



ZMC

Catalog and

Student

Handbook

2021

**“The great way is easy...
Beware when things are out of balance.
Stay Centered...”
-TAO- Te Ching**



ZMC Catalog Effective January 2021

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About Zion Massage College

Campus Location and Facilities:

Zion Massage College is located in the beautiful Green Valley area of St. George, Utah. Students enjoy a peaceful, ideal learning environment surrounded by Southern Utah's Red Rock cliffs and desert. The picturesque Snow Canyon State Park is within a 15-minute drive from the campus and Zion National Park is just 1 hour away.

The college offers ample parking and consists of 4 spacious classrooms, reception areas, student and faculty break areas, an office and restroom facilities. The college offers wireless internet, Ashiatsu Bars which are used in several massage modalities, private curtained massage areas and a variety of state-of-the-art massage tables and supplies. To effectively teach complex hands on technique, class size is limited to a student/teacher ratio of one teacher for every 20 students.

The student break area is equipped with a water station, a microwave, coffee maker, tea pots and shelving to store student supplies and personal items.

Zion Massage College gives students a competitive advantage with small class sizes, experienced faculty, and a commitment to teaching our students a blend of the most effective massage modalities from around the world.

Mission Statement:

To educate and inspire our students to become industry leaders with diverse knowledge, skill, and intuition which they effectively use to foster health and well-being in themselves, their clients and in the communities in which they serve.

Philosophy and Purpose:

ZMC offers a 900-hour professional massage therapy program, where students are taught a comprehensive blend of Western and Eastern Massage Techniques and Modalities, which focus on a touch-based holistic approach to mind, body, and spirit health.

In addition to the professional massage therapy program, ZMC offers Eastern based continuing education opportunities for licensed massage therapy professionals such as, advanced courses in Thai Massage, Tui-Na (Chinese Massage), Chinese Cupping Massage, Gua-Sha Massage, Chavutti Thirumal, Ashiatsu, Reiki, Chi Nei Tsang, Thai Abdominal Massage, Bamboo Massage, Hot Stone Massage, and Massage Therapist Self Care Techniques such as Postural Yoga, Qi-Gong, and Meditation. ZMC supports lifelong learning for its students, staff members, and for Licensed Massage Therapists that wish to continue their education.

In many parts of the East, massage, meditation, and mind/body exercises such as Tai-Chi/Qi-Gong (in China, Vietnam, and Thailand) and Yoga (in India) are a daily part of the community and an individual's health practice. From experiencing the way in which these cultures focus on preventative and holistic health, we believe that all individuals can benefit from a basic knowledge of mind/body health practices. ZMC encourages and supports its students and graduates in teaching their clients how to perform self-care activities to relieve stress, promote overall health and which assist in the effectiveness of the overall massage care plan.

Goals and Objectives:

- ZMC students receive a comprehensive, well rounded, quality education. ZMC training draws from massage modalities around the world. This prepares students with a solid knowledge base and advanced training in the field of massage therapy.
- ZMC students are prepared to become leaders and innovators in the field of Massage Therapy.
- ZMC students are prepared to work effectively with other health care providers, in both Western and Eastern Medical approaches.
- Education at ZMC prepares students to pass the MBLEx and state licensures for which they qualify.
- ZMC students set an example of excellence and professionalism in the field of Massage Therapy.

- ZMC instructors model the importance of continuing a lifelong practice of research, learning and improvement in the field of massage therapy.

History and Ownership:

The Director and faculty of Zion Massage College have extensive healthcare and management backgrounds. Founded in 2012 by Rebecca Farraway, LMT, Zion Massage College was created with the goal of teaching prospective massage therapists the most effective Eastern and Western based massage and hands on healing modalities and techniques. Zion Massage College's campus offers a learning environment, which supports the demands of a comprehensive hands-on, results oriented education. Students are prepared to effectively help clients recover from injury, reduce stress, and resolve pain to live healthier lives.

Timeline:

- June 2012: Advanced Bodywork Training LLC was founded
- January 2013: Advanced Bodywork Training receives approval of its curriculum from the Utah Department of Professional Licensing (DOPL)
- January 2013: Advanced Bodywork Training receives registration approval to operate as a Postsecondary Proprietary School from the Division of Consumer Protections.
- February 2013: Advanced Bodywork Training receives approval from the Utah Division of Corporations to use the legally protected name "college" and is established as Advanced Bodywork Training, LLC, DBA: Zion Massage College
- February 2013: Zion Massage College begins classes of it's comprehensive professional massage therapy program.
- July 19, 2017: Zion Massage College receives accreditation with the Commission on Massage Therapy Accreditation (COMTA).
- October 2019: Zion Massage College receives Title IV funding.

Location and Contact Information:

Zion Massage College
567 S. Valley View Dr.
St. George, UT 84770
1-435-628-1150

www.zmc.edu

Administrative Office Hours:

Times are MST:

Monday – Saturday: 9:00 a.m. – 5:00 p.m.

Sunday: CLOSED

Course Hours:

Zion Massage College offers the choice of day, afternoon, or evening classes. Class schedules can be found on the Zion Massage College website at www.zmc.edu.

Day classes run Monday – Thursday from 9 a.m. – 1 p.m.

Evening classes run Monday – Thursday from 5 p.m. – 9 p.m.

The student massage clinical internship is part of ZMC's core curriculum and is considered a course. Students receive a grade based on participation, professionalism, and Instructor/client reviews. The student selects the course times from the existing clinic schedule offerings. Students begin the clinical internship after successful completion of Massage Therapy Core I. Students complete 180 massages, which breaks down to 5 massages per week for a total of 36 weeks. If desired, students may choose to complete additional massages each week and complete the 180-hour massage requirement at a faster pace.

Program Start & End Dates for January 2021 through January 2022:

E-24	01/19/2021	1/6/2022
D-25	02/02/2021	1/20/2022
E-25	04/06/2021	3/22/2022
D-26	06/02/2021	5/17/2022
E-26	07/19/2021	7/2/2022
D-27	08/17/2021	7/31/2022
E-27	10/20/2021	10/2/2022
D-28	11/08/2021	10/21/2022

Required Textbooks:

Below is a list of ZMC 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. **Total Estimated Book Costs are \$480.65 at full retail value before tax.**

1. Zion Massage College. *ZMC Modalities Manual*. Third Ed. St. George: Zion Massage College, 2018. Print. (\$80.00 *Purchase at ZMC)
2. Archer & Nelson, *Applied Anatomy & Physiology for Manual Therapists*. Philadelphia, PA: Lippincott Williams & Wilkins, 2013 Print * (\$77.95 *Purchase Online)
3. Archer & Nelson, *Study & Review Guide for Applied Anatomy & Physiology for Manual Therapists*. Philadelphia, PA: Lippincott Williams & Wilkins, 2013 Print * (\$34.95 *Purchase Online)
4. Trail Guide Trio (\$153.85 *Purchase Online)
 - o Biel, Andrew. *Trail Guide to the Body: A Hands-on Guide to Locating Muscles, Bones and More*. Sixth Ed. Boulder, CO: Books of Discovery, 2015. Print. * (\$72.95 *Purchase Online)
 - o Biel, Andrew. *Trail Guide to the Body: Student Workbook*. Sixth ed. Boulder, CO: Books of Discovery, 2015. Print. *(\$29.95 *Purchase Online)
 - o Biel, Andrew. *Trail Guide to Movement: Building the Body in Motion*. Second ed. Boulder, CO: Books of Discovery, 2015. Print. *(\$50.95 *Purchase Online)
5. Werner, Ruth. *A Massage Therapist's Guide to Pathology: Critical Thinking and Practical Application*. Seventh ed. Lippincott Williams & Wilkins, 2016. Print (\$79.95 *Purchase Online)
6. Sohnen-Moe, Cherie. *Business Mastery: A Guide for Creating a Fulfilling, Thriving Practice, and Keeping It Successful*. Fifth ed., 2016. Print. (\$36.95 *Purchase Online)
7. Dr. Daniel Amen, *Change Your Brain; Change Your Life*, 2015. Paperback* (\$17.00 Purchase Online)

Required and Recommended Supplies for School

Books and supplies are not provided by ZMC. Required items can be purchased by the student from the retailer of his/her choice. It is the responsibility of the student to come to class prepared with required books and supplies. Total Estimated price including taxes for supplies is \$261.25. *Price is reflected before any taxes or shipping cost.

1. [Five twin sheet sets](#) (\$74.95 estimated price*)
2. [Two Gallons Massage Oil](#) (\$71.98 estimated price*)
3. [6 Notebooks](#) (\$8.99 estimated price*)
4. [24 Pens or Pencils](#) (\$5.92 estimated price*)
5. [12 Colored Pencils](#) (\$6.99 estimated price*)
6. [3 Containers Disinfectant Wipes](#) (\$8.99 estimated price*)
7. [Holster for Oil Bottle](#) (\$15.95 estimated price*)00.
8. [Massage Bolster](#) (\$27.99 estimated price*)
9. [Blanket](#) or [Beach Towel](#) (\$15.99 estimated price*)
10. [Hand Towel](#) (\$5.99 estimated price*)

Massage Table Requirement:

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

Administrative Staff and Faculty:

Admissions Director/Instructor Rebecca Farraway, LMT, RYT 200, BCTMB graduated from Utah College of Massage Therapy in June of 1995. She went on to teach Reflexology, Shiatsu, and Hydrotherapy at UCMT for 7 years. Since 1995, Rebecca has been active in studying and teaching massage and bodywork modalities from around the world such as Gua-Sha, Tui-Na, Chi-Nei-Tsang, and Holographic model techniques from China, Chivutti Thirumal from Ayurvedic tradition in India, Thai Massage, Tok-Sen, Thai Abdominal massage and many other styles of massage and bodywork. Rebecca continues to actively seek out the best hands on healing techniques.

Rebecca is passionate about and committed to her profession as a Licensed Massage Therapist (LMT). She exemplifies her belief in lifelong learning through her extensive and continued studies of massage and touch based healing in the United States, Thailand, India, China, Europe, and South America. Rebecca is especially passionate about researching, discovering, and sharing effective traditional medical and healing techniques from around the world.

In addition to her love of massage therapy and bodywork, Rebecca is a Qi-Gong and Yoga Instructor, musician, and writer. She enjoys spending time outdoors meditating, hiking, canyoneering, mountain biking, rafting, skiing and backpacking.

Program Director/Instructor Christina Frantzen LMT, BCTMB has over 20 years experience as a Licensed Massage Therapist including 10+ years of Spa Management Experience and managing the #1 Spa in the Nation, Conde Nast Traveler. In addition to her experience with massage therapy, Christina holds a Bachelor of Science in Psychology, a Bachelor of Health Sciences with an emphasis in Physical Therapy and Medical Social Work, and an Associate's of Science.

In 2014 Christina moved from California to St. George. Upon moving to St. George, she began working at MoVara Fitness Resort and Spa as an LMT and also began working as an Instructor at Zion Massage College. From the moment we met Christina, the ZMC team knew that she was a valuable and perfect match for our college's mission, values and for the quality education, which we continually strive to give our students.

Christina loves to hike in nature, spending time with those closest to her, and learning. Christina specializes in a variety of modalities but has extensively studied water-based modalities such as WATSU and Aquatic Integration. Christina is a strong advocate of lifelong learning not only within the massage therapy profession but in all aspects of life.

Lead Administrative Assistant Rocio Lopez

Originally from California, Rocio has resided in St. George for the last several years. She has an Associate Degree from Dixie State University. She loves helping the students, staff members and guests at Zion Massage College. Her calm, kind nature, intelligence, and ability to listen to others are a breath of fresh air to everyone that meets her. When not working, you can find her spending time with family, playing with her mini Schnauzer, or reading a book. We are so grateful to have her as part of our team.

Financial Aid and Admissions Administrator Shalyn Padayao

With a passion for service, learning, and a firm belief in the body's ability to heal itself, Shalyn is an enthusiastic member of our administrative team. As the Admissions Coordinator, she is always excited to help prospective students realize the opportunity to develop their talents for healing and helping others. Shalyn is a mother, a

musician and an animal lover. Her favorite place to be is out in nature. From the oceans of Hawaii to the red rock mountains of St George, outdoors is where she finds peace.

Administrative Assistant Elizabeth Wright

Originally from California, Elizabeth has spent the last few years between Utah and Idaho. She has a cosmetology license and is currently working on her degree for History Education. Elizabeth has many years in customer service and strives to bring the best experience to both the guest, students, and faculty. Her bubbly and energetic persona allows her fun interactions with everyone. When not at work you can find her spending time with her family and her husband while watching documentaries.

Clinic Facilitator Julie Humphries, LMT, BCTMB

Originally from California, Julie went to Provo College and received an Associate of Applied Science Degree in Therapeutic Massage Technology in February 2000. Julie has taught massage in Provo and Las Vegas. Julie has been in St. George for the last 8 years and loves it. She has a certificate in medical coding and billing and has worked in a chiropractic office as an office manager, billing and coding, and massage therapist. Julie loves to spend time hiking with her family.

Instructor Everett Hunt, LMT, SI, attended UCMT in Salt Lake City, Utah, 2005-2006. During that time, he learned how fascia can be changed to manipulate and shape the body. Not knowing where massage therapy would eventually take him, Everett found his path with Structural Integration. After graduating in March of 2006, Everett completed a graduate program with Structural Bodyworks in Kaysville, Utah. Following school, Everett began working in Park City, Utah and quickly built a clientele consisting of Olympic skiers and gymnasts. After gaining valuable experience, Everett eventually moved to St. George where he works as full-time therapist at Red Mountain Spa. Everett practices and embodies his belief that through proper body mechanics as taught in school, therapists can enjoy a massage career which spans many decades.

Instructor Cori Halterman, LMT, CLT, graduated from UCMT Lindon Campus, graduated March 2011. Amazing teachers inspired Cori to become an "Elite" bodyworker by striving for perfect attendance, 4.0 grades and taking advantage of every opportunity to learn more. She has worked at various spas including Amangiri and massaging on the houseboats at Lake Powell for Antelope Point. In addition to her private practice she has taught Anatomy, Pathology, and Reflexology at UCMT, Orem Campus and still maintains VIP clientele at Lake Powell.

