



ZMC

Catalog and Student Handbook

2024

**“The great way is easy...
Beware when things are out of balance.**

Stay Centered...”

-TAO- Te Ching



ZMC Catalog Effective January 2024

Print Date: January 2, 2024

Table of Contents

About Zion Massage College	2
Campus Location and Facilities:	2
Mission Statement:	2
Philosophy and Purpose:	2
Goals and Objectives:	2
History and Ownership:	3
Timeline:	3
Location and Contact Information:	3
Administrative Office Hours:	3
Course Hours:	3
Estimated Program Start & End Dates for 2024:	4
Entrance Requirements for January 2024 through January 2025:	4
Required Textbooks:	4
Required and Recommended Supplies for School	5
Massage Table Requirement:	5
Administrative Staff and Faculty:	5
Approvals, Licensure, and Memberships:	10
Governance:	10
Program Advisory Committee:	10
Accreditation:	10
Program Tuition & Fees	11
Tuition, Financing Options and Tuition Schedule:	11
Distinction between scholarship, grant, and loan for financial aid	12
Admission Requirements and Procedures	12
Steps for Admission:	12
Evaluating the Validity of High School Completion	12
Academic Qualifications	12
High School Diploma:	13
Recognized equivalents of a high school diploma	13
Foreign High School Diploma	14
Homeschooling	14
ZMC Administration Review	14
Program Information	14
Program Objectives:	14
Overview Comparison of State Requirements and ABT/ZMC Requirements:	14
Program Schedule:	15
Curriculum Overview and Course Descriptions:	15
List of Required Courses:	15
Course Descriptions:	16
Program Delivery:	21
Utah Qualification Agreement:	21
Professional Licensing:	21
G.I. Bill® Qualification Agreement:	21
Grades and Grading Scale:	21
Parking:	22
Attendance:	23
Reminders Regarding Attendance:	23
Tardiness:	23
Allowable Hourly Absences and Retake Fees by Course:	24

Appeal Process	31
Advanced Placement and Graduating with Honors	31
Leave of Absence	31
Official Withdrawal	31
Unofficial Withdrawal:	32
Code of Conduct Policy	32
Students shall support the mission of ZMC by:	32
Faculty and Staff shall support the mission of ZMC by:	32
Non-Discrimination Policy:	33
Classroom Dress Code/Grooming:	33
Sexual Harassment and Sexual Misconduct Policy:	33
Refund Policy	34
Tuition Refund Timeline:	35
Cancellation Policy:	35
R2T4 Policy (Return of Title IV Financial Aid)	36
Unofficial Withdrawals	38
Official Withdrawals	38
Dismissal Policy	39
Student Grievance Policy	39
Student Records	40
Disclosure of Education Records:	40
Transcript Policy:	40
Student Transfers and Prior Credit:	40
Grading Policy:	41
Performance of Clinic Modalities Policy:	41
Liability Insurance:	41
MBLEx Requirements	41
Graduation Requirements	41
Vocational Student Agreement	41
Licensing Requirements	42
Utah Licensure Regulations:	42
Licensing in other States	42
Utah Qualification Agreement:	43
Placement Services	43
Other Services	43
Student Acknowledgements	43
Arbitration Agreement:	43
Photo Release:	44
Field Trip Release:	44
Confidentiality on the Part of the Student:	44
Confidentiality on the Part of Zion Massage College (FERPA):	44
Visitors on Campus:	45
ZMC Student Massage Clinic Contract and Guidelines	45
ZMC Holidays and Breaks	50

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, Cranio-Sacral Therapy, a variety of Aquatic Therapy bodywork styles, and, Massage Therapist Self Care Techniques such as Postural Yoga, Qi-Gong, and Meditation. By bringing continuing education opportunities to our community, 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 to 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 Faraway, 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 its 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 approval from the U.S. Department of Education to give Title IV funding, which enables ZMC to offer its students Federal Student Aid (FAFSA).

Location and Contact Information:

Zion Massage College
 567 S. Valley View Dr.
 St. George, UT 84770
 1-435-628-1150
 1-435-261-4203
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, evening, or full day 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.

Full-Day classes run Monday – Tuesday from 9 a.m. – 1 p.m. and 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 may 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.

Estimated Program Start & End Dates for 2024:

E-35	02/12/2024	01/16/2025
D-36	02/26/2024	01/30/2025
A-05	03/20/2024	02/20/2025
D-37	05/28/2024	05/01/2025
E-36	05/29/2024	05/01/2025
E-37	08/26/2024	07/31/2025
D-38	08/28/2024	07/31/2025
A-06	09/09/2024	08/07/2025
E-38	10/14/2024	09/18/2025
D-39	11/04/2024	10/09/2025

Entrance Requirements for January 2024 through January 2025:

Students may enroll in any of the above cohorts at any time prior to the cohort start date and no later than five days after the cohort's first day of scheduled class. Please remember that per ZMC’s Attendance and SAP policies, missed hours and course work must be made up in order to be in compliance with these policies.

