

# COMMONLY ASKED QUESTIONS ABOUT MESSAGE THERAPISTS AND MESSAGE THERAPY TRAINING

## **What does a massage therapist do?**

A massage therapist utilizes hands-on techniques to manipulate superficial and deeper layers of muscle and connective tissue. Massage then aids in the body's natural healing processes while promoting relaxation and well-being. Massage therapists can be found working in a variety of professional environments including private practice, physician's offices, rehabilitation centers, wellness centers, day and destination spas, and educational environments.

## **How long does the training take?**

Massage therapy programs at Elizabeth Grady are 650 or 750 hours in length (the 750 hour program includes all spa therapies). Depending upon the schedule, students can complete a therapeutic massage program in as little as six months. Flexible day and evening schedules are available.

## **How much does it cost?**

The 650 Hour Massage Therapy program cost is \$11,500.00 and the 750 hour massage therapy program is \$12,500.00. Both programs include textbooks, uniforms, and all products and supplies with the exception of a massage table for at home practice. Certain discounts may apply.

## **What's available for financial aid?**

Independent students/750 Hours: Can qualify for up to \$7917.00 in federal loans and \$4845.00 in federal grants. Dependent students/750 Hours: Can qualify for up to \$4583.00 in federal loans, \$4845.00 in grants, and parent PLUS loans are also available.

Independent students/650 Hours: Can qualify for up to \$6861.00 in federal loans and \$4200.00 in federal grants. Dependent students/650 Hours: Can qualify for up to \$3972.00 in federal loans, \$4200.00 in grants, and parent PLUS loans are also available.

## **Is more education is available?**

Advanced education is available to massage graduates and continuing education is recommended. The graduate coming out of the Elizabeth Grady massage therapy program will have received a comprehensive education that includes a broad range of massage modalities, including but not limited to: Swedish, Deep Tissue, Sports, Myofascial Release, Trigger Point Therapy, Hot Stone Massage, Prenatal Massage, Geriatric, and Oncology Massage. A variety of other complimentary modalities are presented and many students choose to continue to explore them as continuing education after graduation.

## STEPS TO ENROLL IN A MASSAGE PROGRAM AT THE ELIZABETH GRADY SCHOOL

1. \_\_\_\_\_ **Tour and Interview:** Call 781-960-0120 to schedule a time.

The required enrollment documents listed below, numbers 2, 3, 5, & 6 are included on the following pages. You may print, complete, and bring with you to your interview or the school can provide you hard copies at the time of your interview. You also may mail, fax, or scan and email to the school.

**Mailing Address:** Elizabeth Grady School, 222 Boston Avenue, Medford, MA 02155  
attention: Admissions

**Fax Number:** 781-391-4772

**Email:** admissions@elizabethgrady.com

2. \_\_\_\_\_ **Application for Enrollment.**
3. \_\_\_\_\_ **Enrollment Agreement Contract.**
4. \_\_\_\_\_ **Deposit:** Submit your Application, Contract, and Deposit of \$500.00 to reserve your seat. Students who are fully loan and grant eligible may receive a reduction in the amount of the deposit. Please inquire with Financial Aid to learn more. The deposit may be paid by check, money order, MasterCard, or Visa. Credit card payment can be made over the phone by contacting Mary at 781-960-0129.
5. \_\_\_\_\_ **Questions to Consider:** Read and sign the *Questions to Consider* document. Please ask an Admissions representative if you have any questions regarding the considerations listed.
6. \_\_\_\_\_ **Medical Documentation:** Schedule an appointment with your physician for TB (tuberculosis) test. This test can be performed by your general practitioner or at a walk-in clinic such as the CVS Minute Clinic. Submit results prior to the first day of class.
7. \_\_\_\_\_ **Photo Identification:** Provide a photocopy of your state issued driver's license, I.D., or passport. Further identification to support citizenship or eligibility may be required. A valid Alien Registration Card is required for all eligible non-citizens and an M-1 Visa is required for all ineligible non-citizens.
8. \_\_\_\_\_ **Proof of Education:** Provide a copy of high school diploma, college diploma, GED, or official transcripts. If you were educated in another country, please make sure that your diploma is translated and notarized. If you are unable to locate your diploma, please contact your high school to obtain an official copy of your transcript, which must include the school seal and be unopened or mailed directly from the school to Elizabeth Grady.
9. \_\_\_\_\_ **Complimentary Field of Study Discounts:** If you retain a license or certificate in the healing arts, wellness, or beauty fields (i.e.: CNA, LPN, RN, MT, electrologist, cosmetologist, etc...) please provide proof of education and/or license to receive a \$250.00 tuition discount.
10. \_\_\_\_\_ **Pre-enrollment Checklist:** Acknowledge the receipt of all of the vital information provided by the school that you need to know to make an informed decision about going to school.

# ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

## MASSAGE THERAPY ENROLLMENT APPLICATION

Name: \_\_\_\_\_ Social Security No. Last four digits: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Complete Address \_\_\_\_\_  
Street Address State Zip Code

U.S Citizenship Status (Check one and list ID number if applicable):

\_\_\_\_ Citizen/National \_\_\_\_ Eligible non-citizen Alien I.D. # \_\_\_\_\_ Exp. \_\_\_\_\_

### Enrolling in:

\_\_\_\_\_ **750 Hour Day Therapeutic Massage and Spa Therapies, Monday through Friday  
9:00 – 4:00 p.m.**

\_\_\_\_\_ **650 Hour Day Therapeutic Massage and Spa Therapies, Monday through Friday  
9:00 – 4:00 p.m.**

\_\_\_\_\_ **750 Hour Day Therapeutic Massage and Spa Therapies, Monday through Friday  
9:30 – 1:30 p.m.**

\_\_\_\_\_ **650 Evening/Saturday Therapeutic Massage, Monday, Tuesday, Wednesday  
evenings 6:30- 9:30 p.m. and Saturdays, 9:00-3:30**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Are you applying for Financial Aid (Student Loans or Pell Grant)? Yes \_\_\_\_ No \_\_\_\_

Would you like a payment plan on the school balance? Yes \_\_\_\_ No \_\_\_\_

Uniform size: Top (XS, S, M, L, XL) \_\_\_\_\_ Pant Size (XS, S, M, L, XL) \_\_\_\_\_ Height \_\_\_\_\_

### EDUCATION

\_\_\_\_\_  
High School Address Year  
Graduated

\_\_\_\_\_  
College/Other Education Address Year  
Graduated



Please sign and date this enrollment application and submit with your tuition deposit and Enrollment Agreement Contract. Additionally, the following items are requirements for admission and must be submitted prior to your first day of class:

- Copy of High School or College Diploma, GED, or Official Transcript
- Photo ID (State Government issued I.D., Driver's License, or Passport) with proof of age
- Medical release documentation (TB results)
- Proof of citizenship or Student Visa if non-citizen
- IPEDS questionnaire

**Student Signature:**

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

**School**

**Administrator** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised 03/2017

For School Use Only:

_____ Date of Interview	School Administrator Signature: _____
_____ Date of Acceptance	School Administrator Signature: _____

Elizabeth Grady School of Esthetics and Massage Therapy  
222 Boston Avenue  
Medford, MA 02155  
Phone 781-960-0123 Fax 781-391-4772  
[www.elizabethgrady.edu](http://www.elizabethgrady.edu)

# ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

## QUESTIONS FOR MASSAGE THERAPY STUDENTS TO CONSIDER

The massage therapy profession offers both personal and professional rewards with a variety of career options. It is important for us, your educators and advisors, for you to have considered the expectations that will be placed on you by the industry and the school.

Following is a list of questions one should consider important in making a decision to enroll at Elizabeth Grady. Please sign the bottom line to indicate you have read, understand and accept each question.

