



**THE  
HEALING TREE  
MASSAGE SCHOOL**

## **2018 Catalog**



535 South Main Street, Suite 4, Cedar City, UT 84720

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[healingcedarcity.com](http://healingcedarcity.com)

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## **Mission Statement**

Our mission is to nurture and cultivate students by amplifying their best qualities and strengthening their weaknesses.

## **Philosophy**

Our philosophy is to teach the student how to look inside themselves to heal their physical, mental and emotional needs. Each student will be mentored by teachers and professionals in their field. Students will be able to have one on one help with ideas and techniques in and out of the classroom. The result of this philosophy will then mold each student to better understand each client, thus making the student an exceptional massage therapist.

## **Our Story**

The Healing Tree Massage School is also a wellness center that found a big gap in the massage therapy profession that needs to be filled. An up and coming part of massage therapy is medical massage. Most massage schools are focused on the spa industry. Our school focuses on medical massage to help fill the rising need. The medical industry has Chiropractors, Physical Therapist, Occupational Therapists, and Doctors in need of massage therapists who understand how to complement their practice. Our curriculum has an in-depth training of Anatomy and Physiology, injuries, common surgeries, movement therapies to help students understand the needs of the medical community. Although we are medical based, we teach the student to look at the whole person. The whole person is not just the physical part, it includes the emotional and mental aspects to each individual. Teaching students what they need to know to be successful. These aspects are taught in-depth to help understand that every part is connected together and must be acknowledged as the whole individual. The students at The Healing Tree Massage school will be molded in this fashion by working with practicing massage therapists, trained by our Chiropractor on campus, and have other experienced therapists from the medical field. Our school will be one of the first to raise the quality and knowledge of students entering the world of massage. The Healing Tree Massage School offers the best training in massage therapy and is staffed with qualified, licensed teachers. The program director and instructor is Tom Clift, LMT. At The Healing Tree Massage School you will:

- ❖ Learn a medical based massage technique from experienced, licensed massage therapist: such as deep tissue, trigger point therapy and more.
- ❖ Experience the healing power of energy work, where you will learn to free the body of emotional trauma and clear the mind.
- ❖ You will get 850 hours of classroom time, hands on massage training and clinical massage.
- ❖ Build your clientele while you are still learning and have that base to build from when you finish.
- ❖ Not only will you learn the techniques but you will also learn how to market and run your business.

## Facilities Description

The school is located at 535 South Main Street, Cedar City, UT 84720. The Healing Tree has a professional atmosphere that leaves people feeling at home. Our massage rooms are private and beautifully decorated, each with their own theme. We provide the massage tables in each of our rooms for our students to use. You will have the benefit of learning from experienced teachers and mentors with lots of hands on training in our spacious classrooms. You will get experience in a real office setting, with Chiropractors and Massage Therapists currently practicing at The Healing Tree to help guide you through your studies.

## The Massage Therapy Profession

The Healing Tree Massage School will prepare you for the massage therapy profession as well as the Mblex test you need to take to get licensed in Utah. Massage Therapists are in high demand, have the benefit of flexible hours, independence, and working in a variety of settings, such as:

- Massage Office
- Cruise Ships
- Spas and Resorts
- Sports Teams and Events
- Chiropractic offices
- Physician's offices
- Hospitals and Wellness Centers
- Nursing Homes

For more information on Massage Therapy please visit [www.amtamassage.org](http://www.amtamassage.org)

## Class Schedule

The classes will be held Monday through Friday 8:30 am to 12:30 pm. We start classes on Monday January 22, 2018 and the 8 month program runs through September 31, 2018. The class time will be split into 2 semesters. Classes will not be held on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day and the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day

## Program Courses

Our massage school will get you ready for the career of Massage Therapy. When you finish with our program you will be qualified to take the National Certification Exam (NCE) provided by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) or the Massage and Bodywork Licensing Exam (MBLEX). The total number of hours required for completion is 850 hours. That includes classroom learning hours, classroom massage practice hours and clinic massage hours. We include job placement assistance where we will help you find a local job through our connections in the community with doctors and local spas. There is no guarantee of placement. Included in the program are the following classes:

**Advanced Massage Techniques and Assessments-** This is a lecture, demonstration, and hands on course on medically oriented techniques. These techniques will include origin & insertion techniques, trigger point therapy, myofascial technique, movement therapy, and assessment of clients using medical massage therapies. This course is mostly medically oriented but also looks at the body as a whole by combining an understanding of energetic technique to fully assess the client.