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 \$547.60 at full retail value. *Please speak with the Admissions Advisor before purchasing any books.**

1. Zion Massage College. *ZMC Modalities Manual Binder Inserts*. Saint George: Zion Massage College, 2018. PDF.
2. Archer & Nelson, *Applied Anatomy & Physiology for Manual Therapists*. 2e. Philadelphia, PA: Lippincott Williams & Wilkins, 2021 Print. ISBN #: 0-9982663-6-1
3. Archer & Nelson, *Study & Review Guide for Applied Anatomy & Physiology for Manual Therapists*. 2e. Philadelphia, PA: Lippincott Williams & Wilkins, 2021 Print. ISBN #: 0-99826637X
4. Trail Guide Trio
 - Biel, Andrew. *Trail Guide to the Body: A Hands-on Guide to Locating Muscles, Bones and More*. 6e. Boulder, CO: Books of Discovery, 2019. Print. ISBN #: 0-9987850-6-7
 - Biel, Andrew. *Trail Guide to the Body: Student Workbook*. 6e. Boulder, CO: Books of Discovery, 2019. Print. ISBN #: 0-9914666-7-5
 - Biel, Andrew. *Trail Guide to Movement: Building the Body in Motion*. 2e. Boulder, CO: Books of Discovery, 2019. Print. ISBN #: 0-9987850-5-9
5. Werner, Ruth. *A Massage Therapist’s Guide to Pathology: Critical Thinking and Practical Application*. 7e. Lippincott Williams & Wilkins, 2019. Print. ISBN #: 0-9982663-4-5
6. Sohnen-Moe, Cherie. *Business Mastery: A Guide for Creating a Fulfilling, Thriving Practice, and Keeping It Successful*. 5e., 2016. Print. ISBN #: 978-1-8829080-5-9

7. Dr. Daniel Amen, *Change Your Brain; Change Your Life*, 2015. Paperback. ISBN #: 978-1-101-904640

Required and Recommended Supplies for School

The following 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 \$267.41 effective 8/4/2022 *Price is reflected before any taxes or shipping cost. Prices may vary.

1. [Five twin sheet sets](#) (\$74.95 estimated price*)
2. [One Gallon Massage Oil](#) (\$76.95 estimated price*)
3. [2.5" Binder](#) (\$13.99 estimated price*) - or 2 1.5" binders
4. [Highlighters](#) (\$5.26 estimated price*)
5. [Colored Pencils](#) or [Multiple Highlighter Set](#) (\$6.99 estimated price*)
6. [3 Containers Cleaning Wipes](#) (\$10.22 estimated price*)
7. [Holster for Oil Bottle](#) (\$15.95 estimated price*)
8. [Massage Bolster](#) (\$41.12 estimated price*)
9. [Light 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. \$499.00 effective 8/4/2022. *Please speak with the Admissions Advisor before purchasing a massage table.

Administrative Staff and Faculty:

President/Instructor Rebecca Farraway, LMT, RYT 200, BCTMB - DOPL License #4858760-4701

Rebecca has been a Licensed Massage Therapist for over 25 years and an educator for more than 20 years. She 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, South East Asia and, in North, Central 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. Rebecca offers and leads traditional healing study-abroad experiences around the world. She enjoys spending time outdoors, meditating, hiking, canyoneering, mountain biking, rafting, skiing and backpacking.

Program Director/Instructor Christina Frantzen LMT, BCTMB, MLD-C - DOPL License #8817032-4701

Christina 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 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, including Ashiatsu, Medical Massage, Lymphatic, Hot Stone, Pregnancy Massage, Reflexology and 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 Admin Assistant and Teaching Assistant Rocio Lopez, LMT - DOPL License #12476253-4701

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. Rocio graduated from ZMC in 2021 and loves using the knowledge she gained to help her clients and students. 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 Advisor Kamryn Caldwell

Kamryn was born and raised here in St George and loves it! She earned her Associates degree in Spring 2022 and is currently pursuing a Bachelor's degree in Biomedical Science at Utah Tech University. Eventually she would like to attend graduate school, become a Physician's Assistant, and help people to the best of her ability. When she is not at school or work she is typically with her cat or loved ones. In her freetime she enjoys learning and cooking new recipes as well as watching TV and doing crafts. She also loves being outside enjoying all the beautiful views that St. George has to offer.

Clinic Facilitator Julie Humphries, LMT, BCTMB - DOPL License #4803242-4701

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 since 2012. 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 Karey Kosorok MS, LMT, CLT - DOPL License #6510087-4701

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!

Student Services Coordinator Keri-Sue Hansen, - DOPL License #9649265-1101

Originally from Nevada, Keri-Sue has claimed Utah as her home for many years. When not busy working towards a degree in Animation she loves spending time with friends and family. Along with 6+ years of customer service experience, Keri-Sue is a Licensed Cosmetologist. She enjoys updating students and graduates on loan information. She can be found working hard at the front desk of the Ashibar Spa to also provide an amazing experience for LMT and clients alike.