### In the School:

1. On a regular basis you will be touching people while providing massage services. It is important to create integrity of touch whereby clients are receiving professional massage services where appropriate touch is used. Are you willing to explore integrity of touch and your own personal boundaries to create healthy professional boundaries?
2. Are you comfortable being touched by another student or teacher?
3. Are you willing to attend school daily with adherence to a professional dress code? This includes being in uniform, practicing exceptional hygiene, and wearing professional makeup and hair appropriate for a massage therapist.
4. Are you capable of not smoking during school hours?
5. Do you have good physical dexterity for massage?
6. Attendance is key to learning, supporting your classroom community, and a prerequisite for successful completion of your program. It is also a requirement for receiving financial aid disbursements. Are you willing to be in punctual and in attendance on a daily basis?
7. Are you willing to remove visible body piercing, with the exception of single pierced ears? The Elizabeth Grady School requires that no visible piercings be worn to maintain a level of professionalism and prevent injury during massage procedures.
8. Are you willing to cut your fingernails to fingertip length? Long nails can scratch and injure clients. Massage students are required to keep their nails short at all times.
9. Do you understand that placement is not guaranteed? Although the school maintains an ongoing list of employers and provides a strong business development module within the program, it is ultimately the student's responsibility to lead their job search with the support of the school.
10. Are you proficient with speaking, writing and reading English? All programs are taught in English. Many ESL students have successfully completed our programs, however if you have a concern in this area please let us know so that we can help set you up for success.

### In the industry:

1. Do you enjoy working with your hands and with people?
2. Are you a good listener and communicator?
3. Do you find it gratifying helping others feel better?
4. Are you interested in health and wellness?
5. Are you capable of not smoking during working hours?
6. Are you open to selling products and yourself as a trained massage therapist?
7. Do you enjoy a fast paced environment and understand the importance of good time management? Can you appear calm in the midst of change?
8. Are you able to stand or sit for long periods?
9. Do you have good mobility of your upper and lower limbs?
10. Are you available to work evenings and weekends?
11. Have you ever been convicted of a felony or misdemeanor? A prior criminal record may impact your ability to become licensed. Massachusetts requires a CORI and SORB check as a requirement for licensing.

By signing below you acknowledge you have read the above questions to consider and agree that "yes" you are able to comply with the above educational and industry requirements to enter the field of study and profession. Should you have any questions please speak with an Admissions staff member.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Print Name: \_\_\_\_\_ Program: \_\_\_\_\_ Day/Evening \_\_\_\_\_ Start Date: \_\_\_\_\_

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Department of Education Annual Institutional Participation Educational Data Survey (IPEDS)

Each year the Elizabeth Grady School is required to provide the US Department of Education with a summary of miscellaneous data (age, sex, marital status, etc...) called an IPEDS report. Please fill out the following information. This information will not be used for any other purpose other than this report.

<b>Name</b>		
<b>Address</b>		
<b>City</b>		
<b>State</b>		
<b>Zip Code</b>		
<b>Phone Number</b>		
<b>Email</b>		
<b>Date of Birth</b>		
<b>Age</b>	<input type="radio"/> Under 18 <input type="radio"/> 18-19 <input type="radio"/> 20-21 <input type="radio"/> 22-24 <input type="radio"/> 25-29	<input type="radio"/> 30-34 <input type="radio"/> 35-39 <input type="radio"/> 40-49 <input type="radio"/> 50-64 <input type="radio"/> 65 and Older
<b>Gender</b>	<input type="radio"/> Female <input type="radio"/> Male	
<b>Marital Status</b>	<input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Divorced <input type="radio"/> Widowed	
<b>Number of Dependent Children</b>		
<b>Social Security Number</b>		
<b>Income</b>	<input type="radio"/> 0-9999.00 <input type="radio"/> 10,000.00-19,999.00 <input type="radio"/> 20,000.00-29,999.00 <input type="radio"/> 30,000.00>	
<b>Ethnicity</b>	<input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian <input type="radio"/> Black/African American <input type="radio"/> Hispanic/Latino <input type="radio"/> Native Hawaiian or Pacific Islander	<input type="radio"/> White <input type="radio"/> Two or more races <input type="radio"/> Race/Ethnicity Unknown <input type="radio"/> Nonresident Alien
<b>Dependency</b>	<input type="radio"/> Dependant <input type="radio"/> Independent	
<b>Program/ Enrollment Info</b>	<input type="radio"/> Full-time Day Massage <input type="radio"/> Full-time Day Esthetics <input type="radio"/> Part-time Evening Massage <input type="radio"/> Part Time Evening Esthetics	
<b>Highest Level of Education Completed</b>	<input type="radio"/> High School Diploma <input type="radio"/> General Education Diploma <input type="radio"/> Associate Degree <input type="radio"/> Bachelor Degree <input type="radio"/> Master's Degree	

