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, and lunchroom. 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/instructor/VP of Development/Advisor), Shayla Reay LMT (Director of Education), Skyla Robinson LMT (Academy Operations Administrator), Lisa Roe LMT (instructor), Nora Murtishaw LMT (instructor), Mary Humphries LMT (instructor), Jasmine Baker LMT (instructor), Danielle Glenn 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: Description & Objectives
Upon graduation, students will be fully educated and competent in the practice of Massage Therapy—capable of providing safe, effective, and compassionate care. Graduates will possess a diverse set of lifelong skills, advanced techniques, and a deep passion for this beautiful healing art. Emphasis is placed on self-care and career longevity for both students and staff, fostering a sustainable and rewarding professional journey.
Our comprehensive program includes a 33.5-week (644 clock hour) Massage Therapy Diploma Program. This program includes seated classes, hands-on classes, and clinical coursework performed in our partner spa, Spa One. Our program includes 100 hours of hands-on clinical experience in a professional spa setting at Spa One. In addition to technical training, we provide free tutoring, career counseling, and guaranteed employment for all students upon graduation.
Self-care and career longevity tactics are a big focus in our program and encouraged for students and staff alike. Upon successful completion of the program, students will receive a Diploma in Massage Therapy (see Graduation Requirements that follow). We have a passion for Massage Therapy and want to cultivate that same fire in our students!

Course List

- CPR/Sanitation and Universal Precautions (16 hours)
- Intro to Hands-on: Foundations (24 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 (100 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 fees and tuition.
- You must have dedication and drive to finish the program.

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 644-hour, 33.5-week massage therapy program is $12,000. Here's the breakdown of all costs and payment due dates:

Description	Due Date	Amount
Registration fee	**When you enroll**	**$150**
Books, uniforms, and supplies	**Paid in full one month before classes begin**	**$1,350**
Tuition	**Paid in full at least one month before classes begin -or- paid monthly as agreed**	**$10,500**
Total Cost		**$12,000**

*Includes textbooks, holster and oil bottle, two uniforms, ABMP membership, Spa One Student Membership, flash cards, and school T-shirt.

Registration Fee

A non-refundable registration fee of $150 is due when you enroll.

Books, Uniforms & Supplies

Books, uniforms, and supplies total $1,350. These are due 30 days before classes begin and will be ready for you at orientation one week before classes start. If you change your mind and wish to exit the program before classes start, we will refund the full amount of $1,350, provided that all items are returned in new and unused condition. See *Refund Policy* for more information.

Pay-As-You-Go Financing

Many students pay as they go. This is a very convenient and practical way to gain an education without getting into debt. Each pay-as-you-go plan is customed to your needs. Tuition may be spread over anywhere from 8 to 18 months. Payments are due on the 1st day of each month. Your final payment and any other unpaid balances are due one week before last day of class. No interest is charged with on-time payments, however, late payments are subject to a monthly fee of $20 plus 2% of the unpaid balance per month.

Early Payment Discount

Receive a 10% discount on your total tuition if you pay your full tuition early, at least one week before classes begin. *That's a savings of up to $1,200!*

Tuition Reimbursement

Massage Life Academy has teamed up with Spa One to offer tuition reimbursement to graduates who demonstrate exceptional skill, professionalism, and client care. If you qualify for employment at Spa One, and maintain a schedule of at least 24 hours per week, you'll receive $100 per month in tuition reimbursement for up to 48 months. That's **$4,800** in reimbursements over four years!

Financing

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.

FAFSA (Free Application for Federal Student Aid)

FAFSA is the official form students complete to apply for federal financial aid programs in the U.S., such as grants, loans, and work-study offered through the Department of Education. We do not offer federal financial aid, however, we provide a variety of unique grants and scholarships and financing options you won't find anywhere else. Our goal is to help you avoid lengthy loan processes and unneeded student debt. Graduate debt free with the help of a grant or scholarship, custom payment plan, a secure job when you graduate, and tuition reimbursement for up to 48 months after you graduate.

Grants & Scholarships

At Massage Life Academy, we believe everyone deserves access to a great education. Thanks to the generous support of our community partners, we're proud to offer a variety of exclusive grants and scholarships you won't find anywhere else.

Getting started is simple. Just visit our website and select GET STARTED to begin. Once we receive your information, we'll automatically review your eligibility and match you with any available programs. If you pre-qualify for a grant, we'll provide a short list of required documents and complete the entire process with you during your enrollment appointment. *It's quick, easy, and many people qualify!*

For a complete list of current grants, scholarships, and other financial programs, visit our website or contact a student advisor.

