



2025

Edgar Cayce's **ARE**[®]
Cayce | Reilly[®]
school of massage



Spirit is the life; Mind is the builder; Physical is the result. 394-4

**Know that the purpose for which each soul enters a material experience
is that it may be as a light unto others. 641-6**



— Edgar Cayce





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Edgar Cayce

In the early 1900's Edgar Cayce (1877-1945), a psychic and medical intuitive, began emphasizing the importance of diet and exercise, attitudes and emotions, and holistic treatments for various illnesses in personal readings he gave

to individuals. Sixty-six years after his death, the information contained in the Cayce health readings is still being applied today and modern medicine is beginning to acknowledge the health benefits of many of Cayce's natural remedies. As a result, he has been called "the father of holistic medicine" and has been recognized for describing the workings of the human body and foreseeing the direction of health care well ahead of his time.

In the summer of 1928, Edgar Cayce, with the financial backing of several businessmen, began building the Cayce Hospital on a five acre plot overlooking the vastly undeveloped Virginia Beach coastline. The facility would serve as a place where people could seek holistic treatments and therapies for diseases, afflictions, and other ailments. The hospital was dedicated on November 11, 1928 and had thirty private treatment rooms, a library and a dining hall. A two-story twelve car garage and recreation facilities, including tennis courts, croquet and shuffleboard grounds, and bath houses on the beach were also added for patients.

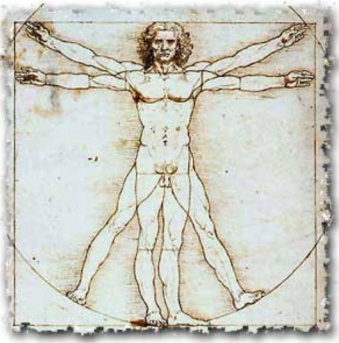


Dr. Harold Reilly

The Cayce/Reilly School opened in 1987 offering a unique massage curriculum that draws upon the wealth of information on holistic health, and personal transformation contained in the Edgar Cayce material and the massage style born out of

principles by physiotherapist, Harold J. Reilly. Dr. Reilly was a pioneer in the field of massage therapy and a world-renowned physiotherapist. He began receiving cases from Cayce in 1930, almost two years before they met. At that time, he had never heard of Edgar Cayce and did not suspect that the referrals were coming from a medical intuitive. Dr. Reilly created the now-trademarked Cayce/Reilly Massage, a particular style of Swedish Massage he developed from information suggested in the Cayce readings.

Since the school opened its doors in 1987, more than 1,200 students have graduated from the massage program to share the Cayce healing principles with clients, family, and friends. Over 80 years have passed since Edgar Cayce's dream of opening a hospital to help those in need became a reality. The graduates of the Cayce/Reilly School are proud to carry on that dream and be a part of a special legacy of health and healing.



The Cayce/Reilly Difference **CONNECTING BODY, MIND, & SPIRIT**

As the use of massage grows, so do the reasons for people seeking massage therapy. More and more people are recognizing it as an important element in overall health and wellness and an effective way to relieve stress, manage pain, and treat injuries.

The trademarked Cayce/Reilly Massage blends three different techniques: Swedish, Osteopathic, and Neuropathic. This unique massage offers a trademark blend of massage strokes, stretching, and gentle vibrations of the abdominal organs and endocrine glands. The massage begins at the left arm, and proceeds with attention to all major muscle groups and limbs, as well as the abdomen, torso and back. The massage strokes are performed in a specific order and sequence with an emphasis on relaxing and balancing the body's nervous system.

According to the Cayce philosophy, when the nervous system is properly balanced, all systems of the body can experience improved coordination and restoration of their proper functioning. With the use of meditative techniques including grounding, centering, and deep breathing, the Cayce/Reilly massage therapist holds the intention to integrate body, mind, and spirit and enhance optimal health and wellness for each client.

As a student at the Cayce/Reilly School, you will discover the difference of this unique massage and begin an exciting and enriching journey of professional development that will enable you to improve the lives of other through the healing art of therapeutic massage. The staff and faculty are dedicated to providing a holistic educational environment of the highest standards, preparing students for a rewarding career in the health care industry. We view massage as a valuable and positive force that promotes health and supports personal growth, professional fulfillment and spiritual awareness in the world.



MISSION & EDUCATIONAL OBJECTIVES



Our mission is to offer a quality comprehensive education in the art and science of massage therapy based on the holistic principles of the Edgar Cayce readings and in the spirit of Dr. Harold J. Reilly.

Our program's educational objectives are:

- Have a sincere desire to treat others with dignity and respect
- Demonstrate proficiency in the Cayce/Reilly Massage technique, as well as other advanced massage modalities
- Gain knowledge of the basic principles of anatomy and physiology and how they relate to the theory and practice of massage therapy
- Receive basic training in the Cayce health care system and the applications of remedies suggested by the Edgar Cayce readings
- Receive preparation to pass the Massage and Bodywork Licensure Exam (MBLEX) to acquire the credential needed for professional practice in Virginia
- Learn business skills necessary for building and maintaining a successful massage practice
- Cultivate the ability to communicate effectively with clients, other health care professionals and the general public
- Have a clear understanding of the scope of practice of a massage therapist



Our Philosophy

It is our belief that students who attend our school leave with more than technical knowledge of massage therapy. Although technique and the sciences are extremely important in the training of massage therapists, we expect our graduates to gain more than technical knowledge. Our students are encouraged to explore their own inner processes by working with dreams, practicing meditation and exploring the body/mind/spirit connection.

The staff and faculty of the Cayce/Reilly School are dedicated to providing a holistic educational environment of the highest standards, preparing students for a rewarding career in massage therapy. We view massage as a valuable and positive force that promotes health and supports personal growth, professional fulfillment, and spiritual awareness in the world. As we continually strive to offer students from every background and life experience the best educational program possible, the Cayce/Reilly School joins the A.R.E. in its mission to help people change their lives for the better through the concepts in the Edgar Cayce readings.

