

# Enrollment Agreement

## Massage Therapy Program

Serenity Tree School of Natural Healing

2895 S Highway 89

Perry, UT, 84302

Phone: 801-941-0672 \* Fax 435-921-6203

REGISTERED UNDER THE UTAH POSTSECONDARY PROPRIETARY SCHOOL ACT (Title 13, Chapter 34, Utah Code). Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employer's training requirements. This may be done by calling the prospective school or employer. The institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.

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## General Information

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Emergency Contact Name and Phone #: \_\_\_\_\_

## Program

Massage Therapy Certificate – 750 hours

Start Date: \_\_\_\_\_ Estimated Completion: \_\_\_\_\_

- Massage Therapy Evening: Tues-Wed 4:00PM – 8:00PM 11 months (46 weeks) 750 hours.  
Class begins \_\_\_\_\_ – Class ends \_\_\_\_\_
- Massage Therapy Days: Tues-Wed 9:00AM – 1:00PM 11 months (46 weeks) 750 hours.  
Class begins \_\_\_\_\_ – Class ends \_\_\_\_\_

## Graduation Requirements

- All coursework, clinic hours, hands on, and tests must be completed before student will graduate and receive the massage therapy certificate. All 750 hours must be completed within the 150% of their program timeframe in order to graduate.
- If a student is absent, they must make up the hours they have missed and pay a make-up class fee of \$80.
- If the student fails a class, they must retake the class in order to fulfill graduation requirements and have at least a 2.0 cumulative GPA.
- If the student does not meet the above requirements, so that they graduate within the 150% timeframe. Then the student will have to reapply to the school, pay a registration fee, pay tuition costs on courses needed to complete the program requirements.
- Student will receive a certificate in massage therapy that will meet the State of Utah requirements to apply for massage therapist license.

## Program Costs

### 750 Hour Massage Therapy Program

Registration Fee/ Deposit	\$100.00
Tuition	\$9,000.00
Books & Lab Fees	\$1,500.00
Supplies	\$1,300.00
Massage Table or Massage Chair	\$600.00
<b>Estimated Total Cost</b>	<b>\$12,500.00</b>

Total cost includes tuition, registration fee, all books required for each class, four sets of sheets, massage table blanket, your choice of a massage table or massage chair, bolster, clinic uniforms, one year of massage insurance through AMTA, one gallon of lotion, holster and lotion bottle. Student will receive massage table or massage chair upon graduation and full payment to Serenity School of Natural Healing.

## Payment Plan Options

### In House Quarterly Payment Option

Student pays \$100 registration fee and completes the enrollment application. Payment plans are interest free. Payments can be made to Serenity Tree School of Natural Healing, quarterly of \$3,100.00. Payment is accepted through Automated Clearing House (ACH) transactions, cashier check through financial aid department, or credit card with a 2.7% processing charge. Payments are due on the 5<sup>th</sup> of September, December, March, and June. (\*There is a \$40 late fee for payments past 10 days late.) Students will not receive their massage table or massage chairs until tuition is paid in full. Tuition must be paid in full before student can graduate.

### In House 12-Month -Monthly Payment Plan Option

Student pays \$100 registration fee and completes the enrollment application. Payment plans are interest free. Payments can be made to Serenity Tree School of Natural Healing, monthly of \$1,033.33 for twelve months. Payment is accepted through Automated Clearing House (ACH) transactions, cashier check through financial aid department, or credit card with a 2.7% processing charge. Payments due on the 5<sup>th</sup> of each month. (\*There is a \$40 late fee for payments past 10 days late.) Students will not receive their massage table or massage chairs until tuition is paid in full. Tuition must be paid in full before student can graduate.

### In House 24-Month - Monthly Payment Plan Option

Student pays \$100 registration fee and completes the enrollment application. Payment plans are interest free for the first 12 months. Payments can be made to Serenity Tree School of Natural Healing, monthly of \$516.67 for 12 months no interest. The remaining 12 months will be \$525.81 at a 3.25% interest rate. Total payment with interest will be \$12,609.72. Payment is accepted through Automated Clearing House (ACH) transactions, cashier check through financial aid department or credit card with a 2.7% processing charge. Payments due on the 5<sup>th</sup> of each month. (\*There is a \$40 late fee for payments past 10 days late.) Students will not receive their massage table or massage chairs until tuition is paid in full. Tuition must be paid in full before student can graduate.

### Third Party Private Sector Loans

Student pays \$100 registration fee and completes the enrollment application. The student will be responsible for applying for the loan from a third party. Loans will be based upon review of the student's credit history, debt and income.

