

**Application for admission to HEADLINES ACADEMY OF MASSAGE**

508 6<sup>th</sup> Street, Rapid City, SD 57701 Phone: 605-348-4247 Fax 605-348-5462

E-mail: [headlinesmassage@yahoo.com](mailto:headlinesmassage@yahoo.com) [www.HeadlinesAcademy.com](http://www.HeadlinesAcademy.com)

Financial aid applications can be filled out at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Our school code is 016231

<b>Name:</b>			
Last	First	Middle	
<b>Street Address &amp; Mailing Address</b>		City	State Zip Code
<b>Home Phone</b>	<b>Work Phone</b>	<b>Cell Phone</b>	<b>e-mail Address</b>
<b>Drivers License # (State: _____ # _____)</b>		<b>Social Security Number</b>	<b>Date of Birth</b>
Name and Phone numbers of nearest living relative		Home Phone	Cell Phone Work Phone
Complete Mailing Address of nearest living relative			

<b>Employment History: Please list most current first. (the last 3 only)</b>			
Employer Name	Dates of Employment (start & end)	Supervisor Name	Job Title/Duties
<b>Educational History: Please list most current first (High School, College, Vocational Training Programs)</b>			
Name of School	Dates Attended (start & end)	Degree or Certificate Earned	
Do you have any learning disabilities, or any physical or emotional conditions, that could interfere with your ability to complete this educational program or your ability to seek and maintain employment in this field after graduation? _____ If yes, please describe: _____			
Have you been treated for any physical injuries in the past five years? _____ If yes, please describe: _____			

What is your financial plan for paying for this program? _____
Will all of your bills/payments be current before you begin school? _____
Have you applied for Federal Financial Aid? _____ Have you called to set up a Financial Aid appointment? _____
Are you eligible for any other funding? ___State___ Private Scholarships ___ Veterans Benefits ___ other _____
Have you ever been convicted of a crime? ___ If yes, please explain _____
Are you restricted to living at a penal institution? _____
Are you married? _____ Do you have children? _____ If yes, how many? _____
Have you ever received a professional massage service? _____ If yes, please evaluate the service _____

With my Signature and date, I \_\_\_\_\_ certify to the accuracy and truthfulness of the foregoing statements and do hereby apply for admission to the class beginning \_\_\_\_\_ Classes start every 16 weeks, call to check for the next available class start date. YEAR: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Please note: early submission of your application is important to acceptance to the class date of your choice. You may mail or fax to the above addresses, or bring the application to our business office at 508 6<sup>th</sup> Street, suite 207. **Once you have mailed your application in call 605-348-4247 ext 15 to let our Director know you are ready for an interview and tour of the Academy.** As Educational and Admission counselors, we reserve the right to choose applicants who exhibit the ability to succeed.)

DISCOVERY QUESTIONS: (please answer all questions, use additional sheets, or retype if necessary)

1. HOW DID YOU HEAR OF THE ACADEMY?
2. WHAT WILL A CAREER IN MASSAGE MEAN TO YOU?
3. WHAT GOALS DO YOU HOPE TO ACCOMPLISH DURING YOUR ENROLLMENT?
4. WHERE DO YOU PLAN TO WORK AFTER GRADUATION FROM HEADLINES?
5. WHAT IS YOUR 5-YEAR GOAL RELATING TO YOUR MASSAGE CAREER?
6. HOW WOULD YOU DESCRIBE THE TASK OF "PLEASING A CLIENT"?
7. HAVE YOU EVER BEEN FIRED FROM A JOB OR EXPELLED FROM SCHOOL?
8. THE LAST EMPLOYMENT POSITION THAT YOU DECIDED TO TERMINATE, WHY DID YOU?
9. HOW COMMITTED ARE YOU TO COMPLETING THIS COURSE, IF ACCEPTED?
10. HOW DO YOU FEEL ABOUT PEOPLE THAT ARE REGULARLY ABSENT OR LATE FOR COMMITMENTS/APPOINTMENTS?
11. IN REVIEWING THE ACADEMIES GENERAL RULES, ATTENDANCE POLICIES, AND DRESS CODE DO YOU SEE ANY YOU ARE UNABLE TO ACCEPT?
12. IF YOU HAVE A DISAGREEMENT WITH A STAFF MEMBER OR STUDENT, HOW WILL YOU HANDLE IT?
13. HOW DO YOU DEAL WITH PEOPLE TALKING ABOUT OTHER PEOPLE?
14. DO YOU FEEL YOU ARE ABLE TO GET ALONG WELL WITH OTHERS DAILY? \_\_\_\_\_ WHAT PART OF A TEAM DO YOU FEEL YOU PLAY?
15. WHAT ARE YOUR LIVING ARRANGEMENTS?  
DO YOU SEE THOSE CHANGING DURING SCHOOL?
16. DO YOU HAVE DEPENDABLE TRANSPORTATION TO AND FROM SCHOOL? \_\_\_\_\_ IF YOUR CAR BREAKS DOWN WHAT ARE YOUR ALTERNATE MEANS OF GETTING TO SCHOOL?
17. NOT BEING FINANCIALLY STABLE WILL BE A STUDENTS HARDEST FACTOR TO GET THROUGH SCHOOL., AND ABLE TO REPAY STUDENT LOANS AFTER GRADUATION. HAVE YOU ESTABLISHED A WORKABLE BUDGET THAT WILL ALLOW YOU TO ATTEND SCHOOL FOR 6 MTHS?. \_\_\_\_\_ It is recommended that you complete the budget survey on the last page
18. DO YOU HAVE CHILDREN FOR CHILD CARE? \_\_\_\_\_ IF YES, HAVE YOU FOUND DEPENDABLE CHILD CARE FOR THEM? \_\_\_\_\_ WHO IS AT LEAST ONE OTHER PERSON WHO CAN GIVE YOU BACK UP CHILD CARE IN AN EMERGENCY? \_\_\_\_\_ IF YOUR CHILDREN ARE IN SCHOOL, DO YOU HAVE DAYCARE FOR DAYS THEY DO NOT HAVE SCHOOL AND YOU DO? \_\_\_\_\_

