



NEPA School of Massage

Student Enrollment Agreement

311 Market Street Kingston, PA 18704

(570) 262-2781

www.nepaschoolofmassage.com

nepaschoolofmassage@gmail.com

Licensed by the Pennsylvania Board of Private Licensed Schools

Student Name: _____ Student I.D. No.: _____

Date of Birth: _____

Telephone (home): _____ (work): _____

(cell): _____

Email address: _____

Present Address: _____

Permanent Address: _____

PROGRAM INFORMATION:

Program Title: Massage Therapy Program Start Date: _____

Program Length: Full-time: 625 hours, 24 weeks, 6 months

Part-time: 625 hours, 34 weeks, 8 ½ months

Total Cost:

| | |
|---|---------------|
| Registration: | \$100 |
| Tuition Fee: | \$12,500 |
| <u>NEPA School of Massage Student Handbook:</u> | <u>\$0.00</u> |
| | \$12,600 |

Approximate Total Additional Student Supplies & Expenses

\$650- \$850



Admission Requirements

- High School Diploma or equivalent
- 18 years or older
- Pass an annual physical examination by a physician
- Student Liability Insurance
- Score of at least 17 on the Wonderlic academic test
 - Wonderlic test will be administered on-site and is timed. Applicants will have three opportunities to pass the Wonderlic academic test. NEPA School of Massage will provide the initial test free of charge. It is up to the applicant to pay \$13.50 per test to NEPA School of Massage for attempts two and three if needed.
Applicant must wait 24 hours before retesting.

It is the policy of NEPA School of Massage to grant equal opportunity to qualified persons without regard to race, color, age, gender, disability, religion, origin, or sexual orientation with respect to both employment and provisions of services.

Admission Procedures

- Submit a completed application form
- Complete and submit a Student Enrollment Agreement along with a non-refundable \$100 fee
- Pass an annual physical examination by a physician
- Submit copy of Student Liability Insurance
- Submit copy of High School Diploma or G.E.D.
- Submit score of at least 17 on the Wonderlic academic test
 - Wonderlic test will be administered on-site and is timed. Applicants will have three opportunities to pass the Wonderlic academic test. NEPA School of Massage will provide the initial test free of charge. It is up to the applicant to pay \$13.50 per test to NEPA School of Massage for attempts two and three if needed.
Applicant must wait 24 hours before retesting.

Denial of Admissions

NEPA School of Massage reserves the right to deny admission to any person for the following reason:

1. The applicant does not meet the standard requirements
2. The applicant is unable to perform or receive massage due to physical, mental, or emotional reasons



3. The applicant is unable to meet financial commitments

Student Health Requirements

In order to maintain a safe environment that students may both receive and administer a massage, students must maintain their own health and be free of contagious and infectious disease. If a student's health status should change at any time during the course of the program, the student shall notify the director of massage therapy in writing immediately. After consulting with the student's physician, a determination will be made whether the student will be able to participate in class. If it is determined that further participation in classes or clinic by the student would result in endangerment to the student or others, the student will not be able to complete the program, and a refund will be made of any prepaid tuition in accordance with NEPA School of Massage, LLC refund policy.

Testing Out of a Class

A student may be permitted to test out of Anatomy & Physiology class if all three of the following requirements are met:

1. Must hold and provide proof of one of the following advanced titles: MD, DO, DC, RPT, OTR, or BSRN
2. A \$150 non-refundable fee is required to sit for the test-out exam
3. A score of 75% or higher on the first try is required to pass. If the test is failed, the student will be required to complete the Anatomy & Physiology portion of the program at full tuition cost.