## School Scholarship

The owners of Serenity Tree School of Natural Healing can provide a one-time scholarship to selected students at owner's discretion. Students can apply for the scholarship through the registrar's office. Scholarships are limited and on a first come first basis.

## Admission Requirements

Per (Rule 152-34-4(3) of the Utah Administrative Code students must be at least 18 years old, have a minimum of a high school diploma or General Education Development (GED) Certificate. The Utah Department of Commerce does require all applicants for massage therapy to complete a criminal background check, fingerprints, and have a good moral character.

- \_\_\_\_\_ Applicant certifies that they are at least 18 years old. (Copy of a state issued photo ID Included, such as driver license, etc.)
- \_\_\_\_\_ Applicant certifies that they have the minimum of a high school diploma or GED Certificate. (Copy is included)
- Do you currently have any pending judgments against you, or have you been charged or convicted of any misdemeanor or felony at any federal or state level that could affect the License to Touch Others. (That could include any abuse or violence, sex crime, etc.)?
  - No  Yes If you answer yes, please give a brief explanation

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- Do you currently have any pending judgments against you, or disciplinary against taken against you by a Professional Licensing Agency?
  - No  Yes If you answer yes, please give a brief explanation

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- We reserve the right to perform random drug testing. Do you currently have any drug or alcohol addictions that could cause a problem with completing the requirements of the program?
  - No  Yes If you answer yes, please give a brief explanation

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- \_\_\_\_\_ As a student at Serenity Tree School of Natural Healing I agree to abide by the rules and regulations established by the Utah Massage Therapy Practice Act (58-47b), the Utah Massage Therapy Practice Act Rules (R156-47b), and the Utah Massage Therapy Code of Ethics and Professional Standards, including unlawful conduct. Violations can result in the dismissal of the school.
- \_\_\_\_\_ Applicant has read and understood all regulations and rules established above from Serenity Tree School of Natural Healing.

Serenity Tree School of Natural Healing has dedicated the space for a place of learning and growing. We want all to be comfortable and to feel safe while they attend school. The art of massage and bodywork is a very special kind of work that requires a license. We do not want to have our students put themselves at risk by practicing massage techniques without the proper license outside of the school setting. Such behavior could result in dismissal from the school.

## Transfer Credit Policy

Serenity Tree School of Natural Healing only accepts transfer credits from massage schools that are in accordance with the Utah Department of Commerce (R156-47b-302.1a) or are accredited by an agency that the US Department of Education recognizes. Coursework on transcripts must meet our program requirements in order to be considered and allowed. Transcripts will be considered on a case-by-case basis. Tuition discount will be considered as previous credits are accepted. Serenity Tree School of Natural Healing will be in full compliance with the Utah Department of Commerce, so that all credits can be fully transferable to other massage therapy schools.

## Standards of Progress (SAP) Policy

### Attendance

Students are required to complete all 750 hours by the end of the 47-week program. If the student is absent, they must make up the classwork within two weeks. The student will be required to pay a \$80 make up class fee to the financial aid department and make arrangements with the instructor to make up the class. If students are absent on an exam day, they must make arrangements with the instructor to make up the exam and pay the make-up class fee of \$80. If the student does not make arrangement to complete an exam the student will receive an F on the exam and may be required to repay and retake the class. All coursework and classes must be completed before graduation. Students must complete 750 hours and have a 2.0 GPA in order to graduate. Students are required to complete all 150 hours of clinic out of the 750 total hours. If a student needs to miss a clinic day, they will need to contact the Day Spa Manager for approval. If they miss a clinic day, they will be required to make up that time. Students may request days off for clinic in advanced and get approval for leave by the Spa Manager. If students have a no show for their clinic hours, they will have disciplinary actions against them and could also be charged for standing up a client. **If a student misses a clinic day and a LMT takes their clients for that day, the student will be responsible for paying the difference of the student and LMT rate of each appointment.**

### Grading

**Students that receive a F in any class must retake the class, repay for class, and complete the course with a passing grade.** Once the course is retaken the new grade will replace the failing grade and improve the GPA. If a student withdrawal from a class they will receive a W in the grade. This will not affect the GPA, but the student will need to repay and retake the class with a passing grade. If the student is absent and does not make up the work, they will receive an Incomplete. This will also not affect the GPA, but the student will need to repay and retake the class with a passing grade in order to graduate.

Grading will be established as indicated.