**INCENTIVE SCHOLARSHIP APPLICATION**  
**HEADLINES ACADEMY OF MASSAGE**  
**\$200.00**

Circle the Class of Your Choice:

Classes start every 16 weeks call for the next available class start date. YEAR: \_\_\_\_\_

**Please Print**

Name	SS#	
Permanent Address		
City	State	Zip
Home Telephone #	Work Telephone #	

**TERMS & CONDITIONS**

- ✓ The \$200 Scholarship will be awarded and applied to the students account upon completion of 600 hours, account paid in full, all assignments complete, and exit counseling complete. Should the students account not be paid in full at completion, scholarship is void.
- ✓ Should the student drop from the program no monies shall be awarded and the scholarship will return to the Academy's Scholarship Fund.
- ✓ Should the student take a leave of absence of any kind at any time during the program no monies shall be awarded and the scholarship will return to the Academy's Scholarship fund.
- ✓ Scholarship application & items listed below must reach the Academy's Office 1 Month prior to class start date for the student to become eligible for this scholarship:  
Application for Admissions, 2) Recommendation Forms (Provided), Registration Fee of \$250, Signed Enrollment Contract

I herby affirm, with my signature, that I do understand and will comply with all of the terms and conditions of this scholarship.

Student Signature	Date
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Office Use Only ____ Application for Admissions ____ Recommendation Forms (Provided) ____ Registration fee of \$250 ____ Signed Enrollment Contract	Deadline: _____ Date Complete: _____ Loss of Scholarship Date: _____ Reason: _____ Approved by: _____
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## Budget worksheet

Here are some of the expenses you might have as a student.  
 Use this table to set up a budget to help keep your spending under control.  
 It is recommended that you return this with your application so our financial  
 aid adviser is better able to conduct your financial aid interview.

### Educational Expenses

School supplies (pencils, paper, etc) \$ \_\_\_\_\_  
 Linens & Towels \$ \_\_\_\_\_  
 Uniform/Scrubs \$ \_\_\_\_\_

### Housing

Rent payment \$ \_\_\_\_\_  
 Mortgage payment \$ \_\_\_\_\_  
 Electricity \$ \_\_\_\_\_  
 Gas \$ \_\_\_\_\_  
 Phone \$ \_\_\_\_\_  
 Internet \$ \_\_\_\_\_  
 Water, sewage, garbage \$ \_\_\_\_\_

### Food

Groceries \$ \_\_\_\_\_  
 Fast Foods \$ \_\_\_\_\_  
 Beverages \$ \_\_\_\_\_

### Other living expenses

Personal care (hair, toiletries) \$ \_\_\_\_\_  
 Laundry and dry cleaning \$ \_\_\_\_\_  
 Clothing/shoes \$ \_\_\_\_\_  
 Gifts \$ \_\_\_\_\_  
 Monthly membership dues/subscriptions \$ \_\_\_\_\_  
 Health Insurance \$ \_\_\_\_\_  
 Prescriptions \$ \_\_\_\_\_