Cori is fascinated by the complexity and miraculous design of the human body and its ability to heal itself when given the proper nutrition and care. Being a facilitator in healing is her goal with every client. Teaching is one of Cori's passions. Assisting students in maximizing their education and becoming "elite" therapists motivates her in the classroom. She is also a Certified Lymphedema Therapist who has worked with clients suffering from this debilitating disease. Workshops and learning forums are Cori's idea of "me time".

At home, Cori enjoys her large family and charming husband. She loves to dance, sing, play the piano, grow flowers and vegetables, read anything by Dr. Fuhrman and wants to live in Rivendell, the Elven realm of Middle earth, in her next life.

Instructor Veronica Hunt, LMT

Veronica Hunt graduated from the Nevada School of Massage Therapy in 2010, where she learned a variety of modalities and has been integrating her various skills throughout the past 9 years. Veronica was drawn to the body's ability to heal itself and continues to utilize her expertise to assist in the body's healing process.

Through compassionate and careful listening, she thoughtfully tailors each massage session in accordance with the client's needs and requests, personalizing an individualized overall experience for each client. One of her specialties and favorite modalities is Cranial Sacral Therapy, which can be beneficial for relaxation, headache relief or prevention. In addition to Cranial Sacral Therapy, she is skilled in Deep Tissue, Swedish and Prenatal Massage. Veronica is also skilled, respectfully, in body treatments, such as wraps and scrubs, and believes that the energetic element to body treatments can be integrated with Massage Therapy to achieve total health

through balance and wellness in mind, body, and spirit. When Veronica isn't teaching, you can find her at Sagestone Spa, located at Red Mountain Resort.

Instructor Karey Bleak, MS, LMT, CLT

Karey's first career interest was to become a massage therapist, however she opted to attend college instead. After graduating, she taught high school biology and chemistry for several years before deciding to stay home full-time to be with her young family. In 2005 the call to become a massage therapist grew strong once again; she enrolled at Ann Arbor Institute of Massage in Ann Arbor, Michigan in the fall of 2005 and graduated a year later. Soon after, she moved to St George with her two young sons, enjoying the sun and outdoor adventures here ever since. Karey is certified in Orthopedic Massage and as a certified lymphedema therapist. She has also taken several classes in CranioSacral therapy and Energy Balancing. In addition to being an instructor at ZMC, Karey has a private massage and bodywork practice in St George. She is passionate about helping her clients feel their best, and loves being a part of her students' journey as they embark in their own amazing and fulfilling career as a massage therapist. Karey enjoys hiking, trail running, swimming, gardening, backpacking, cycling, watersports and is game to try just about anything else that doesn't require her to jump from high heights!

Instructor Nancy Wolf, LMT

Instructor Nancy Wolf, LMT, graduated from Sensory Development Institute in St. George, Utah, in 1998. Nancy immediately went on to continue her studies in the field of Dr. Upledger's CranioSacral Therapy. She is committed to a lifelong practice of helping others heal. Nancy has enjoyed and benefited from taking her talents with her wherever she goes. She has had a variety of interesting and rewarding work and educational experiences, such as working in Costa Rica and the Silicon Valley.

Beginning in 2000, Nancy found another one of her passions in teaching. She taught the Introduction to Craniosacral Therapy course for 5 years at Nevada School of Massage Therapy (NSMT), a sister school to UCMT in Salt Lake City, Utah. Nancy has a private practice in St. George, Utah, where she specializes in craniosacral massage. She is well respected in the community as a talented and intuitive healer. Zion Massage College is honored to have her as an instructor in the craniosacral program.

Instructor/Teaching Assistant Nancy Lilledahl

Originally from Minnesota, Nancy has resided in Utah for 4 years and has recently moved to Saint George where she is loving the warm desert climate. Horses are Nancy's passion and she feels blessed to have been involved with them professionally for over 35 years. She also holds an Associate Degree in Interior Design. Nancy enjoys a fun and healthy lifestyle and when she's not working, you can find her hiking in the mountains, out target practicing with her handguns or taking ballroom dance lessons. Nancy is a 2019 graduate of Zion Massage College and is currently practicing massage at Red Mountain Resort.

Instructor/Teaching Assistant Sophia Hanks

Sophia is passionate about the field of Massage Therapy. In addition to helping her clients reduce stress, recover from pain, and to stay healthy, Sophia loves working with the students at Zion Massage College. Sophia's favorite Massage modalities are Prenatal Massage and Ashiatsu. She loves that Prenatal Massage allows her to help both the mom and the baby at the same time. She finds it deeply rewarding to share her love of Prenatal Massage with the students at ZMC. Ashiatsu, a style of massage, which is derived from the Kalari Payattu martial arts tradition in Southern India, is another of Sophia's favorite styles to give, receive and teach. In Ashiatsu Massage, the therapist uses their feet to apply massage strokes. The style requires dance-like movements, which result in a relaxing and calming effect on the client. Sophia's strong background in dance, helps her to excel at this style of massage. When she isn't focused on Massage Therapy, Sophia enjoys hiking with her dog in Utah's beautiful outdoor playground.

Instructor/Teaching Assistant Terrie Coburn

Terrie

Approvals, Licensure, and Memberships:

Zion Massage College has the following Approvals, Licensures, and Memberships

- ZMC is Institutionally Accredited through:
The Commission on Massage Therapy Accreditation (COMTA)
5335 Wisconsin Avenue NW, Suite 440
Washington, D.C. 20015
202-888-6790
www.comta.org
- ZMC's Curriculum is approved by
Utah Department of Professional Licensing
P.O. Box 14741
Salt Lake City, UT 84114
801-530-6628 phone
https://dopl.utah.gov
- ZMC is an Assigned School with
National Certification Board for Therapeutic Massage and Bodywork and ZMC students qualify to take the **NCBTMB Board Certification Exam.**
1333 Burr Ridge Parkway Suite 200
Burr Ridge, IL 60527
630-627-8000
https://ncbtmb.org
- ZMC is listed with **the Federation of State Massage Therapy Board** and ZMC students qualify to take the **MBLEx Massage Therapy Licensing Exam.**
FSMTB Executive Office
10801 Mastin Boulevard, Suite 420
Overland Park, KS 66210
913-681-0380 phone
913-681-0391 fax
https://www.fsmtb.org

Governance:

Advanced Bodywork Training, LLC. DBA Zion Massage College (ZMC), is a privately held, Limited Liability Corporation, incorporated in the State of Utah. Rebecca Farraway, LMT, RYT-200 is the sole owner of ZMC.

Program Advisory Committee:

Zion Massage College has an active Advisory Board composed of experienced and qualified individuals that care about the future of Zion Massage College, its students, and graduates.

The functions of the Board include:

Reviewing the college's curriculum, commenting on relevant areas such as curriculum objectives, program content, and length of required courses, facility adequacy, student job placement, and current industry trends. The Board also reviews petitions as needed.

The Program Advisory Board consists of the following individuals: Rebecca Farraway, LMT, E-RYT-200, Leisa Wright, Ryan Gallian, LMT, Gary Palmer, Tiffany Nutter, RN, Rhonda Cox, LMT.

Accreditation:

Zion Massage College is accredited through The Commission on Massage Therapy Education <https://comta.org/>.

Program Tuition & Fees

Below are the tuition and fees for attendance in Zion Massage College's 900-hour professional massage therapy program*:

Tuition	\$ 12,600
*Books and Table	\$800.85
Additional Supplies	\$ 261.25
Total Cost	\$13,662.10

*Books and Table are purchased separately by the student. Because these items are purchased separately and not through ZMC, the costs can vary. However, it is estimated that the cost for books and table are between \$600 and \$1,200 depending on whether a student uses new or used books and on the table which is chosen.

*A Book and Table package can be purchased through ZMC for \$800.85 or, students may choose to purchase these items on their own.

Tuition, Financing Options and Tuition Schedule:

Below are ZMC's current tuition financing options:

- Tuition is divided into two equal terms of 450 hours each for a total of 900 hours, over an 11 month period.
- Federal Student Aid: To fill out a Free Application for Student Aid, visit <https://studentaid.ed.gov/sa/fafsa>. You can also contact ZMC's Financial Aid Administrator at 435-359-9828 with any questions on the Federal Student Aid process.
- ZMC has a no interest/no fee payment plan, which requires \$2,000 down. The remaining balance is divided into monthly payments, with the tuition balance due on or before graduation.
- ZMC is approved for funding through the Department of Vocational Rehabilitation for students that qualify for this benefit.
- ZMC is approved for funding through the G.I. Bill® for students that qualify for this benefit.

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 note that a student's contractual obligation is limited to the following tuition and fee payment requirement:

- For the first week of attendance, no tuition charges will be withheld, if a student becomes unenrolled/drops classes before the first day of the second week of class.
- After the first week through seventy-five percent (75%) of the 48-week program and financial obligation, the charges retained will not exceed a pro rata portion of the tuition for the training period completed.
- After seventy-five percent (75%) of the 48-week period of training and financial obligation, ZMC will retain the full amount of tuition.
- Attending one day of any given week will result in a charge for the entire week.

Please see ZMC's Refund Policy in this catalog. Please note that tuition scholarships, discounts, and special offers such as the inclusion of textbooks become invalid for students that drop from the program. In these instances, all textbooks, massage therapy table and the full (non-discounted) prorated tuition costs will be charged to the student per the ZMC Refund Policy and Schedule.

Distinction between scholarship, grant, and loan for financial aid

Per <https://studentaid.gov/help-center/answers/topic/glossary/search>, scholarships, grants, and loans for financial aid are defined as:

- “Scholarships are gifts that don’t have to be repaid and are designed to help students pay for an undergraduate degree. They can be a one-time gift or are renewable, depending on the scholarship.”
- “A grant is a monetary gift for people pursuing higher education. It is often based on financial need and does not need to be repaid (unless, for example, you withdraw from school and owe a refund).”
- “A loan is money borrowed from the federal government or a private source like a bank or financial institution, and must be paid back with interest.”

Admission Requirements and Procedures

Zion Massage College is an open admission vocational school, which is registered under the Utah Postsecondary Proprietary School Act. To be considered for admission, an applicant must complete the following admission steps and submit proof of the required items, which are listed below:

Steps for Admission:

1. Submit a completed Admission Application (This can be done online or at the ZMC Campus). Applicants must turn 18 before the first day of the program. Or, on a case by case situation by petition, the student must turn 18 before the start of their clinical internship.
2. Pay \$10 non-refundable Application Fee.
3. Submit a copy of your high school diploma or equivalent (GED, Foreign Education, Homeschooling, College Transcript, etcetera).
 - Official transcripts or Diploma must be presented and verified.
 - This can be submitted at the ZMC Campus or by emailing the Admissions Advisor, Shalyn Padayao at shalyn@zmc.edu.
 - A copy will be scanned into the student file.
 - For all applicants whose name differs from their education record and their current legal name, name change documentation must also be submitted (i.e. Marriage Certificate, Divorce Decree, Official Name Change, etcetera).
 - If the applicant is applying for FSA, verification will also be made during the FAFSA process.
4. A representative will contact you within 48 hours to confirm or deny your acceptance into the program.
5. Schedule your complimentary massage in the student massage therapy clinic. (Please call the ZMC Front Office at 435-261-4203 to schedule your appointment.)
6. Please contact the ZMC front office at 435-261-4203 with any questions about enrollment.

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.

Evaluating the Validity of High School Completion

Academic Qualifications

If ZMC has reason to believe that the high school diploma/equivalency submitted is not valid or was not obtained from an entity that provides secondary school education, we may request additional information to confirm the validity of a high school diploma/equivalent.

To receive Title IV funds, a student must be qualified to study at the postsecondary level. A student qualifies if the student:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
- has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate;
- has completed homeschooling at the secondary level as defined by state law;

- has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education.

High School Diploma:

Please note that for an institution to be a Title IV eligible institution, it must admit as regular students only those with a high school diploma or the recognized equivalent.

Per FSA Handbook Volume 1, acceptable documentation for checking the validity of a student's high school completion can include the diploma and a final transcript that shows all the courses the student took.

As an example, one resource that ZMC may consider using to determine if a high school diploma is valid is by verifying the existence of the high school with the department of education of the state in which the high school is located, if that agency has jurisdiction over the high school.

Recognized equivalents of a high school diploma

The Department recognizes several equivalents to a high school diploma:

- A GED certificate;
- a certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category);
- an associate's degree;
- successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution; or
- enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred
- into the bachelor's degree program.
- for a student who enrolls without completing high school, a transcript indicating the student has excelled in high school. The student must no longer be enrolled in high school, must satisfy
- your school's written policy for admitting such students, and must be starting a program that leads at least to an associate's degree or its equivalent.

For those who have completed all High School Requirements early but have not been issued their High School Diploma, a signed statement from the applicants high school can attest that the applicant has completed all required coursework and other requirements for graduation. This letter must include the date on which the high school diploma will be issued. 34 CFR 600.2, DCL GEN 16-09 and <https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/hsdiploma.html>.

Foreign High School Diploma

Per FSA Handbook Volume 1, High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement, as long as the diploma is equivalent to a U.S. high school diploma. A student that submits a foreign High School diploma must have the diploma evaluated by a company that offers document verification services. Please contact ZMC's Admissions Advisor for a list of acceptable verification companies.

If the student is selected for verification tracking groups V4 or V5, in which the student must provide proof of high school completion, and it is impossible for a refugee, asylee, or victim of human trafficking to obtain documentation of his or her completion of a secondary school education in a foreign country, you may accept self-certification that they have completed a high school (or equivalent) education from these applicants, along with their entry status documentation that demonstrates the applicant's current or prior status as a refugee, asylee, or victim of human trafficking who entered the U.S. after the age of 15 (see item FHD-Q2/A2 at <https://www2.ed.gov/policy/highered/reg/heard/2009/hsdiploma.html>).

Homeschooling

Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, he/she must obtain this credential to be eligible for Title IV funds if the state requires it. ZMC may rely on a homeschooled student's self-certification that they completed secondary school in a homeschool setting. The student can include in his/her homeschooling self-certification that he/she received this state credential.

ZMC Administration Review

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

Program Information

Program Objectives:

Zion Massage College's Professional Massage Therapy program is designed to prepare students to pass the MBLEx and other exams, for which they qualify. ZMC's curriculum exceeds the requirements for a professional massage therapy program as established by the State of Utah and the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB). Below is a chart which compares the requirements for licensure in the state of Utah with the requirements for graduation from Zion Massage College.

