



Connecticut  
School of  
Integrative  
Manual  
Therapy

**CSIMT**  
12 North Main Street, Suite #30  
West Hartford, CT 06107  
304-914-4772/CTSchoolof.IMT@gmail.com

## ENROLLMENT AGREEMENT - Part 1

*This document is an agreement between the student and the CT School of IMT. Students must complete all information on Parts 1 and 2, sign both parts, and return to the school in order to register for their first class.*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ TOWN/CITY \_\_\_\_\_

STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Course #	Course Name	Dates	Credits	Tuition*

*\*Tuition Fees include the cost of the book for each course*

TOTAL \_\_\_\_\_

Payment may be made by Check, Money Order (mailed to address above), Credit Card, or Debit Card in U.S. Funds. Tuition payment links will be emailed to the student once this signed document is received.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



Connecticut  
School of  
Integrative  
Manual  
Therapy

## CSIMT

12 North Main Street, Suite #30

West Hartford, CT 06107

304-914-4772/CTSchoolof.IMT@gmail.com

### ENROLLMENT AGREEMENT - Part 2

The IMT Diploma Program requires the student to complete a minimum of 76 credit hours in approximately 3 to 6 years, but no longer than 10 years after acceptance into the program. Only courses presently designed as structural (58 credit hours) will be offered through the CT School of IMT. The Academic (18 credit hours) requirements must be met through an accredited school, college, or university and are subject to approval by the CT School of IMT for credit prior to completion. The Functional Electives (100 clock hours), Experiential Treatment (10 clock hours), and Clinical Observation (20 clock hours) must be verifiable as described in the Student Handbook and Catalog. CPR certification must be obtained from an accredited source. The cost of the 58 credit hours from the CT School of IMT is \$22,050 which includes a \$100 non-refundable application fee. Students are responsible for payments to other institutions, where applicable, in order to fulfill all other requirements of this program.

CT School of IMT: Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

**Class Schedule and Time Requirements:** Most courses begin at 9:00am and end at 5:00pm and are one to four days in duration. Self-directed study will be required of all students for each course. Specific course requirements and schedules can be found in the Student Handbook and Catalog and the school calendar.

**Refunds/Cancellations:** All refunds will be given within 30 days of a cancellation request, a withdrawal notice, or termination based on the last date of verifiable attendance, if applicable. The \$100 application fee is non-refundable.

- Students canceling a course more than 15 days before the first day of class will be refunded 100% of the paid tuition
- Students canceling a course 15 days or less before the first day of class will be refunded 80% of the paid tuition or may choose to use 100% of the tuition cost as a credit for a future course
- Students canceling a course on the first day or failing to attend will be given a credit to be used for a future course enrollment minus a \$50 administration fee
- Students who have attended part of a class but are unable to complete the course will be given an opportunity to complete the course at a later date at no additional cost
- Students who withdraw or are terminated from the program before a paid class has begun will be refunded 100% of that tuition
- Students who withdraw or are terminated from the program once the first day of class has begun will be given a refund of tuition for any full days not attended for that course

In order to provide a meaningful experience for students and for the facilitation of lab work, classes with fewer than two students may be canceled. Every attempt to fill the class or to reschedule the class will be made. Full refunds will be provided to students.

**Withdrawals/Terminations:** A student may withdraw from the program at any time through verbal or written notification to the Dean of the school. A student may be terminated at any time if they fail to comply with the policies outlined in the Student Handbook and Catalog, including violation of the Student Code of Conduct, poor attendance, insufficient academic progress, and nonpayment.

**Grading Policy:** All courses will include a written test upon completion of the course. Students are required to pass each test in order to receive credit towards graduation. A letter grading system will be used (A=4.0/90-100, B=3.0/80-89, C=2.0/70-79). A minimum grade of "C" is required to earn credit for the course. See Student Handbook and Catalog for more information.

**Completion and Employment:** A certificate of completion will be issued to the student after successful completion of each course. Once all graduation requirements for the diploma program are met, including payment of all fees, a Diploma in Integrative Manual Therapy will be awarded to the student. The school cannot guarantee or promise employment to any graduate. Barriers to employment may exist in specific states relating to healthcare and bodywork licensing requirements. It is the individual student's responsibility to verify requirements in their own state.

**Student Acknowledgement:** My signature on this agreement is an acknowledgement that I have read and understand this agreement. I have received a Student Handbook and Catalog that fully explains all policies and procedures. I agree to abide by the school rules and will uphold my obligations and responsibilities described in this agreement. I acknowledge that I have received a signed copy of this agreement. This agreement becomes effective with the student's and school official's signatures.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

School Official's Signature \_\_\_\_\_ Date \_\_\_\_\_