



*Universal Body Wellness Massage School
& Advanced Studies, MS #0128*

2010

Catalog of Information

The National Certification Massage Therapy Program

Table of Contents

Welcome to Universal Body Wellness

A Note from our Owners	3
Our Philosophy	4
School History	4
School Hours	4
School Facilities	4
School Location	5
Faculty and Staff	6-7

Basic Program

About the Program	8
Required Hours	8
Completion of the Basic Program	8
Admissions Requirements	9
Graduation Requirements	9
Notification of Chapter 141.341 Criminal Convictions	9
Educational Objectives	10
Exemptions	10
Course Descriptions	11-12
Attendance Policy	13
Make-Up Hours	13
Student Conduct	14-15
Grading	16
Progress Reports	16
Tuition Charges	17
Refund Policy	18
Grievance Policy	19
Financing Options	20
Application for Admission	21

Massage Therapy is one of the greatest humanitarian efforts going on the planet today! As well, it is a career choice like no other that offers various career paths, endless opportunities, and tremendous personal and professional satisfaction.

Massage Therapists have the option of freedom, flexibility, and supplemental income. The options are limitless for those that are seeking to work full-time, part-time, or possibly even in their retirement. It is common to see us working in health clubs, spas, salons, cruise ships, resorts, hospitals, doctor's offices, and even with animals. You will find us employed by physicians, chiropractors, psychotherapists, and personal trainers. In addition, many Massage Therapists enjoy the satisfaction of being their own boss.

The 230hour/500 hour/570 hour programs are reconciled with both the Texas Department of State Health Services Curriculum Requirements and the National Certification Exam Curriculum Requirements which offers a solid grounding in the core knowledge and competencies required by Texas Department of State Health Services approved programs and the National Certification Boards requirements for testing. *Completion of any of these programs allows you to sit for the National Certification Board of Therapeutic Massage and Bodywork Exam for the NCBTMB designation.* Graduates of the previous 300 hour program will also find our **UBWell National Certification Program** which offers a working knowledge of the principles and concepts of eastern and western massage techniques theory and practice and will also qualify you and prepare you for the NCBTMB test.

UBWell is a results oriented program that focuses on extending beyond theory and gives the student a conceptual understanding to practice application of their art. Our program is based on the "real-world" skills that a therapist will need to deal effectively with any employment or self-employment situation. Whether you opt to go to work in a spa, medical clinic, or for a sports team, Universal Body Wellness will have you prepared.

We are excited about the opportunity provided in the new 230 Hour National Certification Program/Transfer Program, the 500 Hour National Certification Program and the 570 Hour National Certification Program curriculums. They are truly our Dream Curriculums, ones we've wanted to offer for years! They are absolutely the most comprehensive and success ensuring programs that any individual could take! UBWell has always been an innovative school, desiring the very best for our students and producing the programs and the instruction to ensure optimal education and success. It's what we love to do and history indicates that we do it well. We so very much look forward to working with you, empowering you to build and create your dreams and aspirations, watching them develop and see you realize them to their fullest potential!

Please feel free to give us a call anytime to set up an appointment with our staff to tour our school and get all of your questions answered. We look forward to meeting you. *May UBWell All-Ways!*

PL (Lauren)Schmeits
Owner/Director, CEO

Our Philosophy

UBWell was built on the ideology and premise that massage therapy is one of the greatest humanitarian efforts going on the planet today. To remain consistent and to satisfy that end philosophy we are dedicated to everything we do. We play out that philosophy in our communication, our curriculum, our daily operations, our environment, and in our community to whom we serve.

Universal Body Wellness believes that Massage Therapy has a substantial impact on the health and well-being of the population. As a result, we work hard to ensure that each student is given the necessary tools to become superior therapists. We promote quality of education as opposed to quantity of students in a classroom so that each student can receive the best education possible. Our programs are developed with the adult learner in mind.

We also believe that each student needs to have the know how to promote their business so that they can become successful business professionals and better serve their clients. We are dedicated to providing the best learning experience and to see you translate that education into a profitable business.

Our History

The owner is not new to the massage industry. She has been served as administrator, admission/marketing director, and campus manager for other massage schools. She has a rich background of over 35 years of sales/marketing/business consulting experience. In 2000 an opportunity to pursue her own vision of beginning a school became realized, thus becoming Universal Body Wellness!

Marrying all her business skills with the esoteric nature of massage therapy has become a winning solution for those individuals seeking to experience a well rounded massage therapy education as well as the most academically ensuring promise of success in the business community that a massage school can offer. *UBWell has become a respected employment source for employers based on the exemplary education we provide our students. Our excellent statistics are proven in the market place and translates to a better opportunity for all our graduates and a better wellness experience for the public to whom we all serve.*

Everything we do at UBWell is for the ultimate benefit of the student. It's All About YOU!

Hours of Operation

Monday-Thursday:9:00 am to 9:00 pm, Friday- Saturday: 9:00 am to 6:00 pm, Sunday by appointment

LOCATION

Universal Body Wellness Massage School and the UBWell Evolutions Clinic is conveniently located on the North East Corner of White Ave. and I-75 in McKinney, TX. If you are heading North from the Richardson area on I-75 you'll exit, Exit 40-B, make a right, then immediate left into the Central Park Shopping Center.

If you are coming from the South from the Sherman area, you'll exit the HWY-380, University Drive Exit and continue through the light at HWY-380 to White Ave.. Make a left at that light, go under I-75 then make a left just after the Valero Gas Station. Either way, you'll see us on the South Corner of the Shopping Center.

