



## STUDENT APPLICATION FORM

### Sylvia Browne Hypnosis Training Center

Please Check (or circle) class dates

- Sunday July 11 – Saturday July 17, 2010
- Sunday October 17 – Saturday October 23, 2010

Sunday 2pm-6pm      Monday – Saturday 9am-6pm

Tuition Fee: \$2000 (includes non-refundable \$300 registration fee)

Please initial that you have read and understand the tuition and registration policy \_\_\_\_\_

Students are responsible for their own transportation, lodging and meals.  
Please Note: class dates may change out of necessity. When booking airline tickets, please purchase flexible tickets that allow changes.

Name \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

S.S.# \_\_\_\_\_

Address \_\_\_\_\_ Apt: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of birth \_\_\_\_\_ Birth place \_\_\_\_\_

Present occupation \_\_\_\_\_

Prior Education (A minimum of a high school diploma or GED required)

High School Attended \_\_\_\_\_

Date of High School graduation or date of GED completion (please specify) \_\_\_\_\_

College/University \_\_\_\_\_ Level Completed \_\_\_\_\_

Degree awarded/major \_\_\_\_\_

Previous hypnotherapy training (not a prerequisite) \_\_\_\_\_

Total classroom hours \_\_\_\_\_

Have you ever been convicted of a felony or morals charges? \_\_\_ YES \_\_\_ NO

If yes, please explain on a separate sheet of paper (attach to application):

Emergency Contact Information (Required)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

**Background Checks:** All hypnotists, applicants and students agree to be subject to a criminal background check by SBHTC and its agents. Falsifying information on the class or hypnotherapists application is grounds for immediate revocation of any and all privileges and rights as a student or hypnotherapists.

**Note:** All students are required to practice and experience hypnotherapy during class.

**Refund policy:** If a student drops “the course” and written notice is given to the Director in person by the student, or by certified mail, refundable tuition will be returned within 30 days of official notice according to pro rata attendance schedule following. “Attendance time” is the time between the start date of “the course” and the date on which enrollment is officially canceled, (whether or not student attends class).  
Attendance time Portion of tuition that school retains (plus the \$300 deposit and retail cost of text books provided during the course of study)

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. An institution shall: (1) deduct a registration fee not to exceed \$300 from the total tuition charge; (2) divide this figure by the number of hours in the program; (3) the quotient is the hourly charge for the program; (4) the amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction calculated in [3], plus the amount of the registration fee specified in [1]; and (5) the refund shall be any amount in excess of the figure derived from [4] that was paid by the student to the institution.

**Student please initial that you have read and understand the refund policy**\_\_\_\_\_

**Additional expenses:** All text books and materials required for the completion of class will be provided to the student during the course of study.

**Retest fee:** If a student does not meet the standards required for certification during their written and/or oral test they may request to repeat the test within 30 days. A non-refundable \$100 fee will be charged prior to the exam.

**Student please initial that you have read and understand the Retest Fee policy**\_\_\_\_\_

**Student complaint policy:** The Director will first address all complaints and will do their best to find satisfactory solutions. If this is not satisfactory, the student may choose to file a verified complaint to the following address.  
**California Bureau for Private Postsecondary and Vocational Education** 1625 North Market Blvd. Suite S202, Sacramento CA 95834

**Dismissal policy:** At the discretion of the Director, a student may be dismissed from school for an intoxicated or drugged appearing state of behavior, possession of illegal substances, alcohol, or weapons on school premises, behavior creating a safety hazard to other persons at school, disrespectful behavior to those at school, or not maintaining an acceptable academic or practical skill level as determined by the Director, or any other reason stated or determined inappropriate action or behavior by a student of the Sylvia Browne Hypnosis Training Center, by the Director. SBHTC reserves the right to refuse service to anyone at the discretion of the SBHTC Board of Directors, Director and Instructors.

**Agreement:** I have read the current catalog, refund, complaint, and dismissal policies and understand my obligations as well as the school’s. I understand the instruction received does not imply education in any medical field, and that I will not use hypnosis for medical purposes, including psychiatric, for which I am not licensed unless working under the supervision of a person licensed for that purpose and as prescribed by law. I further understand that these classes are not for the purpose of diagnosing, or the treatment of, any physical or mental ailment. I certify that all information given on this form is to the best of my knowledge correct. In connection with my application with the school, I understand that a consumer report which may contain public records information is being requested. Providing false information in this application form is grounds for immediate dismissal, and refusal of service. This report may include the following types of information: names

and dates of previous employers, credit information, etc. I further understand that such report may contain public record information concerning my credit, bankruptcy proceedings, etc. from federal, state and other agencies which maintain such records. I authorize without reservation, any party or agency or agency contacted to furnish the above mentioned information.

**To apply for your seat in the class, please enclose payment in full for tuition fees. The \$300 non-refundable application processing fee is included in the tuition fee stated in our catalog, print advertising, and internet site.**

**International Banking Fee:** Due to bank-imposed check processing fees, all payments made with checks and money orders from a bank outside the United States, must include an additional \$5 fee.

**Amount of payment** \_\_\_\_\_ **Method of payment:** \_\_\_\_\_

**Please circle Am.Ex. MasterCard Visa Discover**

**Credit Card #** \_\_\_\_\_

**Exp. Date** \_\_\_\_\_ **Credit Card Security Code** \_\_\_\_\_

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of school official** \_\_\_\_\_ **Date** \_\_\_\_\_

# Memorandum of Understanding

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All Sylvia Browne Hypnosis Training Center students MUST read and sign this form as an agreement and acknowledgement of the contents.

## Background Checks

All hypnotists, applicants and students agree to be subject to a criminal background check by SBHTC and its agents. Falsifying information on the class or hypnotherapists application is grounds for immediate revocation of any and all privileges and rights as a student or hypnotherapists.

## Certification as a Hypnotherapist

Following the Certification Training Class all students who successfully complete the Hypnosis Certification Training Class will receive a certificate of completion to acknowledge completion of the course. Students can apply for certification as hypnotherapists through SBHTC.

Completion of the class and receipt of certificate of class completion is not meant to imply employment, or endorsement as a hypnotherapists by SBHTC. Certification and/or completion of class does not guarantee client referrals from SBHTC or Society of Novus Spiritus.

Certification as a hypnotherapist will require a minimum of 150 practical and classroom hours. The Hypnosis Certification Training Class comprises 100 hours of the 150 hours, the remaining 50 hours required are practical hypnosis hours conducted by the applicant. Applicants will be given the required format to document their hours by the instructors during the course of training. The required hours may be adjusted to the individual academic and practical needs of the applicant as determined by the instructors and the director of the Sylvia Browne Hypnosis Training Center.

Certification can be revoked by SBHTC at any time. A hypnotherapist whose certification is revoked can petition to be reinstated 1 calendar year from the date of revocation.

## Certification Renewal

Certification must be renewed every two years through SBHTC.

Re-certification requires a processing fee of \$150 and a minimum of 15 hours of continuing education hours. Practical application cannot be applied to continuing education hours.

For certification SBHTC instructors and directors must be confident that the student/applicant will conduct themselves in a manner reflecting and embodying the professional, spiritual, moral and intellectual values held by SBHTC.

## Hypnotherapist Employment Status

All hypnotists are self-employed and are not employed by Sylvia Browne Hypnosis Training Center, Sylvia Browne Corp., Society of Novus Spiritus, or Sylvia Browne Enterprises.

I understand and agree to the statements printed above and understand that completion of the certification training does not guarantee that I will become certified as a hypnotist through Sylvia Browne Hypnosis Training Center.

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Applicant Name (Print)

Date

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Signature