A = 93% - 100%, A- = 90% - 93%, B+ = 87% - 90%, B = 83% - 87%, B- = 80% - 83%, C+ = 77% - 80%, C = 73% - 77%, C- = 70% - 73%, D+ = 67% - 70%, D = 63% - 67%, D- = 60% - 63%, F = >60%

### Warnings, Probation, Dismissal

Students will receive attendance warnings if the registrar sees a pattern of absences or has continuing attendance issues. Such behaviors of not attending class and clinic hours that are required will result in probation and possible dismissal. Having no shows on clinic hours will have a negative reflect on your grade for your clinic hours.

Students that show inappropriate behavior in clinic hours and class such as: violence, sexual advancements, inappropriate touching, inappropriate draping, etc. will be put on probation. If said behaviors continue the student will be dismissed from the school.

Most situations will not determine a complete dismissal from the school. If the student receives five warnings for attendance for class and clinic hours the student will be placed on probation. If the behavior does continue the probationary period could lead to dismissal of school. The admissions office will work to help resolve issues with students to help prevent probation and dismissal.

### **Appeals and Readmission**

Students that are in probation and dismissal can appeal the school's decision. The student may provide information that they had extenuating circumstances. The student must make a written appeal to the school administration. The appeal will be reviewed and a final decision will be made. Serenity Tree School of Natural Healing will contact the student within 14 business days of their decision. Students that are dismissed from Serenity Tree School of Natural Healing can reapply to the school after three months have passed.

### **Timeframes and GPA Requirements**

We use measurements established by Satisfactory Academic Progress (SAP). The student must maintain a cumulative GPA of 2.0 within the program. The Massage Therapy Program is 750 hours and designed as a 47-week program. In order to follow SAP regulations, the student must have completed 250 hours by the half way point of the required 750 hours.

There are special circumstances that may arise and a student is not able to complete the program within the 47-weeks established. These cases will be reviewed on a case-by-case situation. Serenity Tree School of Natural Healing was established to help people. We will help our students in the best way we can in order for them to complete the program within the timeframes established by SAP and not go over 150%.

### **Clinic Hours**

The student must complete the 150 hours of clinic hours within the timeframe they are enrolled at Serenity Tree School of Natural Healing. The student will agree to complete these hours within the designated timeframe. If the student does not complete the hours within the timeframe, the student will have an additional 6 months to complete all requirements for the program. If the student is unable to complete all requirements, the student will need to re-enroll into the program and complete the necessary requirements to graduate.

### **Leave of Absence**

If a student is unable to complete school at the time, they are enrolled they can request a leave of absence in writing to our admissions department. These cases are on a case-by-case basis and need to be approved prior to the absence. The student must provide in writing the reason they are requesting a leave of absence and provide an approximate return date. If the student does not provide a valid leave of absence request to the admissions department, it may be grounds for dismissal. If the student is unable to complete classes on time or within the 150% from their graduation date, the student withdrawal from school. They can later reapply into another program. If the student is on a payment plan during a leave of absence the payment will still be required, because they are still technically enrolled in our school program. If payments are not made towards tuition the student will be dismissed from school.

If students do not return to school on the leave of absence return date, then the student will receive a dismissal from school. The student will receive credit for completed and passed classes on their transcripts. The classes that were not completed will be given an "I" for incomplete. Tuition will be due for payments not made. If the student is due a refund for payments received to the school a refund will be issued within 30 days.

## **Emergency Leave**

If the student poses a health risk to other students, staff or clients, due to COVID-19 or the effects of COVID-19 the student can be placed on emergency leave. The emergency leave can be lifted once the student provides a doctor note that they are no longer a risk. If the student must miss class in person, they will have the option to do virtual class and make up hands on portions of class later on. The student will have to contact instructor to make up class assignments. The student will have a reduced class make-up fee of \$40.

## **Housing**

Serenity Tree School of Natural Healing does not offer housing. There are classifieds and websites that will help to find housing within the area of the school.

## **Code of Ethics**

While enrolled at Serenity Tree School of Natural Healing the student agrees to maintain a professional standard of practice. Students will need to respect the following policies while enrolled at Serenity Tree School of Natural Healing:

- Students are to maintain academic integrity by completing their own assignments timely, not cheating, no plagiarism, no dishonesty or stealing of school or personal property. Respect school property and take care of the facility. Maintain confidentiality with clients and other students' information.
- Students will keep good personal hygiene and dress appropriate for the classroom and clinical setting. Maintain healthy habits by getting enough sleep to have the energy to complete the classwork assignments and hands on practical.
- Students are expected to treat other students, faculty, teachers, staff and clients with respect. They are expected to communicate professionally and respectfully. The student is expected to be responsible for their own actions and cause no harm physically, mentally, emotionally, or spiritually to themselves, clients, faculty, classmates, etc.
- Student, faculty, teachers, clients and staff will respect other people's personal boundaries, both physically and energetically. Serenity Tree School of Natural Healing is a place of safety for all who are here. We will perform both physical massage and energy work. All parties will need to gain permission to work on other people before doing any such work.
- Maintaining health and wellbeing is our primary focus, students will agree to not use any alcohol or controlled substances when coming to class or completing clinic hours.
- As massage therapists we are ethically responsible for maintaining client confidentiality, limited within the school members. Things discussed in the classroom are to be held as personal information and to not be discussed with others outside the school personnel.
- Students must maintain a professional relationship with the instructors, staff, and personnel while attending Serenity Tree School of Natural Healing. Having close personal relationships are strongly discouraged. Dating and intimate relationship between students and faculty is prohibited, and will be grounds for dismissal of school.
- Students will maintain proper draping procedures to respect individual modesty. Genital areas are not to be massaged, touched or exposed. The protocols that we will teach and practice for proper draping techniques for the chest will be observed on all female students and clients. The student will observe that the buttocks is covered at all times including the gluteal line. The gluteal muscles can be partially exposed, as demonstrated in the classroom, at the verbal consent of the student or the verbal and/or written consent of the client.

## **Job Placement**

Serenity Tree School of Natural Healing does not guarantee a job upon graduation. We will however, assist in helping students to prepare for the workforce. We will also provide job listings for the immediate areas.

## **Special Needs Students**

Serenity Tree School of Natural Healing does not discriminate on enrollment due to disability or special needs. Some disabilities may affect a student from passing the national exam that is required for state licensing and employment. If such disability is present, please note that on the enrollment application. Our staff will make reasonable accommodations as needed.

## **Cancellation and Refund Policy**

Applicants that are not accepted into the program and if classes have not begun, then the student will receive a full refund including their \$100 registration fee back. Applicants have up to three business days to cancel their school application in writing and to receive their money back in full.

- (3) The institution shall adopt a fair and equitable refund policy including:*
  - (a) A three-business-day cooling-off period during which time the student may rescind the contract and receive a refund of all money paid. The cooling-off period may not end prior to midnight of the third business day after the latest of the following days:*
    - (i) the day the student signs an enrollment agreement;*
    - (ii) the day the student pays the institution an initial deposit or first payment toward tuition and fees; or*
    - (iii) the day that the student first visits the institution, if the program lasts more than 30 consecutive calendar days.*

If the applicant decides to withdrawal from school after the three days and classes have begun, then the applicant will be charged for the classes that they have attended and the \$100 non-refundable registration fee. Any payments that applicants owe, will be due immediately to Serenity Tree School of Natural Healing. If the student has already paid for their classes a refund will be prorated from the classes that they did not attend and a refund will be issued within 30 days.

If the student is absent for more than 10 days and withdrawals from the school. Then the student will be charged for the classes that they have attended. The payments owed by the applicant, will be due immediately to Serenity Tree School of Natural Healing. If the student has already paid for their classes a refund will be prorated from the classes that they did not attend and a refund will be issued within 30 days.

If student is dismissed from school, due to not following the rules and regulations established by Serenity Tree School of Natural Healing. They will receive a refund for classes that they have paid for and have not taken. The refund will be prorated for the classes that they have already taken and a refund will be issued within 30 days. If the student is making payments to Serenity Tree School of Natural Healing the amount owed by the applicant is due in full immediately for the classes that the student has taken.

(The holder of this credit contract is subject to all claims mentioned within, the debtor could assert against the seller of services or goods, pursuant within. Recovery by debtor shall not exceed amounts paid by the debtor.)

## Refund Table

Student is entitled to a refund	Refund
Within first 10% of program or course	90% less cancellation charge
11% - 25% of program or course	75% less cancellation charge
26% - 50% of program or course	50% less cancellation charge
51% - 75% of program or course	25% less cancellation charge
After 75%	No Refund

**It is hereby agreed between all signatories of this contract, if there are any disputes out of this contract it will be handled by an impartial mediator agreed by both parties. Brigham City is the venue for the resolution of any dispute under this agreement, including debt collection. The agreement is governed by the State of Utah laws and regulations, and can be amended only by Serenity Tree School of Natural Healing in writing.**

**I, the undersigned, have read, understand, and agree to abide by all the provisions set forth in the foregoing enrollment agreement. I have received and understand the current school catalog. I have received a copy of this contract.**

Student \_\_\_\_\_ Date: \_\_\_\_\_

**I, hereby certify that the foregoing enrollment agreement contains all the above conditions made between the above-signed applicant and school, and is part of the enrollment process at Serenity Tree School of Natural Healing, for the course and term specified within.**

School Representative \_\_\_\_\_ Date: \_\_\_\_\_

# Promissory Note

I, \_\_\_\_\_, (“student”) promise to pay Serenity Tree School of Natural Healing (“payee”) the following that apply.

