D’Arcy Lane Institute of Massage Therapy

D’AL School of Equine Massage Therapy

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D’Arcy Lane Incorporated is owned and operated by Oneida Nation of the Thames.
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## SECTION 1: COURSE DATES AND TIMES

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<thead>
<tr>
<th></th>
<th>Start Date</th>
<th>End Date</th>
<th>Class Times</th>
</tr>
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<tbody>
<tr>
<td><strong>SEPTEMBER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
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<td>Tuesday</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td><strong>Year 1</strong></td>
<td>Sept 6, 2016</td>
<td>June 1, 2017</td>
<td>8:00 am to 8:00 pm</td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td>Sept 05, 2017</td>
<td>May 10, 2018</td>
<td>8:00 am to 8:00 pm</td>
</tr>
</tbody>
</table>

The three-day week allows each student a four-day weekend. Studying is more easily paced according to each student’s needs throughout their four days off. Expect 30 to 40 hours of study on these days off.

IN THE EVENT THAT THE MINIMUM ENROLMENT IS NOT OBTAINED, THE SCHOOL RESERVES THE RIGHT TO POSTPONE THE COURSE UNTIL THE NEXT SCHEDULED STARTING DATE.

## SECTION 2: FREQUENTLY ASKED QUESTIONS

**Is a high school diploma required to apply?**

Applicants will be expected to have graduated high school. If the applicant does not have an Ontario Secondary School Diploma, the student must be at least 18 years of age and pass a Superintendent approved qualifying test (eg. CAAT test).

**I don’t have a background in science. Is this a problem?**

If the applicant does not have a background in science or science is an area of weakness, an Anatomy/Physiology Preparation Course is available. We recommend all applicants take this course unless you have prior post-secondary science training. Course costs and start dates are included in this package. Further information is available through the Registrar’s Office.

**If English is my second language, can I still apply for the Equine Massage Therapy program?**

Evidence of written and verbal proficiency must be provided by submitting a certificate of completion of an ESL program or equivalent.
I have a learning disability. Can the D’AL School of Equine Massage Therapy accommodate me?

The D’AL School of Equine Massage Therapy may be capable of accommodating students with learning disabilities. Any student wishing to apply will be considered on an individual basis, by the Director of Education, depending on their situation and capabilities.

Do I need to have a background with horses in order to study Equine Massage Therapy?

Our Equine Massage Therapy program provides the academic knowledge for a student to excel in equine massage therapy. If an applicant does not have a strong background with horses it is suggested that additional experience is acquired prior to commencement of the program, or concurrently during the program. This will aid the graduate in the development of a successful practice upon graduation.

I have prior post-secondary education in a subject offered in the Equine Massage Therapy program. Will I receive credit for my prior learning?

If you have prior post-secondary education in any of the subjects included in the curriculum, you may be eligible for Advanced Standing status.

Any student wishing to apply for Advanced Standing for any subject must apply in writing prior to August 1st and prior to the commencement of their first year. Advanced Standing status will affect the entitlement offered to students who are eligible to receive OSAP funding. To apply, you will be required to provide official transcripts and curriculum information from the educational facility attended. The information you submit will be reviewed by the Director of Education and you may be required to write a comprehensive exam in the applied subject before Advanced Standing is granted. A $50.00 fee is charged to write each exam and the passing mark is a strict 75%. Should you not be successful you will be required to complete that subject at the school.

When is the registration deadline for the Equine Massage Therapy program?

The deadline for registration in the D’AL School of Equine Massage Therapy is July 1. After which, the applicant, if qualified, may be accepted upon completion of requirements on a “first come - first served” basis.

All documents received become the property of D’Arcy Lane Incorporated and are held in confidence according to the guidelines set out in the Personal Information Protection and Electronic Documents Act of Canada, Bill C6.
SECTION THREE: FINANCIAL INFORMATION

FEES PAYABLE TO D’ARCY LANE INCORPORATED

See payment schedule page 10 for breakdown

STUDENT ASSISTANCE

Students enrolled in the Equine Massage Therapy program may be eligible, if qualified, for assistance under one or more of the following components of the Ontario Student Assistance Program.

