

MASSAGE LIFE ACADEMY

College of Massage Therapy

DISCLOSURE STATEMENT

MASSAGE LIFE ACADEMY

1706 N. Heritage Park Blvd. STE 5 Layton, Utah 84041
801-600-7717

In compliance with Utah Law (U.C.A 13-34-108), this disclosure statement is to be provided in writing to each applicant prior to enrollment or the receipt of any tuition by Massage Life Academy (to be referred to as MLA).

Facilities: All classes at Massage Life occur in person and on our campus located at 1706 N. Heritage Park Blvd #5 in Layton, Utah 84041. Although we do have online resources available to students, all instruction takes place in person on site. MLA offers a dedicated entrance and parking lot on the East side of the building that includes a classroom, three practice rooms, offices, lunchroom, and lockers. Training equipment includes massage tables, bolsters/pillows, stools, linens, holsters, bottles, and massage products, hot towels and caddies, hot stones, and silicone cupping sets, as well as posters, flashcards, and projected online instructional materials (PowerPoints, videos, etc.).

Current Faculty: Alyssa Kelso LME (founder), Jeff Stucki (founder), Adrian (Vi) Price LMT (co-founder), Jasmine Baker LMT (instructor), Autumn Crosby LMT/LMA (Lead Curriculum and Program Specialist, instructor), David Reynolds LMT (instructor), Krista Holman LMT/LME (instructor), Lisa Roe LMT (instructor), Nora Murtishaw LMT (instructor), Shelli Milliken LMT (Connection Specialist, instructor), Skyla Robinson LMT (Academy Operations Administrator, Clinic instructor), Tai Ly LMT (instructor), Tresha Standifird LMT (instructor), Steve Smith MS, Exercise Physiology Advisor, Phillip S. Ferguson JD, Legal Advisor, Todd Weiler JD, Business & Legal Advisor, Josh Lakin CPA, Accounting & Financial Advisor,

Instructional Programs: MLA currently offers a 664-hour program in Massage Therapy (upon graduation, student will receive a Diploma in Massage Therapy). This program includes the following courses:

- CPR/Sanitation and Universal Precautions (15 hours)
- Intro to Hands-on: Foundations (25 hours)
- Human Anatomy & Physiology (40 hours)
- Muscle Anatomy/Palpation and Kinesiology I (40 hours)
- Muscle Anatomy/Palpation and Kinesiology II (40 hours)
- Swedish (40 hours)
- Deep Tissue I (40 hours)
- Pathology (48 hours)
- Deep Tissue II: Postural Correction (48 hours)
- Special Populations Safety in Massage (40 hours)
- Spa Tools and Technique (40 hours)
- Modality Appreciation (40 hours)
- Ethics and Business in Massage (40 hours)

- Composite Massage (24 hours)
- A&P/ Kinesiology Review (8 hours)
- MBLEX Prep (16 hours)
- Clinical Hours (120 hours)

Admission Requirements To be accepted in our program:

- You must be 18 years of age or older when you enroll.
- You must have a high school diploma or GED certificate/equivalent.
- You must have a clean record with no serious offenses (minor traffic violations okay).
- You must have the ability to pay tuition and/or qualify for financial aid.
- You must have dedication and drive to finish the program.

State of Utah Licensure Requirements

To obtain a License of Massage Therapy in the state of Utah, you must:

- Pass the MBLEX exam (a national exam which is taken at a third-party testing site, and is not regulated by or affiliated with Massage Life Academy)
- Provide verification of education from a Utah based massage school curriculum, Authorized by DOPL (department of professional licensing) *Massage Life Academy's curriculum is recognized and approved by DOPL.*
- Obtain fingerprint cards taken at DOPL headquarters in SLC, or a local police station.

Record-keeping Statement

*For the purpose of maintaining adequate student files in accordance with the enclosed Utah **Postsecondary Proprietary School Act and Rules, Section 109, pp. 16-17**, the following documents, including a grade transcript, must be placed in every student's file whether or not that student completes the training:*

1. School records consist of the following permanent scholastic records for all students who are admitted, even though withdrawn or terminated:
 - a. Appropriate entrance and admission acceptance information;
 - b. Attendance and performance information, including grade transcripts which consist of no less than the program for which he enrolled, each course attempted, and the final grade earned
 - c. Graduation or termination dates of students; and
 - d. Enrollment agreements, tuition payments, refunds, and any other financial transactions

Program Costs

The cost of our 664-hour, 34-week massage therapy program is \$10,600. Here's the breakdown of all costs and payment due dates:

<u>Description</u>	<u>Due Date</u>	<u>Amount</u>
Registration fee	When you enroll	\$150
Tuition	One week before school starts	\$9,800
Books, uniforms, and supplies*	When you enroll	<u>\$650</u>
Total Cost		\$10,600

*Includes textbooks, holster and oil bottle, two sets of scrubs, ABMP membership and perks, flash cards, portable massage table, and two sets of massage table sheets.