Student Initial _____



Massage Therapy Program

(One clock hour equals 50 minutes of instruction)

| <u>Course Title</u> | <u>Hours</u> |
|---|---------------------|
| MTP101 Student Ethics and Professional Conduct..... | 4 |
| MTP102 Professional Ethics..... | 8 |
| MTP103 Health and Hygiene..... | 14 |
| MTP104 Self Care for the Massage Therapist..... | 16 |
| MTP105 Ethical Business for the Massage Therapist..... | 20 |
| MTP106 Principles of Touch and Communications..... | 40 |
| MTP107 Anatomy and Physiology I..... | 50 |
| MTP108 Anatomy and Physiology II..... | 44 |
| MTP109 Introduction to Assessment and Kinesiology..... | 41 |
| MTP110 Swedish Massage Therapy..... | 122 |
| MTP111 Advanced Massage Therapies..... | 132 |
| MTP112 Clinical Massage..... | 26 |
| MTP113 Introduction to Pathology for Massage Therapist..... | 40 |
| MTP114 Pharmacology..... | 14 |
| MTP115 Introduction to Aromatherapy..... | 10 |
| MTP116 Marketing for the Massage Therapist..... | 8 |
| MTP117 Clinic..... | 30 |
| MTP118 Preparation for the MBLEx..... | 6 |
| TOTAL COURSE CLOCK HOURS..... | 625 |

Completion of course to take 6 months

Student Initial _____

Student Services

Placement Assistance Services

For students enrolled in the program, placement assistance begins at approximate calendar midpoint of enrollment period. Students will receive counseling and assistance in securing employment and moving into new positions as they move along the career path. Relocation or travel may be required to obtain employment.

While this service is available to all students, NEPA School of Massage cannot guarantee employment to any student.



Student Conduct & Dismissal

A diploma from NEPA School of Massage is an endorsement to represent the profession of massage therapy. This diploma reflects the student's ability to proficiently serve the community and to represent themselves ethically and professionally at all times. Therefore, NEPA School of Massage reserves the right to evaluate and make recommendations to aid the student in achieving an appropriate professional manner.

Students are expected to conduct themselves with fellow students, staff, and the public in a manner befitting a health professional. If instructors, administrators, staff, students, or clients express concern about a student's professional, ethical, and interpersonal abilities, the student will be asked to meet with the Director of NEPA School of Massage. The student may face possible probation, suspension, or removal, based on any of the following reasons:

- Poor academic performance or academic failure
- Inappropriate or disorderly conduct or insubordination
- Violation of any terms during the enrollment period
- Academic cheating or dishonesty
- Any behavior that the Director of NEPA School of Massage believes to be inconsistent with the standards of the school

Tardiness, Absences, and Make-up Work

If a student is more than 15 minutes late for class, the time must be made up. Three tardies result in one hour of make-up work. Attendance will be recorded in each class. Students must attend a minimum of 100% of the total clock hours through scheduled attendance and make-up sessions. Students must attend the scheduled hours specific to the Massage Therapy Program. We require that students make up hours missed, weather permitted or unpermitted. Make up work will be accessed on a case-by-case basis and will consist of take home assignments or additional hours.

Dress Code & Personal Hygiene Policy

Students are expected to arrive to class dressed in clean, professional, comfortable attire. Nails should be clean and neatly trimmed in order to practice massage. Hair that is longer than shoulder length shall be tied back during massage class and clinic. Clothing should be neat and clean.

Termination, Appeal, & Reinstatement

Students will be dismissed the earlier of (1) receipt of notification by the student of a desire to withdraw, (2) date on which a progress review for a probationary student indicated that the student did not meet minimum criteria for being released from probation, (3) date on which a



student is dismissed from school for failure to uphold financial obligations as agreed upon with the school, or (4) failure to return within 30 days of specified return date from a Leave of Absence. Whether termination of enrollment is voluntary or involuntary, students should realize that they remain obligated for the amount of tuition and fees due the school based on the Cancellation and Refund Policy.

Appeal

Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the Director of NEPA School of Massage describing any mitigating circumstances or conditions that warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the Director.

Reinstatement

If an appeal is denied or if the student chooses not to appeal the decision, an application for reinstatement may be submitted to the school no later than 30 days from the date of termination. Students who do not pursue or win an appeal may be reinstated under special conditions.

Student Records/Academic Transcripts

Academic transcripts are prepared at the scheduled completion dates of each evaluation period when grades and academic progress are formally reviewed. In accordance with the Family Educational Rights and Privacy act of 1974, student records are only open for inspection to students and parents/guardians of dependent students to review and challenge any and all parts of said records. This inspection is welcome by appointment during regular hours of operation.

