



UNIVERSITY  
OF SPA & MASSAGE THERAPY



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join the conversation   

2022-2023 COURSE catalog



UNIVERSITY  
OF SPA & MASSAGE THERAPY



## OUR mission

The mission of University of Spa & Massage Therapy (USMT) is to provide our students with the knowledge and training necessary for their chosen profession of massage therapy. By learning in an atmosphere of professionalism and excellence, USMT students will build a foundation to help prepare them for a successful and satisfying career. We also strive to teach teamwork and respect as well as emphasize the need for continued personal and professional growth in order to meet the highest standards of their profession.

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# academic CALENDAR

## Class start dates for 2022-2023:

January 3, 2022; May 9, 2022; September 12, 2022; January 16, 2023; May 22, 2023; and September 25, 2023.

The following holidays are observed, with the school being closed for the day. Additional dates may be added to facilitate scheduling when a holiday falls near a weekend:

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

# SCHEDULE

Monday 8:30 a.m. - 4:00 p.m.  
Tuesday 4:30 p.m. - 9:30 p.m.  
Thursday 4:30 p.m. - 9:30 p.m.  
17 hours per week for 36 weeks (approximately 8.5 months)



## MASSAGE THERAPY FOR THE professional

### COURSE DESCRIPTION (600 Clock Hours Total, in residence)

The Massage Therapy program prepares students to take the required national licensing exam in order to be employed in the massage therapy field. Transfer Hours are not accepted.

### ANATOMY, PHYSIOLOGY, KINESIOLOGY 50 hours

Anatomy overview, terms, meanings, cells, tissues, including positions and terminology

- Anatomy includes individual muscles and muscle groups, muscle attachments, muscle fiber direction, tendons, fascia, joint structure, ligaments, bursae, dermatomes
- Physiology includes response to stress and basic nutrition
- Kinesiology includes actions of muscles and muscle groups, muscle contractions, joint movements, movement patterns and proprioception

### THEORY AND APPLICATION OF MASSAGE 225 hours

Sanitation and safety, consultation, massage movements, application of massage technique, procedures, face and scalp massage, hydrotherapy, specialized massage

- Therapeutic massage assessment
- Assessment methods (visual, palpatory, auditory, olfactory, intuitive)
- Assessing range of motion; assessment areas; holding patterns
- Posture analysis, ergonomic factors, effects of gravity
- Structural and functional integration, proprioception of movement
- Theory effects/benefits/bodywork
- Methods and techniques
- Client draping and positional support
- Hydrotherapy/hydromassage
- Stress management and relaxation techniques
- Self-care activities for the client
- Principles of holistic practice/approach
- Postural balancing
- Use of massage tools
- Enhancing client's kinetic awareness
- Joint movement techniques
- Static touch/holding
- Techniques/strokes/compression/palming/kneading/percussion/skin rolling/traction
- Friction/gliding/vibration
- Stretching
- Aromatherapy
- Topical analgesics
- Standard precautions
- CPR/First Aid

### SYSTEMS OF THE BODY 75 hours

General knowledge of body systems includes skin, skeletal, muscular, nervous, circulatory, endocrine, cardiovascular, lymphatic, urinary, respiratory, gastrointestinal, excretory and reproductive

### PATHOLOGY 40 hours

- Medical terminology (related to massage practice)
- Etiology of disease, signs and symptoms of disease
- Psychological and emotional states, effects of life stages, effects of physical and emotional abuse
- Factors that affect disease, physiological healing process
- Indications and contra-indications/ cautions
- Basic pharmacology includes medications, herbs, natural supplements
- Approaches used by medical professionals

### MASSAGE BUSINESS PRACTICE AND ETHICS 10 hours

History, professional standards, ethics (6 hours), requirements of practice, business practices and Illinois Law for Massage Therapy

- Maintaining professional boundaries
- Client interview and consultation
- Communication with other health professionals and referring clients
- Verbal and non-verbal communication skills
- NCBTMB Code of Ethics and Standards of Practice
- Issues of confidentiality
- Legal and ethical parameters of scope of practice
- Basic psychological and physical dynamics of practitioner/client relationship
- Planning strategies for single & multiple sessions
- Record keeping practices
- Basic bookkeeping and accounting practices
- Need for liability insurance
- State and local licensing and credentialing
- Legal entities (e.g. corporation, independent contractor)

