



**ENROLLMENT AGREEMENT  
For Massage Therapy Certification**

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 employers' training requirements. This may be done by calling the prospective school or employer.

The institution is not accredited by a regional or national accreditation agency recognized by the United States Department of Education.

**STUDENT ADMISSION AND ENROLLMENT** REQUIRES POSSESSION OF HIGH SCHOOL DIPLOMA, or General Education Development (GED) Certificate, and must be beyond the age of compulsory high school attendance as prescribed by Utah law. (see Rule 152-34-4 of the Utah Administrative Code.)

**STUDENT INFORMATION**

STUDENT NAME: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBERS: H) \_\_\_\_\_ C) \_\_\_\_\_ W) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

PHONE NUMBERS: H) \_\_\_\_\_ C) \_\_\_\_\_ W) \_\_\_\_\_

**PROGRAM INFORMATION**

DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROGRAM: MASSAGE THERAPY CERTIFICATION PROGRAM

PROGRAM START DATE: \_\_\_\_\_

SCHEDULED END DATE: \_\_\_\_\_

DAY  EVENING

DAYS/EVENINGS CLASS MEETS: MONDAY, WEDNESDAY, THURSDAY  
FRIDAY, SATURDAY WORKSHOPS  
ONE PER MONTH

CLASS TIME: MONDAY, WEDNESDAY, THURSDAY \_\_\_\_\_

CLASS TIME FOR WORKSHOPS: 800 AM – 7:00 PM FRIDAY-SATURDAY

NUMBER OF MONTHS: APPROXIMATELY 11 MONTHS

TOTAL CLOCK HOURS: 857

**FINANCIAL AID**

*STUDENT LOAN INFORMATION FROM LENDING INSTITUTIONS IS AVAILABLE FROM SCHOOL DIRECTOR AT REQUEST*

**TUITION & FEES FOR MASSAGE THERAPY CERTIFICATION**

**Tuition and Fees**

Payment plans will be created to fit the need of individual students.  
Information about loans from lending institutions is available from the director.  
**Payments made with debt or credit cards will have 3% added.**

Registration Fee:	100.00 (nonrefundable)
Tuition:	12,600.00
Clinic Shirts:	100.00
Supply Fee:	100.00
<u>ABMP Insurance</u>	<u>50.00</u>

Total Cost of Program (not including books, massage table, massage cream, massage oil, and learning material) **12,950.00**

**Approximate cost for text books: \$400.00**

Quarterly:

DUE BY THE FIRST DAY OF THE NEW TERM

Monthly:

DUE BY THE FIRST DAY OF THE MONTH

3 Installments:

DUE BY \_\_\_\_\_, \_\_\_\_\_ AND \_\_\_\_\_

LATE FEE OF \$15.00 IF PAYMENT IS NOT RECEIVED BY 4PM ON THE 7<sup>TH</sup> DAY AFTER PAYMENT IS DUE.

ADDITIONAL \$50.00 FOR EACH WEEK AFTER PAYMENT IS DUE IF NOT RECEIVED BY 4PM ON THAT DAY

Total Cost of Program (not including books, massage table, massage cream, massage oil, and learning material) **12,950.00**

**Approximant cost for new text books: (does not include shipping): \$400.00**

**Approximant cost for used text books: (does include shipping): \$229.00**

**REFUND / CANCELLATION POLICY**

Should the student’s enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

<b>Per Term</b>		
	School may keep	Student Refund
If termination occurs Prior to or during the first week	0%	100%
During the second week	20%	80%
During the third week	35%	65%
During the fourth week	50%	50%
During the fifth week	70%	30%
After the fifth week	100%	0%

If a student drops a class, the same rate as withdrawal will be applied.

No class may be dropped after the completion of the 3<sup>rd</sup> week.

If a student withdraws from a workshop without a 10 day notice, a 155.00 fee will be charged.

If a student does not withdraw 10 days prior or does not attend a CPR class, the student will be charged the full amount of the class.

• **Withdrawal Procedure**

Students withdrawing from school must meet with the academic advisor within 2 weeks of the last class attended. At that time, a review of classes

taken and completed, moneys owed, moneys to be refunded, and any transfer of credits will be conducted

- **Transferred Credits**

The maximum number of transfer credits will be determined on an individual basis.

