

*September 2013*

*Equine Massage  
Therapy Program  
Guide*

*Providing Quality Education in Massage  
Therapy since 1986*

# *D'Arcy Lane Institute of Massage Therapy*

## *D'AL School of Equine Massage Therapy*



627 Maitland Street  
London, Ontario  
N5Y 2V7

Phone: 519-673-4420  
1-877-327-2952

Fax: 519-673-0645

info@darcylane.com  
www.darcylane.com



**D'Arcy Lane Incorporated  
Is owned and operated by  
Oneida Nation of the Thames.**

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

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## SECTION 1: COURSE DATES AND TIMES

		<b>Start Date</b>	<b>End Date</b>	<b>Class Times</b>
<b>SEPTEMBER</b> Monday Tuesday Wednesday	<b>Year 1</b>	Sept 3, 2013	May 29, 2014	8:00 am to 8:00 pm
	<b>Year 2</b>	Sept 8, 2014	May 14, 2015	8:00 am to 8:00 pm

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 October 1<sup>st</sup> 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.

*D'Arcy Lane Incorporated reserves the right to make changes to the course curriculum, schedules and administrative procedures in its absolute discretion to ensure the quality of the school and the success of the students.*

## SECTION THREE: FINANCIAL INFORMATION

### FEES PAYABLE TO D'ARCY LANE INCORPORATED

Tuition Fees	CAN	\$18,500.00	(see payment schedule on page 10)
Book Fees	CAN	\$ 1,200.00	plus applicable taxes (textbooks)
Uniform and Equipment	CAN	\$ 105.00	plus applicable taxes (uniforms)
Other Compulsory Fees	CAN	\$ 380.00	plus applicable taxes (liability insurance)
<b>TOTAL FEES</b>	<b>CAN</b>	<b>\$20,185.00</b>	<b>plus applicable taxes</b>

**\*\*\*\*\*Note: Prices are at present being adjusted , November 2012\*\*\*\*\***

### 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: 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 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 (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 14. Please submit the registration form included in this package.

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

**O/A THE D'AL SCHOOL OF EQUINE MASSAGE THERAPY**

## **REGISTRATION**

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:** \_\_\_\_\_  
Surname                                      Given Name                                      Middle Name

**Date of Birth:** \_\_\_\_\_  
Year                                      Month                                      Day

**Name of Program:**              D'AL School of Equine Massage Therapy

**Commencing on:**               September 3, 2013

**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;  |
|    |       |       | <b>OR</b>   |
|    | _____ | _____ | 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:<br><input type="checkbox"/> D'Arcy Lane Institute Student Clinic (no charge)<br>Date: _____<br><input type="checkbox"/> A Massage Therapist of your choice<br>(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):<br><br>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)

\*\*Prices subject to change

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:

	<b>September 2013</b> Due Dates	
MATERIAL PACKAGE*	SEPTEMBER 3, 2013	\$1685.00 (plus applicable taxes)
TUITION FEE	SEPTEMBER 3, 2013	\$5,691.00
TUITION FEE	JANUARY 6, 2014	\$3,894.00
TUITION FEE	SEPTEMBER 18, 2014	\$5,189.00
TUITION FEE	JANUARY 5, 2015	\$3,626.00
<b>TOTAL ALL FEES =</b> 1 + 2	(includes \$100.00 reg. fee)	<b>CAN \$20,185.00</b> plus applicable taxes

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.

\*Material Package contains textbooks,(\$1,200.00), uniforms (\$105.00), and liability insurance (\$380.00) plus applicable taxes.

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

For the first portion of Theory and Technique class, students will be required to work on each other. Students will be required to supply linens for this section but specialized linens do not need to be purchased. Details will be included with your letter of acceptance. Students will be required to purchase one bottle of lotion.

### 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.

**D'ARCY LANE INCORPORATED**  
627 Maitland Street  
London, Ontario N5Y 2V7



**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 3, 2013 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: \_\_\_\_\_  
                            Apt/Street           City           Province           Postal Code

Doctor's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
                            Apt/Street           City           Province           Postal Code

**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:** \_\_\_\_\_

Apartment

Street # and Name

City

Province

Country

Postal/Zip Code

**Telephone Number:** \_\_\_\_\_

Home

Work

**Telephone Number:** \_\_\_\_\_

**(Outside Canada & USA)** Country Code City Code

Local Number

***Please indicate your preference for one of the dates available:***

- Saturday, February 23, 2013 (10 am – 3 pm)
- Saturday, April 13, 2013 (10 am – 3 pm)
- Saturday, June 22, 2013 (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

**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 19, 2013	March 22, 2013
	April 13, 2013	June 15, 2013
	September 21, 2013	November 23, 2013

***Please indicate which program you are interested in:***

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