

The Meta Institute

Student Catalog and Policy/Procedure Manual



December 1st, 2009, Volume 9

School of:

Therapeutic Coaching®
Spiritual Therapeutic Coaching™
Neuro-Linguistic Programming
Clinical Hypnosis & Hypnotherapy
Reiki

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About The Meta Institute

The Meta Institute is a privately owned for-profit training institute. It was founded in 1995 in New York City and moved to the Twin Cities in 1996 . It is owned by Mirtha Solis. The Meta Institute was founded as a response to the increased demand for techniques and skills that would allow clinicians and coaches to keep pace with the ever growing and changing needs of the field of Coaching and helping professionals.

Mirtha has over 25 years of combined clinical, managerial and supervisory experience. Mirtha has spent the last 10 years here in the Twin Cities teaching and training hundreds of students in the most cutting edge transformational techniques available. She created an innovative Coaching Program, Therapeutic Coaching® that is unsurpassed anywhere in the states. Mirtha brings a rich combination of training and presentation skills that include facilitation of trainings and workshops nationally and internationally. Ms. Solis is also a published author of articles in clinical journals.

Mirtha Solis, L.I.C.S.W., has a Masters degree in Social Work. She is a Certified Trainer of Neuro-Linguistic Programming (NLP), Hypnosis and a Reiki Master. She has been in the Human Services field for 25 years, working with individuals, families and businesses. She is the co-developer of Therapeutic Coaching® and has a private practice here in the Twin Cities as a Therapeutic Coach®.



Mary Beth Tracy has 30 years of combined clinical, managerial, supervisory, business development and training & teaching experience in the health care industry. In 2002 she enriched her extensive background by becoming a Therapeutic Coach® and business owner. In 2007 she became a Trainer of the Therapeutic Coaching® Program here at The Meta Institute.



Mary Beth Tracy, RN, CTC is a Certified Trainer in Therapeutic Coaching®, Hypnosis and Neuro-Linguistic Programming (NLP) and a Registered Nurse. She has been in the Human Services field for 30 years working as nurse specializing in pediatric intensive care with many supervisory positions to her credit. She has a private practice as a Therapeutic Coach® and has been a trainer for 5 years.

The Meta Institute currently has 10 trainers-in-training that are part of the teaching assistant program and teaching staff as part of their year-long training. These trainers-in-training come with a multitude of skills and diverse backgrounds that will allow The Meta Institute to continue to enrich the services we provide.

The Meta Institute is an Approved Institute of:
The American Board of Neuro-Linguistic Programming
The American Board of Hypnotherapy
International Network of Humanistic Neuro-Linguistic Programming

The Meta Institute is a Licensed and Bonded School

The Meta Institute is licensed as a Private Career School
Licensed by the Minnesota Office of Higher Education
1450 Energy Park Drive #350
St. Paul, MN 55108
(pursuant to Minn. State Chapter 141)

Bonded By:
Old Republic Surety Company

Mission:

Assisting people in recognizing their resources in order to maximize opportunities for growth and success in any area of their life.

The Meta Institute Objectives:

To provide a professional and safe environment that will enable students to maximize their learning potential.

To provide comprehensive, and integrated programs that provide thorough understanding of the techniques, skills and theories presented regarding human behavior and healing.

To provide a variety of diverse learning opportunities to students to deepen their level of understanding of the material and improve their overall application of the skills.

To be sensitive to the special needs of adult learners and create a stimulating, yet non-competitive, learning environment.

To recognize the physical, emotional, spiritual, and intellectual dimensions of all human beings and their behavior and provide an opportunity for individuals to experience transformation and integration of these components.

To provide a comprehensive, cutting edge, highly ethical and caring learning experience through well trained and highly skilled trainers.

To provide a valuable contribution to the field of Human Growth and Development



Continuing Education Credit:

The Meta Institute's classes have been accepted for Continuing Education credit in the following professions.

Nursing
Social Work
Psychology
Chemical Dependency

If you have questions regarding CE credit please call The Meta Institute.

Facilities and Equipment

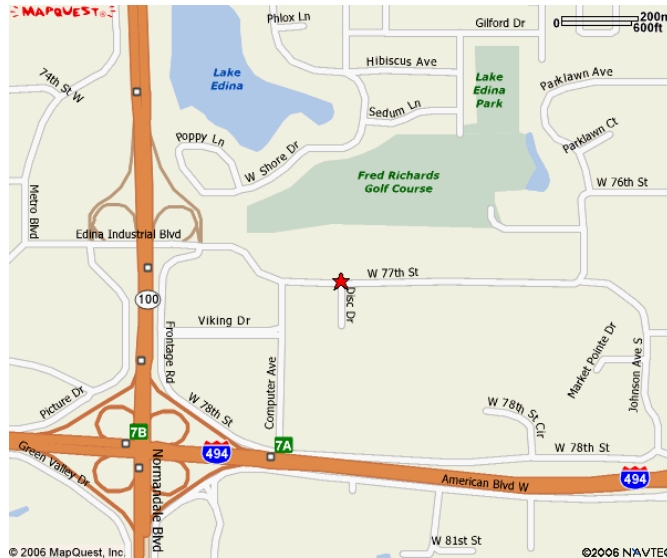
The Meta Institute is located at 4600 West 77th Street, Ste 230, Edina, MN 55435. The School has two large training rooms, a Student lounge, eight offices, a work room and a full kitchen. The Director has created a warm and comfortable atmosphere that is relaxed and casual to provide the optimum environment for adult learning. Books are available for purchase to enhance the learning and further each student's educational experience. There are 2 microwaves and a refrigerator available. Students are encouraged to bring whatever food, snacks etc. they need to support their learning experience. The Meta Institute does provide coffee, tea, water and snacks during all trainings. During meal breaks students can enjoy the surrounding neighborhood, with its many restaurants and stores.

Class Room Setting And Format:

As a policy, The Meta Institute uses many different kinds of media and presentation enhancements throughout all training modules. Class size is kept small and there are generally two to four trainers present at all times, and several assistant trainers. The Meta Institute may bring in additional expert trainers and assistants from around the world to enhance the training experience. Students can expect to learn through standard lecture, discussion formats, demonstration and exercises. Learning modules typically consist of about 25% Lecture, 50% supervised exercises, and 25% demonstration.

Map

4600 West 77th Street, Ste 230, Edina, MN 55435



(Located in the Pentagon Park Buildings)

(This site **is** wheel chair accessible)

Parking

Parking is available surrounding the building

***The easiest way to enter the building
(if you do not need the handicap entrance),
is through the West side of the building
using the entrance closest to the far end of the building***

Class Cancellation Policy:

The Meta Institute may find it necessary to cancel a class due to inclement weather or other unforeseen problems. Students will be contacted immediately and a make up date for classes canceled will be arranged.

English Language Proficiency:

The Meta Institute students must be sufficiently proficient in spoken and written English to undertake studies.

