. Any change in the completion commitment must be submitted to the office in writing. Upon acceptance of the written change request the schedule and payment plan will be adjusted accordingly. A student may request a leave of absence from the program of a maximum of six (6) to twelve (12) months. The request must be in writing and specify the approximate start and end of the leave of absence. Arrangements must be made to pay any balance; a credit amount will be held on account. Prior to the student resuming training, schedule and payment plan will be reviewed. Students must register for classes on our online class management software, or via email for students on payment plans. Any cancellations must be submitted via email at least one week prior to the class. There is a \$5 fee to drop a class. Late drops, less than one week before the class start date, carry a fee of \$50. If you are unable to attend the first class meeting, you must notify the office to remain in the class. A student absent at the first class meeting who has not contacted the office by the start of class will be considered a no show and the space offered to any wait-listed students. The \$50 late drop fee will be assessed. IPSB at LEI reserves the right to make changes in program requirements. No student current at the time new required classes are added to the program, shall be obligated to complete the added requirement(s), unless s/he desires to do so. In cases of curriculum changes which affect availability or alter hours of required program classes, IPSB at LEI will offer current students of good standing alternative classes deemed by the school to be reasonably equivalent. Students are responsible for class materials and instructional time missed. Student make-ups are subject to individual course policies. At an instructor's discretion, tutorials or assignments may be used to make up class time. Unless otherwise stipulated by an instructor, all missed hours, evaluations and assignments must be made up within three (3) months from a class finish date.

ADMINISTRATIVE LOCATION: 5817 Uplander Way, Culver City, CA 90230; P: 310.342.7130; F: 310.342.7135; info@myLEI.org
Classes may be enrolled in by phone, e-mail or online at www.myLEI.org

CLASS LOCATIONS: Integrated Massage & Bodywork classes are held at 5817 Uplander Way, Culver City, CA 90230 and Temescal Canyon Gateway Park, 15601 Sunset Blvd. Pacific Palisades, CA 90272.

TUTORING: Private tutoring may be required to make-up time for missed classes. Additional fees apply.

PLEASE READ: Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833 or PO Box 980818, West Sacramento, CA 95798-0818. Telephone: 888-370-7589 Fax: 916-263-1897 www.bppe.ca.gov

COMPLAINTS: A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's website at www.bppe.ca.gov

EQUIPMENT/SUPPLIES: All materials necessary, including massage tables, chairs, cushions, hand-outs, charts, tissues and water are provided with the exceptions of sheets and lotions. Uniforms, lab supplies and in-resident housing are not required or provided. We highly recommend students purchase their own massage table sometime during their training. Massage tables cost between \$200-\$600 depending on the make, model, and condition of the table.

STRF: *The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:*

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. IPSB at LEI is not approved for federal financial aid funds.

TUITION/FEES:

(Tuition cost does not include books or other supplies required for course. Estimated cost of required material is \$186.00)

Institutional Charges

Program Tuition	\$ 8268.00	
Tuition Adjustment	\$ _____	Item: _____
	\$ _____	Item: _____
Total Tuition	\$ _____	
STRF \$0 per \$1000 Tuition (Non-Refundable)	\$ _____	
Enrollment Fee (Non-Refundable)	\$ _____	
Total Institutional Charges	\$ _____	
TOTAL PAYMENT FOR THE CURRENT PERIOD OF ATTENDANCE	\$ _____	
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$ _____	
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENTS	\$ _____	

THIRD PARTY PAYMENT AMOUNT

\$ _____

Third Party Name _____ Third Party Relationship _____

Third Party Email _____

PAYMENT PLAN

DEPOSITS _____

PAID ON (date) _____

BALANCE DUE: \$ _____

_____ **TO BE PAID IN** _____ **INSTALLMENTS** **METHOD OF PAYMENT** _____

AMOUNT \$ _____ **DATE** _____ **AMOUNT \$** _____ **DATE** _____ **AMOUNT \$** _____ **DATE** _____

AMOUNT \$ _____ **DATE** _____ **AMOUNT \$** _____ **DATE** _____ **AMOUNT \$** _____ **DATE** _____

AMOUNT \$ _____ **DATE** _____ **AMOUNT \$** _____ **DATE** _____ **AMOUNT \$** _____ **DATE** _____

AMOUNT \$ _____ **DATE** _____ **AMOUNT \$** _____ **DATE** _____ **AMOUNT \$** _____ **DATE** _____

AMOUNT \$ _____ **DATE** _____ **AMOUNT \$** _____ **DATE** _____ **AMOUNT \$** _____ **DATE** _____

AMOUNT \$ _____ **DATE** _____ **AMOUNT \$** _____ **DATE** _____ **AMOUNT \$** _____ **DATE** _____

_____ **OR STUDENT AGREES TO PAY FOR EACH COURSE IN ADVANCE AND IN FULL**

THIS IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION. If you need assistance in understanding the terms and condition of this enrollment agreement due to English not being your primary language, please call our office at 310-342-7130.

