

# APPLICATION FORM

First Name:

Last Name:

Phone #

Alternate phone #

Address:

City:

State:

Zip:

Birth date:

Email:

Today's Date:

Level 1 start date for which I am applying:

How did you find out about Lionheart and The Awakening Intensive? \_\_\_\_\_

- Internet search and googled key words: \_\_\_\_\_
- Friend's name who referred me: \_\_\_\_\_
- Patch
- Twitter
- Facebook
- Other: \_\_\_\_\_
- I have taken the Doorway to Transformation: Introduction to Transpersonal Energy Healing

I want CE credit. I'm a licensed professional in \_\_\_\_\_ License # \_\_\_\_\_.

Why are you applying to The Awakening Level 1 certificate program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your current profession, area of work, or volunteer services in which you participate.

Describe any background, experiences or other certifications in related fields or healing modalities?

Have you attended other energy healing workshops or classes? Where and when?

What are your obstacles and goals for your own personal growth? Please rate your commitment to this growth and your education on a scale from 1 to 10.

Are or have you ever been treated for mental illness? Please explain.

Is there any history of mental illness in yourself or your family? If yes, please explain.

Do you use prescription drugs, recreational drugs or alcohol? If so, please describe.

Is there any reason you could not fulfill your commitment to participate completely in this program?

# APPLICATION CHECKLIST: LEVEL 1 - THE AWAKENING

## CHECKLIST

- Complete and return (page 1), the Application form
- Submit a \$100 deposit (applied to your tuition upon acceptance/fully refundable if not accepted)
- Complete and submit the Registration Form.

## PROCESS

1. Email all forms to **lionheartdirector@gmail.com** **AND** **officemanager@lionheartinstitute.com** or submit the completed Registration Form along with a \$100 deposit, payable by credit card.
  - To pay your deposit by credit card, ensure that your credit card number and expiration date are legibly provided on the Registration Form.
  - To pay by check, make your check payable to "Lionheart Institute," and mail to:  
P.O. Box #700  
Sherman Oaks, CA 91423
2. When your deposit and all application materials have been received, **you will receive a confirmation email**. Your application will be processed within two weeks of receipt of all completed materials.
3. **Upon acceptance payment in full is due. If you opt for a payment plan, your first payment is due upon acceptance and must be received within 5 business days.**

## CERTIFICATION

100% attendance, completion of all homework assignments and tuition paid in full is required to receive your Level 1 certification. Once you have completed all requirements and you are certified, you may be listed on the LionheartInstitute.com Find-a-Healer page as a Level 1 certified Transpersonal Energy Healer.

One Transpersonal Energy Healing with a qualified professional is required for certification. This session is not included in your tuition.

There is a \$25 graduation application fee, which is not included in your tuition.

If a student does miss a class, he or she will be required to either make arrangements for approved tutorial instruction of missed material or re-take the missed hours at the student's own expense. All class time must be made up prior to receiving final certification or CEU credit.

If you do not complete all assignments prior to the end of the class series, a one-month grace period will be granted to complete unfinished homework. Please note if homework is submitted late, a homework reader fee of \$25.00 is incurred for an approved instructor to read, respond and credit your work.

If you do not complete all outstanding homework within the 30-day grace period, you will have up to one year from the last day of your class to be eligible to make up your work. If you fail to complete your homework within that year, you will be required to repeat the entire course series at half-price where the same homework policies as stated above will apply, in order to achieve your certification.

If you are a Certificate student, you will not be able to advance to your next Level until all homework and attendance requirements have been met.

## LIONHEART POLICIES, COMMITMENTS AND GUIDELINES

**Registered Institution:** Lionheart is registered with the State of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form.

**Policy on Non-Discrimination:** Lionheart Institute does not discriminate against any person on the basis of race, color, ethnicity, national origin, religion, creed, age, gender, sexual orientation, marital status, medical condition or physical disability.

### OUR MISSION

Lionheart Institute's mission is to teach you how to heal yourself, facilitate healing for others and build a real career in the field of Transpersonal Energy Healing. In the Level 1 training we give you the foundational principles needed to understand how Transpersonal Energy Healing can provide holistic health benefits and teach you how to perform a Transpersonal Energy Healing technique called the Body Mind Balance.

In order to achieve our mission, Lionheart Institute created a vessel of safety and integrity with the highest quality instructors to guide you in a process for self-awakening as an educational program to facilitate growth toward your personal, spiritual and professional life purpose.