Non-Discrimination Policy:

The Meta Institute does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, affectional preference or disability in its programs or activities.

Complaint Procedure:

The Meta Institute requires suitable standards of ethical conduct and personal responsibility from its students. Should a student wish to dispute any dismissal, evaluation, test or other implementation of policies, students are encouraged to request a meeting with the Director of The Meta Institute. All decisions by the Director are final.

Admission Policy and Procedures

Due to the diverse nature of the certification courses offered at The Meta Institute, Admissions Policy and Procedure vary from program to program. Please refer to each individual program for details.

Attendance Requirements:

Students enrolled in any of the programs that are 40 hours in length or less are required to attend all classes. Students who miss any portion of the program will be required to retake the program in its entirety for certification. Additional time must be allocated and self-managed by the student for assignments, reading, practice, skill development and internship. Programs that are more than 40 hours in length

have their own specific absence policies. Please refer to each individual program for details.

Make-Up Class Policy

If students miss any classes, the material covered and all assignments are the responsibility of the students. Students must make up the work by meeting with a fellow student, borrowing an audio tape that corresponds with the course content (where applicable) or setting up a tutorial with one of the instructors at a fee of \$125 an hour, or with any Assistant Trainer at \$100 an hour. Trainers may assign additional course work as deemed necessary when students are absent from a class.

Absences Policy:

Students will be dismissed from any certification program for excessive absences. If a student is dismissed for excessive absences they will receive a refund according to the refund policy. Please refer to each individual program for Absence Policy pertaining to that program.

Certification Requirements

Certificate requirements include successful completion of all required course work, including demonstration showing adequate level of practical proficiencies to the satisfaction of the Trainers. Upon completion of the course, the final outcome is determined as “Unsatisfactory”, “Satisfactory”, “Excellent” or “Honors”. Certificates are presented only if the student has maintained an overall standing of “Satisfactory”. Prior to certification, students are required to sign a code of ethics agreement.

Office Hours:

Telephone: 952.831.6382 (meta)

Fax: 952.831.6383

Web: <http://www.metainstitute.com>

Email: meta@metainstitute.com

Admission, Registration and General Inquiries:

Monday through Fridays 9:00 am - 3:00 pm, by appointment only.

Closed on holidays.

Grading Policy:

The Meta Institute uses a grading system of “Unsatisfactory”, “Satisfactory”, “Excellent” or “Honors”.

Below 69%	Unsatisfactory
70%-84%	Satisfactory
85%-94%	Excellent
95% +	Honors

Grades are based on evaluation of each student in the following 4 Areas:

Attendance-10%,
Professional Conduct-30%,
Performance of Skills -30%,
Tests, Homework, Internship - 30%.

Transfer of Credit or Work/Life Experience

The Meta Institute does not accept any transfer of credit in pursuit of the following certifications: Hypnosis, NLP, or Therapeutic Coaching®.

The Meta Institute will accept prior certification and training in Reiki Level One in order to attend subsequent levels of training. Students will be required to forward a copy of their certificate to the Meta Institute prior to taking the class.

Employment and Careers:

The Meta Institute maintains a strong orientation towards practical and effective career development. The majority of graduates will be able to directly translate any of their skills into a significantly enhanced career or private healing or coaching practice. See individual programs for more information. The Meta Institute does not provide career placement for students. The Meta Institute does provide career education in the classroom, and posts any employment opportunities for students to pursue on their own. Students must follow the Department of Health’s Complementary and Unlicensed Health Care Practitioner Guidelines. The Meta Institute will provide each student with materials as well as all the necessary information to be in compliance.

Buyer's Right to Cancel Refund Policy

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started.

If a student gives a written notice of cancellation after five business days of the execution of the contract or day on which the student is accepted, but before the start of the program by the school, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student.

If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges plus 25 percent of the total program cost (25 percent not to exceed \$100.00).

Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.

This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course.

Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to the date of delivery of the notice of acceptance: and if delivered by mail, the postmark date of the letter of acceptance.

Dismissal Policy:

The Meta Institute reserves the right to dismiss any student for the following reasons:

1. Unsatisfactory progress in completing the curriculum and requirements set forth in this Program Catalog, pursuant to the policies of The Meta Institute.
2. Conduct that may be harmful to the reputation of The Meta Institute, or fellow students.
3. Behavior that is disruptive to the learning process of other students or disruptive to the teaching process of the instructors.

The Meta Institute strives to create a safe, nurturing and fun learning environment for all students. If a student exhibits any inappropriate behavior in the classroom that is disruptive to the training, or exhibits a lack of appropriate boundaries and ethics the student will be asked to attend a conference with the Director of The Meta Institute to discuss their behavior and a plan of action will be created to address and correct the behaviors. If the behaviors are not or can not be corrected or the inappropriate behavior is so severe, the student will be dismissed from the program and a refund will be given according to the refund policy.

4. Unsatisfactory attendance.
5. Nonpayment of tuition.
6. A determination by The Meta Institute that the student has participated in cheating with respect to any class assignment or examination administered by The Meta Institute.
7. Consumption of, possession of, or being under the influence of alcohol or non-prescription drugs by a student while the student is attending class.

In the event that dismissal occurs, the dismissed student will remain responsible for payment of all outstanding program fees for services received.

Financial Assistance:

The Meta Institute accepts Cash, Checks, Credit Cards (Visa, MC and Discover Card). Financial assistance is available to qualified applicants who wish to finance the cost of their studies. Financing is available through The Meta Institute for a nominal set up fee of \$50 and a 10% finance charge on 12-15 month payment plans and a 12% finance charge on 18-24 month payment plans. Students are asked to pay the deposit on time and are able to finance the balance of the tuition. There will be a late payment fee charge of \$25. Only students who have made payments according to a predetermined payment plan will be allowed to attend classes. Student payment dates are listed on the student's tuition payment schedule and are generally the 15th of each month. ***Please fill out the enclosed Financial Application for consideration.***

Withdrawal

A student who wishes to withdraw from the program must submit a written, signed and dated letter informing The Meta Institute of her/his intentions. If a student fails to attend class and does not contact The Meta Institute within any period of 21 calendar days while actively enrolled, (s)he will automatically be dismissed from the program, and any refund due will be calculated from that date. Any student withdrawing from The Meta Institute will receive a refund in accordance with the refund policy.

Start Dates

Coaching classes typically start once to twice a year depending on the varying schedules. Please consult the enclosed calendar for specific start and end dates of class.

All other classes are scheduled month to month and are posted on our web site and listed in our newsletter. Please consult either for up to date schedules or call our office for more information.

College Credit and Financial Aid

The Meta Institute's Therapeutic Coaching® program has been approved by MNSCU (MN State Colleges and Universities) for 24 college credits to be delivered at The Meta Institute or Anoka Technical College located at 1355 West Highway 10, Anoka, MN. We are still in negotiation with Anoka Technical College for a future start date at their campus.