Overview Comparison of State Requirements and ABT/ZMC Requirements:

Category	Utah State Requirement	ABT/ZMC Requirement
Anatomy & Physiology	125	180
Pathology	40	52
Massage Theory	285	372
Business & Professional Ethics	35	56
Sanitation/First Aid/CPR	15	16
Student Clinic/Internship	100	180
Exam Prep	0	24
Self-Care	0	20
Total	600 hours	900 hours

Program Schedule:

Zion Massage College's Professional Massage Therapy program is held over a 48-week period and has two schedule options:

Day Classes: Monday – Thursday 9 a.m. – 1 p.m. with two 3-day weekend trainings in Thai Massage

Evening Classes: Monday – Thursday 5 p.m. – 9 p.m. with two 3-day weekend trainings in Thai Massage

You can find the course schedules on the college's website: www.zmc.edu

As part of the 48 week, 900-hour program, students are required to complete 180 massages in the student massage therapy clinic. Typically, students complete 5-6 massages per week starting as early as the 5th week and no later than the 13th week of the program. Students can choose from a selection of 2, 3, 4, 5, and 6-hour shifts. The student massage clinic is supervised by an instructor with at least two years of professional experience working as a Licensed Massage Therapist. The student massage therapy clinic is held on the following days and times:

Tuesday	1:20, 2:30, 3:40
Wednesday	1:20, 2:30, 3:40
Thursday	1:20, 2:30, 3:40
Friday	9:50, 11:00, 12:10, 1:20, 2:30, 3:40
Saturday	9:50, 11:00, 12:10, 1:20, 2:30, 3:40

Curriculum Overview and Course Descriptions:

Students at Zion Massage College complete a 48-week, 900-hour professional massage therapy program, which comprises 24 required classes.

List of Required Courses:

1. Anatomy & Physiology Level I
2. Anatomy & Physiology Level II
3. Anatomy & Physiology Level III
4. Anatomy & Physiology Level IV
5. Ashiatsu and Chavutti Thirumal
6. Clinical Internship
7. Craniosacral Therapy
8. Exam Prep
9. Gua-Sha Massage
10. Hydrotherapy and Spa Therapy Techniques
11. Kinesiology
12. Massage Therapy Core I
13. Massage Therapy Core II
14. Optimal Health for the Massage Therapist
15. Pathology
16. Professional Ethics and Business Standards
17. Reflexology
18. Sports Massage and PNF Stretching
19. Structural Concepts
20. TCM Cupping Massage, Herbal Liniments, & Moxibustion
21. Thai Massage Level I (Taken in 2 weekend courses on Friday, Saturday, Sunday for 30 hours each)
22. Tok-Sen & Herbal Compress Massage
23. Trigger Point Therapy
24. Universal Precautions, Sanitation, and CPR

Course Descriptions:

Anatomy and Physiology Level I:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 36

Description: This Anatomy and Physiology I course provides the foundational platform for the general study of the human body's structure and function. Emphasis is placed on the complex nature of the body's chemical level, cellular level, histology, integumentary, skeletal, joints, muscles, and tissues.

Anatomy and Physiology Level II:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 36

Description: The Anatomy and Physiology II course focuses on musculoskeletal anatomy. In this course, students focus attention specifically on learning Musculoskeletal Anatomy of the upper body, including the location, origin and insertion, actions, and synergistic movements of the musculature. Students learn to identify and palpate the musculature to become familiar with the underlying structures of the human body. Through lecture, demonstration and palpation, students learn to clearly understand and communicate the way in which massage works to assist in the maintenance, healing, and support of the client's muscular and skeletal systems.

Anatomy and Physiology Level III:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 36

Description: The Anatomy and Physiology III course continues the study of musculoskeletal anatomy with a focus on the lower body. Students are taught how a clear understanding of Musculoskeletal Anatomy provides the foundation for an effective massage therapy session. In this course students focus attention on the location, origin and insertion, actions, and synergistic movements of the musculature. Students learn to identify and palpate the musculature to become familiar with the underlying structures of the human body and to clearly understand and communicate the way in which massage works to assist in the maintenance, healing, and support of these structures.

Anatomy and Physiology Level IV:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 36

Description: In the Anatomy and Physiology IV course, students review all the body systems with emphasis on the complex nature of the circulatory, digestive, endocrine, immune, lymphatic, muscular, nervous, respiratory, skeletal, urinary, and reproductive systems of the body, the interrelationship of the organs, and the body's ability to adapt to the environment.

Ashiatsu and Chivutti Thirumal:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 24

Description: In the Ashiatsu/Chivutti Thirumal course students learn how to use their feet to apply deep restructuring massage techniques, which balance, relax, and align the client's body, mind, and spirit. Ashiatsu is like receiving a deep, flowy Swedish Massage with broad, consistent pressure, which is applied by the therapist's feet. In addition to learning the practical application of the modality, students learn the martial arts and cultural theory and trace the Ayurvedic roots of Ashiatsu and Chivutti Thirumal.

CranioSacral Therapy:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 24

Description: In the CranioSacral Therapy course, students learn foundational principles in administering this gentle form of bodywork, which evaluates and treats the body, mind, and spirit. CranioSacral Therapy utilizes a

whole person approach to balancing these three aspects of the client. CST focuses its attention and treatment on the bones of the cranium, spine, sacrum, meninges, and other supporting tissues. The theory of CST utilizes the cerebrospinal fluid (CSF) to regulate the rhythm, flow, and direction of this vital substance. Students learn how to feel and support these bodily rhythms to help the client release negative patterning.

Exam Prep:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 24

Description: In the Exam Prep class, students learn critical thinking skills and other test taking skills and tips to help them to understand and answer the types of questions that they will encounter on Massage Therapy Licensure exams.

Gua-Sha Massage:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 12

Description: In the Gua-Sha Massage course, students learn the theory and practical application of Gua-Sha Massage. This style of massage/bodywork is commonly practiced within Traditional Chinese Medicine. Gua-Sha massage involves gently rubbing the skin, using friction, along the Chinese Acupressure Meridians. Students learn to treat client's musculoskeletal complaints by using a special tool that is utilized to loosen fascia and tight musculature. This traditional massage modality is well known in China and throughout Asia for general detoxification, increasing the metabolism, relieving muscular tension, restoring proper circulation to the body and for relieving the symptoms of the flu and colds. Students also learn the TCM theory behind the use of Gua-Sha to tighten skin, reduce wrinkles and to combat the signs of aging. The practice of Gua-Sha has stood the test of time; per Chinese history, the practice of Gua-Sha was popularized during the Tang and Ming Dynasties, which date back to 618 AD.

Hydrotherapy and Spa Therapy Techniques:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 16

Description: In the Hydrotherapy and Spa Techniques course, students learn how to enhance a massage practice using Hydrotherapy and the use of hot and cold treatments. Students learn how to apply hydrotherapy and based spa techniques to relax muscles, reduce swelling and to speed injury recovery time. In addition, students learn the history of and present-day use of common hydrotherapy-based spa therapies.

Kinesiology:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 36

Description: In the Kinesiology course, students will learn how the human body moves. Kinesiology is defined as the study of human movement. Students learn the basics behind the biomechanics necessary to understand the complex interactions of muscles, they will be able to visualize and demonstrate joint range of motion and explain how muscles work together during any movement by considering concentric, isometric, and eccentric muscle functions.

Massage Therapy Core I:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 40

Description: In the Massage Therapy Core I course, students learn the five basic Swedish Massage strokes of Effleurage, Petrissage, Vibration, Tapotement and Friction along with basic and intermediate techniques, which are needed to give a safe and effective full body Swedish massage. Students learn to address and avoid basic ethical dilemmas such as transference and countertransference. They learn and demonstrate proficiency in conducting client assessments and in creating custom protocols to meet the specific needs of the client. In

addition to massage technique and application, this course provides a strong emphasis on indications and contraindications to massage, along with appropriate responses to common pathological disorders. Students develop their sense of touch awareness and are prepared to begin giving massages in the student clinic.

Massage Therapy Core II:

Prerequisite: Massage Therapy Core I

Clock Hours: 28

Description: In the Massage Therapy Core II course, Students learn how to add complementary treatments, such as the use of Hot Stone Massage and Aromatherapy s to their Swedish Massage treatment protocols. In addition, students continue to practice and refine their Swedish Massage techniques of Effleurage, Petrissage, Tapotement, Vibration and Friction. Students begin to increase their comfort level and competency in giving the pressure level that matches the client's preference. Students demonstrate competency in giving light, moderate and deep Swedish Massage. Students also learn Pregnancy Massage, Chair Massage, and working with Special Populations. A strong focus is placed on healthy body mechanics and on working in a sustainable way, which will support the longevity of the massage therapists' career.

Optimal Health for the Massage Therapist:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 20

Prerequisite: Acceptance into ZMC's 900 Hour Professional Massage Therapy Program

Description: Optimal Health for the Massage Therapist course focuses on self-care for the Massage Therapy Professional. As a Massage Therapist, you model health for your clients. It is important to continually monitor and tend to your own physical, emotional, and spiritual health so that you can begin each client's session relaxed, focused and present. In this course, you will learn a variety of ways to improve and sustain your overall health. As you progress through the course, you will design your own custom and sustainable routine, which addresses your nutritional, emotional, spiritual and physical health. Topics addressed in this course include: Understanding Yourself and Others, Building Rapport & Managing Expectations, Breathing Strategies, Meditation Strategies, Posture: Body Mechanics & Movement (hint: move in every direction), Energetic and Emotional Health Strategies, Utilizing Nature as an Anchor in Maintaining Optimal Health

Pathology:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 52

Description: In the Pathology course, students learn how massage influences the disease and healing process and how massage therapists can provide clients with maximum benefits while minimizing risks. Students learn to work with other medical providers to assist the client and to refer clients to the appropriate medical provider. Throughout the course, identification and knowledge of indications and contraindications for massage, etiology, signs, symptoms, and standard treatment approaches for common diseases and conditions is emphasized.

Professional Ethics and Business Standards:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 56

Description: In the Professional Ethics and Business Standards course, students learn the important principles and guidelines for beginning an ethical and successful career as a Licensed Massage Therapist. Students learn how to create a solid business plan and resume and how to effectively answer interview questions. Students learn to specify and target their specific career goals in the field of massage therapy. An emphasis is placed on general business knowledge and practices, career opportunities, tax reporting, ethical and legal issues surrounding a massage therapy career.

Reflexology:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 20

Description: In the study of Reflexology, students learn how the systems, organs and muscles of the body correspond with specific pressure points on the hands and feet. Reflexology teaches that these pressure points stimulate and encourage healing of the body. Students learn how to massage and apply pressure to these Reflexology points through various soft tissue manipulation techniques. The healing practice of Reflexology dates as far back as ancient Egypt and ancient China. Many ancient religious and spiritual texts also mention the feet in symbolic and actual references to points throughout the body.

Sports Massage and PNF Stretching:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 24

Description: The Sports and Athletic Massage course teaches students how to work with tissues of the body to eliminate and reduce pain and to create structural/postural changes in their athletic clients. Students learn how to conduct assessments of client's postural habits and structural imbalances and how to implement change, through tissue manipulation, stretching and take-home exercises for the client. Students learn massage protocols to support their clients' musculature in pre-event, post-event, and recovery phases. In addition, students learn how to utilize this knowledge to enhance their own lives and to support a long healthy career in massage therapy and bodywork.

Structural Concepts:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 64

Description: In the Structural Concepts course, students learn to manipulate connective tissues of the body to eliminate and reduce pain and to create structural/postural changes in their clients. Students learn how to conduct assessments of client's postural habits and structural imbalances and how to implement change, through tissue manipulation, stretching and take-home exercises for the client. In addition, students learn how to utilize this knowledge to enhance their own lives and to support a long healthy career in massage therapy and bodywork.

Student Massage Clinical Internship:

Prerequisite: Massage Core I

Clock Hours: 180

Description: Students apply their knowledge and skills learned in ZMC courses through practicing massage therapy on the public. Qualified ZMC staff members will be present always during the clinical internship to oversee safety and protocol issues, to provide instruction and to answer questions from students or clients.

TCM Cupping Massage, Herbal Liniments and Moxibustion:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 20

Description: TCM Cupping Massage: Students learn to use special suction cups that act as the inverse of compressional style massage. When air is removed from the specially designed cups, a negative pressure is produced that creates a therapeutic vacuum effect, which is utilized to massage and loosen tight musculature, restore proper circulation, reduce the appearance of cellulite and to cultivate homeostasis. Liniment Creation and Application: Students learn to create TCM sports liniments, which are each designed for specific healing purposes. These liniments are based on traditional recipes from the Chinese Martial Arts tradition. Moxibustion: Students learn to safely apply the TCM herb moxibustion for self-care. Moxibustion is said to relax the body and mind, decrease pain and increase energy for health promotion.

Thai Massage (Level I and Level II):

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 60 hours spread over two 3-day weekends during the program (typically held Friday through Sunday). Dates released in January of each year. Exact dates can be found at www.zmc.edu.

Description: The Thai Massage course establishes the foundation of a professional Thai Massage practice. The course blends Traditional Thai Massage stretches (emphasized by Northern Style Thai Massage), Sen points (emphasized by Southern Style Thai Massage), proper use of body mechanics and body weight with techniques, which utilize the therapist's feet, knees, elbows, and palms. Students learn how to incorporate gentle rocking and rhythmic movements, which relax the client and promote the meditative, experience of receiving Thai Massage. In addition, students learn how to customize and modify Thai Massage techniques to accommodate client body size, physical limitations, and client preference.

Tok-Sen Massage:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 16

Description: In the Tok-Sen course, students learn to utilize the Northern Thailand massage modality of Sen Line Tapping to treat client's musculoskeletal complaints and pain. Students learn to use a Tok-Sen toolset to administer this very specific form of Tapotement Massage. In Northern Thailand, Tok-Sen is used in conjunction with Traditional Thai Massage in much the same way that Hot Stone Massage is often an accompaniment to an oil-based massage. Student's learn the benefits and contraindications of Tok-Sen and how to use the tools to improve posture, reduce muscular pain and to balance the chakras and Sen (energy) of the body. Students learn how to consistently and expertly apply Tok-Sen's gentle tapping, which repeats sets of three distinct, rhythmic taps, creates sound waves and vibrations. In Thai Traditional Medicine, Tok-Sen's tapping vibrations are believed to resonate through the client's body and are said to help eliminate stress and clear negativity and energy blockages.