Additionally, please note that a school representative will follow up with you in the year following graduation to obtain licensing and employment information. All graduates are required to respond to the graduate survey. Please join our Facebook Group *Elizabeth Grady Schools of Esthetics and Massage Therapy* and, if you have not done so already, join our e-mailing list on line at [www.elizabethgrady.edu](http://www.elizabethgrady.edu) to help keep abreast of advanced training, employment opportunities, and general announcements.

# ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

## Pre-enrollment Checklist

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Student Name

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Program

Date

I have received written information and/or accessed this information electronically via email or the school website concerning the following topics prior to receiving a copy of my signed enrollment agreement contract.

<input type="radio"/>	School Catalog
<input type="radio"/>	School's Graduation Rate
<input type="radio"/>	School's Licensure Rate
<input type="radio"/>	School's Job Placement Rate
<input type="radio"/>	Requirements for Licensure
<input type="radio"/>	Prerequisites for Employment
<input type="radio"/>	Satisfactory Academic Progress Policy/School Policy Handbook
<input type="radio"/>	Copy of Signed Enrollment Agreement Contract

Student Signature:

Date:

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Admissions Official:

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# ELIZABETH GRADY

SCHOOL OF ESTHETICS & MASSAGE THERAPY

Dear Student:

The Elizabeth Grady School requires all students to be tested for tuberculosis prior to beginning the program. This test is an intra-dermal antibody test that requires the individual being tested to return to the medical facility 48-72 hours to be read after being planted. Test results must be dated within one year of beginning your program. If you have had a TB test in excess of one year of your start date, you must have another.

We are dedicated to promoting a healthy environment for our students, staff and clients. Testing can be performed by your regular physician or at any neighborhood clinic or hospital. Should you test positive, you are required to undergo proper treatment as prescribed by a medical doctor and/or have the results of a chest x ray with your physician stating you are able to fully participate in the program without risk to others.

Please have your physician complete the documentation below or have them supply their own documentation of your test results. Submit results to the admissions department before beginning the program. This is a requirement for admission to our program.

Sincerely,

Cate Tool  
School Director

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This is to certify that \_\_\_\_\_, Date of Birth \_\_\_\_\_ has been tested for:

- **Tuberculosis (Admissions Requirement for students attending esthetician or massage programs)**

**Please circle result:      Positive                      Negative**

If positive, course of treatment: \_\_\_\_\_

Begin and end dates of treatment: \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Name Printed

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Name of Medical Practice, Address and Telephone number

Additional notes:

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# ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY  
**ENROLLMENT AGREEMENT CONTRACT- MASSAGE THERAPY PROGRAMS**  
**Massage Therapy (650 Clock Hours)/Spa and Massage Therapy (750 Clock Hours)**

Name: \_\_\_\_\_ Program/Course Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Tuition Refund Policy (Numbers 1-9 per M.G.L. Chapter 255, Section 13K)**

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

**Administrative Cost Equals \$50.00**

The above numbers 1-9 per M.G.L. Chapter 255, Section 13K, applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due a student who withdraws shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.

