



Beauty & Body Academy

SCHOOL CATALOG 2025

647 Bound Brook Road

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Mission

Our mission is to offer students the knowledge, training, and technical skills necessary to pass the Massage Therapist examinations so they may go on to become successful practitioners in the industry.

Educational Objectives:

- To encourage and foster the value of lifelong learning in our students.
- To provide students with the most up-to-date and comprehensive information available in the field of Massage Therapy.
- To utilize evaluation tools and materials that require students to effectively demonstrate the integration of the concepts and skills they have learned.
- To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions.
- To provide a curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.

Approvals

- New Jersey Department of Education
- New Jersey Department of Labor and Workforce Development

Associations

- Associated Bodywork and Massage Professionals (ABMP)
- MBLEX – Pending

Catalog Revisions

Beauty & Body Academy reserves the right to revise this catalog, when necessary, without notice.

Students with Disabilities

In compliance with the Americans with Disabilities Act, our facility is fully accessible with designated parking, handicap parking, restrooms, and handicap access to the building. For additional accommodations must be requested through the school director.

Campus Facilities

All class sessions are held at Beauty & Body Academy located at 647 Bound Brook Road, Middlesex, NJ 08846. The area of the institute is approximately 2,000 square feet, with side and back entrances. This space is divided into a reception area, one administrative office and two classrooms. Restrooms are available. Instruction is provided in one or more primary classrooms, auxiliary teaching rooms, lecture rooms or a combination thereof.

The facilities have adequate lighting, are air-conditioned, and are wheelchair accessible. Free ample student parking (including handicapped) is available around the building. Students receive instruction on institute-owned equipment, hardware and software. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, and handicapped access.

Admission Requirement and Procedures

All prospective applicants must be personally interviewed by a school representative, tour the school and receive a catalog describing the course offerings and the school policies. As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement.

Admission Requirements

- All applicants are required to complete a potential student questionnaire form for admission.
- All applicants must attend an initial personal interview with an Admissions Advisor and receive a tour of the campus.
- All applicants must be at least 17 years of age to be considered for admission and have a high school diploma or an equivalency diploma.
- All applicants must complete CPR/First Aid Training before completion of program.
- All applicants must pay a \$100 non-refundable applicant fee to apply.
- All applicants must pay a deposit of \$895 before the first day of class; this includes the cost of books/supplies.

The administration will review the required documents for admission and inform the applicant of acceptance.

Student Health Requirements

To participate in the clinical experience site, students must be able to lift at least 50 pounds without assistance.

Academic Policies

English Instruction

Beauty & Body Academy does not offer English as a Second Language instruction. All instruction occurs in English.

Qualitative Measurements

Grade Chart

Letter Grade	Numeric Grade	Description Legend	Quality Points
A	90 – 100%	Excellent	4
B	80 – 89%	Good	3
C	75 – 79%	Satisfactory	2
D	65 – 74%	Unsatisfactory	1
F	0 – 64%	Failure	0
P		Pass (Clinical)	
F		Fail (Clinical)	
W		Withdrawn	
I		Incomplete	
R		Repeat	

Appeal and Reinstatement

Students who have failed to maintain satisfactory progress will be notified in writing that they have been terminated from their program. Students with mitigating circumstances wishing to appeal the cancellation may do so, in writing, to the school director. Mitigating circumstances may include but are not limited to illness or injury of the student or immediate family member; death of a relative; or other special circumstance. The school director will evaluate the appeal and determine whether the student may be allowed to continue on an Academic Plan status.

The students' appeal must include the following:

- 1) The reason why the student failed to meet the SAP standard(s) AND
- 2) What has changed in the student's situation so that he or she will now be able to meet the SAP standards AND
- 3) Supporting documentation.

If an appeal is granted and the student is reinstated, the student will be placed on an Academic Plan status. A student with this status is required to regain SAP standing by the point specified in the academic plan; the terms will be included in the notice forwarded to the student when the appeal is granted. The terms will generally require students to meet or exceed the attendance requirements, pass all courses with a grade of "C" or better, and may include additional stipulations, such as tutoring. Each month the student's progress will be reviewed based on the Academic Plan; if a student fails to meet the requirements of the Academic Plan, he or she will be terminated. The Academic Plan is structured to assist the student in regaining SAP status by a projected point in time not to exceed the Maximum Timeframe. Students will generally be limited to

one appeal during the course of their education, regardless of the reason or other circumstance. If a student regains SAP status, he or she regains the ability to appeal one additional time.