### Transportation

Car payments \$ \_\_\_\_\_  
 Gas & oil \$ \_\_\_\_\_  
 Normal Car Maintenance \$ \_\_\_\_\_  
 License and registration fees \$ \_\_\_\_\_  
 Auto Insurance \$ \_\_\_\_\_  
 Lease/Meter Parking \$ \_\_\_\_\_

### Entertainment

Movies \$ \_\_\_\_\_  
 Concerts \$ \_\_\_\_\_  
 Sports Events \$ \_\_\_\_\_  
 Dining Out \$ \_\_\_\_\_  
 Health Club Memberships \$ \_\_\_\_\_  
 Parties \$ \_\_\_\_\_  
 Cable Television \$ \_\_\_\_\_  
 Electronic equipment (software, CD's) \$ \_\_\_\_\_  
 Sports/recreation equipment \$ \_\_\_\_\_

### Child Care and pet care

Day Care \$ \_\_\_\_\_  
 Baby/Pet sitters \$ \_\_\_\_\_  
 Medical/veterinary \$ \_\_\_\_\_  
 Toys \$ \_\_\_\_\_  
 Special foods \$ \_\_\_\_\_  
 Clothes \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

### Expecting the unexpected

Traffic Tickets \$ \_\_\_\_\_  
 Car Boot Removal \$ \_\_\_\_\_  
 Car repairs \$ \_\_\_\_\_  
 Medication \$ \_\_\_\_\_  
 Dental Care \$ \_\_\_\_\_

### Debt Obligations

Credit Cards \$ \_\_\_\_\_  
 Department Store Cards \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

**TOTAL EXPENSES.....\$ \_\_\_\_\_**

### INCOME:

Net/Take home Wages \$ \_\_\_\_\_  
 Tips \$ \_\_\_\_\_  
 Interest Income \$ \_\_\_\_\_  
 Investment Income \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

### Non-taxable income

TANF \$ \_\_\_\_\_  
 Veterans Benefits \$ \_\_\_\_\_  
 Social Security \$ \_\_\_\_\_  
 Trust Fund \$ \_\_\_\_\_  
 Support from Parents \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

**TOTAL INCOME.....\$ \_\_\_\_\_**

**TOTAL INCOME:** \$ \_\_\_\_\_  
**TOTAL EXPENSE** - \$ \_\_\_\_\_  
 = \$ \_\_\_\_\_  
**X (6 MONTHS)**  
 = \$ \_\_\_\_\_

IF YOUR INCOME IS HIGHER THAN YOUR EXPENSES  
 THAN THIS FIGURE IS YOUR REMAINING SPENDING  
 MONEY.

IF YOUR EXPENSES ARE HIGHER THAN YOUR  
 INCOME, YOU MAY NEED ADDITIONAL FINANCIAL  
 AID, OR HAVE TO RETAIN EMPLOYMENT DURING  
 SCHOOL.

# Headlines Academy

## Financial Aid Student Procedures

### Apply for financial aid eligibility

\_\_\_\_\_ **Step 1:** Request Pin Number for you (and your parent if applicable)

Web site: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

\_\_\_\_\_ **Step 2:** Fill out FAFSA

Web site: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

\_\_\_\_\_ **Step 3: Call or email the school** to notify them you have completed the FAFSA, and tell them what program and when you will be starting school.

\_\_\_\_\_ **Step 4:** School receives information.

We receive a copy of your student financial aid information, and we will create an award letter stating what loans, pell grants, and school scholarships you are eligible for.

\_\_\_\_\_ **Step 5:** Complete verification is notified. Fill out form from school & supply tax forms.

\_\_\_\_\_ **Step 6:** Return copy of Award Letter to Financial Aid office with amounts you wish to apply for, with initial & date.

### Applying for Federal Stafford (FFELP) loans and Federal Pell Grant:

**Pell Grants:** Based on financial need, check award letter for eligibility. No action needed by student, school draws down pell grant funds after student has started school, and apply the funds to your account. *(Do not have to be paid back – unless you drop you might have to)*

**Federal Stafford Loans:** *All students qualify for this as long as they are not in default on other student loans.*

\_\_\_\_\_ Step 1 – Student fills in amounts on award letter sent from the school, & returns this form to the school.

\_\_\_\_\_ Step 2 – School certifies the loan via Great Lakes Internet.