Registration Fee

A non-refundable registration fee of \$150 is due when you enroll. You also pay for your books, uniforms, and supplies at that time (\$650). This makes the total cost of enrollment \$800. If you change your mind and wish to exit the program before classes start, we will refund \$650, provided that all books, uniforms, and supplies are returned in new and unused condition. See *Refund Policy* for more information.

Pay-As-You-Go Financing

You are welcome to pay tuition as you go. The pay-as-you-go rate is \$700/class. We usually offer two classes at a time (called modules). Modules generally last five weeks, so plan on paying \$1,400 every five weeks if you go this route. There are ***no interest charges*** for paying as you go. A \$20/day late fee is assessed if payments are received late.

Early Payment Discount

Save \$1,000 if you pay tuition early in two installments. The first installment of \$4,400 is due one week before classes begin. The second installment of \$4,400 is due halfway through the program, one week before the seventh class begins. Paying early in two installments saves you a lot of money! Your total tuition cost is only \$8,800 when you pay early in two installments!

Tuition Reimbursement

If you're hired by Spa One after you're licensed, Spa One will reimburse you up to \$100/month in tuition for up to four full years. That's a reimbursement of up to \$4,800 in total tuition! Keep in mind, you must maintain a schedule of at least 20 hours per week and remain continuously employed to qualify for

reimbursements. To learn more about this opportunity, schedule an appointment with one of our career advisors.

Financing with Cherry

Massage Life Academy is partnered with Cherry, a third-party lender to help our students with more accessible payments. Application is quick and utilizes a soft credit check (meaning your credit score will not be negatively affected). Based on your approval amount, you will be able to choose the best payment plan for you and your budget. For more information, visit our website and schedule a meeting with an advisor.

Forms of Payment

We accept cash, checks, and all major credit cards.

Other Costs to Budget For

You will need to pay for transportation to and from school, snacks, and any classes you miss that you are required to make up (\$60/class). A background check is required for enrollment, which can be obtained at your local police station for around \$30. Once you graduate, you will need to pay FSMTB for your MBLEx test (\$265) and your State of Utah for licensure fees (\$100). If you need to retake the MBLEx test, you will need to pay the fee again for each test.

FASFA (Federal Aid)

We do not offer Federal aid, but we do offer many unique grants and scholarships not offered anywhere else.

Grants & Scholarships

Thanks to the generous support of our incredible partners, Massage Life Academy is proud to offer a wide range of grants and scholarships for aspiring massage therapists. When you enroll, we'll automatically review your eligibility to match you with any available financial awards—no extra steps needed. It's our way of making quality education more accessible and delivering the best possible value to our students.

Financial Hardship Grant *(up to \$4900 in tuition and \$325 in supplies)*

Awarded to applicants who show strong passion and work ethic but face financial barriers to affording tuition. This award may include partial tuition coverage and structured payment plans for the remainder.

Single Parent or Caregiver Grant *(up to \$4,950 or \$150/wk)*

Awarded to caregivers and single parents seeking a more flexible and rewarding career that supports family life. Recipients may be eligible for work-study or in-house clinic hours to help offset costs.

Veterans & Career Transition Grant *(up to \$1,590 or 15% of all fees)*

Awarded to applicants who are transitioning out of military service or shifting careers due to burnout or injury. Includes career-change support and ongoing check-ins to ensure successful integration into the field.

Diversity in Wellness Grant *(up to \$2,450 in tuition and 100% of all supplies)*

Aimed at increasing representation in the industry by supporting students from underrepresented backgrounds who have historically had less access to wellness careers. May be connected to broader community outreach initiatives.

Community Impact Grant *(up to \$2,450 in tuition and 100% of all supplies)*

Awarded to applicants who commit to work in nonprofit or community wellness settings after graduation, particularly in underserved areas. Award recipients commit to serving specific populations or causes, aligning with the school's mission of holistic care and access.

Academic Excellence Scholarship *(up to \$4900 in tuition and \$325 in supplies)*

Awarded to applicants who have demonstrated strong academic achievement in their prior education. Ideal for high-performing students who are driven to carry that same excellence into the field of massage therapy.

Transfer of Credit Policy

Inquire with Director to discuss available options.

STUDENT SERVICES**Academic Advising**

Student advisors are available to students to consult with in matters of academic progress, career direction/placement, MBLEX registration/state licensure, and other personal needs and goals. Set up an appointment with an academic advisor online at www.massagelifeacademy.com.