**Anatomy, Physiology and Kinesiology** - This is equal to a college level course on how the human body is put together, how it works, and how its movement is affected.

**Applied Lymph Drainage Massage** - The lymphatic system plays an important role in maintaining immunity and circulating hormones. It is an extremely gentle and relaxing massage that is a very different experience to normal therapeutic or deeper tissue massage.

**Business** - This is a course to teach students business skills to be able to run their own business or be an asset to a place of employment.

**Cranial Sacral Therapies** - Craniosacral work is based on a thorough knowledge of cranial and sacral anatomy and requires sensitivity of touch to enable the practitioner to discern, and then to utilize the cranial wave formation.

**Energy Essentials** - This is a course in energy essentials. Teaching students how to use their intuition during bodywork sessions, and knowing which energy technique will help the client. These techniques will include teaching the student how to ground themselves and their clients, balance energy using crystals, aromatherapy and chakra balancing.

**Ethics of Touch** - Learn appropriate and ethical norms and behavior for massage therapists. This class will teach the student how to: provide help in challenging situations; provide excellent service; protection to clients; and allow a means for enforcing desired professional behavior. Topics discussed include but are not limited to: healthy boundaries, common dilemmas, communication, professionalism, attitudes about money, trauma, abuse, touch, and intimacy.

**Flow** - Continuation of Swedish massage at a deeper level. In this class students will learn to flow from one technique to the next. Giving a 30 and 90 minute protocol in addition to the previously learned 60 minute.

**Hydro Therapy** – As a future LMT the more diverse modalities you are acquainted with, the more diverse your clientele can become, however hydro therapy is more than just a diverse modality it is a health essential. This class will teach the student how to use water as a healing agent as well as the direct effects of heat and cold with the contraindications for their uses. Safety and procedural guidelines will be emphasized throughout this course.

**Lomi Lomi Massage** – Also known as Hawaiian massage, involves the use of the palms, forearms, fingers, knuckles, elbows, knees, and feet. It may be performed with or without lubrication. It is used to help bring the recipients body back to a harmonious state.

**Massage Therapy and Medical Terminology-** This course is designed to give the students a working knowledge of the roots, suffixes and prefixes applied to the terms used in the medical field.

**Pathology and the LMT-**Pathology and the understanding of how different diseases affect the body are very important to all body workers. Proper understanding of different disorders as they occur in the

body can help lead to early intervention and treatment by advanced medical personnel, sometimes properly trained body workers are a client's first line of defense.

**Pre-Natal Massage Techniques-** The childbearing years are a time of great importance in the anatomy and physiology of a woman. A working knowledge of the needs associated with pregnancy, delivery and postpartum care is vital to all bodyworkers and most especially the massage therapist. Understanding the movement, compensation and changes in the pregnant woman's body is vital so that only health, wellbeing and increased mobility are achieved without harm.

**Sanitation, Universal Precautions, CPR & First Aid** – Students will learn how to recognize an emergency and how to respond. This class will prepare the student for the test needed to be certified.

**Shiatsu** – Shiatsu is a form of Japanese bodywork based on the theoretical framework of traditional Chinese medicine. In the Japanese language, shiatsu means "finger pressure". Shiatsu techniques include massages with fingers, thumbs, feet and palms; assisted stretching; joint manipulation/mobilization.

**Sport Massage-** The first portion of Sports Massage is designed to introduce students to basic sports massage techniques including: compression, tapotement, and vibration. Students will use these skills to perform pre and post-event massage on athletes or clients. Students also learn to recognize, help prevent, and assist thermal injuries, strains, sprains, and cramps. The second portion of Sports Massage is a course designed to prepare students to treat injuries and areas of chronic over-use resulting in pain and discomfort. The body is divided up into sections such as head and neck, shoulders, low back and sciatic pain. Each area will have an anatomy review and demonstration focusing on the muscles that are most often the cause of pain. Students are then encouraged to use their own knowledge and creativity along with the demonstration to design their own techniques.

