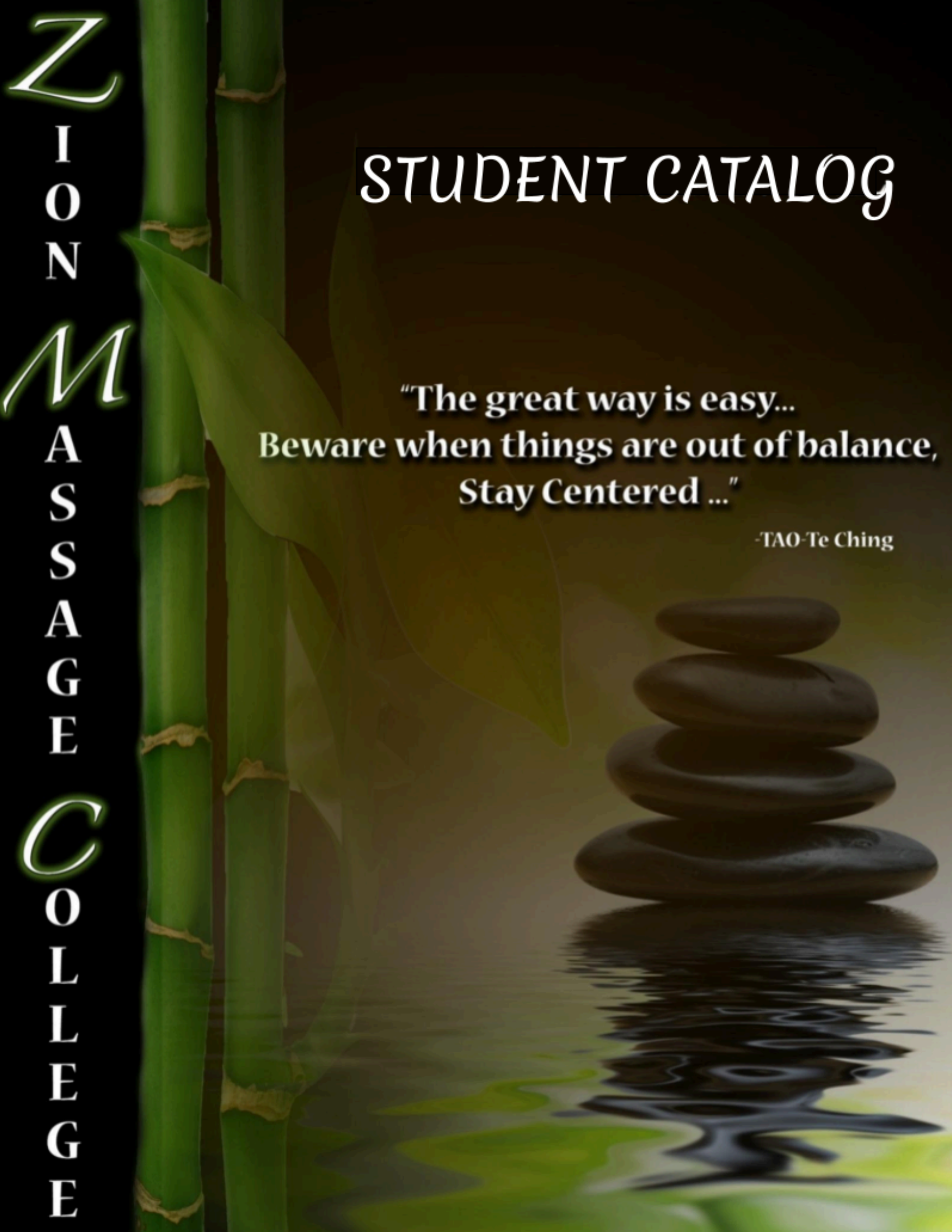
ZION MASSAGE COLLEGE

STUDENT CATALOG

"The great way is easy...
Beware when things are out of balance,
Stay Centered ..."

-TAO-Te Ching



ZMC 600-Hour Foundational Massage Therapy Program Catalog 2026–2027 — Effective November 3, 2026

Effective Date: November 3, 2026

Table of Contents

About Zion Massage College **1**

Campus Location and Facilities: 1

Mission Statement: 1

Philosophy and Purpose: 1

Goals and Objectives: 1

History and Ownership: 2

Timeline: 2

Location and Contact Information: 2

Administrative Office Hours: 2

Course Hours: 2

Estimated 600 Hour Program Start & End Dates for 2026 - 2027: 3

Entrance Requirements for 2026–2027 Cohorts: 3

REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS 3

Administrative Staff and Faculty: 4

Approvals, Licensure, and Memberships: 8

Governance: 8

Program Advisory Committee: 9

Accreditation: 9

PROGRAM TUITION, MATERIALS & FEES 9

General School Supplies (Student-Purchased) 10

Massage Therapy-Related Supplies (Student-Purchased) 10

Financial Aid Disclosure 11

Tuition, Financing Options and Tuition Schedule: 11

Program Structure for Tuition and Financial Aid Purposes 11

Other Approved Funding Sources 12

Utah Department of Vocational Rehabilitation (DVR) 12

Veterans Education Benefits (GI Bill®) 12

Tuition Earning, Refunds, and Withdrawal 12

Tuition Discounts, Scholarships, and Pricing Adjustments 13

Included Program Materials 13

Distinction Between Scholarships, Grants, and Loans 13

Important Notice 13

Admission Requirements and Procedures **14**

Steps for Admission: 14

Evaluating the Validity of High School Completion 14

Academic Qualifications 14

High School Diploma: 15

Recognized equivalents of a high school diploma 15

Foreign High School Diploma 15

Homeschooling 16

ZMC Administration Review 16
Program Information **16**
Program Objectives: 16
Overview Comparison of Utah State Requirements and ABT/ZMC Requirements: 16
Program Schedule: 16
Curriculum Overview and Course Descriptions: 17
List of Required Courses: 17
Course Descriptions: 17
Program Delivery: 22
Utah Qualification Agreement: 23
Professional Licensing: 23
G.I. Bill® Qualification Agreement: 23
Grades and Grading Scale: 23
Parking: 24
Attendance: 24
Tardiness: 25
Allowable Hourly Absences and Retake Fees by Course: 25
SAP STATUS DEFINITIONS AND CONSEQUENCES 27
Important Notes 29
Qualitative Measure – Grade Point Average (GPA) 29
1. Grade Point Average Requirement 30
2. Quantitative Measure – Pace of Progression 32
3. Maximum and Minimum Pace Requirement 32
4. SAP Evaluation and Monitoring 33
5. Failure to Maintain SAP 33
6. SAP Appeals 33
7. Regaining Eligibility 34
8. Dismissal 34
Advanced Placement and Graduating with Honors 34
Leave of Absence **34**
Official Withdrawal **35**
Unofficial Withdrawal: **35**
Code of Conduct Policy **35**
Code of Conduct – Students, Faculty, and Staff 35
Student Conduct Expectations 35
Prohibited Student Conduct 36
Disciplinary Actions 36
Disciplinary Process and Due Process 37
Legal Reporting 37
Faculty and Staff Conduct 37
Non-Discrimination Policy 38

Dress Code and Hygiene 38
SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY 38
Professional Conduct Expectations in Massage Therapy 39
Student Clinic Safety & Incident Control (ICE) Protocol 40
If a Student Therapist Experiences Sexual Inappropriateness or Discomfort: 40
Related Policies and Disclosures 41
REFUND, WITHDRAWAL, AND RETURN OF TITLE IV FUNDS POLICY 41
Institutional Refund Policy 41
Tuition Charges 41
Cancellation Period 41
Refund Calculation 42
Refund Timeline 42
Return of Title IV Funds (R2T4) 42
Post-Withdrawal Disbursements 43
Veterans Education Benefits (GI Bill®) 43
Materials and Supplies 43
Withdrawal Categories 44
Unofficial Withdrawals 44
Official Withdrawals 44
Dismissal Policy 45
Academic Grounds 45
Attendance Grounds 45
Conduct and Professional Standards 45
Administrative and Safety Grounds 45
Financial and Administrative Compliance 46
Dismissal Process 46
Student Grievance Policy 46
Informal Resolution 46
Formal Grievance Procedure 46
Step 1: Submission of Written Grievance 46
Step 2: Initial Review and Response 47
Step 3: Secondary Review (Appeal) 47
External Complaint Options 47
Student Records 48
Disclosure of Education Records: 48
Transcript Policy: 48
Transfer Credit Policy: 48
Grading Policy: 48
Performance of Clinic Modalities Policy: 49
Liability Insurance: 49
MBLEx Requirements 49

Graduation Requirements 49
Vocational Student Agreement 49
Licensing Requirements 50
Utah Licensure Regulations: 50
Licensing in other States 50
Utah Qualification Agreement: 51
Placement Services 51
Other Services 51
Student Acknowledgements 51
Arbitration Agreement: 51
Photo Release: 52
Field Trip Release: 52
Confidentiality on the Part of the Student: 52
Confidentiality on the Part of Zion Massage College (FERPA): 52
Visitors on Campus: 52
ZMC Student Massage Clinic Contract and Guidelines 52
Crime Prevention and Security Procedures Awareness 58
ZMC Holidays and Breaks 59

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 5 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 600-hour Foundational Massage Therapy program, where students are taught a 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 foundational massage therapy program, ZMC offers a 900 hour Professional Massage Therapy Program and continuing education opportunities for licensed massage therapy professionals such as, advanced courses in Thai Massage, Chinese Cupping Massage, Gua-Sha Massage, Chavutti Thirumal, Ashiatsu, Reiki, Chi Nei Tsang, Thai Abdominal Massage, Hot Stone Massage, Cranio-Sacral Therapy, 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 faculty of Zion Massage College have extensive healthcare and management backgrounds. Founded in 2012 by Rebecca Farraway, LMT, BCMT, 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 Division of Professional Licensing (DOPL) (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).
- July 1, 2024: ZMC added a 600-hour Foundational Massage Therapy program to the program offerings.

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 (Mountain Standard Time): Monday – Saturday: 9:00 a.m. – 5:00 p.m.; Sunday: CLOSED

Course Hours:

Zion Massage College offers morning, evening, and full-day cohorts. The 600-hour Foundational Massage Therapy Program runs approximately 7 months (about 30 weeks), depending on the cohort calendar and holidays. Current cohort schedules and course descriptions are available at www.zmc.edu.

- **Morning classes (FD-14, beginning April 5, 2027) meet Monday–Thursday, 9 a.m.–1 p.m.**
- **Evening classes (FE-15, beginning June 7, 2027) meet Monday–Thursday, 5 p.m.–9 p.m.**

- **Full-day classes (FA-13, beginning November 9, 2026) meet Mondays and Tuesdays, 9 a.m.–1 p.m. and 5 p.m.–9 p.m. The student clinic is 5 hours per week beginning after the sixth week; the 100-hour clinic requirement is part of the 600-hour program.**

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 100 hours of massage, which breaks down to 5 massages per week for a total of 20 weeks. If desired, students may choose to complete additional massages each week and complete the 100-hour massage requirement at a faster pace.