Trigger Point Therapy:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 24

Description: The Trigger Point Therapy course teaches students how to address and deactivate the effects of trigger points. Students learn how to identify and classify these firm, palpable spots in the muscle, which send referred pain to other areas of the body. In addition, students learn the theoretical ties between Trigger Point Therapy and Chinese Acupressure. Student's learn how the Chinese Holographic Model Theory supports the practice of treating one area to relieve pain in another area of the client's body. In Trigger Point Therapy students learn how to identify and effectively treat trigger points using a manual technique which applies a consistent hold and release pattern.

Universal Precautions, Sanitation, and CPR:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 16

Description: In the Basic First Aid, CPR and Universal Precautions course, students learn basic Universal Precautions and how to prepare for a variety of emergency situations by making sure that the scene is safe, giving basic care and getting help in a quick and efficient manner. In addition, students learn basic CPR and First Aid Skills and are required to become certified as First Aid Responders through the American Red Cross.

Program Delivery:

Zion Massage College's program delivery is based on the latest developments and research in adult learning including, multiple intelligences, constructivism, the latest research on brain development and the instructional techniques which support the needs of visual, kinesthetic, auditory, and tactile learners.

All of Zion Massage College's classes utilize face to face interaction to facilitate integration of learning, skill development and, to encourage feedback between students and faculty. In addition to the classroom experience, students participate in a 180-hour internship in Zion Massage College's student massage clinic. The clinic provides a supervised, lab experience, which offers a realistic portrayal of the type of work, clients and the interactions, which graduates can expect to find in the current job market.

Language of Delivery:

All classes at Zion Massage College are conducted in the English Language.

Utah Qualification Agreement:

To practice massage therapy in the state of Utah applicants must meet the Utah Laws & Rules requirements and must meet the following qualifications as stated by the Utah Division of Occupational & Professional Licensing.

Professional Licensing:

1. If an applicant is convicted of an offense that would constitute a felony or misdemeanor, either in the state of Utah or in any other state or country, he/she may be refused licensure even though he/she has graduated from an approved massage therapy program. If he/she has been convicted as herein defined, the applicant must present his/her case to the Utah Division of Occupational & Professional Licensing for their determination and may or may not be denied licensure and/or placed on license probation.
2. An applicant must testify that he/she is of good and moral character.

G.I. Bill® Qualification Agreement:

Per requirement CFR 21.4254 (c) (11) ZMC shall not exceed enrollment limitations as set forth by the State Approving Agency. For further detail, please refer to CFR 21.420 (c) as referenced below:

Restrictions on enrollment; percentage of students receiving financial support.

(a) *General.* Except as otherwise provided in this section the Department of Veterans Affairs (VA) shall not approve an enrollment in any course for an eligible veteran, not already enrolled, for any period during which more than 85 percent of the students enrolled in the course are having all or part of their tuition, fees or other charges paid for them by the educational institution or by the VA under title 38, U.S.C., or under title 10, U.S.C

Grades and Grading Scale:

Zion Massage College is a 900-clock hour program. Satisfactory progress is evaluated every three months throughout the program. Students are evaluated on minimum hours completed (quantitative) and minimum grade point average (qualitative). Evaluations are placed in student files.

1. The grading scale is the same for each course at ZMC. However, the weight of each course requirement is outlined in the respective syllabus for the course.
2. To receive a passing score, the student must complete each written exam, practical exams, and projects with a minimum of 72% accuracy, while maintaining an overall 2.67 GPA (80%).
3. A student will have three chances to pass a final exam with 72% or better. If an exam needs to be retaken, the student must take the exam outside of regularly scheduled class time. If the student does not pass an exam by the second attempt, then he or she will automatically fail the course and will need to retake the course to achieve a passing grade. Course retakes based on academic failure will be charged \$44.00 per class. For example, if a course consists of 10 classes, the student will be charged

\$444.00 to retake the class. If a student retakes a course and does not pass the exam, he or she may be dropped from the program.

4. There are no retakes allowed on quizzes and no extra credit given.
5. The student's academic average is reviewed to determine **qualitative** progress. The minimum required is an overall 2.67 GPA (80%) after each evaluation period.
6. Incomplete grades are not given, and students must repeat any classes in which they earn less than a 72% average. Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to Zion Massage College.

Grading Criteria:

Letter Grade	Grading Scale	GPA
A	94-100	4.00
A-	90-93	3.67
B	86-89	3.00
B-	80-85	2.67
C	77-79	2.00
C-	72-76	1.67
D	70-71	1.00
F	69 or below	0.00

Attendance and Tardiness:

A student must maintain at least 90% attendance in each course to maintain satisfactory academic progress (SAP). A student must maintain 100% Attendance in the student massage clinic. (Refer to the student massage **clinic contract** for more information).

Attendance is recorded in each class daily. If a student misses more than 10% of a course, he or she will be required to make-up the hours during the next session of the course or must attend another class session no later than two weeks from the date of the absence unless a plan has been made. The charge to make-up a missed class is \$44.00 per class. For example, if there are 10 sessions of a class and a student misses three classes, he or she would be required to make-up two classes and, to pay a \$88.00 (\$44.00 per class) make up fee.

If a student fails to attend a minimum of 70% of an enrolled course, they will be required to retake the course. Please see the chart below for specific retake tuition for each course.

If a student knows, in advance, that he or she will be absent for a course, he or she can take another section of the course ahead of schedule without a penalty. **There is no charge to complete classes ahead of schedule. There is also no charge for making up planned absences, which have been arranged before the absence and, include a scheduled plan to make up the work/attend the missed classes. These arrangements must be made before the scheduled date of the required class and proper documentation is provided.**

If official documentation is given within 5 days of the absence, the \$44.00 per class make up fee will be waived for the following extenuating circumstances:

1. Court dates
2. Funeral of an immediate family member or significant other
3. Emergency Medical Care or Hospitalization of the student (not regular appointments)
4. Emergency Medical Care or Hospitalization of the student's minor child or ward (not regular appointments).
5. Military Obligations (reviewed on an individual basis)

Cost to Retake a Course:

Required Course	Cost to Retake Course
Anatomy & Physiology Level I	\$396
Anatomy & Physiology Level II	\$396
Anatomy & Physiology Level III	\$396
Anatomy & Physiology Level IV	\$396
Ashiatsu and Chavutti Thirumal	\$264
CranioSacral Therapy	\$264
Exam Prep	\$264
Gua-Sha Massage	\$132
Hydrotherapy & Spa Therapy Techniques	\$176
Kinesiology	\$396
Massage Therapy Core I	\$440
Massage Therapy Core II	\$308
Optimal Health for the Massage Therapist	\$220
Pathology	\$572
Professional Ethics & Business Standards	\$616
Reflexology	\$220
Sports Massage and PNF Stretching	\$264
Structural Concepts	\$704
Student Massage Clinical Internship	\$1980
TCM Cupping Massage, Herbal Liniments, and Moxibustion	\$220
Thai Massage	\$660
Tok-Sen & Herbal Compress	\$176
Trigger Point Therapy	\$264
Universal Precautions, Sanitation, & CPR	\$176

Allowable Hourly Absences by Class:

List of required ZMC courses and the maximum number of classes, which can be missed for each course. (The Professional Massage Therapy Program Consists of 900 total hours of instruction) * A clock hour is defined as a 60-min block of time with at least 50 minutes of instruction or classwork.

Course (24 total required courses)	Number of Classes	Maximum Allowable Absences Per Class (by hours) for 90% Attendance	Hourly Block (The block of hours held per each class day)	Total Clock Hours Per Class* (900 clock hours)
Anatomy & Physiology Level I	9	3.6 hrs.	4 Hour Block	36
Anatomy & Physiology Level II	9	3.6 hrs.	4 Hour Block	36
Anatomy & Physiology Level III	9	3.6 hrs.	4 Hour Block	36
Anatomy & Physiology Level IV	9	3.6 hrs.	4 Hour Block	36
Ashiatsu and Chavutti Thirumal	6	2.4 hrs.	4 Hour Block	24
CranioSacral Therapy	6	2.4 hrs.	4 Hour Block	24
Exam Prep	6	2.4 hrs.	4 Hour Block	24
Gua-Sha Massage	3	1.2 hrs.	4 Hour Block	12
Hydrotherapy & Spa Therapy Techniques	4	1.6 hrs.	4 Hour Block	16
Kinesiology	9	3.6 hrs.	4 Hour Block	36
Massage Therapy Core I	10	4.0 hrs.	4 Hour Block	40
Massage Therapy Core II	7	2.8 hrs.	4 Hour Block	28
Optimal Health for the Massage Therapist	5	2.0 hrs.	4 Hour Block	20
Pathology	13	5.2 hrs.	4 Hour Block	52
Professional Ethics & Business Standards	14	5.6 hrs.	4 Hour Block	56
Reflexology	5	2.0 hrs.	4 Hour Block	20
Sports Massage and PNF Stretching	6	2.4 hrs.	4 Hour Block	24
Structural Concepts	16	6.4 hrs.	4 Hour Block	64
Student Massage Clinical Internship	180	No absences are allowed for clinic	Varies (Typically students complete 5 (1 hour) massages per week)	180
TCM Cupping Massage, Herbal Liniments, and Moxibustion	5	2.0 hrs.	4 Hour Block	20
Thai Massage Level I	15	6.0 hrs.	4 Hour Block	60
Tok-Sen & Herbal Compress	4	1.6 hrs.	4 Hour Block	16
Trigger Point Therapy	6	2.4 hrs.	4 Hour Block	24
Universal Precautions, Sanitation, & CPR	4	1.6 hrs.	4 Hour Block	16

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) is defined as the successful progression through an academic program. All students of the 900-hr Professional Massage Therapy Program at Zion Massage College (ZMC) are required by the U.S. Department of Education to maintain Satisfactory Academic Progress (SAP) toward the completion of the massage therapy certificate. The following SAP policy has been established to ensure student success and accountability as well as to promote timely advancement toward completion of the program. SAP guidelines are based on reasonable expectations of academic progress throughout the program and as such should not be difficult for any student to maintain. In order for students enrolled at ZMC to receive Title IV funding they must meet all qualitative and quantitative SAP requirements. The Financial Aid Office may change SAP policies at any time to ensure continued compliance with changes in federal and state regulations regarding student financial aid. As a result, students must refer to the current catalog regulations. Changes in regulations, policies and procedures are immediate and supersede those in any prior catalog. Satisfactory progress is measured throughout the program every 450 hours and a progress report is given. Educational Improvement Plans will be given after the grace period at the end of any course where SAP is not met. For those students on Title IV funding, those times are at the end of each payment period (term).

This policy applies to the following financial aid programs:

Federal and State Programs Subject to Financial Aid SAP Policy

- Federal Pell Grant
- Federal Direct Loans

Programs Subject to Financial Aid SAP Policy

- Any scholarship or Tuition Discount awarded

Programs Not Subject to Financial Aid SAP Policy

- None. All programs at ZMC are subject to the Financial Aid SAP Policy.
- Any award or scholarship awarded by outside agencies may have their own requirements. Students must check with those agencies for rules regarding retention of those awards.

Definition Of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is defined by the following criteria:

1. Qualitative Requirement: Students must meet a minimum cumulative grade point average requirement (GPA) at points throughout the program (assessed every 450 hours).
2. Quantitative/Pace of Progress Requirement: Students must attend a minimum number of hours per each course and overall in the program.
3. Maximum Time-Frame: Students must complete the entire program within a maximum number of hours.

The first time a student on Title IV Funding does not meet one or more of the criteria as defined above, they will be placed on a SAP Warning for the remainder of the term and will receive an Educational Improvement Plan (EIP). If SAP criteria is not met by the end of the SAP Warning Period (term/payment period), the student will be placed on SAP Probation for the duration of the next term (payment period). A student will only be placed on a SAP Warning one time. If a student comes out of the SAP Warning Period or Probation in good standing and then goes below SAP criteria again, they will be placed directly on SAP Probation. At the end of a Probation term, if the student has not met the SAP criteria they will then be placed on a SAP Suspension. If the student is on financial aid, they will be eligible for Title IV funding during the Warning and Probation periods but will be ineligible for funding during the Suspension period.

Any student who falls below SAP and is not receiving Title IV funds will be placed on an Educational Improvement Plan for 30 days or for the duration of the EIP. If a student who is not on Title IV funds fails to meet the EIP requirements by the end of the determined warning period, they will be placed on probation for the duration of the term. At the end of the probation term, the student will be evaluated and either continue their probation/EIP or may be dismissed from the program. Cases are evaluated on an individual basis by the Program Advisory Committee (PAC). ZMC's PAC will make a decision based on the student's progress during their probation and any appeal documentation submitted by the student.

1. Grade Point Average Requirement

All students at ZMC must maintain a minimum cumulative GPA of 80% (2.67) overall and a minimum GPA in each course of 72% (1.67).

Only the following grades are counted in the cumulative grade point average:

- Grading System:

% Range	Grade	GPA
94 - 100	A	4.00
90 - 93	A-	3.67
86 - 89	B	3.00
80 - 85	B-	2.67
77 - 79	C	2.00
72 - 76	C-	1.67
70 - 71	D	1.00
0 - 69	F	0

The following grades are not counted in the grade point average:

- Any courses that receive an incomplete (I) or official withdrawal (W)
- Any courses that are audited (V) for better understanding of material
- Any courses that receive a Pass/No Pass (P/NP)

The following course types will be counted in your grade point average calculation:

- All required core courses that are required for the 900-hr Professional Massage Therapy Program taken for a letter grade
- Any course that receives an Unofficial Withdrawal (UW)
- The most recent grade of any course that has been retaken (previously failing grade)
- Transferred coursework from an Institution which is Accredited by a Federally Recognized Accrediting Agency

The following course types are not counted in the grade point average calculation:

- Any additional Continuing Education (CE) courses taken while at ZMC
- The original grade of any course that has been retaken for a letter grade.
- Any courses taken for better understanding of material where a passing grade was previously given

Grading Policy:

- If a student fails a course, they must retake the course within normal time, must pay for the additional course, and will be placed on a SAP Warning with an EIP until the retaken course is complete.
- If a student retakes a course, the new grade will replace the incomplete or unsatisfactory grade previously earned.
- A student will have up to three chances to pass a final exam with 72% or better. Any retake exams will be scheduled outside of regular class time. If the student does not pass an exam by the third attempt, then they will automatically fail and will need to retake the course. If a student retakes a course and does not pass the exam, they may be dropped from the program. On the first two attempts, the actual score is taken. On the third and final attempt, the student will be given a grade of 72% no matter how well they perform above 72%.
- Any withdrawal from an ongoing class that results in an incomplete grade, must be retaken entirely.
- The student must complete all coursework and attendance requirements within 2 weeks from the last day of the course unless a predetermined time has been set by the course Instructor/syllabus. Failure to do so will result in an Educational Improvement Plan (EIP) to put the student on a plan to get back on track in the program.

