



*Universal Body Wellness Massage School
& Advanced Studies, MS0128*

2011

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assage Therapy is one of the greatest humanitarian efforts going on the planet today! It's 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 physician's, chiropractors, psychotherapists, and personal trainers. In addition, many Massage Therapists enjoy the satisfaction of being their own boss.

The UBWell National Certification Course, 230hour/500 hour/570 hour programs are completely 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.* Many graduates of the previous 300 hour program take our UBWell National Certification Program, 230 Hour Program which offers a working knowledge of the principles and concepts of eastern and western massage techniques theory and practice, which also qualifies and prepares them 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.

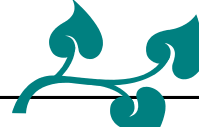
We are excited about the opportunity provided in the new 230 Hour National Certification Program, the 500 Hour UBWell National Certification Program and the 570 Hour UBWell National Certification Program curriculums. They are truly our Dream Curriculums, ones we've wanted to offer for years; absolutely 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 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.

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 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: 9:15 am to 9:45 pm, Friday- Saturday: 9:15 am to 6:00 pm, Sunday 1:00 pm to 6:00 pm

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, # 40-B, make a right, then immediate left into the Central Park Shopping Center.

If you are coming from the North 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.

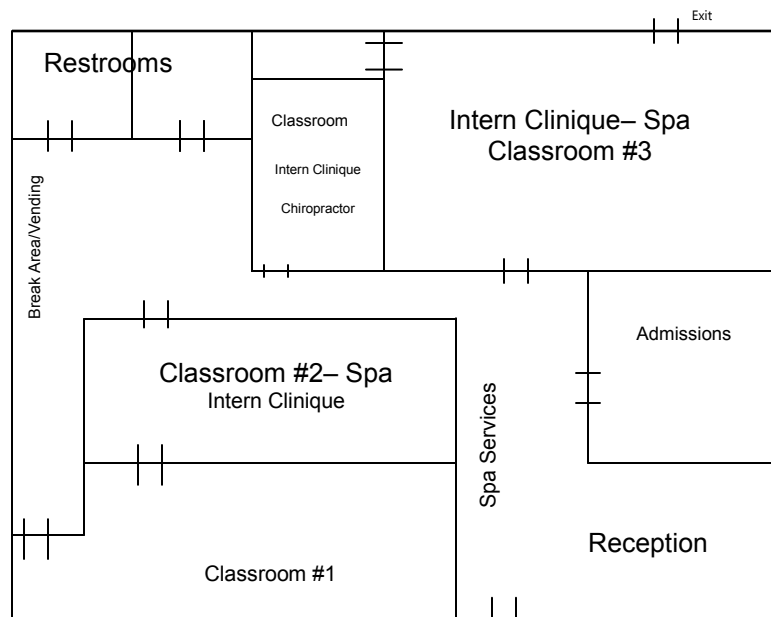
1434 N. Central Expressway, Suite 122, McKinney, TX 75070
214.544.8682 www.UBWell.net

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 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 is 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"!

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 500/570/230 hour programs as well as many advanced classes.

Nichole Lu and Joseph Mojarad, 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 currently own a very successful massage establishment and want to give 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.

Jimmy Ray Terry, Jr. LMT, LMTI, Jimmy is a graduate of UBWell and has been with us for many years. He enjoys teaching all the classes, however specializes in Reflexology, Polarity and Energy Bodywork. He is also gifted in working with special needs individuals. Jimmy also serves as our weekend MTI, always ready to help out our students!

Nancy Stewart-Yaters, LMT, LMTI, Nancy is a long-timer in the massage industry with over 15 years experience. She has a vast amount of knowledge as an instructor, administrator, and writer. Nancy is qualified to teach all the curriculum, however really enjoys the technique aspect of the education. She's tough, folks, but she's *good!*

Stanton Daniels, LMT, Our Man Stanton is our most recent instructor acquisition! He is a graduate of UBWell and brings with him all kinds of skills and talents we were looking for. As he qualifies to teach the hands-on courses, he serves teaching the Anatomy and Physiology Courses, Pathology, Kinesiology and Polarity/Energy Bodywork





Karen Chacon, AS. Karen is our Admissions Director in addition to instructing Pathology. She is a fun person when you meet her in Admissions, and she makes learning Pathology fun too!