Estimated 600 Hour Program Start & End Dates for 2026 - 2027:

Morning Classes:

FD-14	May 25, 2026 Start: April 5, 2027	Feb 4, 2027 Expected completion: approx. November 2027

Evening Classes:

FE-15	Feb 23, 2026 Start: June 7, 2027	Oct 22, 2026 Expected completion: approx. January 2028

All Day Classes:

FA-13	Mar 23, 2026 Start: November 9, 2026	Nov 23, 2026 Expected completion: approx. June 2027

Entrance Requirements for 2026–2027 Cohorts:

Students may enroll in any of the above cohorts at any time up until 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 AND INSTRUCTIONAL MATERIALS

(Included in Tuition – Institutional Charges)

The following required textbooks and instructional materials are **provided by Zion Massage College as part of the tuition** for the **600-hour Foundational Massage Therapy Program**. These materials are considered **institutional charges**, are **not separately priced or billed**, and are included in the total tuition disclosed in the Enrollment Agreement.

Textbooks and instructional materials may be provided in **print, digital, or binder format**, as determined by the school, and are distributed **as needed throughout the program**.

Required textbooks and instructional materials include, but are not limited to:

- **Zion Massage College Modalities Manual Binder Inserts**
  Zion Massage College. St. George, Utah. (School-issued instructional materials)

- **Applied Anatomy & Physiology for Manual Therapists**, 2nd Edition
  Archer & Nelson. Lippincott Williams & Wilkins.

- **Study & Review Guide for Applied Anatomy & Physiology for Manual Therapists**, 2nd Edition
  Archer & Nelson. Lippincott Williams & Wilkins.

- **Trail Guide Trio**

  - *Trail Guide to the Body*, 6th Edition – Andrew Biel

  - *Trail Guide to the Body Student Workbook*, 6th Edition – Andrew Biel

  - *Trail Guide to Movement*, 2nd Edition – Andrew Biel

- **A Massage Therapist's Guide to Pathology**, 7th Edition
  Ruth Werner. Lippincott Williams & Wilkins.

- **Business Mastery: A Guide for Creating a Fulfilling, Thriving Practice**, 5th Edition
  Cherie Sohnen-Moe.

- **ABMP Exam Coach** (exam preparation resource)

Note: The school may update textbook editions or substitute equivalent instructional materials as needed to maintain current curriculum standards and accreditation requirements.

Administrative Staff and Faculty:

Founder/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 Facilitator Dexter Merkling, DC, AC, LMT - DOPL Licenses #12810927-4810; 12810927-1202;
Dr Dexter Merkling was born and raised in Colorado, where he grew up loving the outdoors and playing music. Since then he has spent over half his life working in the hands on health care field. First as a massage therapist, where he took his training on the road to 5 different states. He has continued his education to include a degree in Athletic Training and becoming a Doctor of Chiropractic. His focus is on injury recovery and getting people back to doing the activities they love to do. He spent his first years as a Massage Therapist at Massage Envy, helping as many different people from every walk of life. Then went on to work with Santa Clara University Rugby

and their club sports teams as an Athletic trainer. Now he has his own private practice where he incorporates all of his training to care for his patients.

Student Services Coordinator Parker Jensen
Parker brings nearly 10 years of experience in higher education and a bachelor's degree in Healthcare Administration to her role at Zion Massage College. She has a genuine passion for helping students feel supported throughout their educational journey and especially loves watching them learn, grow, gain confidence, and discover where their own path can take them.

Outside of ZMC, Parker is a devoted animal lover with two dogs and three cats, including her wonderfully unique three-legged cat. She also loves getting lost in a good book, playing video games, and dancing whenever the mood strikes. For Parker, life is all about continuing to learn, finding joy in the little things, and connecting with others—and she feels fortunate to be part of a community that encourages students to do the same.

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!

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.

Instructor/Clinic Facilitator Juliana Penman, LMT - DOPL License #13547552-4701.
Juliana grew up in Los Angeles, California, and lived for a time in Portland, Oregon, before settling in St. George with her husband, Will, in 2021. She graduated from Zion Massage College in 2023 and now runs her boutique massage practice. Before pursuing massage therapy, Juliana studied music and information technology and worked for the Multnomah County Sheriff's Office in a civilian support role. Although a change in circumstances led her to pursue a new path, she remains passionate about serving first responders, veterans, and others in demanding roles. As an instructor and clinic facilitator, she draws on her experience as a ZMC graduate and practicing Licensed Massage Therapist to help students navigate their way into professional practice. At home, Juliana enjoys film, PC gaming, reading and research, cats, rock and metal music, gardening, Japan, and catching the latest AAA Lucha and Bare Knuckle Fighting Championship matches.

Instructor Sydney Gossett, LMT - DOPL License #9622095-4701
Sydney has a passion for learning, personal growth, and helping others live happier, healthier lives. Her interest in the connection between body and mind led her to pursue a career in massage therapy and holistic healing. Since graduating in 2020, she has expanded her training in a variety of eastern and western modalities, as well as energy work, to deepen her understanding of holistic wellness. As a teacher, Sydney strives to inspire curiosity, encourage growth, and share wellness practices while celebrating the unique journeys of her students. Living in St. George, UT, she enjoys swimming, hiking, backpacking, adventures with her dog, and participating in local community events. She also incorporates creativity and movement into her life through art, dance, breathwork, meditation, and Qi Gong, and looks forward to sharing these practices with her clients and community.

Instructor Kaelan Farraway, LMT - DOPL License #13429186-4701
Kaelan is a graduate of Zion Massage College's 900-hour Professional Massage Therapy Program, which he completed on May 4, 2023. He holds a bachelor's degree in Exercise Science and French from Southern Utah University and has completed both EMT and Advanced EMT training. His extensive continuing education includes study in Thailand and France, and he continues to expand his medical knowledge through additional education in respiratory therapy. At Zion Massage College, Kaelan is passionate about helping students strengthen their understanding of anatomy and physiology, kinesiology, Eastern modalities, and stretch therapy. As manager of AshiBar Spa, he also brings practical leadership and professional massage experience to the classroom. Kaelan enjoys integrating his background in massage therapy, exercise science, emergency medical care, and continued medical education to deepen his understanding of health and the human body and to help others live healthier, more comfortable, pain-free, and happy lives. In his free time, he volunteers at the local animal shelter, reads, rock climbs, and is always happy to visit a good coffee shop.

Teaching Assistant/Instructor LaTressa Smith, LMT - DOPL License #14203790-4701
LaTressa is a recent graduate of Zion Massage College and is excited with her career as a licensed massage therapist. She is passionate about helping others on their path to healing and wellness and looks forward to continuing to learn new skills and modalities. With over 12 years of experience as a paraprofessional in the Washington County School District, she has developed a love for helping students grow and learning to teach in ways that suit individual needs. At ZMC, she is thrilled to educate future massage therapists and share her enthusiasm for learning. Outside of work, LaTressa is an artist and musician, drawing inspiration from nature, emotions, and life's adventures. She especially looks forward to incorporating music into her massage practice to enhance client comfort, relaxation, and healing. She cherishes time with her family, friends, and dog.

Clinic Facilitator/Teaching Assistant Jessie Lyman, LMT, Reiki Master - DOPL License #12529715-4701
Jessie is a licensed massage therapist and Reiki Master with a passion for helping others heal and grow. She graduated from Healing Mountain Massage School in 2021 and has been practicing massage therapy for four years, blending structural bodywork with intuitive energy work to support whole body wellness and health. Originally from northern Utah, Jessie relocated to St. George in 2024 and now serves as a clinic facilitator and teaching assistant at Zion Massage College. She finds great joy in mentoring students and inspiring them as they

begin their own journeys into bodywork and holistic health. Jessie has been a Reiki Master for over five years and brings a grounded, compassionate presence to every session. She has a deep love for anatomy, structural integration, and continuing education, always seeking to expand her knowledge and refine her skills. Outside of the clinic, Jessie enjoys reading, hiking, practicing yoga, and spending time with her animals, friends, and family.

Instructor/Clinic Facilitator Jennifer Schofield, LMT - DOPL License #10476355-4701
Jennifer is a graduate of Zion Massage College's 900-hour Massage Therapy Program with advanced training in Precision Neuromuscular Therapy and CranioSacral Therapy, along with experience in a variety of Eastern and Western modalities. A personally transformative bodywork session in Hawaii inspired her to pursue massage therapy and establish her practice, Maui Massage Professionals. A lifelong entrepreneur, she has also built and co-owned businesses including First Class Landscaping and Oasis Gardens & Gallery, bringing a commitment to integrity, quality, and community service to her work. After injuries from automobile accidents limited her ability to practice massage full-time, teaching offered a meaningful way to continue sharing her passion. Jennifer especially loves students' "light-bulb moments" as techniques begin to make sense and their skills, confidence, and intuition grow. She approaches bodywork from a whole-person perspective and enjoys helping future therapists develop their own approach to caring for others. Outside the classroom, she enjoys camping, hiking, snorkeling, kayaking, gold prospecting, meditation, and exploring quantum physics. A former competitive dancer and mother of seven, she treasures time with her family and her newest role as a grandmother.

Teaching Assistant/Instructor Miriam Twelves, LMT - DOPL License #9631452-4701
Miriam's interest in massage began at age 19, when she first studied the field at a community college in Virginia. She later trained at Zion Massage College and became a Licensed Massage Therapist, continuing to expand her skills through medical massage and integrative cupping courses with LMT Success Group in Las Vegas and Thai massage study in Lahu Village, Thailand. Her professional experience includes working at Amangiri and resorts in Springdale near Zion National Park, maintaining her own private practice, and providing massage and muscle reactivation at Straight Up Health and Wellness. In 2026, Miriam earned second place in the Wellness category at the Utah Massage Championship. She returned to ZMC to deepen her own knowledge while helping others learn the profession. Drawing on her experience in resort, private-practice, and wellness settings, she brings a love of continued learning and practical experience to her work with students.

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.

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.

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)
  900 Commonwealth Place, Suite 200-331
  Virginia Beach, VA 23464
  202-888-6790
  www.comta.org
- ZMC's Curriculum is approved by
  Utah Division of Professional Licensing (DOPL)
  P.O. Box 14741
  Salt Lake City, UT 84114
  801-530-6628 phone
  https://commerce.utah.gov/dopl/file-a-complaint/
- 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 2026 Program Advisory Members are: Rebecca Farraway, Leisa Wright, Gary Palmer, Calvin Johnson, Debbie Majerick and Stacey Bringhurst.

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 Bringhurst, LMT, Debbie Majerick, Isabel Lopez, Everett Hunt, Veronica Hunt.

Accreditation:

Zion Massage College is accredited through the Commission on Massage Therapy Accreditation https://comta.org/.