Stewardship

The Cayce/Reilly School of Massage is an affiliate of the Association for Research and Enlightenment, Inc. The A.R.E. is a nonprofit, membership organization, founded in 1931 by Edgar Cayce as a means of helping people change their lives for the better. Open to the public, the A.R.E. is an international organization that is administered by a board of trustees.

As a part of this unique organization, students enjoy our bookstore, library, café, meditation room, and meditation garden. Students are also able to participate in conferences, workshops, and health symposiums.





ACCREDITATIONS & APPROVALS

- Accredited by the Commission on Massage Therapy Accreditation (COMTA)
- Certified by the State Council of Higher Education for Virginia (SCHEV) to operate as a proprietary school
- Approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), the Florida Board of Massage Therapy and the Texas Department of State Health Services as a continuing education provider
- Approved by the State Approving Agency for Veterans Education and training for Veterans and other eligible persons
- Approved by the U.S. Department of Education to offer Federal Financial Aid to those who qualify

COMTA Accreditation

The Cayce/Reilly School of Massage was the first massage/bodywork training school in Virginia with a COMTA-accredited program. COMTA's mission is to maintain and improve quality assurance in massage therapy and bodywork education by recognizing post-secondary schools and programs through an accreditation process. Schools and programs achieve this recognition by continually demonstrating their compliance with a commitment to standards developed and monitored by the commission.

www.comta.org

Address: 900 Commonwealth Place, Suite 200-331
Virginia Beach, VA 23464
(202) 888-6790 info@comta.org



SCHEV Certification

The State Council of Higher Education for Virginia (SCHEV) is the Commonwealth's coordinating body for higher education. SCHEV administers a variety of educational programs that benefit students, faculty, parents and taxpayers and also helps policymakers, college administrators and other concerned leaders work cooperatively and constructively to advance educational excellence.

Address: 101 N 14th Street,
James Monroe Bldg.
Richmond, VA 23219



NCBTMB

The National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) is the national credentialing body for massage therapists and bodyworkers. It develops standardized examinations that cover a core body of knowledge, promotes professional development and offers a recertification program to renew its credential. This nonprofit organization represents more than 91,000 nationally certified practitioners and works to serve all those who are touched by the field of therapeutic massage and bodywork.



Veteran's Administration

This institution is approved to offer the GI Bill *educational benefits by the Virginia State Approving Agency. Veterans are eligible for Veterans Education funds for the Cayce/Reilly School's 700 hour diploma program. Applicants should consult their local Veteran's Administration office for benefit details. The Cayce/Reilly School also accepts tuition assistance for the Montgomery GI Bill®, Post 9/11 GI Bill® and the MyCAA Military Spouse program.



Department of Education

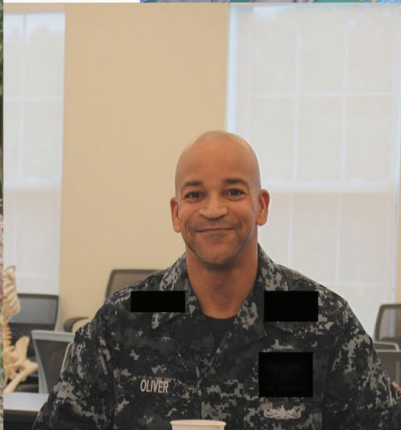
The Department of Education has granted the Cayce/Reilly School permission to participate in Title IV Funding, offering federal financial aid such as Pell Grants and student loans to students who qualify and who are enrolled in the 700-hour diploma program.





More and more states are requiring licenses or some type of certification in order to practice massage therapy, and many, like Virginia, utilize the MBLEX as their licensure exam. The Cayce/Reilly School offers a curriculum that is accepted in many states that require licensure. Prospective students should learn exactly what is required to practice massage in the state, city, or county where they intend to practice and should choose a massage program accordingly. The state of Virginia requires a minimum of 500 hours of training in an accredited program. For requirements in other states, visit www.amtamassage.org/regulation/stateRegulations.html. If we have alumni living in your area, we will be happy to refer you to them so you can get first hand information on the licensing requirements.







The Cayce/Reilly School of Massage is located on the beautiful A.R.E. campus in Virginia Beach, Virginia. The campus is located on 67th street, directly across Atlantic Avenue from the Atlantic Ocean, and is comprised of the original Cayce Hospital building, the Don and Nancy deLaski Family Foundation Education Center, the A.R.E. Visitor Center and the Wynn building. On campus is a beautiful meditation garden, complete with waterfall, trees, and plants adding an air of peace and tranquility, as well as a Labyrinth and Reflexology walk.

The school's administrative offices are located on the second floor and student clinic, massage and lecture classrooms are located on the first floor of the Education Center. Complete audiovisual equipment includes digital interactive whiteboards (mondo boards), equipped with DVD, internet and teleconferencing access. Other study aids include skeletons, models and wall charts for anatomy classes.

The school provides massage tables for classroom and clinic use, and utilizes the hydrotherapy facilities in the A.R.E. Health Center and Spa. Several areas are shared by students, faculty, and A.R.E. staff.

The A.R.E. Visitors Center, built in 1975, houses a bookstore, library, meditation room, and two spacious auditoriums. Located within the library is the Gail Anita Flagler Room equipped with WiFi, computers and printers for the use of students.



State Council of
Higher Education



CLASS SIZE

Class size may vary, depending upon the number of part-time students attending. Our massage classrooms accommodate a maximum of 24-30 students comfortably. Massage classes with an enrollment of 12 or more students have an assistant instructor at all times, giving a maximum student/teacher ratio of 12:1. Lecture classes will hold a maximum of 24-30 students; the maximum student per teacher ratio in a lecture class is 30:1.

2024 Graduation Rate

Total Students enrolled: 41 (28 full-time and 13 part-time)

Graduated: 20 students or 48% (13 full-time and 7 part-time)

Withdrew: 4 students or 9% (3 full-time and 1 part-time)

Still Attending: 30 students (17 full-time and 13 part-time)





Full-Time Program

The daytime program is divided into two semesters of approximately 350 hours each. Each semester is a little more than four months, or eight months total for completion. Students enrolled in the full-time program attend school Monday-Friday approximately 25-30 hours per week. All classes are measured in clock hours; a clock hour is defined as a sixty-minute block of time consisting of a minimum of 50 minutes of instruction with appropriate breaks.

