



567 S Valley View Drive #4, St George, Utah 84770 | T: (435)261-4203 E: admin@zionmassagecollege.com

## Enrollment Agreement

### Student Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

### Program Information

#### Professional Massage Therapy Program

900 clock hours, 48 Weeks plus holidays and breaks (end date is approx. 54 weeks from start date)

Session: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ (Date that class begins)

Expected Graduation Date: \_\_\_\_\_

### Payment Terms & Conditions

Tuition: \$8,900 \_\_\_\_\_

Application Fee: \$100 \_\_\_\_\_

Facility Fee \$600 \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL/CURRENT STUDENT BALANCE: \_\_\_\_\_

\*Books and Supplies are purchased on your own. See pages 6-8.

\*You will be given an updated receipt with your tuition balance each time a payment is made to your account.

### Payment Dates

ZMC follows the Utah Postsecondary Proprietary School Act Rules R152-34-8(f) and provides "a pay as you learn payment schedule that limits a student's prospective contractual obligation at any one time to the institution for tuition and fees to four months of training plus registration or startup costs not to exceed \$200." Please refer to the Refund Policy found on page 2 of this agreement.

### Method of Payment

Cash                      MACU                      ZMC Payment Program (attachment A)    Other: \_\_\_\_\_

Received: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I have read this page **Student's Initial** \_\_\_\_\_

### **School & Student Agreements**

1. Instructors: ZMC agrees to provide the program /course of instruction indicated on the first page of this Enrollment Agreement, using such facilities, instructional methods, and equipment as the school shall deem proper. ZMC has described, in writing, in the school curriculum, the prerequisites, and requirements for successfully completing the program.
2. Graduation: The student agrees to abide by ZMC' regulations, policies, and procedures during the period of attendance and understands that excessive absences, failing grades, or unsatisfactory conduct can result in disciplinary actions and possible dismissal or suspension. To become eligible for graduation and receive a diploma, the student must have met all class work (including Student Clinic Internship) requirements and satisfied all financial and other obligations to ZMC. Students are required to pay a prorated amount to retake classes.

### **Cancellation Policy**

1. If an applicant is not accepted for enrollment by ZMC, all monies paid will be refunded.
2. Applicants who cancel their application within three (3) business days after signing an Enrollment Agreement and prior to beginning classes will receive a refund of all monies paid to ZMC, including the registration fee.
3. Applicants who cancel after three (3) business days of the signing date of the Enrollment Agreement but prior to beginning classes will be refunded all monies paid to ZMC less the registration fee.
4. Applicants who have not visited the School may cancel their applications within three (3) business days after the regularly scheduled first day of class or their first visit to the school, whichever occurs first, and receive a refund of all monies paid to ZMC, including the registration fee.

### **Refund Policy**

The school applies its institutional refund policy to all students.

ZMC follows the Utah Postsecondary Proprietary School Act Rules R152-34-8(f) and provides "a pay as you learn payment schedule that limits a student's prospective contractual obligation at any one time to the institution for tuition and fees to four months of training plus registration or startup costs not to exceed \$200."

The school applies its institutional refund policy to all students. Withdrawal or dismissal before the second Sunday of the student's first quarter results in no tuition charges. However, the student is obligated for the costs of any books, manuals, supplies, and equipment received and not returned within 20 days following the date the student withdrew. The student is considered a "cancel" instead of a "withdrawal."

- For the first week of the program, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$500.
- After first week through seventy five percent (75%) of the 54-week program and financial obligation, the charges retained will not exceed a pro rata portion of the tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed quarterly.
- After seventy five percent (75%) of the 12-month period of training and financial obligation, ZMC will retain the full amount of tuition.
- All refunds are based on tuition charges for the program. Attending one day of any given week will result in a charge for the entire week.
- For Veterans using the G.I. Bill, ZMC accepts the refund policy outlined in policy 38 CFR 21. 4255.
- All refunds are based on tuition charges for the program. Attending one day of any given week will result in a charge for the entire week.

### **Methods Used to Collect Delinquent Tuition**

The student must pay all tuition and balances owed to the school prior to graduation from the program. If the student is unable to pay such amounts before leaving the school and receiving his/her official transcript. If the student is unable to pay all amounts owed before leaving the school, the student must meet with the Admissions Director to make arrangements for owed payments. If the student fails to (a) make arrangements deemed acceptable by the school or (b) fulfill the terms of his/her payment arrangements, the school will exercise all of its rights and remedies against the student to collect amount owed including referring the student's account to a collection agency.