PROGRAM TUITION, MATERIALS & FEES

600-Hour Foundational Massage Therapy Program
Effective November 3, 2026

Admissions Application Fee

$10.00

- The Admissions Application Fee is a **non-refundable administrative processing fee**
- The Application Fee is **not an institutional charge**
- The Application Fee is **not tuition**, **not a fee for instruction**, and **not included in Title IV calculations**
- The Application Fee is **excluded from the Institutional Refund Policy and Return of Title IV Funds (R2T4)**

Tuition and Institutional Charges

$12,500.00

Tuition includes **all institutional charges** required for enrollment and successful completion of the program. No additional institutional charges are assessed beyond tuition.

Institutional charges included in tuition:

- All required program textbooks, manuals, and instructional handouts
- Massage therapy table and required training accessories
- Gua sha tool
- Two (2) Zion Massage College uniform T-shirts
- Student liability insurance coverage during enrollment
- Reflexology chart

- Exam Coach testing package to assist with preparation for the MBLEx (Massage & Bodywork Licensing Examination)

All items listed above:

- Are **included in tuition**
- Are **not separately priced or billed**
- Are **issued as needed throughout the program**
- Are considered **institutional charges** for Title IV and refund purposes
- Are subject to the school's **Institutional Refund Policy and Return of Title IV Funds (R2T4)**, as applicable

ADDITIONAL REQUIRED STUDENT-PURCHASED SUPPLIES

(Not Included in Tuition or Institutional Charges)

Students are required to obtain certain supplies independently for use during the program. These items are **not sold or provided by Zion Massage College** and are **not included in tuition or institutional charges**.

For transparency and planning purposes, ZMC provides estimated costs for these items. Students may obtain supplies from the vendor of their choice and are not required to purchase from any specific supplier.

Estimated total cost: approximately **$170–$185**, plus applicable sales tax
(Cost estimates updated January 15, 2026)

General School Supplies (Student-Purchased)

- Two (2) 3-inch, 3-ring binders — Approx. $12.60
- Highlighters — Approx. $3.99
- Colored pencils — Approx. $4.99
- Three-subject notebook — Approx. $8.00

Massage Therapy-Related Supplies (Student-Purchased)

- Five (5) sets of twin sheets — Approx. $39.75
- One (1) gallon massage oil — Approx. $44.96
- Nine (9) containers cleaning wipes — Approx. $20.24
- One (1) oil bottle and massage holster — Approx. $21.98

- One (1) blanket for client comfort — Approx. $13.99
- One (1) dry brush for hydrotherapy — Approx. $6.00

Financial Aid Disclosure

Student-purchased supplies:

- Are **not institutional charges**
- Are **not included in tuition or fees**
- Are **not billed, collected, or retained by Zion Massage College**
- Do **not** affect the amount of Title IV funds the institution may retain
- May be included in the student's **Cost of Attendance (COA)** for financial aid eligibility purposes, in accordance with federal regulations

Tuition, Financing Options and Tuition Schedule:

Zion Massage College (ZMC) offers several tuition financing and payment options to assist students in meeting the cost of attendance for the **600-hour Foundational Massage Therapy Program**. All financing options are subject to eligibility requirements and applicable federal, state, and institutional regulations.

Program Structure for Tuition and Financial Aid Purposes

The Foundational Massage Therapy Program consists of 600 clock hours, completed over approximately 30 weeks. For federal financial aid and administrative purposes, the program is divided into two payment periods of 300 clock hours each. This division is used solely for Title IV disbursement and monitoring purposes and does not alter the total tuition or institutional charges for the program.

Federal Student Aid (Title IV)

Zion Massage College is approved to participate in the **Federal Student Aid (Title IV)** programs for eligible students.

To apply for federal financial aid, students must complete the **Free Application for Federal Student Aid (FAFSA)** at: https: //studentaid.gov/sa/fafsa

Questions regarding the federal financial aid process may be directed to ZMC's Financial Aid Office at **435-359-9828**.

Federal financial aid eligibility, disbursement, continuation, and repayment obligations are governed by **federal law and regulations**. Receipt of federal aid is **not guaranteed** and is contingent upon meeting all applicable eligibility, enrollment, and Satisfactory Academic Progress (SAP) requirements.

Institutional Tuition Payment Plan

Zion Massage College offers an **interest-free institutional tuition payment plan** for students who qualify.

- A down payment may be required at enrollment
- The remaining tuition balance is divided into scheduled monthly payments
- Lawful institutional balances remain due under the enrollment agreement; transcript release and other student records will be handled as required by federal and state law

ZMC does **not charge interest or financing fees** on institutional payment plans.

Other Approved Funding Sources

Zion Massage College is approved to accept funding from the following sources, for students who qualify:

Utah Department of Vocational Rehabilitation (DVR)

Eligible students may receive tuition assistance through the Utah Department of Vocational Rehabilitation, subject to agency approval and funding availability.

Veterans Education Benefits (GI Bill®)

ZMC is approved to accept **VA education benefits** for eligible students.

> "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: https://www.va.gov/education"

VA students are subject to applicable VA attendance, refund, and reporting requirements in addition to institutional policies.

Tuition Earning, Refunds, and Withdrawal

Zion Massage College's **Institutional Refund Policy** and **Return of Title IV Funds (R2T4)** policy are described in detail elsewhere in this catalog and in the Enrollment Agreement.

Key points include:

- Tuition begins to be earned with the student's **first clock hour of attendance**
- After the cooling-off period, tuition is earned on a prorated basis using scheduled program hours delivered through the withdrawal date until 60% of the program (360 scheduled hours)
- Tuition is considered fully earned once ZMC has delivered 60% of the program (360 scheduled hours)
- After ZMC has delivered 360 scheduled hours, the student is responsible for 100% of program tuition

Institutional refunds and Title IV returns are calculated separately and may result in a student owing a balance to the school after withdrawal.

Students should review the full Refund Policy and R2T4 section of this catalog prior to enrollment.

Tuition Discounts, Scholarships, and Pricing Adjustments

ZMC may offer tuition discounts or pricing adjustments based on eligibility and availability. Any approved discount is:

- Clearly disclosed in writing
- Reflected in the student's Enrollment Agreement
- Not contingent upon program completion
- Not retroactively removed solely due to withdrawal or dismissal

If a student withdraws or is dismissed, financial responsibility is determined strictly in accordance with the **Institutional Refund Policy and R2T4 requirements**, regardless of whether a discount was applied.

Included Program Materials

All required program textbooks, instructional materials, tools, equipment, and the massage table are **included in tuition** as institutional charges. These items are **not separately priced**, **not optional**, and are issued as needed throughout the program.

Because these materials are included in tuition:

- They are subject to the Institutional Refund Policy and R2T4 rules
- They are not rescinded, repriced, or charged separately upon withdrawal, except as required by applicable law

Distinction Between Scholarships, Grants, and Loans

For clarity, financial aid terminology is defined as follows, consistent with federal guidance:

- **Scholarship**: A financial award that does not require repayment and is typically based on merit, need, or other criteria.
- **Grant**: A form of gift aid, often need-based, that generally does not require repayment unless a student withdraws and a refund is owed.
- **Loan**: Funds borrowed from the federal government or a private lender that must be repaid, typically with interest, under the terms of the promissory note.

Students are encouraged to understand the terms and obligations associated with each type of financial assistance prior to acceptance.

Important Notice

Students are strongly encouraged to review:

- The Enrollment Agreement
- The Institutional Refund Policy
- The Return of Title IV Funds (R2T4) policy
- The Student Catalog & Handbook

These documents collectively govern tuition obligations, financial aid, withdrawal consequences, and program completion requirements.

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 the $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 at enroll@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. (The Admissions Advisor will help guide you through this process upon receiving your admissions application..)
6. Please text or call the ZMC Admissions Advisor at 435-680-7158 with any questions about enrollment.

Special Note: 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 Division of Professional Licensing (DOPL) 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. The cost of this evaluation will be borne by the applicant. 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, High School Transcript, GED, or other acceptable educational documentation before the first day of class. The student will be unable to receive Title IV disbursement until all required documentation is received.

Program Information

Program Objectives:

Zion Massage College's Foundational Massage Therapy program is designed to prepare students to pass the MBLEx and other exams, for which they qualify. The program of this curriculum meets the requirements for a licensure as a Massage Therapist 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 Utah State Requirements and ABT/ZMC Requirements:

Category	Utah State Requirement	ABT/ZMC Requirement
Anatomy & Physiology, Kinesiology	125	125
Pathology	40	40
Massage Theory	285	285
Business & Professional Ethics	35	35
Sanitation/First Aid/CPR	15	15
Student Clinic/Internship	100	100
Total	**600 hours**	**600 hours**

Program Schedule:

Zion Massage College's 600-hour Foundational Massage Therapy Program runs approximately 7 months (about 30 weeks), depending on cohort calendar and holidays. The 2026–2027 cohorts are: FA-13 full-day, November 9, 2026; FD-14 morning, April 5, 2027; and FE-15 evening, June 7, 2027. Approximate completion months are June 2027, November 2027, and January 2028, respectively. Current calendars are available at www.zmc.edu.

- **FD-14 morning classes meet Monday–Thursday, 9 a.m.–1 p.m.**
- **FE-15 evening classes meet Monday–Thursday, 5 p.m.–9 p.m.**
- **Full-day cohort FA-13 meets Mondays and Tuesdays:**
- 9 a.m.–1 p.m. and 5 p.m.–9 p.m. The student clinic is 5 hours per week beginning after the sixth week; 100 student-clinic hours are included in the 600-hour program.

As part of the approximately 7-month, 600-hour program, students complete 100 hours in the supervised student massage therapy clinic. For the 2026–2027 cohorts, clinic participation is scheduled at 5 hours per week beginning after the sixth week. Students select from available clinic shifts. The clinic is supervised by a licensed massage therapist instructor.

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 the 600-hour Foundational Massage Therapy Program in approximately 7 months (about 30 weeks), depending on cohort calendar and holidays. The program comprises 21 required courses.

List of Required Courses:

1. Anatomy & Physiology - Systems I
2. Anatomy & Physiology - Systems II
3. Anatomy & Physiology - Musculoskeletal I
4. Anatomy & Physiology - Musculoskeletal II
5. Aromatherapy
6. Assisted Stretching Fundamentals
7. Chair Massage
8. Deep Techniques & Trigger Point Massage
9. Foundations of Therapeutic Massage
10. Gua Sha Massage
11. Hot Stone Massage
12. Hydrotherapy
13. Kinesiology
14. Lower Body Techniques
15. Pathology
16. Pregnancy Massage & Special Populations
17. Professional Ethics & Business Standards
18. Reflexology
19. Sanitation, First Aid & CPR
20. Student Clinical Internship
21. Upper Body Techniques

Course Descriptions:

Anatomy and Physiology - Systems Level I:
Prerequisite: Acceptance into ZMC's Foundational Massage Therapy Program
Clock Hours: 28
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 - Systems Level II:
Prerequisite: Acceptance into ZMC's Foundational Massage Therapy Program

Clock Hours: 28
Description: 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.