Prior to signing this enrollment agreement you must be provided a School Catalog, brochure and Performance Fact Sheet, which you required to review, prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates and salaries or wages and the most recent three-year cohort default rate, if applicable, prior to signing to this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Face sheet, and have signed, initialed and dated the information provided in the School Performance Fact Sheet.

Student Initials _____ **Date** _____

My signature below certifies that I have read, understood and agreed to my right and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

(Signature)

(Print Full Name)

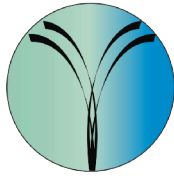
(Date)

(Administrator or School Representative Signature)

(Print Full Name)

(Date)

Form updated 07/05/17



IPSB AT LIFE ENERGY INSTITUTE™

Program Enrollment Agreement

5817 Uplander Way, Culver City, CA 90230 - Phone 310.342.7130 - Fax 310.342.7135 – info@myLEI.org - www.myLEI.org
BPPE School Code: 98908029; CAMTC School Code: SCH0077

Last Name _____ First Name _____

Phone Number _____ Email Address _____

Mailing Address (at time of enrollment) _____

Home Address (if different from above) _____

Program: Integrative Craniosacral Unwinding Program (ICSU) **Clock Hours:** 241 Hours **Certification upon Completion:** Certified Craniosacral Practitioner

LANGUAGE: All classes and class materials are taught in English. IPSB at Life Energy Institute (IPSB at LEI) does not provide translation services. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

PAYMENTS AND LOANS: Payment in full for a program may be made at the time of enrollment. However, installment arrangements can also be arranged with our office. Visa, Master Card, Discover and American Express are accepted. IPSB at LEI does not extend credit or offer any loan programs. IPSB at LEI does not participate in any financial aid programs.

REQUIREMENTS TO COMPLETE THE PROGRAM: Students are required to 1) Complete the class requirements of the ICSU Program; 2) Complete 30 written case studies; 4) receive a total of five (5) Craniosacral sessions from a Registered Polarity Practitioner (RPP) approved by IPSB at LEI. Practitioner fees generally range from \$90-\$140 per hour and are not included in the Program Tuition.

REQUIRED READING: Grace Unfolding, by Greg Johanson & Ron Kurtz (\$14.00); Your Inner Physician & You, by John Upledger (\$16.00).

Program Start Date _____ **Enrollment Form Start Date** _____ **Scheduled Completion Date** _____

Period covered by this Enrollment Agreement: This agreement remains in effect from the Enrollment Form Start Date until the Scheduled Completion Date.

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. **The student may exercise their right to cancel or withdraw from this agreement based upon the following guidelines:** Cancellation must be given in writing either in person or by mail. Students shall be given until midnight following the first day of class to withdraw from the course to receive a refund of all tuition paid less a \$50.00 deposit. Refunds for cancellation after that period are based on a pro rata calculation. Students will be charged for the hours of instruction received up to the date the student formally cancels enrollment. Any refund due to student withdrawal will be made within forty-five (45) days of the formal cancellation date.

WITHDRAWALS & REFUNDS: Withdrawals must be received from student in writing. Refunds are based on the following formula and on advanced payment in full: 10% Hours of Instruction, 90% Refund. 25% Hours of Instruction, 75% Refund. 50% Hours of Instruction, 50% Refund. 60% Hours of Instruction, 40% Refund. Although Polarity Healing Arts does not participate in federal financial aid programs, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

LOANS: If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

EXTENSION OF CREDIT: YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

TRANSFERRING CREDITS:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION: The transferability of credits you earn at IPSB at Life Energy Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certified Craniosacral Practitioner Certificate you earn in the ICSU Program is also at the complete discretion of the institution to which you may seek to transfer. If the Certified Craniosacral Practitioner Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending IPSB at Life Energy Institute to determine if your certificate will transfer.

ADMINISTRATIVE LOCATION: 5817 Uplander Way, Culver City, CA 90230; 310.342.7130 / 310.342.7135; info@myLEI.org

CLASS LOCATIONS: Classes are held either at 5817 Uplander Way, Culver City, CA 90230, Temescal Canyon Conference and Retreat Center, 15601 Sunset Blvd., Pacific Palisades, CA 90272, or Topanga location (address given upon class registration). Student will be clearly notified as to where class is being held.