### **ZMC Needs Based Merit Scholarship**

Self-pay students are eligible to apply for ZMC's Merit Scholarship of between \$1,000 and \$3,000 towards tuition by writing a one to two-page essay, addressed to ZMC's Program Advisory Committee, which answers the following questions:

1. Why do you want to become a Licensed Massage Therapist?
2. How do you plan to use your license in Massage Therapy?

3. How will this scholarship help you achieve your goals?

ZMC's PAC typically award one to two Merit Scholarships per class based on the following: (1) Order of submission. (2) Essay content

### Returns on Materials

Students are responsible for purchasing their own books and materials. Students should refer to the return policies of the merchant where the books and materials were purchased.

### Withdrawal Procedures

**Official Withdrawal** –A student who wishes to withdraw from the program must submit a written, signed and dated letter informing the school of his or her intentions. This can be done by meeting with the Director and completing a Withdrawal Form or, by submitting a letter via mail or fax. Before deciding to take a leave of absence or to withdraw, a student should familiarize himself or herself with the refund deadlines and financial liability for tuition and fees.

**Unofficial Withdrawal** – If a student fails to attend the Program for a period of 21 consecutive calendar days, the school will consider such a student an Unofficial Withdrawal and, will automatically terminate the student from the Program. Before deciding to take a leave of absence or to withdraw, a student should familiarize himself or herself with the refund deadlines and financial liability for tuition and fees.

### Refund Timeline

The school will make refunds within 30 calendar days of the date the student officially withdraws, or the date the school determines that the student has unofficially withdrawn.

### Scheduling information

Professional Massage Therapy Program Evening  
Regular Classes: **Monday-Thursday, 5pm - 9pm**

Professional Massage Therapy Program Day  
Regular Classes: **Monday-Thursday, 9am - 1pm**

Student Clinic Internship:	<i>Tuesday – Thursday:</i>	<b>1:20 pm – 4:40 pm</b>
	<i>Friday:</i>	<b>10:10 am – 3:50 pm</b>
	<i>Saturday:</i>	<b>11:20 am – 5:00 pm</b>

### Student Transfers

ZMC accepts transfer credit, toward the completion of the Professional Massage Therapy Program, from other NCBTMB Assigned Massage Therapy Schools. To receive credit for prior courses and/or training, the student must complete the ZMC Transfer Request Form and submit, to ZMC, an official transcript from the institution from where the credit was given. The ZMC Transfer Request Form is available on the ZMC website at [www.zionmassagecollege.com](http://www.zionmassagecollege.com).

G.I. Bill recipients must submit documentation for all previous college level courses and relevant work experience to ZMC for review. It is important to note that this requirement is not optional. The VA will not pay for duplicate training. Documentation of prior training will be kept with the student's records.

ZMC will accept up to 500 clock hours of prior credit, which was received no later than 7 years from the date of application to ZMC's Professional Massage Therapy Program. Transfer credit must be from an NCBTMB Assigned Massage Therapy School and must meet ZMC's course and core curriculum requirements for massage therapy licensure. Records will be kept in the student file. Transfer students are subject to ZMC's admissions policies and procedures. However, a tuition discount of \$10.00 per accepted clock hour will be applied to the student's tuition balance. Transfer grades must meet ZMC SAP requirements as referenced in this catalog.

### Vocational Student Agreement

As a newly enrolled student at ZMC, I understand the following:

1. Zion Massage College is a vocational school to prepare students to obtain License as massage therapist.
2. It is my obligation as a student and a graduate to:
  - a. Complete all course work and graduate on time.
  - b. While in school, create a plan to work in the massage therapy industry immediately after graduation.
  - c. Upon graduation, obtain a license where necessary and start working as a professional massage therapist.
3. Self-employment is a common vocational objective of the training, and I may choose to pursue self-employment to fulfill my vocational objectives upon graduation.

4. It is my obligation, while in school and after graduation, to look, to behave, and to speak like a professional bodyworker. I understand that I represent an emerging profession and I agree to conduct myself with the intention that I contribute to a positive image of massage therapy as a profession to the public.