### SUPERVISED PRACTICE OF MASSAGE THERAPY 200 hours

Therapeutic Massage Application supervised by an Illinois State Board of Education Certified Massage Instructor



## ACCREDITATION

USMT is accredited by:  
NATIONAL ACCREDITING COMMISSION OF  
CAREER ARTS AND SCIENCES (NACCAS)  
3015 Colvin St.  
Alexandria, VA 22314 (703.600.7600)

## admission REQUIREMENTS

Applicants must be at least 18 years old and graduates of high school or holders of a GED or completers of homeschooling at the secondary level as defined by state law and can provide a secondary school completion credential. The school does not accept Ability to Benefit students at this time. All foreign high school diplomas must be translated into English, by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a US high school diploma. Transfer hours are not accepted for the massage therapy program. Any student, who wishes to return after withdrawal from classes, should begin by contacting the Director of Admissions & Financial Aid to request re-admission. Re-admission of students who have dropped will be on a space available basis, with priority given to new students rather than returning students. Re-admittance for withdrawn students from the University of Spa & Massage Therapy will require the completion of a new enrollment application, the signing of a new enrollment agreement and a personal interview with the Director of Admissions & Financial Aid.

## GENERAL eligibility

Applicants must be proficient in the English language. Applicants must be in good health and physically able to perform movements required for massage therapy to ensure proper techniques to prevent injury.

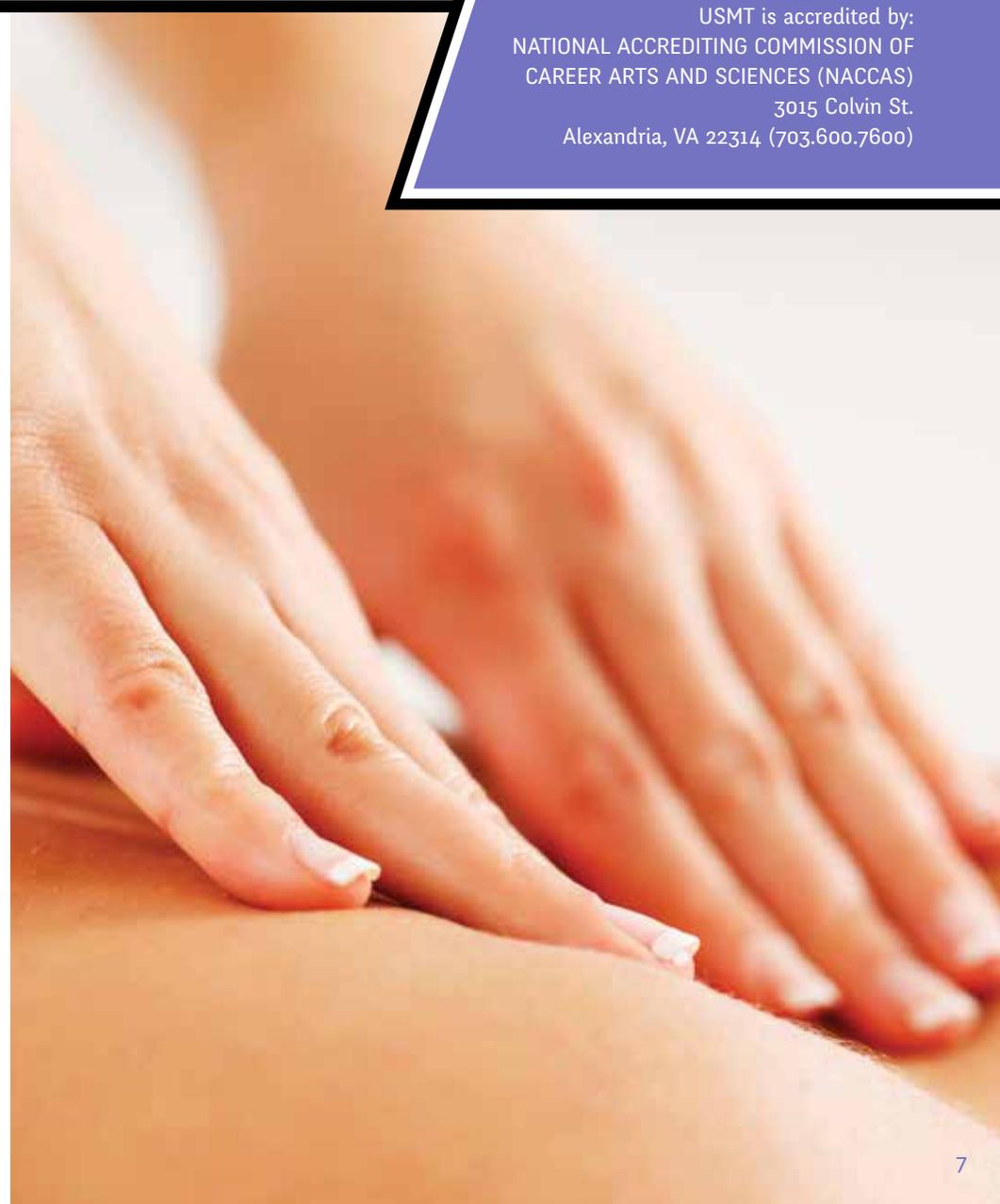
## CRITERIA FOR graduation & ISSUANCE OF DIPLOMA