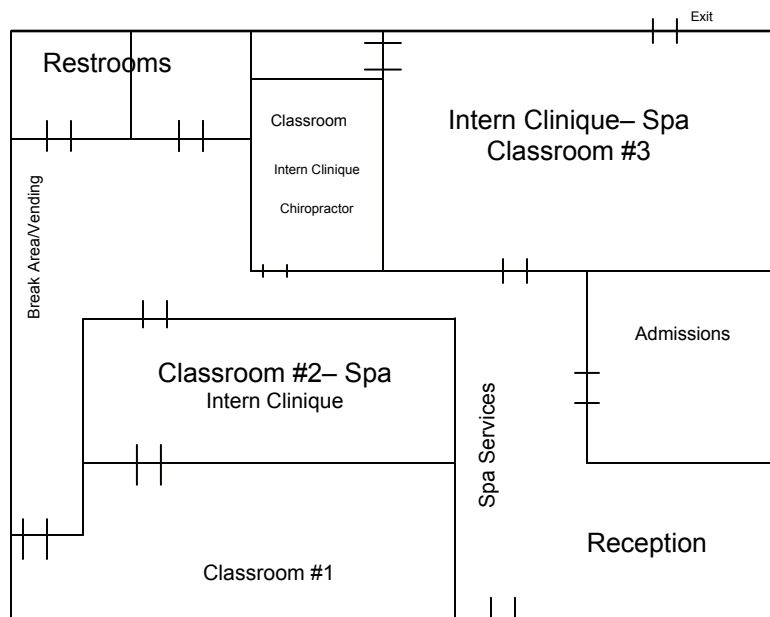
1434 N. Central Expressway, Suite 122, McKinney, TX 75070
214.544.8682 www.UBWell.net

Once you arrive at our facility you'll be greeted by a serene environment, friendly and professional staff, and well appointed surroundings. You'll see that we cater to the Adult Learner and have done everything to ensure that your physical, emotional, and mental experience is the most optimal you could have at a massage therapy school. So, we hope that your in your tour you will experience beauty, sound, aroma, cleanliness and organization.

UBWell is a small and dedicated school. We've worked hard to provide you with the most enjoyable *and* qualified learning experience! **Currently our Student to Teacher Ratio is 12 to 1.** Classes are kept small to increase your one on one learning experience.

Universal Body Wellness Massage School and UBWell Evolutions Facility

The facility has two large classrooms, and 2 small designated classrooms used as the Intern Clinique and a private hands-on chiropractic office. The classrooms contain equipment that is essential to learning such as full size anatomical model, charts, overhead projector, PowerPoint computer and projector, state-of-the-art massage tables, portable television and VCR/DVD combo, dry erase board, The Intern Clinique is divided into 6 separate semi-private spaces.



Universal Body Wellness requires that all hands-on training staff be licensed as a Massage Therapy Instructor by the Texas Department of State Health Services and all instructors must demonstrate fluency in the subject they teach. They are required to undergo regular teacher in-service and various seminars to improve teaching skills, techniques, and knowledge in the subject matter they present. We are proud of the high skill level of all our faculty!

We teach and cater to the adult learner. You'll experience that in our environment, in our commitment to our students, in our innovative programs, and in our methods of teaching. We have found that an "Edu-tainment" approach to teaching not only solidifies the learning process but also allows for greater retention of the material covered.

PL Schmeits, LMT, LMTI, Owner/Director Lauren has over 30 years experience in sales, marketing and business consulting. She is a Licensed Massage Therapist and Instructor and has worked closely in the massage school industry since 1999. She is qualified to teach all basic level classes and advanced business classes. Lauren works closely with the students to ensure they become successful massage therapists.

Cole Schmeits, LMT, LMTI, Cole has over 25 years experience as a CPA, business consultant, and is the primary instructor for technique for the 500 hour program. He is qualified to teach all classes in the first 250 hour portion of our program. He also the trainer for the Massage Therapy Instructor program. Our students love Cole! He is the original "Massag-i" teaching and training using his coined "UBWell Edu-tainment"!

Brenda Gardner-Newby, LMT, LMTI, Education Director Brenda Woodruff has been a Licensed Massage Therapist for 12 years and has taken more than 1000 hours of education. Her experience includes working with the SMU Sports Massage Team, accident and injury clinical practice, and day spa services. Brenda has also worked with massage schools both as an instructor and as a previous school director since 1997. Brenda is qualified to teach all aspects of the Basic and Advanced program and is completing her Bachelor's degree in Business Management.. She is our UBWell Blessing!

Deepa Lele, LMT, LMTI, MPH, Deepa has been with us the longest! She has a Master's Degree in Public Health, is Nationally Certified, has over 1000 hours of training, and one of the most beloved here at the school. She is qualified to teach all classes of the 500 hour program as well as many advanced classes.

Nichole Lu and Joseph Mojarrad, both LMT, LMTI, We have to describe these two together! They are UBWell's first tandem teaching team. Both of them have a love of massage and a love of the student and enjoy working together. Nichole and Joseph recently sold their very successful massage establishment and are now focusing on giving back to the student. They are able to instruct on any and all levels of our curriculum, however enjoy most teaching Clinical Shiatsu, Hydro Therapy and the Sciences. How lucky are we?!

Robert Christopher Willis, LMT– We just call him Chris. He is well studied in Anatomy, Physiology, Pathology, Kinesiology and CPR. In addition, Chris is a currently an Iraq Vet of two tours as National Guardsman and EMT. He is most qualified to teach our courses of science and loves it! What we particularly appreciate is that he teaches in such a way that the students are inspired on the subjects!

Virgie Songayllo-, Virgie is our Operations and Student Services Director . She is the point of contact for anything relating to student administration and Human Resources. *(She's the one who keeps us all in line!)*. Virgie comes to us with a vast amount of experience of working students and customers. She was previously a cosmetologist and cosmetologist instructor and uses her organizational skills and student diplomacy to move us all forward!

John Bickel, Instructor and Business Consultant, UBWell Excellence in Business Series. Before becoming affiliated with UBWell, John was a senior executive with Corning, Inc. His broad areas of expertise encompass virtually all facets of managing a business with extensive bottom line experience. Industry knowledge and experience includes manufacturing, high technology, and consumer products. He has demonstrated success in a wide variety of roles in corporate, education, the military and non-profits. He is known for his being a people first person and for developing talent. He is both a turn-around specialist and adept at managing corporate 'hyper-growth'. John spent 11 years in the U.S. Army, serving in Airborne, Ranger, and Special Forces units in the United States and Vietnam. He also was an Assistant Professor in Electrical Engineering at the United States Military Academy. He holds a BS in Engineering from West Point, an MSEE from Georgia Tech, and an MBA from Long Island University. He also is a Registered Professional Engineer. Quite Impressive! *What's more impressive is that he is here for your benefit!* You can look forward to **UBWell Business Vignettes**, small interactive seminar/classes– our gift to you!