#### **Licensing Requirements**

*Zion Massage College prepares students to practice in the state in which training is offered and does not guarantee that the credentials earned in the program will transfer to other states. Although licensure laws vary by state, a license is required in most states to practice massage therapy. It is the student's responsibility to contact the state in which he/she may wish to practice as a licensed massage therapist to determine the specific requirements for licensure. In addition to passing ZMC's required courses, students are required to pass a state or national exam. Currently, the MBLEx is the standard exam, which is used to determine professional competency by the majority of states. Each respective state board or agency determines its own application process and associated fees for licensure. Thus, state licensure processes and fees are subject to change. Information regarding specific state requirements for licensure can also be obtained by contacting ZMC's Admissions Department. It is important to note that criminal conviction may affect an applicant's ability to obtain licensure. Please contact the Utah Department of Professional Licensing and the ZMC Admissions Department for further information.*

#### **Utah Licensure Regulations:**

To practice massage therapy in the state of Utah the following must be completed and sent the following to Utah's Department of Professional licensing.

1. Transcripts which show graduation from a Massage Therapy School, such as Zion Massage College, whose curriculum has been approved by the Utah Department of Professional Licensing and, which is registered with the Utah Department of Commerce, Division of Consumer Protections.
2. A Passing MBLEx Exam score.
3. Fingerprints
4. An application fee of \$100.00
5. A completed Utah application for licensure as a massage therapist.

For more information and to obtain an application for licensure, contact:

#### **Utah Department of Professional Licensing**

P.O. Box 146741  
Salt Lake City, Utah 84114  
[www.dopl.utah.gov](http://www.dopl.utah.gov)  
1-801-530-6628

For a complete list of licensing requirements and regulatory agencies in all states, contact:

#### **American Massage Therapy Association**

500 Davis Street, Suite 900  
Evanston, IL 60201  
[www.amtamassage.org](http://www.amtamassage.org)  
1-877-905-0577

Local municipal ordinances may apply in the absence of state law. It is the responsibility of the student to know the licensing requirements for the state/county/municipality that they desire to work in and that they must contact the state/county/municipality to verify licensing information.

#### **Utah Qualification Agreement:**

*It is important to note that criminal conviction may affect an applicant's ability to obtain licensure. It is the applicant's responsibility to contact the Utah Department of Professional Licensing to determine eligibility for licensure. In addition, please contact the Admissions Department for further information.*

#### **Placement Guarantee Disclaimer**

ZMC makes no claims or guarantees of job placement. It is the graduates responsible to seek and secure employment upon graduation.

#### **Massage Table Information**

All ZMC Students are required to own a table to work effectively outside of class, and for use in their practice. I understand that the ownership of a functional and reliable massage table for the practice for massage is required equipment to participate in ZMC programs.

**Insurance**

Students are **required** to provide liability insurance for practice at the student clinic. Insurance is available from the American Massage Therapy Association (AMTA) and the Association of Bodywork and Massage Professionals (ABMP)

**ZMC Administration Review**

I understand that I am responsible for supplying ZMC with all required documentation, including a High School Diploma or GED before the first day of class. I will be unable to begin class until all required documentation is obtained.

**Illegal substance policy**

In compliance with The Drug Free Schools and Communities Act, ZMC prohibits the use of alcohol or illegal drugs on campus. Students and employees are required to inform the School if they are convicted of any drug abuse charge in a federal, state, or local court within five days of conviction. In addition, ZMC provides support to students with drug or alcohol abuse problems through referral program. Information is made available to students by administrative staff.

**STUDENT ACKNOWLEDGMENTS:*****Arbitration Agreement***

You, the student, and Zion Massage College (ZMC) agree that any dispute or claim between you and ZMC (or any company affiliated with ZMC or any of its or ZMC's officers, directors, employees or agents) arising out of or relating to (1) this Enrollment Agreement, or the Student's recruitment, enrollment or attendance at ZMC, (2) the education provided by ZMC, (3) ZMC's billing, financial aid, financing options, disbursement of funds or career service assistance, (4) the enforceability, existence, scope or validity of this Arbitration Agreement, or (5) any claim relating in any manner, to any act or omission regarding Student's relationship with ZMC or ZMC's employees, whether such dispute arises before, during or after Student's attendance at ZMC, and whether the dispute is based on contract, statute, tort, or otherwise, shall be resolved through binding arbitration pursuant to this Section (the "Arbitration Agreement"). Arbitration shall be conducted in accordance with the Commercial Rules of the American Arbitration Association applying federal law to the fullest extent possible, and the substantive and procedural provisions of the Federal Arbitration Act (9 U.S.C. §§1-16) shall govern this Arbitration Agreement and any and all issues relating to the enforcement of the Arbitration Agreement and the arbitrability of claims between the parties.