Admissions Advisor and Front Desk Receptionist Shelby Christilaw

After graduating school, Shelby joined the Zion Massage College team as the front desk receptionist. She graduated from Dixie Tech's phlebotomy program in 2021 and continues to expand her knowledge through interacting with clients and all the amazing staff at the school. She loves making connections with students and helping in any way that she can. In her free time Shelby enjoys cuddling with her kitties, reading new books, and attempting to care for her plants.

Clinic Facilitator and Instructor Samantha Brown, LMT - DOPL License #11080988-4701

Samantha Brown is a born and raised local of Saint George Utah. She studied Massage Therapy at Zion Massage College and graduated in 2018. She has an extensive resume with multiple bodywork jobs around southern Utah and recently became a Clinic Facilitator with ZMC. With her passion for learning and striving to be better, she has continued learning by taking additional continuing education hours and other certifications in the field. Working multiple jobs at a time, she is also enrolled in the Teachers Assistant program to become an instructor with the school. When she isn't working or learning, she spends time with her friends, family, her loving boyfriend and their pitbull Gypsy. Her active lifestyle includes daily exercise, new adventures, her favorite music, some great food and receiving regular massages.

Instructor Tami Painton, LMT, CFZP - DOPL License #12837693-4701

Tami has always had a passion for continuing education, especially with regards to the human body and its amazing healing powers. After receiving her college degree in Health Promotion from BYU, she has, in some way, been involved in the health and wellness industry for over 25 years. While living in Hawaii, Tami discovered her passion for holistic health and the benefits of combining Eastern and Western medicine and the importance of physical, mental, emotional and spiritual health to help individuals heal and become the best versions of themselves. Tami was certified as a Foot Zone Practitioner in 2017. Foot Zoning can help release energetic and emotional energy and aid in healing the body through acupressure points in the feet that once activated sends healing information in the form of electromagnetic impulses throughout the entire body, bringing the four bodies of health back into balance. After she moved to St. George with her kids in 2018, Tami was certified as an Instructor for the Foot Zone certification course and then became a Licensed Massage Therapist after graduating from Zion Massage College. Tami has a private practice here in St George and enjoys teaching at Zion Massage College and passing along her excitement of learning about the human body. Come join us on this journey. Let's learn together, work together and heal together.

Front Desk Receptionist and Student Services Support Sidney Breitenstein

Sidney Breitenstein is a Utah native. She recently moved to St. George with her husband after his retirement from 31 years in education. She worked 20+ years in various aspects of customer service roles and project management roles in multiple industries, including education. She has also worked in graphic design which in-turn has been the most inspiring experience. That experience has led her to take up interior design as a hobby, abstract painting, and crafting miniatures. She has been enjoying semi-retirement spending time biking and working out, learning various dance techniques and socializing with family and new-found friends. She can be seen working part time at the front desk.

Instructor/TA Heleena Gillingham, SKT, BSYA(Reflex) LMT, RM, MMP, CPAA - DOPL License #10549149-4701

Originally from England, Heleena has had experience and training in everything from Care Assistant, Manager, Skenar Therapist, Reflexologist, Massage Therapist, and more. She received her diploma in Reflexology in 2006 and Massage Therapy in 2017. Heleena moved to California in 2006 before relocating to Saint George in 2007 where one job she had was working at M&S Turquoise learning to make fine jewelry. Not only has she worked with Write Family Chiropractic and Zion Massage College since 2018, she also worked for Dixie Chiropractic. She further studied with the Aromahead Institute and became certified in Essential oils for Natural Living and Body Butters and Balms. In 2019 Heleena Studied with the AMTA and became certificated in Fibromyalgia Massage in 2020. She also became a Reiki Master (RM). In 2021 she became certificated as a Pearl Specialist with Cultured Pearl Association of America (CPAA). In June 2022 she became a Medical Massage Practitioner. Currently she is Studying with Formula Botanica for a Diploma in Organic Skin Care Formulation and Aroma Head Institute to become an Aromatherapist. She plans to continue her education by becoming a Certified Sacroiliac Joint Specialist with the Hesch Institute. Heleena is also a board member of The Saint George Charity Fund. Her hobbies include writing Children's books, stories, songs, poetry and making her own jewelry and other crafts.

Instructor/Teaching Assistant Jared Summerville, MBA,LMT - DOPL License #13113993-4701

Jared grew up in Kansas City, Missouri and spent 35 years enjoying the beauty and historical aspects of the midwest. Moving to Saint George, Utah in 2018 came as a bit of a surprise. His ability to adapt and make the

most out of any situation has been a boon for his career and a foundation in life. Jared is a huge Kansas City Chiefs fan and enjoys watching NFL football. Following his 22 years in the professional world of banking and finance where he honed his leadership and corporate talents, he made the decision to leave in search for something more meaningful and with more purpose. After graduating from Zion Massage College Jared began immediately working as a Licensed Massage Therapist. He truly loves the classroom and engaging with students from all walks of life. He has a natural ability to help others feel very comfortable and at ease which is a perfect fit for his students and the classroom. After completing his undergraduate degree in business and foreign language from the University of Missouri Kansas City, he received his MBA from Baker University. Jared enjoys the outdoors at any level, traveling and playing golf.