Evening Studies & Part-Time Program

Students enrolled in the part-time program attend an average of 12-16 hours per week. Students may attend on a part-time basis during the weekday hours and we also have an Evening Studies Program developed for those individuals who want to attend school but are unable to do so during the daytime hours. All courses required for the 700-hour diploma program are offered in the Evening Studies Program on an annual basis. The Evening Program starts in February of each year only and students complete the entire 700-hour diploma program within 14 months

Descriptions of all required courses are available on our website www.caycereilly.edu. For more information, including current class schedules, please contact the school administration office: (757) 457-7270.





700 HOUR PROGRAM DATES

February Day Time Program 2025

Orientation: Feb 24

1st Semester Feb 24 - May 22, 2025

Break: May 23 - June 1, 2025

2nd Semester: June 2 - Sept 9, 2025

Graduation: Sept 12, 2025

February Evening Studies Program 2025

Orientation: Feb 24, 2025

1st Semester: Feb 24 – July 10, 2025

Break: July 11 - July 13, 2025

2nd Semester: July 14 - Nov 6, 2025

Graduation: Feb 27, 2026

October Day Time Program 2025

Orientation: Oct 17

1st Semester: Oct 20 – Feb 6, 2026

Break: Dec 20 - Jan 4, 2026

2nd Semester: Feb 9 - May 21, 2026

Graduation: May 22, 2026







700 HOUR DIPLOMA PROGRAM

First Semester Classes

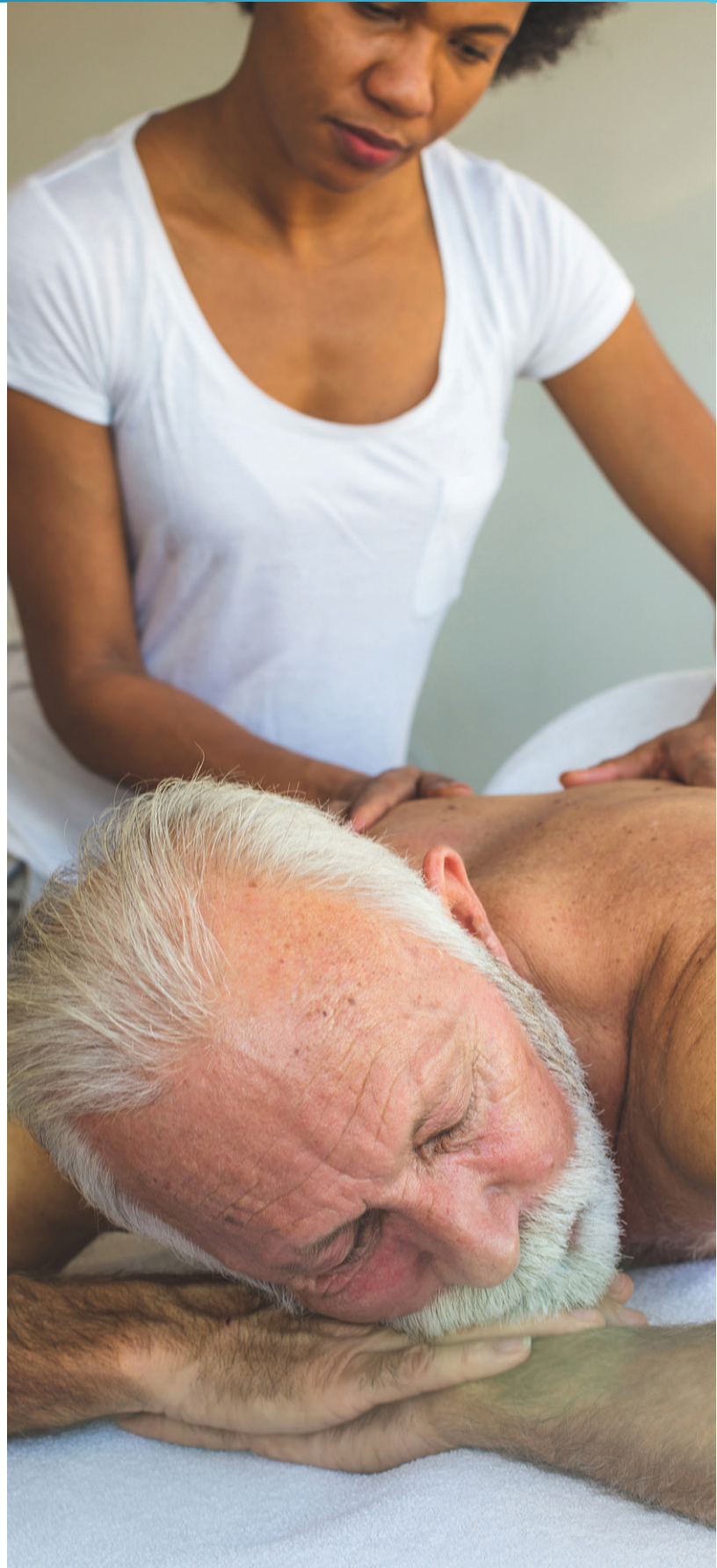
Anatomy & Physiology	75 hours
Body/Mind/Spirit	20 hours
Professional Ethics	15 hours
Cayce/Reilly Massage and Wellness	152 hours
Massage Research	10 hours
Clinical	28 hours
Chair Massage	20 hours
Nutrition, Health & Wellness	15 hours
Business Development	20 hours

355 hours

Second Semester Classes

Advanced Clinical Massage	68 hours
Anatomy & Physiology II	75 hours
Applied Pathology	45 hours
Kinesiology	35 hours
Clinical II	48 hours
Healer's Path	10 hours
Hydrotherapy	20 hours
Integrative Massage	20 hours
MBLEx Review	4 hours
Reflexology	20 hours

345 hours





Anatomy and Physiology I ~ 75 hours

No prerequisites.

