

*September 2017*

*Human Massage  
Therapy Program  
Guide*

*Providing Quality Education in Massage  
Therapy since 1986  
D'Arcy Lane Incorporated  
Operating as:*

# *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>SEPTEMBER</b> Monday Tuesday Wednesday		<b>Start Date</b>	<b>End Date</b>	<b>Class Times</b>
	<b>Year 1</b>	September 5, 2017	May 31, 2018	8:00 am to 8:00 pm
	<b>Year 2</b>	September 3, 2018	May 2, 2019	

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.

**Approved Tests and Minimum Scores Required to Meet the Language Fluency Requirement**

<b>English Tests &amp; Required Score(s)</b>	<b>MELA</b>	<b>IELTS (GT or AC)</b>	<b>TOEFL internet based test (iBT)</b>	<b>CanTest</b>
	Writing: 7 Speaking: 8 Listening: 8 Reading: 8	Writing: 6.0 Speaking: 6.5 Listening: 7.5 Reading: 6.5	Writing: 20 Speaking: 20 Listening: 24 Reading: 19	Writing: 3.5 Speaking: 4.5 Listening: 4.0 Reading: 4.0

*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.

Any student wishing to apply for Advanced Standing for any subject must apply in writing prior to August 1<sup>st</sup> of their first year before the commencement of classes. 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 Massage Therapy program?*

The deadline for registration to the D'Arcy Lane Institute of 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**

See payment schedule page 10 for breakdown

### **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.

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 school at (519) 673-3425 to arrange an appointment.

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

All Prices are subject to change

## **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.

## **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 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 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 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 14. 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 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 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><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), with application.  |
| 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
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2. Payments after signing enrolment contract:

	<b>September 2017</b> Due Dates		
MATERIAL PACKAGE*	SEPTEMBER 5/17		\$629.90 (including taxes)
*materials breakdown includes book & notes fee (\$200.00+ \$10.00 GST), uniform & equipment fee (\$190.00+ \$24.70 HST) , other compulsory fees (liability insurance \$190+ \$15.20 PST) = \$629.90			
TUITION FEE	SEPTEMBER 5/17		\$5,566.00
TUITION FEE	JANUARY 8/18		\$3,769.00
<b>YEAR 1 Tuition TOTAL</b> * includes \$100.00 reg. fee			\$9,435.00
TUITION FEE	SEPTEMBER 4/18		\$5,064.00
TUITION FEE	JANUARY 7 /19		\$3,501.00
<b>YEAR 2 Tuition TOTAL</b>			\$8565.00
<b>Full Two year Tuition cost with Material Package</b>			\$18,629.90

Payments are to be made by certified cheque or money order to be paid in Canadian funds (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.

**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 5, 2017**.  
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**  
**627 Maitland Street**  
**London, Ontario N5Y 2V7**



## **EMERGENCY CONTACT FORM**

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'ARCY LANE INSTITUTE OF 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

**Email address:** \_\_\_\_\_

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

- Saturday, February 18, 2017 (10 am - 12 pm)
- Saturday, April 08, 2017 (10 am - 12 pm)
- Saturday, June 24, 2017 (10 am - 12 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 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

**Email address:** \_\_\_\_\_

**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 14, 2017	March 18, 2017
	April 22, 2017	June 24, 2017

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

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