



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 : \$12,500 _____

Registration Fee: \$100 _____

Other: _____

TOTAL/CURRENT STUDENT BALANCE: _____

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

Payment Dates

The total amount of tuition is due and payable no later than the first day of class. Students may arrange payment schedules for these amounts through the private lending institutions, banks or through Zion Massage College tuition payment program. ZMC does not charge interest to students for tuition payment

Method of Payment

Cash MACU ZMC Payment Program (attachment A) Other: _____

Received: _____ Date: _____

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. 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."

First week of the program and financial obligation:

Tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$500.

After first week through fifty percent (50%) of the 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 fifty percent (50%) of the 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.

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 \$1,500 and \$3,000 towards tuition by writing a one to two page essay, addressed to ZMC's Board of Education 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?
- 4.

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

If for any reason, a student fails to complete the entire professional massage therapy program, he/she will lose the merit scholarship and will be liable to pay the programs full tuition and fees per the refund policy found on page 2 of this agreement.

Returns on Materials

Books and facility fees are not refundable

Withdrawal Procedures

Official Withdrawal – A student who wishes to withdraw from a Program must submit a written, signed, and dated letter informing the school of his/her intentions. This can be done by meeting with the Registrar and completing a Status Change Form or by submitting a letter via mail or fax.

Unofficial Withdrawal – If a student fails to attend the school for a period of 14 consecutive calendar days for full and part-time students, the school will consider such student a withdrawal and automatically terminate him /her from the Program.

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>	1:20 pm – 4:40 pm
	<i>Friday:</i>	10:10 am – 3:50 pm
	<i>Saturday:</i>	11:20 am – 5:00 pm

Student Transfers

ZMC will accept prior credit from any other institution, provided that the classes meet the State of Utah and ZMC's core curriculum requirements.

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 in order 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

I understand that the Professional Massage Therapy Program **does not currently meet** licensing requirements in the following states:

New York

Nebraska

ZMC does not guarantee the accuracy of the information provided above. Licensing information can be changed or updated at any time. I understand that in order to obtain licensure in the above-mentioned states, and/or any other state/county/municipality, that I may be required to complete additional classes, coursework, paperwork, or other requirements mandated by the state/county/municipality, and that the ZMC will not pay for, and will not be liable for, meeting any additional requirements for licensure. I understand

Placement Guarantee Disclaimer

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

I understand that the Professional Massage Therapy Program

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

Licensing

- Many states/municipalities require licensure in order to obtain employment as a massage therapist.
- Additionally, many states/municipalities now require National Certification, which involves a written, multiple choice test.
- In states/municipalities that require licensure and/or National Certification, it is illegal to work as a massage therapist, until such licensure/certification has been obtained.
- Some states may disqualify applicants for committing certain types of criminal offenses.

Have you ever been convicted of a criminal offense other than a minor traffic violation?

Yes / No

- The National Certification Exam requires a separate application fee.
- I understand that it is my responsibility to know the licensing requirements for the state/county/municipality that I desire to work in and that I must contact the state/county/municipality to verify licensing information.

Utah Qualification Agreement

I understand that in order to practice massage therapy in the state of Utah I must pass the NCE and Utah Laws & Rules test and I must meet the following qualifications as stated by the Utah Division of Occupational & Professional Licensing:

1. That if I have been convicted of an offense that would constitute a felony or misdemeanor, either in the state of Utah or in any other state or country, I may be refused licensure even though I have graduated from one of ZMCs programs. If I have been convicted as herein defined, I understand that I will have to present my case to the Utah Division of Occupational & Professional Licensing for their determination, and may or may not be placed on license probation.
2. That I am of good and moral character.

Massage Table Information

All ZMC Students are required to own a table in order 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 in order to participate in ZMC programs.

Affidavit of Ability to Benefit

I understand that I may not attend classes at ZMC until I have demonstrated my ability to benefit from the Program, in accordance with Department of Education regulations.

I will submit one of the following documents.

- Proof of High School graduation
- Proof of College graduation
- GED

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 if, after due diligence, ZMC is unable to obtain my records, I am ultimately responsible for getting Ability to Benefit documentation to ZMC before class starts.

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.

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

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 (i) 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 claim s within the scope of this Arbitration Agreement to be arbitrated or litigated on a class basis, or for the claim s of more than one Student to be arbitrated or litigated jointly or consolidated with any other Student's claim s. 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.

Student's Initial _____

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's Initial _____

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).

Student's Initial _____

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.

Student's Initial _____

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, TCM THEORY AND TECHNIQUE	Farraway, Rebecca. <i>Acupressure, Cupping Therapy and Traditional Chinese Medical Theory, Workbook</i> . St. George: Zion Massage College, 2016. Print.
ANATOMY, PHYSIOLOGY AND KINESIOLOGY I - V	Beck, Mark F. <i>Theory & 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.
UNIVERSAL PRECAUTIONS	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.
DEEP TISSUE MASSAGE	Hunt, Everett. <i>Structural Deep Tissue Workbook</i> . St. George: Zion Massage College, 2016. Print.
GUA-SHA	Farraway, Rebecca. <i>Gua-Sha Workbook: Technique and Practice</i> . St. George: Zion Massage College, 2016. Print.
HYDROTHERAPY	Frantzen, Christina. <i>Hydrotherapy and Spa Basics Workbook</i> . St. George: Zion Massage College, 2016. Print.
MASSAGE THERAPY CORE	Beck, Mark F. <i>Theory & 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> . Lippincott Williams & Wilkins, 2016. Print.

BUSINESS AND MASSAGE THERAPY ETHICS	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.
ASHIATSU	Farraway, Rebecca. <i>Ashiatsu and Chivutti Thirumal 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 BASICS	Farraway, Rebecca. <i>Nuad Bo Rarn, Basic Thai Massage</i> ; . St. George: Zion Massage College, 2016. Print.
THAI MASSAGE ADVANCED AND TOK-SEN THERAPY	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.
CRANIOSACRAL THERAPY	Julian, Nancy. <i>Craniosacral Therapy Workbook</i> . St. George: Zion Massage College, 2016. Print.

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 FOR NOTETAKING	(3) USED IN ALL CLASSES FOR NOTETAKING	REQUIRED
ANATOMY COLORING BOOK	(1) USED IN MUSCULOSKELETAL ANATOMY CLASS	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 MUSCULOSKELETAL ANATOMY	SUGGESTED
BLANKET OR THROW	(1) GOES OVER THE SHEET SET TO 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 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