This course presents an overview of the organization of the human body. Although body systems are studied, there is an emphasis placed on the musculoskeletal and nervous systems. The study of regional anatomy focuses on surface landmarks; individual muscle origins, insertions and actions; posture and movement analysis; and specific nerve innervations. In maintaining the perspective of massage therapy, precautions and therapeutic considerations are also covered.

Body/Mind/Spirit ~ 20 hours

No prerequisites.

This experiential class will expand on a frequently mentioned concept in the Cayce readings: "... spirit is the life, mind is the builder, physical is the result" (reading 349-4). The element of touch awakens new body awareness and offers an opportunity to more fully understand one's body, as well as enhance the quality of life through development of one's fundamental spiritual nature. How do emotions from yesterday affect one's body today? How is illness used as a vehicle for growth? This is a class of discussion, discovery and fun.

Business Development ~ 20 hours

No prerequisites.

Students will be instructed basic business principles and practices of a professional massage therapist. Information on accounting, insurance, tax preparation, marketing and business plans will be explored. Students will also be introduced to interview skills, resume writing and how to maximize employment opportunities.

Cayce/Reilly Massage & Wellness ~ 152 hours

Recommended: Anatomy & Physiology I.

Fundamental technique of relaxation massage, with emphasis on the Cayce/Reilly treatment; combines Swedish style massage strokes with rotation of joints and limbs as well as the stimulation and vibration of organs and glands. The history of massage, contraindications for massage, benefits and physiology of massage, use of oils, draping techniques, body mechanics, endangerment sites, self-care, and a selection of holistic Cayce remedies are also presented. Students give and receive massage in this class.





Chair Massage - 20 Hours

No prerequisites.

Students learn to use one of the fastest-growing marketing tools in the field of massage therapy. Course includes instruction in techniques unique to a portable massage chair ranging from a one-minute demonstration “routine” with basic strokes, to a more specific, 15-minute therapeutic lower back release, work on the upper shoulders and neck, and therapeutic work specific to carpal tunnel syndrome symptoms.

Clinical Experience I - 28 Hours

Prerequisite: Cayce/Reilly Massage.

Students are required to give massage sessions in the Cayce/Reilly School Student Clinic with the supervision of a massage professional. The clinical experience is designed to give our students valuable hands-on experience and feedback with a variety of clients.

Massage Research - 10 Hours

No prerequisites.

Students will receive the basics of research, with a specific emphasis on massage. They will learn the language needed to be able to understand the research reports, where to find specific research material and many other useful tools that will assist the successful massage therapist with their practice and clients.

Nutrition, Health and Wellness - 15 Hours

No prerequisites.

By introducing students to the basics of nutrition, they will gain a practical understanding of nutrition and how it relates to overall health. Students will have the opportunity to analyze and assess their own dietary habits. The transpersonal elements of nutrition will be explored, with emphasis on what the Edgar Cayce readings reveal on the subject.

Professional Ethics - 15 Hours

No prerequisites.

This course focuses on establishing a successful and ethical massage practice. Topics include: client communication skills, professional behavior and boundaries and ethical standards of practice.



Advanced Clinical Massage - 68 Hours

Prerequisite: Cayce/Reilly Massage & Anatomy & Physiology I.

In this class, students will learn and practice advanced therapeutic modalities and techniques that will enabling them to work with clients who have specific injuries, complaints, and/or tension patterns. The effects of pain and reduction of pain in the application of technique will be discussed. Theory and practice in myofascial release and neuromuscular therapy will be emphasized.

Anatomy & Physiology II - 75 Hours

Prerequisite: Anatomy & Physiology I.

This course continues the study of the body systems with a detailed look at how they work together and it also examines the body systems from a bodywork perspective. The pathology, biomechanics and specific nerve functioning with respect to their role in massage is also covered. The focus is on the student acquiring a thorough working knowledge of the form and function of the human body.

Applied Pathology - 45 Hours

Prerequisite: Anatomy & Physiology I.

This is an introduction to pathology as it might be encountered in the practice of massage therapy. Signs and symptoms, path physiology and indications, or contraindications of many diseases will be covered and pharmacology considerations will also be discussed. Assessment and integrative techniques will address specific muscular dysfunction.

Clinical Experience II - 48 Hours

Prerequisite: Cayce/Reilly Massage and Clinical Experience I.

The practicums in the second semester will give students further hands-on experience while also allowing them to begin integrating a variety of modalities that are taught in the second semester.





Healer's Path - 10 Hours

No prerequisites.

This course covers Cayce's concept of healing with readings, discussions, rituals and participatory experiences of being a channel for healing. The practices of inter-professional education will also be explored.

Hydrotherapy – 20 Hours

Prerequisite: Cayce/Reilly Massage and Wellness.

Students study and apply the various modes of hydrotherapy and other modalities, including stream/fume baths, packs, cryotherapy, heliotherapy, paraffin, hydro collators and facials.

Integrative Massage - 20 hours

Prerequisite: Cayce/Reilly Massage and Wellness.

The Integrative Massage class is an opportunity for students to learn additional advanced orthopedic massage techniques and protocols for specific areas of pain relief. In addition, students have the opportunity to practice the integration of all the modalities learned in the program into a full body massage routine

Kinesiology - 35 Hours

Prerequisite: Anatomy & Physiology I.

This highly experiential class is geared to assist students in developing essential palpation skills, as well as learning various methods of palpation and when and how to use them.



MBLEX Preparation - 4 Hours

No prerequisites.

Students will be instructed in the application process for taking the required licensure exam—Massage and Bodywork Licensing Exam (MBLEX) for professional practice in the state of Virginia. Students will also learn about how the test is organized and basic test-taking strategies.

Reflexology ~ 20 hours

No prerequisites.

Through demonstration and hands-on practice, students learn the history, purpose and application of this ancient healing art. Explanation of zone theory, foot anatomy and various palpation techniques offered.