Transfer of Credit Policy

At Massage Life Academy, we take great pride in our curated, proprietary curriculum. To ensure that every graduate possesses specific clinical skills, bodywork flow, and professional ethics that define our "Gold Standard" reputation, Massage Life Academy does not accept transfer credits from other institutions.

We believe that the most successful practitioners are those who have experienced our program in its entirety—from the foundational lecture to the advanced clinical application. This "whole-program" approach ensures:

• Consistency in Training: Every student learns the same advanced techniques and safety protocols, ensuring a unified and safe classroom environment.

• Clinical Synergy: Our modules are designed to build upon one another in a specific sequence that aligns with our unique philosophy of healing.

• Licensure Confidence: By completing all hours under our direct supervision, we can confidently advocate for your competency when you sit for the MBLEx and apply for Utah state licensure.

We recognize and value the prior experience you may bring to our community. While these hours will not be credited toward your graduation requirements here, your previous background will undoubtedly serve as a strong foundation for your journey through our curriculum.

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 makeup. Massage Life Academy provides free student tutoring and attendance makeup (for excused absences only) sessions on Fridays and Saturdays by appointment only. Students are encouraged to utilize these windows to ensure their milestones are met at no additional cost.

If a student is unable to attend the scheduled Friday/Saturday sessions or the absence is unexcused, they must coordinate with the instructor for the classes missed to schedule private makeup outside of classroom hours. Private tutoring or attendance makeup scheduled outside of the free Friday/Saturday window are billed 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

Professional Dress Code

Students are required to maintain a professional appearance that reflects healthcare and industry standards at all times while on campus, in class, or in the student clinic.

- **Approved Attire**: Students must wear solid gray scrubs or an official MLA shirt (paired with solid gray scrub pants).
- **General Guidelines:** Attire must be clean, fitted appropriately, and free of visible tears, stains, or non-approved logos. Closed-toe shoes suitable for bodywork and clinical settings are required.

Failure to adhere to the dress code may result in a student being asked to leave campus until compliant, with any missed class time counted toward their overall attendance record.

Attendance: Tardy Policy

Because Massage Life Academy is a clock hour program, every minute counts toward your education. The industry standard for Licensed Massage Therapists (LMTs) requires punctuality to ensure clinical preparedness and respect for the client's healing time.

- **The Professional Grace Period:** A 5-minute window is provided at the start of each session for transition.
- **The Tardy Threshold (6–14 Minutes):** Arrival during this window is recorded as a tardy. To maintain the integrity of state-mandated clock hours, any time missed beyond the grace period must be reconciled through the school's makeup protocols.
- **The Clinical Absence (15+ Minutes):** To ensure every student receives the full breadth of their education, arrival after the 15-minute mark is recorded as an absence. We welcome and invite you to stay for the remainder of the lecture or lab to ensure you don't fall behind on the material; however, because the full session hours cannot be officially credited, a makeup session will be required to satisfy graduation requirements.

Attendance: Excused vs. Unexcused Absences

Regular attendance is vital for mastering practical skills and fulfilling state licensure clock-hour requirements. The academy categorizes absences based on the nature of the event and the notice provided:

Excused Absences

Excused absences are approved absences resulting from qualifying circumstances where adequate advance notice or official documentation is provided.

- **Qualifying Events**: Includes major planned life events (e.g., weddings, graduations) provided plenty of prior notice is given to administration. It also includes verifiable emergencies (e.g., medical emergencies with a doctor's note, jury duty, or military obligations).
- **Impact**: An excused status grants the student the opportunity to reschedule missed practical assessments or clinic hours without administrative penalty. *Note: An excused absence waives disciplinary penalties, but mandatory clock hours must still be made up.*

Unexcused Absences

Unexcused absences occur when a student misses class without proper notice, valid justification, or verifiable documentation.

- **Qualifying Events**: Includes unannounced absences, last-minute call-outs for non-emergencies, personal travel taken without prior administrative approval, or arriving 15+ minutes late without notice.
- **Impact:** Unexcused absences require mandatory hour make-ups, may incur administrative make-up fees, and can lead to formal documentation (such as a Pink Slip or Student Success Plan) or professional probation if a pattern continues.

Mandatory Communication Standard (Applies to ALL Absences)

Regardless of whether an absence is excused or unexcused, the student is strictly required to notify all affected instructors for that day prior to the start of class. If the absence impacts a clinical shift or student appointments, the student must also notify the clinic supervisor and front desk staff. Failure to communicate missed shifts in advance—even for an otherwise valid reason—may result in the absence being categorized as unexcused.

