

## Important Information

You must read the following information carefully before filling out a Transfer Credit Application form.

### Introduction

Lotus Palm acknowledges that in some cases, a student has taken prior courses or has knowledge equivalent to some of the courses required in the **Swedish Massage Therapist Program, Thai Yoga Massage Practitioner Training Program** or the **Thai Yoga Massage Therapist Program**. In these cases, the student must prove that they have the necessary level of knowledge, skill or ability to obtain the requested transfer credit. This document provides the guidelines, general conditions, restrictions and procedures for applying for a transfer credit.

### Transfer Credits

Transfer credits are granted for recognized university, college and professional association courses in which the standards and content are equivalent to courses offered by Lotus Palm. This applies to courses taken both in and outside of Canada. Transfer credits must be obtained by completing the appropriate application process.

Lotus Palm assumes that students are competent in the courses from which they have received transfer credits.

University, college and professional courses completed less than two years ago are eligible as transfer credits. Courses completed three years ago are eligible as transfer credits pending a competency exam or competency session. Courses completed more than three years ago are not eligible for transfer credits, unless the student can prove they have been consistently working in a related field in the interim. For more information, please see general conditions below.

It is not necessary to enrol in the program in order to submit an application for a transfer credit(s).

Lotus Palm reserves the right to change transfer credit policies without notice as program requirements and/or course contents are revised.

### Conditions and Restrictions

- A minimum grade of 70% must have been earned for a course to qualify for evaluation
- A maximum of three (3) transfer credits can be awarded
- An application fee is applicable for each course considered for evaluation
- Courses completed two years ago or less are eligible for evaluation
- Courses completed between two and three years ago are eligible for evaluation pending the successful completion of a required competency exam or competency session
- Courses completed more than three years ago are eligible for evaluation only if the student can prove they have been consistently working in a related field in the interim and pending the successful completion of a required competency exam or competency session,
- There is no fee to write a first competency exam (supplementary courses only)
- A failed competency exam can be retaken once; a \$40 fee will apply

- To pass the comparative evaluation, a course's content must demonstrate an 80% + similarity to the course the transfer credit is being requested for
- A minimum mark of 70% must be obtained on a competency exam for a transfer credit to be awarded
- For massage technique courses, the application process involves the successful completion of a 2-hour competency session. The fee is \$100 (applies to massage technique courses only)
- Transfer credits will not be awarded for courses whose material is deemed outdated
- Transfer credits will not be awarded for courses that were audited (official enrollment is required)
- Courses taken at both accredited and non accredited schools are eligible for evaluation
- If a transfer credit is not granted, a student may appeal the decision one time only.
- An appeal can be filed by filling out the appropriate form and submitting additional supporting documentation.

## Courses taken from FQM-accredited schools

Transfer credits will be given for courses taken at schools currently recognized by the Fédération Québécoise des Massothérapeutes. No evaluation is necessary and no fees will apply. This does not apply to massage technique courses. It is still necessary to fill out an application form for any course taken at an FQM-accredited school.

## Professional Experience

Lotus Palm recognizes that in some cases, through professional experience, an individual may amass knowledge of a particular subject without formal studies. In this case, the appropriate application form can be submitted. Successful completion of the relevant exam is required to obtain a transfer credit from professional experience.

## Procedure

**Supplementary Courses** (*Human Anatomy, Physiology & Pathology, Helping Relations & Interview Techniques, Sexuality & Professional Practice and Professional Issues [Ethics]*)

To apply for a transfer credit for any supplementary course, please:

- Fill out the Supplementary Courses Transfer Credit Application form.
- Attach all supporting documentation (grades, diplomas, course outlines, course notes, textbooks). This material will be returned. Please note that the more supporting documentation is attached, the greater the chance a transfer credit will be awarded.
- Enclose the \$75 per-course application fee (waived if course was taken at an FQM-accredited school).
- Submit entire application package to Lotus Palm by mail or in person.
- If the application is preliminarily approved but requires the completion of a competency exam, an appointment must be scheduled to write said exam (no fee).

**Massage Technique courses** (*Thai Yoga Massage I – 6*)

To apply for a transfer credit for any massage technique course students must:

- Fill out the Transfer Credit Application (Massage Technique Courses) form.
- Attach all supporting documentation (transcripts, certifications, etc). This material will be returned.
- Enclose the \$25 per-course application fee.
- Submit entire application package to Lotus Palm by mail or in person.
- If the application is preliminarily approved, an appointment will be scheduled with a Lotus Palm teacher to complete a 2-hour competency session (\$100).

There is a 4 week window in which applications will be reviewed. Lotus Palm will contact students if more supporting documentation is necessary, or if a competency exam or session is required.

If the supporting documentation is in a language other than French or English, a translation in the aforementioned languages must be included in the application package.

Prior to filling out a formal transfer credit application we suggest meeting with a Lotus Palm student administrator to discuss the eligibility of courses. Please call (514) 270-5713 to schedule a counseling session.

## Competency Examinations

A competency examination may be permitted, at the discretion of the Director, under the following circumstances:

- If there is any doubt as to whether or not a transfer credit is justified, if a course falls below the necessary percentage of similarity to obtain a straight transfer credit, or if the application is based on professional experience.
- If a course falls below the necessary percentage of similarity to obtain a straight transfer credit
- If the application is based on professional experience

All competency examinations must be written within the first three months of enrollment.

Students who do not pass a competency examination are required to complete the full course and qualify to write the exam by submitting any assignments/assessment.

## Competency Sessions

A 2-hour competency session must be completed for each massage technique course for which a transfer credit is being requested. During this session, the student will demonstrate that they have the appropriate knowledge to obtain the transfer credit, and the teacher will cover any small gaps in the student's knowledge. The fee is \$100 for each session.

## Professional Certification Requirements

Regardless of qualifications, to graduate any Lotus Palm program, must successfully complete:

- All required documented massages (documented or practice massages completed at other schools will be honoured if a transfer credit for a massage technique course has been successfully obtained)
- All required supervisions
- All required internships
- All necessary exams

## Mailing Address

Please send or bring application packages to the following address:

Lotus Palm  
**Attention: Transfer Credit Application**  
5244 St. Urbain  
Montreal, QC  
H2T 2W9