The UBWell Admissions Team, We have a qualified, responsible and knowledgeable admissions team that is ready to answer any and all your questions regarding the start of your educational experience with UBWell. Since we are educators, we prefer to educate you to a decision about your academic needs. We want you to be comfortably and graciously provided with all the information you may need to determine if Massage Therapy is the career path for you. If UBWell is your match, then we will do all we can to make your enrollment process insightful, empowering and inspiring. You'll leave us with a bright new hope for an advancing career choice. Together we will make that hope a reality! We think we are a great match for just about everyone! Given all we offer, many have experienced that we out perform any of our competition in curriculum content, dedication to your success and strength of innovative programs to ensure that success.

Most all our instructors, staff and employees have been with Universal Body Wellness long term. We know our industry and we know our students. Because everything we do is with the student in mind, we have reached exemplary standards in our student pass ratios and exam scores. So far, UBWell has a 100% pass ratio of students who have applied and passed the National Certification Exam.

We are enthusiastic about all our Programs and Curriculum! The construction of the curriculum is reconciled with the state curriculum and the National Certification requirements. Our curriculum is designed in such a manner that you cannot help but succeed to whatever level your dreams take you!

NOTE: The student/teacher ratio will be not more than 12 to 1.

Basic Program and National Certification

Universal Body Wellness offers several complete programs to equip the student with the knowledge they need to become competent therapists. In Texas, the state requires a therapist complete a minimum of 500 hours of training in massage and bodywork to sit for his or her examination to become a Licensed Massage Therapist.

Basic Program

- Successful completion allows the student to sit for an exam set forth by the State of Texas Department of State Health Services
- Enables the student to practice massage therapy in businesses that specialize in Swedish Massage and Extended Modalities.
- Provides a Certificate of Completion from the basic program, which includes certificates of proficiency of advanced modalities within the basic program
- Sets a foundation for other massage therapy programs.
- Provides a basic knowledge of the human body, hygienic practices, CPR and Universal Precautions, and Business Practices.

<u>230 Hour National Certification Program/Transfer Program</u>	<u>500 Hour National Certification Program</u>	<u>570 Hour National Certification Program</u>
Massage Therapy Technique 75 hours	Massage Therapy Technique 200 hours	Massage Therapy Technique 200 hours
Kinesiology 50 hours	Anatomy and Physiology 75 hours	Anatomy and Physiology 75 hours
Pathology 40 hours	Kinesiology 50 hours	Kinesiology 50 hours
Hydrotherapy 5 hours	Pathology 40 hours	Pathology 40 hours
Business Practices Prof Ethics 30hours	Health and Hygiene 20 hours	Health and Hygiene 20 hours
Internship 30 <u>hours</u>	Hydrotherapy 20 hours	Hydrotherapy 20 hours
Total Training 230 hours	Business Practices Prof Ethics 45 hours	Business Practices Prof Ethics 45 hours
	Internship 50 <u>hours</u>	Internship 120 <u>hours</u>
	Total Training 500 hours	Total Training 570 hours

Completion of the Student's program choice allows the student to practice in a wide variety of settings such as massage clinics, day spas, chiropractic clinics, and more. As well, it allows the therapist to build a personal business.

Upon completion of a Student's program, the Student will make their application to one of the three following entities:

- National Certification Examination for Therapeutic Massage (NCETM)- National Certification Board for Therapeutic Massage (NCBTM) [Http://www.ncbtmb.com](http://www.ncbtmb.com), 1.800.296.0664
- National Certification Examination for Therapeutic Massage and Bodywork (NCETMB)- National Certification for Therapeutic Massage and Bodywork (NCBTMB) [Http://www.ncbtmb.com](http://www.ncbtmb.com) 1.800.296.0664
- Massage and Bodywork Licensing Examination (MBLEx)- Federation of State Massage Therapy Boards (FSMTB) <http://www.fsmtb.org> or, 1.888.70-FSMTB

Each student will contact the appropriate organization directly to make arrangements to test. Upon passing the exam, the Student may then submit application to DSHS for licensure. Please refer to:

Massage Therapy Licensing Program, Texas Department of State Health Services, Mail Code 1982, P.O. Box 149347, Austin , Texas 78714-9347 and/or http://www.dshs.state.tx.us/massage/mt_forms.shtm

The license is renewed every two years and the student is required to receive 6 hours of continuing education per year, or 12 every two years.

Admissions Requirements

In order to be considered as a student into UBWell's program the following criteria must be verified:

- Must be physically, mentally, emotionally, and financially capable to complete the course.
- Must present a current Driver's License or valid picture identification to be copied and kept in student file.
- Must present a copy of a *signed* social security card.
- Must be at least 17 years of age at start of program, with written parental consent to enter program if student is a minor, and must be 18 years of age to sit for any licensing exam.

PLEASE BE ADVISED OF THE FOLLOWING PRIOR TO APPLYING FOR ADMISSION!

Per State Law and State Rules relating to Massage Therapy, Chapter §140.341:

(16) a statement that the Act sets out that a person is ineligible for licensure:

(A) if the person has been convicted of, entered a plea of nolo contendere or guilty to, or received deferred adjudication to crimes or offenses involving prostitution or another sexual offense;

(B) until the fifth anniversary of the date of a conviction for a misdemeanor involving moral turpitude or a felony; or

(C) until the fifth anniversary of the date of a conviction of a violation of the Act.

Graduation Requirements

- In order to successfully graduate from any program several requirements must be met:
- Completion of all respective program didactic hours and all respective program internship hours as directed in this catalog.
- Successful completion of all tests, homework, and assignments.
- Demonstration of a competency with regards to correct application of strokes, attention to contraindications/ endangerment areas, and appropriate client communication.
- Have all financial obligations paid as agreed upon before transcripts are released and diploma issued.