Instructor/Teaching Assistant Cassidy Sonderegger, LMT - DOPL License #13114116-4701

With a background in Social Work and Anthropology, Cassidy enjoys getting to know people and their unique stories. Her own journey into the profession of massage therapy was years in the making, and she believes it was all meant to be as it brings her great fulfillment. Cassidy enjoys facilitating her client's experience of mind, body and spirit coming back into harmony. During her down time, Cassidy likes to go on adventures in the red rocks with her spouse and their dog Marley.

Instructor/Teaching Assistant Marie Willford, LMT - DOPL License #12451704-4701

When Marie's youngest son started going to school and she had her mornings to herself, she knew she was ready for her own adventure. Massage school opened a beautiful world to her of connection to oneself and others. She graduated from Zion Massage College in 2020 and continues to enjoy learning about how science backs up the miracle of touch in continuing education like Orthopedic Massage and Myofascial techniques. She is working as a Massage Therapist in a chiropractic office. Her heart lights up to think of the school's mission and what good we can do together.

Instructor/Teaching Assistant Tiffany Harris, LMT, MMP, CES, AEMT - DOPL License #11421708-4701

While working for Gold Cross Ambulance, Tiffany realized the power of positive touch with her patients. She found it incredible to witness heart rates slow and blood pressure change just from holding someone's hand when they were under stress. After some deep thinking and discussions with her husband, she elected to go to massage therapy school instead of paramedic school. She graduated from ZMC in 2019. Her interests are still in the medical field as she has taken extra certifications to become a Medical Massage Practitioner (LMT Success Group) and a Corrective Exercise Specialist (National Academy of Sports Medicine). She has loved teaching at ZMC and finds working with her clients to improve movement and overall health very rewarding. She is the mother of six amazing children, grandmother of one perfect boy and the wife of one sometimes perfect husband. She loves animals and anything country/farm. She also loves to read and take lots of long walks with her two hobbits Calvin and Hobbs (corgi/border collie mixed dogs) .

Instructor/Teaching Assistant Dacey Sly, LMT - DOPL License #12398051-4701

Dacey started her journey into massage therapy after acquiring her associates degree in psychology. Since then, she has worked for massage envy, and then herself as she branched into energy techniques and has her second reiki level of training. With a profound love for anatomy, she decided to dive into teaching a new generation of massage therapists and hopefully spread her nerdiness of anatomy. When there is time left over after the life as a Mom, Dacey enjoys crocheting and knitting.

Bookkeeper Jon Stark

Jon Stark has recently retired from Rize Capital as Chief Financial Officer, overseeing all facets of the accounting and financial reporting operations for the company. Jon brings 40 years of career experience, amassing extensive knowledge and background in managing the generation of sophisticated tax reports and financial statements. Prior to joining Rize Capital, Jon spent 4 years as an Accounting Manager for a large commercial property management company in Southern California. The company managed over one hundred commercial and industrial properties along with several commercial building owners' associations. Prior to that position, Jon was Corporate Controller for a National commercial real estate investment company. Other experience includes working as a Controller for various residential real estate developers in the Southern California Area. Jon also has

owned and operated his own Income Tax Consulting and Accounting Company that assisted small businesses and individuals. He is licensed by the Internal Revenue Service as an Enrolled Agent. Jon has also taught college level courses for private and community colleges in Southern California in the areas of Accounting, Finance, and Income Tax. Jon has a bachelor's degree in Accounting and Finance from California Polytechnic University at Pomona. He also has earned a Master of Business Administration from the University of La Verne. Jon is a Widower and has a daughter and grandchildren. His hobbies include water sports and SCUBA Diving.

Front Desk Receptionist Lucy Bloxham

Lucy Bloxham is originally from Las Vegas. You can find her helping students and clients alike at the front desk of ZMC. Lucy is proud to have three amazing daughters and loves to spend time with friends and family.

Instructor/Teaching Assistant Allie Robbins, LMT - DOPL License #12419996-4701

Allie Robbins is a licensed massage therapist from Delta, Utah. She has a passion for all things learning - especially about the body and understanding why and how it works. She graduated from Aveda Institute Provo in 2021 and has a strong desire for massage and bodywork healing. She has a background in physical therapy offices and has a Bachelors of Science majoring in Exercise Science from Utah Tech University. After sitting in a classroom her whole life she has a newfound love as she teaches students and peers. Allie is also a Florist and enjoys being creative and artistic with beautiful florals. She is also open-water scuba certified and loves the ocean. She has an obsession with cooking, and baking especially for her loved ones. She married her childhood best friend and loves spending time with him and her family.