Upon graduation, students will receive a diploma and a transcript of program completion. The requirements for graduation are:

- 1) completion of all required hours in the course in all subject areas;
- 2) completion of all required practical tasks in all subject areas;
- 3) completion of all assignments, tests, quizzes and make-ups with an average of 70% or higher;
- 4) a passing grade of 85% or higher on the school's final exams;
- 5) all tuition and fees must be paid in full.

## PROCEDURE FOR obtaining TRANSCRIPTS

Transcript requests must be made in writing. Students may not receive a transcript if they have a tuition or fees balance due to the school.





## FACILITY, equipment AND SCHOOL STAFF

USMT is located in a facility that was designed to promote learning and practice of professional skills, in Springfield's very busy west side, near Veterans Parkway and Wabash Avenue. Our students have the advantage of spacious, professionally designed clinic areas and quiet classrooms, with the latest equipment for all areas of study. All equipment is provided at the school. There is no minimum equipment requirement. USMT is equipped with surveillance equipment to protect the personal property belonging to USMT. It is not a monitoring device for a student's personal property. Requests to review videotapes will be honored to aid in police investigations or a required court subpoena. The owners of the school, operating as BJ & Company on Hair, are John and Gail Lorenzini, and Nick Lorenzini. Administrative Staff are Jamie Kauffman (Director of Operations), Amy Pruitt (Director of Admissions & Financial Aid), Sarah Mickelson and Amber Nicoson (Admissions Officers), and Massage Therapy Instructors Amanda Nickols, Priscilla Riley, Mike Kirchgerner, and Madeline Lafferty.

## ACADEMIC & INDIVIDUAL counseling

USMT provides academic counseling to all students. Instructors may work individually with students or assign senior students in the same program to tutor students who request assistance in meeting the minimum performance standards and course requirements. Students who would like accommodations are responsible for self-identification to the school Director of Operations. Students are responsible for obtaining special needs documentation from a professional who is qualified to assess their particular disability. The cost of the evaluation must be assumed by the student, not the post-secondary institution. Students at a post-secondary school are responsible for their own success. USMT provides referrals to many local and state agencies who are available to assist students with personal or financial challenges.

## access TO RECORDS

Students have the right to see any information in their file during regular school hours, by making an appointment with the Director of Admissions and Financial Aid. This right also applies to parents per FERPA guidelines. Graduates must submit a written request for an appointment with the Director of Admissions and Financial Aid. Information from a student's file will only be released upon written authorization from the student or parents per FERPA guidelines, or when the request is for legal or accreditation purposes. We do not publish any student directory information.

## equal OPPORTUNITY STATEMENT

USMT does not discriminate on the basis of color, race, creed, age, religion, sex, or ethnic origin in any admissions, grading, placement, or hiring practice. USMT does not recruit students currently attending or admitted to another school offering a similar program of study.