**Student Clinic Hours** – This will be 150 hours of massaging the public. The student will be practicing the massage techniques that they learned in the other classes.

**Swedish Massage** - In this course the student will learn the history, theory and techniques of Swedish massage. The five strokes of the Swedish system and the application of these strokes in full body massage will be taught. Other topics will include techniques for draping and body positioning of clients. An overview of the indications and contraindications for Swedish massage, basic hygiene, equipment, lubricants and supplies will be presented. Instructions in body mechanics and self-care techniques will be covered.

**Test Preparation-** It is reasonable that any teacher is going to help the student be prepared for the eventual testing period that is required to obtain a license for body work. The learning experience for the student would be to have a good knowledge base of the types of questions and environment that will be encountered at a testing center. This class will prepare you for the Mblex test.

**Thai Yoga Massage** – An ancient healing system combining acupressure, Indian Ayurvedic principles, and assisted yoga postures. This class will help the student be able to increase flexibility, blood flow, and overall wellness for the client.



## **Entrance Requirement**

The Healing Tree Massage School does not discriminate based on race, sex, religion, ethnic origin, or disability. We require a High School Diploma or GED and a desire to help people. Fill out our application at the end of this catalog.

## **Enrollment Procedures**

Prospective students may enroll anytime. Late enrollments will be accepted only 5 days before classes start, depending on length of course. After filling out the application we will set up a time for you to meet with the director to discuss our program and what we have to offer. See the enrollment agreement at the end of the catalog.

## **Transferability of Credits and Credentials Earned at Our Institution**

The transferability of credits you earn at The Healing Tree Massage School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Healing Tree Massage School to determine if your certificate will transfer.

## Recognition of Credits Transferred from Other Institutions

The Healing Tree Massage School will recognize credit hours where the curriculum is substantially similar in scope and content to that of the program the student wishes to transfer into. This will be at the discretion of the Faculty and Administration and it must be a unanimous decision. Each student's situation will be evaluated on a person to person basis.

## Estimated Expenses

- Tuition.....\$7,500.00
  - Application Fee.....\$100.00
  - Text Books.....\$500.00
  - Sheets (4 sets).....\$60.00
  - Lotions/Oils/Creams.....\$75.00
  - Mblex licensure exam.....\$195.00
  - Utah massage license.....\$100.00
- Massage tables, student insurance and two t-shirts to be worn for clinical massage will be provided for student use at The Healing Tree Massage School.

Half the tuition must be paid in full 10 days prior to the start of classes for each semester. Your tuition will be used to pay all the expenses for the school.

## Tuition & Fees Breakdown

### 1<sup>st</sup> Semester

Non-Refundable Registration Fee:	\$ <u>100.00</u>
Tuition:	\$ <u>3,750.00</u>
Books (approximant):	\$ <u>250.00</u>
Lotions/Oils/Creams:	\$ <u>75.00</u>
Sheets (4 sets):	\$ <u>60.00</u>

### 2<sup>nd</sup> Semester

Tuition:	\$ <u>3,750.00</u>
Books (approximant):	\$ <u>250.00</u>
Mblex Licensure Exam Fee:	\$ <u>195.00</u>
Utah Massage License Fee:	\$ <u>100.00</u>
Total Cost for Program:	\$ <u>8,530.00</u>



## Grading System

90 – 100 = A	Excellent
80 – 89 = B	Above Average
70 – 79 = C	Average
60 – 69 = D	Below Average
Under 60 = U	Unsatisfactory

## Graduation Requirements

For each student to graduate the following must be completed:

- All classroom time or teacher authorized make up of missed class time.
- All clinic hours.
- Paid all tuition and fees.
- Get a C or higher in each class. If the student does not pass a class they have the option of retaking it.