By signing below, you acknowledge that you have read and understand the said tuition refund policy.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature, if applicable: \_\_\_\_\_ Date: \_\_\_\_\_



## ADMISSIONS REQUIREMENTS

1. Students must be at least 17 years of age, must provide a copy of government issued photo identification, and proof of a high school diploma or its equivalent. Acceptable documentation that is recognized equivalent to a high school diploma include the following:
  - In the case a prospective student was homeschooled, that said student must provide a home school credential recognized by the state of Massachusetts as equivalent to a high school diploma.
  - A GED or HISET certificate.
  - An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a Bachelor's Degree; or
  - For Associate's Degree Programs: For a student who enrolls in a program that leads to an Associate's Degree or its equivalent in lieu of completing high school, a high school transcript must be presented indicating that the student excelled in high school. In addition, the student must no longer be enrolled in high school and must satisfy the Elizabeth Grady School's written policy for admitting such students prior to the first day of class.
  - The Elizabeth Grady School does not enroll Ability-to-Benefit (ATB) students.
2. Students must complete a personal interview with an admissions representative. Candidates are asked questions about goals and expected outcomes of study. This interview is typically conducted during a visit and/or tour of the school or may be completed by telephone in extenuating circumstances.
3. A completed application must be submitted and approved prior to acceptance. Upon acceptance, the student must provide a complete and signed enrollment agreement contract and designated monetary deposit to confirm attendance.
4. Students are required to have a tuberculosis test within one calendar year of beginning the program. Students must also acknowledge that they possess the physical mobility and dexterity necessary for performing esthetics and/or massage therapy services.
5. A valid Alien Registration card is required for all eligible non-citizens. Prospective students awaiting receipt of a valid Alien Registration card should refrain from scheduling an appointment for an interview until the Alien Registration card is received. We cannot admit students without this documentation.
6. International students may apply for and must obtain an M-1 Visa to attend school. Obtaining a vocational student Visa (M-1) takes approximately 4-8 weeks. Students should file their application well in advance. Contact the U.S. Department of State to obtain the information needed to file for a student Visa.

Applicants must demonstrate that they meet M-1 Visa requirements including: have a residence abroad with no immediate intention of abandoning that residence; intend to depart the United States upon completion of the course of study; and possess sufficient funds to pursue the proposed course of study. The Elizabeth Grady School registers all international students with SEVIS and the U.S. Department of Homeland Security.
7. Candidates who completed their high school education in another country must submit a translated copy of their high school diploma or transcripts. An official statement that the education received is equivalent to or greater than high school level within the United States must accompany documentation and be confirmed by a certified transcript translation agency.
8. If attending under a training agreement with a government agency, i.e. U.S. Veteran's Administration, MA Rehabilitation Commission, or MA Department of Unemployment and Training, the student must meet the admissions requirements set out in the training agreement and/or applicable state licensing or certification regulations.
9. Students must possess a minimum proficiency in the English language including the ability to read, write, and speak. All programs are taught using English and all educational and other materials pertaining to the school are written in English.

### **Transfer Hours and Course Credits**

The Elizabeth Grady School of Esthetics and Massage Therapy students may request to change schedules within the same program. The Elizabeth Grady School will transfer the student's completed hours from their original contracted program schedule towards the completion of the same program within a new schedule. Students transferring to a new schedule will begin at the same point at which they left with consideration to attendance/academic progress to date. Students are required to complete and sign a Transfer Form as an amendment to this contract. The Transfer Form includes the number of hours completed to date and credited towards the student's new program schedule. Upon receipt of a signed Transfer Form, the student is withdrawn from their current program and re-enrolled in their new program schedule, per their Transfer Form.

The Elizabeth Grady School does not accept transfer hours from other institutions. Non-credit remedial courses, incompletes, and repetitions have no effect upon the Elizabeth Grady School's Satisfactory Academic Progress standards.

