

## HELLERWORK TRAINING AGREEMENT

NORTHWEST HELLERWORK Ltd.

This TRAINING AGREEMENT is between the above named school and,

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov. / State \_\_\_\_\_

Postal Code / Zip \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_

The purpose of this agreement is to define the terms and conditions under which the Practitioner will be trained and certified by Hellerwork International.

Starting date: \_\_\_\_\_ Completion date: \_\_\_\_\_

### The Student Practitioner will:

#### 1. Make financial agreements as follows:

The cost of the non-residential Northwest Hellerwork Training is \$15,900.00 plus GST. This includes all classes, course materials (exclusive of books), and the mentoring phases. A \$1,500.00 deposit, \$100.00 of which is non refundable, is required to hold your space in the training. (All monies are quoted in Canadian Currency.)

In addition there is a non-refundable application and selection fee of \$200.00. This fee pays only the cost of convening the Selection Committee, and is unrelated to any other fee or tuition.

An initial payment of \$5,300.00 plus 5% GST is due on or before August 15, 2008. If you have made a \$1,500.00 deposit, the deposit is applied toward this payment.

Select a payment plan and agree to the terms of that plan as follows:

**Pre-training:** \$795.00 plus 5% GST. This is payable by August 15, 2008.

•**Option I:** Total payment received on or before August 15, 2008 will receive a 2.5% discount. The tuition will therefore be \$15,502.00 + 5% GST.

•**Option II:** Payments made in three installments. Total cost will be \$15,900.00. plus GST.

Payment #1: \$5,300.00 plus 5% GST, received by August 15, 2008.

Payment #2: \$5,300.00 plus 5% GST, received by April 1, 2009.

Payment #3: \$5,300.00 plus 5% GST, received by October 1, 2009.

There will be a charge for late payments. Prompt payment is appreciated.

2. Obtain Student Liability Insurance and that said insurance names Hellerwork International as the co-insured.
3. Attend each Intensive and complete all coursework defined in the study manual to the satisfaction of the faculty.
4. Be on time for each meeting and attend in a respectful and professional manner.
5. Complete all assignments and perform all eleven sessions on partners and on models to the satisfaction of the faculty.
6. Complete the Hellerwork Training.
7. Enroll 3 models for the two mentor phases, unless other arrangements have been made with the Training Directors. The models will be charged a fee, the sum of which will be determined by the Mentor.
8. Provide a body-work table, sheets, blanket and pillows by the First Intensive. (Unless other arrangements have been made.)
9. Refrain from engaging in sessions for a fee unless under the supervision of a teacher or licensed practitioner.
10. Complete and document 120 sessions within six months after graduation before receiving final certification as a Hellerwork practitioner.

#### **Additional Information and Expenses:**

Each student will be responsible for their own meals and accommodations during the training. Students will purchase their own textbooks for their training (most of which will be wanted for a permanent reference library).

#### **Hellerwork Inc. will provide:**

1. Complete instructions in anatomy, principles of movement, business, and psychology as related to Hellerwork.
2. Complete basic training in the performance of Hellerwork sessions, including bodywork, movement education, and dialogue.
3. A mentor and/or a mentored class for each of the inter-sessions. The mentor will be the liaison and support person for the student for the duration of the training.
4. ***Independent Study Manual*** - covering all coursework, all reading and homework assignments. Homework, when completed, will be turned in to the training director or as directed. This manual will be available through the Website.
5. ***Hellerwork Business Manual*** - covering all aspects of setting up and maintaining a business practice.
6. Because of the wide variations in rules and regulations governing bodywork from province to province and state to state, Northwest Hellerwork cannot cover any requirements for licensing that do not fall under the definition of Structural Integration such as Massage, etc. Students will have to comply with local regulation.

**Agreement is Binding:**

This agreement will be binding only when officially accepted and the agreement is fully completed, signed and dated by the student and chief administrative officer or an authorized representative of the school.

**Changes in Agreement:**

Any changes in this agreement shall not be binding on either the student or the school unless such changes have been approved in writing by the training director or an authorized representative of the school and by the student..