NEPA School of Massage, LLC, maintains Student Records for all students enrolled. Student Records include enrollment data, tuition/fees payment records, attendance, progress, awards and placement assistance information. These records will be maintained for at least three (3) years following graduation. Academic Transcripts will be retained in perpetuity.

Should students desire an official copy of their academic transcript, a written request should be provided to the Director for processing. There is no charge for the initial request. There will be a \$3.00 fee for each request thereafter.

Student Complaint Procedure

Most problems or complaints that students may have with the school, staff, or administration can be resolved through a personal meeting with the heads of the school.



Any questions or concerns regarding information contained within the Enrollment Agreement must be directed to the heads of the school, in writing.

Caitlin Andes (570) 262-2781 | caitandes@gmail.com

Christine Mooney (570) 371-9089 | nepaschoolofmassage@gmail.com

If a student's questions or concerns are not resolved to the student's satisfaction, then the student may bring the situation to the attention of the Pennsylvania Department of Education, State Board of Private Licensed Schools, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333.

Course Transfer

If a student currently has a certificate from another licensed school of massage therapy (minimum 100 clock hours) and would like to continue their hours at NEPA School of Massage, they must meet the following requirements:

1. General requirements for admission
2. Take a written and practical exam with a score of 75% or higher
3. Certification within the past five (5) years of start date
4. Admittance to the program will be done on an individual basis with the approval of the Director of NEPA School of Massage

Tuition will be adjusted accordingly for the student. NOTE: There is no guarantee that NEPA School of Massage credits/hours will transfer to another school.

General Class Schedule & State Date

There is one program schedule at the NEPA School of Massage:

1. Full Time, Day Classes. Complete program in six months.
2. Part-Time, Night Classes: Monday – Thursday 5:00PM – 9:00PM. Complete program in 8 ½ months

NEPA School of Massage reserves the right to cancel or postpone the start of any class due to unforeseen circumstances. If a class should be postponed or canceled for any reason, students can either choose to apply the fees already paid to the start of the next class or receive a full refund.

School Hours

The school offers the following schedule: (When available)

1. Full-Time Schedule: Monday - Thursday 8:30AM – 3:30PM, Lunch from 11:30AM – 12:30PM
2. Part-Time Schedule: Monday – Thursday 5:00PM – 9:00PM



Full Time Schedule: Students are required to complete 30 clinic student massage hours starting on week 13 of the Massage Therapy program outside of regular school hours.

Part-Time Schedule: Students are required to complete 30 clinic student massage hours of the Massage Therapy program outside of regular school hours.

Available Clinic Hours:

Full-Time Schedule: Students will obtain mandatory clinic “hands on” hours by administering student Swedish massage therapy to the public. These hours will be available to students starting at the beginning of week 13 as after school hours Monday through Friday. Student Evaluation forms, client intake and S.O.A.P. notes must be submitted for each clinic hour. Week 21 and 22 are dedicated to open clinic hours for student use. It is the student's responsibility to fulfill the need of 30 clinic hours before receiving a diploma.

Starting week 13 to week 22 (10 weeks)

Student massage hours are as follows:

Monday – Friday: 4:00pm, 5:00pm, 6:00pm, with 3 student massage rooms available for each time slot

Week 23 and 24 (2 weeks)

Student massage hours are as follows:

Monday – Friday: 10:00am, 11:00am, 12:00pm, 1:00pm, 2:00pm, 3:00pm, 4:00pm, 5:00pm, 6:00pm, with 3 student massage rooms available for each time slot

Schedule will be posted in classroom for accessibility.

TOTAL STUDENT MASSAGE AVAILABLE SCHEDULING HOURS: 702

Part-Time Schedule: Students will obtain mandatory clinic “hands on” hours by administering student Swedish massage therapy to the public. These hours will be available to students starting at the beginning of week 21 as after school hours. Student Evaluation forms, client intake and S.O.A.P. notes must be submitted for each clinic hour. It is the student's responsibility to fulfill the need of 30 clinic hours before receiving a diploma.

School will be closed for Thanksgiving Holiday, Christmas Holiday, New Years, 4th of July, Memorial Day, and spring break.