Anatomy & Physiology - Musculoskeletal Level I:
Prerequisite: Acceptance into ZMC's Foundational Massage Therapy Program
Clock Hours: 24
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 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 & Physiology - Musculoskeletal Level II:
Prerequisite: Acceptance into ZMC's Foundational Massage Therapy Program
Clock Hours: 20
Description: Students continue the study of musculoskeletal anatomy with a focus on the lower body. In this course students focus attention on the location, origin and insertion, actions, and synergistic movements of the musculature. Students learn to identify 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.

Aromatherapy
Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program
Clock Hours: 4
Description: This introductory course provides students with foundational knowledge of aromatherapy for massage therapy. Topics include essential oil properties, safety, contraindications, dilution, simple application methods, and ethical considerations. Students learn to safely incorporate essential oils into massage sessions to enhance relaxation and client comfort, with an emphasis on client assessment and responsible use.

Assisted Stretching Fundamentals
Prerequisite: Acceptance into ZMC's Foundational Massage Therapy Program
Clock Hours: 28
Description: This course teaches students how to work with tissues of the body to enhance performance in a variety of events. Students will learn the different approaches to stretching clients in order to help increase flexibility, mobility and to prevent and treat injuries.

Chair Massage
Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program
Clock Hours: 13
Description: This course introduces students to the principles and practical application of chair massage within a professional setting. Students learn proper client positioning, draping alternatives, safety considerations, and how to create a structured chair massage sequence designed for efficiency and effectiveness. Emphasis is placed on ergonomics, body mechanics, client communication, and adapting techniques for a variety of environments such as corporate, public, and special event settings.

Deep Techniques & Trigger Point Massage
Prerequisite: Acceptance into ZMC's Foundational Massage Therapy Program
Clock Hours: 56

Description: 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.

Foundations of Therapeutic Massage
Prerequisite: Acceptance into ZMC's Foundational Massage Therapy Program
Clock Hours: 52
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.

Gua Sha Massage
Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program
Clock Hours: 16
Description: In this course, students learn the theory and practical application of Gua-Sha Massage, a traditional technique used to relieve muscular tension, improve circulation, and support overall wellness. Using a specialized tool, students practice gentle friction along the body's meridians to loosen fascia, address musculoskeletal complaints, and promote detoxification. The course also covers the use of Gua-Sha in skin care, including reducing wrinkles and signs of aging, as well as the underlying principles of Traditional Chinese Medicine.

Hot Stone Massage
Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program
Clock Hours: 16
Description: This course provides students with theoretical knowledge and practical training in the application of hot stone massage techniques as an enhancement to the Swedish massage protocol. Instruction includes proper stone selection, heating methods, safety precautions, contraindications, sanitation procedures, and client assessment. Emphasis is placed on the effective integration of hot stone techniques while maintaining professional standards, ethical conduct, and client comfort. Upon successful completion of the course, students will be able to safely and effectively incorporate hot stone massage into a full-body Swedish massage treatment.

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 Foundational Massage Therapy Program
Clock Hours: 25

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.

Lower Body Techniques:
Prerequisite: Acceptance into ZMC's Foundational Massage Therapy Program
Clock Hours: 20
Description: Students learn to identify and palpate the musculature of the lower body to become familiar with the underlying structures of the human body. Through demonstration and palpation, students learn to effectively identify and work specific muscles to assist in the maintenance, healing, and support of the client's muscular and skeletal systems.

Pathology:
Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program
Clock Hours: 40
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.

Pregnancy Massage & Special Populations
Prerequisite: Acceptance into ZMC's Professional Massage Therapy Program
Clock Hours: 20
Description: This course provides students with advanced instruction and supervised practice in adapting Swedish massage techniques for pregnancy and special populations. Students refine effleurage, petrissage, tapotement, vibration, and friction while demonstrating competency in light, moderate, and deep pressure as appropriate for individual client needs. Emphasis is placed on client assessment, safety, positioning, and modifications, as well as proper body mechanics and sustainable practices to support therapist health and long-term career longevity.

Professional Ethics and Business Standards:
Prerequisite: Acceptance into ZMC's Foundational Massage Therapy Program
Clock Hours: 35
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: 24
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.

Sanitation-First Aid-CPR:
Prerequisite: Acceptance into ZMC's Foundational Massage Therapy Program
Clock Hours: 15
Description: In the Sanitation, First Aid, CPR course, students are instructed in basic Standard Precautions, Sanitation and Hygiene practices that are relevant to the practice of Massage Therapy. Students are prepared for various emergencies and demonstrate the ability to follow the American Red Cross Protocols for ensuring that the scene is safe, giving basic care and getting help quickly and efficiently in an emergency. In addition, students study and demonstrate standard CPR and First Aid Skills and are required to become CPR and First Aid certified American Red Cross.

Student Massage Clinical Internship:
Prerequisite: Massage Therapy Core I
Clock Hours: 100
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.

Upper Body Techniques:
Prerequisite: Acceptance into ZMC's Foundational Massage Therapy Program
Clock Hours: 20
Description: Students learn to identify and palpate the musculature of the upper body to become familiar with the underlying structures of the human body. Through demonstration and palpation, students learn to effectively identify and work specific muscles to assist in the maintenance, healing, and support of the client's muscular and skeletal systems.

Foundational Massage Therapy Program Courses grouped by Utah Requirements for Massage Therapy Education:

Anatomy Physiology & Kinesiology Courses	125 hours total
Anatomy & Physiology - Systems I	30 hrs
Anatomy & Physiology - Systems II (30 hrs)	30 hrs
Anatomy & Physiology - Musculoskeletal I	20 hrs
Anatomy & Physiology - Musculoskeletal II	20 hrs
Kinesiology	25 hrs

Pathology Course	40 hours total
Pathology	40 hrs

Business & Professional Ethics	35 hours total
Professional Business & Ethics Standards	35 hrs

Sanitation/First Aid/CPR	15 hours total
Sanitation, First Aid,CPR	15 hrs

Massage Theory Courses	285 hrs total
Aromatherapy	4 hrs
Assisted Stretching Fundamentals	30 hrs
Chair Massage	12 hrs
Deep Techniques & Trigger Point Massage	55 hrs
Foundations of Therapeutic Massage	52 hrs
Gua Sha Massage	16 hrs
Hot Stone Massage	16 hrs
Hydrotherapy in Massage	16 hrs
Lower Body Techniques	20 hrs
Pregnancy Massage & Special Populations	20 hrs
Reflexology	24 hrs
Upper Body Techniques	20 hrs

Student Clinical Internship	100 hours total
Student Clinical Internship	100 hrs

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 on-site 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 100-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 600-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 '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. The 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 attend at least 71% of the hours assigned to the student's cohort for each course; no more than 29% may be completed through an approved make-up. All required course and student-clinic hours must be completed to graduate. Refer to the controlled Satisfactory Academic Progress Policy and student clinic contract.

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.

A student who attends fewer than 71% of the hours assigned to the student's cohort for a course exceeds ZMC's 29% make-up limit and must retake the course. Only one retake is allowed per course. If a student, including a GI Bill® or Veteran Readiness and Employment recipient, cannot pass the retake course, the student will be withdrawn from the program. A withdrawn student receives credit for courses successfully completed. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information is available at https://www.va.gov/education/.

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.**

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)

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.

Retake Fees by Course:

List of required ZMC courses and the maximum number of classes, which can be missed for each course. (The Foundational Massage Therapy Program Consists of 600 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 **(21 total required courses)**	Number of Classes	Total Clock Hours Per Class* (600 clock hours)	**Cost to Retake the Course**
Anatomy & Physiology - Systems I	7	28	$555
Anatomy & Physiology - Systems II	7	28	$555
Anatomy & Physiology - Musculoskeletal I	6	24	$476

Anatomy & Physiology - Musculoskeletal II	5	20	$397
Aromatherapy	1	4	$79
Assisted Stretching Fundamentals	7	28	$555
Chair Massage	4	13	$258
Deep Techniques & Trigger Point Massage	14	56	$1110
Foundations of Therapeutic Massage	13	52	$1031
Gua Sha Massage	4	16	$317
Hot Stone Massage	4	16	$317
Hydrotherapy	4	16	$317
Kinesiology	7	25	$495
Lower Body Techniques	5	20	$397
Pathology	10	40	$793
Pregnancy Massage & Special Populations	5	20	$397
Professional Ethics & Business Standards	9	35	$694
Reflexology	6	24	$476
Sanitation, First Aid & CPR	4	15	$297
Student Clinical Internship	100	100	$1983
Upper Body Techniques	5	20	$397

Satisfactory Academic Progress Policy

Policy control and authority

Policy ID: ZMC-SAP-600-2026.09.19. Effective for the 2026–27 award year and the current 600-clock-hour Foundational Massage Therapy Program. This controlled text must appear without substantive variation in the current catalog/student handbook, enrollment-agreement template, disclosure statement, standalone SAP policy, and FSA policies and procedures manual.

Authority: Higher Education Act §484(c); 34 CFR 668.34; and the 2026–27 Federal Student Aid Handbook, Volume 1, Chapter 1. Utah licensure, proprietary-school, refund, disclosure, and State Approving Agency/VA requirements remain separate requirements. If another funding program imposes a higher progress or attendance standard, the student must meet that additional standard for that funding; it does not alter the Title IV SAP determination.

Purpose and scope

This policy governs every student enrolled in ZMC's current 600-clock-hour Foundational Massage Therapy Program, whether or not the student receives Title IV aid. It implements the SAP requirement referenced in the current enrollment agreement. The policy is at least as strict for Title IV recipients as for students in the same program who do not receive Title IV aid and must be applied consistently to every student in the category. A student is either making SAP for all Title IV programs or is not; SAP is not determined separately for Pell Grants and Direct Loans.

The enrollment agreement, catalog/student handbook, this policy, the FSA procedures manual, attendance records, and student notices must be consistent. If staff identify conflicting information, they must stop any affected Title IV disbursement, document the conflict, and obtain written resolution from the Program Director/President and, when needed, Gemcor before proceeding.

Current program structure

The Foundational Massage Therapy Program contains 600 clock hours and is published as approximately 30 weeks. For current Title IV administration, the program is divided into two 300-clock-hour payment periods, with the weeks of instructional time assigned by the approved cohort calendar. The 100-hour student clinic requirement is part of the 600-hour program and must be completed before graduation. Program length, charges, payment periods, and schedules must agree with the signed enrollment agreement and ZMC's current approved eligibility documents.

Official SAP evaluation points

Because the program is one year or less, ZMC completes an official SAP evaluation at the end of each payment period. For an on-time student, the first official evaluation normally occurs when the student has successfully completed the first 300 clock hours and the required weeks of instructional time; the final evaluation occurs at completion of the second 300-hour payment period.