### COMMITMENTS

The path to self-healing requires a commitment to the highest spiritual values of oneself. Following a holistic healing path requires a great deal of courage as you "peel away" unknown layers of limitations and allow a new life expansion to unfold. The teachers and staff of Lionheart Institute are dedicated to a set of ethical and spiritual principles. It is important that the students be committed to a code of ethics, as well. Respect for the confidentiality and sensitivity of the individuals in the group is required. Truth, Honor, Wisdom, Integrity and Compassion are essential to the dynamics of the growth that is taking place.

You are self-responsible for your therapy, personal process, and homework while enrolled in the school. Our weekends of training together are catalysts and guidelines for your development. The Lionheart Institute cannot be a holding vessel for you in between classes. We can assist you with guidelines to create your own support system, but *it is up to you to do it!* In order to make the most of your investment in this process you will need a support system. We recommend that includes: a therapist, healer, support groups, (such as a church, meditation class, yoga, twelve-step group, etc.), fellow students and friends or family that support you in your work. What happens during your weekends in the program is an ongoing process that acts as a catalyst for change outside the weekends in your life. We encourage students to tend with ever growing awareness and self-responsibility to good physical and emotional health, diet and well-being.

Commitment and timeliness are essential ingredients to spiritual growth in a group process. Group sharing naturally invites greater awareness of emotional blocks and resistance. Students are encouraged to bring issues of resistance into their work with the group for support and in order to assist transformation. Supporting this process for others as well as for yourself is part of your commitment. For this reason it is important to honor oneself and others by being on time.

## **GUIDELINES**

Lionheart requests that students, staff and faculty abide by the following guidelines:

Conduct themselves in a manner in all settings meriting the respect of the public and other professionals.

Treat students and staff with respect, dignity and worth in all communications and contact.

Wear clothing in the classroom that is clean, modest, and professional.

Refer to other professionals when in the best interest of our own physical/emotional health.

Seek administrative advice when needed for any classroom problems.

Respect the traditions and practices of the Lionheart staff and our mission.

Not falsely impugn personal information shared during the class.

Obey all applicable local, state, and federal laws.

Refrain from any behavior that results in illegal, discriminatory, or unethical actions.

Accept responsibility for our own actions.

Report to the proper authorities any alleged violations of the law by students or staff.

Protect other students' identity in social conversations.

Comply with all laws regarding sexual harassment.

Not exploit the trust and dependency of others, including students, teaching assistants and co-workers.

Display/discuss schedule of fees in advance of the classes that are clearly understood and agreed upon by both Lionheart staff and students.

Make financial arrangements in advance that are clearly understood by and safeguard the best interests of both the student and the school.

Supply the appropriate administration with accurate contact and address information.

Refrain from practicing under the influence of alcohol, drugs, or any illegal substances (with the exception of prescribed dosage of prescription medication which does not significantly impair the instructor or student).

Understand that as a student the school has the right to refuse and/or terminate the service to a student who is abusive or under the influence of alcohol, drugs, or any illegal substance.

Use appropriate touch during any contact exercises or healing work.

**QUESTIONS:** Contact Director of Business Operations: [officemanager@lionheartinstitute.com](mailto:officemanager@lionheartinstitute.com), 818-509-1800

## Lionheart Institute Level 1: The Awakening, Registration Form

|   |              |                     |
|---|--------------|---------------------|
| Full Name as it appears on your CREDIT CARD OR BANK:  | Today's date | Cell phone: (     ) |
| Billing Address:  |              |                     |
| City:   | State:       | Zip:                |
| Primary Email Address (please print clearly):<br><br>_____  |              |                     |
| Primary contact and communication will be made via email. Please put <a href="mailto:info@lionheartinstitute.com">info@lionheartinstitute.com</a> in your address book. |              |                     |

**Yes, I am ready for personal transformation, a new career or to enhance my current career!**

|   |  |                           |
|---|--|---------------------------|
| <p><i>I hereby commit to investing in my ongoing learning and growth! Since space is limited, I am applying for a place with a \$100 deposit. My first payment or full payment is due upon acceptance.</i></p> <p><i>I understand if I am not accepted in the program, any payment I make today will be fully refunded to me.</i></p> <p><b>All application materials must be submitted within 7 days to qualify for the discount and bonuses.</b>                      Initials x_____</p> |  |                           |
| <b>Choose Payment Method:</b><br><input type="radio"/> Visa <input type="radio"/> MC <input type="radio"/> Cash <input type="radio"/> Check # _____ (payable to Lionheart) <b>Please Charge \$_____ to my card.</b>   |  |                           |
| <b>Credit Card #</b>  | <b>Exp Date</b> _____  | <b>3 digit code</b> _____ |
| <b>Level 1 Tuition Total \$1495</b>   | Cohort letter: _____    Course dates: _____ to _____   |                           |
| I want to pay in full today.  | <input type="checkbox"/> One payment in full of \$1495   | x_____<br>initials        |
| I want the payment plan.  | <input type="checkbox"/> \$100 deposit to apply. 1st payment of \$485 due within 5 days after acceptance. 2nd payment of \$485 due in 30 days; final payment of \$485 due 30 days after 2nd payment. (Includes \$60 payment processing fee.) | x_____<br>initials        |

|  |             |
|--|-------------|
|  |             |
| <b>Student Signature</b>                     | <b>Date</b> |
| School Representative Signature (Print Name) |             |