POLICIES: Students must take courses required by IPSB at LEI in order to graduate. Any student enrolling in the Craniosacral Unwinding Program must commit to scheduling from one of three general time periods offered by IPSB at LEI: Twelve (12) months; eighteen (18) months; or twenty-four (24) months. The student is only permitted to take classes according to that completion commitment. At the time of enrollment, the student will commit to a payment schedule. Any change in the completion commitment must be submitted to the office in writing. Upon acceptance of the written change request the schedule and payment plan will be adjusted

accordingly. A student may request a leave of absence from the program of no more than six (6) months. The request must be in writing and specify the approximate start and end of the leave of absence. Arrangements must be made to pay any balance; a credit amount will be held on account. Prior to the student resuming training, schedule and payment plan will be reviewed. Students must register for classes on our online class management software, ASAP via email request to school administration. Any cancellations must be submitted via email at least one week prior to the class. There is a \$5 fee to drop a class. Late drops, less than one week before the class start date, carry a fee of \$50. If you are unable to attend the first class meeting, you must notify the office to remain in the class. A student absent at the first class meeting who has not contacted the office by the start of class will be considered a no show and the space offered to any wait-listed students. The \$50 late drop fee will be assessed. IPSB at LEI reserves the right to make changes in program requirements. No student current at the time new required classes are added to the program, shall be obligated to complete the added requirement(s), unless s/he desires to do so. In cases of curriculum changes which affect availability or alter hours of required program classes, IPSB at LEI will offer current students of good standing alternative classes deemed by the school to be reasonably equivalent. Students are responsible for class materials and instructional time missed. Student make-ups are subject to individual course policies. At an instructor's discretion, tutorials or assignments may be used to make up class time. Unless otherwise stipulated by an instructor, all missed hours, evaluations and assignments must be made up within three (3) months from a class finish date.

TUTORING: Private tutoring may be required to make-up time for missed classes. Additional fees apply.

PLEASE READ: Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833 or PO Box 980818, West Sacramento, CA 95798-0818.
Telephone: 888-370-7589 Fax: 916-263-1897 www.bppe.ca.gov

COMPLAINTS: A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's website at www.bppe.ca.gov

STRF: *The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:*

1. *You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and*
2. *Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.*

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. *You are not a California resident, or are not enrolled in a residency program, or*
2. *Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.*

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. *The school closed before the course of instruction was completed.*
2. *The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.*
3. *The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.*
4. *There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.*
5. *An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.*

However, no claim can be paid to any student without a social security number or a taxpayer identification number. IPSB at LEI is not approved for federal financial aid funds.

FEES:

Institutional Charges

Program Tuition	\$ 3399.00
Tuition Adjustment	\$ _____
Total Tuition	\$ _____
Fees to Transfer Credits (\$2/credit)	\$ _____
Total Institutional Charges	\$ _____

Additional Charges/Fees

Text Books	\$ 30.00
STRF (non-refundable)	\$ 00.00
Total Additional Charges/Fees	\$ 30.00

TOTAL PAYMENT FOR THE CURRENT PERIOD OF ATTENDANCE \$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ _____

(including up to \$700 for practitioner sessions, not included in tuition)

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$ _____

THIRD PARTY PAYMENT AMOUNT \$ _____

Third Party Name _____ Third Party Relationship _____
Third Party Email _____

EQUIPMENT/SUPPLIES: All materials necessary, including chairs, cushions, hand-outs, charts, tissues, water are provided with the exceptions of massage tables, sheets and lotions. Uniforms, lab supplies and in-resident housing are not required or provided. We highly recommend students purchase their own massage table sometime during their training. Massage tables cost between \$300-\$600 depending on the make, model, and condition of the table.

PAYMENT PLAN

DEPOSITS _____ **PAID ON (date)** _____ **BALANCE DUE: \$** _____

TO BE PAID IN _____ **INSTALLMENTS** **METHOD OF PAYMENT** _____

AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____
 AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____
 AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____
 AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____
 AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____
 AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____

_____ OR STUDENT AGREES TO PAY FOR EACH COURSE IN ADVANCE AND IN FULL

THIS IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION. If you need assistance in understanding the terms and condition of this enrollment agreement due to English not being your primary language, please call our office at 310-455-7873.

Prior to signing this enrollment agreement you must be provided a School Catalog, brochure and Performance Fact Sheet, which you required to review, prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates and salaries or wages and the most recent three-year cohort default rate, if applicable, prior to signing to this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Face sheet, and have signed, initialed and dated the information provided in the School Performance Fact Sheet.

Student Initials _____ Date _____

My signature below certifies that I have read, understood and agreed to my right and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.

 (Signature) (Print Full Name) (Date)

 (Administrator of School Representative Signature) (Print Full Name) (Date)

Form updated 8/8/17

Completion, Placement & Salary Information

Completion Rates – APP, RPP, ICSU Programs

Is possible to complete the APP and ICSU programs within one calendar year, and the RPP program within two calendar years. Students may choose to complete in this time-frame, or to take classes on an extended/indefinite time period.