At the cohort's scheduled start of Term II, the Financial Aid Administrator (FAA) completes a payment-period readiness review. If the student has completed the first 300 hours and required weeks, this review is the official end-of-payment-period SAP evaluation. If the student is behind, the scheduled-date review is an interim academic review only. The FAA must place the next disbursement on hold and complete the official SAP evaluation when the student actually completes the required hours and weeks. A monthly or course-level review may identify problems early, but it does not replace the required end-of-payment-period evaluation.

Standards measured at every official evaluation

Qualitative standard. The student must have a cumulative grade average of at least 80% (2.67) and a grade of at least 72% (1.67) in every required course. Grades and course completion are determined under the current catalog/student handbook. A student must meet both the cumulative and individual-course standards.

Institutional attendance and make-up standard. ZMC requires the student to attend at least 71% of the hours assigned to the student's cohort for each course. No more than 29% of a course's hours may be completed through an approved make-up in another cohort or another ZMC-approved make-up format. Every make-up record must identify the course/content, date, instructor, hours earned, and the original missed hours it replaces. Make-up hours may not exceed the missed required hours. All 600 required hours, including clinic hours, must be completed to graduate.

Clock-hour programs are exempt from the federally required quantitative pace calculation for SAP under the current federal rule. ZMC nevertheless applies the attendance and make-up requirements above as consistent institutional academic standards for every student. Staff must not describe this institutional standard as a substitute for the separate federal maximum-timeframe evaluation.

Maximum timeframe. The student must be able to complete the 600-hour program within no more than 150% of the published program length, measured by the cumulative clock hours the student is required to complete and expressed in calendar time. The 150% benchmark corresponds to 900 clock hours for the 600-hour program and, based on the enrollment agreement's approximately 30-week published duration, approximately 45 calendar weeks. The FAA must determine at each official evaluation whether it is still mathematically possible for the student to finish within that limit; a student fails this measure when completion within the limit is no longer possible, not only after reaching the limit. Document any approved leave of absence or other federally permitted adjustment used in the calculation. Title IV aid may never be paid for hours beyond the eligible 600-hour program.

Rounding. ZMC does not round a student up to create SAP eligibility. GPA and percentage results are calculated from the underlying academic records and carried to at least two decimal places. A result below the published minimum fails the applicable standard.

Treatment of coursework and prior credit

- Accepted transfer hours that apply to the current program reduce the hours the student must complete at ZMC and must be included when determining the student's remaining program length and maximum timeframe.
- Incomplete, failed, withdrawn, and repeated required coursework must be treated consistently under the catalog and retained in the academic history. An incomplete or withdrawal is not successful completion. The replacement grade for a successfully repeated course is used in the cumulative GPA only when the published grading policy permits it; the prior attempt remains in the academic record and in the maximum-timeframe review.
- Pass/fail coursework must be evaluated through an appropriate qualitative measure when needed. Audited or continuing-education work that does not apply to the program is excluded. ZMC does not offer remedial coursework in this program.
- All periods of enrollment in the current program are considered, including periods for which the student did not receive Title IV aid.
- If a student changes programs or pursues a subsequent ZMC credential, all prior ZMC or transfer coursework that applies to the new program must be included. The remaining-hours and calendar-time calculation must be updated and documented.
- A schedule change, transfer evaluation, repeated course, return from an approved leave, or corrected academic record must be documented. Grade changes are reflected at the next scheduled SAP evaluation. ZMC may recalculate earlier only to correct a documented administrative error, and must apply that practice consistently.

SAP status and Title IV eligibility

Meets SAP. The student satisfies the qualitative standard, the institutional attendance/make-up standard, and the federal maximum-timeframe measure. The FAA may proceed with Title IV only after all other disbursement conditions are met.

Financial-aid warning. Because ZMC evaluates SAP at each payment-period end, it may assign financial-aid warning when permitted. A student who was making SAP in the prior payment period, or who is evaluated after the first payment period, may receive Title IV aid for one additional payment period without an appeal. Warning begins only after an official end-of-payment-period evaluation and lasts one payment period. It may not be assigned for a shorter interval or used as a rolling course-level status. The written notice must identify the failed standard, the period covered, corrective steps, the next evaluation point, and the consequence of not regaining SAP.

Title IV ineligibility. A student who fails SAP after the warning period, or who is not eligible for warning, is ineligible for additional Title IV funds unless ZMC approves a timely appeal and places the student on financial-aid probation. ZMC must stop pending disbursements and give written notice. Academic attendance may continue only under ZMC's academic and financial policies.

Financial-aid probation. Probation may be assigned only after ZMC approves a SAP appeal. Probation lasts one payment period. If the appeal shows the student can meet SAP by the next evaluation, the student may be placed on probation without a longer academic plan. If more than one payment period is needed, ZMC and the student must establish a written academic plan with measurable checkpoints that leads to SAP or successful program completion within the maximum timeframe. At the end of probation, the student must meet SAP or the requirements of the approved academic plan to receive additional Title IV aid.

Academic/Educational Improvement Plan. ZMC may use an Educational Improvement Plan (EIP) for academic support or for a student not receiving Title IV aid. An EIP by itself does not restore, extend, or create Title IV eligibility. For a Title IV recipient, an academic plan supports eligibility only after an approved SAP appeal and only while the student meets the plan's terms.

Appeal requirements

A student may appeal a loss of Title IV eligibility based on injury or illness, death of a relative, or other special circumstances. The written appeal must be submitted within five business days after notice unless ZMC documents good cause for a later submission. It must explain both why the student failed SAP and what has changed that will allow the student to meet SAP at the next evaluation or follow an approved academic plan. Supporting documentation should be included when reasonably available.

The Program Advisory Committee (PAC), excluding anyone with a conflict of interest, reviews the appeal. The decision must be written, dated, signed, and retained in the student's financial-aid file. Approval is not automatic. The decision must state whether the student can meet SAP by the next evaluation or must follow an academic plan, and it must specify the probation period and conditions. An appeal or academic plan may not waive or extend the federal maximum timeframe beyond 150%. A student may appeal a later failure only when the new appeal addresses circumstances not already resolved or explains why the prior plan must change.

Reestablishing eligibility

A student who is ineligible and does not successfully appeal may regain Title IV eligibility only by taking action that brings the student into compliance with every applicable SAP standard. Paying for coursework without Title IV aid or sitting out does not by itself restore eligibility. The FAA must document the date and evidence of restored eligibility before authorizing additional aid.

Required procedure and documentation

1. Program Director provides the FAA with final grades, course status, scheduled hours, attended hours, approved make-up hours, clinic hours, transfer credit, leaves, and the current cohort calendar.
2. FAA verifies completion of the applicable 300-hour payment period and required weeks; calculates cumulative GPA and individual-course results; tests the 71%/29% institutional attendance rule; and completes the maximum-timeframe projection.
3. FAA records the result on a dated SAP evaluation form and assigns Meets SAP, Financial-Aid Warning, Title IV Ineligible, or Financial-Aid Probation after approved appeal.
4. A second qualified reviewer verifies the calculation, status, and disbursement hold/release. Gemcor may advise and process system transactions, but ZMC retains final responsibility for the SAP decision.
5. FAA sends the student written notice promptly and no later than five business days after the determination. The notice must explain the result, effective date, Title IV effect, appeal/reinstatement options, next review point, and required actions.

6. Before releasing a later payment-period disbursement, FAA documents successful completion of the prior payment period's hours and weeks, SAP eligibility, resolution of conflicting information, and all other Title IV eligibility requirements.

7. Retain the evaluation worksheet, source records, calculation, notice, appeal, committee decision, probation/academic plan, student acknowledgments, reviewer approval, and TEAM/COD documentation in the student file.

Change control

The Program Director and President must approve any SAP change before publication. The FAA must coordinate the change with Gemcor, update every controlled document and student notice as applicable, train affected staff, and document the effective date. ZMC may not retroactively change SAP standards to make a student eligible or ineligible. If the enrollment agreement, catalog, approved program documents, or this policy conflict, use the stricter compliant hold while the conflict is formally resolved. Historical and signed student records must not be altered; issue a dated notice or addendum when a current student must be informed of a prospective change.

Authoritative sources

34 CFR 668.34:
https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-C/section-668.34

2026–27 Federal Student Aid Handbook, Volume 1, Chapter 1:
https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2026-2027/vol1/ch1-school-determined-requirements

Utah massage-school curriculum rule, R156-47b-302:
https://adminrules.utah.gov/public/rule/R156-47b/Current%20Rules

Advanced Placement and Graduating with Honors

All students enrolled in ZMC's Foundational 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, 2025, students may request a leave of absence for a period of up to 180 days without having to re-enroll in the program. Students must fill out a petition request that will be reviewed and length of leave will be determined at that time. 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. Clinic can resume

as normal after the LOA is complete. Hours earned in the Clinical Internship are not affected by the LOA as long as SAP is met. 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 180 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 Foundational 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

Code of Conduct – Students, Faculty, and Staff

Purpose

The purpose of the Zion Massage College (ZMC) Faculty, Staff, and Student Code of Conduct is to:

- Promote appropriate, respectful, and professional behavior;
- Foster a safe, effective, and supportive learning environment;
- Uphold ethical, legal, and professional standards of the massage therapy profession.

Student Conduct Expectations

Students are expected to support the mission of ZMC by:

- Behaving in a professional and courteous manner;

- Maintaining academic integrity and ethical standards;
- Respecting the rights, safety, and dignity of all students, staff, faculty, and clients.

Prohibited Student Conduct

A student may be subject to disciplinary action, up to and including dismissal, for conduct including but not limited to:

- Use, possession, distribution, or being under the influence of alcohol or illegal drugs on school premises or during school activities;
- Attending class or clinic under the influence of alcohol or illegal drugs;
- Violations of ZMC's Standard Precautions or infection control policies;
- Sexual activity on school premises;
- Sexual advances, solicitation, or inappropriate behavior in any massage therapy setting;
- Violations of draping, nudity, or appropriate-touch policies;
- Failure to maintain professional hygiene standards;
- Academic dishonesty, including cheating or falsification of records;
- Profane, abusive, threatening, or disruptive behavior;
- Possession of weapons or items reasonably considered weapons on school property;
- Accepting compensation or tips for massage services outside the school clinic prior to licensure;
- Any conduct that violates federal, state, or local law;
- Any conduct that materially interferes with the educational environment or professional standards of massage therapy, as defined in ZMC policies and curriculum.

Disciplinary Actions

Disciplinary actions may include:

- Verbal warning
- Written warning

- Probation
- Suspension
- Dismissal

The level of discipline imposed will be based on the nature, severity, and frequency of the conduct and will be applied consistently.

Disciplinary Process and Due Process

Before suspension or dismissal, except in cases involving immediate safety concerns, ZMC will provide:

- Written notice of the alleged violation;
- An opportunity for the student to respond;
- A review by appropriate administrative personnel;
- Written notification of the outcome.

Students may appeal disciplinary decisions in accordance with procedures outlined in the Student Catalog.

