

INTERNATIONAL STUDENT INTRODUCTION LETTER



APPLICATION PROCESS

Dear Potential International Student:

Please find below information concerning the First Year of the Advanced 2200 Hour Massage Therapy Diploma Program at The Professional Institute of Massage Therapy (the Institute). The first year of this program has intakes in September, January, and May. It is a hybrid independent learning-on campus (ILOC) program and requires approximately 34 hours of class time per week. We anticipate you should allow for another 10 hours of study time per week in order to increase your chances of success.

Please ensure you visit our website at www.pimtmessage.com to view all the courses that you will be taking during your time in the program. Please find attached the Student Policies and Procedures; this includes valuable information, including our Communication and Dispute Resolution Policy.

The total tuition is \$8700.00 per year. The first year texts books, supplies, and fees are approximately \$1,600.00 and are subject to change as publisher pricing adjustments may occur.

When you decide to apply, we will require you to do the following:

1. Go to the appropriate campus page and use the **Sign Up Now** button to apply.
2. Fill in the application form and send it.
 - a. This includes clicking on the PayPal button and paying the \$50.00 application fee.
3. Wait for administration to contact you via email; you will be conditionally approved and will be instructed on what documents must be sent to the Institute for full approval and registration.
4. At this point, we will supply you with the Student Enrollment Contract, Schedules, and Policies and Procedures, including International Student Advocacy and the Dispute Resolution Mechanism.
 - a. Please note: the Student Contract details the Refund Policy and should be read carefully.
5. Now it is up to you! If you choose not to attend, you do not need to do anything. If you choose to attend, we will require all proper documentation.
 - a. You will not be fully accepted and registered until all proper documentation is provided.

It is imperative that you go to the website (www.pimtmessage.com) and go to the section labelled **International Students** for information that you will need when applying. This includes, but is not limited to, healthcare insurance, housing information, and community services information.

In order to fully accept and register you, we need the following documentation:

- A. A \$645.00 cheque made payable to The Professional Institute of Massage Therapy. This is NOT an additional fee, but is a tuition deposit and will be refunded if you choose not to attend classes prior to the first day of the program.
- B. Secondary and/or post-secondary transcripts showing you have a minimum of Grade 12 with Biology. This is to ensure that you have a reasonable chance of succeeding with the academic material in the program.
 - a. The transcript MUST be transposed into English and verified by the Institute prior to full acceptance.
- C. A signed copy of the student enrollment contract.
 - a. Please note: the contract **clearly** states the refund policy of the Institute; please ensure to read the Contract, Policies and Procedures, and Dispute Resolution Model prior to entering the program.
- D. A copy of proof that you meet or exceed the standard of English we believe is sufficient to be successful in the program. This is presently set at Canadian Benchmark Level 5 (CBL5).

We require these documents within two weeks of the date of this letter. Please mail them to:

The Professional Institute of Massage Therapy
Admissions Office - International Students Affairs
114-701 Cynthia Street
Saskatoon, SK S7L6B7

If you have any questions, contact the Admissions Office directly at (306) 955-5862 and ask to speak to the International Student Affairs Officer.

Furthermore, we ask that you read through the following information to ensure that you completely understand the application process, approval process, and refund policies of the Institute.

Sincerely,

Chelsea Ruth Lee, RMT
Director of Administration and Admissions