Facilitating Student Massages



NEPA School of Massage as well as students are able to schedule student massages. Students are encouraged to practice the art of gaining clientele through self-promotion of student massages. NEPA School of Massage Directors will also advertise and schedule clients via phone by appointment for student massages at \$35 a session. Walk-ins will not be accepted. Clients will be scheduled with students according to student availability. It is the responsibility of the student to make themselves available for student massages to meet the 30 hour requirement. A Director will be present at all times during the student massage check in and check out process.

NEPA School of Massage will work with students to ensure students meet the 30 hour requirement.

Student Additional Supplies & Expenses

AT STUDENT EXPENSE:

| | |
|---|---|
| Student Liability Insurance | Licensing Test |
| Comfortable shirt and pants | Licensing Application |
| Comfortable, clean sneakers or shoes | Background Check |
| Massage cream or massage oil | CPR certification for state |
| licensing | Passed Physical by physician |
| 1 set sheets/1 twin fitted / 1 twin top sheet | Wonderlic SLE academic test |
| 1-2 towels | Note taking materials |
| Pens / pencils | <i>(Total Approximate Expenses \$570 - \$650)</i> |

Required Texts

NEPA School of Massage Student Handbook included into tuition at no cost. Textbooks are not included in tuition. Textbooks must be purchased through NEPA School of Massage at a discounted rate:

Massage Therapy Principles and Practice 6th Edition by Susan G. Salvo - \$69.71
ISBN: 978-03235812-8-8

Mosby's Pathology for Massage Professionals, 5th Edition by Susan G. Salvo - \$62.24
ISBN:978-0-2327652-1-3

Trail Guide to the Body, 6th Edition by Andrew Biel
Trail Guide to the Body, Workbook, 6th Edition by Andrew Biel - BUNDLE PRICE - \$70.44
ISBN: 978-0-9968359-8-5

Student Initial _____



Total Tuition Payments

1. A payment of \$100 is due at the time of signing the enrollment agreement.
2. Balance of tuition options:
 - A. \$12,500 due no later than **three (3)** weeks prior to class, payable by cash, check or credit card. (2.6% processing fee for credit card payments. ~\$325)
 - B. Down payment of \$6,250 due **three (3)** weeks prior to class, with the balance to be paid in **one (1)** installment in the amount of \$6,250 by week ten (10) of the Massage Therapy Program. (2.6% processing fee for credit card payments. ~\$162.50 for \$6,250)
3. The Date of Enrollment is defined as the date on which the Student signs this Enrollment Agreement and pays the registration fee.
4. These options are available to all students

Students can be denied entry to NEPA School of Massage if financial requirements are not met.

Student Initial _____

Grants

One applicant will be picked per grant, per program. Applicants must submit their applications no later than 60 days prior to the start date of the program. Applicant must email application to nepaschoolofmassage@gmail.com

NEPA School of Massage High School Graduate 2022-2023 Institutional Grant

The purpose of the NEPA School of Massage Institutional Grant for a High School Graduate of 2022-2023 is to provide supplemental financial assistance to a high school graduate of Luzerne or Lackawanna County, Pennsylvania.

Applicant must:

- Fill out the Grant application.
- Provide their High School Transcript.
- Write an essay about who they are and their plans for the future.
- Come for an in-person interview.
- Provide two letters of recommendation by a non-family member.

Applicant will receive \$1,500.00 granted towards tuition.

NEPA School of Massage Institutional Grant



The purpose of the NEPA School of Massage Institutional Grant is to provide supplemental financial assistance to an individual residing in Luzerne or Lackawanna County, Pennsylvania.

Applicant must:

- Fill out the Grant application.
- Provide their proof of living.
- Write an essay about who they are and their plans for the future.
- Come for an in-person interview.
- Provide two letters of recommendation by a non-family member.

Applicant will receive \$1,500.00 granted towards tuition.

Grant Application Towards Tuition:

Tuition plan A: One time tuition payment equals full grant implementation of \$1,500.00. (Student to pay \$11,000 total tuition)

Tuition plan B: Two time tuition payment equals half grant implementation of \$750 each payment. Each payment equals \$5,500. (Student to pay \$11,000 total tuition)

CANCELLATION AND REFUND POLICY:

Student Academic Probation Policy

A student with an overall average of less than 70% at the end of the halfway point of their prospective program will be placed on probation for four weeks, and then removed from classes if practical and written exams at that time do not indicate a passing grade of 70% or better.