Front Desk Reception, keeps us all in line! They keep the order in the school, provide administrative assistance, as well as make things work operationally throughout the school. They are knowledgeable and caring individuals who want to see us all succeed!

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, In addition to Karen Chacon, 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 UB Well. 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 greater than 85% 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 not be more than 12 to 1.



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	<u>30 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	<u>50 hours</u>	Internship	<u>120 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. It also 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 hours 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 the student file.
- Must present a color copy of a *signed* social security card.
- Must be at least 17 years of age at the start of program, with written parental consent to enter the 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 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.**

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.

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 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 do 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 Technique Students will know techniques for both pre and post-event. Attention will be paid to areas such as sports techniques, Cryotherapy, stretching, and injury assessment and evaluation. ****Goes toward your Medical Model 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**

ChairWork

This course focuses on the art of chair body technique both on a practical aspect and a business aspect. Topics such as purchasing a chair and implementing chair technique into your practice are covered. At the completion of the course the student will have mastered a twenty minute The ChairWorks session. Chair technique includes Deep Pressure Technique, Trigger Point, and Myofascial Release.

****Goes toward your Wellness Model 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. Techniques 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. It is based upon the 10 primary zones of the body and how, by mapping the foot, the organs of the body can be positively affected. ****Goes toward your Wellness Model Certificate**

Deep Pressure Technique

This technique is used to release chronic muscle tension through the use of slower and purposeful techniques; more direct deep pressure or friction applied across the grain of the muscles not with the grain. Deep Pressure Technique uses invigorating skills 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 Technique 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 used with Myofascial Release Technique.

****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 body work is deep pressure exerted upon these specific localized points, this system also includes a wide variety of stretches, and other common body work techniques. ****Goes toward your Wellness Model Certificate**

The entire 500/570/230 Hour UBWell National Certification Program is taught with the expectation that the student learns to proficiency. We do not just show you how a technique is done; we allow you to learn it, study it, practice it, and excel at it during your internship! UBWell gives you the greatest chances of exceeding and excelling over any other!





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 10 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 excessive 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 DVD/Video hours under the supervision of an instructor. Other means of make up may be discussed with the Admissions Director. Scheduling make up work is the responsibility of the student and must be completed during designated make-up hours; the student dress code applies.

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 a 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. Any jackets, coats, sweaters must also be black without any writing on them.

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, texting, is strictly prohibited while on school premises. Students may use their breaks to use their phones outside the school premises. This policy is strictly enforced.

Illegal Drugs and Alcohol: No student shall use, possess or distribute any narcotics or illegal drug while on the school's premises or come on to the school premises under the influence of any drug or alcohol. In addition, the sharing of prescription medicine is also prohibited. Such behavior is cause for immediate 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 outlined in the grading policy.
- Failure to make payments according to the 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 reported 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 false or 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 or 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 10 percent of the program.
- Repeated violations of probation
- Cell phone usage
- Drug/alcohol use arriving to campus, on campus, departing campus

In order to be considered for re-enrollment the staff and/or faculty will review re-enrollment situations 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 80 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, and respect to communication must be proven effective. All tests to this point must be completed with a 80 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 to this point with a 80 percent or higher.

3rd quarter: Students will perform the massage sequence to be determined proficient 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 the 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.