## Teachers & Staff

**Tom Clift, LMT – Instructor/Program Director** - Tom graduated from Myotherapy College of Utah in 1999. He has over 15 years of experience in the Massage Therapy profession. Using energy work, injury rehabilitation, and mental awareness, he helped clients understand what is needed to overcome their health issues. Tom has been teaching massage students since 2002. His classes have included: Sports Massage, Swedish, Tuina, Injury Massage, Anatomy & Physiology, Myofascial Release, Trigger Point, and Advanced Massage. In 2010 he opened The Healing Tree with the dream of bringing alternative and

traditional medicine together under one roof. Tom continues to teach to advance the knowledge of massage therapists.

**Reggie Zerkle, LMT - Instructor** - Graduated from Massage School in 2009. Her experience includes working with a chiropractor, spa and many sporting events. Reggie has been teaching massage students since 2011 and her teaching experience includes: Thai Yoga, Lomi Lomi, Prenatal, Hydrotherapy, and Shiatsu. Reggie is also an Emotion Code Practitioner. She believes in giving the body what it needs to heal itself naturally.

**Leslie Memmott, LMT – Instructor** - Leslie was in a terrible accident and broke her back. She had surgery, and as soon as she was feeling up to it she started getting massages. That's when she finally decided to go back to school, and loved it! Leslie graduated Healing Mountain Massage School in 2014 and has been doing massage ever since. She is always learning through continuing education classes, including a myofascial class, continued learning from Tom Clift and some video training with Eric Dalton. When finished with school Leslie joined the team at The Healing Tree and enjoys every minute of it.

**Jana Crosby, LMT - Instructor** - Jana is a caring and nurturing massage therapist specializing in therapeutic massage to enhance the health and well-being of the body. Her clients range from the individuals needing assistance dealing with the aches and pains accumulated in daily life to those suffering from sports or personal injuries. Jana discovered her passion for massage therapy and the healing process through her association with Tom Clift in 2008. Jana graduated from Healing Mountain in August of 2009, and received her national certification in December while recovering from a debilitating wrist injury. After finishing her wrist rehabilitation, Jana began working with St George Massage in June of 2010 as an independent therapist specializing in therapeutic massage. In March 2012 she began her ongoing association with Gubler's Physical Therapy of Hurricane, providing massage services to their clientele. Around the same time she left St George Massage to become the preferred massage therapist for personal injury cases in the offices of Performance Chiropractic of St George. She opened her own office doing business as Pure Touch Massage later that year and continues her associations with the physical therapy and chiropractic offices while also seeing her own clients. Her caring touch and focus on assisting the body in its recovery process has won her a dedicated and loyal clientele base. Jana began sharing her knowledge with other aspiring massage therapists in 2016 in keeping with the State of Utah's apprenticeship guidelines and in coordination with her mentor Tom Clift.

**Neil Logan, DC** – Neil Logan was born August 3, 1953, in San Diego, California where he was raised as the third of eight siblings. He was active in Scouts and church activities. He received his Eagle Scout Award when he was 14 and served a two-year mission for his church in Peru at the age of 19. He has been married for 39 years and is the father of 10 children and is a grandfather of many. Dr. Logan graduated from Grossmont Community College and San Diego State University with honors. He graduated from Cleveland Chiropractic College in Kansas City, Missouri, with honors in 1984. He has received certification in Acupuncture and Thermography. He is also a certified Motor Vehicle Occupant Injury Specialist. He has post graduate education in Whiplash Associated Disorders, Nutrition, Applied Kinesiology, Extremity Adjusting Techniques, Orthotic Training, and Rehabilitation. He has been a Chiropractic Physician for over 30 years. Dr. Logan's is known for his gentle, non-aggressive treatment of his patients. He is skilled at adapting his methods to best meet the needs of each patient. He has extensive experience in treating babies, children, and expectant mothers. He understands the pain and trauma of those who have been in accidents and is dedicated to helping them find relief and the best

healing possible. Dr. Neil Logan is a relaxed, caring, and knowledgeable man who delights in building life-long friendships with his patients based on mutual respect and easy laughter.