- The non-refundable registration fee of \$100
- The remaining balance of \$12,400.00 The student agrees to pay by the following:
  - Quarterly Payment of \$3,100.00 Payment will be due the 5<sup>th</sup> of each month
    - Automated Clearing House
      - Account Number \_\_\_\_\_
      - Routing Number \_\_\_\_\_
    - Cashier’s Check
    - Credit Card payment with 2.7% processing fee
  - In House 12-Monthly Payment of \$1,033.33 Payment will be due the 5th of each month and completed by the following:
    - Automated Clearing House
      - Account Number \_\_\_\_\_
      - Routing Number \_\_\_\_\_
    - Cashier’s Check
    - Credit Card payment with 2.7% processing fee
  - In House 24-Month Payments of \$516.67 for the first 12 months. Then \$525.81 for the next 12 months at a 3.25% interest rate. Payments due on the 5<sup>th</sup> of each month and will be completed by the following: (*No interest on the first 12 months. Interest of 3.25% will be applied on the second 12-month installments.*)
    - Automated Clearing House
      - Account Number \_\_\_\_\_
      - Routing Number \_\_\_\_\_
    - Cashier’s Check
    - Credit Card payment with 2.7% processing fee
  - In House \_\_\_\_\_ Payments of \$ \_\_\_\_\_. Payments due \_\_\_\_\_ month and will be completed by the following:
    - Automated Clearing House
      - Account Number \_\_\_\_\_
      - Routing Number \_\_\_\_\_
    - Cashier’s Check
    - Credit Card payment with 2.7% processing fee
  - School Scholarship Award amount of \$ \_\_\_\_\_

## Payments Received While Attending

Students will not be charged interest on tuition when still enrolled within the program. There will be a three-day grace period. There will be a \$4.00 late fee charged every day after the third day until the payment is made. The late fees will be included to the student's account balance. In addition to the late fee a written warning will be issued to the student for the 1<sup>st</sup> payment that is late. The student will be placed on financial probation for a 2<sup>nd</sup> payment that is late. The student will be dismissed from school for the 3<sup>rd</sup> payment that is late. Payments that are past 10 days late will be counted as a non-payment and will be placed on probation. If a student is on a LOA, they are still required to make tuition payments or could face school probation and/or school dismissal.

## Payments Received After Program Completion

If the student has an owing balance on their account after completing the course requirements, or in the event of a volunteer or in volunteer dismissal of school the account balance will be due in full. The student can sign another promissory note and continue to make regular payments to be paid within 18 months with a 3.25% interest on the loan. There will be a three-day grace period. There will be a \$4.00 late fee charged every day until the payment is made. The late fees will be included to the student's account balance. Student may prepay any or all unpaid balance and not receive an early payoff penalty.

The student agrees that prepayments will not change due dates or modify payment amounts that have been agreed upon. The student, endorser, and sureties waive protest and agree that extension of time of payment of this obligation will not release any party liable under this Promissory Note.

This agreement is governed under Utah State law, and can be amended only in writing by Serenity Tree School of Natural Healing. Serenity Tree School of Natural Healing reserves the rights and obligations under the agreement and under the Promissory Note. Brigham City Utah will be the venue for the resolution of any dispute under the promissory note, including any debt collection.

## Collection of Delinquent Debt

The student or co-signer agree to pay any and all attorney and collection fees incurred in the event of collection of any unpaid account balances that become delinquent within 60 days of their due date and turned over to collections at that time.

**I, the undersigned, have read, understand, and agree to abide by all the provisions set forth in the above Promissory Note. I also, understand, that in the event of non-payment of private sector loans, in house payment plans, I am ultimately responsible for all tuition monies that are due.**

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**Student:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-signer (parent, spouse, or guardian)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*All required paperwork must be completed and submitted before the first day of school or beginning classes. Payment will be due the 1<sup>st</sup> day of class. If the required paperwork and payments (HS diploma or GED, copy of state issued ID, social security card, and all other paperwork) are not turned into Serenity Tree School of Natural healing within the first 10 days, the student will be dismissed from school. Credit or debit card payments are only allowed up to \$500. Any payments over \$500 must be made by ACH, Credit Card or Cashier Check.*