## BOOKS USED IN THIS PROGRAM

Massage Therapy Principles & Practice, 6th Edition (Salvo),  
ISBN: 978-0-323-58128-8, Retail \$97.99

Trail Guide To The Body How to Locate Muscles, Bones and More,  
6th Edition (Biel), ISBN: 978-0-9987850-6-6 Retail \$72.95

Trail Guide To The Body Student Handbook, 6th Edition (Biel),  
ISBN: 978-0-9914666-7-2, Retail \$29.95

Mosby's Pathology for Massage Therapists (Salvo),  
ISBN: 13: 978-0-323-76521-3, Retail \$81.99

# ILLINOIS LICENSING REQUIREMENTS FOR *massage*

Each applicant must meet the following requirements in order to qualify for a license in Illinois:

- (1) The applicant has applied in writing on the prescribed forms and has paid the required fees.
- (2) The applicant is at least 18 years of age and of good moral character. In determining good moral character, the Department may take into consideration conviction of any crime under the laws of the United States or any state or territory thereof that is a felony or a misdemeanor or any crime that is directly related to the practice of the profession. Such a conviction shall not operate automatically as a complete bar to a license, except in the case of any conviction for prostitution, rape, or sexual misconduct, or where the applicant is a registered sex offender.
- (3) The applicant has met one of the following requirements:
  - a. has successfully completed a massage therapy program approved by the Department that requires a minimum of 500 hours, except applicants applying on or after January 1, 2014 shall meet a minimum requirement of 600 hours, and has passed a competency examination approved by the Department;
  - b. holds a current license from another jurisdiction having licensure requirements that include the completion of a massage therapy program of at least 500 hours



## grading SCALE & STANDARDS OF STUDENT PROGRESS

The grading system is based on

A = 100% to 93%

B = 92% to 86%

C = 85% to 77%

D = 76% to 70%

Note: The school does not currently have a policy on advanced standing.

## schedule OF TUITION & FEES

Prices are effective January 2022

Includes costs of books, supplies, equipment, etc.

Registration Fee	\$100
Books	\$500
Tuition	\$10,675
<b>Total</b>	<b>\$11,275</b>

Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs.

## METHODS OF STUDENT payments

\$1,800.00	Upon acceptance into the program
\$1,800.00	Due two weeks prior to your start date
\$1800.00	Due on your start date
\$1,500.00	Due 30 days after start date
\$1,500.00	Due 60 days after start date
\$1,500.00	Due 90 days after start date
\$1,375.00	Due 120 days after start date
<b>\$11,275.00</b>	<b>Total</b>

# enrollment AGREEMENT AND CONTRACT REFUND POLICY

Any payment that is two weeks late will cause student to be suspended from the remaining part of their program until tuition is paid to date.

USMT (University of Spa & Massage Therapy) hereby sells, and the undersigned student purchases, subject to the terms & conditions set herein, a course consisting of classroom training and practical training. The total tuition and fees include the equipment and books required of the student as listed in the current student catalog. The course of instruction is intended to qualify the student for the National Certification Examination for Therapeutic Massage (NCETM) in the profession they have chosen. Upon satisfactory completion of the course, the student will receive a diploma from the University of Spa & Massage Therapy. Upon successful completion of the course, students are advised that the school is prohibited from guaranteeing placement; however USMT provides placement assistance and guidance at any time during or following enrollment and graduation.

1. Student agrees to attend classes regularly as scheduled, and to prepare all lessons and perform all duties related to their course of instruction, and to abide by the rules and regulations of the school.
2. Graduation requirements: Students will receive a graduation certificate after completion of: all the required hours in the course, as described in the curriculum; all required clinic/practical tasks as described in the curriculum, a passing grade of 85% or better on the school's final theory and practical exams; a minimum cumulative grade point average of 70% for each subject. Also, all tuition and fees must be paid, including overtime charges. Upon graduation, student will receive a diploma.
3. Out of 5 students scheduled to graduate in 2020, 4 graduated within 150% of the scheduled course time, or 89%. Out of the 5 students scheduled to graduate in 2020, 1 student did not complete the program. Out of 4 graduates who took the exam in 2020, 4 passed, for a pass rate of 100%. Out of 4 graduates in 2020, 4 responded to surveys that they had found a job in their field, or 100% responded that they found jobs. The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.
4. **REFUND POLICY:** Some student fees are not refundable, which include but are not limited to: application, registration, change of class, late installment payment, late registration. These fees shall not exceed \$150 or 50% of the cost of tuition. Deposits or down payments shall become part of the tuition.

**BUYERS RIGHT TO CANCEL:** The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been accepted; and if the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive all monies paid to date within 10 days of cancellation. A student, who on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of the Section. The school shall refund all monies paid if the student did not receive a valid enrollment agreement and current catalogue or if the schools cancels or discontinues the course or fails to conduct classes as scheduled, detrimentally affecting the student. Any student applying for a program that is discontinued by the school, or any student not accepted by the school, shall receive a complete refund of all fees and/or tuition paid within 30 calendar days after the determination of non-acceptance is made. It is the policy of USMT to issue refunds of tuition and fees in a prompt manner. A student may give written notice of cancellation to the school in writing. However, USMT does not require written notification of withdrawal as a condition for making refunds. The unexplained absence of a student from the school for more than 15 school days, including not returning from an approved leave of absence, shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last date of attendance. Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn. Determination that a student has withdrawn shall be made within 30 days of the last day of attendance.