Further information on OSAP is available through http://osap.gov.on.ca. This site has a search function for funded schools. D’Arcy Lane Incorporated can be found by searching for D’ARCY LANE INCORPORATED (the OSAP site is case sensitive. You must type the name of the school in capitals and with the apostrophe).

Prior to applying for OSAP contact the Finance Administrator at (519) 673-3425 to arrange an appointment.

Please do not submit an application to OSAP prior to your meeting with the Finance Administrator.
SECTION 4: LETTER OF ACCEPTANCE

A letter of acceptance will be issued when all registration requirements have been satisfactorily fulfilled (including payment of the registration fee), and the applicant has been accepted by D'Arcy Lane Incorporated.

SECTION 5: ORIENTATION DAY

Your letter of acceptance will include the date for Orientation. On Orientation Day an enrolment contract will be reviewed and signed, student policies and class schedules will be distributed, and school supplies and tuition payments will be finalized.

SECTION 6: GRADUATION

Graduation ceremonies are held each year in July.

SECTION 7: INFORMATION SESSIONS AND SCHOOL TOURS

An information session for the Equine Massage Therapy program is available to the applicant. These sessions are designed to provide an opportunity for individuals to further explore the profession of Equine Massage Therapy and to discover more information about the program offered at D'Arcy Lane Incorporated. This will assist in the decision to enrol in the program.

If you are interested in attending one of the information sessions, you will find the dates available on page 13. Please submit the registration form included in this package.

Should you wish a tour of the facilities or to sit in on classes, please contact the Registrar’s Office for an appointment at (519) 673-4420, (519) 673-3965 or 1-877-DARCYLANE (from Canada and the United States only).
SECTION 8: ANATOMY/PHYSIOLOGY PREPARATION COURSE

The Anatomy/Physiology Preparation Course was designed for students in one or more of the following situations:

1) High school students who did not take senior level sciences or science is an area of weakness.
2) Mature students who have not received previous science training.
3) Mature students who are looking to refresh their skills prior to entering the program.
4) High school students who are looking to enhance their preparation for the equine massage therapy program.

We strongly recommend this course to any individual entering the program who has not completed prior post-secondary science education.

Each class is held on Saturday mornings (8:30 am - 12:30 pm) for nine (9) weeks.

Students are required to attain a final grade of 75% or higher for consideration into the Equine Massage Therapy program at D'Arcy Lane Incorporated.

MINIMUM ENROLLMENT: Seven (5). If the minimum enrolment is not obtained, the school reserves the right to postpone the course until the next scheduled starting date.

If you are interested in attending the Anatomy/Physiology Preparation Course, you will find the dates and costs on page 14. Please submit the registration form included in this package.
The registration package (pages 7 to 12) must be fully signed where indicated and returned to D'Arcy Lane Incorporated with all required documentation.

The following procedure should be followed:

1. Carefully read and complete the entire registration package.
2. Sign where indicated.
3. Deliver pages 7 to 12 in person, by registered mail or by courier with all registration requirements to:

   D'Arcy Lane Incorporated
   Registrar's Office
   627 Maitland Street
   London, Ontario
   N5Y 2V7

   (faxed copies not accepted)
REGISTRATION FORM

Name: ___________________________ ___________________________ ___________________________
Surnamer Given Name Middle Name

Date of Birth: ___________________________ ___________________________
Year Month Day

Name of Program: D’AL School of Equine Massage Therapy
Location of Practicum: London, Ontario
Language of Instruction: English

Commencing on: □ September 6, 2016

Address: ___________________________________________________________
Apartment Street # and Name

City Province/State Country Postal Code/Zip Code

Telephone: _______________________________________________________
Home Business Other

Telephone (Outside Canada & USA): _______________________________________________________

Country Code City Code Local Number

E-Mail Address: _____________________________________________________
REGISTRATION REQUIREMENTS

Please check (√) that you have completed and enclosed the following requirements:

YES    NO
1.     ____  ____  An Ontario Secondary School Diploma or equivalent;

OR

     ____  ____  Be at least 18 years of age and pass a Superintendent approved qualifying test (eg. CAAT test). You also need to submit proof of age (birth certificate), with an English translation, if applicable.

