

# *Cranio-Sacral ~ A Healing Art*

## *Student Handbook Addendum*

### *Calendar, Tuition & Payment Information*

**2011-2012**

### *Cranio-Sacral Classes and Programs*

Natural Health Resources Center

Therapeutic Training Center

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# Academic Calendar

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Feb 24-27, 2011, 9am-5pm	Introductory Cranio-Sacral Workshop
Apr 6-9, 2011, 9am-5pm	Advanced Class – <i>Unwinding: The Key in Moving from Trauma to Health (Advanced Cranial Work)</i>
May 11-14, 2011, 9am-5pm	Advanced Class – Heart Centered Healing
May 19-22, 2011, 9am-5pm	Introductory Cranio-Sacral Workshop
Jun 8-11, 2011, 9am-6pm	Core Class 1 - <i>Cranial Vault, Facial Bones, and Cranial Wave</i>
Jul 11, 2011, 9:30am-3:30pm	Integration Day
Aug 24-27, 2011, 9am-5pm	Advanced Class – <i>Therapeutic Communications: What to do When Emotions Arise</i>
Oct 5-8, 2011, 9am-6pm	Core Class 2 - <i>Pelvis, Sacrum, Air Sinuses, and Long Tide</i>
Nov 16-20, 2011, 9am-5pm	Advanced Class – <i>Visceral Work: The Missing Link</i>
Dec 7-10, 2011, 9am-6pm	Core Class 3 - <i>Cranial Vault, Facial Bones, and Cranial Wave</i>
Mar 7-10, 2012, 9am-6pm	Core Class 4 - <i>Cranial Sutures, Ventricles, Membranes, and All Tides</i>
Apr 11-14, 2012, 9am-5pm*	Advanced Class – <i>Unwinding: The Key in Moving from Trauma to Health (Advanced Cranial Work)</i>
May 16-19, 2012, 9am-5pm*	Advanced Class - <i>The Brain &amp; 12 Cranial Nerves</i>

\*Tentative Dates: To be firmed up by mid 2011.

### ***Integration Days***

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

### ***Client Record Due Dates***

Jul 10, 2011	10 records
Aug 15, 2011	10 records
Sep 18, 2011	10 records
Oct 23, 2011	10 records
Dec 31, 2011	15 records
March 7, 2012	20 records

# Training Expenses

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## *Cranio-Sacral Therapy: Introductory Workshop*

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

## *Core Series*

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

## *Certification Program*

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

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

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

## *Advanced Classes*

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

# Payment Plans, Deposits & Where to Pay

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

## *Option 1 Pay-As-You-Go Payment Plan*

Initial Deposit:	\$ 225	Due: deposit due upon registration and is credited towards Client Records; \$100 non-refundable
Core I Class	\$ 545	Due: on or before June 8, 2011
Integration Days - 5	\$ 545	Due: on or before July 11, 2011
Core II Class	\$ 545	Due: on or before October 5, 2011
Core III Class	\$ 545	Due: on or before December 7, 2011
Core IV Class	\$ 545	Due: on or before March 7, 2012
Client Records - 75	<u>\$ 225</u>	Covered by the Initial Deposit
Total Tuition	\$2,950	

## *Option 2 Early Payment Savings Plan*

Initial Deposit:	\$ 225	Due: deposit due upon registration; \$100 non-refundable
Tuition Balance	<u>\$2,475</u>	Due: on or before June 8, 2011
Total Tuition:	\$2,700	<b>Savings of \$250 - 9%</b>

(Each core class is charged at \$495, a savings of \$50 per class: Integration Days are charged at \$495, a \$50 savings)

## *Option 3 Monthly Payment Plan*

Initial Deposit:	\$ 225	Due: deposit due upon registration; \$100 non-refundable
<b>June 8, 2011</b>	<b>\$ 565</b>	<b>Core I Class</b>
July 11, 2011	\$ 240	
August 15, 2011	\$ 240	
September 15, 2011	\$ 240	
<b>October 5, 2011</b>	<b>\$ 240</b>	<b>Core II Class</b>
November 15, 2011	\$ 240	
<b>December 7, 2011</b>	<b>\$ 240</b>	<b>Core III Class</b>
January 15, 2012	\$ 240	
February 15, 2012	\$ 240	
<b>March 7, 2012</b>	<b><u>\$ 240</u></b>	<b>Core IV class</b>
Total Tuition	\$2,950	