Electronic Devices

All cellular telephones must be turned off in class- you will be asked to leave if any interruption occurs during class, resulting in an absence. NO texting is acceptable during class time! Any electronic equipment brought to class must be approved by the instructor before use in class.

Dress Code

The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat, and appropriate to classroom and clinical settings. Students in attire that is unbecoming of the standards of dress for professionals will be dismissed from class and will not be allowed to remain for clinical practice. The dress code is as follows:

- Beauty & Body Academy students will wear the school-designated uniform/scrubs and a school-provided nametag to campus, clinical sites, and externship sites.
- Students will use white, non-skid nursing or sport shoes.
- Hair should be tied and clear off the face.
- No facial or body piercings, studs, rings, or jewelry (with the exception of small, non-dangling earrings and a wedding band).

Fingernails should be clean, short (the fingertips should be visible when hands are held up, palms out), and without nail polish (clear nail polish is acceptable).

Attendance Policies

Beauty & Body Academy records the daily attendance of each student in accordance with state guidelines. Records of student's attendance will be kept on file and are available for student review. This school requires students to be in attendance for 80 percent of the program. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the school director with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond 20 percent of the program have the option of requesting an official leave of absence.

Leave of Absence

Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, or jury duty. An LOA shall be reasonable in duration, usually not to exceed 30 calendar days. One LOA may be granted during a 6-month period.

Students must adhere to the following procedures when requesting an LOA.

- Students in need of an LOA must contact the department directors. LOA requests must be supported by the appropriate documentation.
- Students cannot be granted an LOA to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of attendance.
- The chief academic officer will approve or deny LOA requests.
- If the student is not in attendance on their scheduled return date, the student will be withdrawn.
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Tardiness, Make-Up Standards

Developing good work ethics is an important part of the training at Beauty & Body Academy. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

It is the responsibility of the student to make up missed assignments. Beauty & Body Academy encourages students to plan to arrive at the school at least 10 minutes before the start of class.

Disciplinary Probation

During the course of study, students must adhere to Beauty & Body Academy's Standards of Conduct at all times. Disciplinary probation status is given as a consequence when a student

disregards the boundaries of acceptable behavior outlined in this catalog. Students who violate any of the stated school or program policies may be placed on disciplinary probation. Written disciplinary probation is an official notice for a specified period of time during which a student must demonstrate conduct that conforms to Beauty & Body Academy's Standards of Conduct. Assigned discipline may include a combination of sanctions for a particular incident. Misconduct during the probationary period or violation of any conditions of the probation will result in further disciplinary action, normally in the form of termination. Disciplinary probation status does not prohibit a student from being placed on academic probation.

Termination

The institute reserves the right to suspend or dismiss any student who:

- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to institute property or at clinical externship sites
- Manifests violent behavior
- Fails to maintain satisfactory academic progress
- Fails to meet satisfactory clinical standards
- Fails to meet the school's attendance policy or standards
- Fails to meet financial obligations to the institute
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs

Student Services

Transcripts

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The Institute reserves the right to withhold an official transcript, if the student's financial obligation to the Institute is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The Institute also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy.

Certificates and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. All records and documentation required by the Reform Act of 1989 will be maintained at the main administrative office for a minimum period of five years. Thereafter, all official student transcript records will contain the names of all programs into which students have enrolled, the names of all courses attempted, whether or not completed, the academic grade earned, the year and quarter, and the number of hours earned and will be maintained indefinitely. Transcripts will be provided to students upon written request.

Standards of Conduct

Students are expected to comply with institute policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. Beauty & Body Academy defines improper conduct as follows: cursing and/or yelling at fellow students or staff; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus or at a clinical or externship site; sexual misconduct; and disregard for institute policy. Improper conduct is cause for termination.

Retention of Records

Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, students will be given a copy of their records. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

- Attendance records
- Academic progress and grades
- Financial records

- Placement data
- The Enrollment Agreement
- Record of credit given for previous training
- Records of meetings, appeals, disciplinary actions and dismissals
- A copy of the graduation certificate(s) from this school
- Medical Records (where applicable)

Student records are maintained by the school secretary and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes and/or changes in financial aid. All records are private and are handled with confidentiality.