\$5500 UBWell Interest Free Financing– 570 Hour UBWell National Certification Program

Terms:

- \$250 down payment, \$250 non-refundable application fee due at time of registration
- All payments on weekly auto-debit and will be drafted from students account each Friday beginning with the first Friday prior to the start date of the scheduled class; a \$25 Auto-Pay Failure fee will be assessed for each day the account fails to debit the tuition amount. 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 60 days 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 \$35.00 plus the amount of the check.
- Payments are determined by number of weeks in the program, payable weekly
- 120 hour internship, \$2500 credit will be issued upon program completion, with the total of \$2500 paid in by the student
- Transcripts will be held and graduation delayed until account is paid in full, and all financial obligations are met, including all fees, fines, and late fees which may be assessed
- Student must pass every test at *80% or better*, may not miss more than *10% of program hours*
- All required books are purchased from Universal Body Wellness

Please check one:

22 Weekly payments of \$113.64– **Full Time** ____

45 Weekly Payments of \$55.56- **Part Time** ____

OR

22 Weekly payments of \$90.90– **Full Time ____

45 Weekly payments of \$44.44– **Part Time ____

**\$2000 will be paid out during the course of the program *and an additional \$500* will be paid weekly by Auto-Pay Debit, drafted from the indicated account *after the student completes 569 hours* of their program, in 10 weekly installments of \$50. A \$25 Auto-Pay Failure fee will be assessed for each day the account fails to debit the tuition amount. All other terms and conditions listed above apply.



\$5500 UBWell Interest Free Financing– 500 Hour UBWell National Certification Program

Terms:

- \$250 deposit, \$250 non-refundable application fee due at time of registration
- All payments on weekly auto-debit and will be drafted from students account each Friday beginning with the first Friday prior to the start date of the scheduled class; a \$25 Auto-Pay Failure fee will be assessed for each day the account fails to debit the tuition amount. 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 60 days 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 \$35.00 plus the amount of the check.
- Payments are determined by number of weeks in the program, payable weekly
- 50 Hour Internship ; a \$1100 credit will be issued to the students account upon completion of the program with the total amount paid in at \$3900
- Transcripts will be held and graduation delayed until account is paid in full, and all financial obligations are met, including all fees, fines, and late fees which may be assessed
- Student must pass every test at *80% or better*, may not miss more than *10% of program hours*
- All required books are purchased from Universal Body Wellness

Please check one:

22 Weekly payments of \$177.27– **Full Time** ____

45 Weekly Payments of \$88.64— **Part Time** ____

\$3000 DARS (Department of Assistive and Rehabilitative Services) 570 Hour UBWell National Certification Program

- Letter of approval to the program by DARS; Tuition \$3000
- \$250 deposit, \$250 non-refundable application fee
- All disbursements must be made by DARS and the account paid in full, including all fees and fines accrued by the students before the transcripts are released
- Name, address, phone number, fax number, email address of the DARS counselor
- Student chooses to complete the UBWell National Certification 570 Hour Program; may not miss more than 10% of program hours
- 120 hour internship
- All required books are purchased from Universal Body Wellness

\$5500 VA (Veteran's Administration) 500/ 570 Hour UBWell National Certification Program

Terms:

- All required paperwork by the VA must be completed 30 days before the scheduled start date of class; Veteran chooses preferred program and payment option; all terms and conditions apply
- All required books are purchased from Universal Body Wellness

UBWell National Certification Program Student Exemption

Terms:

- Class hours are assessed at \$10 per hour, including the Internship
- All payments on weekly auto-debit and will be drafted from students account each Friday beginning with the first Friday prior to the start date of the scheduled class; a \$25 Auto-Pay Failure fee will be assessed for each day the account fails to debit the tuition amount. 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 60 days 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 \$35.00 plus the amount of the check.
- Payments are determined by number of weeks in the program, payable weekly
- Transcripts will be held and graduation delayed until account is paid in full, and all financial obligations are met, including all fees, fines, and late fees which may be assessed
- Student must pass every test at *80% or better*, may not miss more than *10% of program hours*; all rules, policies, procedures of Universal Body Wellness prevail and must be adhered
- All books are purchased from Universal Body Wellness

The Texas Department of State Health Services has deemed that I must complete _____ hours of a massage therapy program to be eligible for licensure. I am placing a down payment of \$250 and a non-refundable application fee of \$250. I agree that my program with Universal Body Wellness is _____ weeks at \$_____ per week.