### **Withdrawal, Re-entry, and Repetition**

Any student who wishes to withdraw from their respective program should provide written notice to the Elizabeth Grady School Administration. A student absent for fourteen (14) consecutive days without notice or documentation will automatically be withdrawn from the program.

A student who withdraws from the program may be given the opportunity to re-apply, re-enroll, and re-enter on a date provided by the Admissions Department. A student making Satisfactory Academic Progress (SAP) at the point of withdrawal may apply for re-enrollment in the Elizabeth Grady School and will be considered to be making SAP at the point of re-entry. All hours completed prior to withdrawal will be credited to students, upon re-entry, who completed those hours within three (3) calendar years of the date of re-entry and who withdrew making Satisfactory Academic Progress.

Students not making SAP at the point of withdrawal may apply for re-enrollment in the Elizabeth Grady School and if accepted will re-enter with the same SAP status in which they left. All incomplete requirements must be completed upon re-entry. Students deemed unable to come into SAP will be required to repeat all or part of the program.

Students who completed hours more than three (3) calendar years prior to the point of re-entry may also be required to repeat all or part of the program.

### **Per MA 230 CMR 15.04 (7) and (8)**

If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall:

- (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
- (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination

(8) If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:

- (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
- (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
- (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

### **Title IV Refund Policy**

Students receiving assistance from Federal Title IV programs may be subject to a special refund or return to Title IV requirements as of 10/07/2000 per Federal Regulations, provided they have completed less than 60% of the payment period for which aid was or could have been disbursed. Federal regulations require the return of Title IV funds in the following order if applicable: Unsubsidized loans, Subsidized loans, Perkins loans, Plus loans, Pell Grants, SEOG, or other Title IV.

Enrollment time is defined as the time elapsed between the first date and last date of the student's physical attendance in the school. Any monies due to the student shall be refunded within fourteen (14) days of formal cancellation by the student or formal cancellation by the Elizabeth Grady School. Formal cancellation will be determined by the postmark on written notification or the date said information is delivered to the Elizabeth Grady School in person.

**Veteran's Affairs Refund Policy**

For students receiving Veteran's Administration (VA) educational benefits, upon receipt of withdrawal notification from the student by the school, the Financial Aid Administrator will report to the Veteran Affairs Department via a Notice of Change in Student Status Form. This form will report the beneficiary's last date of attendance, dates of terms affected, reason for withdrawal or termination, and hours completed. In turn, the VA will inform the school of any monies required to be returned to the VA. The school will issue any applicable refund to the student, as the student is responsible for all VA benefits received and is personally responsible for returning monies to the VA.

**Non-Acceptance**

An applicant not accepted by the Elizabeth Grady School will be entitled to a refund of all monies paid.

**Termination**

Termination by the Elizabeth Grady School: Notwithstanding the forgoing, if this contract is terminated by the Elizabeth Grady School due to willful misconduct and/or the inability to maintain Satisfactory Academic Progress in accordance with Elizabeth Grady School's Policies, the student will be refunded monies according to the Massachusetts refund policy, numbers 1-9 per M.G.L. Chapter 255, Section 13K.

A student absent for fourteen (14) consecutive days without notice or documentation will be automatically be withdrawn from the program.

Once a student begins classes, books and uniforms become property of the student. If the student terminates enrollment, books and uniforms become non-refundable. Product charges will be pro-rated, as applicable.

**Settlement Policy**

In cases of mitigating circumstances such as prolonged illness or accident, death in the family, or other situations that make it impossible to complete the course, the Elizabeth Grady School shall make a settlement, which is reasonable and fair to both.

**Program Cancellation/School Closure**

If the Program is cancelled subsequent to a student's enrollment, the Elizabeth Grady School will either provide a full refund of all monies paid or completion of the Program at a later date.

If the Program is cancelled after students have enrolled and instruction has begun, the Elizabeth Grady School shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school or, provide the completion of the Program or, participate in a Teach-Out agreement or, provide a refund of all monies paid.

**Missed Examinations**

There will be a \$25.00 fee for missed tests to cover staffing costs to makeup examinations outside of regularly scheduled class time.