Educational Objectives

- To develop proficiency and confidence in basic massage therapy education and advanced modalities guided and reconciled by the curriculum set forth by the Texas Department of State Health Services and as outlined by the National Certification Board of Therapeutic Massage and Bodywork.
- To teach a comprehensive understanding of the structure and function of the human body and the effects of massage therapy through a practical working knowledge of anatomy and physiology, pathology and kinesiology.
- To develop the confidence and skills necessary to successfully practice massage through required clinical, practical and internship opportunities.
- To teach the essential skills for planning, beginning and successfully operating a business in massage therapy and/or becoming a competent and marketable potential employee; understanding the nuances of business and how to contribute as a team member.
- To have the student understand and appreciate their own bodies and practice self care including proper body mechanics during a massage for safety and injury prevention, in addition to application of universal precautions
- To teach an understanding of the process of change in themselves as students in order to appreciate client changes that occur during massage therapy.

Exemptions

If a student has completed college credit or hours in a state approved massage school in any of the above programs he or she may be eligible for exemptions through the Texas Department of State Health Services. In order to determine the eligibility an official transcript must be reviewed by the TDSHS. If a student is approved for exemptions it may shorten the length of his or her program and may result in reduced tuition based upon the hours of exemption. To find out how to qualify for exemptions, please contact the Admissions Director for the appropriate contact information.

Authorized exemptions from the Texas Department of Health Massage Therapy Division must be presented to Universal Body Wellness 6 weeks prior to the preferred start date.

Swedish Massage (125 hours): The focus of this course is to give students the understanding and knowledge to master the skill of Swedish Massage. Students will *receive* and *give* Swedish Massage techniques as used in a full-body massage while demonstrating proper draping, communication, body mechanics, and table mechanic skills. An overview of the history, benefits, and physiological effects of Swedish Massage are also covered.

**** Goes towards your Wellness Model Certificate.**

Anatomy and Physiology (75 hours): The focus of this course is to give the beginning Massage Therapist an overview of the structure and function of the body. Special emphasis is placed on the structure of the body as it relates to the actions, origins, and insertions of the muscles, the joints of the body, and the skeletal system. ****Goes toward your Medical Model Certificate**

Pathology- (40 hours): The focus of the course is to develop the student towards the understanding of the study of the nature of diseases, their causes, their processes, their development and their consequences. Emphasis is placed on the anatomical and functional manifestation of disease and its impact on the individual and/or a society. **** Goes towards your Wellness Model Certificate.**

Kinesiology- (50 hours): The focus of this course is on the anatomy, physiology and mechanics of body movement in humans and the applications of the principles of kinesiology to the evaluation and assessment of muscular imbalance and/or derangement.

****Goes toward your Medical Model Certificate**

Health and Hygiene (20 hours): This course gives the student practical knowledge of hygienic practices as a massage therapist in order to protect the health of the practitioner and the health of the client. This course covers basic pathology as it relates to massage therapy and its contraindications and indications for massage. Focus is also given to issues such as HIV and other communicable diseases. **** Goes towards your Wellness Model Certificate and CPR Certification.**

Hydrotherapy (20 hours): The practical application of hot and cold are practiced in an effort to provide physiological benefits to the body. Applications such as temperature packs, therapeutic baths, wraps, and similar treatments are studied in depth to determine the overall benefits on inflammation, muscle tension, and other conditions. Contraindications are also covered.

**** Goes towards your Wellness Model Certificate, Body Wrap Certificate and Ionic Foot Cleanse Certificate**

Business (45 hours): The focus of the business course is to provide the new therapists with techniques and tips for starting a business, maintaining documents, promoting a client base, and finding employment. In addition to professional ethics and the Texas state laws regarding massage therapy the basics of time, activity and project management are covered. ****This course has been reconciled to the TDSHS curriculum and is now included in your education as the *UBWell Therapeutic Assistant Program*.**

Internship (30/50/120 hours): Students of the 500 hr and 570 hr programs may begin their Internship after 250 hours of massage therapy training and upon successful evaluation to enter into the clinic. This allows for supervised practice in a real world working clinic with the public as a client base. Each hour of massage equals one hour of time toward the completion of the program. Students are not required to bring in his or her own clients, however may to so to expedite the process. Students of the 230 Hour National Certification Program/Transfer Program may schedule their internships at any time, provided they have passed a competency evaluation delivered to a LMTI prior to entering the internship. ****Goes towards both Wellness and Medical Model Certificates**

** 230 Hour National Certification Program/Transfer Program, will be exempt from those classes that they completed as part of the previous 300 Hour Basic Program and/or if they are a transfer student with TDSHS approved exemptions .*

Sports Massage Students will know techniques for both pre and post-event sports massage. Attention will be paid to areas such as sports massage philosophies, techniques, Cryotherapy, stretching, and injury assessment and evaluation. ****Goes toward your Sports Massage Certificate**

Myofascial Release

This course focuses on the importance of the fascial component of the body and how it relates to structural health and integration of the body. Students will understand how to perform a myofascial release session based upon visual and proprioceptive assessment. ****Goes toward your Medical Model Certificate**

Chair Massage

This course focuses on the art of chair massage both on a practical aspect and a business aspect. Topics such as purchasing a chair and implementing chair massage into your practice are covered. At the completion of the course the student will have mastered a twenty minute chair massage session. Chair massage technique includes aspects of Swedish massage, Trigger Point, and Myofascial Release. ****Goes toward your UBWell Seated– Chair Massage Certificate**

Clinical Polarity Therapy

This course offers a look into the bi-polar energies of the body and how balance of these energies results in health and healing. Students will learn to perform a basic polarity session that may be done on its own or as regular massage. ****Goes toward your Wellness Model Certificate**

Clinical Technique of the Feet and Foot Massage

Students will learn the theory, practice, anatomy and physiology of the foot. Massage technique will be the trigger points and deep tissue therapies and could be relatable to what is known as foot reflexology; which is a therapy that dates back thousands of years ago. It is based upon the 10 primary zones of the body and how, by mapping the foot, the organs of the rest of the body can be positively affected. ****Goes toward your Wellness Model Certificate**