○ **\$2300 UBWell National Certification Program 230 Hours**

Terms:

- \$250 down payment, \$250 non-refundable application fee due at time of registration; **Payments are \$95.83 per week for 24 weeks**
- All payments on weekly auto-debit and will be drafted from students account each Friday beginning with the first Friday prior to the start date of the scheduled class; a \$25 Auto-Pay Failure fee will be assessed for each day the account fails to debit the tuition amount. 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 60 days 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 \$35.00 plus the amount of the check.
- Payments are determined by number of weeks in the program, payable weekly
- 30 hour Internship, \$800 credit will be issued upon program completion, with the total of \$1500 paid in by the student
- Transcripts will be held and graduation delayed until account is paid in full, and all financial obligations are met, including all fees, fines, and late fees which may be assessed
- Student must pass every test with at least *80% or better*, and may not miss more than *10% of program hours and course must be completed within one calendar year from the first attended class*
- All required books are purchased from Universal Body Wellness

Required Textbooks Purchased by the Student from UBWell:

Theory & Practice of Therapeutic Massage

by Mark Beck, 4th Edition \$ 90.00

*Trail Guide to the Body,

by Andrew Biels, 4th Edition \$ 58.00

*A Massage Therapists Guide to

Pathology, by Ruth Werner \$ 59.00

*Heat and Cold as Therapy, by Curties-Overzet

\$ 47.00

*Business Mastery by Cherie Sohnen-Moe

\$ 30.00

TOTAL \$285 + tax = \$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
- Black Scrubs
- 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 freshen yourself.

Estimated Costs: \$75 + Books

Included all programs:

- Student Reference Manual
- Double Bottle Holster and Lotion
- Insurance while on campus

Additional Charges To All Listed Programs

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 TDSHS requirements may require a fee which is subject to change. *UBWell advises that each student frequent the TDSHS website and/or check with TDSHS 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 program hour 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 outlined 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 or 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 to 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





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 85% 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 UBWell National Certification Program reconciled with the TDSHS curriculum. You receive both basic and advance modality training!*
- **Does your curriculum, upon completion, allow me to sit for the National Certification Exam?** Completion of the 500 Hour UBWell National Certification 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)*. *We don't point you to a book shelf of booklets, or steer you to their website for information , we teach you what is needed to pass the test and begin a successful career.*
- **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 stakeholder's meetings in Austin? How are you as a school and as a school owner participating to ensure that our career paths are protected?** *PL Schmeits, Owner, LMT, LMTI, has actively been involved with those people and groups that protect and further the massage therapists in Texas while carefully considering those in other states. She assisted in authoring the 500 Hour Curriculum which the TDSHS adopted.*
- **Is your school accredited? Does attending an accredited school help or guarantee my success?** *Universal Body Wellness is a TDSHS licensed school, #0128. There are only 3 private massage schools in the state that are accredited. A massage school in Texas may become accredited as a strategic move as most Career Schools offer several career paths are accredited and may offer 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 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 alleviate the need for a student 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?

**UNIVERSAL BODY WELLNESS MASSAGE SCHOOL AND ADVANCED STUDIES, MS0128, APPLICATION FOR ADMISSION
THIS FORM MUST BE ACCOMPANIED BY:**

The downpayment 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** _____

Face Book _____ **Twitter** _____ **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, MS0128, for the 500 Hour _____, 570 _____, 230 Hour _____ UBWell National Certification Program, beginning on _____. I have read and understand the requirements for admission and I 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



May UBWell All-Ways!



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 sit 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, MS0128
www.UBWell.net

Learn.....

Grow.....

Evolve.....

Become Nationally Certified

