



West Coast College of MASSAGE Therapy

Introduction to Massage Therapy Program Registration

Practical Prerequisite Program - Fee: \$300.00

This course is open to anyone interested in massage in general, as well as being the practical prerequisite for applicants to the Registered Massage Therapy Diploma Program.

PROGRAM REQUESTED – PLEASE CIRCLE THE PROGRAM DATE YOU WISH TO ATTEND

January 20 th – 22 nd , 2017	February 24 th – 26 th , 2017	March 24 th – 26 th , 2017	

PERSONAL DATA . Please complete all of the spaces below. If not applicable to you, indicate "N/A". Do not leave blank

Family (Last) Name:		Given/First Name (legal):		Middle Name:	
Previous /Maiden Name (if applicable):		Email Address:			
Apt/Suite	Permanent Street Address	City	State/Province	Postal Code/Zip	Country
Telephone – Mobile:		Telephone – Home:		Telephone – Business:	
Birth Date: (month, day, year)		Gender:		First Language (must complete):	
(M) _____ (D) _____ (Y) _____		<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other	
Residency Status:				Date of Entry into Canada (if applicable):	
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Study Permit <input type="checkbox"/> Other Visa				(year) _____ (month) _____	

PAYMENT INFORMATION NOTE: An NSF fee of \$50.00 will be charged for any returned cheque.

FOR CREDIT CARD PAYMENT ONLY: _____ MasterCard _____ Visa
NAME APPEARING ON CARD: _____
CREDIT CARD NUMBER: _____
EXPIRY DATE (month/year): _____ SIGNATURE APPEARING ON CARD: _____

CONFIRMATION OF FITNESS TO PARTICIPATE IN PROGRAM

I confirm that I am healthy, fit and able to participate in all aspects of the Introduction to Massage Therapy Program. I have not suffered an injury which may, in any way, impede my ability to participate in this Program. I further confirm that, as of today's date, I do not have an open ICBC/WCB injury claim.

Participant's Signature

Date

WEST COAST COLLEGE OF MASSAGE THERAPY

INTRODUCTION TO MASSAGE THERAPY PROGRAM

INSTRUCTOR: Amy Van Sickle, RMT

COURSE DESCRIPTION:

This course is designed to introduce students to basic manual applications of massage therapy for general relaxation. Students will learn safe and appropriate biomechanical skills, hygiene standards, patient handling, table setup, and draping techniques as they develop their palpation and tactile skills. Students will also be introduced to the profession of Massage Therapy as it exists in BC.

COURSE OBJECTIVES:

Upon completion of this course the participants will be able to:

- Define and describe basic therapeutic massage techniques i.e. palpation, effleurage, petrissage: wringing, kneading, stroking.
- Apply basic therapeutic massage techniques for general relaxation massage.
- Recognize **contraindications** to therapeutic massage.
- Utilize the basic biomechanical skills while performing therapeutic massage techniques.
- Use appropriate draping methods.
- Practice the Basic Principles of Application - i.e. Superficial-Deep-Superficial.
- Describe the profession of Massage Therapy as it exists in B.C.

SCHEDULE:

Friday (6:00 – 8:00 pm)	Introduction of massage therapy as a regulated health care profession in B.C. Demonstration of draping, biomechanics and demonstration of massage techniques for the back.
Saturday (9:00 am – 5:00 pm):	Review of massage techniques for the back followed by student exchanges. Demonstration of draping and massage techniques for lower extremity followed by student exchanges. Demonstration of draping and massage techniques for upper extremity followed by student exchanges.
Sunday (9:00 am – 5:00 pm):	Review quiz; demonstration of draping and massage techniques for the upper chest, neck, face and scalp followed by student exchanges; review of draping and application of massage techniques for full body massage; comprehensive full body massage and evaluation.

GENERAL INFORMATION:

- Wear loose, comfortable clothing e.g. sweat pants, tights, runners, shorts (mid thigh) short-sleeved shirt (no boxer shorts). No excessive jewelry, no flip/flops and no high heeled sandals/shoes. Trim fingernails.
- Please expect to practice massage techniques on fellow classmates. **You will be disrobing but underclothing will be kept on and you will be covered and draped at all times.**
- We are located at 613 Columbia Street, New Westminster (Columbia and 6th).
- There is a parking lot at 560 Columbia Street (at 6th) and limited metered street parking available. Bus stops are located near the College, and the closest SkyTrain station is 2 blocks east at the Columbia Street station.
- The College will be open by 8:30 am. The doors will be locked at 9:30 pm.
- Appropriate breaks will be given throughout the Program. You may bring your own light snacks or visit one of the many restaurants in the area. No food or drink (except for water) will be allowed in the practical classroom.
- **Remember to bring a water bottle!**

Initials: _____



**West Coast College of Massage Therapy Inc.
West Coast College of Massage Therapy – New Westminster**

613 Columbia Street
New Westminister, BC V3M 1A7
Phone: 604 – 520-1844, ext. 223 Fax: 604 – 520-1831
Email: admissions@collegeofmassage.com

100 – 818 Broughton St.
Victoria, BC, V8W 1E4
Phone: 250-381.9800, ext. 224 Fax: 250-381-9801
Email: vicadmissions@collegeofmassage.com

Please check the appropriate location when the contract was signed

New Westminister, BC

Victoria, BC

STUDENT ENROLMENT CONTRACT

The West Coast College of Massage Therapy is designated by the Private Training Institutions Branch.