Instructor Everett Hunt, LMT, SI - DOPL License #6165349-4701

Everett 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 the Spa Manager at Sagestone 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/Teaching Assistant Sydney Gossett, LMT - DOPL License #9622095-4701

Sydney has always had passion for learning, personal growth, and helping people move closer to living happier and healthier lives. Her fascination with the complexities of the body, mind and the relationship between them led her to pursuing a career in Bodywork and holistic healing. After attending Massage Therapy school in 2020, she decided to become a teacher in the massage therapy field. Since graduating, she has expanded her education to include a wide variety of eastern and western modalities of massage as well as deepened her practice as an energy worker. Her approach to holistic wellness strives to balance the body, mind and spirit of her clients as well as in her own life. As a teacher, her goal is to inspire curiosity, encourage self-discipline and growth, share wellness practices and celebrate the individual journeys of her students. The cultivation of creativity and inspired growth feeds into every aspect of her life, whether it be through bodywork, art, dance or teaching. Sydney loves to connect with people and share what brings joy and wellness to her life, including massage therapy, breathwork, meditation, Qi Gong, medicine work, and ecstatic dance. While living in the St George, UT area for the last 4 years she has enjoyed swimming, hiking, backpacking, adventures with her dog and community events.

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, LMT, Gary Palmer, Christina Frantzen, Stacy Bringham, LMT, Debbie Majerick, Isabel Lopez, Everett Hunt, Veronica Hunt.

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* effective 8/4/2022:

Tuition	\$ 13,800
*Enrollment Package	\$1120.33
*Additional Supplies	\$ 267.41
Total Cost	\$15,187.74

*An Enrollment Package includes textbooks, a massage table, and certain classroom supplies. This package can be purchased through ZMC for \$1120.33 or, students may choose to purchase these items on their own. 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. **Please speak with the Admissions Advisor before purchasing.

*Additional Supplies are purchased separately by the student. Prices may vary depending on style, brand, and condition. Refer to page 4 for a detailed list of supplies to buy.

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. "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

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, Shelby Christilaw at admissions@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 proceed to the next step in your application process.
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 Admissions Advisor at 435-680-7158 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 applicant's 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/hearulemaking/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 three 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

All-Day classes: Monday – Tuesday from 9 a.m. – 1 p.m. and 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:

Monday	1:20, 2:30, 3:40
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. Eastern Abdominal Massage
9. Exam Prep
10. Gua-Sha Massage
11. Hydrotherapy and Spa Therapy Techniques
12. Kinesiology
13. Lymphatic Techniques
14. Massage Therapy Core I
15. Massage Therapy Core II
16. Optimal Health for the Massage Therapist
17. Pathology
18. Professional Ethics and Business Standards
19. Reflexology
20. Sports Massage and PNF Stretching
21. Standard Precautions, Sanitation, and CPR

22. Structural Concepts
23. TCM Cupping Massage, Herbal Liniments, & Moxibustion
24. Thai Massage (Taken in 2 weekend courses on Friday, Saturday, Sunday for 30 hours each)

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.

Eastern Abdominal Massage:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 16

Description: Eastern Abdominal Massage blends Traditional Thai and Chinese abdominal massage techniques to enhance the physical and emotional well-being of the client. In Traditional Chinese Medicine it is believed that the abdomen is the "seat of emotions" and that specific negative emotions correspond with and are sometimes held in the location of specific regions of the abdomen. By acknowledging and stimulating pressure points in these regions it is believed that negative emotions can be released. With this foundational understanding of Traditional Chinese Medicine's emotional correspondences, students learn a specific treatment protocol and a set of techniques to support the client's physical and emotional health. The treatment protocol includes both manual hands-on techniques and the use of Thailand's Herbal Compresses and Tok-Sen (tapotement tools). Within Thailand, abdominal massage often incorporates the use of Herbal Compresses and Tok-Sen therapy in addition to hands-on techniques. Students learn indications, contraindications, caveats, and boundaries as well as important ethical considerations for giving an abdominal massage.

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 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: Kinesiology is the study of human movement. This course will help students see how understanding structure, posture, and normal human movement is instrumental in the application of physical assessments, understanding mechanisms of injury, and selecting the most appropriate therapeutic interventions. The skilled recognition of structural imbalances—as well as limitations of movement—is an essential component of determining the best treatment goals and then designing an effective treatment plan for each unique client situation.

Lymphatic Techniques:

Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program

Clock Hours: 24

Description: Students learn the basic techniques needed to gently stimulate the lymphatic system and support fluid movement. Students review in depth the lymphatic system along with the manual techniques to support fluid movement. Students will be able to identify common lymphatic disorders, understand the anatomy and physiology of the system, and will learn the primary catchments and watersheds in the body. Students learn how to apply lymphatic techniques within their scope of practice and just how important gentle touch can be.

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 Aromatherapies 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.

Standard 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.

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 population. 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:

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.