**Brittani Dowse, ND, LAc** - Dr. Brittani Dowse ND, LAc., is a Naturopathic Physician (Oregon and Utah) and Licensed Acupuncturist (Utah). Dr. Dowse treats her clients with a combination of Chinese and Naturopathic Medicine that may include any of the following treatment modalities: acupuncture or acupressure, moxibustion, cupping therapy, custom herbal or supplement evaluations, nutritional assessments and plans, other physical medicine and assessments, and other physical diagnostic examinations. She has recently transitioned from Portland, Oregon, to join her family in Cedar City. While practicing in Oregon, she always maintained a private practice in Portland while also working as a Naturopathic Physician at First In Health, Inc., where she had the opportunity to perform thousands of DOT/CDL driver medical examinations (and still remains FMCSA registered)(2009-2016), and for Cascade Acupuncture Center, a fast-paced and high-volume clinic in The Dalles and Hood River, Oregon, and Stevenson, Washington (2012-2016). Dr. Dowse received her Doctorate degree in Naturopathic Medicine (ND) and Master's degree in the Science of Oriental Medicine (MSOM) degree from The National University of Natural Medicine in Portland, OR ([www.nunm.edu](http://www.nunm.edu)) in 2009. She maintains medical licenses in both Oregon and Utah.

**Lara Bridges – Office Manager** – Lara has a bachelor degree from The University of Idaho. She is the Office Manager who works with the Massage Therapists, Students and a Chiropractor at the Healing Tree Massage School. Lara knows the many benefits to massage and chiropractic care and is committed to helping everyone get the best service.

## Attendance Policy

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 70%. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

## Rules of Conduct

**Weapons, Tobacco, Alcohol and Drugs:** The Healing Tree Massage School has a zero tolerance policy with regard to weapons, illegal drugs, tobacco, and alcohol of any kind are not allowed at any time on school property. Use of tobacco products, including smokeless tobacco and nicotine vaporizers are prohibited on school grounds. Likewise, alcohol, illegal drugs and/or being under the influence of said substances is strictly prohibited in school grounds. Any violation of school policies may result in permanent dismissal from school.

**Dress Code:** Students are expected to dress comfortably in flexible clothing. Sweat pants or yoga pants and the school t-shirt are recommended. Sleeveless shirts, tank tops, low scooping V necks, are inappropriate. T-shirts should have at least a ¼ length sleeve and cover the midriff completely. Clean socks, bare feet, or indoor-only shoes are required. Nails should be trimmed short and long hair should be tied back. Students are asked to avoid strongly scented products such as perfumes, colognes, body sprays, deodorants and essential oils. A student arriving to class with inappropriate clothing, poor hygiene or strong scents may be asked to rectify the issue or not attend that class.

**Hygiene:** Students are expected to arrive to class in as fresh a state of bodily cleanliness as possible. Please be considerate of the fact that others will be touching you and may not want to handle a sweaty, dirty or odiferous body. Fresh breath is also highly appreciated therefore good dental hygiene is encouraged. Students are expected to wash their hands before a massage, after a massage, after using the restroom and after eating. Any items that come into contact with bare skin should be washed after massage work including sheets, pillow cases, towels and oil or lotion bottles. Students who arrive to class with poor hygiene may be asked to leave at the instructors' discretion.

**Classroom Conduct:** Students shall behave in an appropriate manner for the classroom environment and in regards to the nature of the work at hand.

- Cell phone and smart phone use is prohibited in the classroom. Phone calls and texts should be made during breaks and outside the school.
- Do not interrupt or talk over an instructor or fellow student.
- Please raise your hand and wait to be addressed to ask a question to make a comment.
- No eating in the classroom.
- Please observe the scheduled breaks; do not leave the classroom mid-lecture or demonstration if at all possible, emergency restroom breaks aside.
- No sleeping during class.



## **Refund/Cancellation Policy**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

Any monies, except the non-refundable registration fee, due the applicant or students shall be refunded within 90 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.

2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. The three-business-day cooling-off period, commencing with the day an enrollment agreement with the applicant is signed or an initial deposit or payment toward tuition and fees of the institution is made, until midnight of the third business day following such date or from the date that the student first visits the institution, whichever is later, shall be applicable and during this time the contract may be rescinded by the student and all money paid refunded.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to submission by the student of any lesson materials or prior to receipt of course materials, whichever comes first, and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain the \$100 registration fee.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In item 2,3,4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>Percent of Scheduled Time Enrolled to Total Course/Program</b>	<b>Total Tuition School Shall Receive/Retain</b>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies, except the registration fee, due a student who withdraws shall be refunded within 90 days of a determination that a student has withdrawn, whether officially or unofficially. In case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of the withdrawal. All fees are identified in the catalog and in this enrollment agreement.