2.     ____  ____  A current doctor’s note stating that you are free from any communicable diseases (on doctor’s letterhead or prescription sheet).

3.     ____  ____  Confirmation of a full body massage from one of the following:
     ☐  D’Arcy Lane Institute Student Clinic (no charge)
     Date:  _______________________________

     ☐  A Massage Therapist of your choice
     (forward a paid invoice or a letter signed by the therapist)

4.     ____  ____  If English is your second language, supply a copy of a certificate of completion of an ESL program or equivalent.

5.     ____  ____  Register for the Anatomy/Physiology Preparation Course (if applicable):

     Date of Course:  _______________________________

6.     ____  ____  All required information for Advanced Standing has been sent to the Director of Education (if applicable).

7.     ____  ____  An outline describing the method by which you plan to cover your academic tuition, educational and living expenses related to the study period for which you are applying.

8.     ____  ____  An appointment has been arranged to try on uniforms.

9.     ____  ____  Attached is a certified cheque, a money order or bank draft in Canadian Funds for the $100.00 registration fee.
If applying for OSAP, do not submit an application to OSAP prior to your meeting with the Finance Coordinator.

10. _____ _____ (1) Paper Application: Obtain the OSAP application, read it thoroughly, complete it and call the Finance Coordinator at 519-673-3425 to arrange an appointment.

OR

_____ _____ (2) Internet Application: Call the Finance Coordinator at 519-673-3425 to obtain the dates required for your program. Go to http://osap.gov.on.ca and follow the links.

11. _____ _____ A forecast of how you will implement your OSAP student loan repayment plan, upon completion of your studies (if applicable).

12. _____ _____ Emergency Contact Form
# PAYMENT SCHEDULE

(ALL MONIES MUST BE PAID IN CANADIAN FUNDS)

1. Payments prior to signing enrolment contract:
   
   **REGISTRATION FEE** - Payable with registration  CAN $100.00

2. Payments after signing enrolment contract:

<table>
<thead>
<tr>
<th>Material Package*</th>
<th>September 2015 Due Dates</th>
<th>$1,789.05 (including taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUITION FEE</td>
<td>SEPTEMBER 6/16</td>
<td>$5,691.00</td>
</tr>
<tr>
<td>TUITION FEE</td>
<td>JANUARY 9/17</td>
<td>$3,894.00</td>
</tr>
<tr>
<td><strong>YEAR 1 TOTAL</strong></td>
<td><strong>CAN $11,474.05 (including taxes)</strong></td>
<td></td>
</tr>
<tr>
<td>TUITION FEE</td>
<td>SEPTEMBER 5/17</td>
<td>$5,189.00</td>
</tr>
<tr>
<td>TUITION FEE</td>
<td>JANUARY 8/18</td>
<td>$3,626.00</td>
</tr>
<tr>
<td><strong>YEAR 2 TOTAL</strong></td>
<td><strong>CAN $8,815.00 (including taxes)</strong></td>
<td></td>
</tr>
</tbody>
</table>

Payments are to be made by certified cheque or money order (debit and credit cards are not accepted). Online banking available at Bank of Montreal, Desjardin Group and Central 1 Credit Union.

If you are PST exempt, your exemption certificate must be presented with your registration package.

Please be advised there will be additional supplies and textbooks mandatory for the student to acquire. A detailed list of the additional supplies and textbooks will follow with your letter of acceptance from the Registrar’s Office.