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

*Option 1 Pay-As-You-Go Payment Plan*

Initial Deposit:	\$ 300	Due: deposit due upon registration and is credited towards Client Records; \$100 non-refundable
Core I Class	\$ 545	Due: on or before June 8, 2011
Integration Days - 5	\$ 545	Due: on or before July 11, 2011
Core II Class	\$ 545	Due: on or before October 5, 2011
Core III Class	\$ 545	Due: on or before December 7, 2011
Core IV Class	\$ 545	Due: on or before March 7, 2012
Advanced Class 1	\$ 545	Due: on or before the first day of class
Advanced Class 2	\$ 545	Due: on or before the first day of class
Advanced Class 3	\$ 545	Due: on or before the first day of class
Client Records - 100	\$ 300	Covered by the Initial Deposit
Certification Exams*	<u>\$ 600</u>	Due: the day scheduled
Total Tuition	\$5,260	

*Option 2 Early Payment Savings Plan*

Initial Deposit:	\$ 300	Due: deposit due upon registration; \$100 non-refundable
Certification Exams*	\$ 600	Due: the day scheduled
Tuition Balance	<u>\$4,560</u>	Due: on or before June 8, 2011
Total Tuition:	\$4,860	<b>Savings of \$400 - 8%</b>

(Each class is priced at \$495, a savings of \$50 per class:  
Integration Days are priced at \$495, a \$50 savings)

*Option 3 Monthly Payment Plan*

Initial Deposit:	\$ 300	Due: deposit due upon registration; \$100 non-refundable
<b>June 8, 2011</b>	<b>\$ 535</b>	<b>Core I Class</b>
July 11, 2011	\$ 425	
August 15, 2011	\$ 425	
September 15, 2011	\$ 425	
<b>October 5, 2011</b>	<b>\$ 425</b>	<b>Core II Class</b>
November 16, 2011	\$ 425	
<b>December 7, 2011</b>	<b>\$ 425</b>	<b>Core III Class</b>
January 15, 2012	\$ 425	
February 15, 2012	\$ 425	
<b>March 7, 2012</b>	<b>\$ 425</b>	<b>Core IV class</b>
Certification Exams*	<u>\$ 600</u>	Due: the day scheduled
Total Tuition	\$5,260	

*\*Certification Exams:* Refer to the next section “Where to Make Payments” for details.  
*Signing up for the Core Series and Continuing on to Certification Payment Plan*

Advanced Class 1	\$ 545	Due: on or before the first day of class
Advanced Class 2	\$ 545	Due: on or before the first day of class
Advanced Class 3	\$ 545	Due: on or before the first day of class
Client Records – 25	\$ 75	Due: the day approved into the program
Certification Exams	<u>\$ 600</u>	Due: the day scheduled
Total Tuition	\$2,310	

### **\$100 Deposits for Individual Classes**

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

### **Where to Make Payments**

#### *Initial Deposits and Registration Forms*

Please make all payments for initial deposits for the Core Series and Certification Program to the ***Therapeutic Training Center***. Payment is made by check. Please mail check and registration forms to:

Therapeutic Training Center  
PO Box 66864  
Seattle, WA 98166

#### *Certification Exams*

Please make payment for Certification Exams at the time they are scheduled. Payment should be made to the ***Natural Health Resources Center*** and can be made over the phone at 206.783.3922 with a credit card (Visa or Mastercard) or via check by mail. All checks should be mailed to:

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

#### *All Other Payments*

Please make all other tuition payments to the Therapeutic Training Center. Payment can be made online at [www.theratraining.com](http://www.theratraining.com), over the phone at 206.853.6875 with a credit card (Visa, Mastercard or Discover) or via check by mail. All checks should be made to the ***Therapeutic Training Center*** and mailed to:

Therapeutic Training Center  
PO Box 66864

Seattle, WA 98166

# Program Cancellation Policies

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## Core Series and Certification Program Cancellation Policy

1. **Cancellation of Class:** If a class is canceled for any reason, participants will be sent a 100% refund within 30 days of the class being cancelled.
2. **Student Not Accepted:** If the applicant is not accepted for a class, the applicant will be sent a 100% refund within 30 days of the decision not to accept the student.
3. **Cancellation Within Five Business Days of Application:** In the event that a participant cancels within five business days (excluding Sundays and holidays) of registering, the participant will be sent a 100% refund within 30 days of receipt of written notice of the cancellation.
4. **Cancellation After Five Business Days of Application but Prior to the First Day of Class:** The applicant will be sent a refund less a \$100 administrative fee within 30 days of receipt of written notice of the cancellation.
5. **Termination of Training after the first Day of Class (all students except Early Payment Savings Plan students):** If training is terminated after the student enters classes, the Center has the following cancellation policy:
  - **4-Day Classes (Core and Advanced Classes):** The Center retains 100% of tuition for classes completed. If a student's last day of attendance (LDA) is determined to be the first day of a 4-day class, the Center will retain 25% of tuition paid for that class. If the student's LDA is the second day of the class, the Center will retain 50% of tuition paid for that class. If the student's LDA is anytime after the second day of the class, the Center will retain 100% of tuition paid for that class.
  - **Integration Days:** The Center will retain \$109 per Integration Day completed.
  - **Client Records:** The Center will retain \$3 per record for each record that should have been turned in by the LDA.
  - **Certification Exams:** Once scheduled and paid for, the \$600 fee is not refundable.
6. **Termination of Training after the first Day of Class (Early Payment Savings Plan students only):** If training is terminated after the student enters classes, the Center has the following cancellation policy:
  - **4-Day Classes (Core and Advanced Classes):** All four day classes are valued at \$545. By paying early, students receive a benefit of a reduced tuition price of \$495 per class. If a student who registered with the Early Payment Savings Plan withdraws, the student's classes are valued at the original class price of \$545 and the benefits of paying early are lost. The Center retains 100% of tuition for classes completed valued at \$545/class. If a student's last day of attendance (LDA) is determined to be the first day of a 4-day class, the Center will retain 25% of tuition paid for that class, valued at \$545. If the student's LDA is the second day of the class, the Center will retain 50% of tuition paid for that class, valued at \$545. If the student's LDA is anytime after the second day of the class, the Center will retain 100% of tuition paid for that class, valued at \$545.
  - **Integration Days:** Integration's price is \$545. By paying early students receive a benefit of a reduced tuition price of \$495 for the Integration Days. If a student who

registered with the Early Payment Savings Plan withdraws, the students classes are valued at the original price of \$545 and the benefits of paying early are lost. The Center will retain \$109 per Integration Day completed. .

- Client Records: The Center will retain \$3 per record for each record that should have been turned in by the LDA.
  - Certification Exams: Once scheduled and paid for, the \$600 fee is not refundable.
7. When calculating refunds, the official date of a student's termination is the last day of recorded attendance (LDA):
    - When the school receives written notice of the student's intention to discontinue the training program; or,
    - When the student is terminated for a violation of a published school policy which provides for termination; or,
    - When a student, without notice, fails to attend class.
  8. All refunds will be paid within 30 calendar days of the student's date of determination for the termination.

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

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

## Contact Information

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*Office Address:*

Natural Health Resources Center  
12252 2<sup>nd</sup> Ave NW  
Seattle, WA 98177

*Contact: Ursula Popp*

*Phone: (206) 783-3922*

*Fax: (206) 440-0637*

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

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

*Office Address:*

Therapeutic Training Center  
4500 9<sup>th</sup> Ave NE, Ste 324  
Seattle, WA 98105

*Contact: Robbin Blake*

*Phone: (206) 853-6875*

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*Email: [info@theratraining.com](mailto:info@theratraining.com)*

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

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