ADMISSION REQUIREMENTS

General Admission

Applicants must:

- Be at least eighteen years of age
- Provide high a school completion transcript or GED transcript certificate. In the absence of these documents, applicant can provide a post-secondary transcript showing at least sixty credits in a science or health science field. At times, certain circumstances allow for the acceptance of a high school diploma. Please see admissions with questions.
- Complete an application form and pay \$75 application fee
- Provide proof of having received one professional massage
- Provide a healthcare provider's (MD, DO, ND, DC, etc.) letter stating that the applicant is in good health and physically able to practice massage
- Provide proof of a negative tuberculosis test within the last 12 months or chest x-ray if known reason for positive TB test
- Have a personal or telephone interview with a staff or faculty member
- All applicants are screened and interviewed by our staff and evaluated on their motivation and academic ability to benefit from our program, without discrimination on the basis of age, gender, race, national or ethnic origin, religion, creed, sexual orientation, or disability.

International Students

We welcome applications from international students who do not require an F-1 VISA, such as individuals who are already in the United States on a different visa type that permits study, or those who hold permanent residency.





ADMISSION PROCESS



- Applicant submits completed Cayce/Reilly application online, in person, or by mail along with the \$75 nonrefundable application fee
- Applicant has copies of high school diploma, GED, or college transcripts forwarded to the school.
*For students applying for financial aid, transcript must have 60 applicable transfer hours
- Applicant provides proof of receipt of having received one professional massage
- Applicant has physical exam and TB test no more than twelve months before school starts; the school reserves the right to decline admission in the absence of a valid physician's letter of health
- Applicant has telephone or personal interview
- Applicant is given verbal acceptance, followed by a written or e-mail letter of acceptance



Denial of Admission

The school may deny admission if it is deemed that an education in massage will not be beneficial to the applicant. This institution reserves the right to deny admission to any applicant for reasons including, but not limited to failure to meet the stated entrance requirements, having health problems that interfere with duties as a student or massage practitioner, inability to meet financial obligations to the school, and lacking the physical capabilities to perform massage.

Student Services

The Cayce/Reilly School staff is dedicated to supporting our students in their experience of personal and professional growth. The process of learning and practicing bodywork therapies often brings up opportunities for the student/practitioner to heal him/herself. Because we are committed to fostering only the most highly qualified massage professionals, our staff maintains a list of local and regional resources for counseling and other support services that are available to all students upon request.

Transfer of Credits and Testing Out

The Cayce/Reilly School does not guarantee the transferability of its credits to any other educational institution. That transferability is up to the receiving institution. Prospective students who have taken college level Anatomy/Physiology will be allowed to test out of Anatomy/Physiology I (75 hours) and Anatomy/Physiology II (75 hours) courses after meeting the following criteria:

- Completion of a comparable course (in both subject matter and hours) at another postsecondary school
- Submission of syllabus (for comparison) and transcript that indicates course was passed with a minimum of a 'C'
- Hours must meet or exceed the hours offered at the Cayce/Reilly School
- Courses taken at other postsecondary schools must have been complete within the past five years
- There is a \$300 nonrefundable test-out fee to sit for the test-out exam (one per class)
- The prospective student must pass the exam(s) with a minimum of 80%. Should the prospective student not make the minimum 80%, that student will then be required to pay the tuition in full for the course and take the course at the Cayce/Reilly School





TUITION & FEDERAL FINANCIAL AID



Tuition

Tuition for 2025 programs is \$11,500.

**Tuition and related educational expenses are subject to change without notice.*

Payment Plans

Plan #1: Full Payment (\$100 Discount)

\$11,500 - Full Program Tuition

- 100

\$11,400 Total due within one week of the start of classes

Plan #2: Full Payment Each Semester

**(due at beginning of semester)*

1st Semester:

\$5,750 - Semester Tuition

2nd Semester:

\$5,750 Tuition

*(*Required of all students paying 100% out of pocket)*

(A fee of \$250 each semester is also

assessed in addition to tuition costs noted above)

Plan #3: Monthly Payments

(for balances not covered by FA)

Monthly payments in which each semester balance is paid in full.

Plan #4: Federal Financial Aid

Federal financial aid is available through the U.S. Department of Education for students who qualify. The Cayce/Reilly School currently participates in the Federal Pell Grant, Direct Stafford Loans and Parent PLUS Loans. **Applications are completed and submitted online at www.fafsa.ed.gov.** Additional information on these federal programs is available in the Financial Aid section of this catalog.