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.
3. If an applicant does not pass the MBLEx or the state approved exam, they will be unable to obtain licensure until the required exam is passed.
4. Please visit the following link for a list of resources for licensure each state:
<https://www.abmp.com/practitioners/state-requirements>

G.I. Bill® Qualification Agreement:

G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

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. Policies below apply to all students, including students that receive the G.I. Bill®. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

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 third attempt, then he or she will automatically fail the course and will need to retake the course to achieve a passing grade. Please see the chart 'Allowable Hourly Absences and Retake Fees by Course'.
4. Only 1 retake is allowed per course. If a student (including GI Bill® and Vocational Rehabilitation recipients) cannot pass the retake course, they will be withdrawn from the program. Students that are withdrawn from the program will be given credit for the courses that they completed and successfully passed. "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>."
5. Instructor determines whether a quiz is in class or a take home. Retakes are encouraged for content study and in preparation for the final. If it is an in class quiz, the Instructor determines when the retake must be completed in each specific course. Quizzes are a tool used to study and may be taken as many times as needed for content mastery.
6. There is no extra credit given in any course.
7. 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.
8. 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

Parking:

The Green Valley Shopping Complex parking lot in which Zion Massage College resides services multiple businesses. The parking lot is primarily intended for the convenience and accessibility of the clients. As such, the front two rows in the complex are reserved exclusively for clients of the complex. Students and Staff may park in the back two rows of the complex and on the street. Parking in the areas reserved for clients is a violation of school policy. Any student or staff caught parking in client-designated spaces at any time will be subject to disciplinary action.

Attendance:

A student must maintain 100% 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, they 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 completion of the course unless a plan has been made. Make up classes need to be done in the same course or similar (i.e. making up A&P I hours in A&P II, making up Abdominal hours in TCM Cupping).

If a student fails to attend a minimum of 70% of an enrolled course, they will be required to retake the course. Only 1 retake is allowed per course. If a student (including GI Bill® and Vocational Rehabilitation recipients) cannot pass the retake course, they will be withdrawn from the program. Students that are withdrawn from the program will be given credit for the courses that they completed and successfully passed. "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>."

Please see the chart below for specific retake tuition for each course.

If a student knows, in advance, that they will be absent for a course, they 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 along with a petition form. Any hours that are attended in advance without a petition in place may not be used for future absences.**

If official documentation is given within 5 days of the absence, the following will be considered excused:

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)

Reminders Regarding Attendance:

1. Makeup hours cannot be banked.
2. All attendance and excused absence requests must be done through the petition process.
3. All make up hours should be done in a similar class to the course missed. For example, if a science class is missed, the student must attend a science level class similar or the same for makeup hours. Thai Massage hours may not be used for makeup in any other course.

Tardiness:

Students are expected to be on time and ready to participate in every class. A tardy will be given for the following four reasons.

1. Arriving more than 5 minutes late to class at the start of class.
2. Arriving back to class more than 5 minutes late from a class break.
3. Leaving class more than 15 minutes before the scheduled end time.
4. Leaving class for more than 5 minutes during an unscheduled break.

Please note that 3 tardies within the same course will result in a full (4 hr) absence from the course. After three tardies have accrued and an absence has been issued to the student, any subsequent tardies within the same

course will result in the issuance of another full absence to the student. This may result in the need for the student to pay to retake the entire course. Please see the Attendance policy above.

Allowable Hourly Absences and Retake Fees by Course:

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	Hourly Block	Total Clock Hours Per Class* (900 clock hours)	Cost to Retake the Course
Anatomy & Physiology Level I	9	4	36	\$552
Anatomy & Physiology Level II	9	4	36	\$552
Anatomy & Physiology Level III	9	4	36	\$552
Anatomy & Physiology Level IV	9	4	36	\$552
Ashiatsu and Chavutti Thirumal	6	4	24	\$368
CranioSacral Therapy	6	4	24	\$368
Eastern Abdominal Massage	4	4	16	\$245
Exam Prep	6	4	24	\$368
Gua-Sha Massage	3	4	12	\$184
Hydrotherapy & Spa Therapy Techniques	4	4	16	\$245
Kinesiology	9	4	36	\$552
Lymphatic Techniques	6	4	24	\$368
Massage Therapy Core I	10	4	40	\$613
Massage Therapy Core II	7	4	28	\$429
Optimal Health for the Massage Therapist	5	4	20	\$307
Pathology	13	4	52	\$797
Professional Ethics & Business Standards	14	4	56	\$859
Reflexology	5	4	20	\$307
Sports Massage and PNF Stretching	6	4	24	\$368
Standard Precautions, Sanitation, & CPR	4	4	16	\$245
Structural Concepts	16	4	64	\$981
Student Massage Clinical Internship	180	Varies	180	\$2760
TCM Cupping Massage, Herbal Liniments, and Moxibustion	5	4	20	\$307
Thai Massage	6	10	60	\$920

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
- G.I Bill® (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>).

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). A student will only be placed on a SAP Warning one time per term. If SAP criteria is not met by the end of the SAP Warning Period (term/payment period), the student will be given the opportunity to file an appeal to be put on Probation for the duration of the next term (payment period).