Therapeutic Coaching® Certification Program

Admission to the Therapeutic Coaching Program requires students to fill out the enclosed application, send it along with an application fee of \$25.00 and attend an open house. Please see the enclosed schedule for open house dates.

TC-101-Therapeutic Coaching

\$7,500

TC-102-P—Practicum and Certification

Included

Tuition includes class manual, textbooks, cost for class retreat, liability insurance for time in class and graduation ticket.

The Therapeutic Coaching® Program is a year-long, 500 hour intensive, integrative certification Program. There are 350 class hours, and 150 hours of additional work which includes prep, study, assignments and practicum. Unlike many other coaching programs, this unique program will offer a thorough hands on learning environment where you can experience and practice coaching skills as you learn them. You will be able to watch elegant demonstrations of the material being taught as well as being able to receive one-on-one feedback from the instructors to enhance your learning process. The Therapeutic Coaching® Program includes skills and techniques from the following fields:

Hypnosis
Systems Theory
Quantum Physics
Developmental Stages
Life Cycle Changes
Motivational Counseling
Team Building and Leadership
Neuro Linguistic Programming

Learning Styles
Gestalt Therapy
Emotional Intelligence
Past Life Healing
Experiential Learning
Professional Development
Couples Communication Coaching

Our 15 month program will teach you all the skills you need to begin to assist people in achieving their goals, breaking through obstacles and maintaining success in any area of their lives. You will be able to understand how a problem is linguistically coded at the unconscious level through the use of language and structure your language to produce the most profound change in the least amount of time. You will be able to work with clients one on one, over the phone, work with large or small corporations, the applications are endless! The Meta Institute strives to provide the most optimal learning environment to enhance the learning experience for the student. Here are just a few of the applications and/or areas you can apply your therapeutic coaching skills to:

- Career shifts or enhancements
- Performance enhancement (ie. the arts, theater, sports, academics, public speaking, organizational teams, management, etc.)
- Mind/Body/Spirit healing and integration
- Corporate turn around specialist
- Quality communication enhancement for families, couples, and individuals
- Increase emotional intelligence

In addition, your Therapeutic Coaching® skills can be combined with other modalities to further enhance your clients' growth experience.

TC-102-P-Therapeutic Coaching Practicum and Certification \$Included

This is a required course for students wishing to be Certified as a Therapeutic Coach®. The Practicum will run concurrent with the course work. Practicums must be completed by the end of the 15 months. Practicums are individually designed to meet the needs of the student and criteria for certification. Students should be prepared to spend at least 150 hours completing their practicum. Practicum includes written reviews and 4 case studies using your skills as a Therapeutic Coach®. Practicum work includes outside study, review, and written assignments. Together, this course and practicum combine to create the most comprehensive 15 month long training program in Coaching available today.

Employment Opportunities

Employment options for The Meta Institute graduates of Therapeutic Coaching, include developing a private practice, enhancing your current scope of practice of clinical practice or business consulting and depending on your current educational status, a growing number of positions in human resource departments, hospitals, hypnosis clinics, human service agencies, performance coaching, corporate consulting and management. Typical coaching hourly wages vary widely from \$60 to \$250 per hour, and are in great demand in the Corporate and private sector.

If you would like to speak with one of the instructors over the phone or in person, please call to make an appointment. You can also reserve a seat at one of our free Open Houses. To receive an application and information packet please call us at 952.831.6382 (meta) or e-mail: metainst@msn.com

Therapeutic Coaching® Absences Policy:

Students will be dismissed from the program for excessive absences. If a student is dismissed for excessive absences the refund policy stated in the enrollment agreement will apply

- 1-4 Days Student must make up all required work as stated above.
- 5-7 Days Student must make up all required work as stated above and is placed on probation until completion of program.
- 8-9 Days Student may be dismissed at the discretion of the trainers.
- 10 Days Student is automatically dismissed from the program.

Certifications Awarded

Students who successfully complete all required course work and practicum will receive the following Certifications:

***Certified Therapeutic Coach®
Certified Practitioner of NLP
Certified Master Practitioner of NLP
Certified Master Hypnotherapist
Certified Master Practitioner of Humanistic
Neuro-Linguistic Psychology™***



Therapeutic Coaching® Trainers' Training Certification

Admission to the Therapeutic Coaching® Trainers' Training Certification program requires students to successfully complete the Therapeutic Coaching Certification class and fill out the enclosed application and send it along with an application fee of \$25.00.

TC-TT-103-T. C. Trainer's Training Certification **\$9,000**
TC-TT-104-P—Practicum and Certification **Included**
Tuition includes class manual, 2 years professional liability insurance, retreat room & board.

The Therapeutic Coaching® Trainers' Training Certification Program is a 26-30 month, 160 class room hour, intensive, hands on, Certification Program. There are 900 hrs of practicum which includes prep, study, assignments and teaching and training both internally and externally that are part of the practicum. Unlike many other Trainers' Training programs, this unique program will offer a thorough hands on learning environment where you can experience and practice Training skills as you learn them, receive immediate feedback and have the opportunity to put your skills to practice with hands on supervisory and coaching support. You will be able to watch elegant demonstrations of the material being taught as well as being able to receive one-on-one feedback from the instructor to enhance your learning process. Video taping of your training experience is utilized to support your development as a Trainer. The Therapeutic Coaching® Trainers' Training Program includes the following skills and techniques:

NLP Communication Model	Stage Anchoring Layout
Basic Presuppositions of Training	Multi-Embedded Metaphor
Chaos & Order and Dissipative Structures	Demo Using Metaphor with Auditory Anchoring
Steps to Using Chaos Theory as an Ally	Principles of Suggestion in Training
Morphogenic Fields	Effective Presentation
Transforming Realities in Training	Audience/Group Induction
Group Process Developmental Stages	Training Assessment Questions
Forming, Storming, Norming and Performing	Learning and Training Styles
Group Rapport	The 4-Mat System
Working with the Unconscious Leader	The "Classical" NLP Training Design
Hypnotic Feedback Sandwich	Story Boarding
General Guidelines for Effective Feedback	Hypnotic Suggestion in Training Design
Ideas for Utilizing Participants Feedback	The Use of Language in Training Design for
Satir Categories in Training	Maximizing Learning and Change Effectively

Therapeutic Coaching® Trainers' Training Certification

TC-TT-104P Practicum and Certification

\$Included

This is a required course for students wishing to be Certified as a Therapeutic Coaching® Trainer. The Practicum will run concurrent with the course work. The Practicum must be completed by the end of the 26-30 months. The Practicum is individually designed to meet the needs of the student and criteria for certification. Students should be prepared to spend at least 900 hours completing their practicum. First Year Practicum includes: Assisting within a Therapeutic Coaching® Class one weekend a month, preparing & delivering student evaluations, evaluating & coaching students on their performance during exercises, facilitating student study groups, presenting at Open Houses, teaching segments of existing classes at The Meta Institute, one-two times per month, present a 1-3 hour workshop, present a 1-3 day workshop. Supervision groups meet one time per month for 5 hours providing extensive feedback post-delivery of trainings. Second Year Practicum includes: All of the above as well as presenting 6-10 Therapeutic Coaching segments in a Therapeutic Coaching Class and demonstrations of techniques during teaching process. Written comprehensive testing is administered to insure course content proficiency. Together, this course and practicum combine to create the most comprehensive, 26-30 month long Trainers' Training program in available in the Coaching field.