USMT shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student withdrawal within fifteen (15) calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days. All student refunds shall be made within 30 calendar days from the date of receipt of the student's cancellation. If a student terminates, the equipment and books are the property of the student, provided said equipment and books have been paid for prior to termination. The cost of equipment and books are itemized separately in the enrollment agreement and school catalog, and are not included in the refund calculation, unless the student returns the books and materials to the school unmarked and in new condition. The student may receive a refund for books and materials that are returned in unused condition. The school does not have a refund policy that returns more money to a student than those policies prescribed in this Section.



#### **5. TUITION REFUND SCHEDULE:**

- A. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student.
- B. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less.
- C. If a notice of withdrawal is given after the first day of classes but prior to the end of 5% of the program, USMT shall retain 10% of the tuition, not to exceed \$300.
- D. When notice of withdrawal is given after 5% of the course of instruction, but within the first 4 weeks of classes the school shall refund at least 80% of the tuition.
- E. When notice of withdrawal is given during the first 25% of the course, the school shall refund at least 55% of the tuition.
- F. When notice of withdrawal is given during the second 25% of the course the school shall refund at least 30% of the tuition.
- G. When notice of withdrawal is given after 50% of the program is completed, USMT shall retain full tuition and no refund shall be provided.

When a student enrolls in a program lasting longer than 12 months and withdraws during the first 12 months, the refund formula shall be based on tuition owed for 12 months. USMT shall refund 100% of any tuition collected for the obligation beyond the 12 months. (Tuition refund schedule for short courses available).

6. If additional time is required beyond the specified term of this agreement, the student will be charged \$150 per week (full-time) or \$75 per week (part-time), for any week, or portion thereof, payable weekly or monthly in advance.

7. A transcript of hours for a student who has terminated will only be released if the student has paid an amount equal to earned tuition and fees, as calculated pursuant to the terms in section 5 of this agreement. A transcript of hours will not be released for any student who owes tuition and fees to the school. All student equipment and books remain the property of the school until the earned tuition and fees have been paid.

8. Student confirms that they have received a copy of the school's current catalog and any current supplements at the time of signing this agreement.

9. The student's rights under this contract may not be assigned to any other person. It is clearly understood that the school may assign or sell its rights and payments under this contract; such assignments however, will not relieve the school of any responsibilities under this agreement. No changes in this agreement are binding to either party unless approved in writing by the student, parent (if the student is a minor), and an official of the school. ANY HOLDER OR ASSIGNEE OF THIS CREDIT CONTRACT IS SUBJECT TO ALL THE CLAIMS AND DEFENSES WHICH THE STUDENT OR HIS SUCCESSORS COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

10. This institution practices no discrimination in its admission, grading, graduation, hiring, or placement policies on the basis of race, religion, sex, creed, ethnic origin, age, or color.

11. This contract embodies the whole agreement between the parties, and the purchaser agrees that no representation, warranty, or guaranty has been made to him which is not expressly set forth herein. If any part of provision hereof in contrary to the provisions of law in any state where this contract is executed, the remaining provisions shall be binding and effective nevertheless. This contract is valid only when accepted by the school in writing. Any changes in this agreement shall not be binding unless such changes have been approved in writing by the school official and the student or parent/guardian if student is a minor.

Complaints against this school may be registered with the:  
Illinois Board of Higher Education  
1 N Old Capitol Plaza, Suite 333  
Springfield, Illinois 62701  
217.782.2551 • [complaints.ibhe.org](http://complaints.ibhe.org)

**NOTICE TO ALL SIGNERS:** Do not sign this contract until you have read it, or if it contains any blank spaces. You are entitled to receive one copy of the agreement you sign and any information disclosure pages presented by the school. This is a legal instrument. Read both sides of this contract, as both sides are binding. I have read and received a copy of this contract. The terms and conditions of the agreement are not subject to amendment or modification by oral agreement.