Instructor & Tutoring Support

Students can schedule time with instructors outside normal course hours for retakes, tutoring, and attendance make ups. There is no charge for assignment/exam retakes. Tutoring can be arranged with instructors at a rate of \$30/hour. Contact student services for more information.

Video Resources

Massage Life Academy has an educational Youtube channel @massagelifeacademy. It's free to access and has different video resources available throughout the course.

Career Counseling

Our goal is to help every student find employment that meets their goals (license required). We network with local spas, clinics, resorts and even cruise lines to help our students find the job of their dreams. A career advisor will contact you and set up an appointment. Spa One often hires students. All students are invited to apply.

Accessibility & Special Needs

Massage Life is committed to creating a learning environment that meets the needs of its diverse

student body. If you anticipate or experience any barriers to learning, or have any physical, mental/emotional challenges or disabilities, *it is important that you disclose them along with your application*. Students will never be discriminated against on the basis of disability or special needs, and we will provide reasonable accommodation to help our students succeed. It is important to note for students to be fully aware of the physical, mental, and emotional capacity that completing this program takes, and so we will require any prospective students with special needs to meet with student services privately to discuss if this is the right program for them before admittance.

Non-Discrimination

Massage Life Academy welcomes students of all races, religions, nationalities, genders and gender identities, sexual orientations, and ethnic origins and does not discriminate on any basis. We actively protect the rights of students, faculty, and clientele and ensure that everyone's experience is 100% free of discrimination or harassment. If you feel discrimination or harassment has occurred, contact student services. Your grievance will be addressed by management immediately and confidentially.

STANDARD OF ACADEMIC PROGRESS

Attendance Policy

Students are expected to attend all classes. If you miss a class for any reason, you are required to meet with your instructor and make up the missed hours on campus:

- Completing missed assignments;
- Completing any additional assignments given to you by your instructor; and,
- Paying for and attending the class you missed may be required. The cost is \$60/class.

Tardy Policy

Because Massage Life Academy is a clock hour program, every minute counts toward your education. We strongly discourage students from arriving late to class, but we understand that sometimes circumstances outside of our control do occur. Students who have missed any class time (tardiness or absence) will be required to come in and make up that time on a Saturday. Students are allowed three (3) tardies per Month, after that, the student will receive a written warning, and if the problem persists, will be put on academic probation.

Satisfactory Academic Policy (SAP)

Students are expected to maintain grades of C (2.0 GPA) or above. If you fall below this level, instructors will assess the situation and make recommendations to help you meet SAP.

Grading System

We use the following standard grading system:

Grade	Percent	GPA
A	94-100%	4.0
A-	90-93%	3.7
B+	87-89%	3.3
B	84-86%	3.0
B-	80-83%	2.7
C+	77-79%	2.3
C	74-76%	2.0
C-	70-73%	1.7
F	Below 70%	0.0

Grading Policy

MLA has the following grading policy:

- Withdrawals are marked as 'W' for withdrawal. See our Withdrawals policy for more details on withdrawing voluntarily.
- Courses that are not completed within regularly scheduled course time (due to incomplete attendance or extenuating circumstances) are marked as 'I' for incomplete. See our Leave of Absence policy for more details on extended leave.
- All of the courses outlined in our curriculum are currently required for completion of the program. Therefore, credits from outside institutions are currently non-transferable. See our Transfer of Credit Policy for more details.
- 'F' is the grade given for a failed class. Any classes in which an F is received as the final letter grade must be paid for, retaken, and passed (grade C or above) by the student to academically qualify for graduation.
- Students who repeat a course (either after having received an F as a final letter grade, or for any other reason) may receive full credit for the course, and the school will accept the highest final letter grade that the student achieved of any repeated courses taken.

Quiz/Exam Retake Policy

You have resources available to maximize learning and meet satisfactory academic progress (SAP). Retakes are one of them. You may retake a quiz or exam as many times as you wish. Each time you retake, your score is averaged with all prior scores. All retakes must be scheduled outside of regular class time. Above all, we want you to learn!

Warnings – Probation – Dismissal

Occasionally, students need reminders. If you receive a written reminder, it's not the end of the world! The purpose of a *Warning* is to help you understand policies and procedures and avoid disciplinary action. Do your best to comply. If you are placed on *Probation* on the other hand, you must take necessary steps outlined in the notice or there will be disciplinary consequences. A *Dismissal* is the most serious form of discipline and results in expulsion and loss of credit and tuition.

Appeals Process

Students always have the right to appeal disciplinary action. To ensure fairness and complete objectivity, our appeals board is made up of two administrators from our school and two third party representatives from another school or administrative body. To request a hearing, contact the Director of Education.