Employment Opportunities

Employment options for The Meta Institute graduates of Therapeutic Coaching® Trainers' Training Certification, include developing a Training practice, enhancing your current scope of Training, providing Training to corporation or organizations as a consultant. Working at The Meta Institute as a Trainer in house and as a per-diem instructor. Trainers in today's market earn anywhere from \$100 a day to \$1,000 a day depending on skill and experience and the content and size of the training.

Certifications Awarded

Students who successfully complete all required course work and practicum will receive the following Certifications:

***Certified Trainer of Therapeutic Coaching®
Certified Trainer of Neuro-Linguistic Programming
Certified Trainer of Hypnosis***

Spiritual Therapeutic Coaching™ Certification Program

Admission to the Spiritual Therapeutic Coaching™ Program requires students to fill out the enclosed application and send it along with an application fee of \$25. You will be called to set up an interview with Mary Beth following submission of a completed application.

STC-101-Spiritual Therapeutic Coaching™

\$5,000

STC-102-P—Practicum and Certification

Included

Tuition includes class manual, textbooks, materials for in class projects.

The Spiritual Therapeutic Coaching™ Program is a 15 month, integrative certification Program. There are 248 class hours, and 100 hours of additional work which includes prep, study, assignments and practicum. This unique program will offer a thorough experiential learning environment where you can experience and practice spiritual coaching skills as you learn them. You will be able explore and connect to what aspects of the spiritual realm you choose to connect with on your personal journey. This experience will include demonstrations of the material being taught as well as being able to receive one-on-one feedback from the instructors to enhance your learning process. The Spiritual Therapeutic Coaching™ Program includes skills and techniques from the following fields:

Levels of Consciousness

Metaphor

Quantum Physics

Anatomy and Physiology

Numerology

Field Trips

Alchemy

Ritual

Greek Mythology

Mandalas

Spiritual Astrology

Eastern Spiritual Practices

Jungian Psychology

Intentional Cooking

Energy

Chinese Medicine

The Tarot

The Kabbalah

Natural Elements

Dreams

Animal Totems

Past Life Regression

Spiritual Cleansings

Planes of Existence

Our 15 month program will teach you all the skills you need to begin to assist people in achieving their spiritual goals, breaking through obstacles and maintaining success in any area of their lives on a deeply personal level. You will be able to understand and assess a person's connection to their spirit. You will be able to work with clients one on one, or in groups. The Meta Institute strives to provide the most optimal learning environment to enhance the learning experience for the student. Here are just a few of the applications and/or areas you can apply your therapeutic coaching skills to:

Career shifts or enhancements

Performance enhancement (ie. the arts, theater, sports, academics, public speaking, organizational teams, management, etc.)

Mind/Body/Spirit healing and integration

Quality communication enhancement for families, couples, and individuals

Increase emotional intelligence

In addition, your Therapeutic Coaching® skills can be combined with other modalities to further enhance your clients' growth experience.

STC-102-P—Practicum and Certification

Included

This is a required course for students wishing to be Certified as a Spiritual Therapeutic Coach™. The Practicum will run concurrent with the course work. Practicums must be completed by the end of the 15 months. Practicums are individually designed to meet the needs of the student and criteria for certification. Students should be prepared to spend at least 30 hours completing their practicum. Practicum includes written reviews and 2 -3 case studies using your skills as a Spiritual Therapeutic Coach™. Practicum work includes outside study, review, and written assignments. Together, this course and practicum is combined to create the most comprehensive 15 month long training program in Spiritual Coaching available today.

Certifications Awarded

Students who successfully complete all required course work and practicum will receive the following Certifications:

Certified Spiritual Therapeutic Coach™

Application Process

Please complete the application form. Write a personal essay that explains in detail your motivation for taking the class, what spiritual beliefs you have and if you practice it a particular way. Fill out the reference form providing 2 personal references. Schedule an interview with the instructor: Mary Beth Tracy.

Pre-requisite for Applying

Current Certification in Therapeutic Coaching®

Or

Completion of the eight month of the course with a passing grade and at least very good rating at evaluation.

If you would like to speak with the instructor over the phone or in person, please call to make an appointment. You can also reserve a seat at one of our free Open Houses. To receive an application and information packet please call us at

952.831.6382 (meta) or e-mail: metainst@msn.com

Hypnotherapist Certification

Admission to the Hypnotherapy Certification Program requires students to fill out the enclosed application and send it along with an application fee of \$25. Students must complete the following pre-requisites in order.

In addition to the required courses for Certification, the following two courses must be successfully completed for Certification as a Hypnotherapist. Students can take any of the required courses in any order for non-certification.

Hyp-101 Beginning and Intermediate Hypnosis Skills \$750

This 5 day 40 hour course is designed to introduce you to hypnosis, it's application, beginning and intermediate techniques that will allow you to experience trance phenomenon and facilitate trance experiences with others. This 5 day course will deepen your learning and integration of hypnotic language skills and techniques. You will learn hypnotic skills for emotional healing, while learning how to elicit trance phenomenon to deepen the learning and tranceformation. It is a required course for Certification as a Hypnotherapist.

Content Highlights:

Why hypnosis is useful	Post Hypnotic Suggestions
Suggestibility Test	Ericksonian Trance Inductions
What hypnosis is and dispel all the myths	The complete Hypnotic Interview
How to Create Rapport to Deepen Trance	Unconscious Reviewing
Calibration skills to recognize trance phenomena	Deep Trance Identification
Utilization of current experience to deepen trance	Trance Induction Techniques
Elicitation of Classical Hypnotic Phenomena	

Hyp-102-P-Hypnosis Practicum and Certification \$250

This is a required course for students wishing to be Certified as a Hypnotherapist. Students have 6 months from the completion of Hyp-101 to register and complete their practicum. Practicums are individually designed to meet the needs of the student and criteria for certification. Students should be prepared to spend at least 50 hours completing their practicum. Practicum includes written reviews and 2 case studies using your skills as a hypnotherapist.

Students should budget between \$75-\$100 for text books

Required Courses for Certification

NLP-101 & NLP102-P

Employment Opportunities

Employment options for The Meta Institute graduates as Certified Hypnotherapist, include developing a private Hypnosis practice, working in Hypnosis Clinics, growing and enhancing your current scope of clinical practice or medical practice. A Hypnotherapist's hourly wage ranges from \$60 to \$180 an hour depending on experience and other Educational experience.