At the end of a Probation term, if the student has not met the SAP criteria they will then be placed on a SAP Termination (ie. immediate loss of Title IV eligibility). 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 after financial aid termination.

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 will be given the opportunity to file an appeal they will be placed on probation for the duration of the term. At the end of the probation term, if the student meets SAP, they will remain eligible for Title IV Funding. If, at the end of the warning period, the student does not meet SAP, they will be given the opportunity to file an appeal, which if granted will allow the student to go to Title IV Probation and remain eligible for Title IV funds for the duration of the Probation. If the

student's Appeal is not approved, the student will lose eligibility for Title IV funds and will be placed on a Title IV termination.

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 course, they will 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 100% of each course to successfully complete the program.
- 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 a 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 time frame 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. If a student fails to follow their EIP and fails to meet SAP during the Warning period, they may choose to file an Appeal to request that they be placed on SAP Probation. 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 end of the probation period, they will be placed on Title IV termination and will lose funding for the duration of the term.
- If the student fails to meet SAP after a Warning and Probation, they may also 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 termination and are not eligible to receive financial aid for the duration of the term. Students placed on termination 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.

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 or SAP Probation (after receiving an approved appeal).
- 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. .

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, after an approved Appeal (any subsequent times) for the next term (payment period); still eligible for Title IV aid disbursements. ○ Students on Warning or 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 → Title IV Termination; ineligible for Title IV funding..
- Students may submit a written SAP Appeal to be approved to be placed on Probationary status

- If approved, Title IV disbursements will continue.
- If denied ,the student’s Title IV Financial Aid will be Terminated.

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 opportunity to file an Appeal to be placed on Title IV 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 Title IV Suspension with no financial aid disbursement. If a student continues to not meet SAP they will be 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

- If a student is placed on Warning status and does not meet SAP by the end of the payment period, the student may choose to file an Appeal to be placed on Probation for the following payment period.
- To file an Appeal, the student must fill out a Petition and provide supporting documentation to the Financial Aid Officer **writing within five (5) business days** of receiving notification of suspension or dismissal. All petitions must include a thorough 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 within 5 days by email of the determination. The determination of the PAC is final.
- 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, 2024, students may request a leave of absence for a period of up to 30 days 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 30 days, the student will need to re-enroll in the program.

Steps to Request a Leave of Absence

1. Submit a written request for a leave of absence stating the reason for the request and the anticipated date in which they 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 themselves 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 in this catalog 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.
2. Maintaining academic ethics and standards.
3. Respecting the rights of all students to a quality and safe education.

A massage 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 (found under the StandardPrecautions section in the Student Clinic syllabus)
- 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 outside the school clinic setting before licensure is achieved.

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.
- b. Demonstrating a commitment to current educational, ethical and professional standards for Massage Therapists and Bodyworkers.
- c. Representing ZMC and its programs with professional as well as personal integrity and honesty in all forms of communication.
- d. Educating students to only represent themselves in an ethical and professional manner and to provide only services for which they are qualified.

- e. Conducting a ZMC program, which provides exemplary education and represents all ethical and other standards of the profession as well as all applicable laws and regulations.
- f. Providing a positive, focused educational environment that is conducive to learning and development as well as addresses a variety of learning styles.
- g. Conducting 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. Refraining from romantic and/or sexual relationships with students who are enrolled in the program.
- i. Creating and fostering a healthy learning environment where students feel safe and supported.
- j. Upholding 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. Fostering an effective and reasonably safe learning environment for all students while still providing growth opportunities.

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. Please note that beginning Jan 1, 2024 ZMC students will be required to wear only the approved ZMC uniform to class and clinic.

Prior to Jan 1, 2024 students are required to follow the dress code set forth herein, in the classroom setting:

- Clothing worn in the classroom setting must meet the following criteria:
 - Clothing must be clean and modest. It must not expose cleavage/breast tissue, abdomen, armpit, the gluteal cleft or gluteal fold.
 - Shoes must be worn in all common areas where the student interacts with clients. The client should never see the student therapist without shoes.

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.
- Students must ask clients before using any type of essential oil, due to client sensitivities and allergies.
- Smoking on ZMC premises is not permitted.

Failure to comply with ZMC dress code and hygiene practices may result in any of the following: a verbal warning, a written warning, loss of attendance for the day, loss of participation points. Extreme or frequent violations of the Dress Code or Hygiene policies may result in 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. ZMC discourages students from engaging in a relationship of a sexual nature with other students.

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 themselves 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 given a warning, 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, Rebecca Faraway at rebecca@zmc.edu or by calling 435-261-4203.

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 on an incident form, which will be provided to you. (All inappropriate behavior or "gray 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 Financial Aid Advisor.

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. Tuition is charged on an hourly prorated basis and is calculated through the last date of attendance. 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® ("GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>."): ZMC accepts the refund policy outlined in policy 38 CFR 21.4255.1 Specifically ZMC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title. G.I. Bill®. "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>."