**Overtime Charges**

Students will be charged \$20.00 per clock hour for makeup hours completed beyond the maximum time frame.

	Percentage of Monies Paid Refunded	Tuition Refund Amount- Massage Therapy (650 Clock Hour)	Tuition Refund Amount- Spa/Massage Therapy (750 Clock Hour)	Date of withdrawal:
<b>M.G.L. c.255, §13K (2)</b>	100%	100%	100%	5 days from date of signing contract / /
<b>M.G.L. c.255, §13K (3)</b>	All monies paid less \$50.00 Admin Fee	All monies paid less \$50.00 Admin Fee	All monies paid less \$50.00 Admin Fee	Outside of 5 days of signing contract and prior to commencement of program / /
<b>M.G.L. c.255, §13K (4)</b>	75%	\$8118.75	\$8598.75	By last date of first quarter: / /
<b>M.G.L. c.255, §13K (5)</b>	50%	\$5412.5	\$5732.50	By last date of second quarter: / /
<b>M.G.L. c.255, §13K (6)</b>	25%	\$2706.25	\$2866.25	By last date of third quarter: / /

**TUITION REFUND CALCULATIONS\***

\*Tuition credit calculations listed above are based on a percentage of tuition and may not reflect actual amount to be refunded. Actual amount refunded will be based on payments made to the institution. Specific dates indicated above are based on continuous enrollment from Class Start Date with all courses completed successfully, and are subject to change in the event of failed courses, leaves of absence or other unexpected breaks in attendance.

**230 CMR 15.04 (5) and (6)**

(5) You have the right to cancel this enrollment contract if a school allows you to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and you are subsequently denied some or all of that student loan or financial aid amount, the School shall offer you, in writing, an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. c. 255, s. 13K.

(6) In addition to the requirements of M.G.L. c.255, §13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L. c.255, §13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L. c.255, §13K. Provided, however, that this provision shall not apply to: (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2000.00 in total cost.

## **BOOKS, PRODUCTS, AND SUPPLIES INCLUDED**

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### **Books:**

Janson Cohen, Barbara and Hull, Kerry L. *Memmler's Structure and Function of the Human Body, 11<sup>th</sup> Edition*; Philadelphia, PA. Wolters Kluwer, Lippincott, Williams, and Wilkins. 2016.

Werner, Ruth. *Massage Therapists Guide to Pathology, Fifth Edition*; Philadelphia, PA. Wolters Kluwer, Lippincott, Williams, and Wilkins. 2015.

Biel, Andrew. *Trail Guide to the Body, Revised 5<sup>th</sup> Edition*. Boulder, CO. Books of Discovery. 2014

Biel, Andrew. *Trail Guide to the Body Workbook, Revised 5<sup>th</sup> Edition*. Boulder, CO. Books of Discovery. 2014

Photocopies of presentations, review, and coursework are also provided.

**Products:** Massage Oils, Massage Creams, Massage Gels, Essential Oils, Hand Cream, Foot Cream, Body Cream, Hand Soap, and Disinfectant

**Supplies:** Linens, Disposable Headrest Covers, Spatulas, Tissues, Disinfectants, Paper Towels, Laundry Supplies, Trash Bags, First Aid Supplies

**Spa Therapy Program includes additional Manual, Products, and Supplies:** Herbs, Spa Products, i.e.: Dead Sea Salts, Body Exfoliators, Body Moisturizers, Hydrotherapy, Muds, Seaweed, Paraffin, Paragango, Body Wrap Linens, Plastic, and Thermal Wraps

**Uniforms:** Women: Two pair pants, two short sleeve Tees, two long sleeve tees; Men: four steel gray moisture wicking polo shirts, two pair pants.

Once a student begins classes, books and uniforms become property of the student. If the student terminates enrollment, books and uniforms become non-refundable. Product charges will be pro-rated, as applicable.