Master Hypnotherapist Certification Program

Admission to the Master Hypnotherapy Certification Program requires students to fill out the enclosed application and send it along with an application fee of \$25. Students must complete the following pre-requisites in order.

In addition to the required courses for Certification, the following two courses must be successfully completed for Certification as a Master Hypnotherapist. Students can take any of the required courses in any order and may take them for non-certification.

Hyp-201 Advanced Hypnosis Skills

\$895

This 6 day, 48 hour course is an advanced course in the use of hypnotic language and skills. This is an advanced training for those of you who are interested in becoming masterful at Hypnotic Interventions with yourself or others, personally or professionally. You will learn new advanced hypnotic skills for emotional, spiritual and physiological healing, while learning how to elicit and utilize trance phenomenon to deepen the learning and tranceformation. This is a required course for Certification as a Master Hypnotherapist. (see pre-requisites above)

Content Highlights:

Utilization of complex hypnotic phenomena
Ericksonian Post Hypnotic Suggestion Protocol
Advanced Inductions Using Ideomotor Signaling
Comprehensive Hypnotic Protocol for Healing

Metaphor Construction
Unconscious Emotional Clearing
Hypnotic Dream Induction
Unconscious Learning Protocol

Hyp-202-P-Hypnosis Practicum and Certification

\$250

This is a required course for students wishing to be Certified as a Master Hypnotherapist. Students have 6 months from the completion of Hyp-201 to register and complete their internship. Practicums are individually designed to meet the needs of the student and criteria for certification. Students should be prepared to spend at least 50 hours completing their practicum. Practicum includes written reviews and 2 case studies using your skills as a hypnotherapist.

Students should budget between \$75-\$100 for text books

Required Courses for Certification

NLP-101 & NLP102-P

Hyp-101 & Hyp-102-P

NLP-201 & NLP-202-P

NLP Practitioner Training and Certification

Admission to the NLP Program requires students to fill out the enclosed application and send it along with an application fee of \$25. .

NLP-101– Practitioner Training in NLP \$2,000

This is a 12 day 96 hour, intensive lecture and experiential training will provide you with many skills for both personal growth and professional development. This unique training with a personalized internship, is the most comprehensive way to learn to become a Practitioner of NLP. NLP is the study of excellence. It is a model of communication created to enhance our level of communication with ourselves and others in order to maximize our potential. Discovering how to make the unconscious process of creating excellence conscious and possible for anyone to create and duplicate. Equally, NLP allows us to understand how behaviors are created so that we can easily and comfortably eliminate those behaviors that are no longer useful. The class size of this training is limited to provide you with personal attention and an optimal learning environment.

Content Highlights:

Sensory Acuity	Meta Model	Phobia and Trauma Relief
Eye Accessing Cues	Sub-Modalities	Reframing
Unconscious Rapport Skills	Outcomes	Parts Integration
Representational Systems	Strategies	Alignment Therapy™
Anchoring	Presuppositions	Healing Through Time™
Metaphor	Milton Model	NLP Assessment Model™
	Humanistic Neuro-Linguistic Psychology™	
	Unconscious Learning and Integration Skills	
	Aligning Your Future For Success™	

NLP-102-P-NLP Practicum and Certification \$250

This is a required course for students wishing to be Certified as a Practitioner of NLP. Students have 6 months from the completion of NLP-101 to register and complete their practicum. Practicums are individually designed to meet the needs of the student and criteria for certification. Students should be prepared to spend at least 50 hours completing their practicum. Practicum includes written reviews and 2 case studies using your skills as an NLP Practitioner.

Students should budget between \$75-\$100 for text books

Alignment Therapy™ and Humanistic Neuro-Linguistic Psychology™ are registered trademarks of Neuro-Energetics.

NLP Master Practitioner Training and Certification

Admission to the NLP Program requires students to fill out the enclosed application and send it along with an application fee of \$25. .

NLP-201– Master Practitioner Training in NLP \$1,700

This is a 10 day 96 hour training that will take your NLP Practitioner skills to the next level of understanding and expertise. It will provide you with the latest cutting edge technology developing in NLP, and refine your existing skills. This advanced training and learning experience is a one of a kind opportunity to fully integrate your existing skills while layering in new techniques at a deeper more profound level. Completion of this training prepares you to be eligible to attend Trainers Training when you are ready to go to the next level with your skills. This intensive didactic, and experiential training with a personalized practicum, is the most comprehensive way to learn to become a Master Practitioner of NLP. The class size of this training is limited to provide you with personal attention and an optimal learning environment.

Master Practitioner Content:

Quantum Healing Techniques
Allergy Relief Model
Logical Levels
Neuro-Drivers
Healing Paradigms
Meta Programs
Aligning Values

Future Sourcing
Problem Dissolver
Drop Through - Technique
Values Elicitation and Utilization
Resolving Values' Conflict
Modeling Project
Beyond Words™

Sleight of Mouth Patterns
Learning the art of Demos in a group
In-depth Personal Breakthrough Sessions
Training and Presentations Skills

NLP-202-P-NLP Practicum and Certification \$250.00

This is a required course for students wishing to be Certified as a Master Practitioner of NLP. Students have 6 months from the completion of NLP-201 to register and complete their practicum. Practicums are individually designed to meet the needs of the student and criteria for certification. Students should be prepared to spend at least 50 hours completing their practicum. Practicum includes written reviews and 2 case studies using your skills as an NLP Master Practitioner.

Students should budget between \$75-\$100 for text books

Neuro-Linguistic Programming Absences Policy:

Students will be dismissed from the program for excessive absences. If a student is dismissed for excessive absences they will not be refunded any program fees and will be required to pay any remaining balance due, for the entire cost of the program.

- | | |
|---------|--|
| 1- Days | Student must make up all required work as stated above |
| 2- Days | Student must make up all required work as stated above and is placed on probation until completion of program. |
| 3- Days | Student may be dismissed at the discretion of the trainers |
| 4 -Days | Student is automatically dismissed from the program |

Students who successfully complete all required course work and practicum for NLP-101 and NLP-102-P will receive the following Certifications

***Certified Practitioner of NLP
Certified Practitioner of Humanistic NLP™***

Students who successfully complete all required course work and practicum for NLP-201 and NLP-202-P will receive the following Certifications:

***Certified Master Practitioner of NLP
Certified Master Practitioner of Humanistic NLP™***

Employment Opportunities

Employment options for The Meta Institute graduates of NLP Course work, include developing a private practice, enhancing your current scope of clinical practice or business consulting and depending on your current educational status, a growing number positions in human resource departments. These skills will enhance anyone's communication and negotiation skills and improve their emotional intelligence. In today's fast paced changing employment environment, these skills are a must to remain a highly valuable employee, and prepare you to be able to adjust to any of these changes easily and effectively. Typical NLP Practitioner hourly wages vary widely from \$60 to \$250 per hour.