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 at any time 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 student's 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 student's 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 they have 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, Christina Frantzen.
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.

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.

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 email their official transcripts to Shelby Christilaw at admissions@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. "GI Bill[®] is a registered trademark of the U.S. Department of Veterans Affairs (VA).

More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>."

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.

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 Associated Bodywork and Massage Professionals (ABMP). Included in the membership to ABMP, students receive access to Exam Coach for the duration of the program. In addition to offering liability insurance, ABMP and AMTA 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 100% attendance in each respective course
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. Copy of Driver's License or other document(s) showing lawful presence in the US
4. An application fee of \$90.00
5. A completed Utah application for licensure as a massage therapist including any supporting documentation followup to the Qualifying Questionnaire
6. A Criminal History Disclosure Statement
7. Official ZMC Transcript
8. A Verification of Completion of a Formal Massage Education Program.

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 (AMTA)

500 Davis Street, Suite 900

Evanston, IL 60201

www.amtamassage.org

1-877-905-0577

Associated Bodywork & Massage Professionals (ABMP)

25188 Genesee Trail Road, Suite 200

Golden, CO 80401

<https://www.abmp.com/practitioners/state-requirements>

1-800-458-2267

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. For up to date information on median pay, please visit the U.S. Bureau of Labor Statistics at the following link: <https://www.bls.gov/ooh/healthcare/massage-therapists.htm>.

Other Services

ZMC offers students the opportunity to participate in extra-curricular activities and to build leadership skills through our **"Prana Experiences"** offerings.

The goal of ZMC's Prana Experiences is to foster leadership in our community and for our ZMC community (Students, Graduates, Teachers and Team) to share their respective skills and talents with one another.

If you are part of the ZMC community and have a skill, knowledge, or an activity that you are willing to share, we'd love to help you build your leadership skills while supporting the community.

In the past, we have seen some incredible graduates and students step up and offer meditation, yoga, energy healing, ecstatic dance, cacao ceremonies, lead book clubs, offer a soap-making course, cooking courses, and other fun and meaningful activities.

We'd love to support you in offering an activity or course to the community. One of the goals of ZMC is to create leaders in our field. So, if you have a skill or talent that contributes to health and healing, please contact Rebecca Faraway at rebecca@zmc.edu to get started in sharing and developing your talents and skills.

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 (5 pts in Participation and 5 pts in Professionalism). Every unexcused absence results in the completion of two one hour massages for each one hour massage missed. Students will receive a communication form for every unexcused absence. After 3 unexcused shifts, the student will be pulled from the clinic, given an EIP Communication Form, and may be required to retake the clinic course.

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 communicates 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.

Clinic is open all year around with the exception of a few select Holidays. Once the student adds an ongoing schedule, even if it lands over a break or Holiday Season, the student is responsible for that schedule. Please refer to the last page of your Student Catalog at <https://zmc.edu/zmc-catalog-and-student-forms/> for the specific dates.

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 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.

Clinic 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 malleoli.
- Inappropriate attire includes: jeans or jean-style pants, stretch pants or leggings, sweatpants, ribbed or corduroy materials, cropped or Capri-style pants, skirt, and/or shorts.
- Shoes must be worn at all times in class and clinic unless actively giving a massage and standing within 3 feet of your massage table or actively performing Ashiatsu and walking between a foot washing station and your table during the Ashiatsu massage session. The client should never see the student therapist without shoes.

- 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 a 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.

Standard 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, face cradle, and bolsters 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 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:

1. 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.)
2. A small blanket or throw to ensure client’s warmth and comfort.
3. 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

December 25, 2023 - January 1, 2024	Winter Break	No Classes / Clinic Closed
January 2 - 3, 2024	Teacher Inservice	No Classes / Clinic Open
Monday, January 15, 2024	Martin Luther King Jr. Day	No Classes / Clinic Open
Monday, February 19, 2024	President’s Day	No Classes / Clinic Open
March 11 - 15, 2024	Spring Break	No Classes / Clinic Open
Monday, April 1, 2024	Spring Recess	No Classes / Clinic Open
Monday, May 27, 2024	Memorial Day	No Classes / Clinic Closed
July 1 - July 5, 2023	Summer Break	No Classes / Clinic Open
July 4, 2024	Independence Day	No Classes / Clinic Closed
Monday, September 2, 2024	Labor Day	No Classes / Clinic Closed
October 14, 2024	Indigenous Peoples’ Day	Yes Classes / Clinic Open
October 16 - 17, 2024	Fall Break	No Classes / Clinic Open
October 31, 2024	Halloween	No Evening Classes / Clinic Open
November 11, 2024	Veterans Day	Yes Classes / Clinic Open
November 27, 29, 2024	Thanksgiving Break	No Classes / Clinic Open
November 28, 2024	Thanksgiving Day	No Classes / Clinic Closed
December 25, 2024 - January 1, 2025	Winter Break	No Classes / Clinic Closed
January 2, 2025	Teacher Inservice	No Classes / Clinic Open