Transfer Credits

- ZMC will accept anywhere from 0 to 500 hours of education from approved schools. Once it is deemed that the hours in any course meets ZMC requirements, the grade may be added to the Transcript as the final grade in a course. No partial hours are given in a course. The Clock hour to Credit hour conversion is 1 credit for every 10 hours per NCBTMB standard conversion.
- For example, if a student transfers in the equivalent of 300 hours towards the 900 hour program. The student will be required to complete the 600 hours of the program in 32 weeks (600/18.75 hours per week on average). Maximum Time Frame in this example is calculated by 32 weeks * 1.5 = 48 week maximum time frame to complete the 600 hours remaining.

2. Pace of Progression Requirements

- The entire program is designed to be completed within 48 weeks. Each student must meet the minimum number of hours each week to ensure completion of the program within the maximum time frame. The following guidelines are in accordance with 34 C.F.R. §668.34(a)(6).
- To calculate the Pace of Progression, divide the cumulative number of hours successfully completed by the cumulative number of hours attempted.

Pace of Progression =	Cumulative Hours Completed
	Cumulative Hours Attempted

- Each student is required to complete a minimum of 90% of each course to successfully complete the program. 900 hours * 0.9 = 810 hours of the program must be completed to meet the minimum 90% attendance requirement. Please see the minimum hours required to attend each course as defined in the Student Catalog.
- Each student is expected to maintain an average pace of 18.75 hours per week within each 24-week cycle (hereafter defined as Term). The average hours attempted within each term should average to:
 - Term 1 (week 1 - 24) = 450
 - Term 2 (week 25 - 48) = 450

- Each student is required to complete 100% of the 180 clinic internship hours.
- If the student receives an Incomplete (I) grade in a course(s):
 - The student must retake the appropriate course(s) within 150% maximum time frame from their start date in the program.
 - The student must pay to retake the course and must pass the course.
 - A student is ineligible (via the maximum timeframe element) when it becomes mathematically impossible for them to complete the program within 150% of its length. A student may appeal. Please refer to the appeal process below.
 - The original hours attempted in the incomplete course do not apply towards the completion of the 900-hour program.
- If a student withdraws from the program and later re-enrolls or if they are transferring from an Institution which is Accredited by a Federally Recognized Accrediting Agency, they must fill out a petition to have the previous earned hours accepted.
 - If the previous hours meet ZMC transfer requirements, they will be added to the transcript and the pace of progression calculation will reflect where they should be in the program. The student will be responsible for maintaining the pace of progression with the correlating cohort.
 - For example, if a student transfers 250 hours towards the 900-hour program and is enrolled for an average of 20 hours per week, the student will be required to complete the remaining 650 hours in approximately 32.5 weeks. Maximum time frame in this example is calculated by $32.5 \text{ weeks} * 1.5 = 48.75 \text{ week}$ maximum time frame to complete the 650 hour initial requirement.

3. Maximum Time-Frame

- Each student is expected to complete the program within 150% of the program length (1.5x the number of hours in the program) in order to maintain SAP standards. $1.5 * 900 = 1350$ hours.
 - The program length = 48 weeks/336 days/900 hours
 - Maximum Time-Frame = 72 weeks/504 days/1350 hours
- Transfer credits are included in the maximum time-frame.
- A Leave of Absence is not included in Maximum Time-Frame.
- Withdrawals are included in Maximum Time-Frame if previous hours earned meet transfer requirements and are approved.
- Pace of Progression calculations assist in helping students complete the program in Maximum Time-Frame.
- Students who exceed the Maximum Time-Frame will not complete the program satisfactorily. A petition must be submitted by the student within 5 days of the determination by ZMC requesting to stay in the program.
- Students who reach the Maximum Time Frame of 150% of the program are no longer eligible for financial aid. There is no additional funding for the period between 49 to 72 weeks. Students who cannot complete within the Maximum Time Frame may be dropped from the program.

Monitoring of Satisfactory Academic Progress

Satisfactory academic progress is monitored for all students at ZMC regardless of payment plan, at the end of every term in the program. For students on financial aid, the Financial Aid Officer monitors grade point average, Pace of Progression and the Maximum Time-Frame Allowance. Any student who does not meet Satisfactory Academic Progress requirements will be notified by the Financial Aid Officer via e-mail. Any delay in an official grade being given in a course may result in delayed disbursement of financial aid. There is no exception to this process. It is important to note that financial aid may not be disbursed until SAP has been evaluated.

When Satisfactory Academic Progress Is Not Maintained

Warning and Probation Periods:

- Any student who falls below the SAP requirements in any course will have 2 weeks (unless a predetermined time has been set by course Instructor/syllabus) to complete all hours, coursework, and finals before being placed on a SAP Warning Period for the duration of the term.
- The student will be required to meet with ZMC's Director to establish an Educational Improvement Plan (EIP). The student will have the duration of the term or the timeframe set within the EIP to make up for any GPA or Pace of Progression deficiencies and complete the plan. Failure to meet the EIP will lead to an Incomplete and the student will be required to retake the course. Any course retaken will result in additional tuition. See student handbook for individual costs for each course. Any special circumstances will be considered only through the appeal process with a petition.
- Once the requirements of the EIP are met, the student will be taken off EIP and the student's Satisfactory Progress will resume. The SAP Warning Period will continue for the duration of the term.
- If the requirements of the EIP are not met by the end of the EIP period they will continue on SAP Warning until the end of the term. The student will be moved to a SAP Probation for the following term if SAP requirements continue to not be met.
- If the student meets or exceeds the SAP standards at the beginning of the next term, the student will be moved back into good standing and satisfactory SAP.
- If the student does not meet SAP at the beginning of the next term, the student will be moved to SAP Probation, will be given an extended EIP, must meet with the Clinic Manager, Program Director, and Financial Aid Advisor. The student will still be eligible for Title IV funding.
- If the student does not meet SAP at the end of the probation period, they will be placed on SAP Suspension and will lose funding for the duration of the term. The student may be considered for dismissal from the program and must submit a petition within 5 days of being notified by email for consideration to continue in the program.
- Students are allowed to continue enrollment in the program without financial aid until they meet the requirements of this policy. It will be the student's responsibility to pay for all tuition and charges incurred while on financial aid suspension.

Dismissal:

- If the student does not meet Satisfactory SAP after the Probation period, they will be moved to financial aid suspension and are not eligible to receive financial aid for the duration of the term. Students placed on suspension are notified via email.
- Students may be dismissed from the program if it is deemed that there is no possible way to meet SAP calculations and regain the minimum requirements.
- An appeal must be submitted within 5 days of notification of Suspension to be considered. All PAC decisions are final.

Federal Financial Aid during the SAP Warning, Probation or Suspension:

- The student will remain eligible to receive federal financial aid if the student is making Academic Progress while on a SAP Warning and SAP Probation. The SAP Warning is only available to students one time throughout the program. Any student who achieves SAP at the end of the Warning Period (1 term of 450 hours) then later falls below SAP again will go straight to SAP Probation and will be considered ineligible for another SAP Warning Period.
- Students must meet all SAP requirements by the end of the SAP Probation to remain eligible for financial aid.
- Any student not meeting SAP is required to participate in any plan and advising that is set forth by ZMC. Failure to participate in the academic plan set forth may result in dismissal from the program regardless of the SAP standing. The student is responsible for any additional fees incurred for retake/makeup hours/courses.

- Any student on SAP Suspension will become ineligible to receive federal financial aid unless they have submitted a written petition and received an approved appeal and they are considered to be making Academic Progress.

Summary of Progression of Disciplinary Action:

- A student falls below SAP at any point in the program → Educational Improvement Plan (EIP) for a predetermined amount of time. SAP Warning Period begins at this time (first time EIP only).
 - A student fails to comply with the EIP → SAP Warning Period continues until the end of the term; still eligible for Title IV aid disbursements.
 - A student complies with the EIP Requirements → Student returns to good standing yet SAP Warning Period continues until the end of the term; maintains eligibility for Title IV aid disbursements.
- A student fails SAP at the end of a term → SAP Warning Period (first time only) OR SAP Probation (any subsequent times) for the next term (payment period); still eligible for Title IV aid disbursements.
 - Students on Probation are required to meet with the Program Director, Financial Aid Advisor, and Clinic Manager to determine an academic plan (EIP).
- A student fails SAP at the end of the Probation Period → SAP Suspension; ineligible for Title IV aid disbursements until SAP has been achieved.
- A student fails SAP after being on SAP Suspension → not eligible for Title IV funding; the student may continue the program with their own funding; all charges incurred will be on their own.
- Students may submit a written SAP appeal within 5 days of the determination of loss of Title IV.
 - If approved, Title IV disbursements will continue.
 - If denied, students will be responsible to pay for any charges acquired while on financial aid suspension.

Example: A student has failed Anatomy I in the 6th week of the program and has not met SAP requirements for the course within the allotted time. They receive an EIP and enter the SAP Warning period for the duration of the term. The student is still eligible for financial aid. At the end of the term the student has not met the SAP requirements, is given an EIP and is placed on SAP Probation for the next term. The student is still eligible for financial aid. The student does not meet the SAP requirements at the end of the SAP Probation Period determined in the EIP and goes into a SAP Suspension with no financial aid disbursement. Student continues to not meet SAP and is evaluated for dismissal from the program.

Regaining Financial Aid Eligibility

- Once the requirements of SAP have been met or exceeded, the student should notify the Financial Aid Office. The update in GPA, letter grade, or Pace of Progression will be evaluated and financial eligibility reinstated once successful.
- A student may petition to return to ZMC if they were previously dismissed for not meeting SAP. The petition must be detailed and include the circumstances that prevented their success in the program, how the circumstances have been resolved so they can succeed in the future, and the reasons why they should be readmitted to the program.

Satisfactory Academic Progress (SAP) Appeals

- A student who has been placed on SAP suspension or dismissed from the program may appeal by petition. All appeals must be submitted with supporting documentation to the Financial Aid Officer in **writing within five (5) business days** of receiving notification of suspension or dismissal. All petitions must be thorough in explanation of the circumstances of what affected their academic performance and how it has been resolved. Any and all documentation necessary must be attached to the petition. The petition is reviewed by the Program Advisory Committee (PAC) as well as the Program Director, Financial Aid Officer, Clinic Manager, and Admissions Personnel at ZMC. The student will be notified by email of the determination. The determination of the PAC is final.

- Students may appeal the determination that they are not meeting GPA and Pace of Progression requirements at any time.
- If additional time is needed to complete the program, the student must schedule a meeting with the Program Director and Financial Aid Officer as well as fill out an Appeal Petition.
- Any appeal that includes an academic plan must meet the requirement of completion within 150% of the program time in order to be considered for approval.
- The Financial Aid Officer may increase the Maximum Time Frame due to one-time extenuating circumstances such as extended illness or injury that has since been resolved.
- The written appeal petition must address the following:
 - The dates that the circumstances occurred (one time, ongoing, short time period)
 - What are the circumstances that caused SAP to fall below acceptable standards.
 - Include the steps taken to resolve the conflict or circumstances.
 - Explain how and what the commitment will be moving forward to be successful in the program and to maintain SAP.
 - Supporting documentation from a physician, instructor, counselor, social worker, lawyer, religious leader, employer, death certificate, birth certificate, divorce decree, etc.
- The student may only submit an appeal after proper notification by the Financial Aid Officer that they are ineligible for financial aid because of a SAP deficiency. This appeal and all documentation must be received within 5 business days of receipt of the official notification.
- SAP appeals for Maximum Time-Frame Allowance may be submitted at any time.

Approved Appeals

- If an appeal is approved, the student will become eligible for financial aid for the duration of the term and are placed on financial aid probation for that payment period. The student is also required to meet with the Program Director, Financial Aid Officer, and Clinic Manager to make an academic plan. A copy of the signed plan will be placed in both the paper and electronic files of the student's financial aid record. Any expenses incurred while ineligible for financial aid will be the responsibility of the student.

Appeal Process

If a student is in violation of the standards policy and has circumstances of a reasonable nature they may file an appeal with the Program Director.

1. Students who are below the required G.P.A. and/or have completed less than 90% of attempted credit hours may write an appeal to explain the circumstances under which the violation(s) occurred.
2. Students must attach third party documentation to substantiate their statements.
3. Documentation will be reviewed, and the student will be notified if their appeal has been granted or denied. If the student is denied, there is no further appeal.
4. It is important to note that not all appeals are approved. Appeals are granted based on the merit of the situation and supporting documentation. The appeal process takes 7-14 days after all documentation has been received.

Advanced Placement and Graduating with Honors

All students enrolled in ZMC's professional massage therapy program are required to complete the same set of classes. Thus, there are no advanced placement classes or Honor Roll offered at ZMC.

Leave of Absence

To request a leave of absence, a student must do the following.

Any student who is considering a leave of absence from the program is strongly recommended to meet with the Director of ZMC.

As of January 1st, 2018, students may request a leave of absence for a period of up to 3 months without having to re-enroll in the program. There is no additional charge for leaving and then re-entering the program. Students

will be able to pick up where they left off in the program with a few stipulations. A student who takes a leave of absence will be required to retake any classes that were disrupted by the LOA where an Incomplete (I) was given. Any classes completed before the LOA that meet satisfactory academic progress will not need to be retaken. A student who requests a leave of absence is responsible for the payment of all tuition and fees for the program in which he or she originally enrolled. If the leave of absence exceeds 3 months, the student will need to re-enroll in the program.

1. Submit a written request for a leave of absence stating the reason for the request and the anticipated date in which he or she will reenter the program.
2. Pay all tuition and fees for the program in which he or she was originally enrolled.
3. Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to Zion Massage College.

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. The student may meet with the Director and complete a Withdrawal Form or submit a letter via mail or fax. Before deciding to withdraw, a student should familiarize himself or herself with the refund deadlines and financial liability for tuition and fees.