SPECIAL NOTICE

Under PTA only career related programs of 40 or more hours of instruction and \$ 4000 or over in tuition require approval. Given that WCCMT's Introduction to Massage Course is an 18 hour course offering the student enrolled in this course may not file a claim against the fund with the trustee in respect of the program of instruction.

STUDENT INFORMATION

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	Student Last Name	Student First Name and Middle or Given Names	Student Usual First Name

Student Previous Surname (If Applicable)	Student Previous First Name (If Applicable)

Local Mailing Address:

City/Province/Country : Postal Code:

Telephone Number	Alternate Telephone Number

Email Address	Secondary Email Address

Permanent Mailing Address (if different from local mailing address)

Date of birth : (YY-MM-DD)	>

Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female

PROGRAM INFORMATION

Program Title:	Introduction to Massage Therapy

Start Date:		End Date:	

Program Duration:	# Hours: 18	<input checked="" type="checkbox"/> Hours

Initials: C.P.

PROGRAM ADMISSION REQUIREMENTS

High school graduation

Program admission requirement may not be waived by the student or the institution.

PROGRAM OUTLINE

Introduction to massage therapy as a regulated health profession, demonstrations of draping, biomechanics and demonstration of massage techniques for the back. 2 hours

Review of massage techniques for the back followed by student exchanges. Demonstration of draping and massage techniques for lower extremity followed by student exchanges. 8 hours

Demonstration of draping and massage techniques for upper extremity followed by student exchanges.

Review quiz. Demonstration of draping and massage techniques for the upper chest, neck, face and scalp followed by student exchanges. Review of draping and application of massage techniques for full body massage. Comprehensive full body massage and evaluation. 8 hours

Comprehensive full body massage and evaluation. Question period.

PROGRAM COSTS All fees are in Canadian dollars (\$CAN)

Registration Fee: (maximum \$250 domestic/ \$1000 international)	\$	
Tuition Fee (including discounts/scholarships)	\$	300.00
Textbook Fee	\$	
Materials and Supplies	\$	
Uniform and Equipment Fee	\$	
Student Record Archiving Fee	\$	
Prior Learning or Portfolio Assessment Fee (maximum \$250)	\$	
Other Fees Payable (explain)	\$	
TOTAL PROGRAM COST PAYABLE UNDER THIS CONTRACT	\$	300.00

PAYMENT TERMS

Payments can be made by cheques, bank draft, money order, debit or cash
There will be a \$50 fee for late post-dated payments, late monthly payments, and NSF cheques

Program Cost will be paid by way of:

Payment Amount(s)

Date(s) Due:

REFUND POLICY

- If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:

Initials: _____

C.P.

- (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
 - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
 - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
 - (a) more than seven days after the effective contract date and
 - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$30.
 - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$60.
 - (b) after the contract start date
 - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
 - (a) before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
 - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
 - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
 - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.

Initials: C.P.

8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
 - (a) of the date the institution receives a student's notice of withdrawal,
 - (b) of the date the institution provides a notice of dismissal to the student,
 - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1 (c) or 2 of this policy or
 - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1 (a), 1 (b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
 - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
 - (b) the program is provided solely through distance education.

PRIVATE TRAINING INSTITUTIONS BRANCH

Tel. (604) 569-0033 or 1-800-661-7441

Fax. (778) 945-0606

www.privateinstitutions.gov.bc.ca

PTI@gov.bc.ca

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

STUDENT DECLARATION

I consent to the sharing, in accordance with applicable Provincial privacy legislation, of my enrolment and reporting information between West Coast College of Massage Therapy and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

PRINTED NAME

SIGNATURE of STUDENT or PARENT/LEGAL
GUARDIAN

DATE

INSTITUTION SIGNATURE

The institution agrees to deliver the program according to the terms of this contract. The institution reserves the right to make minor adjustments to the program curriculum and/or delivery. The institution certifies that the student has met the admission requirements for the program of study.

NAME OF INSTITUTION REPRESENTATIVE

Cidalia Paiva Director of Operations and Accreditation, SEA

SIGNATURE



DATE

Initials: C.P.