

*September 2010/
January 2011*

*Human Massage
Therapy Program
Guide*

**D'Arcy Lane
Incorporated is
registered as a private
career college under
the Private Career
Colleges Act, 2005**

*Providing Quality Education in Massage
Therapy since 1986*

D'Arcy Lane Institute of Massage Therapy

D'AL School of Equine Massage



**627 Maitland Street
London, Ontario
N5Y 2V7**

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**Maitland Street between
Central Avenue and Pall Mall
Street in Downtown London.**

**For Registration Information Call:
519-673-3965 or
877-darcylane(327-2952)**

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SECTION 1: COURSE DATES AND TIMES

SEPTEMBER		<i>Start Date</i>	<i>End Date</i>	<i>Class Times</i>
Monday Tuesday Wednesday	Year 1	September 7, 2010	June 1, 2011	8:00 am to 8:00 pm
	Year 2	September 6, 2011	May 2, 2012	

JANUARY				
Monday Tuesday Wednesday	Year 1	January 3, 2011	September 14, 2011	8:00 am to 8:00 pm
	Year 2	September 19, 2011	May 16, 2012	

Both courses are identical in training. 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 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'Arcy Lane Institute accommodate me?

The D'Arcy Lane Institute 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.

I have prior post-secondary education in a subject offered in the 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.

To apply, you may 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. Any student wishing to apply for Advanced Standing for any subject must apply in writing prior to October 1st of their first year (for the September program) and prior to February 1st of their first year (for the January program). Advanced Standing status will affect the entitlement offered to students who are eligible to receive OSAP funding.

When is the registration deadline for the Massage Therapy program?

The deadline for registration to the D'Arcy Lane Institute of Massage Therapy is **July 1** and **November 1** according to the appropriate program. 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

Tuition Fees	CAN \$16,500.00	(see payment schedule on page 10)
Book Fees	CAN \$ 210.00	(D'Arcy Lane notes)
Uniform and Equipment	CAN \$ 118.65	(uniforms)
Other compulsory fees	CAN \$ 205.20	(liability insurance)
TOTAL FEES	CAN \$17,033.85	

Disclaimer: Fees subject to changes of appropriate taxes.

STUDENT ASSISTANCE

Students enrolled in the Massage Therapy program may be eligible, if qualified, for assistance under one or more of the following components of the Ontario Student Assistance Program: the Canada Student Loans Program or the Ontario Student Loans Plan. It is understood that it is the policy of D'Arcy Lane Incorporated to request payment directly from the National Student Loan Centre (N.S.L.C.) where the student negotiates the loan when OSAP loan documents are received. Instructions will be given to the N.S.L.C. on the loan document received from the Ministry of Training, Colleges and Universities.

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 Coordinator, Kathy Merriam, at (519) 673-3425 to arrange an appointment.

Please do not submit an application to OSAP prior to your meeting with the Finance Coordinator.

SECTION 4: LETTER OF ACCEPTANCE

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

There will be additional supplies and textbooks necessary for the student to acquire. A detailed list will be included with your letter of acceptance.

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. A reception follows the presentation of diplomas, awards, valedictorian speeches and picture taking.

SECTION 7: INFORMATION SESSIONS AND SCHOOL TOURS

An information session for the Massage Therapy program is available to the applicant. These sessions are designed to provide an opportunity for individuals to further explore the profession of 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 12. 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 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 70% or higher for consideration into the Massage Therapy program at D'Arcy Lane Incorporated.

MINIMUM ENROLMENT: Seven (7). 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 13. Please submit the registration form included in this package.

**D'ARCY LANE INCORPORATED
O/A THE D'ARCY LANE INSTITUTE OF MASSAGE THERAPY
627 Maitland Street
London, Ontario
N5Y 2V7**

O/A THE D'ARCY LANE INSTITUTE OF MASSAGE THERAPY

REGISTRATION

The registration package (pages 7 to 11) 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 11 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: _____
Surname Given Name Middle Name

Date of Birth: _____
Year Month Day

Name of Program: D'Arcy Lane Institute of Massage Therapy

Commencing on: September 7, 2010
(choose one) January 3, 2011

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 (if applicable): _____

Social Insurance Number (Canadian citizen-optional): _____

Social Security Number (US citizen-optional): _____

Government Issued Identity Numbered Card (Other citizen): _____



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).

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
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2. Payments after signing enrolment contract:

	September 2010 Due Dates	January 2011 Due Dates	
MATERIAL PACKAGE	SEPTEMBER 7/10	JANUARY 3/11	\$533.85 (includes applicable taxes)
TUITION FEE	SEPTEMBER 7/10	JANUARY 3/11	\$5,191.00
TUITION FEE	JANUARY 3/11	MAY 1/11	\$3,394.00
TUITION FEE	SEPTEMBER 6/11	SEPTEMBER 19/11	\$4,689.00
TUITION FEE	JANUARY 2/12	JANUARY 2/12	\$3,126.00
TOTAL ALL FEES = 1+ 2			CAN \$17,033.85

Payments are to be made by certified cheque or money order (debit and credit cards are not accepted).

*Material Package contains notes (\$210.00), uniforms (\$118.65), and liability insurance (\$205.20) and their applicable taxes. Disclaimer: Fees subject to changes of appropriate taxes.

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.

D'ARCY LANE INCORPORATED

**627 Maitland Street
London, Ontario N5Y 2V7**



REGISTRATION AGREEMENT

D'ARCY LANE INCORPORATED o/a The D'Arcy Lane Institute of Massage Therapy (the "School") hereby admits, _____ (the "Student") to the course of studies of Registered Massage Therapy commencing on September 7, 2010 / January 3, 2011 (circle your preferred start date), 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 College of Massage Therapists of Ontario, 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'ARCY LANE INCORPORATED

ANATOMY/PHYSIOLOGY PREPARATION COURSE REGISTRATION FORM

- * \$337.79 is the cost of the course (includes \$137.79 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 or money order

Name: _____

Address: _____
Apartment Street # and Name

City Province/State Country Postal/Zip Code

Telephone: _____
Country Code City Code/Area Code Local Number

Social Insurance Number (Canada - optional): _____

Social Security Number (United States - optional): _____

Government Issued Identity Number of Citizenship (Other Countries - optional): _____

Please check which session you wish to attend:

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

	Start Date	End Date
	January 30, 2010	April 3, 2010
	April 24, 2010	June 26, 2010
	September 25, 2010	November 27, 2010

Please indicate which program you are interested in:

D'Arcy Lane Institute of Massage Therapy
D'AL School of Equine Massage Therapy