Legal Reporting

ZMC will cooperate with law enforcement and report criminal conduct when required by law.

Faculty and Staff Conduct

Faculty and staff are expected to:

- Act with integrity, professionalism, and competence;
- Maintain ethical and professional boundaries;
- Refrain from romantic or sexual relationships with enrolled students;
- Provide a safe, respectful, and inclusive learning environment;
- Uphold all applicable laws, accreditation standards, and professional ethics.

Non-Discrimination Policy

Zion Massage College prohibits discrimination based on race, color, religion, sex (including pregnancy), national origin, age, disability, sexual orientation, gender identity, veteran status, genetic information, or any other protected status. Reasonable accommodations may be requested in accordance with applicable law.

Dress Code and Hygiene

Zion Massage College (ZMC) requires students to maintain a clean, professional appearance and excellent personal hygiene to support client safety and comfort. The following standards apply in the classroom and student clinic.

Required Attire

Students must wear the approved ZMC uniform:

- Shirt: A ZMC clinic T-shirt must be worn as the outermost layer and remain clearly visible.
- Pants: Dark gray or black, full-length pants made from tightly woven professional or uniform material.
- Shoes: Shoes must be clean, in good condition, and professional in appearance. Students must wear shoes in all common areas and wherever they interact with clients. Clients should never see their student therapist without shoes.

Clothing must be clean and modest. It must fully cover the breasts and cleavage, abdomen, underarms, buttocks, and the crease between and beneath the buttocks, including when bending, reaching, or providing treatment.

The following are not permitted:

- Shirts other than the required ZMC T-shirt as the outermost layer
- Jeans or jean-style pants
- Stretch pants or leggings
- Sweatpants
- Pants made from ribbed or corduroy material
- Cropped pants, capri pants, or shorts

Personal Hygiene

Students must:

- Bathe/Shower regularly, keep hair clean and groomed, and brush their teeth.
- Be free of potentially offensive odors, including body odor, bad breath, and cigarette smoke.
- Keep fingernails clean, neatly maintained, and shorter than the fingertips to prevent scratching clients.
- Ask clients about sensitivities and allergies and obtain their permission before using any essential oil.
- Refrain from smoking anywhere on ZMC premises.

Correcting a Dress Code Violation

If a student arrives out of dress code, the instructor will discreetly notify the student. Participation points may be deducted for dress code violations.

The student must correct the violation by choosing one of the following options:

1. **Change into the ZMC uniform/approved clothing. All missed required class time must be made up so the student completes all program hours.**
2. **Visit the front desk during office hours** to obtain the needed uniform item:
    - Purchase a ZMC shirt for **$12.50**.
    - Rent pants for **$20**. A **$18 refund** will be issued when the rented pants are returned.

Disciplinary Action

Failure to follow dress code or hygiene requirements may result in documented disciplinary action, including a verbal warning, written warning, loss of participation points, or loss of attendance credit for the day. Any missed required hours must be made up.

Repeated or serious violations may result in suspension or dismissal from the program.

SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY

Policy Statement

Zion Massage College (ZMC) is committed to maintaining a learning and working environment that is free from sexual harassment, sexual misconduct, and gender-based discrimination. Sexual harassment and sexual misconduct undermine the integrity of the educational process, violate professional massage therapy standards, and will not be tolerated.

This policy applies to all students, faculty, staff, administrators, contractors, clinic guests, and third parties participating in or interacting with ZMC programs, activities, or facilities.

Definitions

Sexual Harassment
Sexual harassment is unwelcome conduct of a sexual nature that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to ZMC's education programs or activities. Sexual harassment may include, but is not limited to:

- Unwelcome sexual advances;
- Requests for sexual favors;
- Verbal, nonverbal, or physical conduct of a sexual nature;
- Gender-based harassment, intimidation, or hostility.

Sexual Misconduct

Sexual misconduct is a broad term that includes, but is not limited to:

- Sexual harassment;
- Sexual assault or sexual violence;
- Sexual exploitation;
- Stalking or cyberstalking;

- Dating or relationship violence;
- Gender-based bullying or intimidation.

Prohibited Conduct

ZMC prohibits sexual harassment, sexual misconduct, and discrimination based on sex, sexual orientation, gender identity, or gender expression.

Professional Conduct Expectations in Massage Therapy

Because massage therapy involves close physical contact and a power differential between practitioner and client, **all students, faculty, staff, and licensed professionals associated with ZMC must maintain strict professional boundaries**.

While on campus, in clinic, or while representing ZMC, individuals must refrain from:

- Sexualized language or behavior;
- Comments about a person's body, appearance, or physical attributes that could be perceived as sexual, suggestive, or evaluative;
- Any conduct that compromises client dignity, comfort, or consent.

Romantic or sexual relationships between faculty/staff and currently enrolled students are strictly prohibited.

Reporting Sexual Harassment or Sexual Misconduct

ZMC strongly encourages the prompt reporting of any concerns or complaints related to sexual harassment or sexual misconduct.

Reports may be made to:

Title IX Coordinator
Rebecca Farraway
Email: **rebecca@zmc.edu**
Phone: **435-261-4203**

Reports may be made by students, employees, clinic guests, or third parties. Reports may be made regardless of whether the conduct occurred on or off campus, if it impacts the ZMC educational environment.

Faculty and staff are required to report known or suspected sexual harassment or sexual misconduct to the Title IX Coordinator immediately.

Response and Due Process

Upon receipt of a report, ZMC will:

- Promptly assess the report;
- Offer supportive measures to affected parties;
- Conduct a fair and impartial review consistent with applicable law;

- Provide written notice to involved parties as required;
- Take appropriate corrective or disciplinary action when warranted.

Disciplinary actions may include verbal warning, written warning, probation, suspension, or dismissal, depending on the severity and circumstances of the conduct.

ZMC will respect privacy to the extent possible while fulfilling legal and safety obligations.

Mandatory Reporting and Law Enforcement

ZMC will cooperate with law enforcement and report conduct that constitutes a crime when required by federal, state, or local law. Individuals are not required to file a police report to receive institutional support.

Student Clinic Safety & Incident Control (ICE) Protocol

As part of ZMC's commitment to student and client safety, students participating in the Student Clinical Internship must follow the Incident Control & Escalation (ICE) Protocol.

If a Student Therapist Experiences Sexual Inappropriateness or Discomfort:

If a clinic guest engages in sexually inappropriate behavior (verbal or physical), or if a student therapist feels psychologically unsafe or uncomfortable, the student must:

1. **Immediately excuse themselves from the massage session** and leave the treatment room;
2. **Notify the Student Massage Clinic Facilitator immediately**;
3. **Allow the Clinic Facilitator to manage the situation and determine next steps** in accordance with ZMC policy;
4. **Complete an Incident Report** as soon as possible.

All incidents, including "gray area" situations, must be documented. Separate incident reports must be completed by:

- The student therapist;
- The clinic facilitator; and
- Any witnesses, if applicable.

The Clinic Facilitator is responsible for ensuring documentation is completed and submitted.

Related Policies and Disclosures

This policy should be read in conjunction with:

- ZMC Campus Security Policy
- Annual Security & Fire Safety Report (Clery Act)
- Title IX Procedures

- Student Code of Conduct

These disclosures are available at:
https://zmc.edu/consumer-disclosures/

REFUND, WITHDRAWAL, AND RETURN OF TITLE IV FUNDS POLICY

Effective 2026–2027

Separate calculations. ZMC's institutional refund calculation and the federal Return of Title IV Funds (R2T4) calculation are separate. The institutional calculation determines lawful institutional charges. R2T4 determines the amount of Title IV aid earned and whether aid must be returned or a post-withdrawal disbursement is due.

Utah cooling-off period. A student may rescind the enrollment agreement through midnight of the third business day after the latest of: (1) signing the enrollment agreement; (2) making a payment for educational services other than an application fee; (3) first attending ZMC; or (4) first receiving access to ZMC's educational services. ZMC will return amounts required by Utah law. If ZMC does not accept an applicant, all amounts paid will be refunded except any lawful application fee.

Institutional refund after cooling-off. For the 600-Hour Foundational Massage Therapy Program, ZMC earns tuition in proportion to scheduled program hours delivered from the first day of class through the withdrawal date until ZMC has delivered 60% of the program (360 scheduled hours). The formula is: scheduled program hours delivered ÷ 600 × the student's applicable program tuition. After ZMC has delivered 60% (360 scheduled hours), full program tuition is earned. A discount, scholarship, or

included-material offer stated in the signed enrollment agreement will not be retroactively rescinded solely because of withdrawal. Any institutional refund due will be issued within 30 calendar days after official withdrawal or ZMC's determination of an unofficial withdrawal.

Pay-as-you-learn. ZMC will administer charges and payment schedules so the student's prospective contractual obligation does not exceed the period and permitted start-up costs allowed by current Utah law. The standard program tuition is $12,500, divided administratively into two $6,250 periods; a separate payment arrangement does not change the institutional refund calculation.

Withdrawal date and determination. Because ZMC is required to take attendance, the Title IV withdrawal date is generally the last date of attendance at an academically related activity documented by ZMC. Written notice is encouraged but is not required for ZMC to determine that a student withdrew. Except in unusual circumstances permitted by federal rules, ZMC will determine an unofficial withdrawal no later than 14 calendar days after the student's last date of attendance.

Current clock-hour R2T4 method. For a withdrawal on or after July 1, 2026, the percentage of the current payment period completed equals the clock hours the student was scheduled to complete from the date the student began attendance in that payment period through the withdrawal date, divided by the total clock hours in that payment period. The calculation uses scheduled hours, not hours actually attended. The 600-hour program has two 300-clock-hour payment periods, together with the federally required weeks of instructional time. Payment Period 2 does not begin until the student successfully completes the first 300 clock hours and required

weeks. Scheduled hours from a prior payment period are not carried into the numerator for the current payment period.

Sixty-percent point. Through the point at which the student was scheduled to complete 60% of the current payment period, the earned percentage is calculated under federal R2T4 rules. After that point, the student has earned 100% of Title IV aid received and scheduled to be received for that payment period, subject to all other eligibility rules.

Returns and order. ZMC will return the institution's unearned Title IV funds as soon as possible and no later than 45 days after the date ZMC determines the student withdrew. Funds are returned, up to the net amount disbursed from each program, in the order required by current federal law: Direct Unsubsidized Loans; Direct Subsidized Loans; Direct PLUS Loans; Federal Pell Grants for which a return is required; FSEOG for which a return is required; and any other Title IV program in the required order. Non-Title IV state, private, and institutional aid is not part of the federal return order.

Post-withdrawal disbursement. Available grant funds are used before loan funds. Any required grant post-withdrawal disbursement will be made as soon as possible and no later than 45 days after ZMC determines the student withdrew. ZMC will offer eligible post-withdrawal loan funds within 30 days, explain the right to accept or decline all or part of the loan and the obligation to repay accepted loan funds, allow at least 14 days for a response, and complete an accepted loan disbursement within 180 days when permitted.