If a student drops from ZMC's Professional Massage Therapy Program, they will receive a transcript that shows the courses, hours and grades which the student successfully completed. Students that drop from the program will be eligible to reenter the program as a transfer student. Only courses that have been fully and successfully completed will be eligible for consideration as transfer hours. Hours earned from incomplete courses will not be eligible as transfer hours. Please see ZMC's transfer student policy for additional details.

Unofficial Withdrawal:

If a student fails to attend the Program for a period of 14 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 withdraw, a student should familiarize himself or herself with the refund deadlines and financial liability for tuition and fees.

Code of Conduct Policy

The primary purposes of the ZMC Faculty, Staff and Student Conduct Code are to:

1. Encourage appropriate, respectful, and responsible behavior from students and staff members.
2. Foster an effective and safe learning environment for all students.

Students shall support the mission of ZMC by:

1. Behaving in a professional and courteous manner always.
2. Maintaining academic ethics and standards.
3. Respecting the rights of all students to a quality and safe education.

A message student may be placed on probation, suspended, or dismissed for conduct that includes, but is not limited to:

- a. Use, consumption, or distribution of alcohol or illegal drugs on school premises
- b. Attending class under the influence of alcohol or illegal drugs
- c. Violating the school policy on infectious conditions
- d. Sexual activity on school premises
- e. Sexual advances or activity in a massage therapy setting, regardless of location
- f. Violation of school draping/nudity policy or violation of appropriate touch, as taught in class
- g. Failure to maintain appropriate hygiene
- h. Cheating

- i. Using profane language or exhibiting abusive behavior toward classmates and/or faculty/administration
- j. Threatening a fellow student, faculty, staff, or administrative person.
- k. Possession on school property of any object that could reasonably be considered a weapon.
- l. Any behavior that is deemed by the administrative staff to be inconsistent with the standards of the school and profession of massage therapy.
- m. Accepting tips or any form of payment for massage therapy services before licensure is achieved outside of the clinic setting

Any local, state or federal violations/crimes will be reported to the proper government authorities. Cooperation with, and sensitivity to others is both valued and expected at ZMC.

Faculty and Staff shall support the mission of ZMC by:

- a. Behaving with integrity, honesty, and competence in all professional relationships with the school, other school, faculty, staff, students, the massage therapy profession, other healthcare providers and society.
- b. Demonstrating a commitment to current educational, ethical and professional standards for Massage Therapists and Bodyworkers.
- c. Representing the massage school and its programs with professional as well as personal integrity and honesty in all forms of communication.
- d. Educate students to only represent themselves in an ethical and professional manner and to provide only services for which they are qualified.
- e. Conduct a massage school program that provides state of the art education and represents all ethical and other standards of the profession as well as all applicable laws and regulations.
- f. Provide a positive, focused educational environment that is conducive to learning and development as well as addresses a variety of learning styles. It includes, but is not limited to, a physical space with appropriate lighting, heat/air/cleanliness, and equipment.
- g. Conduct the massage school program in a manner that respects and teaches the students boundaries and privacy on all levels, including appropriate draping, physical privacy and matters of confidentiality. The same rights, privileges, and responsibilities apply to all other members of the school. Any sexual misconduct will be considered a violation of this code of ethics.
- h. Refrain from romantic and/or sexual relationships with students who are enrolled in the program.
- i. Create and foster a healthy learning environment where students feel safe and supported.
- j. Uphold principles and standards that value the dignity and worth of all persons regardless of age, race, ethnicity, religion, creed, sexual identity, gender, disability and/or health status.
- k. Foster an effective and safe learning environment for all students.

Non-Discrimination Policy:

Zion Massage College prohibits and will not tolerate discrimination, which can include disparate treatment directed toward an individual or group of individuals based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S Veteran (disabled, Vietnam, or other), or other protected class, that adversely affects their employment or education. For religion or disability, the law allows employees and students to request reasonable accommodations to continue their work or studies.

Classroom Dress Code/Grooming:

Student apparel and grooming must conform to health, sanitation, and safety standards. The student is required to follow the dress code set forth herein, in the classroom setting and at college-related events:

- Clothing worn in the classroom setting must meet the following criteria:
 - Clothing must be clean and free from strong odors.
 - Clothing must be modest and cover the shoulders and knees.
 - Clothing must not expose cleavage/breast tissue, abdomen, armpit or the gluteal crease.

Hygiene Practices in the classroom setting must meet the following criteria:

- Excellent personal hygiene practices (bathing, clean groomed hair and brushing teeth) are required. The student shall be free of potentially offensive odors such as body odor, bad breath and cigarette smoke.
- Fingernails are to be shorter than the end of the finger so that they will not scratch the client. Fingernails shall also be clean, and neatly manicured. Artificial nails are not permitted.
- No strong scents shall be worn, including but not limited to perfume/cologne, essential oils, cigarette odor, scented deodorants, and scented cosmetics, due to possible client allergies or sensitivities. Students must ask clients before using any type of essential oil.
- Smoking on ZMC premises, chewing gum or tobacco is unacceptable.

Failure to comply with the dress code may result in loss of attendance for the day, loss of participation points, program suspension or expulsion.

Sexual Harassment and Sexual Misconduct Policy:

ZMC is committed to providing a work and educational environment, which is free from sexual harassment and sexual misconduct. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or any verbal or physical harassment of a sexual nature. Sexual misconduct is a broad term that is not limited to but, includes sexual harassment, sexual violence, sexual assault, sexual exploitation, stalking, cyber stalking or bullying, relationship violence or any gender-based bullying. ZMC prohibits both sexual harassment and sexual misconduct as well as any form of discrimination based on gender including sex stereotyping, verbal or nonverbal harassment, intimidation or hostility based on sex or gender identity.

In addition, ZMC student massage therapists, faculty, staff, and licensed massage therapists must refrain from any behavior or language which is sexual in nature while on campus and/or while representing him or herself as a massage therapy professional or student in ZMC's massage therapy program. The practice of massage therapy requires that massage therapy professionals guard the dignity of individuals and adhere to strict standards of ethical behavior. Because of the close way, in which massage therapy is performed and, the resulting power differential between the client and practitioner, it is important for massage therapy professionals to understand that it is inappropriate and unprofessional to make any comment which might be perceived as a compliment or criticism of the client's body or physical attributes.

Any student, faculty or staff member that violates this policy may be placed on probation, suspended, or dismissed. Any local, state or federal violations/crimes will be reported to the proper government authorities.

ZMC encourages all students, staff, faculty, and customers to report any complaints or concerns of sexual misconduct. Faculty are required to immediately report any concerns or complaints of sexual misconduct to Title IX Coordinator, Shalyn Padayao at shalyn@zmc.edu or by calling 435-359-9825.

In addition, as part of our commitment to student and client safety, students performing clinical internship massages must be familiar with and follow **ZMC's ICE Policy**, which is as follows:

At Zion Massage College, we are committed to supporting and ensuring the safety of both our students and clients. Thus, we feel that it is vitally important for you, the student massage therapist to understand the protocol for dealing with the unlikely situation in which a student clinic guest is sexually inappropriate or, if you feel psychologically uncomfortable working on a client.

One of the duties of the Student Massage Clinic Facilitator is to ensure the safety and appropriate behavior of student massage therapists and guests. In the instance that you feel psychologically uncomfortable working on a client or, if the client demonstrates sexual inappropriateness (either verbal or physical) you, the student therapist must do the following:

1. Excuse yourself from the massage and leave the massage room.

2. Immediately notify the Student Massage Clinic Facilitator
3. Allow the Student Massage Clinic Facilitator to assist you in determining the next steps in compliance with ZMC Policy. Please read and reference ZCM Campus Security Policy.
4. Document the occurrence of an incident form, which will be provided to you. (All inappropriate behavior or “grey area” situations require documentation of the details in an incident form. The therapist, clinic facilitator and any witnesses should all fill out separate incident reports. This should be done immediately. It is the responsibility of the Clinic Facilitator to ensure that this occurs.

Please see the ZMC Campus Security Report and Annual FSA Disclosures for more information. These can be found at <https://zmc.edu/consumer-disclosures/>.

Refund Policy

In addition to the Return to Title IV Policy, ZMC will apply the Utah Postsecondary Proprietary School Act Rules R152-34-8(f) calculation and provides, “a pay as you learn payment schedule that limits a student's perspective 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.”

ZMC uses these calculations to determine the refund due to the student and if there is an outstanding balance due to the school. Examples of Return to Title IV, institutional, and/or state refund calculations may be obtained from the Campus Program Director.

Students who wish to withdraw should fill out a withdrawal form with the Campus Program Director. Students are also encouraged to attend an exit counseling session with a Financial Aid Department staff member. Students who do not remain current with payments due to the school may be sent to collections.

After the first week through seventy-five percent (75%/approx 36 weeks) of the 48-week program and financial obligation, the charges retained will not exceed a pro-rata portion of the tuition for the training period completed. After seventy-five percent (75%/approx 36 weeks) of the 48 week 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. The school applies its institutional refund policy to all students. Withdrawal or dismissal before the start of the second week of the Professional Massage Therapy Program results in no tuition charges.

Please note that textbook and table purchases may only be returned in new, unused condition within 20 days of purchase. Students that withdraw from the program before the end of the first week of classes will be considered a “cancel” instead of a “withdrawal.” No Title IV funds can or will be used to cover the above charges.

For Veterans using the G.I. Bill, ZMC accepts the refund policy outlined in policy 38 CFR 21. 4255. 1

Tuition 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. Refunds will be calculated based on the student’s last day of attendance. Students that withdraw before or within the first week of class attendance will incur no tuition charges. Other purchases such as textbooks, supplies or additional items will be charged to the student.

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.

Cancellation Policy:

1. 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 tuition paid to ZMC.
2. 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 tuition paid to ZMC.
3. Applicants who have not visited ZMC 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.
4. Please note that we are required to list the three cancellation practices above; however, the cancellation policy extends beyond the three items listed above. A student has until the last day of the first week of class to drop from the program without penalty. If a student drops from the program anytime during the first week no tuition will be charged, and any tuition paid will be fully refunded.

R2T4 Policy (Return of Title IV Financial Aid)

If a recipient of Title IV funds withdraws during their period of enrollment, unearned Title IV funds must be returned to the Title IV programs. The US Department of Education requires institutions to apply the R2T4 (Return to Title IV Funds) policy for students withdrawing from a school who receive Title IV financial aid. Title IV programs include: Federal Pell Grants, Unsubsidized Direct Loans, Subsidized Direct Loans, and other applicable government grants and loans. This policy is separate from ZMC's institutional refund policy.

If a student receives financial aid and then completely withdraws from classes prior to completion of 60% of the program, they will be assessed a percentage of unearned financial aid. It is important to understand that you earn aid as you progress through the program, in a pro-rata manner. For example, if a student completes 40% of the program, they will earn 40% of their aid awarded for the program.

The amount of Title IV funds to be returned is calculated by subtracting the amount earned from the amount disbursed. The amount earned is calculated by multiplying the % of the payment period(s) completed by the Title IV funds that were disbursed and could have been disbursed. The difference between the earned amount and the funds disbursed is the amount to be returned to the Title IV program.

Students must repay the institutional portion of assessed refunds. Failure to repay will result in a hold on academic records and will disqualify the student from future registration at Zion Massage College. Any federal portion due will be reported to the U.S. Department of Education. Failure to make satisfactory repayment arrangements or failure to make scheduled payments may result in ineligibility to receive further Federal Student Aid.

If a portion of aid received is from a Loan, the assessed repayment will be made according to the conditions indicated on the Loan Promissory Note. There are no Title IV refunds for students that have completed over 60% of the payment period.

Once the Title IV refund calculation is completed, the Utah Postsecondary Proprietary School Act Rules R152-34-8(f) calculations are performed. If either results in a refund greater than the Title IV refund calculation, then the larger of the two is refunded to the student.

Assessed repayments will be refunded to the financial aid programs from which they were paid in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Direct PLUS Loans (Parent)
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grant
6. Other Federal Source of Aid
7. Other State Private and Institutional Aid

It is important to note that withdrawal requirements for Title IV funds are separate from ZMC (or any school's) refund policy. ZMC will charge the student for any Title IV Program funds that ZMC was required to return.

A student that withdraws prior to 60% of the program completion must return all unearned Title IV funds as determined by federal policy.

If you receive an overpayment of financial aid, even if it is a result of an institutional error, you will be required to repay the overpayment in order to maintain eligibility for financial aid. ZMC will charge the student for Title IV program funds that ZMC was required to return.

In compliance with the Return to Federal Funds Regulations, ZMC adheres to the following rules taken from Chapter 2 of the FSA Handbook:

1. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew, and offer any Post-withdrawal disbursement of loan funds within 30 days of that date.
2. A school must disburse any Title IV grant funds a student is due as part of a Post-withdrawal* disbursement within 45 days of the date the school determined the student withdrew, and disburse any loan funds a student accepts within 180 days of that date. **Post withdrawal disbursement is defined as aid disbursements that a student was entitled to receive but that had not been disbursed to the student at the time of withdrawal.*
3. Unless a student subject to verification has provided all required verification documents in time for the school to meet the Return deadlines, the school includes as Aid Disbursed or Aid That Could Have Been Disbursed in the Return calculation only those Title IV funds not subject to verification.
4. If a student who failed to provide all required verification documents in time for the school to meet the Return deadline later provides those documents prior to the applicable verification deadline, the school must perform a new Return calculation on all of the aid the student qualified for based on the completed verification documents and make the appropriate adjustments.
5. If a student never attended class, all aid will be refunded.

Return to Title IV funds calculations are performed from the last day, which the student attended class. All returns are made within 30 days from the determination of the student's withdrawal. If after the R2T4 and institutional refund calculations are applied to the student's account and it results in credit balance, the credit balance will be disbursed as soon as possible but no later than 14 days after the date of the R2T4 calculation (i.e. the date the R2T4 calculation was performed).

When a student withdraws during a period, a Title IV credit balance created during the period is handled as follows:

1. ZMC will not release any portion of a Title IV credit balance to the student, and will not return any portion to the Title IV programs prior to performing the R2T4 calculation. The institution must hold these funds even if, consistent with the 14-day credit balance payment requirement of 34 CFR 668.164(h), it would otherwise be required to release them.
2. Perform the R2T4 calculation and include as disbursed aid any existing Title IV credit balance funds for the period.
3. Apply any applicable refund policy (state, accrediting agency, institutional, etc.) to determine if doing so creates a new or larger Title IV credit balance.

