



2020 Coordinator Compensation Plan

1. The Coordinator Compensation Plan pertains to only one primary coordinator. Coordinator fees will not be split between two or more people.
2. Coordinators are gifted a full scholarship to the Healing Touch for Animals® Course that they coordinate.
3. Coordinators are generously compensated for their efforts. Below is the compensation schedule:

HTA Course Level	Gross Course Tuition	Compensation
1	\$4,999.00 or less	10%
1	\$5,000 - \$5,999	\$650
1	\$6,000 - \$6,999	\$850
1	\$7,000 - \$7,999	\$1,100
1	\$8,000 - \$8,999	\$1,400
1	\$9,000 - \$9,999	\$1,750
1	\$10,000 or more	20%
2	All Tuition	10%
3	All Tuition	10%
4	All Tuition	10%
AP	All Tuition	10%

4. Registrants who transfer from one course to another will be included in the course the registrant attends.
5. Coordinators are not compensated for registrants presenting scholarships or gift certificates.
6. For each student using an affiliate number during registration, the compensation to the coordinator will be less \$20.00.
7. A W-9 form must be completed and signed by the coordinator. The coordinator will receive a 1099 at the end of the calendar year for tax purposes.
8. Permissible expenses paid by the Coordinator prior to a course will be reimbursed after the course.
9. All receipts must be provided and paperwork must be properly completed, showing each expense.
10. Coordinator compensation and reimbursable expenses are paid within two weeks after all HTA administrative forms and receipts are correctly received from the coordinator.
11. The advertising expense allowance is \$300 for Level 1. Any increases in this allowance require prior permission from the HTA office. There is no advertising reimbursement for Levels 2, 3, 4 and Advanced Proficiency.
12. Coordinators are compensated a \$75.00 transportation fee per course. Transportation includes travel to and from facilities, instructor transportation, picking up refreshments for the course, and distribution of marketing materials. Fuel receipt(s) must be provided.
13. Coordinators are reimbursed up to \$20.00 per course for office supplies used. Office Supplies used must be itemized.
14. In the unlikely event a course is cancelled, Coordinators are not compensated; however, permissible expenses incurred will be reimbursed.



KOMITOR HEALING METHOD, INC. • HEALING TOUCH FOR ANIMALS®

I, _____ agree to above 2020 Coordinator Compensation Plan.

Name _____

Address _____

City _____ State _____ Zip _____ Country _____

Home Phone _____ Cell Phone _____

Email _____

Signed _____ Date _____