## ATTENDANCE policies

1. Absences or tardies should be called into the admissions office at least 30 minutes before your regular clock in time.
2. Students must clock in at the beginning and end of each school day. Students who do not clock in when they first arrive will only get credit from the time when they actually clock in. Students who leave and don't clock out will only get credit up to their last scan. Students are required to clock in and out for their lunch break. Failure to either clock out or in for lunch will result in deduction of one clock hour for the day.
3. Students should be in attendance until their scheduled leave time. If a student needs to leave early, he/she must tell a teacher before 10:00am. Students may not leave if they are assigned a client or assigned duty, unless they have a Doctor's excuse or special permission from the Director. No students are allowed to leave once sanitation is posted. Violations will result in extra tasks.
4. Medical leave of absence must be accompanied by a doctor's note, and must state the expected start/end date and be a minimum of seven consecutive days.
5. Students who falsify time records will be suspended or expelled.
6. Students who are absent without notice to the business office for a period of two weeks will be subject to being dropped from school. Re-instatement or re-enrollment under this circumstance will be subject to the school's policy on re-enrollment.
7. Students are allowed a grade period of absences (funerals, bereavement, sick, family emergency, weddings, etc.) equal to a maximum of 10% of the enrollment period. For example, the Massage Therapy program is 600 hours in length. If a student misses more than 60 hours, the student is considered to be over contract and will incur a charge of \$75 a week for every additional week after their contract end date. Excessive absences may result in suspension or termination.

## COMPLAINTS

Students seeking to resolve a challenge should first contact their instructor, then consult the School Director of Operations or School Director of Admissions and Financial Aid. Challenges not resolved at this level should be brought to the attention of the School Owners. If still unsatisfied, the student may wish to contact the Illinois Board of Higher Education, Vocational Schools Division or our accrediting body, NACCAS.

Illinois Board of Higher Education  
1 N Old Capitol Plaza, Suite 333  
Springfield, Illinois 62701  
217.782.2551 • [complaints.ibhe.org](http://complaints.ibhe.org)

NACCAS  
3015 Colvin St.  
Alexandria, VA 22314  
703.600.7600

- A. A school shall resolve student complaints promptly and fairly and shall not subject a student to punitive action because of written grievances having been filed with the school or the Superintendent.
- B. The school shall maintain a written record of its handling of all student complaints.
- C. Any student or employee of a school approved by this Act who believes he has been aggrieved by a violation of this Act shall have the right to file a written complaint within one year of the alleged violation. The Superintendent shall acknowledge within 20 days receipt of such written complaint. The Superintendent shall issue a written finding as to whether there is good cause to initiate disciplinary proceedings in accordance with the provisions of this Act. The Superintendent shall furnish such findings to the person who filed the complaint and to the chief operating officer of the school cited in the complaint (Section 17 of the Private Business and Vocational Schools Act; Ill. Rev. Stat. 1988 Supp., ch. 144, par. 152).

## STATEMENT

CERTIFICATE OF APPROVAL TO OPERATE ISSUED BY THE ILLINOIS BOARD OF HIGHER EDUCATION,  
1 N Old Capitol Plaza, Suite 333, Springfield, IL 62701.