Placement Rates

It is rare that a student will become a practitioner of just Polarity or Craniosacral Unwinding. Usually our students are already licensed health professionals looking to enhance their healing skills, or to gain CEU’s. Approximately 20 to 30 percent of students specifically become Polarity or Craniosacral Practitioners. Polarity and Craniosacral graduates from Polarity Healing Arts are often entrepreneurs with their own private practices, in their chosen area of interest. Often while maintaining their private practices, practitioners will collaborate professionally and combine their skills to offer a wider range of treatments for their clients.

Salary Rates – APP, RPP, ICSU Programs

Salaries for entry level positions for Polarity Therapists and Craniosacral Therapists range from \$24,000 \$38,000 per year. Depending on the particular position and experience of the graduate, as well as additional credentials they may earn, salaries can be expected to reach up to \$60,000 per year. The average cost of a one hour Polarity or Craniosacral Unwinding session ranges from \$65.00 - \$125 per hour. Many employers such as spas and healing centers pay therapists in the range of \$20 - \$40 per hour, or pay a percentage of the total session price.

Passing Rates for Board Certification with the American Polarity Therapy Association (APTA)

Required for the Board Certified Polarity Practitioner (BCPP) certification is a minimum of 675 hours of training as defined in the "APTA Standards for Practice," a passing score on the Polarity Therapy Standardized Certification Examination, agreement and adherence to a Code of Professional Conduct for Board Certified Polarity Practitioners, and the absence of any felony. In order to maintain the BCPP, one must reapply once every two years and meet continuing education and professional development requirements. Recertification does not include reexamination or monitoring of practitioner performance. A grandfathering opportunity was offered and permanently ended on March 1, 2011. Since that time all BCPPs have taken and passed the standardized examination. Recertification for BCPPs started in the summer of 2013. Lapsed BCPPs must re-apply and pass the examination.

June 11, 2015 Certification Report:

Number of Examinations Administered: 63; Number of Examinations Passed: 46 (73%); Number of Examinations Failed: 17 (27%)

Report by Year

2012 5 Pass (71.4%) / 2 Fail (28.6%)

2013 20 Pass (76.9%) / 6 Fail (23.1%)

2014 15 Pass (57.7%) / 11 Fail (42.3%)

Number of Current Board Certified Polarity Practitioners (BCPPs): 343

Benefits of Board Certification

Clients, physicians, health care providers, insurers, licensing boards and respected organizations regard certification as an important measure of a provider's knowledge, experience and skills to deliver quality, safe care. Benefits include:

- Represents a requisite foundation of training in Polarity Therapy.
- Provides a cornerstone in one's right to practice.
- Communicates a commitment to safe, ethical practices for the public.
- Creates a competitive edge.
- Extends marketing possibilities.
- Increases employment and practice development opportunities.
- Establishes reimbursement by insurance companies and self-insured industries.

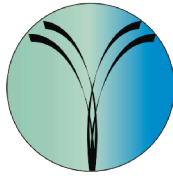
Clients or BCPPs with questions can contact the CGB Chair, LaRose S. Daniels larose@earthlink.net

Student Signature _____

Date _____

Administrator Signature _____

Date _____



IPSB



LIFE ENERGY INSTITUTE™

Program Enrollment Agreement

5817 Uplander Way, Culver City, CA 90230 - Phone 310.342.7130 - Fax 310.342.7135 - info@myLEI.org - myLEI.org
BPPE School Code: 98908029; CAMTC School Code: SCH0077

Last Name _____ First Name _____

Phone Number _____ Email Address _____

Mailing Address (at time of enrollment) _____

Home Address (if different from above) _____

Program: Associated Polarity Practitioner (APP) **Clock Hours:** 163 Hours **Certification upon Completion:** Associated Polarity Practitioner (APP)

LANGUAGE: All classes and class materials are taught in English. IPSB at Life Energy Institute (IPSB at LEI) does not provide translation services. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

PAYMENTS AND LOANS: Payment in full for a program may be made at the time of enrollment. However, installment arrangements can also be arranged with our office. Visa, Master Card, Discover and American Express are accepted. IPSB at LEI does not extend credit or offer any loan programs. IPSB at LEI does not participate in any financial aid programs.

REQUIREMENTS TO COMPLETE THE PROGRAM: Students are required to 1) Complete the class requirements of the APP Program; 2) Complete 30 written case studies; 3) receive a total of five (5) Polarity sessions with a Registered Polarity Practitioner (RPP) approved by IPSB at LEI. Practitioner fees generally range from \$90-\$140 per hour and are not included in the Program Tuition.

REQUIRED READING: Polarity Therapy Workbook (\$43.00). Book may be purchased through school or any vendor of student's choice.

Program Start Date _____ **Enrollment Form Start Date** _____ **Scheduled Completion Date** _____

Period covered by this Enrollment Agreement: This agreement remains in effect from the Enrollment Form Start Date until the Scheduled Completion Date.