Deep Tissue- Deep tissue massage is used to release chronic muscle tension through slower strokes and more direct deep pressure or friction applied across the grain of the muscles not with the grain. Deep tissue massage uses an invigorating technique to detect stiff or painful areas by determining the quality and texture of the deeper layers of musculature then slowly working into the deep layers of muscle tissue. ****Goes toward your Medical Model Certificate**

Trigger Point- Trigger Point Massage Therapy is a technique that involves the applying of pressure to tender muscle tissue in order to relieve pain and dysfunction in other parts of the body. It may also be use with Myofascial Release Therapy. ****Goes toward your Medical Model Certificate**

Clinical Shiatsu- Shiatsu is based on the Chinese theory of the circulation of subtle energy, or Chi, through meridians running through and over the body, which govern the internal organs and our entire metabolism. Situated along these meridians are pressure points or trigger points where the therapist can effectively manipulate this energy. Although the foundation of this massage is deep pressure exerted upon these specific localized points, this system also includes a wide variety of stretches, rubbing, hacking and other common massage techniques. Shiatsu is usually experienced as a more subtle form of massage therapy. ****Goes toward your Wellness Model Certificate**

Attendance Policy

A master record of attendance, tardiness, and absences are kept in the classroom for all programs and is managed by the instructor. Each student is required, per Texas Department of State Health Services law, to attend each class of any DSHS approved programs. A *230 Hour National Certification Student* will follow the same attendance protocol. A student may not miss more than 10 consecutive minutes of a class, otherwise will be tardy and the full hour must be made up. If a student must be absent for a class then it is the responsibility of the student to ensure that the class is made up. (Please refer to the make up policy for information regarding make-up classes). All absences must be made up prior to entering their accorded internship and to sit for their respective examination.

Any student missing more than 15 percent of any program must be terminated from the program or 16 consecutive 4.5 hour classes. If a student is terminated from the program due to excess absences, he or she can reinstate into a different class and credit is given to the student for the hours already completed. If a student opts to not continue his or her studies for any reason then he or she must complete a letter of withdrawal to the business office of which the date of receipt to the business office is the date we will honor or the refund policy does not apply until the last possible absence before the student is terminated.

If, for any reason, a student finds that he or she has acquired or will be acquiring more than the allowed number of absences, they are encouraged to speak with the business office in order to make future plans that may prevent termination from the program. This may result in changing to a different scheduled class.

Massage therapy schools in Texas are rated on clock hours, (hours physically spent in class). Thirteen clock hours is the equivalent of 1 credit hour at Universal Body Wellness.

Make-up Work

Make-up work cannot be used to remove an absence for any program to which the Student is enrolled; however, any classes that have been missed will require make-up work. Several methods may be used to make up classes missed. It is recommended that the student attend a class that reinforces the material that they missed. If that is not possible, then make-up may consist of assignments, and DVD/Video hours under the supervision of an instructor. Scheduling make up work is the responsibility of the student and must be completed during designated make-up hours. All make-up hours are charged \$15 per hour and are collected at the time the hours are made up. We encourage all students to carefully plan their class dates and use all measures to ensure their ability to attend classes.

Conduct

Universal Body Wellness is a school that caters to the adult learner. As a result, it is expected that each student conduct themselves in manner that is consistent with being an adult. This includes especially, consciousness of cooperation, empowerment, and professionalism. Anything short of that is unacceptable.

Students must be mindful of the following:

Dress Code: Black scrubs (and black tee-shirts for additional warmth) for the classroom and Intern Clinic.

Housekeeping: It is required that each student maintains the spirit of cooperation and contributes to the orderliness and cleanliness of the classroom. Each student will do their part to ensure the classroom is presentable for the next class. Proper sanitation measures, as covered by your instructor, should also be maintained to prevent the spread of illness and protect the safety and health of students, staff, and clients.

Cell Phones: For the security, privacy, consideration and courtesy to our UBWell Clients and our students, cell phone usage of any kind, audio, video, text-ing, is strictly prohibited while on school premises. Students may use their breaks to use their phones outside the school premises.

Illegal Drugs and Alcohol: No student shall use, possess or distribute and narcotic or illegal drug while on the school's premises. As well, the sharing of prescription medicine is also prohibited. Such behavior is cause for immediate and automatic dismissal.

Smoking: Smoking is prohibited within the school's facility and in the entrance of the facility. If you smoke, please use the designated areas located outside, at the side or back of the business. The City of McKinney permits smoking 25 feet from any public building.

School Property: School property should never be removed from the premises. Theft is a serious offense and will lead to immediate dismissal; legal charges may ensue.

Cheating: Cheating on tests and homework is strictly prohibited. As adult learners, it is important to understand that all work must be a representation of your own ideas and knowledge. Cheating may lead to failure of the assignment in addition to a violation of the satisfactory student progress policy.

Probation

Students may be placed on probation for any of the following reasons:

- Failure to keep satisfactory progress as outline in grading policy.
- Failure to make payments according to Enrollment contract.
- Breach of student conduct policy.
- Being late or no-showing to any appointment in the intern clinic.
- Any pattern of behavior that is determined to be undermining the education of the individual, the class or the intentions and policies and procedures of the school.

Probation Abatement

- Satisfactory progress is resorted as outlined in the Grading Policy.
- No further breaches of conduct policy.
- Tuition payments are caught up.
- Being on time for 10 consecutive intern appointments.

Termination

Universal Body Wellness takes terminating a student very seriously and goes to great lengths to prevent termination if possible. The following list is representative of issues that will result in termination:

- Admittance forms have faults of misleading information.
- Financial applications have false or misleading information and/ or documentation is insufficient to process the paperwork.
- Removal of school's or other person's property.
- Solicitation of acceptance of gratuities in the intern clinic.
- Any pattern of behavior that is determined to be under mining the education, health, safety or security of another student, the school, or the clients.
- Absences that exceed over 15 percent of the program.
- Repeated violations of probation.

In order to be considered for re-enrollment the staff and/or faculty will review re-enrollment situation and make appropriate decisions.

Grading Policy

A student is graded on both written and practical examinations. To successfully complete each course, a student must achieve a satisfactory grade of 75 percent or better and attend all classes as determined by the attendance policy. Transcripts are reflected as pass or fail in each individual course.