Judgment upon the award rendered by the Arbitrator may be entered in any court having competent jurisdiction. There shall be no right or authority for any claims within the scope of this Arbitration Agreement to be arbitrated or litigated on a class basis, or for the claims of more than one Student to be arbitrated or litigated jointly or consolidated with any other Student's claims. Each party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of proofs. This arbitration agreement limits certain rights, including the right to maintain a court action, the right to a jury trial, the right to participate in any form of class or joint claim, the right to engage in discovery (except as provided in the applicable arbitration rules), and the right to certain remedies and forms of relief. Other rights that you or ZMC would have in court also may not be available in arbitration. Right to reject: I may reject this Arbitration Agreement by mailing a signed rejection notice to ZMC within 30 days after the date I sign this Enrollment Agreement. Any rejection notice must include name, address, and telephone number.

***Photo Release***

I agree to allow the Company to use my photo and testimonial in any and all media and marketing material, which may include catalog, video, commercial and/or website. This may include classroom, clinical, student life or special event settings.

***Field Trip Release***

I understand as part of my educational experience I may participate in off campus field trips. I release the school of any/all liability while participating in these off-campus events. Students unable to participate in these functions will have alternative classes available to them.

***Student Handbook/Catalog***

I agree that I have been given a copy, have read, understand, and agree with the content and policies in the ZMC Student Catalog & Handbook (This is a separate document from the enrollment agreement). I understand that the catalog is a legal part of the enrollment agreement and that by signing this enrollment agreement I am also agreeing to the terms, conditions, policies of the ZMC Student Catalog.

***Confidential Information***

I understand that, during my attendance at the school and thereafter, I will have access to Confidential Information belonging to the school including, but not limited to, course syllabi, tests, handouts, educational processes, and other proprietary instructional collateral. Except as required by law, I agree not to reproduce, distribute, or disclose any such Confidential Information to anybody outside the school during or after my attendance at the school. I agree that any violation by

me of the agreement in this paragraph may cause the school irreparable harm and so the school shall be entitled to injunctive relief in addition to any other relief it might seek for such a violation.

**Required Textbooks**

Below is a list of ZMC courses and their associated required textbooks for the 900-hour Licensed Massage Therapy Program. Books and supplies are purchased by the student. It is the responsibility of the student to come to class prepared with required books and supplies.