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. **The student may exercise their right to cancel or withdraw from this agreement based upon the following guidelines:** Cancellation must be given in writing either in person or by mail. Students shall be given until midnight following the first day of class to withdraw from the course to receive a refund of all tuition paid less a \$50.00 deposit. Refunds for cancellation after that period are based on a pro rata calculation. Students will be charged for the hours of instruction received up to the date the student formally cancels enrollment. Any refund due to student withdrawal will be made within forty-five (45) days of the formal cancellation date.

WITHDRAWALS & REFUNDS: Withdrawals must be received from student in writing. Refunds are based on the following formula and on advanced payment in full: 10% Hours of Instruction, 90% Refund. 25% Hours of Instruction, 75% Refund. 50% Hours of Instruction, 50% Refund. 60% Hours of Instruction, 40% Refund. Although Polarity Healing Arts does not participate in federal financial aid programs, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

LOANS: If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

EXTENSION OF CREDIT: YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

TRANSFERRING CREDITS:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL SEARNED AT OUR INSTITUTION: The transferability of credits you earn at IPSB at LEI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Associated Polarity Practitioner Certificate you earn in the APP Program is also at the complete discretion of the institution to which you may seek to transfer. If the Associated Polarity Practitioner Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending IPSB at LEI to determine if your certificate will transfer.

ADMINISTRATIVE LOCATION: 5817 Uplander Way, Culver City, CA 90230 ~ 310.342.7130 / 310.342.7135 ~ info@myLEI.org.. Programs may be enrolled by e-mail, standard mail or online

CLASS LOCATIONS: Classes are held either at 5817 Uplander Way, Culver City, CA 90230, Temescal Canyon Conference and Retreat Center, 15601 Sunset Blvd., Pacific Palisades, CA 90272, or Topanga location (address given upon class registration). Student will be clearly notified in advance as to where class is being held.

POLICIES: Students must take courses required by IPSB at LEI in order to graduate. Any student enrolling in the Associated Polarity Practitioner Program must commit to scheduling from one of three general time periods offered by IPSB at LEI: Twelve (12) months; eighteen (18) months; or twenty-four (24) months. The student is only permitted to take classes according to that completion commitment. At the time of enrollment, the student will commit to a payment schedule. Any change in the completion commitment must be submitted to the office in writing. Upon acceptance of the written change request the schedule and payment plan will be

adjusted accordingly. A student may request a leave of absence from the program of no more than six (6) months. The request must be in writing and specify the approximate start and end of the leave of absence. Arrangements must be made to pay any balance; a credit amount will be held on account. Prior to the student resuming training, schedule and payment plan will be reviewed. Students must register for classes on our online class management software, ASAP via email request to school administration. Any cancellations must be submitted via email at least one week prior to the class. There is a \$5 fee to drop a class. Late drops, less than one week before the class start date, carry a fee of \$50. If you are unable to attend the first class meeting, you must notify the office to remain in the class. A student absent at the first class meeting who has not contacted the office by the start of class will be considered a no show and the space offered to any wait-listed students. The \$50 late drop fee will be assessed. IPSB at LEI reserves the right to make changes in program requirements. No student current at the time new required classes are added to the program, shall be obligated to complete the added requirement(s), unless s/he desires to do so. In cases of curriculum changes which affect availability or alter hours of required program classes, IPSB at LEI will offer current students of good standing alternative classes deemed by the school to be reasonably equivalent. Students are responsible for class materials and instructional time missed. Student make-ups are subject to individual course policies. At an instructor's discretion, tutorials or assignments may be used to make up class time. Unless otherwise stipulated by an instructor, all missed hours, evaluations and assignments must be made up within three (3) months from a class finish date.

TUTORING: Private tutoring may be required to make-up time for missed classes. Additional fees apply.

PLEASE READ: Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833 or PO Box 980818, West Sacramento, CA 95798-0818. Telephone: 888-370-7589 Fax: 916-263-1897 www.bppe.ca.gov

COMPLAINTS: A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's website at www.bppe.ca.gov

STRF: The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. LEI is not approved for federal financial aid funds.

FEES:

Institutional Charges

Program Tuition	\$ 2113.00
(Tuition cost does not include books or other supplies required for classes. Estimated cost of books and linens is \$68. Estimated cost for practitioner sessions is \$700.)	
Tuition Adjustment	\$ _____
Total Tuition	\$ _____
Fees to Transfer Credits (\$5/course)	\$ _____
Total Institutional Charges	\$ _____

Additional Charges/Fees

STRF \$0 per \$1000 Tuition (Non-Refundable)	\$ 0.00
Total Additional Charges/Fees	\$ _____

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE \$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ _____

(including up to \$700 for practitioner sessions, not included in tuition)

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENTS _____

THIRD PARTY PAYMENT AMOUNT \$ _____

Third Party Name _____ Third Party Relationship _____

Third Party Email _____

EQUIPMENT/SUPPLIES: All materials necessary, including chairs, cushions, hand-outs, charts, tissues and water are provided with the exceptions of massage tables, sheets and lotions. Uniforms, lab supplies and in-resident housing are not required or provided. We highly recommend students purchase their own massage table sometime during their training. Massage tables cost between \$300-\$600 depending on the make, model, and condition of the table.