Per 34 C.F.R §668.22 (a)(5) and (6); grants must be disbursed within 45 days and loans must be offered to the student or parent in the case of a PLUS loan within 30 days, allowing the student or parent at least 14 days to respond.

Post Withdrawal Disbursement:

- As noted in the Withdrawal policy, ZMC will withdraw a student after two weeks of missed attendance or upon notification from the student of their intent to withdraw. The date of the withdrawal will be backdated to the last date that the student attended class. Upon determination of the withdrawal, ZMC will perform a calculation to determine the amount, if any, post-withdrawal disbursement is due.

Please note, at the beginning of the program, the student gives permission for ZMC to credit their account for educationally related charges other than tuition, fees and contracted room and board. Any available Pell Grant funds must be used before available loan funds can be utilized. Within 45 days from the school's determination of the student's withdrawal, ZMC will send the remaining balance in Pell Grant funds to the student.

Within 30 days from the determination of the date of withdrawal, ZMC will send notification to a student that is eligible for a post withdrawal disbursement, which states the following:

1. The student is due a post-withdrawal disbursement.
2. The amount of the post-withdrawal disbursement.
3. The student may accept all, a portion or none of the funds.
4. Any funds accepted by the student must be repaid.
5. The student must respond with their decision to receive all, part or none of the disbursement within 14 days of notification.
6. When a credit balance occurs on the students account due to a post-withdrawal disbursement, ZMC will issue a check to the student.
7. ZMC has 180 days from the date the school determined that the student withdrew to make the disbursement and to issue the refund check to the student. (34 CFR 668.22(a)(6)(iii)(C)).

ZMC will document the notification and final determination of the students decision in the student's financial aid file (34 CFR 668.22(a)(6)(iv)).

Withdrawal from the program falls into two categories:

1. Unofficial Withdrawal
2. Official Withdrawal

Students should familiarize themselves with the withdrawal policies, which can be found below:

[Unofficial Withdrawals](#)

Each day, attendance is taken by each course instructor. This attendance is submitted and reviewed on a daily basis by the school's Administrative Staff. If a student fails to officially withdraw but stops attending class, after two weeks of non-attendance, they will be Unofficially Withdrawn from the program. The student's withdrawal date will be counted as the last date of attendance by the student.

Failure to attend prior to the 60% mark of the program will result in the student being billed for any outstanding charges that are reflected as a result of the R2T4 (Return to Title IV) funds. Returns will be processed within 30 days of determination that the student was an Unofficial Withdrawal.

Official Withdrawals

A student that wishes to Officially Withdraw from the program must submit a written, signed and dated letter informing the school of their intentions. The student may meet with one of ZMC's Admissions or Program Directors and complete a Withdrawal form or submit a letter via mail or email.

Before deciding to withdraw, a student should familiarize themselves with the refund deadlines and financial liability for tuition and fees. To send a written, signed and dated letter of withdrawal, please email to admin@zmc.edu or address your hard-copy letter to:

Zion Massage College
Program Admissions
567 S. Valley View Dr. ste 4
St. George, Utah 84770

The Official Withdrawal date will be calculated from the last date of attendance by the student. Federal Student Aid Information can also be found on the web at www.studentaid.ed.gov or by calling 1-800-4-FEDAID.

Dismissal Policy

ZMC reserves the right to dismiss a student prior to completion of the program for any of the following reasons:

- Failure to maintain satisfactory progress after being placed on probation
- Failure to complete the program within one and a half times the program length.
- Failure to fulfill or comply with financial agreements.
- Violation of any of the student code of conduct agreements, Utah massage practice act, laws relating to students or professional ethics.
- Any behavior which the director of ZMC deems as potentially harmful to the profession, students, or the college.
- Unsatisfactory attendance
- Unsatisfactory course work or hands on performance
- Cheating or stealing
- Consumption of alcohol or illegal drugs on the ZMC premises

Student Grievance Policy

Students with grievances should take the grievance directly to the person with whom he or she has a complaint. If the issue is not resolved at this level, students should adhere to the following procedures:

1. Fill out a Student Grievance Form (Available at the ZMC front office), sign the form and submit it directly to the Program Director.
2. The Program Director will read the complaint and contact the student submitting the grievance to discuss a plan of action/resolution within 14 days.
3. If the student feels that the grievance is not adequately resolved or, if the grievance involves the Program Director, the student should email his or her grievance to Program Advisory Committee

Member, Leisa Wright at leisa@xmission.com . She will review the complaint and follow up with a plan of action, up to and including a formal review and decision by the Program Advisory Committee within 7-14 days.

Students with complaints that relate to the school's quality of education or business practices can file a complaint with any of the following agencies:

**Utah Department of Commerce
Division of Consumer Protections**

160 East 300 South
Box 146704
Salt Lake City, UT 84111
801-530-6601 phone
801-530-6601 fax
<https://consumerprotection.utah.gov>

Utah Department of Professional Licensing

P.O. Box 14741
Salt Lake City, UT 84114
801-530-6628 phone
<https://dopl.gov>

National Certification Board for Therapeutic Massage and Bodywork

1333 Burr Ridge Parkway Suite 200
Burr Ridge, IL 60527
630-627-8000
<https://ncbtmb.org>

Commission on Massage Therapy Education

5335 Wisconsin Avenue NW, Suite 440
Washington, D.C. 20015
202-888-6790
<https://comta.org>

Student Records

Disclosure of Education Records:

Student records are the academic records, which are directly related to a student and maintained by the college. Zion Massage College is committed to the security and privacy of our students. A permanent record file is kept for each student. Students may request to view their file in the presence of the Program Director at any time. Students may request copies of anything in their file. ZMC will not disclose personally identifiable information from your academic records unless the student provides a written release, which contains:

- What information is requested to be released
- To whom the information is to be released
- The reason the request for a release of records is being made
- The student's signature and the date of the request.

Student Transfers and Prior Credit:

ZMC accepts transfer credit, toward the completion of the Professional Massage Therapy Program, from other Institutions which are Accredited by a Federally Recognized Accrediting Agency. 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.zmc.edu or by contacting ZMC's Admissions Coordinator at shalyn@zmc.edu.

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 2 years from the date of application to ZMC's Professional Massage Therapy Program. Transfer credit must be from Institutions, which are accredited by a Federally Recognized Accrediting Agency 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.

Grading Policy:

At the end of each course, students will receive an email and/or written update from the instructor of the course, which states the student's final grade. Student Transcripts will be updated on a quarterly basis. Final transcripts are released after students have completed all coursework and have paid all tuition.

Performance of Clinic Modalities Policy:

If the student feels they are not ready to perform the modality in the clinic then they will be considered as not having passed the course. They will need to either 1) retake the final practical exam or 2) retake the entire course. Additional tuition will be charged for any retake courses per policy. 3) They can petition to be exempt from performing the modality in the clinic with sufficient documentation. Until the petition is approved, the student will still be available to be booked for the modality in the clinic.

- Students will be mentored by a Clinic Facilitator in the clinic regarding side lying draping, additional hot stone techniques, body mechanics, massage techniques, etcetera.
- Students will be reminded of the importance of being fully prepared for the day i.e., looking ahead to prepare, adapting in the moment, setting up for the appropriate treatment, etc.

Transcript Policy:

Every graduate will be provided with 1 official transcript upon completion of the program. One transcript will be given as a hardcopy for the student, one will be sealed in an envelope and filed, and one will be sealed and sent to the state. If additional copies are required, students will need to fill out a Transcript Request Form and pay \$5.00.

Liability Insurance:

Zion Massage College provides insurance for students for the first year of the program. After that, students are responsible to provide liability insurance for practice at the student clinic. ZMC currently provides its students with insurance from the American Massage Therapy Association (AMTA). Students may also purchase additional insurance from the Associated Bodywork and Massage Professionals (ABMP) if desired. In addition to offering liability insurance, both the AMTA and ABMP offer a variety of benefits that are associated with membership. We encourage our students to research and understand the benefits and offerings of each of these professional organizations.

American Massage Therapy Association: <https://www.amtamassage.org/benefits/index.html>

Associated Bodywork and Massage Professionals: <https://www.abmp.com/insurance/>

MBLEx Requirements

Each student must meet the following criteria before they may apply to take the Massage and Bodywork Licensing Exam (MBLEx):

- Student Tuition Balance must be paid

- Students must have passed the Exam Prep class
- Students must have completed all required courses in the program.
- Students must meet Satisfactory Academic Performance (SAP)

Graduation Requirements

To meet graduation and program requirements, students must complete the following:

1. Complete and pass all required classes of the ZMC Professional Massage Therapy Program.
2. Pass each course's respective written and practical exams with a minimum of 72% accuracy.
3. Maintain an overall GPA of 2.67 (80%) or greater.
4. Maintain 90% attendance in each respective course (100% required in Clinic Internship)
5. Pay ZMC tuition.
6. Be at least 18 years of age.

Upon graduation, students are issued a certificate for ZMC's 900-hour professional massage therapy program.

Vocational Student Agreement

1. Zion Massage College is a vocational school, which prepares students to obtain Licensure as Massage Therapist.
2. It is the obligation of the student and graduate to:
 - a. Complete all coursework 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 the student may choose to pursue self-employment to fulfill their vocational objectives upon graduation.
4. It is the student's obligation, while in school and after graduation, to look, to behave, and to speak like a professional bodyworker. The student represents an emerging profession and is expected to conduct themselves with the intention that they 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 licensing 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 to Utah's Department of Professional licensing.

1. A Passing MBLEx Exam score.
2. Two (2) Fingerprint Cards

3. A completed Utah application for licensure as a massage therapist including the appropriate Verification of hours form.
4. A completed Criminal History Disclosure Statement
5. An application fee of \$90.00
6. Official Transcripts

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

1-801-530-6628

Licensing in other States

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

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 Services

In addition to providing graduates with an education which is both diverse and marketable, Zion Massage College is dedicated to assisting graduates in finding a career which meets their professional and lifestyle goals. ZMC's placement services provide recommendation and matching of graduates with local and national employers.

Zion Massage College cannot guarantee employment or salary. However, from a comprehensive education to interview, resume and business plan writing skills, ZMC's students are provided with the tools needed to succeed in today's job market.

Student Acknowledgements

Arbitration Agreement:

The student and Zion Massage College (ZMC) agree that any dispute or claim between the student 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 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 the student or ZMC would have in court also may not be available in arbitration. Right to reject: The student may reject the Arbitration Agreement by mailing a signed rejection notice to ZMC within 30 days after the date of signing the Enrollment Agreement. Any rejection notice must include name, address, and telephone number.

Photo Release:

The student may allow the Company to use their 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:

As part of the educational experience the student may participate in off campus field trips. The student must sign a document releasing 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.

Confidentiality on the Part of the Student:

During attendance at the school and thereafter, students 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, the student agrees not to reproduce, distribute, or disclose any such Confidential Information to anybody outside the school during or after their attendance at the school. Any violation 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.

Confidentiality on the Part of Zion Massage College (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a Federal law passed by the U.S. Congress in 1974. The law protects the privacy of a student's education records and outlines the rights of students who attend a postsecondary school such as Zion Massage College. FERPA deals specifically with student's educational records, affording them certain rights with respect to those records. Students have the right to inspect and review their educational records, the right to seek their records amended, and the right to have some control over the disclosure of information from the records.

Zion Massage College may not disclose information contained in education records without the student's written consent, except under certain limited conditions as outlined by FERPA. For more information regarding FERPA contact the U.S. Department of Education.

Visitors on Campus:

All visitors must sign in at the ZMC front office and receive a visitor pass before visiting a classroom or any area on campus. Visitors include all persons that are not currently enrolled as a student, actively employed, or contracted by Zion Massage College.

ZMC Student Massage Clinic Contract and Guidelines

Congratulations on the completion of Massage Therapy Core I at ZMC! You are now ready to begin an integral part of

your massage therapy education, the Student Clinic. The Student Clinic allows you to work on many different types of individuals with a variety of preferences and needs. The Student Clinic provides a supportive and safe environment in which to develop your intuition, precision and healing abilities. These skills can only be developed through sincere effort and practice.

Clinical Evaluation

The Student Clinic is a graded course. As such, students will be required to pass one or more formal clinical evaluations by a ZMC staff member. In addition, students will receive feedback via a client evaluation form. Client feedback will be reviewed by Clinic Facilitator and any pertinent information shared with the student.

In the event that a student's performance in the clinical setting is deemed unsatisfactory or unacceptable, the clinic facilitator will promptly discuss any identified deficiencies with the student. The student will be informed of the objective criteria which needs improvement. The student will be given recommended measures to correct the deficit(s), and will be informed of their current status in the course. The student may be required to sign a Communication Form in acknowledgment of having been advised of the Clinic Facilitator's concerns. The Communication Form will become a part of the student's record.

Liability Insurance

As a benefit of being enrolled in the 900-hour Professional Massage Therapy Program at ZMC, students are provided with liability insurance for a period of one year from the start of their enrollment. If a student takes a leave of absence or, if for any reason, their program extends beyond the one-year time period, ZMC requires that students purchase their own personal liability insurance through the ABMP (Associated Bodywork & Massage Professionals, www.abmp.com) or the AMTA (American Massage Therapy Association, www.amta.com). These two professional organizations offer low cost liability insurance to both massage therapy students and licensed massage therapists.

Clinical Lateness

Consistent attendance is required to demonstrate adequate performance. The student is expected to be on time and to attend all clinical experiences. **On time is defined as 15 minutes before** the start of a clinic shift. If a student is unable to attend the clinic or will be late, the student must notify the Clinic Facilitator in advance and find another student to fill the shift. Failure to make proper notification will result in a 5-point grade reduction. If a student therapist is late in starting a scheduled massage session, he or she will be required to complete the scheduled massage and will be required to also complete one make up massage session. **Each clinic tardy will result in the student becoming ineligible to receive massage therapy sessions in the student clinic for the upcoming month.**

Clinical Absences

180 clinical hours are required for all ZMC Massage Therapy students. Absences will be reflected in the Satisfactory Academic Progress of the student. Unexcused absences will result in a 10-point grade reduction per missed clinic shift and the completion of two one hour massages for each one hour massage missed. If a student must miss a scheduled clinic, they should trade shifts with another student and notify the Clinic Facilitator of the change. There is no penalty for trading shifts with another student therapist. The clinic schedule coordinator can be reached at clinc@zmc.edu or by phone during regular business hours at 435-628-1150.