Cancellation or Termination by School or Student

Full Refund of Tuition and Fees:

A full refund of all monies paid, including the Registration Fee, will be paid if:

1. The student requests cancellation within 5 calendar days after signing the Enrollment Agreement if no classes have been attended, lessons completed or materials used. The applicant within an additional period of 5 calendar days must confirm this request in writing. After 5 calendar days or after 10 calendar days absent without written confirmation, the school will retain the registration fee; or
2. The applicant is not accepted for admission by the school; or
3. The school cancels the program prior to the applicant beginning class.

Partial Refund:

Student will be eligible for a partial refund:



1. If a student cancels after the fifth calendar day following the date of enrollment, but prior to the scheduled beginning of training, tuition paid to the school shall be refunded. The school shall retain the registration fee.
2. If a student enrolls and withdraws or discontinues after the scheduled program has begun, but prior to the enrollment period graduation date, the following refund policies apply:
 - a. If termination occurs during the first 7 calendar days of the enrollment period, this will result in the school retaining the Registration Fee and 25% of the tuition charge,
 - b. If Termination occurs after the first 7 calendar days of the enrollment period, but within the first 25% enrollment period, this will result in the school retaining the Registration Fee and 45% of the tuition charge.
 - c. If termination occurs after 25% of the enrollment period, but within 50% (calendar midpoint) of the enrollment period, this will result in the school retaining the Registration Fee and 70% of the tuition charge. Termination due to catastrophic illness or injury will result in a pro-rata refund.
 - d. If termination occurs after 50% (calendar midpoint) of the enrollment period, this will result in the school retaining the Registration Fee and 100% of the tuition charge.

No Refund:

If termination occurs after 50% (calendar midpoint) of the enrollment period, this will result in the school retaining the Registration Fee and 100% of the tuition charge.

Textbook Refunds:

All textbooks required for a program will be distributed to the student on his/her first day of attendance. Refunds will not be available for textbooks once they have been distributed. In the event that course materials substitutions are made within a student's planned enrollment period, students will be provided with the new materials at no additional charge.

Refund Policy:

All refunds due will be made to the original funding source(s) within 30 calendar days of the determined withdrawal, cancellation or termination date from the course or program.

The procedure / policy, for collecting accounts receivables (unpaid fees) after 90 days is:

Phone call – Letter – Dismissal – Legal action

Student Complaint Procedure:

Most problems or complaints that students may have with the school, staff, or administration can be resolved through a personal meeting with the heads of the school.



Any questions or concerns regarding information contained within the Enrollment Agreement must be directed to the heads of the school, in writing.

Caitlin Andes (570) 262-2781 | cait@nepaschoolofmassage.com

Christine Mooney (570) 371-9089 | nepaschoolofmassage@gmail.com

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Student initial _____

The Student Understands:

1. NEPA School of Massage does not accept credit for previous education, training, work experience (experimental learning), or CLEP.
2. NEPA School of Massage does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. NEPA School of Massage reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. NEPA School of Massage will not be responsible for any statement of policy or procedure that does not appear in the school course catalog.
5. NEPA School of Massage reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by school rules.
6. Information concerning other schools that may accept the NEPA School of Massage credits toward their programs can be obtained by contacting the office of the director. It should not be assumed that any programs described in the school catalog could be transferred to another institution. NEPA School of Massage does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. This document does not constitute a binding agreement until accepted in writing by all parties.

Student initial _____

Student Acknowledgments:

1. I hereby acknowledge receipt of the School's Course Catalog, which contains information describing programs offered, and equipment/supplies provided. NEPA



School of Massage's course catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.

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

3. I understand that NEPA School of Massage may terminate my enrollment if I fail to comply with attendance, academic and financial requirement or if I disrupt the normal activities of the school. While enrolled in NEPA School of Massage, I understand that I must maintain satisfactory academic progress as described in the school course catalog and that my financial obligation to NEPA School of Massage must be paid in full before a diploma may be awarded.

Student initial _____