PAYMENT PLAN

DEPOSITS _____	PAID ON (date) _____	BALANCE DUE: \$ _____
TO BE PAID IN _____	INSTALLMENTS	METHOD OF PAYMENT _____
AMOUNT \$ _____	DATE _____	AMOUNT \$ _____
DATE _____	AMOUNT \$ _____	DATE _____
AMOUNT \$ _____	DATE _____	AMOUNT \$ _____
DATE _____	AMOUNT \$ _____	DATE _____

AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____
 AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____
 AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____
 AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____ AMOUNT \$ _____ DATE _____

OR STUDENT AGREES TO PAY FOR EACH COURSE IN ADVANCE AND IN FULL

THIS IS A LEGALLY BINDING CONTRACT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION. If you need assistance in understanding the terms and condition of this enrollment agreement due to English not being your primary language, please call our office at 310-342-7130.

Prior to signing this enrollment agreement you must be provided a School Catalog, brochure and Performance Fact Sheet, which you encouraged to review, prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates and salaries or wages and the most recent three-year cohort default rate, if applicable, prior to signing to this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Face sheet, and have signed, initialed and dated the information provided in the School Performance Fact Sheet. My signature below certifies that I have read, understood and agreed to my right and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

I understand this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my right and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

 (Signature) (Print Full Name) (Date)

 (Administrator of School Representative Signature) (Print Full Name) (Date)

Form updated 8/8/17

Completion, Placement & Salary Information

Completion Rates – APP, RPP, ICSU Programs

It is possible to complete the APP and ICSU programs within one calendar year and the RPP program within two calendar years. Students may choose to complete in this time-frame, or to take classes on an extended/indefinite time period.

Placement Rates

It is rare that a student will become a practitioner of just Polarity or Craniosacral Unwinding. Usually our students are already licensed health professionals looking to enhance their healing skills, or to gain CEU's. Approximately 20 to 30 percent of students specifically become Polarity or Craniosacral Practitioners. Polarity and Craniosacral graduates from Polarity Healing Arts are often entrepreneurs with their own private practices, in their chosen area of interest. Often while maintaining their private practices, practitioners will collaborate professionally and combine their skills to offer a wider range of treatments for their clients.

Salary Rates – APP, RPP, ICSU Programs

Salaries for entry level positions for Polarity Therapists and Craniosacral Therapists range from \$24,000-\$38,000 per year. Depending on the particular position and experience of the graduate, as well as additional credentials they may earn, salaries can be expected to reach up to \$60,000 per year. The average cost of a one hour Polarity or Craniosacral Unwinding session ranges from \$65.00 - \$125 per hour. Many employers such as spas and healing centers pay therapists in the range of \$20 - \$40 per hour, or pay a percentage of the total session price.

Passing Rates for Board Certification with the American Polarity Therapy Association (APTA)

Required for the Board Certified Polarity Practitioner (BCPP) certification is a minimum of 675 hours of training as defined in the "APTA Standards for Practice," a passing score on the Polarity Therapy Standardized Certification Examination, agreement and adherence to a Code of Professional Conduct for Board Certified Polarity Practitioners, and the absence of any felony. In order to maintain the BCPP, one must reapply once every two years and meet continuing education and professional development requirements. Recertification does not include reexamination or monitoring of practitioner performance. A grandfathering opportunity was offered and permanently ended on March 1, 2011. Since that time all BCPPs have taken and passed the standardized examination. Recertification for BCPPs started in the summer of 2013. Lapsed BCPPs must re-apply and pass the examination.

June 11, 2015 Certification Report:

Number of Examinations Administered: 63; Number of Examinations Passed: 46 (73%); Number of Examinations Failed: 17 (27%)

Report by Year

2012 5 Pass (71.4%) / 2 Fail (28.6%)
 2013 20 Pass (76.9%) / 6 Fail (23.1%)

2014 15 Pass (57.7%) / 11 Fail (42.3%)

Number of Current Board Certified Polarity Practitioners (BCPPs): 343

Benefits of Board Certification

Clients, physicians, health care providers, insurers, licensing boards and respected organizations regard certification as an important measure of a provider's knowledge, experience and skills to deliver quality, safe care. Benefits include:

- Represents a requisite foundation of training in Polarity Therapy.
- Provides a cornerstone in one's right to practice.
- Communicates a commitment to safe, ethical practices for the public.
- Creates a competitive edge.
- Extends marketing possibilities.
- Increases employment and practice development opportunities.
- Establishes reimbursement by insurance companies and self-insured industries.