Reiki Level I

Admission to this Reiki Training Course requires students to fill out the enclosed registration form and send it along with the course fee. Students do not need any prior training or experience to take this course.

RKI-101 Level I Reiki Training

\$75

This is a 1 day 7 hour introductory class for anyone interested in learning about energy healing techniques for themselves and others. Reiki is a Japanese form of energy work used to relax, replenish and heal the body. Although Reiki dates back 2,500 to 3,000 years, it was rediscovered in the 1800's by Dr. Usui, a Japanese man, whose quest was to explain why physicians and other healers no longer had the power in their hands to heal people. "REI" means spiritual consciousness or wisdom, "KI" means life force. This spiritually guided life force energy that is Reiki is universal and has an intelligence of it's own. Dr. Usui believed that Reiki had been accessible to all people at one time. After a person is initiated into Reiki energy, whenever they place their hands on others or themselves, with the intention of using Reiki, the energy naturally flows. Reiki can be used to nourish and restore the body from every day life stressors. Reiki's soothing and balancing energy can be useful with ourselves, our loved ones, and even our pets. Whether it is a ten minute or a full body session, this gentle Reiki energy will allow the body to replenish and restore it's natural immune system. Reiki is not a substitute for medical care, however, it will support and enhance any form of treatment. Reiki can be used to aid the body's natural ability to heal headaches, exhaustion, colds, sleeplessness, injuries and any other form of "Dis-ease".

Course Content:

Definition of Reiki
Lineage and History
Healing with Reiki
Manual

Attunement (initiation into Reiki I)
Practice sessions
The hand positions for self healing
The five Reiki Principles

Students who successfully complete all required course work for RKI-101 will receive a certificate as a

First Degree Reiki Practitioner

Reiki Level II

Admission to this Reiki Training Course requires students to be certified as a First Degree Reiki Practitioner. Students need to fill out the enclosed registration form and send it to The Meta Institute and the course fee. First Degree Certificates from another school or instructor are permitted at this level only. If you have received instruction from another school or teacher please send a copy of your first degree certificate with your registration.

Required Prerequisite Course:

RKI-101

RKI-201 Level II Reiki Training

\$150

This 1 day, 7 hour course will assist the practitioner in continuing their personal and professional development as a healer and help guide them along their journey. Students will learn advanced healing skills and feedback on their current skill levels. Students will learn the use of ancient symbols to aid the healing process. Long distance healing techniques will be taught and practiced. A brief overview of issues to be addressed when starting a healing practice will be discussed to help students begin to prepare for a private practice.

Course Content:

First Three Symbols, meaning and uses	Practice & Additional Techniques
Long Distance Healing	Attunement (initiation into Reiki II)
Ethics and Permission	Development of a Healer
Manual	

Students who successfully complete all required course work for RKI-201 will receive a certificate as a

Second Degree Reiki Practitioner

Reiki Master

Admission to this Reiki Training Course requires students to be certified as a Second Degree Reiki Practitioner, and document at least 50 hours of providing Reiki sessions. These sessions may be a combination of volunteer work, paid experience, Reiki shares, or family and friends. Please contact us to receive the necessary documentation required. Students need to fill out the enclosed registration form and send it to The Meta Institute along with a copy of their First and Second degree Certificates, and the course fee. Students must have taken their Second Degree Training at the Meta Institute in order to register for this course.

Required Prerequisite Course: **RKI-101** **RKI-201**

RKI-301 Level III Reiki Master Training **\$300**

This 1 day 7 hour course is for those students interested in deepening their skills as a Reiki Practitioner and furthering their study and commitment to the process of energy healing. Students will be trained in the art of Reiki Initiation and Attunement, learn and use three new symbols, and demonstrate their skill and knowledge regarding Reiki Healing.

Course Content:

Additional Symbols	Practice Passing Attunements
Buddhist Interpretation of Symbols	Attunement into Reiki III
Learn the Process of Passing Attunements	Manual

Employment Opportunities

In addition to a private practice, Reiki practitioners can obtain employment at healing and massage clinics. Massage therapist and Nurses are among the many students who add these skills to their already existing skills. CE credit can be obtained for both massage therapists and Nurses.

Students who successfully complete all required course work for RKI-301 will receive a certificate as a

Reiki Master

Reiki Master Teacher

Admission to this Reiki Training Course requires students to be certified as a Reiki Master. Students need to fill out the enclosed registration form and send it to The Meta Institute along with a copy of their First and Second degree Certificates, and the course fee. Students must have taken their Second Degree Training at the Meta Institute in order to register for this course.

Required Prerequisite Course: RKI-101 RKI-201 RKI-301

RKI-301T Level III Reiki Master Teacher Training \$300

This 1 day 8 hour course follows the Reiki Master class for those students interested in teaching other students Reiki. This class allows the student to get an introductory level course in presentation skills to enhance their ability to teach effectively. Students will also participate in a supervised Internship for our Reiki Master Teacher Certification. After a student has taken the Reiki Master Teacher class, they will then be required to assist at a Reiki I & Reiki II class. In the role of assistant/apprentice, the student will participate in doing attunements, answering questions and providing guidance during practice sessions. The student will also participate in several briefings with the instructors throughout the day. During these meetings the student apprentice will have the opportunity to ask questions and share information about their observations and learnings during class. This will allow the student apprentice to take the information learned in their Master Teacher training and experience and process it on a different level for a deeper learning experience. The Reiki Master Teacher graduates will also receive a complete set of Reiki I, II & Master level manuals to teach from (these will also be available on disk).

Course Content:

Training and Presentation Skills	Understanding learning styles
Supervised Internship	Environment Preparation
How to Prepare a REIKI Class	

Employment Opportunities

In addition to the employment opportunities of a certified Reiki Practitioner, Reiki Master Teachers can offer training workshops and certify students at all three levels.

Students who successfully complete all required course work for RKI-301T will receive a certificate as a

Reiki Master Teacher

Discover the Healer in You

This is a unique process that was developed by Mirtha to assist students in achieving their highest intention of developing their skills as a healer and helping others to heal along their journey. This process allows students to journey inside themselves on a guided personal tour to discover any unwanted or limiting beliefs, values or objections that might get in the way of allowing the student to manifest their goal of becoming a healer. Once discovered, this process allows the student to clear these limiting beliefs, values and objections in a very personal and private way.

This guided imagery allows students to let go of what is no longer serving them and frees them up to connect to the true healer in themselves. They can now begin their journey to healing self and assisting others in healing. It is a very powerful process that was developed based on the Hawaiian spiritual and energy system called Huna.

Reiki Sessions

Reiki can be used to nourish and restore the body from every day life stressors. Whether it is a ten minute or a full body session, this gentle Reiki energy will allow the body to replenish and restore it's natural immune system. Reiki is not a substitute for medical care, however, it will support and enhance any form of treatment. Reiki can be used to aid the body's natural ability to heal headaches, exhaustion, colds, sleeplessness, injuries and any other form of "Dis-ease".