Absences due to the following extenuating circumstances will be recorded but not counted toward a student's grade if official documentation is produced within five (5) days of the absence: 1) court dates, 2) funeral of immediate family member/significant other, 3) emergency medical care or hospitalization of the student (not regular appointments), 4) emergency medical care or hospitalization of the student's minor child or ward (not regular appointments), and 5) military obligations (reviewed on an individual basis). A student who misses a significant amount of clinic due to the above circumstances or does not show for their clinic shift will be required to make up clinic days before proceeding or withdraw from the course at the discretion of ZMC Directors. **All missed clinic time must be made-up during scheduled clinical hours onsite in the ZMC clinical setting.**

Any **schedule changes** must be made with the Clinic Facilitator a minimum of **14 days in advance** of the date in question. It is important that the student communicate clearly regarding the date in question as well as the clinic hours they need to be removed from or added to. All schedule changes **MUST** be submitted on the official schedule

add/change form to the Clinic Facilitator a minimum of 14 days in advance.

Personal and Professional Legal, Moral, and Ethical Behaviors

A student enrolled in ZMC's Massage Therapy Program is expected to display conduct in accordance with the legal, moral and ethical standards of the therapeutic massage profession and the community. Each student is accountable for individual behavior and is expected to act in a responsible, mature manner that reflects the qualities of honesty, integrity, courtesy, reliability, and responsible interpersonal skills. Profanity, derogatory comments, and emotional responses which inhibit learning or effective functioning will not be permitted, and may result in a lowering of a course grade. Harassment based on gender, sexual orientation, race, color, religion, national origin, ethnicity, veteran status or disability will not be permitted.

Behavior must not interfere with student/staff/faculty/client relationships. Honesty is expected of all massage therapy students in the lecture, laboratory and clinic. Acts of lying, cheating, plagiarism, forgery, alteration and/or falsification of clinical documents, written work, or academic records will not be permitted.

Failure to comply with the above legal, moral and ethical standards may result in lowering of course grade, failure of the course, dismissal from the course and/or possible dismissal from the program. Such conduct is in violation of ZMC's Code of Ethics

Physical or Emotional Jeopardy

A student who places a client or clients in either emotional or physical jeopardy will be dismissed from the program. Physical or emotional jeopardy (either intentional or unintentional) is described as, but not limited to: causing clients harm or injury, placing client(s) at risk for harm or injury, causing a client emotional distress, disregard for client(s) safety, placing client(s) physical or emotional health in jeopardy for personal advancement or gain (e.g., falsifying documents, not reporting errors/incidents, failure to report client status to Clinic Facilitator).

Confidentiality

The student must act to protect confidentiality in all situations. Information or incidences related to clients will be discussed with the Clinic Facilitator in appropriate surroundings only. **The student will not discuss these issues with other clients, students, friends, family or in public places. The student will refer to clients and staff by initials only on written work or while relating clinical experiences in the classroom setting, and will exercise caution as to the location and disposition of clinical data.** A student cannot, under any circumstances, photocopy or electronically reproduce any portion of a client's chart or personal records for use outside the clinic. All client information must remain at ZMC and should never be taken outside of the school environment. In addition, acquiring personal client information is a Federal violation of HIPPA regulations. Upon graduation, students may give ZMC client's their contact information. However, under no circumstances can a student or graduate take the client's personal information outside the school environment.

Responsibilities/Expectations in the Clinical Setting

ZMC's Massage Therapy Program acknowledges its responsibility to educate its students while maintaining the public trust. The massage therapy student has additional responsibilities as a member of the health care team to ensure the emotional and physical safety of clients during the educational process:

- The student must come to clinic demonstrating preparation to give responsible, safe client care.
- The student will perform client care only when a Clinic Facilitator is present during scheduled clinic times or for supervised outreach events. A Clinic Facilitator must be present at all times during any form of clinical experience.
- The student may only use massage techniques from courses in which the student has received a passing grade (minimum 72% or better).
- The student is responsible to seek the assistance of the Clinic Facilitator in clinic before proceeding with new, unfamiliar, or uncertain aspects of client care.
- The student is to follow clinic policies and procedures.
- If a student is tardy for clinic without prior notification, the Clinic Facilitator has the option of not permitting that student to participate in client care for the day and/or dismissing the student from the clinic. Notification

of absence from clinic must be made directly to the Clinic Facilitator.

- The student must be physically and emotionally capable of effective, safe clinical performance. If the Clinic Facilitator determines that a student's behavior places a client at risk for physical or psychological injury, that student will be dismissed from the clinical area.
- The student may be removed if the student's continued presence disrupts the learning process for other students.

Any violation of these established standards may result in the immediate removal from the clinical or event setting, dismissal from the course and/or the Massage Therapy Program. In addition, the student's actions may be subject to review by the college.

Student Responsibility to Report

It is the responsibility of any student who observes or has direct knowledge of another student in a condition which impairs the ability to perform clinical duties, or poses a hazard to the safety and welfare of others, to promptly report the incident to the instructor.

Dress Code/Grooming

Student apparel and grooming must conform to health, sanitation, and safety standards. The student is required to follow the dress code set forth herein, in the clinic setting and at college-related events:

- Clothing which is determined to be less than professional for a student in the clinic setting is not appropriate.
- Uniforms are to be clean, free of stains and wrinkles, and must fit appropriately. Very tight fitting clothing or very loose fitting clothing is considered inappropriate.
- An official ZMC shirt is required for the clinical internship. Shirts must have sleeves which cover the armpit. Cleavage and midriffs must be completely covered and necklines must be within at least two inches of the top of the sternum.
- Grey or Black tightly-woven professional, semi-professional or uniform pants are required. Hemlines should remain between the upper heels of the student's shoes and the tops of shoes.
- Inappropriate attire includes: jeans or jean-style pants, stretch pants or leggings, sweatpants, ribbed or corduroy materials, cropped or Capri-style pants, and/or shorts.
- Hair must be pulled back and/or arranged off the collar. A student is to be clean shaven, or if a beard or mustache is worn, it must be neat, clean and well-trimmed.
- No rings, bracelets, watches or long necklaces shall be worn. These items can injure clients, damage equipment, and are a source of contamination. Other jewelry that does not conform to reasonable health, sanitation and safety standards shall not be worn during the clinic.
- Fingernails are to be shorter than the end of the finger, such that they will not scratch the client. Fingernails shall also be clean, and neatly manicured. Artificial nails are not permitted in the clinic area. Nail polish must be clear or natural pastel in color and chip free (blue, purple, black, green, yellow, red, and metallic are not permitted).
- Excellent personal hygiene practices (bathing, clean groomed hair and brushing teeth) are required. The student shall be free of potentially offensive odors such as body odor, bad breath, and cigarette smoke.
- No strong scents shall be worn, including but not limited to perfume/cologne, essential oils, cigarette odor, scented deodorants and scented cosmetics, due to possible client allergies or sensitivities. Students must ask clients before using any type of essential oil.
- Smoking on ZMC premises, chewing gum or tobacco is unacceptable.

Failure to comply with the dress code may result in dismissal from the clinical area, a conference with the Clinic Facilitator, and/or a lowering of the course grade by 5 points per instance. Exceptions to the dress code may be made with the prior written approval from ZMC's Director.

Injury En Route to Clinical or College-Related Events

Neither ZMC nor the facility where a ZMC-related event takes place is responsible for any personal injury or injury to property which may occur while a student is traveling to or from clinic or ZMC-related events.

Clinical Internship Expectations

ZMC actively supports diversity within the student body, staff, faculty, clinic clients, and individuals or groups associated with the college. The student is expected to perform massages and to be a recipient of massages by people of other genders, various ages, ethnicities, religions, sexual orientations, body types, personality types and lifestyles.

- The student is to be open to the expression of feelings and emotions. Touching and being touched typically result in an intensified awareness of personal feelings. The student is encouraged to deepen their self-knowledge through exploration and appropriate expression of sensations and emotions; and is expected to be respectful, sensitive, and attentive to the feelings of classmates.
- The student is expected to accept and support change and growth in oneself and one's classmates. In addition, the student is expected to address their own personal issues which may arise.
- The student is expected to be receptive to constructive feedback from classmates, instructors, and clinic clients regarding the student's knowledge, skills, personal hygiene, and appropriate behavior in order to assist the student to improve.
- The student is expected to provide feedback to the instructor and fellow classmates during practice and self-care sessions. For example, if the student experiences pain or discomfort, it is the student's responsibility to immediately inform the individual performing the massage. After the student has voiced their preference and/or concern, it is the responsibility of the individual performing the massage to communicate and to ensure that their techniques are adjusted to the comfort level of the recipient of the massage. This includes, but is not limited to other areas of study such as palpation, draping and endangerment sites. Student practitioners, student recipients and guests (from the public) must all work together to ensure an effective massage therapy session.

Handwashing guidelines

Washing hands is required before and after performing massage on a classmate or client, after using the toilet, after blowing or wiping the nose, after eating, or after smoking. The following procedure shall be used:

- Use a gentle stream of hot but not scalding water. Leave water running throughout the hand washing procedure.
- Wet hands, wrists, forearms and elbows.
- Apply cleaning agent, preferably from a dispenser, since bar soap can carry bacteria. If hands come into contact with tears, blood, oozing eczema, feces, or any other bodily fluid, use Betadine to prevent the spread of Hepatitis B, HIV, or other bacterial or viral substance.
- Spread cleaning agent over the entire area, gradually adding water to make plenty of lather.
- Scrub hands, between fingers, around nail beds and under nails.
- Continue washing with lather for a minimum of 60 seconds.
- Rinse all lathered areas.
- Dry hands completely with a paper towel, then use the towel to cover the faucet knob and turn off the water.

Universal Precautions

The student is required to know and use universal precautions and safeguards against the spread of infectious conditions, as presented in lecture, laboratory or clinic and as follows:

- A student who is experiencing abnormal or uncontrollable secretion or excretion of bodily fluids (e.g. abnormal bleeding, vomiting or diarrhea) should not give or receive massage until the condition resolves.
- A student who has a highly contagious infection, including (but not limited to) chicken pox, measles, strep throat, serious flu infection, or infectious skin condition (e.g. impetigo, scabies, staph infection), shall not give or receive massage until the condition has passed the infectious stage. The student should not attend laboratory or clinic if the condition is highly contagious in order to avoid infecting others.
- A student who has broken skin on hands due to cuts, burns, abrasions, chapping, damaged cuticles or other conditions shall wear disposable gloves or a finger cot over an adhesive bandage.
- The student shall wear gloves when there is potential for direct contact with bodily fluids, mucous membranes, non-intact skin of clients, handling of items or surfaces soiled with blood or bodily fluids.

- The student must follow procedures taught in the therapeutic massage courses for sanitizing equipment and supplies. This includes sanitizing the massage table and face cradle at the end of every massage session.
- Fresh linens must be used for every session. Dirty linens must be separated from clean linens appropriately.

Practicing Massage Therapy Before Graduation from the Program

The student will be assigned homework that will include performing massage practice sessions on friends or family members. When fulfilling such homework requirements, the student is expected to follow the following guidelines:

- Choose healthy clients with no contraindicating medical history.
- Choose clients that the student knows and trusts.
- Choose clients who will give accurate feedback regarding pain and discomfort.
- Ensure that the client knows that this is a practice session in order for the student to improve skills and fulfill course requirements.
- Use the term “practice session”. Do not use the term “appointment.”
- Represent themselves as a student of massage therapy. A student cannot, under any circumstances represent themselves as a massage therapist or use any designation that implies that the student is qualified to provide professional services.

According to Utah Law, the student is not allowed to receive compensation for massage therapy practice sessions outside of supervised clinic sessions.

Sheets and Draping Supplies

ZMC students are required to bring the following supplies to the clinic.

- Up to six sets of Full Draping (Top sheet, bottom sheet and face cradle cover)
- Lotion or Oil (unscented)
- Wet Wipes (if needed to wash off your hands during the massage and to clean the table at the end of the clinic session).

The following supplies are suggested but not required:

- A bolster for the client’s ankles in prone position and under the client’s knees in supine position. (Students may not use ZMC supplies (such as yoga mats) to form makeshift bolsters.)
- A small blanket or throw to ensure client’s warmth and comfort.
- An oil holster to minimize oil spills.

Massage Benefit

ZMC provides an opportunity for students who are **actively** participating in the clinical internship (by giving at least five massages per week) to receive up to two complementary massages per month. Additional massage sessions are available at a discounted rate. Please be aware that complementary massages for students are not an entitlement. Complementary massage sessions will be the first appointments to be rescheduled if there is an issue with scheduling in the student clinic and are not transferable to another month.

Clinic Materials Provided:

Starting on March 20th, 2018, students will receive two ZMC shirts at their clinic orientation. Additional ZMC shirts cost \$20.00 each.

ZMC Holidays and Breaks

Friday, Jan 1, 2021	New Years Day	No Classes / Clinic Closed
Saturday, Jan 2, 2021	New Years	No Classes / Clinic Closed
Monday, January 18, 2021	Martin Luther King Jr. Day	No Classes / Clinic Open
Monday, February 15, 2021	President's Day	No Classes / Clinic Open
March 8 - 12, 2021	Spring Break	No Classes / Clinic Open
Monday, April 5, 2021	Spring Recess	No Classes / Clinic Closed
Monday, May 31, 2021	Memorial Day	No Classes / Clinic Closed
July 5 - July 9, 2021	Summer Break	No Classes / Clinic Open
July 3 - 4, 2021	Independence Day	No Classes / Clinic Closed
Friday, July 24, 2021	Pioneer Day	No Classes / Clinic Open
Monday, September 6, 2021	Labor Day	No Classes / Clinic Closed
October 14 - 15, 2021	Fall Break	No Classes / Clinic Open
November 24, 2021	Thanksgiving Break	No Classes / Clinic Open
November 25 -26, 2021	Thanksgiving	No Classes / Clinic Closed
Saturday, December 25, 2021	Christmas Day	No Classes / Clinic Closed
Dec 20, 2021- Dec 31, 2021	Winter Break	No Classes / Clinic Open