REGISTERED UNDER THE UTAH POSTSECONDARY PROPRIETARY SCHOOL ACT (Title 13, Chapter 34, Utah Code). Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether credits, degrees or certificates from the institution will transfer to other institutions or meet employer's training requirements. This may be done by calling the prospective school or employer.

The instruction is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.



## Application

Name \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Birthdate \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Do you have a High School Diploma or GED? \_\_\_\_\_

Are you presently employed? \_\_\_\_\_ If yes, please answer the following questions:

Company Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Have you had any previous massage classes or formal training? \_\_\_\_\_

What sparked your interest in massage & what are your goals for school?

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Anything else we should know? Tell us a little about yourself.

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References:

Name

Phone

Relationship

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## Enrollment Agreement

### Student Information

Student Name: \_\_\_\_\_

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

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

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

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

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

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you have a High School Diploma or GED? \_\_\_\_\_

Are you Employed? \_\_\_\_\_ If yes, please answer the following questions:

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

How did you hear about us? \_\_\_\_\_

Have you had any previous massage classes or formal training? \_\_\_\_\_

What sparked your interest in massage and what are your goals for school?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anything else we should know? Tell us a little about yourself

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Program Information**

Date of Admission: \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ Scheduled End Date: \_\_\_\_\_

Time Class Begins: \_\_\_\_\_ Time Class Ends: \_\_\_\_\_

Number of Weeks: \_\_\_\_\_ Total Credit Hours: \_\_\_\_\_

**Financial Aid**

The Healing Tree Massage School has outsourced to outside financial intuitions.

**Entrance Requirement**

The Healing Tree Massage School does not discriminate based on race, sex, religion, ethnic origin, or disability. We require a High School Diploma or GED and a desire to help people.

**Enrollment Procedures**

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## Grading System

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70 – 79 = C	Average
60 – 69 = D	Below Average
Under 60 = U	Unsatisfactory

## Attendance Policy

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 70%. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

## Rules of Conduct

**Weapons, Tobacco, Alcohol and Drugs:** The Healing Tree Massage School has a zero tolerance policy with regard to weapons, illegal drugs, tobacco, and alcohol of any kind are not allowed at any time on school property. Use of tobacco products, including smokeless tobacco and nicotine vaporizers are prohibited on school grounds. Likewise, alcohol, illegal drugs and/or being under the influence of said substances is strictly prohibited in school grounds. Any violation of school policies may result in permanent dismissal from school.

**Dress Code:** Students are expected to dress comfortably in flexible clothing. Sweat pants or yoga pants and the school t-shirt are recommended. Sleeveless shirts, tank tops, low scooping V necks, are inappropriate. T-shirts should have at least a ¼ length sleeve and cover the midriff completely. Clean socks, bare feet, or indoor-only shoes are required. Nails should be trimmed short and long hair should be tied back. Students are asked to avoid strongly scented products such as perfumes, colognes, body sprays, deodorants and essential oils. A student arriving to class with inappropriate clothing, poor hygiene or strong scents may be asked to rectify the issue or not attend that class.

**Hygiene:** Students are expected to arrive to class in as fresh a state of bodily cleanliness as possible. Please be considerate of the fact that others will be touching you and may not want to handle sweaty, dirty or odiferous persons. Fresh breath is also highly appreciated therefore good dental hygiene is encouraged. Students are expected to wash their hands before a massage, after a massage, after using the restroom and after eating. Any items that come into contact with bare skin should be washed after

massage work including sheets, pillow cases, towels and oil or lotion bottles. Students who arrive to class with poor hygiene may be asked to leave at the instructors' discretion.

**Classroom Conduct:** Students shall behave in an appropriate manner for the classroom environment and in regards to the nature of the work at hand.

- Cell phone and smart phone use is prohibited in the classroom. Phone calls and texts should be made during breaks and outside the school.
- Do not interrupt or talk over an instructor or fellow student.
- Please raise your hand and wait to be addressed to ask a question to make a comment.
- No eating in the classroom.
- Please observe the scheduled breaks; do not leave the classroom mid-lecture or demonstration if at all possible, emergency restroom breaks aside.
- No sleeping during class.