**REFUND POLICY:****Refund Before Entering Classes:**

- (1) You will receive a full refund of all monies paid if you are not accepted by the school.
- (2) You will receive a full refund of tuition and fees if you withdraw not later than midnight of the fifth day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided you have not commenced training.
- (3) After five business days (excluding Sundays and holidays), the school may retain a \$100.00 Registration Fee. This fee refers to any fee covering those expenses incurred by the school in processing student applications and establishing a student records system.

**Refund After Entering Classes:**

There is a \$200.00 selection committee fee and a \$100.00 registration fee both of which are non-refundable. After that:

Any student who withdraws from the Hellerwork Training after October 24, 2008, but before November 14, 2008, will be refunded all monies paid over \$1,500.00. (The exception is the selection committee fee of \$200.00 and the \$100.00 registration fee), unless it falls within the five days of the signing of the contract.

Any student who withdraws after November 14, 2008 but before April 24, 2009, will be refunded all monies paid over \$5,300.00.

Any student who withdraws after April 24, 2009 but before October 23, 2009, will be refunded all monies paid over \$10,600.00.

Any student who withdraws after the beginning of the third Intensive, October 23, 2009, will receive no refund.

Should the Hellerwork Training be cancelled or postponed for over three months, all monies paid will be refunded to the student.

**Official Termination Date:**

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

- (1) When the school receives notice of the student's intention to discontinue the training.
- (2) When the student is terminated for a violation of a published school policy which provides for termination.
- (3) When a student, without notice to the institution fails to attend classes for 30 calendar days.

**Termination by the School:**

A student who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is boisterous, vulgar or obscene, under the influence of alcohol or drugs, or does not make timely tuition payments is subject to immediate termination.

**Cancellation of Classes:**

The school reserves the right to cancel a starting class if the number of students enrolling is deemed insufficient.

**NOTICE TO BUYER**

DO NOT SIGN THIS AGREEMENT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES. THIS IS A LEGAL DOCUMENT. ALL PAGES OF THIS AGREEMENT ARE BINDING. READ BOTH SIDES OF ALL PAGES BEFORE SIGNING. YOU ARE ENTITLED TO AN EXACT COPY OF THE AGREEMENT, SCHOOL CATALOG, AND ANY OTHER PAPERS YOU MAY SIGN.

**CANCELLATION OF CONTRACT**

YOU MAY CANCEL THIS CONTRACT BY SUBMITTING WRITTEN NOTICE OF SUCH CANCELLATION TO THE SCHOOL AT ITS ADDRESS SHOWN ON THE CONTRACT, WHICH NOTICE SHALL BE SUBMITTED NOT LATER THAN MIDNIGHT OF THE FIFTH DAY (EXCLUDING SUNDAYS AND HOLIDAYS) FOLLOWING YOUR SIGNING THIS CONTRACT OR THE WRITTEN NOTICE MAY BE PERSONALLY OR OTHERWISE DELIVERED TO THE SCHOOL WITHIN THAT TIME. IN EVENT OF DISPUTE OVER TIMELY NOTICE, THE BURDEN TO PROVE SERVICE RESTS ON THE SENDER.

**UNFAIR BUSINESS PRACTICES:**

IT IS AN UNFAIR BUSINESS PRACTICE FOR THE SCHOOL TO SELL,

DISCOUNT OR OTHERWISE TRANSFER THIS CONTRACT OR PROMISSORY NOTE WITHOUT THE SIGNED WRITTEN CONSENT OF THE STUDENT OR HIS/HER FINANCIAL SPONSORS AND A WRITTEN STATEMENT NOTIFYING ALL PARTIES THAT THE CANCELLATION AND REFUND POLICY CONTINUES TO APPLY.

I have read and understood the Training Agreement and the Hellerwork Practitioner Agreement. I understand that I cannot represent myself as a Hellerwork Practitioner until I have signed and accepted the terms of the Hellerwork Practitioner Agreement upon successful completion of the training.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
at \_\_\_\_\_  
\_\_\_\_\_ Student Practitioner  
\_\_\_\_\_ for Northwest Hellerwork Ltd.