Credit balances. ZMC will perform R2T4 before releasing or returning an existing Title IV credit balance for the period. Any resulting Title IV credit balance will be handled within the federal timeframe.

Balances and transcripts. A student may owe lawful institutional charges after the separate refund and R2T4 calculations. ZMC may pursue lawful collection, but it will release official transcripts as required by federal and state law. ZMC will not withhold a transcript or take other negative action because of a balance caused by ZMC's Title IV error, fraud, or misconduct. ZMC will provide the transcript credits or clock hours for payment periods in which Title IV funds were received and institutional charges were paid or covered by an agreement to repay at the time of the request.

VA students. ZMC may certify GI Bill® educational benefits only for a program and enrollment currently approved by the applicable State Approving Agency and VA. ZMC will apply any more protective approved-program refund requirement. Under 38 U.S.C. § 3679(e), ZMC will not impose a late fee, deny access to classes or institutional facilities, or require additional borrowing solely because a covered individual is temporarily unable to meet a financial obligation due to delayed VA payment, provided the student submits required eligibility documentation and complies with the statute and ZMC's published process.

Official withdrawal. A student should submit a signed and dated withdrawal notice to admin@zmc.edu or ZMC administration. Failure to submit written notice does not prevent ZMC from treating a student as withdrawn when attendance ceases.

Dismissal Policy

Zion Massage College (ZMC) reserves the right to dismiss a student prior to completion of the program when dismissal is warranted based on clearly defined academic, attendance, conduct, or administrative standards as outlined in this catalog and the Enrollment Agreement.

Dismissal decisions are made in a fair, consistent, and non-discriminatory manner and are based on documented violations of published institutional policies.

A student may be dismissed from the program for one or more of the following reasons:

Academic Grounds

- Failure to maintain **Satisfactory Academic Progress (SAP)** after exhausting all applicable Warning and Probation statuses, resulting in **SAP Termination**, as defined in the SAP Policy.
- Failure to complete the program within **150% of the published program length (maximum time frame)**.
- Unsatisfactory academic performance, including failure to meet required course competencies, clinical skills, or grading standards as defined in course syllabi and academic policies.
- Repeated course failure indicating no reasonable likelihood of successful program completion.

Attendance Grounds

- Failure to meet the **published attendance requirements** of the program.
- Excessive absences or failure to make satisfactory attendance progress that prevents completion of required clock hours within the maximum time frame.

Conduct and Professional Standards

- Violation of the **Student Code of Conduct**, institutional policies, or professional ethics standards published in the catalog or student handbook.
- Violation of applicable provisions of the **Utah Massage Therapy Practice Act** or other laws related to student conduct, clinical practice, or professional behavior within the scope of the program.
- Academic dishonesty, including cheating, plagiarism, or theft of institutional or personal property.

- Consumption, possession, distribution, or use of alcohol or illegal drugs on ZMC premises or during any school-related activity, in violation of institutional policy.

Administrative and Safety Grounds

- Conduct that poses a **documented risk to the health, safety, or well-being** of students, clients, faculty, staff, or the campus community, as determined through an objective review of the facts and consistent with published policies.

- Failure to comply with reasonable institutional requirements necessary to maintain a safe and effective learning environment.

Financial and Administrative Compliance

- Failure to comply with financial obligations **after due notice**, excluding delays caused by pending or delayed federal, state, or third-party financial aid disbursements, as required by law.

- Failure to comply with required administrative or enrollment documentation necessary for continued enrollment, provided such requirements are clearly disclosed and lawfully applied.

Dismissal Process

- Students will be notified in writing of dismissal decisions.

- When applicable, students will be informed of any appeal or review options available under institutional policy.

- Dismissal may result in loss of academic credit, ineligibility for continued enrollment, and loss of eligibility for financial aid, as determined by applicable federal, state, and institutional regulations.

Student Grievance Policy

Zion Massage College (ZMC) is committed to providing students with a fair, timely, and accessible process for resolving concerns and complaints related to their educational experience.

Informal Resolution

Students are encouraged, when appropriate, to first attempt to resolve concerns informally by discussing the issue directly with the individual involved.

Formal Grievance Procedure

If the concern is not resolved informally, or if informal resolution is not appropriate, the student may initiate a formal grievance using the following process:

Step 1: Submission of Written Grievance

- The student must complete a **Student Grievance Form**, available at the ZMC front office.
- The completed, signed grievance form must be submitted to the **Program Director**, currently **Christina Frantzen**, who serves as the institution's primary grievance officer.

Step 2: Initial Review and Response

- The Program Director will review the grievance and contact the student to acknowledge receipt.
- A written response or proposed resolution will be provided within **14 calendar days** of receipt of the grievance.

Step 3: Secondary Review (Appeal)

- If the student believes the grievance has not been adequately resolved, or if the grievance involves the Program Director, the student may submit the grievance for secondary review.
- Secondary review will be conducted by a **designated Program Advisory Committee (PAC) representative**, currently **Leisa Wright**.
- The PAC representative may conduct a formal review and will issue a written determination within **14 calendar days** of receipt.

External Complaint Options

Students who believe their grievance has not been satisfactorily resolved through ZMC's internal process, or who wish to file a complaint regarding the school's quality of education or business practices, may contact the following agencies:

Utah Department of Commerce
Division of Consumer Protection
160 East 300 South
Salt Lake City, UT 84111
Phone: 801-530-6601
Website: https://consumerprotection.utah.gov

Utah Division of Professional Licensing (DOPL)
P.O. Box 146741
Salt Lake City, UT 84114
Phone: 801-530-6628
Website: https://commerce.utah.gov/dopl/file-a-complaint/

Commission on Massage Therapy Accreditation (COMTA)
900 Commonwealth Place, Suite 200-331
Virginia Beach, VA 23464
Phone: 202-888-6790
Website: https://comta.org

National Certification Board for Therapeutic Massage & Bodywork (NCBTMB)
1333 Burr Ridge Parkway, Suite 200

Burr Ridge, IL 60527
Phone: 630-627-8000
Website: https://ncbtmb.org

Administrative Note

If the individuals named in this policy change, Zion Massage College will update its catalog and consumer disclosures to reflect the current designated grievance officers. Students may also contact the front office for current contact information.

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.

Transfer Credit Policy — Effective November 3, 2026

ZMC accepts transfer credit only for documented, successfully completed coursework from a formal postsecondary massage therapy program when the coursework is substantially equivalent and applicable to a required course in the 600-hour Foundational Massage Therapy Program. ZMC does not deny credit solely because of the sending institution's identity or accreditation status.

To request review, the student must provide an official transcript showing courses, clock hours, completion status, and grades. ZMC may also require course syllabi or descriptions, learning outcomes, course-hour breakdowns, and supervised clinic or competency records. For timely review, submit complete records at least five business days before planned enrollment, registration, or any nonrefundable financial commitment. If that timing is not possible, submit records immediately; ZMC will issue a written course-by-course decision before the student signs an enrollment agreement, registers, or makes a nonrefundable commitment. Incomplete or late records may delay the decision and program start. The written decision will identify the credit awarded and give a course-specific reason for each course not accepted. A student may appeal a denial in writing within 15 calendar days after receiving the decision; an official not responsible for the initial review will issue a written appeal decision.

ZMC evaluates each course for successful completion (at least 72% or an equivalent documented passing result), content, learning outcomes, level, clock hours, relevance to ZMC's curriculum and Utah requirements, prerequisites, and supervised clinical or competency requirements. Coursework age alone does not prevent review; ZMC considers current relevance and demonstrated competency. Credit is awarded only for a complete course that satisfies ZMC's requirements. ZMC does not award partial credit for an individual course.

ZMC does not award transfer credit for employment or other work experience, military or other service experience, examinations, standalone noncredit continuing education, or undocumented experiential learning. ZMC has no articulation agreements for this program. This is a nondegree certificate program; ZMC has no degree program to which nondegree or noncredit coursework articulates.

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.

Transfer credit accepted may not exceed 49% of the 600-hour program, or 294 clock hours. This is a maximum, not a guaranteed award. ZMC retains the transcript, course-by-course evaluation, written decision, and supporting documentation in the student's academic file. Accepted credit reduces hours remaining and may affect program length, tuition, and Title IV calculations; any revised charges and remaining requirements will be stated in the signed enrollment agreement. For VA beneficiaries, ZMC evaluates and reports prior education and training as required so duplicate training is not certified.

Grading Policy:

At the end of each course, students receive an electronic or written final grade notice, and transcripts are updated regularly. ZMC will release official transcripts in accordance with federal and state law, including federal protections for payment periods in which Title IV funds were received and institutional charges were paid or were covered by an agreement to repay. ZMC will not withhold a transcript because of a balance caused by institutional error, fraud, or misconduct.

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:

As a part of being enrolled in the 600-hour Foundational Massage Therapy Program at ZMC, students are required to have ABMP liability insurance for the duration of their enrollment. If a student takes a leave of absence or, if for any reason, their program extends beyond the expiration date of their insurance, ZMC requires that students purchase their own personal liability insurance through the ABMP (Associated Bodywork & Massage Professionals, www.abmp.com). 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 offers a variety of benefits that are associated with membership.

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

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

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 Foundational 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. Attend at least 71% of assigned cohort hours in each course, complete no more than 29% through approved make-up, and complete all required hours
5. Pay ZMC tuition in full.
6. Be at least 18 years of age.

Upon graduation, students are issued a certificate for ZMC's 600-hour Foundational 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 themself 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 Division of Professional Licensing (DOPL) and the ZMC Admissions Department for further information.

Utah Licensure Regulations:

Applicants seeking a Utah massage-therapist license must follow the current Utah Division of Professional Licensing (DOPL) instructions. Requirements generally include:

1. Official MBLEx or other qualifying examination results sent directly to DOPL
2. Fingerprints submitted according to current DOPL instructions
3. Identification and lawful-presence documentation required by the current DOPL application
4. Utah DOPL application-processing fee: currently $92.00; verify the current amount with DOPL before applying. This is a third-party licensure cost and is not charged by ZMC.

5. A completed current Utah Massage Therapist application, including supporting documentation for applicable qualifying-questionnaire responses
6. Required criminal-history disclosures and supporting records, if applicable
7. Official ZMC education records if requested by DOPL
8. ZMC's Verification of Completion of a Formal Massage Education Program, submitted as required by DOPL.

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

Utah Division of Professional Licensing (DOPL)
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 Division of Professional Licensing (DOPL) 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 extracurricular 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 Farraway at rebecca@zmc.edu to get started in sharing and developing your talents and skills.