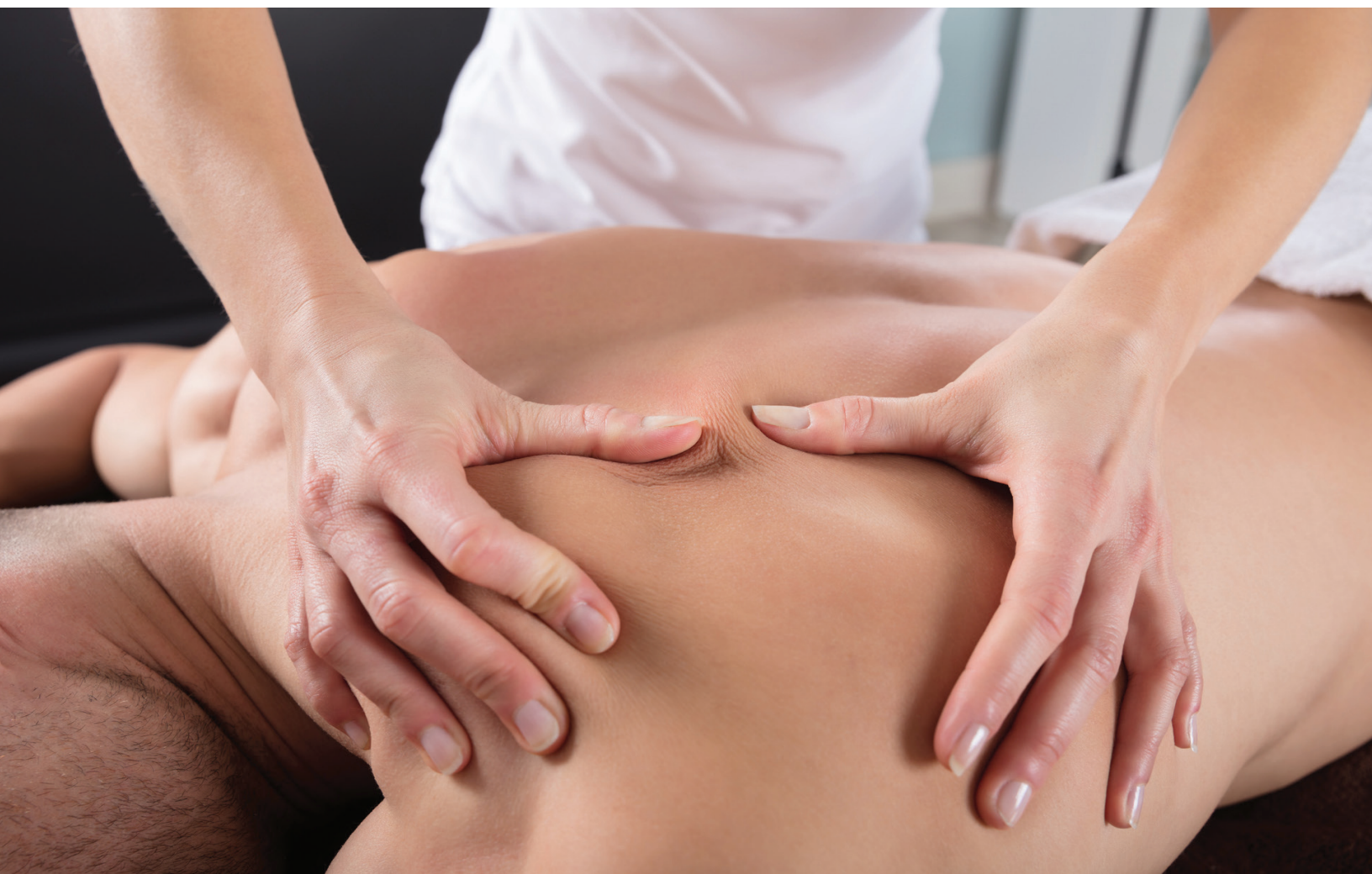
Additional Tuition Assistance

Cayce/Reilly School also has students sponsored by a number of private and government agencies, such as:

- The Department of Rehabilitative Services*
- The Department of the Visually Handicapped*
- Various state employment commissions
- The Economic Dislocation and Worker Adjustment Assistance Act (EDWAA)*.

Call (202)219-5577 or visit www.doleta.gov/programs/factsht/dwaa.htm

**Please contact these agencies directly for inquiries regarding tuition assistance.*





EXPENSES

Books & Supplies

Textbooks	\$400-\$500
Fees	\$500
Oils	\$55-\$65
Clinic Uniform	\$40-\$50

Students are required to provide their own sheets for practice in hands-on classes. Other classroom and school supplies include a personal computer, notebooks, pens, and pencils.

Expenses Related to Withdrawals

In the event a student withdraws from the program, he/she will be responsible for any tuition that may be due up to the time written notice of withdrawal is received by administration. In addition, the student will be responsible for reimbursing the school for any expense related to the student's education and/or graduation that will no longer be required due to the student's withdrawal. Such expenses could consist of student nametag (\$7.00; first semester) and diploma.

Cancellation and Refund Policy

Cayce/Reilly cancellation and refund policies meet the requirements of the State Council of Higher Education (SCHEV). All payments remitted to the school (except the \$75 application fee) shall be refunded to the student if he/she is found to be ineligible to attend or withdraws prior to the beginning of classes. Withdrawal from the school must be in writing.

All refunds are calculated on a **per semester** basis:

- a) A student who enters the program but withdraws or is terminated during the first quarter (25%) of the semester is entitled to receive as a refund a minimum of 50% of the stated cost of the course or program FOR THE SEMESTER.
- b) A student who enters the program but withdraws after completing a quarter (25%), but less than half (50%) of the semester is entitled to receive as a refund a minimum of 25% of the stated cost of the course or program FOR THE SEMESTER.
- c) A student who withdraws after completing half, or more than half, of the semester is not entitled to a refund.
- d) All refunds are calculated and made within 30 days of receipt of written notice.

Return of Title IV Funds (R2T4) Policy

In accordance with federal regulation, students who receive federal financial aid (Title IV funds) and withdraw, officially or unofficially, from the program before completing more than 60% of the payment period are subject to the Return of Title IV funds policy.

1. Calculation

- The percentage of aid earned is equal to the percentage of the payment period completed.
- The unearned portion of aid must be returned to the Department of Education.

2. Institutional and Student Responsibility

- The school will return unearned funds for which it is responsible within 45 days of the student's withdrawal date.
- The student may be responsible for repaying any Title IV funds disbursed directly to them that were determined unearned.

3. Post Withdrawal Disbursement

- If the student earned more aid than was disbursed, they may be eligible for a post-withdrawal disbursement. The school will notify the student in writing within 30 days if such funds are available.



The proportion of Total Program Taught by Withdrawal Date:	Tuition Refund
Withdrawal before the class beginning date	100%
Withdrawal after 10% of hours completed	90%
Withdrawal after 20% of hours completed	80%
Withdrawal after 30% of hours completed	70%
Withdrawal after 40% of hours completed	60%

The proportion of Total Program Taught by Withdrawal Date:	Tuition Refund
Withdrawal after 50% of hours completed	50%
Withdrawal after 60% of hours completed	40%
Withdrawal after 70% of hours completed	30%
Withdrawal after 80% of hours completed	20%
Withdrawal after 90% of hours completed	10%
Withdrawal after 91% of hours completed	No Refund

FEDERAL FINANCIAL AID

Federal Student Aid is financial help from the government for eligible students to pay for educational expenses at an eligible postsecondary school (college, vocational school, graduate school, etc.).