Progress reports

A student will be evaluated at every quarter of their respective program. The progress evaluation records will reflect the student's progress and are based on completion within the allotted time of the designated program term.

1st quarter: Students will undergo a visual evaluation by the instructor on the knowledge, and the practical use of all strokes. Body mechanics, draping techniques, communication, must be proven effective. All tests to this point must be compiled with a 75 percent or better.

2nd quarter: Student will be evaluated visually by the instructor to demonstrate knowledge of the school sequence, and all necessary range of motion, body mechanics, and draping. Students must have completed all tests at this point with a 75 percent or higher.

3rd quarter: Students will form the massage sequence to a determined proficiency in the art of massage. Sequence must be performed to the satisfaction of the instructor with the attention paid to continuity, fluidity, and proper handling of joints and endangerment areas, as well as contraindications.

4th quarter: Students perform the school sequence on a member of the massage therapy staff to exit the Internship and enter into Semester II. They must demonstrate the abilities needed to enter into Semester II, including client documentation, interviewing, proper draping, and professionalism. Tests, make-up hours, and financial obligations must be current before the student enters their last semester. All make-up hours, all internship hours and financial obligations must be satisfied before the student may receive their transcripts.

- 500 Hour National Certification Basic Program Tuition and Fees: \$ 7000**
Deposit: \$500.00 and a \$200 non-refundable application fee is required.
This program consists of 450 classroom hours and a 50 hour internship
- 570 Hour National Certification Basic Program Tuition and Fees: *\$7000, However you are responsible for only \$2500**
Graduates who complete the entire 570 hour program will be awarded a credit of \$4500 on the remaining tuition owed or a cash award of \$4500 if the tuition is pre-paid **Day Fast Track is only \$310/mo/7 mo! **Night Slow Track \$197/mo/11 mo.***

At the completion of the program You Own Your Education!

* This program offers a financial incentive for students to complete a program that carries with it the inherent benefit of supervised practice of massage therapy. This program is designed to create the space for you to become an exemplary massage therapist; therefore we have lowered the tuition on this program to empower you to become an optimal massage therapy graduate. In addition, a longer internship gives you an opportunity to become more marketable to the potential employer whether that employer happens to be a place of business or your personal client, the public to whom we all serve.

Deposit: \$250.00 and a \$80 non-refundable application fee is required

This program consists of 450 classroom hours and a 120 hour internship

- UBWell 230 Hour National Certification Program/Transfer Program and Fees: \$ 2300 Tuition**

Deposit: \$250 and a \$80 non-refundable application fee is required

Both Transfer Students and those seeking National Certification are accepted into this program. All students in this program will enjoy learning and contributing together in the same class designed to give the additional hours required for licensure by the TDHS and/or the hours required to sit for the National Certification Exam from the NCBTMB. This program consists of 200 classroom hours and a 30 hour internship.

Tuition for all programs include:

- National Certification Program as 500 hour Basic Massage Program
- National Certification Program, as 570 hour program
- National Certification Program for the 300 Hour Post Graduate Student or the Transfer Student and will include the additional 200 hours required by the NCBTMB to become Nationally Certified.
- UBWell—Mastered™, Student Mastery Massage Manual, by UBWell Publications™
- Student Liability Insurance (while on-site)
- Dual Holster, bottle of lotion
- UBWell Interview Portfolio including the following certificates: Medical Model Certified, Wellness Model Certified, Body Wrap and Ionic Foot Cleanse Certified, UBWell Seated Chair Massage Certified, CPR Certified through the AHA, Sports Massage Certified and Therapeutic Assistant Certified. Additionally you will be qualified to sit for the National Certification Exam

All UBWell Programs will prepare the Student to sit for the National Certification Exam, however does not guarantee the passing of the exam! It is incumbent upon the student to study the related material to successfully prepare for the examination.

Advanced Courses to the *previous 300 hour program* are now included as primary curriculum and have been reconciled to the new 500 hour program curriculum adopted by the TDHS. Completion of certain segments of the new 500 hour program qualifies the student to be certified on specific UBWell Certification Programs to which they will be issued

Required Textbooks Purchased by the Student from UBWell:

<u>Theory & Practice of Therapeutic Massage</u> by Mark Beck 4th Edition	\$ 90.00
* <u>Trail Guide to the Body</u> , by Andrew Biels	\$ 58.00
* <u>A Massage Therapists Guide to Pathology</u> , by Ruth Werner	\$ 59.00
* <u>Heat and Cold as Therapy</u> , by Curties-Overzet	\$ 47.00
* <u>Business Mastery</u> by Cherie Sohnen-Moe	\$ 30.00
TOTAL	\$ 284 + tax = \$23.40 = \$307.40

**These books will need to be purchased for those enrolled in the UBWell– Transfer Student/Post Grad National Certification Program*

Things You'll Need for the 1st Day of Class

- Your required books
- Pen/paper
- Twin Size Sheet Set (Walmart, 180tc, approx \$10)
- Black Scrubs(Stacy Outlet Mall, Uniform Factory)
- Carry Bag
- Calendar/Day Runner

We suggest that you carry with you a deodorant, breath mints/ mouthwash and any other item you might need to re-freshen yourself.
Estimated Costs: \$75 + Books

Additional Charges To All Listed Programs

Although Universal Body Wellness does try to cover most of the students needs within the cost of the tuition, there may be additional charges that apply. *All students will need to purchase black scrubs for class and Internship Clinic, twin size sheets sets and lotions/oils for class and Internship and a carry bag..* In addition, a massage table and/or massage chair will eventually need to be purchased for the practicing therapist's ultimate use. Application for licensure and other TDHS requirements may require a fee which is subject to change. UBWell advises that each student frequent the TDHS website and/or check with TDHS directly. In addition each student will need to check directly with the examination entities previously listed to determine their testing fees. UBWell makes every effort to stay current with all the fee structures; however, ultimately it is the responsibility of the student to acquire this information to ensure their ability to test and/or receive licensure.