## STANDARDS & school POLICIES

1. Students must dress according to the Dress Code outlined in the Orientation Manual.
2. Students must have professional looking hair, make-up and nails finished before arriving and clocking in each day. Students should be odor-free, with the exception of light perfume.
3. Absences or tardies should be called into the admissions office at least 30 minutes before your regular clock in time.
4. Students must clock in at the beginning and end of each school day. Students who do not clock in when they first arrive will only get credit from the time when they actually clock in. Students who leave and don't clock out will only get credit up to their last scan. Students are required to clock in and out for their lunch break. Failure to either clock out or in for lunch will result in deduction of one clock hour for the day.
5. Students should be in attendance until their scheduled leave time. If a student needs to leave early, he/she must tell a teacher before 10:00am. Students may not leave if they are assigned a client or assigned duty, unless they have a Doctor's excuse or special permission from the Director. No students are allowed to leave once sanitation is posted. Violations will result in extra tasks.
6. Medical leave of absence must be accompanied by a doctor's note, and must state the expected start/end date.
7. Students who falsify time records will be suspended or expelled.
8. Students may only use cell phones on scheduled breaks/lunch and only in break areas. You may not leave class or clinic floor to answer a call. Phones must be on vibrate; ring tones are not allowed. For each violation after the first one, a penalty of one task will be added to a student's task card. For emergency purposes, you may give out the Admissions office phone number, 217.753.8990.
9. No weapons of any kind are allowed in the school. Students found with weapons in the building or grounds will be suspended or expelled.
10. Food and drinks are permitted only in the student break room or in student classrooms when authorized by a teacher. Students must clean up after themselves.
11. Students are responsible for their own equipment and personal property. Students who misuse or steal school or a fellow classmate's property will be suspended or expelled.
12. Students must mentally and physically participate in all classes, lectures, demonstrations, practice sessions and field trips, and are expected to maintain a sober state of mind without the use of alcohol, non-prescription drugs or marijuana.
13. Students must complete all required tasks, assignments and tests. To accommodate students, make up test days are scheduled. Students must complete make up work at this scheduled time. Making up time can be completed on the program's optional day.
14. Every student must treat clients, teachers & students with respect and courtesy at all times. Negative attitudes/disrespectful communication can result in being suspended for the day and a penalty of ten tasks. Repeated occurrences can result in expulsion. Physical confrontations can result in immediate expulsion for all involved.
15. Any physical contact by a student to another student or staff that results in a complaint being filed with school management will be grounds for suspension from school for one week. A repeat of a similar incident, or any retaliation or intimidation will result in expulsion. This rule is a part of the school's Sexual Harassment Policy.
16. Any student who refuses a service or is away from the school when a client arrives, or changes an appointment without permission from a teacher, will be dismissed for the day and suspended for the next school day. In lieu of the next day suspension, 10 extra tasks may be given.
17. All work on students is to be done under the supervision of a teacher within the classroom setting.
18. Students must sanitize their work area and remove hair immediately after each service. Assigned sanitation must be completed each night before leaving. Not doing sanitation or signing another student's sanitation off that was not done will result in a penalty of five extra tasks the first offense and 10 extra tasks thereafter.
19. All graduation requirements must be completed by the time application for Boards is sent.
20. Students are not permitted to have purses or bags up at the front desk. Students may not loiter or stand in the reception area or behind the front desk at any time, unless they are assigned to the front desk that day.
21. The use of electronic cigarettes is not permitted in the building. Smoking is permitted in the assigned smoking area by the pond.
22. Students are not permitted to use the intercom at any time, unless they are assigned front desk duty. Students may only use the intercom system when paging another student for his/her client. Violations may result in suspension for the rest of day and following day.
23. Any violation of these rules or policies can lead to extra tasks, counseling, probation, written warnings, suspension, or expulsion.

## CAREER OPTIONS FOR THE *massage* GRADUATE

Massage Therapist  
 Body Treatment Specialist  
 Spa Therapist  
 Spa Manager  
 Spa Owner  
 Medical Facility or Medi-Spa Technician  
 Health Club Therapist

## FINANCIAL aid

Financial Aid is available for those who qualify. Eligibility for federal financial aid depends on many things, including income, family size, and cost of education. Since no two students have exactly the same situation, we encourage you to call or visit with any questions you have, and to let us assist you in preparing your FAFSA (Free Application for Federal Student Aid). All information given for financial aid is confidential. You will be asked to provide two-year's prior tax return, for yourself (if you are independent), yourself and your spouse (if married), or yourself and your parents (if you are a dependent student). The financial aid office is open weekdays from 8:30 a.m. – 4:00 p.m. and at other times by appointment. The Director of Financial Aid is Amy Pruitt (phone 217.753.8990).

## placement ASSISTANCE

Although we cannot guarantee placement as an incentive for a student to enroll, USMT offers placement assistance to its students. We maintain records, and post notices, for area businesses that are looking for qualified graduates, and we will work towards placing graduates in the spa they prefer. Business owners and managers are regularly scheduled to make presentations to our students, to demonstrate skills and speak about their career opportunities. Career counseling, as well as academic and individual counseling, is available to students. Out of 5 students scheduled to graduate in 2020, 4 graduated within 150% of the scheduled course time, or 89%. Out of the 5 students scheduled to graduate in 2020, 1 student did not complete the program. Out of 4 graduates who took the exam in 2020, 4 passed, for a pass rate of 100%. Out of 4 graduates in 2020, 4 responded to surveys that they had found a job in their field, or 100% responded that they found jobs. The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