How to Apply

Students must complete the Free Application for Federal Student Aid (FAFSA). Applications can be completed and submitted online at www.FAFSA.ed.gov or a physical application can be obtained from the Cayce/Reilly School's financial aid office and completed and mailed in. On the application you will need to select the Cayce/Reilly School as the school you would like your application information forwarded to by adding our school code to your application: **041373**.

Eligibility

Eligibility for federal student aid is based on financial need and on several other factors, as determined by the US Department of Education. To receive aid from these programs, you must:

- Demonstrate financial need (except for certain loans) and valid SSN
- Have a high school diploma or a GED certificate, or pass the Ability-to-Benefit test approved by the U.S. Department of Education, or complete a high school education in a home school setting that is treated as such under state law. *The Cayce/Reilly School does not participate in this test.
- Be enrolled in the 700-hour program and be a U.S. citizen or eligible noncitizen
- Certify that you are not in default on a federal loan and do not owe money on a previous federal student grant



FINANCIAL AID PROGRAMS

The Cayce/Reilly School is approved to offer the Pell Grant, Unsubsidized Direct Loan, Subsidized Direct Loan, and parent PLUS Loans to those who qualify.

Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.

Eligibility; The College Cost Reduction and Access Act (CCRAA) states that a student whose **SAI calculation does not exceed 6,206** the Pell eligibility limit

Maximum Pell Grant: The maximum Pell Grant award for the 2024-2025 award year (July 1, 2024 to June 30, 2025) for Cayce/Reilly® School students is **\$7,395**. This amount is prorated for a 700-hour diploma program. The maximum amount can change each award year and depends on program funding.

Federal Direct Loans

Federal Direct Loans are funded by the federal government, as opposed to a bank or lending agency, and are available to students and parents of dependent students who qualify. Students will have to sign a promissory note, a binding legal document that lists the conditions under which you're borrowing and the terms under which you agree to repay your loan. **The Cayce/Reilly School participates in three types of Direct Loans.**

1. Subsidized Loans

A subsidized loan is awarded on the basis of financial need. Students eligible for a subsidized loan, the government will pay (subsidize) the interest on your loan while you're in school, and if you qualify to have your payments deferred. The current interest rate is 6.53%.

Maximum Subsidized Loan Amount: Students at the Cayce/Reilly School receive a prorated loan amount, based on a 700– hour diploma program.

Dependent Student: The maximum amount that a student can borrow for the current award year is up to \$3,500. (Excluding students whose parents cannot borrow PLUS Loan)

Independent Student: The maximum amount a student can borrow for the current award year is up to \$3,500. (Including a Dependent student whose parents have applied for but were unable to get a PLUS Loan)



2. Unsubsidized Loans

Unsubsidized Loans are not based on a student's level of financial need and may help cover costs that Pell Grants and Subsidized Loans do not. The school will subtract the total amount of your other financial aid from your cost of attendance to determine whether you're eligible for an unsubsidized loan. Unlike a subsidized loan, you are responsible for the interest from the time the unsubsidized loan is disbursed until it's paid in full. You can choose to pay the interest or allow it to accrue (accumulate) and be capitalized (added to the principal amount of your loan). Capitalizing the interest will increase the amount you have to repay. The current interest rate for 2024-2025 is 6.53%.

Maximum Unsubsidized Loan Amount: Students at the Cayce/Reilly School receive a pro-rated loan amount, based on a 700-hour diploma program.

Dependent Student: The maximum amount that a student can borrow for the current award year is up to \$6,000. (Excluding students whose parents cannot borrow PLUS Loan)

Independent Student: The maximum amount a student can borrow for the current award year is up to \$6,000. (including a Dependent student whose parents have applied for but were unable to get a PLUS Loan).

***Generally, if you're a first-year undergraduate student and a first-time borrower, the school cannot disburse your first payment until 30 days after the first day of your enrollment period. This practice ensures you won't have a loan to repay if you don't begin classes or if you withdraw during the first 30 days of classes.**

3. Parent PLUS Loan

Parents can borrow a PLUS Loan to help pay your education expenses if you are a dependent undergraduate student enrolled at least half time. For a Direct PLUS Loan, your parents must complete a Direct PLUS Loan application that can be obtained from the school website or from the Cayce/Reilly School's financial aid office.

For financial aid purposes, a parent must be the student's biological or adoptive mother or father; a legal guardian is not considered a parent for FSA purposes. Parents will be required to pass a credit check and may be required to have a cosigner if the credit rating is found insufficient.





Military/G.I. Bill Programs

As a Veteran you may be eligible for educational benefits through numerous G.I. Bill Programs. Additionally, the Cayce/Reilly School has had students sponsored by a number of private and governmental agencies, such as:

- The Department of Rehabilitative Services, The Department of the Visually Handicapped, Various state employment commissions,
- The Economic Dislocation and Worker Adjustment Assistance Act (EDWAA); information on this program is available by calling the U.S. Department of Labor, Office of Worker Retraining, 202-219-5577.
- Veterans' Assistance, GIBill Information*, post-911 GIBill, Montgomery GIBill, MyCAA, VONAPP

*Our facility currently complies with the requirements of Veterans Benefits and Transition Act of 2018, Section 103, in that, FOR DELAYED PAYMENTS FOR INDIVIDUALS ENTITLED TO EDUCATIONAL ASSISTANCE UNDER CHAPTER 31 or CHAPTER 33, our facility does not prevent enrolling, does not assess a late penalty fee, does not require securing alternative or additional funding, and does not deny access to any school resources (access to classes, libraries, or other institutional facilities) that are available to other students that have paid.

Veterans, their spouses, and their dependents may be eligible for educational benefits through numerous G.I. Bill programs. Please visit the www.va.gov website for details.

