

THE SOMA INSTITUTE

THE NATIONAL SCHOOL OF CLINICAL MASSAGE THERAPY

Addendum Soma Catalog & Handbook Clinical Massage Therapy Diploma Program 2024

Under Financial Policies, p. 16 the following section is deleted in its entirety:

(f) The Soma Admissions Tuition Grant

The Soma Institute may award up to \$2,100 to eligible Clinical Massage Therapy diploma candidates. The Soma Admissions Tuition Grant (Grant) will be awarded to all applicants who meet the award determination process as outlined below. Those who apply must complete the Soma Admissions Grant Application. To apply for this Grant, please contact your Admissions Representative at 312.878.4644 or at admissions@soma.edu.

Admissions Grant Provisions:

- Applicants must conduct a formal interview with a Soma Admissions Representative
- Applicants must meet the admissions requirements for the Clinical Massage Therapy Diploma Program
- Applicants must be a U.S. citizen or eligible non-citizen (as defined by the United States Department of Education in determining eligibility for Federal Student Aid) or must have enrolled in a Tuition Flex Payment Plan
- Final award of the Grant is contingent upon receipt of all Admissions requirements by program start date
- Interruption of training or withdrawal may result in the cancellation of the Grant award and disbursement. The applicant understands that a change of student status may impact eligibility
- Funds from the Grant may be used only towards tuition for the Clinical Massage Therapy Diploma Program
- The Grant is nontransferable and has no redeemable cash value.

The deleted section is replaced by the following:

(f) The Soma Program Completion Tuition Grant

The Soma Institute will award up to \$2,100 to Clinical Massage Therapy diploma candidates who successfully complete the program. The award will appear as a credit on the student's tuition account ledger and is not transferable and has no redeemable cash value.

Under Financial Policies, p. 16 the following sections are added:

(g) Past Due Debt Policy:

Where a current or former student has had an official transcript withheld prior to July 1, 2023 because of a debt owed to the school, they may apply in writing for release of the transcript.

Any complaints with regard to the administration of the past due debt policy may be made to the Illinois Attorney General's student loan ombudsman (1-800-455-2456, StudentLoans@ilag.gov) and/or to the V-P, Financial Aid (312-878-4638, FinancialAid@soma.edu).

(h) Readmission and Financial Credit

Withdrawn students who are readmitted to the program will receive credit for all payments received during their previous enrollment period(s). Upon successfully completing the 15 day trial period in their re-admitted program, all debt previously owed to the school by the student will be forgiven.

Under Financial Policies p. 19, Delinquent Accounts

The following sentence- "A diploma and official academic transcripts will be withheld from any student who has been notified in writing by the School that they are in arrears" is **deleted**.

Under Withdrawal, p. 27, (b) Withdrawn Students with Tuition Balance Due

For students who have withdrawn with balances due to the School, payment in full within 45 calendar days of the issuance of the tuition due notice is required or the account will be referred to an outside collection agency.

The preceding paragraph is amended as follows:

For students who have withdrawn with balances due to the School, payment in full **or signing up for a 12 month payment plan** within 45 calendar days of the issuance of the tuition due notice is required or the account will be referred to an outside collection agency. **To mitigate any financial or physical hardship associated with the withdrawal, the school grant of up to \$2,100.00 referenced on p. 16 of the catalog will be applied to withdrawn students who can demonstrate that their withdrawal is caused by one of the following situations:**

- i) **serious injury or illness;**
- ii) **chronic illness;**
- iii) **a medical issue of a family member in which the student has to become a part-time or full-time caretaker of that family member;**
- iv) **a mental health condition;**
- v) **a sudden or consistent lack of transportation issue;**
- vi) **a significant cost of living increase.**

Under Student Records & Confidentiality, p. 29 (d) Official Transcripts

Each student who is in good academic and financial standing receives one official transcript at the completion of the course of study. Additional transcripts may be requested in writing. Students who have withdrawn and are in good financial standing may request a transcript in writing.

The preceding paragraph is amended as follows:

Each student, **whether they are in good academic and financial standing or not**, receives one official transcript at the completion of the course of study **or upon withdrawal. Additional transcripts may be requested in writing by the student/former student/a prospective employer. The fee will be \$10.00 per additional transcript.**

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