**Please initial all agreements on both sides and place your signature on the reverse side of this WHITE copy.**

1. Once you register we hold a sacred space for you. You may transfer to a later Level 1 start date one time only for free. After that the transfer fee is \$100. \_\_\_\_\_(initial here)
2. You must apply and be accepted into Level 1 Certification Training. If you are not accepted, any deposit or payment you make today will be fully refunded.
3. Withdrawal Policy: You may withdraw from the program for any reason within 7 days of your first payment. If you request withdrawal after 7 days, money will not be refunded, but may be applied as payment towards any future Lionheart offerings. \_\_\_\_\_(initial here)
4. Partial attendance: If for any reason, you are unable attend the full 4-day session, you agree that you owe a minimum of one-fourth of total tuition for each full day attended. \_\_\_\_\_(initial here)
5. A student may be dismissed at the discretion of the School for insufficient participation, nonpayment of costs, or failure to comply with Institute standards and policies or at the discretion of the School Official based on their assessment of the student's emotional or psychological well-being. \_\_\_\_\_(initial here)
6. 100% attendance and completion of homework is required for Level 1 Certification. If you choose to transfer your attendance due to changes in your schedule, for the Level 1 series in which you are enrolled, you may reschedule one time only for free and will be charged a \$100 transfer fee each time you reschedule again. This fee will be automatically charged to your credit card. \_\_\_\_\_(initial here)
7. The Lionheart class schedule dates are subject to change. If in the unlikely circumstance these dates change for any reason, you will be given a minimum of 7 days advance notice. If you are unable to attend the rescheduled dates, you may attend missed classes at the next Level 1 series at no additional charge. \_\_\_\_\_(initial here)
8. By signing below, you authorize Lionheart to automatically charge the credit/debit card or bank listed on this Agreement for the method of payment selected. Payments for payment plans are due on the 15<sup>th</sup> of each month until the tuition balance is paid in full. You are responsible to notify Lionheart if you choose to change cards and/or checking accounts. Payments made 3 days or more late, or any credit card declines are charged a \$25 fee. You agree Lionheart may charge any credit card on file to collect late payments and credit card declines. \_\_\_\_\_(initial here).

**Notification:**

1. All requests regarding this Agreement must be made in writing (email or letter) and you must receive a confirmation from Lionheart that we received your written request. Verbal correspondence, voice-mail or text do not constitute adequate communication.
2. Lionheart Institute is a Continuing Education Provider with the State of California and approved to offer CE credit to: California Board of Nursing, Provider #15565, NCBTMB, Massage Therapists, Provider #450211-06, California Association of Marriage and Family Therapists, no. 133307. Lionheart Institute State of CA registration code no. 44971384.

**Hold Harmless:**

1. You agree to defend, indemnify and hold Lionheart harmless from any and all liabilities, losses, costs, damages, emotional or psychological issues, illness or concerns, penalties and any other expenses, including attorneys' fees, arising directly or indirectly from either your actions or omissions, or your breach of any obligation imposed or sought to be imposed by this Agreement.
2. Lionheart will not be liable to you, or to anyone who may claim any right due to a relationship with you, for any actions or omissions by you or on the part of your clients, students, patients, employees or agents. You will indemnify and hold Lionheart harmless from any obligation, cost claim, judgment, attorneys' and legal fees and attachments in any way connected with the services rendered under the terms for this Agreement.

**Dispute Resolution:**

1. Dispute resolution shall first be attempted between you and Lionheart. Unresolved disputes may be resolved by binding Arbitration in the City of Van Nuys, California, in accordance with the rules of the American Arbitration Association. The judgment upon award may be entered into any court having jurisdiction thereof. Both parties shall bear cost of arbitration equally.
2. By signing this Agreement you are agreeing with all its terms. You agree not to initiate a charge-back procedure on any credit cards on account for any reason and will follow the dispute resolution process described in this Agreement.

**Waiver:**

Any waiver of any rights of Lionheart under the terms of this Agreement shall not be construed as a continuing waiver.

My signature on this Agreement signifies that I have read, understood and agreed to all conditions of this Registration and Automatic Payment Authorization Agreement. Please keep a copy of this agreement for your personal records.