## CONSUMER information

- Four (4) students were admitted into the program as of July 1, 2020.
- Students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts (11), re-enrollments (0), and transfers into the program from other programs at the school (0).
- Eleven (11) students were admitted in the program during July 1, 2020 through June 30, 2021.
- Zero (0) students enrolled in the program during the July 1, 2020 through June 30, 2021 transferred out of the program and into another program at the school, 2 completed or graduated from the program, 4 withdrew from the school, and 5 are still enrolled.
- Two (2) students enrolled in the program were placed in their field of study, 0 placed in a related field, no students (0) were placed out of the field, no students were unavailable for placement due to personal reasons, and no students were not employed.
- Two (2) students took a State licensing exam or professional certification exam, during July 1, 2020 through June 30, 2021, as well as 2 students passed.
- Two (2) graduates obtained employment in the field; there were 0 students that did not use the school's placement assistance during July 1, 2020 through June 30, 2021.
- The average starting salary for all school graduates employed is \$44,730.

## STATE & national WAGES

The U.S. Department of Labor provides current (2021) job information at [careerinfonet.org](https://www.careerinfonet.org). This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for massage therapists are as follows:

Job Position / SOC Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
Massage Therapist / 31-9011	\$20.97 / \$43,620	\$24.01 / \$49,940

## VETERANS policies

Several programs at University of Spa & Cosmetology Arts are approved for federal veteran's educational benefits in Illinois. These approvals require by federal law and regulations that veterans be fully informed of the school's policies and practices in order that they can successfully complete the program of education they pursue. This Veterans Addendum does not replace, but supplements, the program catalog. Conflicts between the Veterans Addendum and the catalog should be reported to the school.

### SATISFACTORY PROGRESS POLICY FOR VETERANS

The Satisfactory Progress Policy found in the Student Orientation Book and Catalog applies to all students who are receiving federal veterans' education benefits (GI Bill), except that veterans must adhere to more stringent requirements as defined in this Addendum.

#### Evaluation Time Frames

The University of Spa & Cosmetology Arts will evaluate veterans for attendance and grades at the end of each month for all approved programs.

#### Attendance Progress

A student must maintain a 75% overall attendance average in order to be considered making satisfactory progress.

#### Academic Progress

The minimum grade average required, for theory and practical combined, is 70%.

#### Probation and Dismissal

The school will place students failing to meet either the attendance or the academic progress requirements on probation for a period of one month.

The school will reevaluate a student's progress at the conclusion of the probationary period. If it is determined at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if it is determined at this evaluation that the student is failing to meet either the attendance or academic progress requirements, University of Spa & Cosmetology Arts will dismiss the student from the school and academic program.

University of Spa & Cosmetology Arts, however, may grant a second probationary period of one month if extenuating circumstances warrant such action. The student's progress will be reevaluated at the conclusion of this second probationary period. If it is determined at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if it is determined at this evaluation that the student is failing to meet either the attendance or academic progress requirements, the school will dismiss the student from the school and academic program.

### STATEMENT ON ATTENDANCE FOR VA CERTIFICATION

The University of Spa & Cosmetology Arts will certify a veteran's enrollment in an approved program to the United States Department of Veterans Affairs (USDVA). This certification, in part, requires the University of Spa & Cosmetology Arts to report to the USDVA the amount of clock hours per week a veteran will be in attendance. If a veteran fails to attend the certified amount of hours per week and this failure results in a change of pursuit as defined by the USDVA, the University of Spa & Cosmetology Arts must report this issue to the USDVA. This report may result in a lesser monthly payment from the USDVA to the veteran and possible overpayments from the USDVA to the veteran and the University of Spa & Cosmetology Arts. The University of Spa & Cosmetology Arts strongly advises veterans to pursue their training as specified in the Enrollment Contract.

### CREDIT FOR PREVIOUS EDUCATION AND TRAINING

The school will grant veterans appropriate credit for previous education and training and proportionately shorten the length and cost of their program to match this award of credit. Veterans will be required to present appropriate documentation to receive credit for prior education and training. This policy applies to all programs offered by University of Spa & Cosmetology Arts.

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

## salon AFFILIATION

The owners of USCA also own full-service salons (BJ Grand Salon & Spa) in the Illinois city of Springfield at two locations. The owners also sponsor advanced educational programs throughout the area and are approved sponsors of continuing education for the cosmetology profession.

As members of the International Chain Salon Association, as well as the school associations, we have the advantage of being fully involved in the beauty industry and are aware of trends and fashions as they develop.