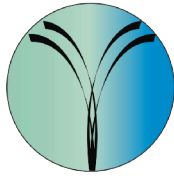
Clients or BCPPs with questions can contact the CGB Chair, LaRose S. Daniels larose@earthlink.net

Student Signature _____

Date _____

Administrator Signature _____

Date _____



IPSB



LIFE ENERGY INSTITUTE™

Program Enrollment Agreement

5817 Uplander Way, Culver City, CA 90230 - Phone 310.342.7130 - Fax 310.342.7135 - info@myLEI.org - myLEI.org
BPPE School Code: 98908029; CAMTC School Code: SCH0077

Last Name _____ First Name _____

Phone Number _____ Email Address _____

Mailing Address (at time of enrollment) _____

Home Address (if different from above) _____

Program: Registered Polarity Practitioner (RPP) **Clock Hours:** 521 Hours **Certification upon Completion:** Registered Polarity Practitioner (RPP)

LANGUAGE: All classes and class materials are taught in English. IPSB at Life Energy Institute (IPSB at LEI) does not provide translation services. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

PAYMENTS AND LOANS: Payment in full for a program may be made at the time of enrollment. However, installment arrangements can also be arranged with our office. Visa and Master Card are accepted. IPSB at LEI does not extend credit or offer any loan programs. IPSB at LEI does not participate in any financial aid programs.

REQUIREMENTS TO COMPLETE THE PROGRAM: Students are required to 1) Complete the class requirements of the RPP Program; 2) Complete 70 written case studies; 3) receive a total of ten (10) Polarity sessions with a Registered Polarity Practitioner (RPP) approved by IPSB at LEI. Practitioner fees generally range from \$90-\$140 per hour and are not included in the Program Tuition.

REQUIRED READING: Polarity Therapy Workbook (\$43.00). Book may be purchased through school or any vendor of student's choice.

Program Start Date _____ **Enrollment Form Start Date** _____ **Scheduled Completion Date** _____

Period covered by this Enrollment Agreement: This agreement remains in effect from the Enrollment Form Start Date until the Scheduled Completion Date.

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. **The student may exercise their right to cancel or withdraw from this agreement based upon the following guidelines:** Cancellation must be given in writing either in person or by mail. Students shall be given until midnight following the first day of class to withdraw from the course to receive a refund of all tuition paid less a \$50.00 deposit. Refunds for cancellation after that period are based on a pro rata calculation. Students will be charged for the hours of instruction received up to the date the student formally cancels enrollment. Any refund due to student withdrawal will be made within thirty (30) days of the formal cancellation date.

WITHDRAWALS & REFUNDS: Withdrawals must be received from student in writing. Refunds are based on the following formula and on advanced payment in full: 10% Hours of Instruction, 90% Refund. 25% Hours of Instruction, 75% Refund. 50% Hours of Instruction, 50% Refund. 60% Hours of Instruction, 40% Refund. Although Polarity Healing Arts does not participate in federal financial aid programs, if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs funds.

LOANS: If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

EXTENSION OF CREDIT: YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

TRANSFERRING CREDITS:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL SEARNED AT OUR INSTITUTION: The transferability of credits you earn at IPSB at LEI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Registered Polarity Practitioner Certificate you earn in the RPP Program is also at the complete discretion of the institution to which you may seek to transfer. If the Registered Polarity Practitioner Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending IPSB at LEI to determine if your certificate will transfer.

ADMINISTRATIVE LOCATION: 5817 Uplander Way, Culver City, CA 90230 ~ 310.342.7130 / 310.342.7135 ~ info@myLEI.org.. Programs may be enrolled by e-mail, standard mail or online

CLASS LOCATIONS: Classes are held either at 5817 Uplander Way, Culver City, CA 90230, Temescal Canyon Conference and Retreat Center, 15601 Sunset Blvd., Pacific Palisades, CA 90272, or Topanga location (address given upon class registration). Student will be clearly notified in advance as to where class is being held.

TUTORING: Private tutoring may be required to make-up time for missed classes. Additional fees apply.

PLEASE READ: Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833 or PO Box 980818, West Sacramento, CA 95798-0818. Telephone: 888-370-7589 Fax: 916-263-1897 www.bppe.ca.gov

COMPLAINTS: A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's website at www.bppe.ca.gov

STRF: The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. IPSB at LEI is not approved for federal financial aid funds.