**Reiki Sessions are 60 minutes long and by appointment only.
Sessions are \$75.00**

Reiki Shares

The Meta Institute sponsors monthly Reiki Shares for Reiki Practitioners to get together and share experiences as well as give Reiki treatments to each other to support practitioner's self-care. Reiki Shares are open to anyone trained in Reiki by The Meta Institute at Level One, First Degree Reiki. Please call for more information.

Therapeutic Coaching Session

Sessions can be scheduled with Mirtha. A Coaching Session ranges from 1-3 hours. Sessions are billed at \$150 an hour.

By appointment only.

The Meta Institute also has a team of skilled Therapeutic Coaches® available for an array of services that include Coaching, Reiki, Inverse Wave Therapy, Healing Touch, Massage Therapy and Qi Gong.



The Meta Institute

Application and Agreement For: Therapeutic Coaching®, NLP and Hypnosis

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: (H) _____ (W) _____

E-Mail: _____ Cell Phone: _____

Social Security Number: _____

Education: (Check all that apply) Yr. Grad. _____

HS _____ College _____ (# of Yrs) Bach. Degree _____

Grad Degree _____ PhD _____

Certification Program Applying for: _____

Work Experience: (What fields have you worked in, and for how many years. Please be brief, we do not need any detail info on company name dates etc. Please just list the fields you have worked in, starting with the current first).



The Meta Institute

Financial Application and Agreement Therapeutic Coaching® Program - 500 total hours

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____

Phone #: (H) _____ (W) _____

E-Mail: _____ Cell Phone: _____

I would like to apply for the ___ month payment plan. I understand that I will be charged a \$50 set up fee and 10%-12% Financing Charge. My payments will be spread out over the course of ___ months in equal amounts of \$ _____. All payments are due on the 15th of each month. A late fee of \$25 will be assessed if I am more than 5 days late with any payment. I am responsible for getting my deposit in on time, and I understand that this is not a part of the amount financed.

Please check the program you prefer. Please note that certificates will not be issued until tuition is paid off in full.

_____ 12 Month Payment Plan

\$7,500
<u>-500 deposit</u>
\$7,000
\$ 50 Set up Fee
<u>\$ 700 10% Finance Charge</u>
\$7,750 Total Due in 12 equal payments over 12 months = \$645.83 per month

_____ 15 Month Payment Plan

\$7,500
<u>-500 deposit</u>
\$7,000
\$ 50 Set up Fee
<u>\$ 700 10% Finance Charge</u>
\$7,750 Total Due in 15 equal payments over 15 months = \$516.66 per month

_____ 18 Month Payment Plan

\$7,500
<u>-500 deposit</u>
\$7,000
\$ 50 Set up Fee
<u>\$ 840 12% Finance Charge</u>
\$7,890 Total Due in 18 equal payments over 18 months = \$483.33 per month

_____ 24 Month Payment Plan

\$7,500
<u>-500 deposit</u>
\$7,000
\$ 50 Set up Fee
<u>\$7,050</u>
<u>\$ 840 1st Year 12 % Finance Charge</u>
<u>\$ 420 2nd Year 12% Finance Charge</u>
\$8,310 Total Due in 24 equal payments over 24 months = \$346.25 per month

Financial Application and Agreement

Employment History:

Current Employer: _____

Position Held: _____

Years in Current Position: _____ Yearly Gross Salary: _____

Prior Employment: _____

Position Held: _____

Years Employed: _____ Yearly Gross Salary: _____

I _____ agree to pay The Meta Institute in _____ equal payments of \$ _____. I understand that all payments are to be made on time and that my graduation and certification will be withheld until all payments are satisfied in full. I understand that I may be dismissed from the program for failure to make payments according to this agreement.

I understand that this is a legally binding contract upon written acceptance by the school unless cancelled pursuant to the Buyer's Right to Cancel which is attached hereto and made a part hereof by reference.

Student Signature

Date

The Meta Institute, 4600 West 77th Street, Ste 230, Edina, MN 55435
952.831.6382 (meta) fax: 952.831.6383



The Meta Institute

4600 W. 77 St., Ste. 230

Edina, MN 55435

952-831-6382

Notice of Cancellation

Program I wish to cancel my enrollment in _____

Date of Transaction _____

If you do not want the goods and services described above, you may cancel your enrollment by mailing or delivering a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to:

**The Meta Institute
4600 West 77th Street, Ste 230
Edina, MN 55435
952.831.6382 (meta)**

Not later than midnight of the fifth business day following the post marked date of your signed letter of acceptance. If you cancel, any payments made by you under the contract or sale will be returned within 30 business days following the postmarked date of the Notice of Cancellation. Any property traded in and any instrument executed by you will be returned within ten business days following receipt by the seller of your cancellation notice and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good a condition as when received any goods delivered to you under this contract. Or you may if you wish comply with the seller regarding the return shipment of the goods at the sellers expense and risk.

If the seller does not pick up the goods within 20 days of the date of our Notice of Cancellation, you may retain or dispose of them without further obligation.

I hereby cancel this transaction

Date

Signature

Buyer's Right to Cancel / Refund Policy

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started. If a student gives a written notice of cancellation after five business days of the execution of the contract or day on which the student is accepted, but before the start of the program by the school, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student. If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges plus 25 percent of the total program cost (25 percent not to exceed \$100.00). Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course. Written notice of cancellation shall take place on the date the letter of cancellation is post-marked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to the date of delivery of the notice of acceptance: and if delivered by mail, the postmark date of the letter of acceptance.



The Meta Institute

Therapeutic Coaching® Calendar 2010-2011 Class Q

Open House Schedule

Tuesday, February 23, 2010 from 6:30 - 8:30pm

Tuesday, March 16, 2010 from 6:30 - 8:30pm

Thurs., April 8, 2010 from 6:30 - 8:30pm

2009-10 Class Schedule

Attendance is required at Orientation

Orientation is scheduled for Tuesday, September 14, 2010 from 6:30-9:00 pm

Classes run 10:00 am - 6:30 pm

2010

September	14	Tuesday (Orientation 6:30-9:00pm)
September	16-19	Thursday - Sunday
October	22-24	Friday - Sunday
November	12-14	Friday - Sunday
December	10-12	Friday - Sunday

2011

January	14-16	Friday - Sunday
February	11-13	Friday - Sunday
March	11-13	Friday - Sunday
April	1-3	Friday - Sunday
April - May	29-1	Friday - Sunday
May	20-22	Friday - Sunday
June	17-19	Friday - Sunday
July	15-17	Friday - Sunday
August	12-14	Friday - Sunday
September	9-11	Friday - Sunday
October	7-9	Friday - Sunday

Graduation Party **Friday, November 18th, 6:30-10:30 pm**

The \$500 deposit is due upon acceptance. All monthly payments are due before the 15th of the month, unless otherwise specified in the payment plan.