Equipment provided for students on-site for use by during program includes, but is not limited to: Massage Tables, Desks, Table Warmers, Hot Towel Warmers, Hot Stones and Warmers, Paraffin Warmers, Hydrocollator, Infra Red Lamps, Electric Blankets.

### **ESTIMATE OF ADDITIONAL EXPENSES TO BE INCURRED BY STUDENT**

Black, rubber-soled, closed-toe shoes: 40.00

Combination Padlock: 5.00

Note-taking Supplies: 20.00

New Massage Table: 500.00 (Note: Used tables can be purchased online. Instructional staff will provide students with different vendors at different price points as you begin your program. This table is for at home practice and will not need to be transported to the school for in-class use.)

Massachusetts Massage Therapy application and licensing fees: 225.00

Liability Insurance (required for licensure in Massachusetts): 200.00

### **CORI and SORI Requirements for Licensure**

Massachusetts requires all candidates undergo a Criminal Offense Record Inquiry and Sexual Offense Record Inquiry prior to being granted a license to practice massage therapy.

### **Employment Assistance**

The Elizabeth Grady School does not guarantee job placement but will assist in resume preparation, job interviewing skills and job placement. The Elizabeth Grady School maintains an updated job listing for graduates and alumni. The Elizabeth Grady School does not guarantee placement.

### **Attendance**

Students are expected to attend all scheduled classes. All missed hours must be made up. Students may miss up to 5% of contracted hours. Documented medical, legal, or extenuating circumstances existing beyond the student's control may permit the student to miss up to 10% of contracted hours. Absences should be reported to respective instructors on or before the date of absence. A student must complete all contracted hours to graduate.



**Graduation Requirements**

To fulfill graduation requirements, students must complete all contracted hours in their respective program and maintain a minimum level of proficiency of 70% in all required courses as applicable to their program of study. All academic coursework and examinations must have been completed and tuition balance must be paid in full. Financial Aid requirements including, but not limited to, exit counseling must also be complete, as applicable.

Please initial the following:

- \_\_\_\_\_ I understand this contract will not be in force and effect until signed by both myself and a school representative.
- \_\_\_\_\_ I have received a copy of the school's complaint procedures policy.
- \_\_\_\_\_ I understand the refund policy as stated above.
- \_\_\_\_\_ I understand that coursework and/or credit from this school may not be transferable to other institutions of education and acceptance is at the discretion of the receiving institution.
- \_\_\_\_\_ I have received a signed copy of this contract.

I have been provided a copy of the school's catalog and policies in a manner of my choosing and

I am initialing my choice: \_\_\_\_\_ hard copy \_\_\_\_\_ sent via email

\_\_\_\_\_ I have/will download the catalogue and policies from the school's website:

Catalog: <http://www.elizabethgrady.edu/catalog.html>

Policy Handbook: <http://www.elizabethgrady.edu/policy-handbook.html>

Campus Safety Handbook: <http://www.elizabethgrady.edu/campus-safety.html>

The Elizabeth Grady School is licensed by the Massachusetts Division of Professional Licensure's Office of Private Occupational School Education, the agency responsible for massage programs oversight. Any comments, questions, or concerns about this school's license should be directed to [occupational.schools@mass.gov](mailto:occupational.schools@mass.gov) or 617-727-5811, dial "0".

Any changes, addendums, or additions made subsequent to the signing of the enrollment agreement must be in writing and signed by both the school and the student and are subject to the regulations of 230 CMR 15.04.

By affixing your signature below you have acknowledged that you have read, understood, and received a copy of this contract, pp 1-7.

**STUDENTS SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE**  
**(If applicable)** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SCHOOL OFFICIALS SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

I, the student, have received a completed and signed copy of this agreement on date: \_\_\_\_\_  
\_\_\_\_\_ (student's initials)

Elizabeth Grady School of Esthetics and Massage Therapy  
222 Boston Avenue  
Medford, MA 02155  
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[www.elizabethgrady.edu](http://www.elizabethgrady.edu)