\_\_\_\_\_ Step 3 - Student needs to fill out a Master Promissory Note (MPN) at: -

<https://choice.fastproducts.org/FastChoice/Welcome.do?configId=1255444773134>

For Master Promissory Note at Wachovia-a Wells Fargo Company [www.wachovia.com/education](http://www.wachovia.com/education)

\_\_\_\_\_ Step 4 - Complete Stafford Entrance Loan Counseling:

<http://mapping-your-future.org/services/oslcidx.htm>

- Features
- Student Loan Counseling Services
- Stafford Entrance

**Federal Parent Plus Loans:** Based on credit rating, however if parent is denied, school can certify the student for an additional Stafford un subsidized loan. After completing the following application a report will be sent to the school with the results.

## Other Options:

### **Great Opportunity Academic Loans II (GOAL II) Alternative Loans:**

Complete pre-approval & application at: <http://www.slfc.com>

- Get a Loan (Apply Now)
- Register Now
- Once you register, to go Get a Loan (Alternative Loan)
- Complete the Pre-Approval, and if approved you will be sent to the screen to complete the application.
- TIP: using a co-signer will increase your chances of approval & possibly lower your interest rate.

### **Wells Fargo Education Connection Loan:**

An affordable alternative loan designed to supplement your Federal Stafford Loan – school certification is not required.

- No origination, disbursement, or repayment fees
- No payments for up to six months after leaving school
- Borrow up to \$25,000 per school year for education expenses
- Repayment incentives for automatic and on-time payments

<http://www.wellsfargo.com/student>

### **Scholarship Search:**

**Fastweb:** Free Scholarship Search. 600,000 scholarships worth \$1 billion

<http://www.fastweb.com>

Financial aid can be confusing, so I hope this list helps. I will answer your questions as many times as you need until you understand. If you have further questions, please call or stop by my office anytime.

*Peggy Sproat – Financial Aid Administrator*  
508 Sixth Street, Suite 207 Rapid City, SD 57701  
605-348-4247 ext 14  
[headlines@rushmore.com](mailto:headlines@rushmore.com)

**HEADLINES ACADEMY OF MASSAGE RECOMMENDATION FORM:**

(One of the two forms should to be completed by a previous or current teacher, or employer.  
The other can be a personal reference.)

Student Name: \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ IS MAKING AN APPLICATION TO ATTEND THE ACADEMY AND HAS LISTED YOU AS A PERSON WHO HAS ADEQUATE KNOWLEDGE TO MAKE A REFERRAL OF HER/HIM TO SUCCEED IN THE MASSAGE PROFESSION. PLEASE ANSWER THE QUESTIONS BELOW & FEEL FREE TO MAKE ADDITIONAL COMMENTS ON THE BACK OF THIS FORM. YOUR COMMENTS WILL BE CONFIDENTIAL. THANK YOU FOR YOUR TIME AND INTEREST.

PLEASE MAIL OR FAX TO: **HEADLINES ACADEMY 508 6th Street, Rapid City, SD 57701 or Faxed to 605-348-5462**

I, \_\_\_\_\_ authorize \_\_\_\_\_  
(Student Name) (name ) (address)  
to release the information as asked for below. \_\_\_\_\_  
Student Signature Date

1. What is your relationship to the applicant?
2. Were you in a position to observe the prospective student as they attended (school / work / other) \_\_\_\_yes \_\_\_\_no  
If yes, did you observe them as having \_\_good \_\_average \_\_poor attendance?  
How many days were they late or miss on an average per month?
3. Do you feel the prospective student enjoys working with people? Rate 1-10 (10 highest) \_\_\_\_\_  
Why?
4. Have you observed this person being able to fulfill his/her commitments? Rate 1-10 (10 highest) \_\_\_\_\_  
What types of commitments?
5. Do you feel this person can work under authority or instruction, and take constructive criticism well?  
Rate 1-10 (10 highest) \_\_\_\_\_ Explain:
6. Do you feel this person is conscientious of his/her personal appearance and hygiene? Rate 1-10 (10 highest) \_\_\_\_\_  
Explain:
7. In your observation of this person, have you been able to see a willingness to learn? Rate 1-10 (10 highest) \_\_\_\_\_
8. Do you feel this student is financially able to complete school? Yes No Unsure  
Explain:
9. How would you rate this person's output & quality of work? Rate 1-10 (10 highest) \_\_\_\_\_  
Explain:
10. Complete this sentence: I feel this person can succeed in Massage as long as....

May we call you to clarify the information you have provided? \_\_\_\_ yes \_\_\_\_no, I'd rather you didn't

Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

**(Intentionally Left Blank)**

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Occupation: \_\_\_\_\_ Place of Employment: \_\_\_\_\_