FEES:

Institutional Charges

Program Tuition	<u>\$ 12,505.00</u>
(Tuition cost does not include books or other supplies required for classes. Estimated cost of books and linens is \$68. Estimated cost for practitioner sessions is \$1400.)	
Tuition Adjustment	\$ _____
Total Tuition	\$ _____
Fees to Transfer Credits (\$5/course)	\$ _____
Total Institutional Charges	\$ _____

Additional Charges/Fees

STRF \$0 per \$1000 Tuition (Non-Refundable)	<u>\$ 0.00</u>
Total Additional Charges/Fees	\$ _____

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE \$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ _____

(up to \$1400 for practitioner sessions, not included in tuition)

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENTS _____

THIRD PARTY PAYMENT AMOUNT \$ _____

Third Party Name _____ Third Party Relationship _____

Third Party Email _____

EQUIPMENT/SUPPLIES: All materials necessary, including chairs, cushions, hand-outs, charts, tissues and water are provided with the exceptions of massage tables, sheets and lotions. Uniforms, lab supplies and in-resident housing are not required or provided. We highly recommend students purchase their own massage table sometime during their training. Massage tables cost between \$300-\$600 depending on the make, model, and condition of the table.

THIS IS A LEGALLY BINDING CONTRACT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION. If you need assistance in understanding the terms and condition of this enrollment agreement due to English not being your primary language, please call our office at 310-342-7130.

Prior to signing this enrollment agreement you must be provided a School Catalog, brochure and Performance Fact Sheet, which you encouraged to review, prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates and salaries or wages and the most recent three-year cohort default rate, if applicable, prior to signing to this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Face sheet, and have signed, initialed and dated the information provided in the School Performance Fact Sheet. My signature below certifies that I have read, understood and agreed to my right and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

I understand this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my right and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

(Signature) _____ (Print Full Name) _____ (Date)

(Administrator of School Representative Signature) _____ (Print Full Name) _____ (Date)

Form updated 11/2217

Completion, Placement & Salary Information

Completion Rates – APP, RPP, ICSU Programs

It is possible to complete the APP and ICSU programs within one calendar year, and the RPP program within two calendar years. Students may choose to complete in this time-frame, or to take classes on an extended/indefinite time period.

Placement Rates

It is rare that a student will become a practitioner of just Polarity or Craniosacral Unwinding. Usually our students are already licensed health professionals looking to enhance their healing skills, or to gain CEU's. Approximately 20 to 30 percent of students specifically become Polarity or Craniosacral Practitioners. Polarity and Craniosacral graduates from Polarity Healing Arts are often entrepreneurs with their own private practices, in their chosen area of interest. Often while maintaining their private practices, practitioners will collaborate professionally and combine their skills to offer a wider range of treatments for their clients.

Salary Rates – APP, RPP, ICSU Programs

Salaries for entry level positions for Polarity Therapists and Craniosacral Therapists range from \$24,000 \$38,000 per year. Depending on the particular position and experience of the graduate, as well as additional credentials they may earn, salaries can be expected to reach up to \$60,000 per year. The average cost of a one hour Polarity or Craniosacral Unwinding session ranges from \$65.00 - \$125 per hour. Many employers such as spas and healing centers pay therapists in the range of \$20 - \$40 per hour, or pay a percentage of the total session price.

Passing Rates for Board Certification with the American Polarity Therapy Association (APTA)

Required for the Board Certified Polarity Practitioner (BCPP) certification is a minimum of 675 hours of training as defined in the "APTA Standards for Practice," a passing score on the Polarity Therapy Standardized Certification Examination, agreement and adherence to a Code of Professional Conduct for Board Certified Polarity Practitioners, and the absence of any felony. In order to maintain the BCPP, one must reapply once every two years and meet continuing education and professional development requirements. Recertification does not include reexamination or monitoring of practitioner performance. A grandfathering opportunity was offered and permanently ended on March 1, 2011. Since that time all BCPPs have taken and passed the standardized examination. Recertification for BCPPs started in the summer of 2013. Lapsed BCPPs must re-apply and pass the examination.

June 11, 2015 Certification Report:

Number of Examinations Administered: 63; Number of Examinations Passed: 46 (73%); Number of Examinations Failed: 17 (27%)

Report by Year

2012 5 Pass (71.4%) / 2 Fail (28.6%)

2013 20 Pass (76.9%) / 6 Fail (23.1%)

2014 15 Pass (57.7%) / 11 Fail (42.3%)

Number of Current Board Certified Polarity Practitioners (BCPPs): 343

Benefits of Board Certification

Clients, physicians, health care providers, insurers, licensing boards and respected organizations regard certification as an important measure of a provider's knowledge, experience and skills to deliver quality, safe care. Benefits include:

- Represents a requisite foundation of training in Polarity Therapy.
- Provides a cornerstone in one's right to practice.
- Communicates a commitment to safe, ethical practices for the public.
- Creates a competitive edge.
- Extends marketing possibilities.
- Increases employment and practice development opportunities.
- Establishes reimbursement by insurance companies and self-insured industries.

Clients or BCPPs with questions can contact the CGB Chair, LaRose S. Daniels larose@earthlink.net

Student Signature _____

Date _____

Administrator Signature _____

Date _____