For complete details on tardiness (including the 5-minute grace period), make-up hour scheduling, and formal appeal procedures, please refer to the Student Handbook.

Satisfactory Academic Policy (SAP)

Massage Life Academy maintains high standards to ensure every graduate enters the profession with the competence and reliability expected of a healthcare professional. To remain in good standing, students must meet both Academic and Attendance benchmarks:

Satisfactory Academic Progress: Students are expected to maintain a grade of C (2.0 GPA) or above in all coursework. If a student's GPA falls below this level, the Director of Education will initiate a *Student Success Plan* to provide academic recommendations, tutoring resources, and a strategy to return the student to satisfactory standing.

Attendance Standards: Professionalism in the massage industry begins with presence. Reliability is a

core competency; therefore, the following limits are in place for the duration of the program:

- **Unexcused Absences:** Students are permitted a maximum of three (3) unexcused absences for the entire duration of the program.
- **Tardiness:** To respect the learning environment and clinical sanctuary, students are permitted a maximum of three (3) tardies per module block.

Supportive Intervention: Exceeding these limits is an indicator that a student may need additional institutional support. If a student nears or exceeds these thresholds, a mandatory meeting with the Director of Education will be scheduled to implement a Student Success Plan. Our goal is to identify these patterns early so we can advocate for your success before your graduation path is compromised. We are committed to your growth, and this partnership ensures that no student has to navigate their challenges alone.

Pink Slip Policy

At Massage Life Academy, we believe that clear communication is the foundation of a professional relationship. To ensure our students always know where they stand in relation to their milestones and state-mandated requirements, we utilize Pink Slips for real-time documentation.

What is a Pink Slip?

A Pink Slip is a professional record-keeping tool used to document any deviation from the Academy's standards, such as tardiness, absences, or classroom policy updates. Think of it as a "check-in" rather than a disciplinary action.

The Pink Slip serves two vital functions:

- **For the Student:** It provides immediate clarity. There is never a "guess" as to how many tardies or absences you have accrued. It allows you to see patterns early so you can adjust before they impact your success.
- **For the Academy**: It creates an objective paper trail. This ensures that the administration has the data needed to "show up" for you. If a pattern emerges, these slips act as the signal for the Director to reach out and offer a Student Success Plan.

How the Process Works:

1. Observation: If a policy deviation occurs (for example, arriving 6 minutes after class begins), the instructor will fill out a Pink Slip.

2. Notification: The instructor will provide you with the slip as a respectful notification of the record. This is a moment to acknowledge the standard and move forward with your day of learning.

3. Support Trigger: After the first Pink Slip, or if a pattern is identified, the Director of Education will schedule a private meeting to initiate a Student Success Plan.

Our Commitment to You: Because we take your education and your future license seriously. By documenting these moments, we ensure that every student is treated fairly and that no one falls through the cracks. We are here to support you in maintaining the high standards that will make you a sought-after professional in the massage industry.

The Student Success Plan (SSP)

The Student Success Plan is a proactive partnership between the student and the Director of

Education. It is designed to identify obstacles early and provide a clear path forward for students to regain their momentum toward graduation and licensure.

An SSP is initiated if a student's academic or attendance progress falls below the Academy's professional standards (e.g., reaching attendance thresholds, falling below a 2.0 GPA, or classroom policy deviations).

The Collaborative Process

The Director and student meet privately to:

• Identify Barriers: Discuss any personal or logistical challenges impacting performance.

• Deploy Support: Coordinate Academy resources, such as free Friday/Saturday tutoring or individualized academic advocacy.

• Set Goals: Co-create specific action items to return the student to good standing.

Documentation & Accountability

Every SSP results in a formal written agreement that outlines:

• The specific area for improvement.

• The support provided by the Academy.

• The student's commitment to professional growth.

Outcomes

The SSP is a "support-first" intervention. Successful completion of the plan ensures the student remains in good standing. Because the SSP is a collaborative agreement, failure to meet the plan's commitments may lead to Professional Probation.

Probation & Administrative Dismissal

Probation: Probation is a formal status that occurs only if a student is unable to abide by the commitments outlined in the Student Success Plan they helped create. Probation serves as a serious signal that the student's path to graduation is at risk, necessitating immediate and consistent alignment with Academy standards to avoid further consequences.