Leave of Absence (LOA)

Illness, health problems, family crisis, or financial issues may impact your ability to continue as planned. We understand that unexpected problems arise. If this is the case, we can provide a LOA for the period set forth in the LOA. LOA's are approved on a case-by-case basis and may require written documents such as a doctor's note, etc. Students on an LOA are expected to return and finish within 150% of their current program. Students are also required to continue making tuition payments during their LOA because they are still actively enrolled in the program. Failure to return and finish as outlined in the LOA or to continue making payments as they are due will result in Dismissal. If you need to take a leave of absence (or extend an existing LOA), contact the Admissions Office as soon as possible. Timing is important, so don't wait!

Withdrawal

If you withdraw voluntarily, without arranging for a leave of absence, you will be expelled, lose credit you have earned, and void tuition you have paid. If you are experiencing problems, contact student services or talk to a teacher, counselor, or mentor. We understand that unexpected problems arise. We are here to help. Dropping out is never a good option!

Graduation Requirements

For students to receive a 628-hour certificate in massage therapy, and/or transcripts from the school, they must:

- Complete the entire classroom education portion of their enrolled program (528 hours).
- Complete the entire clinical internship portion of their enrolled program (100 hours).
- Pay all tuition and fees.
- Successfully pass all courses with a 2.0 GPA minimum.
- Satisfy 100% attendance requirements (or complete all makeups for class absences).
- Return all loaner equipment and books borrowed from the school.

Upon successful completion of all requirements, Massage Life Academy provides a graduation certificate (Diploma of Massage Therapy), and two sets of transcripts (one set is mailed directly to the state massage licensing agency for application of the graduate's massage license and one set is provided to the student). Additional certificates and transcripts are available through the school for the cost of \$20 per copy.

Cancellation & Refund Policy

All cancellations must be received by the school in writing by email or letter.

- Any application or agreement may be canceled within 3 business days for a full refund.
- After 3 business days, any application or agreement may be canceled through the first week of school for a full refund of monies paid, excluding the \$150 registration fee. All books and supplies must be returned in good condition or additional fees may apply.
- After the first week of school, if a student chooses to withdraw, a withdrawal form must be filled out and given to the Director of Education. Once approved, the student will receive a refund as follows:
 - 85% of the total tuition paid will be refunded if a student withdraws during the first Month of the program.
 - 70% of the total tuition paid will be refunded if a student withdraws during the second Month of the program.
 - 55% of the total tuition paid will be refunded if a student withdraws during the third Month of the program, but before 50% of the program is completed.
 - After 50% of the program is completed, refunds are not allowed.
- All refunds will be returned to the party who paid within 30 business days.

Code of Ethics & Conduct

While enrolled, students are expected to maintain the same high standards expected of professional licensed massage therapists. Students are expected to:

- Maintain optimal health and well-being through adequate diet, sleep, exercise, recreation, and effective planning of time and energy.
- Uphold the highest standards of academic integrity by not cheating, stealing, or being dishonest; this includes doing your own homework and not copying classmate assignments.

- Be honest in their communications, maintain confidentiality of personal information shared at school, and respect personal property of others and the school.
- Work and communicate with everyone in a respectful, professional manner.
- Respect others and do no harm to the physical, mental, emotional, or spiritual well-being of themselves, classmates, clients, etc. Discrimination and harassment are grounds for immediate dismissal.
- Maintain high standards of personal hygiene and appropriate dress.
- Being under the influence of or possessing alcohol or illicit drugs is strictly prohibited and grounds for immediate dismissal.
- Dating and intimate relationships (between students and faculty members, while the student is enrolled at Massage Life Academy) are strictly prohibited, and grounds for immediate dismissal.
- Massage therapists are ethically and professionally obligated to hold client information in confidence (i.e., limited to discussions only within the school-to-school members). Everything discussed and deemed personal in the classroom or clinic must not be shared with others but appropriate school personnel. Clinic clients should always be interviewed in private.
- Proper draping techniques and individual modesty are to always be respected. Genital areas and breasts are to always be covered and never massaged. Proper draping protocol as taught and demonstrated at school is to be observed. Also, the entire buttocks including the gluteal cleft and fold are to always remain covered unless partially exposed and worked only with the classmate's verbal or client's verbal and written consent.

Placement Assistance

Massage Life Academy will assist the student in finding Massage Therapy related work to the best of its ability and within reason, by route of career counseling, placement advisory, and business workshops: however, Massage Life Academy cannot guarantee placement or any certain salary, and it is ultimately the student's responsibility to find work upon graduation.

I hereby state that I have read and fully understand the information written above prior to both my enrollment and any receipt of tuition by Massage Life Academy, and therefore verify that Massage Life Academy has fulfilled the requirements of Utah Law (U.C.A 13-34-108).

Signature: _____ Date: _____

Printed Name: _____

Director of Education (Representative of Massage Life Academy)

Signature: _____ Date: _____

Printed Name: _____