## The Massage Therapy Profession

The Healing Tree Massage School will prepare you for the massage therapy profession as well as the test you need to get licensed. Our program will include 850 combined class, in class massage, and clinical massage hours. School will start January 22, 2018 and will go through September 30, 2018. Placement assistance is offered to our students. We have connections with local Chiropractors as well as spas and resorts in the area. We cannot guarantee placement or wage salary levels.

Massage Therapists are in high demand, have the benefit of flexible hours, independence, and can work in a variety of settings, such as:

- Massage Office
- Cruise Ships
- Spas and Resorts
- Sports Teams and Events
- Chiropractic offices
- Physician's offices
- Hospitals and Wellness Centers
- Nursing Homes

For more information on Massage Therapy please visit [www.amtamassage.org](http://www.amtamassage.org)

## Tuition & Fees

### 1<sup>st</sup> Semester

Non-Refundable Registration Fee:	\$ <u>100.00</u>
Tuition:	\$ <u>3,750.00</u>
Books (approximant):	\$ <u>250.00</u>
Lotions/Oils/Creams:	\$ <u>75.00</u>
Sheets (4 sets):	\$ <u>60.00</u>

## 2<sup>nd</sup> Semester

Tuition:	\$ <u>3,750.00</u>
Books (approximant):	\$ <u>250.00</u>
Mblex Licensure Exam Fee:	\$ <u>195.00</u>
Utah Massage License Fee:	\$ <u>100.00</u>
Total Cost for Program:	\$ <u>8,530.00</u>

### Refund/Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

Any monies, except the non-refundable registration fee, due the applicant or students shall be refunded within 90 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. The three-business-day cooling-off period, commencing with the day an enrollment agreement with the applicant is signed or an initial deposit or payment toward tuition and fees of the institution is made, until midnight of the third business day following such date or from the date that the student first visits the institution, whichever is later, shall be applicable and during this time the contract may be rescinded by the student and all money paid refunded.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to submission by the student of any lesson materials or prior to receipt of course materials, whichever comes first, and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain the \$100 registration fee.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In item 2,3,4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>Percent of Scheduled Time Enrolled to Total Course/Program</b>	<b>Total Tuition School Shall Receive/Retain</b>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies, except the registration fee, due a student who withdraws shall be refunded within 90 days of a determination that a student has withdrawn, whether officially or unofficially. In case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of the withdrawal. All fees are identified in the catalog and in this enrollment agreement.

## **Notice To Student**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principle place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless changes have been approved in writing by the authorized official of the school and by the student or the student's parent or legal guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.
7. Registered under the Utah Postsecondary Proprietary School Act (Title 13, Chapter 34, Utah code).
8. Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the intuition. It is the student's responsibility to

determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer.

9. The institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.

## **Student's Right to Cancel**

The student has the right to cancel the initial enrollment agreement until 7 days, unless school has started, after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund in all monies paid within one week of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

## **Student Acknowledgments**

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.  
**Student Initials** \_\_\_\_\_
2. I have carefully read and received an exact copy of this enrollment agreement.  
**Student Initials** \_\_\_\_\_
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.  
**Student Initials** \_\_\_\_\_
4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.  
**Student Initials** \_\_\_\_\_
5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, the school must provide us with copies of transfer agreements that name the exact institution and include agreement details and limitations.  
**Student Initials** \_\_\_\_\_

6. I understand that the school does not guarantee job placement to graduates upon program completion.

**Student Initials** \_\_\_\_\_

7. I understand that complaints, which cannot be resolved by direct negotiations with the school in accordance to its written grievance policy, may be filed with the Utah Division of Consumer Protection, 160 E 300 S, Salt Lake City, UT 84111 or [dcp.utah.gov](http://dcp.utah.gov)

**Student Initials** \_\_\_\_\_

The Student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

I the undersigned, have read, understand and agree to abide by all the provisions set forth in the foregoing enrollment agreement.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Signature

\_\_\_\_\_  
Date