Administrative Dismissal: Dismissal is the most extreme measure and represents a significant loss of credit and tuition. At Massage Life Academy, our goal is to do everything in our power to prevent this outcome. However, to maintain the high degree of integrity our industry partners expect, we must ensure that every graduate we produce is ready to represent the profession with excellence.

See the Appeals Process.

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!

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 644-hour certificate in massage therapy, and/or transcripts from the school, they must:

- Complete the entire classroom education portion of their enrolled program (544 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

Massage Life Academy is committed to fairness, transparency, and ethical business practices. Students are responsible only for the portion of tuition corresponding to instruction already received. If a student withdraws from the program voluntarily or is dismissed for any reason, the student may receive a refund for the unused portion of tuition paid, as described in this policy.

All cancellation requests must be submitted to the school in writing by email or letter.

Right to Cancel (Three-Business-Day Cancellation Period): A student has the right to cancel the enrollment agreement within three (3) business days after signing the agreement. If cancellation occurs within this period:

- The student is entitled to a full refund of all monies paid, including registration fees.
- Any books, equipment, or supplies issued must be returned in unused condition or the money will not be refunded.
- This right to cancel applies regardless of whether instruction has begun.

Cancellation After the Three-Day Period but Before the First Week of Instruction: After the three-business-day cancellation period but before completion of the first week of instruction, a student may cancel enrollment and receive:

A full refund of tuition paid, excluding the $150 registration fee.

Any textbooks, kits, or supplies that were issued must be returned in good condition. If materials are not returned or have been used, the replacement cost may be deducted from the refund.

Withdrawal After Instruction Has Begun: If a student withdraws voluntarily or is dismissed from the program after the first week of instruction, the student may receive a refund for the unused portion of tuition paid. Refunds will be calculated using a prorated method based on hours of instruction completed (see example below).

Students are responsible only for tuition corresponding to actual instruction received. Any prepaid tuition exceeding the earned amount will be refunded.

Completion Threshold: If a student has completed eighty percent (80%) or more of the total program hours, the tuition will be considered fully earned and no refund will be issued. This provision prevents abuse of the refund policy while maintaining fairness for students who withdraw earlier in the program.

Determination of Withdrawal Date: The official withdrawal date used to determine refunds will be the date written notice of withdrawal is received by the school or the date the school administratively withdraws the student. Students who stop attending without formally withdrawing may be administratively withdrawn.

Refund Processing: If a refund is due:

- Refunds will be issued to the party who originally paid the tuition, unless otherwise required by law.
- Refunds will be processed within thirty (30) business days of the student's official withdrawal or dismissal date.

Refund Calculation: If the total program tuition is $12,000 for a 1-hour program, each hour of instruction equals approximately $18.63 of tuition.

Institutional Commitment: Massage Life Academy believes students should pay only for the education they actually receive. This refund policy reflects the school's commitment to ethical treatment of students, financial transparency, and responsible educational practices.

Readmittance Policy/Fresh Start

If you withdraw or are dismissed, we are willing to give students the opportunity to start over depending on the situation—especially if there were extenuating circumstances involved. If this is the case, contact Admissions and ask for a "Fresh Start." If you're approved, we will issue you a *full credit*

for any tuition you paid during your prior enrollment (subject to Maximum Time Frame Policy below). This means you get a 100% credit on all tuition paid and a complete do over! This is our way of helping everyone achieve their goals—even when plans get derailed.

Maximum Timeframe for Program Completion

If a student cannot complete their courses in the standard amount of time due to a Leave of Absence, retaking courses, or other circumstances, they will need to complete the program in no more than 150% of the regular program length. The timeline for our massage therapy program is 8 months (34 weeks) with a maximum timeline of 12 months (52 weeks). A student who does not meet all the requirements to graduate within the maximum timeline will not be eligible for graduation and will have failed the program. In certain circumstances, however, a student may re-enter the program again as a new student, as described in our "Fresh Start" program above.

A Cumulative attendance rate of 70% is required to graduate. (This is referring to original attendance of scheduled class time; however, 100% of missed required course hours must be made up. See Attendance Policy above for more details.)

Licensure Requirements

Before you can work in the state of Utah, you must become fully licensed. This requires you to:

- Pass the MBLEX exam.
- Provide a Verification of Education from an authorized school (with curriculum breakdown).
- Get your fingerprint cards taken at DOPL or local police station.

For more information, contact the Utah Division of Occupational and Professional Licensing at 801-530-6628.

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, other students,

or professional affiliates, 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.

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: _____

Representative of Massage Life Academy

Signature: _____ Date: _____

Printed Name: _____