

# Pacific Center for Awareness & Bodywork

Tuition Packages and Payment Plans for the 2024 Massage Licensing Program

Please circle your preferred Package-Plan	Standard Plan	Plan 1	Plan 2
	Pay 100% on 1 <sup>st</sup> day of class	Pay 50% by last day of 1 <sup>st</sup> trimester	Pay 33% on 1 <sup>st</sup> day of each trimester
	\$13913	\$13963	\$14113
	\$ 14567 w/4.7% tax	\$14619 w 4.7% tax	\$14776 w 4.7% tax

The \$50 non-refundable application fee, the \$100 registration fee, and the \$135 CPR/FirstAid class fee are in addition to tuition.

All deposit money paid is subtracted from the final payment. **Values above do not include workshops or non-tuition items.**

Checks or money orders made payable to PCAB and mailed to address below,  
or online (Visa/MC) at <https://www.awarenessandbodywork.com/payment/> (2.9% additional handling fees apply)

## PAYMENT AGREEMENT AND REFUND POLICY

- The **application fee** is nonrefundable. The **registration fee** is refunded if the student un-enrolls within five (5) days of the date of enrollment and before the program begins.
- If for any reason an applicant is not accepted, all monies paid will be refunded (except the application fee).
- A student who **cancels 45 days or more before instruction has begun** receives a full refund of all tuition costs. A student who **cancels 44 days or less before instruction has begun** receives a full refund of all tuition costs minus \$500. A student who cancels or is dismissed **during the first half of the program** is responsible for a prorated tuition amount based on the percentage of weeks enrolled. A student who cancels or is dismissed **during the second half of the program** owes the full tuition amount and no refunds will be granted.
- All tuition refunds incur a \$500 processing fee.
- Official notice of withdrawal shall be given to PCAB in writing, or the date of withdrawal is considered to be fourteen (14) days after the last date of attendance. Any payments owed from that date would become due immediately.
- Nonrefundable payments remain nonrefundable regardless of the reason for cancellation or dismissal.
- A student forfeits a prorated refund if their cancelling brings the class enrollment to below operational levels.
- Any refund owed to the student will be made within thirty (30) days after receiving notice of cancellation or dismissal.
- No refunds are given for books, supplies, or any costs not paid to the school.
- A fee of \$25 will be charged on any check returned for insufficient funds, and only cash, credit card, or digital payments will be accepted thereafter.
- Any student on the Standard payment plan who is not paid tuition in full by the 5<sup>th</sup> day of class is automatically switched to Plan A. Any student on Payment Plan A who hasn't paid tuition in full by Winter Break is automatically switched to Payment Plan B.
- Any tuition payments paid at less than the minimum amount by the specified due dates will be considered late and charged 1% monthly interest for each month not paid.
- When payments are made, payments will be applied to late fees and payment fees first, and any remaining amount will be applied towards the tuition.
- Any balance owed from a previous PCAB course, sessions, or supplies must be paid in full before any payment plan for this course will be considered.
- Failure to submit minimum tuition payments within five (5) calendar days from their due date will result in suspension from the program until payment is made. Failure to submit minimum payments within ten (10) calendar days from their due date will result in permanent dismissal from the program.
- A student will be permanently dismissed from the program if a late payment is returned due to insufficient funds.
- Unpaid student debt will be sent to a collections agency or taken to court upon dismissal. Students will be responsible for any and all fees or costs associated with either process.
- Any classroom or clinic hours missed during suspension will register as unexcused absences whose hours cannot be acquired by any means.
- Should PCAB deem it necessary to cancel or postpone the program due to lack of enrollment or other reason, a full refund of all monies paid (except the application fee) will be automatically given, and PCAB will have no further obligation. Every attempt will be made to inform the student of cancellation or postponement in a timely manner.
- All monies owed must be paid in full and all coursework completed before a student may graduate from the course and receive any transcript or certificate of completion.
- In case of illness, disabling accident, death in the immediate family, or other circumstances beyond the control of the student that cause the student to withdraw from school or in case of PCAB terminating the student's enrollment for any reason, the school at its sole discretion may arrange a tuition settlement that is reasonable and fair to both parties.
- The application fee will be automatically carried over to the next scheduled course if the course is cancelled or the student cancels before instruction begins.

I have read and understood the above policy and agree to abide by it.

**Student Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_