The Meta Institute

Financial Application and Agreement Spiritual Therapeutic Coaching™ Program - 348 total hours

Name: _____

Address: _____

City: _____ State _____ Zip Code: _____

Social Security Number: _____

Phone #: (H) _____ (W) _____

E-Mail: _____ Cell Phone _____

I would like to apply for the ___ month payment plan. I understand that I will be charged a \$50 set up fee and 10%-12% Financing Charge. My payments will be spread out over the course of ___ months in equal amounts of \$ _____. All payments are due by the 15th of each month. A late fee of \$25 will be assessed if I am more than 5 days late with any payment. I am responsible for getting my deposit in on time, and I understand that this is not a part of the amount financed.

Please check the program you prefer. Please note that certificates will not be issued until tuition is paid off in full.

_____ 12 Month Payment Plan

\$5,000
-400 deposit
\$4,600
\$ 50 Set up Fee
\$ 460 10% Finance Charge
\$5,110 Total Due in 12 equal payments
over 12 months = \$ 425.83 per month

_____ 15 Month Payment Plan

\$5,000
-400 deposit
\$4,600
\$ 50 Set up Fee
\$ 460 10% Finance Charge
\$5,110 Total Due in 15 equal payments
over 15 months = \$340.67 per month

_____ 18 Month Payment Plan

\$5,000
-400 deposit
\$4,600
\$ 50 Set up Fee
\$ 552 12% Finance Charge
\$5,202 Total Due in 18 equal payments
over 18 months = \$289.00 per month



The Meta Institute

Financial Application and Agreement

Employment History:

Current Employer: _____

Position Held: _____

Years in Current Position: _____ Yearly Gross Salary: _____

Prior Employment: _____

Position Held: _____

Years Employed: _____ Yearly Gross Salary: _____

I _____ agree to pay The Meta Institute in _____ equal payments of \$_____. I understand that all payments are to be made on time and that my graduation and certification will be withheld until all payments are satisfied in full. I understand that I may be dismissed from the program for failure to make payments according to this agreement.

I understand that this is a legally binding contract upon written acceptance by the school unless cancelled pursuant to the Buyer's Right to Cancel which is attached hereto and made a part hereof by reference.

Student Signature

Date



The Meta Institute

Application and Agreement For: Spiritual Therapeutic Coaching™

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: (H) _____ (W) _____

E-Mail: _____ Cell Phone: _____

Social Security Number: _____

Education: (Check all that apply) Yr. Grad. _____

HS _____ College _____ (# of Yrs) Bach. Degree _____

Grad Degree _____ PhD _____

Therapeutic Coaching© Class Letter: _____ Graduation Date: _____

Work Experience: (What fields have you worked in, and for how many years. Please be brief, we do not need any detail info on company name, dates etc. Please just list the fields you have worked in, starting with current first.)

Personal Essay: (Your motivation for taking the class, what spiritual beliefs you have and if you practice in a particular way. Please use extra paper if necessary.)

Please remember to submit two personal references with your application.

Student Signature

Date

The Meta Institute does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, affectional preference or disability in its programs or activities.

The Meta Institute is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 141.21 to 141.32. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

The Meta Institute, 4600 West 77th Street, Ste 230, Edina, MN 55435
952.831.6382 (meta) fax: 952.831.6383



The Meta Institute

Spiritual Therapeutic Coaching™ Calendar 2010-2011 Class B

Open House Schedule

January 12th (Tues.) 6:30pm —8:30pm

2010 - 2011 Class Schedule

Classes Run: Fridays and Saturdays, 10:00am -6:00pm

2010

<i>April/May</i>	<i>30-1</i>	<i>Friday - Saturday</i>
<i>May</i>	<i>21-22</i>	<i>Friday - Saturday</i>
<i>June</i>	<i>25-26</i>	<i>Friday - Saturday</i>
<i>July</i>	<i>30-31</i>	<i>Friday - Saturday</i>
<i>Sept.</i>	<i>17-18</i>	<i>Friday - Saturday</i>
<i>Oct.</i>	<i>15-16</i>	<i>Friday - Saturday</i>
<i>Nov.</i>	<i>19-20</i>	<i>Friday - Saturday</i>
<i>Dec.</i>	<i>17-18</i>	<i>Friday - Saturday</i>

2011

<i>Jan.</i>	<i>14-15</i>	<i>Friday - Saturday</i>
<i>Feb.</i>	<i>11-12</i>	<i>Friday - Saturday</i>
<i>March</i>	<i>4-5</i>	<i>Friday - Saturday</i>
<i>March</i>	<i>25-26</i>	<i>Friday - Saturday</i>
<i>April</i>	<i>22-23</i>	<i>Friday - Saturday</i>
<i>June</i>	<i>3-4</i>	<i>Friday - Saturday</i>
<i>July</i>	<i>8-10 (3 days)</i>	<i>Thursday - Saturday</i>

The \$400 deposit is due upon acceptance. All monthly payments are due the 15th of the month, unless otherwise specified in the payment plan.



The Meta Institute

4600 West 77th St., Suite 230
Edina, MN 55435
952.831.6382

Notice of Cancellation

Program I wish to cancel my enrollment in _____

Date of Transaction _____

If you do not want the goods and services described above, you may cancel your enrollment by mailing or delivering a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to:

The Meta Institute
4600 West 77th Street, Ste 230
Edina, MN 55435
952.831.6382 (meta)

Not later than midnight of the fifth business day following the post marked date of your signed letter of acceptance. If you cancel, any payments made by you under the contract or sale will be returned within 30 business days following the postmarked date of the Notice of Cancellation. Any property traded in and any instrument executed by you will be returned within ten business days following receipt by the seller of your cancellation notice and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good a condition as when received any goods delivered to you under this contract. Or you may if you wish comply with the seller regarding the return shipment of the goods at the sellers expense and risk.

If the seller does not pick up the goods within 20 days of the date of our Notice of Cancellation, you may retain or dispose of them without further obligation.

I hereby cancel this transaction

Date

Signature

Buyer's Right to Cancel / Refund Policy

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started. If a student gives a written notice of cancellation after five business days of the execution of the contract or day on which the student is accepted, but before the start of the program by the school, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student. If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges plus 25 percent of the total program cost (25 percent not to exceed \$100.00). Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of the enrollment agreement shall be presumed to the date of delivery of the notice of acceptance: and if delivered by mail, the postmark date of the letter of acceptance.



Assisting people in recognizing their resources
in order to maximize opportunities for growth
and success in any area
of their life.

The Meta Institute, Training and Healing Center
4600 West 77th Street, Ste 230
Edina, MN 55435

Phone: 952.831.6382 (meta)

Fax: 952.831.6383

Email: meta@metainstitute.com

Web Site: www.metainstitute.com