Student will receive a full refund if he/she cancels the Enrollment Agreement, *in writing*, within 72 hours (until midnight of the third day excluding Saturday, Sunday and legal holidays), after the Enrollment Agreement is signed by the prospective student.

If tuition is collected in advance of the first day of the program, and if, after expiration of the 72-hour cancellation privilege, the student does not enter the program, not more than \$200.00 shall be retained by the massage therapy educational program.

If a student enters the school and is terminated or withdraws, the student will be *charged* \$15.00 per hour for program to which they are enrolled, and for all hours up to the date of termination or withdrawal whether used or unused. Refund of the remaining tuition will be as outline based on the program to which the student is enrolled. Hours attended are ones, which are prior to official termination or withdrawal from school. Official attendance records are used to determine the amount of refund if any. If a class is postponed or cancelled for any reason, refunds will be made for the full amount or the monies paid in will be transferred to the class of the student's choice.

230 Hour National Certification Program

- ⇒ *Less than 72 hours after the enrollment agreement is signed, 100% of the tuition, or*
- ⇒ *During the first week or whichever is less, 90% of the tuition, or*
- ⇒ *After the first three weeks but within the first quarter (up to 58 hours of their program) 75% of the tuition, or*
- ⇒ *During the second quarter (58 to 116 hours) 50% of the tuition, or*
- ⇒ *During the third quarter (117 to 174 hours), 10% of the tuition, or*
- ⇒ *During the last quarter (175 to 230 hours) , 0% of the tuition. During the last quarter of the program, the student may be considered obligated for the full tuition.*

Refunds will be made within 30 days of the earliest of:

- ⇒ *The effective date of termination if the student is terminated, or*
- ⇒ *The date of receipt of **written notice** of withdrawal, or 8 instructional segments of 4.5 hour classes following the first day of the program if the student fails to enter*

500 Hour Basic Program

- ⇒ *During the first week or one-tenth of the selected program, whichever is less, 90% of the remaining tuition;*
- ⇒ *After the first week of one-tenth of the selected program, whichever is less, but within the first three weeks of the program 80% of the remaining tuition;*
- ⇒ *After the first three weeks of the selected program (up to 125 hours) , but within the first quarter of the selected program (up to 143 hours) , 75% of the remaining tuition;*
- ⇒ *During the second quarter of the selected program (126 to 251 hours), 50% of the remaining tuition*
- ⇒ *During the third quarter of the selected program (252 to 377 hours), 10% of the remaining tuition; and*
- ⇒ *During the last quarter (378 to 500 hours), 0% of the tuition. During the last quarter of the program the student may be considered obligated for the full tuition.*
- ⇒ *Refunds will be made within 30 days of the earliest of:*
- ⇒ *The effective date of termination if the student is terminated, or*
- ⇒ *The date of receipt of written notice of withdrawal, or 10 instructional days following the first day of the program if the student fails to enter.*

Refunds will be made within 30 days of the earliest of:

- ⇒ *The effective date of termination if the student is terminated, or*
- ⇒ *The date of receipt of **written notice** of withdrawal, or 16 instructional segments of 4.5 hour classes following the first day of the program if the student fails to enter*

570 Hour National Certification Program

- ⇒ *During the first week or one-tenth of the selected program, whichever is less, 90% of the remaining tuition;*
- ⇒ *After the first week of one-tenth of the selected program, whichever is less, but within the first three weeks of the selected program 80% of the remaining tuition;*
- ⇒ *After the first three weeks of the selected program, but within the first quarter of the selected program (up to 143 hours) , 75% of the remaining tuition;*
- ⇒ *During the second quarter of the selected program (or 144-288 hours), 50% of the remaining tuition*
- ⇒ *During the third quarter of the selected program (289-428 hours), 10% of the remaining tuition; and*
- ⇒ *During the last quarter of the selected program (429-570 hours), the student may be considered obligated for the full tuition.*
- ⇒ *Refunds will be made within 30 days of the earliest of:*
- ⇒ *The effective date of termination if the student is terminated, or*
- ⇒ *The date of receipt of written notice of withdrawal, or Ten instructional days following the first day of the program if the student fails to enter*

Refunds will be made within 30 days of the earliest of:

- ⇒ *The effective date of termination if the student is terminated, or*
- ⇒ *The date of receipt of **written notice** of withdrawal, or 19 instructional segments of 4.5 hour classes following the first day of the program if the student fails to enter*

Grievance Policy

Any student grievance is taken seriously and every effort is made to resolve the situation. Grievances must be written and addressed to the owner/director. All discussions and correspondence are confidential. Students should never take grievances about instructors or other staff to other faculty or staff. If a complaint is not resolved to the satisfaction of the student, the owner/director's decision is final.

In order to ensure fairness and accuracy in its procedures, all policies are strictly adhered at Universal Body Wellness.

Any additional inquiries may be made to:

Massage Therapy Licensing Program
Texas Department of State Health Services
Mail Code 1982
P.O. Box 149347
Austin , Texas 78714-9347

Universal Body Wellness understands the frustration that sometimes comes with finding the money to attend school and reach your goals. Our school works hard with every student individually to find a program that meets their needs. Talk to our Business Office to find a financing program that is right for you. Some of the programs we offer are...

UBWell-Interest Free Financing: This program is an excellent way to save money by eliminating interest charges that occur with other loans. All students are eligible for this loan regardless of credit or work status.

- Requires a deposit and application fee to hold seat in class. This down payment is considered part of your tuition and is not in addition to your tuition.
- Failure to make scheduled payments will result in suspension/termination.
- Transcripts will not be issued until all tuition and fees are paid in full.
- Payments must be current to enter into internship.
- Tuition fees reflect a 3% money order/check net discount and does not apply to credit card payments.
- The first tuition payment is due the first day of class. All subsequent payments are due on the 15th of each month.
- Remainder of payments are determined by the program type signed on the enrollment agreement.
- A \$25 late fee will be assessed for any tuition payments over 5 days late after the due date, excluding Saturday, Sunday, and Legal holidays. If an account is delinquent for 10 days, the student will be placed on probation. An account delinquent 30 days will result in enrollment termination. Any account delinquent for over 3 months will be sent to collections and a 40% collection charge will be assessed.
- Returned checks due to non-sufficient funds will be charged an additional \$25.00 plus the amount of the check.