Student Grievance Procedure

This institution is dedicated to the fair treatment of and professional conduct with students. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

1. An effort to define the problem.
2. An effort to identify acceptable options for resolution; and
3. An attempt to resolve the conflict through the application of one or more of those options for resolution.

The student may thereafter choose to file a written complaint directly with the institution's chief academic officer who will work to resolve the matter. The director will investigate all formal (written) complaints, attempt to resolve all such complaints, and record an entry into the institution's official log.

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

Schedule of Charges

Cost Breakdown

Tuition	\$ 7,500.00
Registration Fee (non-refundable/due at registration)	\$100.00
Student Kit (Uniform, Books & Membership)	\$ 395.00
Total Cost	\$ 7,995.00

Payment Policy

Beauty & Body Academy is not approved to participate in the Federal or State Student Aid programs. The school does not participate in any state or federal financial aid programs. At the school's discretion, installment payments may also be arranged. Students assume responsibility for payment of the tuition costs in full through direct payment.

No interest is charged. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. Beauty & Body Academy accepts payment for tuition, books, equipment, and other fees through cash payment, VISA, MasterCard, or personal or third-party checks.

Grants, Student Loans and Scholarships

Beauty & Body Academy does not award grants or scholarships at this time. We do honor grants and scholarships that our students have been awarded from outside organizations. Beauty & Body Academy accepts all outside agency funding. This also varies, depending on agency type and available funds. Example: Unemployment, Work Force, DVR, TRA, MOET, VA, Private Company or employer or private organization.

Note: Students who have obtained a school assisted loan and withdraw from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. Beauty & Body Academy will reimburse the loan institution for balances due in accordance with the school's refund policy. The student will be responsible for any balances due on the student loan. Students are responsible for repaying their loan for received instruction. It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at Beauty & Body Academy. When a student is given a loan he or

she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand-deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by Certified Mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties, even if instruction has begun, with the exception of the registration fee.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Withdraw after attendance has begun is based on the following refund policy for all programs of 300 instructional hours or more. An instructional hour is defined as 60 consecutive minutes which includes attendance, instruction, project set up and clean up.

Reimbursement Scale

If Withdrawal or Cancellation Occurs:	The School Will Retain
During the first week	10% of the tuition
During the second or third week	20% of the tuition
After the third week but prior to completion of 25 percent of the course	45% of the tuition
After 25 percent but not more than 50 percent of the course has been attended	70% of the tuition
After completion of more than 50 percent of the course	100% of the tuition

A student who has a student loan and withdrawals from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files. Beauty & Body Academy encourages the development of good business practices in their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the director must be the same date as on the letter to the loan institution.

Programs

Total Clock Hours: 600 hours

Program Length: 6.5 Months (Full Time);

Program Delivery: On Campus Type of Instruction: Lecture and Lab

CIP Code: 51-3501. Massage Therapy / Therapeutic Massage

Program Description:

As required by the New Jersey Board of Massage Therapy, this program consists of 600 classroom (clock) hours of instruction in the required subjects. A classroom (clock) hour shall be no less than 60 minutes of any one clock hour during which a student participates in a learning activity in the physical presence of a member of the faculty of the school. The program is designed to prepare students for employment as licensed massage therapists. The program must be approved by the New Jersey Department of Education, New Jersey Department of Labor and Workforce Development, and NJ Board of Massage Therapy so that the graduates may take the board approved examination to practice as massage therapists. Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs occurs through vocational classroom instruction and applied laboratory procedures or practice.

Course Title	Hours
Massage Theory and Practice	250
Anatomy, Physiology, Kinesiology I & II, Myology	125
Pathology & Medical Massage	75
Eastern Massage	10
Acupressure	5
Lymph Drain	20
Stone Massage	10
Hydrotherapy	10
Reflexology	10
Geriatric	10
Prenatal and Infant	10
Sports Massage	20
Onsite Chair Massage	10
Aromatherapy	5
Business Practices	15
Ethics & Law	10
Total	600

Faculty

Instructor

Staff

Secretary

Admission Representative

Hours of Operation

Office Hours: 9AM to 4PM Monday to Thursday

9AM to 12PM Friday

Class Schedule

Full Time Session: 9AM to 4PM Monday – Thursday

Evening / Part-Time: Coming Soon