Acupressure	Farraway, Rebecca. <i>Acupressure, Cupping Therapy and Traditional Chinese Medical Theory, Workbook</i> . St. George: Zion Massage College, 2016. Print.
Anatomy & Physiology I – IV  Kinesiology	Beck, Mark F. <i>Theory &amp; Practice of Therapeutic Massage</i> . Sixth ed. Boston: Milady, 2016. Print.  Biel, Andrew. <i>Trail Guide to the Body: A Hands-on Guide to Locating Muscles, Bones and More</i> . Boulder, CO: Books of Discovery, 2015. Print.  Biel, Andrew. <i>Trail Guide to the Body: Student Workbook</i> . Boulder, CO: Books of Discovery, 2015. Print.  Biel, Andrew. <i>Trail Guide to Movement: Building the Body in Motion</i> . Boulder, CO: Books of Discovery, 2015. Print.  Frantzen, Christina. <i>Anatomy I-V Workbook</i> . St. George: Zion Massage College, 2016. Print.
Ashiatsu & Chivutti Thirumal	Farraway, Rebecca. <i>Ashiatsu and Chivutti Thirumal Workbook</i> . St. George: Zion Massage College, 2016. Print.
CranioSacral Therapy	Julian, Nancy. <i>Craniosacral Therapy Workbook</i> . St. George: Zion Massage College, 2016. Print.
Deep Tissue Massage	Hunt, Everett. <i>Structural Deep Tissue Workbook</i> . St. George: Zion Massage College, 2016. Print.
Gua-Sha Massage	Farraway, Rebecca. <i>Gua-Sha Workbook: Technique and Practice</i> . St. George: Zion Massage College, 2016. Print.
Hydrotherapy & Spa Techniques	Frantzen, Christina. <i>Hydrotherapy and Spa Techniques Workbook</i> . St. George: Zion Massage College, 2016. Print.
Massage Therapy Core I & II	Beck, Mark F. <i>Theory &amp; Practice of Therapeutic Massage</i> . Sixth ed. Boston: Milady, 2016. Print.
Pathology	Werner, Ruth. <i>A Massage Therapist's Guide to Pathology: Critical Thinking and Practical Application</i> . Wolters Kluwer, 2016. Print.
Professional Ethics & Business Development	Sohnen-Moe, Cherie. <i>Business Mastery: A Guide for Creating a Fulfilling, Thriving Practice, and Keeping It Successful</i> . Fifth ed., 2016. Print.
Reflexology	Farraway, Rebecca. <i>Reflexology, History, Theory and Technique Workbook</i> . St. George: Zion Massage College, 2016. Print.
Sports Massage	Archer, Patricia A. <i>Therapeutic Massage in Athletics</i> . Philadelphia: Lippincott Williams & Wilkins, 2007. Print.
Thai Massage Level I	Farraway, Rebecca. <i>Nuad Bo Rarn, Basic Thai Massage</i> ; St. George: Zion Massage College, 2016. Print.
Thai Massage Level II Tok-Sen Massage	Farraway, Rebecca. <i>Advanced Thai Massage and Tok-Sen Therapy</i> . St. George: Zion Massage College, 2016. Print.
Trigger Point Therapy	Finando, Donna, Steven J. Finando, and Donna Finando. <i>Trigger Point Therapy for Myofascial Pain: The Practice of Informed Touch</i> . Rochester, VT: Healing Arts, 2005. Print.

Universal Precautions, Sanitation, & CPR	Farraway, Rebecca. <i>Universal Precautions, CPR, First Aid Workbook: Basics of Preventing and Responding to an Emergency</i> . St. George: Zion Massage College, 2016. Print.
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**Required and Recommended Supplies for School**

Books and supplies are not provided by ZMC. It is the responsibility of the student to come to class prepared with required books and supplies.

Massage Table	Used for at home practice and as a professional requirement	Required
Clinic Shirts	(2) Modest black shirts *Refer to the Student Clinic Contract Dress Code	Required
Name Tag	(1) for Student Clinic	Required
Oil/Lotion	(2) Gallons	Required
Twin Sheet Sets	(5) Twin Sheet Sets for Class and Clinic	Required
3 Ring Binder	(3) Used to organize assignments and notes	Required
Notebooks/Paper	(3) Used in all classes for note taking	Required
Anatomy Coloring Book	(1) Used in Anatomy & Physiology II & III Classes	Suggested
Thai Massage Mat	(1) For Personal Practice in Thai Massage, Tok-Sen and Ashiatsu/Chivutti Thirumal Modalities	Suggested
Colored Pencils	(1) Set used in Anatomy & Physiology II & III Classes	Suggested
Blanket, Throw, or Towel	(1) Goes over the sheet setup keep the client warm	Suggested

**Please answer the following questions to identify any additional support or information that may be needed prior to enrollment completion. If any of the following answers are YES, please explain in the space provided below.**

Are there any felony or misdemeanor convictions that we should be aware of? **Yes / No**

Do you have any personal issues giving or receiving a massage from a male / female? **Yes / No**

Will you require any special teaching/instructional assistance in completing any of ZMC's' programs? **Yes / No**

**Acknowledgements**

I acknowledge having read and I understand the entirety of the terms of this Agreement, and agree to abide by the rules and conditions set forth herein. I agree to pay the tuition shown on page 1 for the program indicated which is subject to the refund policy outlined on pages 2 and 3. I further acknowledge that I have been given a copy of this Agreement, a current ZMC catalog/code of conduct and disclosure statement. The terms and conditions of this Agreement are not subject to amendment or modification by oral agreement and are legally binding. I understand that I am legally entitled to a copy of this enrollment agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

ADMINISTRATION USE ONLY	
As the authorized representative of the ZMC I have met with the applicant and certify that in my judgement the applicant meets the requirements and standards of the School and I recommend acceptance. I further state that I that I have made no verbal statement or promise which is contrary to the terms set forth in this Enrollment Agreement.	
_____ Signature	_____ Date
_____ Print Name	