If the credits come from a reputable school and IMTC deems that you have gained the adequate knowledge from the course, a final exam will be given from that class. If you pass exam, IMTC will give a discount of tuition for the cost of the class. No more than 40% of credits will be accepted as transferred credit.

- **Attendance**

Students may not be absent more than 2 times in each class.

Absence and tardy definitions:

5-25 minutes late is marked as a tardy

Leaving 15-30 minutes early is a tardy

More than 30 minutes late or leaving more than 30 minutes early is considered an absence

2 absences and 1 tardy are considered as a failure of the class.

3 tardies are considered failure of the class.

**All absences must be made up.**

- **Satisfactory Academic Progress includes the following:**

1- GPA: A Grade average must not fall below a C+ at any time.

2- Class participation: Instructors will include in the quarterly report card whether the student is actively involved in class and participating in an acceptable manner.

3- Attendance and Punctuality will be reviewed

4-Class completion progress: The list of classes completed will be reviewed. At that time, a decision as to whether the student is on track to graduate will be made

- **Graduation Requirements**

1-Students must complete all requirements for graduation within the time of scheduled programs with no more than 2 additional quarters.

2-A 80% or better grade on the School Final Comprehensive Exam.

3-All clinic hours completed.

4-All tuition and fees paid

5-Any rented or borrowed materials returned. (Books, media, etc..)

6-Final Exit counseling with advisor

7-Upon completion of the 846 hour IMTC Program, students will receive a Certificate of Completion and be qualified to take the licensing exam. With passing this exam, they will be able to get licensed in the State of Utah to be a Massage Therapist.

- **Grading System**

Students will be evaluated and receive grades at the end of the term. Grades are determined by the following percentages

A 100-93

A- 92-90

B+ 89-87

B 86-83

B- 82-80

C+ 79-77

C 76-73  
C- 72-70

- **Probation:**

IMTC knows how much our students have invested in time and money to become a Massage Therapist, so we have set up standards to ensure that all of our students will have a positive experience during their education. If these standards are not followed, probation will be issued. The student must have the probation remedied by the end of the next quarter or they will receive an unsatisfactory academic report.

1- Behavior in class or clinic including inappropriate comments or actions will not be tolerated.

2- Disruption of the atmosphere conducive to learning in and out of class will not be tolerated.

3- Behavior that disrupts the enjoyment of learning for other students will not be tolerated

4- Lack of personal hygiene that is offensive to other students will not be tolerated

5- Disrespect to administration or instructors will not be tolerated.

6- Unprofessional behavior conducted in front of clients will not be tolerated.

- **Reasons for Dismissal:**

1-Failure to follow guide-lines for conduct of students and State by-laws (attached)

2-Excessive absenteeism (as stated)

3-Excessive tardiness (as stated)

4-Disruptive behavior (as stated)

5-Not being in compliance with graduation status (as stated)

6-Failure to keep GPA above a 2.0

7- Failure to keep finances with the school up to date

- **Placement opportunities**

In your final interview with the academic advisor, you will be given the opportunity to let IMTC know how you would like to be assisted in finding employment. Emails will be sent to interested students with employment opportunities and your name and number will be on the school web-site for interested clients to find local therapist.

### **NOTICE TO STUDENT**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by

the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.

6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

7. **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until midnight of the 3rd business day after the student has been enrolled. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 3 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

**STUDENT ACKNOWLEDGMENT**

1. I hereby acknowledge receipt of the IMTS catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

**Student Initials** \_\_\_\_\_

2. I have carefully read and received an exact copy of this enrollment agreement.

**Student Initials** \_\_\_\_\_

3. I understand that IMTS may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

**Student Initials** \_\_\_\_\_

4. I hereby acknowledge that IMTS has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

**Student Initials** \_\_\_\_\_

5. I understand that IMTS does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. It is the student's responsibility to determine whether credits, degrees, or certificates from this institution will transfer to other institutions or meet employers' training requirements. This may be done by calling prospective school or employer.

**Student Initials** \_\_\_\_\_

6. I understand that IMTS does not guarantee job placement to graduates upon program completion.

**Student Initials** \_\_\_\_\_

7. I understand that complaints, which cannot be resolved by direct negotiation with IMTC in accordance to its written grievance policy, may be filed with the Division of Consumer Protection. 160 East 300 South, Salt Lake City, Utah 84111, Fax: 801-530-6001

**Student Initials** \_\_\_\_\_

8. This institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.

**Student Initials** \_\_\_\_\_