Texas Department of Assistive & Rehabilitative Services (formerly Texas Rehabilitation Commission): This program is available through the state of Texas for those that have disabilities that make entering the workforce difficult. Contact the business office for a contact number in your area.

- Please notify the school if you are already working with a TDAR counselor and intend to attend our school. A purchase order and enrollment paperwork must be at the school prior to the initial start date.

Veteran's Affairs: This program is available to those that have served or are currently serving in the armed forces. In certain instances, dependents may be eligible. UBWell has the necessary paperwork to fill out to find out if you qualify.

- VA paperwork takes approximately 30 days to be processed by VA.
- This program acts as a reimbursement program and an official enrollment certificate cannot be sent to VA unless the down payment has been paid to the school.
- The school cannot determine the amount of payments that will be allowed to the student.
- Each VA student is expected to pay tuition payments on time with a reimbursement from VA at the end of each schedule month.

UNIVERSAL BODY WELLNESS MESSAGE SCHOOL AND ADVANCED STUDIES APPLICATION FOR ADMISSION

THIS FORM MUST BE ACCOMPANIED BY:

The deposit and application to the program to which you are applying (refunded if not accepted to school) and is necessary to hold your place in class.

Metro 214.544.8682

PL Schmeits, LMT, LMTI, Owner/Director/CEO, Cole Schmeits, LMT, LMTI, CFO

Name: _____
(This name will be used on final transcripts)

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

email: _____

Social Security: _____ **Date of Birth:** _____

All down payments are refundable if not accepted to school. To make a credit card payment for down payment, please fill out the information below.

Credit Card #: _____ **ExpDate:** _____ **Type of Card:** _____

Billing Zip Code _____ **How Did You Hear About Us:** Website _____ Drive By _____ Friend/Family _____

Message Register _____ **Other** _____

Dates and times are subject to change, depending on enrollment. Prospective students are advised to file this application as soon as possible. Classes are limited in size and enrollment is closed when classes are filled.

In connection with my application, I understand that a consumer report containing public record information may be requested. This report may include the following types of information: names and dates of previous employers, credit information, bankruptcy proceedings, and other relevant information from federal, state and agencies both public and private. No charge is made to me to obtain this report.

Your signature below indicates that the following information on the application is true and accurate to the best of your knowledge and you authorize any party or agency contacted to furnish the above information.

I am applying for admission to Universal Body Wellness Massage School and Advanced Studies for the _____ Program beginning on _____. I have read and understand the requirements for admission and meet all those requirements.

Applicant SIGNATURE

Printed Name

Date

You may mail this application to:

Universal Body Wellness Massage School
1434 N. Central Expressway, Ste 122
McKinney, TX 75070
Or fax to 214-585-0002



Thank you for considering Universal Body Wellness as your choice for excellence in Massage Therapy Education!

We realize you have choices in where you attend school. As you move forward in your exploration of Massage Therapy Education, please ask of all schools:

- **What is your pass ratio?** Currently we are at a 97% pass ratio for those taking and passing the National Certification Exam
- **What does your curriculum include? Is it an extension of the previous 300 hour program?** UBWell is *the full 500 Hour National Certification Program reconciled with the TDSHS curriculum. You receive both basic and advance modality training!*
- **How many students are in your classes? Big classes vs Small classes?** Our classes are small, at a ratio of no more than 12 to 1. As educators, we have learned from experience that students will learn, comprehend, and retain education when delivered by an instructor who has the time and the focus to devote the student's hands-on experience. Both the student and the instructor benefit from a manageable class, and everyone wins!
- **Does your curriculum, upon completion, allow me to sit for the National Certification Exam?** Completion of the UBWell 500 Hour Program will qualify you to sit for the *NCBTM (National Certification Board of Therapeutic Massage)* or the *NCBTMB (National Certification Board of Therapeutic Massage and Bodywork)*
- **Are you including an Interview Portfolio to document and display all my certifications upon graduating?** Yes, because you'll be qualified in many advanced modalities! *An Impressive UBWell Exclusive!*
- **What is your commitment on the State Level to protecting the interests of massage therapists and the interests of the industry? Have you attended the stake holder's meetings in Austin? How are you as a school and as a school owner participating to ensure that our career paths are protected?** *Lauren Schmeits was previously the VP of the Texas Association of Massage School Owner and is politically active in ensuring that the laws and rules protect both the public and the student. She assisted in authoring the 500 Hour Curriculum which the TDSHS adopted. In addition she has assisted with the writing of the proposed rules to the new law ensuring that the interests of massage therapy students, graduates of massage therapy and the public, are protected.*
- **Is your school accredited? Does attending an accredited school help or guarantee my success?** *Universal Body Wellness is a TDSHS licensed school, #0128. There is only 1 private massage school in the state that is accredited. A massage school in Texas may become accredited as a strategic move. Most Career Schools offer several career paths are accredited while offering education at much higher student costs than do most private schools. UBWell has chosen instead to accord our business practices to those of the highest of standards. Comparatively, we have exceeded to those standards setting ourselves apart from many accredited schools, while also keeping our tuitions at a level that allows the student to completely own their education once they complete their Program. We do all we can to empower the student both educationally and financially to alleviate the need for them to go into heavy debt for their career education.*

These are pertinent questions to ask, to which the answers will determine the quality of your education and the quantity of your opportunities upon graduation. We have experienced that what the most popular employers ask is

Are you a UBWell Grad?

Notes





Our class schedule is designed for the optimal benefit of the student and to have a hands-on component built in to the classes. In most classes you'll do more than just and listen to a lecture, you'll be doing massage!

Please review the school calendar insert and determine which is best for you.

(Classes may be subject to change without notice, based on enrollments.)

Contact our UBWell Admissions Team for a time that will work best for you to tour our facility and get all your questions answered!

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Universal Body Wellness Massage School and Advanced Studies
www.UBWell.net

Learn.....

Grow.....

Evolve.....

Become Nationally Certified