Student Acknowledgements

Arbitration Agreement:

Except where prohibited by federal or state law, the student and Zion Massage College ("ZMC") agree that disputes arising from enrollment or attendance may be submitted to binding arbitration under applicable American Arbitration Association rules and the Federal Arbitration Act. This provision does not apply to a claim that federal law prohibits ZMC from requiring to be arbitrated, including an applicable borrower-defense claim. Nothing here prohibits or restricts participation in a class action when federal law prohibits enforcement of a class-action waiver. Nothing prevents the student from filing a complaint with the U.S. Department of Education, Federal Student Aid, Utah Division of Consumer Protection, Utah Division of Professional Licensing, COMTA, VA, a State Approving Agency, or another governmental, regulatory, or accrediting agency. The student may reject arbitration by giving ZMC written notice within 30 days after signing. Rejection will not affect admission, enrollment, financial aid eligibility, academic standing, or access to services.

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

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 600-hour Foundational 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 not receive credit for that hour. **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

100 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 excused 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 immediate family member or person for whom they provide direct or emotional, physical, or financial care 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 clients their contact information. However, under no circumstances can a student or graduate take the client's personal information outside the school environment.

Responsibilities/Expectations in the Clinical Setting

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

- The student must come to clinic demonstrating preparation to give responsible, safe client care.
- The student will perform client care only when a Clinic Facilitator is present during scheduled clinic times or for supervised outreach events. A Clinic Facilitator must be present at all times during any form of clinical experience.
- The student may only use massage techniques from courses in which the student has received a passing grade (minimum 72% or better).
- The student is responsible to seek the assistance of the Clinic Facilitator in clinic before proceeding with new, unfamiliar, or uncertain aspects of client care.
- The student is to follow clinic policies and procedures.
- The student is expected to set up and take down massage table and chairs quietly during every shift.
- 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.
- The use of cell phones or any electronic devices (including headphones) is prohibited unless used for a clock in the room if necessary. Any use of cell phones outside of this exception will result in disciplinary action. Please note, cell phone use as a clock must be pre-approved through the submission and approval by a petition.

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

Student Responsibility to Report

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

Dress Code/Grooming

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

- Clothing which is determined to be less than professional for a student in the clinic setting is not appropriate.
- Uniforms are to be clean, free of stains and wrinkles, and must fit appropriately. Very tight fitting clothing or very loose fitting clothing is considered inappropriate.
- An official ZMC shirt is required for the clinical internship. Shirts must have sleeves which cover the armpit. Cleavage and midriffs must be completely covered and necklines must be within at least two inches of the top of the sternum.

- Grey or Black tightly-woven professional, semi-professional or uniform pants are required. Hemlines should remain between the upper heels of the student's shoes and the tops of shoes.
- Inappropriate attire includes: jeans or jean-style pants, stretch pants or leggings, sweatpants, ribbed or corduroy materials, cropped or Capri-style pants, and/or shorts.
- 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 - Barefoot Massage Flow and walking between a foot washing station and your table during the Ashiatsu - Barefoot Massage Flow 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, cigarette smoke, and other strong smells..
- Smoking on ZMC premises 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.

Protocol for Non-Compliance with Dress Code Policy:

- If a student arrives out of dress code, the following steps will be taken:
    - Participation points will be deducted
    - Instructor will discreetly notify the student using a violation card
- The student will then have two options:
    1. Go home and change into the correct attire (missed required class time must be made up so all program hours are completed)
    2. Visit the front desk during office hours to:
- Purchase a shirt – $12.50
- Rent pants – $20 (If rented pants are returned, $10 will be refunded)

Injury En Route to Clinical or College-Related Events

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

Clinical Internship Expectations

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

- The student is to be open to the expression of feelings and emotions. Touching and being touched typically result in an intensified awareness of personal feelings. The student is encouraged to deepen their self-knowledge through exploration and appropriate expression of sensations and emotions; and is expected to be respectful, sensitive, and attentive to the feelings of classmates.
- The student is expected to accept and support change and growth in oneself and one's classmates. In addition, the student is expected to address their own personal issues which may arise.

- The student is expected to be receptive to constructive feedback from classmates, instructors, and clinic clients regarding the student's knowledge, skills, personal hygiene, and appropriate behavior in order to assist the student to improve.
- The student is expected to provide feedback to the instructor and fellow classmates during practice and self-care sessions. For example, if the student experiences pain or discomfort, it is the student's responsibility to immediately inform the individual performing the massage. After the student has voiced their preference and/or concern, it is the responsibility of the individual performing the massage to communicate and to ensure that their techniques are adjusted to the comfort level of the recipient of the massage. This includes, but is not limited to other areas of study such as palpation, draping and endangerment sites. Student practitioners, student recipients and guests (from the public) must all work together to ensure an effective massage therapy session.

Handwashing guidelines

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

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

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 and face cradle at the end of every massage session.
- Fresh linens must be used for every session. Dirty linens must be separated from clean linens appropriately.

Practicing Massage Therapy Before Graduation from the Program

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

- Choose healthy clients with no contraindicating medical history.
- Choose clients that the student knows and trusts.
- Choose clients who will give accurate feedback regarding pain and discomfort.
- Ensure that the client knows that this is a practice session in order for the student to improve skills and fulfill

course requirements.
- Use the term “practice session”. Do not use the term “appointment.”
- Represent themselves as a student of massage therapy. A student cannot, under any circumstances represent themself as a massage therapist or use any designation that implies that the student is qualified to provide professional services.

Tipping and Taking Payment

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

- Payment and tips for trades, practice, homework, or any other sessions **cannot be accepted** while attending school. Payment and tips can only be accepted once the student has become a Licensed Massage Therapist.
- The only exception to this is in clinic. When under the supervision of the clinic facilitator, students can accept tips given to them by clients in the student clinic for sessions completed at ZMC.
- Tips can only be taken in cash. Use of any cash apps such as Venmo is not permitted.

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:

Students will receive two ZMC shirts at their **clinic orientation**. Additional ZMC shirts cost $25.00 each.

Crime Prevention and Security Procedures Awareness

At Zion Massage College, we prioritize the safety and security of our entire campus community. All new students and staff members are informed about our campus security procedures and policies. Acknowledgment of these procedures is confirmed by signing the signature page of the Zion Massage College Enrollment Agreement.

Our program is designed to highlight the importance of personal responsibility for security, including the protection of personal property and the safety of others. We encourage all community members to be proactive in maintaining a secure environment.

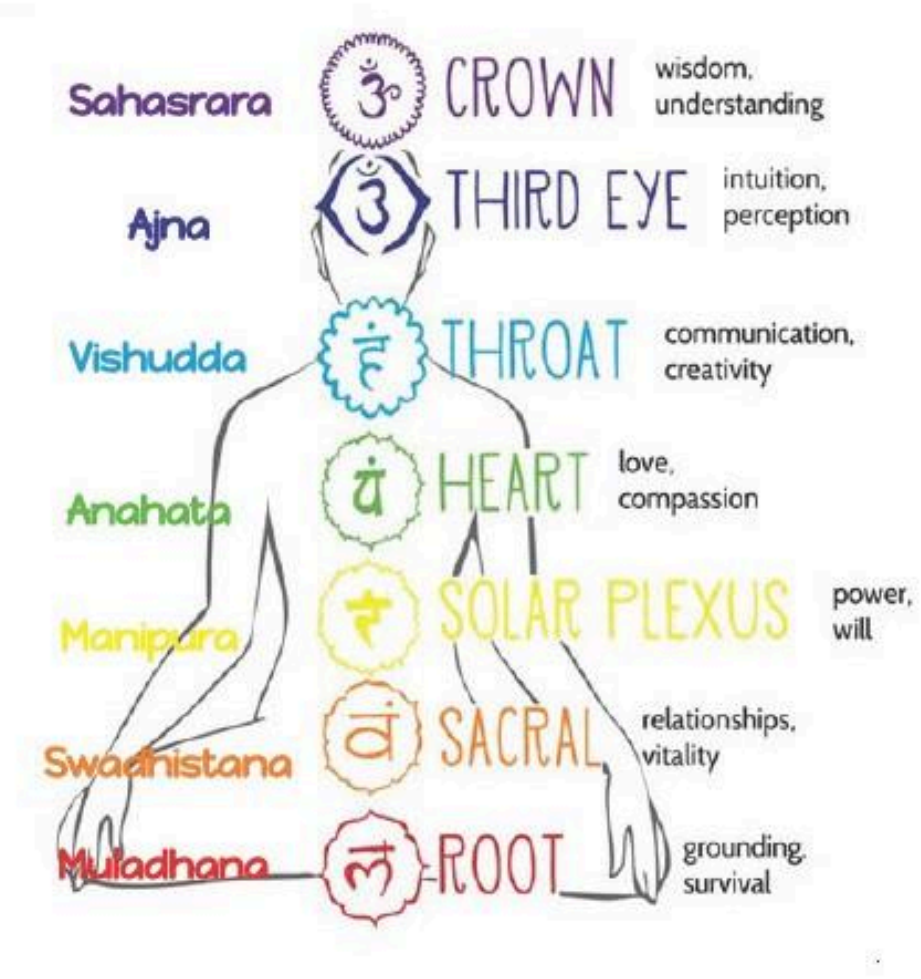
Through our internal awareness and reporting network, overseen by our campus security authorities, we aim to minimize or eliminate potential security issues. This collective effort helps ensure a safe and secure campus for everyone.

For more detailed information on security policies and procedures, please refer to the Zion Massage College disclosures available online.

ZMC Holidays and Breaks

December 29, 2025 - January 4th, 2026	Winter Break	No Classes / Clinic Open
Thursday, January 1, 2026	New Years Day	No Classes / Clinic Closed
Monday, January 5, 2026	Classes resume	Yes Classes / Clinic Open
Monday, January 19, 2026	Martin Luther King Jr. Day	Yes Classes / Clinic Open
Monday, February 16, 2026	President's Day	Yes Classes / Clinic Open
March 9 - 13, 2026	Spring Break	No Classes / Clinic Open
Monday, April 6, 2026	Spring Recess	No Classes / Clinic Open
Monday, May 25, 2026	Memorial Day	No Classes / Clinic Closed
Friday, July 3, 2026 - Saturday, July 11, 2026	Summer Break	No Classes / Clinic Closed
Friday, July 24, 2026	Pioneer Day	Yes Classes/ Clinic Open
Monday, September 7, 2026	Labor Day	No Classes / Clinic Closed
October 8 - 9, 2026	Fall Break	Yes Classes / Clinic Open
October 12, 2026	Indigenous Peoples' Day	Yes Classes / Clinic Open
October 31, 2026	Halloween	No Evening Classes / Clinic Open
November 11, 2026	Veterans Day	Yes Classes / Clinic Open
November 25 & 27, 2026	Thanksgiving Break	No Classes / Clinic Open
November 26, 2026	Thanksgiving Day	No Classes / Clinic Closed
December 21, 2026 - 27, 2026	Winter Break	No Classes / Clinic Closed
December 28, 2026 - January 3rd, 2027	Winter Break	No Classes / Clinic Open

"Western science is the study of the seen.
Eastern science is the study of the seer."
- Swami G



"The great way is easy...
Beware when things are out of balance,
Stay centered."
- TAO Te Ching