**OVERDUE ACCOUNTS**

Payments are due as scheduled. Should payment of the amount due not be received on or before the scheduled dates an interest rate of 2% per month on the unpaid monthly balance (equivalent to 26% annually) will be charged. Interest accrues regardless of funding – OSAP, self, etc., all subject to 2% per month. Invoice due 30 days from issuance.
REGISTRATION AGREEMENT

D’ARCY LANE INCORPORATED o/a The D’AL School of Equine Massage Therapy (the “School”) hereby admits, __________________________ (the “Student”) to the course of studies of Equine Massage Therapy commencing on September 6, 2016 the Student agrees as follows:

1. To comply fully with the policies of the School which may be changed from time to time in accordance with the School’s compliance with requirements of the Ministry of Training, Colleges and Universities and the International Federation of Registered Equine Massage Therapists, or as deemed necessary by the School;

2. To provide payment to the school for fees and materials as set out in the Payment Schedule (which is on page 10);

3. To assume such risk and all responsibility and liability for any damage or injury received by the student during the course of studies;

4. To hold the school and all persons employed by the school harmless from any claim or damages arising with respect to the student’s actions in the course of studies;

5. This agreement is subject to the Private Career Colleges Act, 2005 and the regulations made hereunder.

I have read and understand the above.

Signed at __________ this _____ day of __________________, 20 ___.

(city) (month) (year)

Witness (Unrelated party over the age of 18) __________________________

Student Signature ______________________________

Signature of Parent, Legal Guardian or Official Sponsor required if Applicant is under the age of 18

D’Arcy Lane Incorporated
Per: Registrar, __________________________

I have authority to bind the Corporation
D’AL SCHOOL OF EQUINE MASSAGE THERAPY

EMERGENCY CONTACT INFORMATION

For emergency purposes while you are attending D’Arcy Lane Incorporated, we request that you complete the following information:

Student Name: ___________________________________________________

Who Should We Contact: ____________________________________________

Home Telephone: ________________  Other Telephone: ________________

Home Address: ____________________________________________________

Email Address: ____________________________________________________

Doctor’s Name: ____________________________________________________

Telephone: _______________________________________________________

Address: _________________________________________________________

COMPLETE AND FORWARD THIS FORM TO:
D’ARCY LANE INCORPORATED.
Registrar’s office
D’AL SCHOOL OF EQUINE MASSAGE THERAPY

INFORMATION SESSION
REGISTRATION FORM

COMPLETE AND FORWARD THIS FORM TO:
D’ARCY LANE INCORPORATED

Name: __________________________________________________________

Address: ____________________________ Street # and Name

Apartment

City Province Country Postal/Zip Code

Telephone Number: _______________________________________________

Home Work

Telephone Number: (Outside Canada & USA) ___________________________

Country Code City Code Local Number

Email Address: ______________________________________________________

Please indicate your preference for one of the dates available:

☐ Saturday, February 20, 2016 (10 am – 3 pm)

☐ Saturday, April 09, 2016 (10 am – 3 pm)

☐ Saturday, June 25, 2016 (10 am – 3 pm)
D’ARCY LANE INCORPORATED

ANATOMY/PHYSIOLOGY PREPARATION COURSE
REGISTRATION FORM

* $362.98 is the cost of the course (includes $155.22 plus $7.76 GST for the required textbook)
* No refund will be issued for any cancellation received less than seven (7) days prior to the start date
* All monies to be paid in Canadian funds via certified cheque, money order or online banking available at Bank of Montreal, Desjardin Group and Central 1 Credit Union.

Name: __________________________________________________________

Address: _______________________________________________________

Apartment Street # and Name

City Province/State Country Postal/Zip Code

Telephone: _____________________________________________________

Country Code City Code/Area Code Local Number

Email Address: __________________________________________________

Please check which session you wish to attend:

Each class is held on Saturday mornings from 8:30 am - 12:30 pm

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 16, 2016</td>
<td>March 19, 2016</td>
</tr>
<tr>
<td>April 23, 2016</td>
<td>June 25, 2016</td>
</tr>
</tbody>
</table>

Please indicate which program you are interested in:

☐ D’Arcy Lane Institute of Massage Therapy
☐ D’AL School of Equine Massage Therapy