FOR INDIVIDUALS ENTITLED TO EDUCATIONAL ASSISTANCE UNDER CHAPTER 31 (VR&E) or CHAPTER 33, Cayce/Reilly School of Massage currently complies with the requirements of Veterans Benefits and Transition Act of 2018, including Section 103:

- All Cayce/Reilly admissions requirements and deadlines apply to Military Veterans.
- Military Veterans are entitled to apply for Federal Financial Aid benefits through the FAFSA, if their military benefits do not cover the entire cost of the program.
- Military Veterans are entitled to establish a payment plan, according to school policies, if their military benefits do not cover the entire cost of the program.
- If payments from the VA Educational Assistance program are delayed, our facility does not prevent enrolling, does not assess a late penalty fee, does not require securing alternative or additional funding, and does not deny access to any school resources (access to classes, libraries, or other institutional facilities) that are available to other students that have paid.
- Additional requirements:
 - Military veterans are required to submit their Certificate of Eligibility.
 - Military veterans are required to submit their Certificate of Release or Discharge from Active Duty, DD Form 214.

Other private and governmental agencies such as the Department of Rehabilitative Services and the Department of the Visually Handicapped have sponsored our students. Please call the Admissions office at 757-457-7159 for more information.

Cost of Attendance

The cost of attendance is the estimated total costs to attend school for one year (or 8 months at the Cayce/Reilly School). The cost of attendance includes tuition, books, supplies, and various living expenses while attending school.

Cost of Attendance includes:

Tuition:	\$11,500	Total if Living With Parent:	\$23,356
Books:	\$500	Total if Not Living With Parent:	\$31,872
Tech Fees:	\$500		

*Living Expenses: With Parent: \$10,856 Not With Parent: \$19,372

For more information on additional financial aid policies, please visit our website at www.caycereilly.edu.



Student Conduct Policy

Students are expected to behave in a professional and courteous manner at all times. Honesty, integrity, and clear intent are necessary components for work as a massage therapist. A student may be placed on probation, suspended, or dismissed for conduct that includes:

- Use, consumption, or distribution of alcohol or illegal drugs on school premises
- Attending class under the influence of alcohol or illegal drugs
- Possession or use of any weapon on school premises
- Violation of school policy on infectious conditions
- Sexual activity on school premises
- Sexual advances or activity in a massage therapy setting, regardless of location
- Violation of school draping or nudity policy or violation of appropriate touch taught in class
- Failure to maintain appropriate hygiene
- Cheating
- Using profane language or exhibiting abusive behavior toward classmates, faculty or staff
- Threatening a fellow student, faculty, staff, or administrative person
- Any behavior that is deemed by the administrative staff to be inconsistent with the standards of the school and profession of massage therapy





Crime Awareness/School Security

The Cayce/Reilly School staff and faculty are concerned that every student and employee experience a safe and secure environment while at our school. It is the responsibility of every student, faculty and staff member to be aware of safety and security matters and to promptly report any crime to school officials and to the local police. The Cayce/Reilly School of Massage strictly prohibits the possession of weapons and the illegal use of alcohol, controlled substance, and drugs on the campus at any time.

The most recent crime report for the city of Virginia Beach can be found on our website at www.caycereilly.edu.

Leave of Absence

The Cayce/Reilly School discourages leaves of absence (LOA), but acknowledges the need for one in certain emergency situations. No more than one LOA (absence from class for more than one week) is allowed per program, and the student must submit a request in writing for approval.

GRADING SYSTEM

The grading system used throughout the program reflects the following :

A = 100-90 B = 89- 80 C = 79 - 70 F = 69- 0 P = Pass

W = Student has withdrawn from course and has notified the office in writing.

Missing more than 20% of any class may result in an automatic "F" in that class. A small number of classes are offered on a pass/fail basis. Pass/fail grades will not be averaged into the overall grade average. Students who fail a class must repeat the class on a space available basis in order to graduate. Full tuition will be due at the time the student registers for the class. In massage classes, final grading may include a practical and/or written exam.





Program material is taught in a sequential manner and requires each student to meet performance criteria for each course before moving to the next level of course work. Progress is measured by:

- Quizzes and examinations for theoretical material
- Documented messages outside of class, study reports, and completion of assigned home-work, in addition to classroom time
- Demonstration of practical material, student feedback, and instructor feedback plus hands-on evaluations of practical material

Students experiencing difficulties may utilize a variety of options to improve their scholastic standing, including individual and group tutoring, study groups, or counseling with administrative staff or faculty.

All students who are enrolled in the 700-hour diploma program must maintain qualitative and quantitative Satisfactory Academic Progress. SAP will be evaluated at the midway point in each class for full-time and part-time students. A student will fail a class if they are absent for more than 20% of the class. Additionally, if a student is absent more than 20% of the scheduled class hours for that review period, they will fail to meet the attendance requirements of the SAP policy.

Students may appeal this determination if they believe there were extenuating circumstances that affected their ability to meet SAP requirements.

Grounds for Appeal

- Illness, injury, or medical condition affecting the student or an immediate family member
- Death of a relative
- Personal or family emergency
- Other circumstances beyond the student's reasonable control

Appropriate documentation (physician's statement, death certificate/obituary, court records) must be submitted with appeal.

1. The student must submit a written SAP Appeal Form with supporting documentation to the Financial Aid Office with 10 business days of notification of SAP failure.
2. The appeal will be reviewed by the SAP Appeals Committee (comprised of the Financial Aid Administrator and School Administrator)
3. The student will be notified in writing of the decision within 10 business days of submission.

Outcomes

If the appeal is approved:

- The student will be placed on Financial Aid Probation and may continue to receive aid.
- The student may be required to follow an Academic Plan designed to help them meet SAP standards by a specified point in time.

If the appeal is denied:

- The student will remain ineligible for financial aid until SAP standards are met at the student's own expense.

Termination Policy

Students will be removed from classes for:

- Poor academic performance—overall grade average under 70%
- Inappropriate or disorderly conduct
- Failing to meet financial obligations to the school
- Failing to meet satisfactory academic progress
- Health concerns that place the student or client at risk

An individual's status as a student shall be officially terminated no later than 7 consecutive instructional days after the last day on which the student attended class.



GRADUATION & DIPLOMA STANDARDS

Successful completion of the Cayce/Reilly School massage therapy course will be achieved when the student completes the full 700-hour program with an average of seventy percent or better.

Tuition and school related fees must be paid in full and all library books and equipment must be returned. Additionally, the student must complete all required clinical work, submit a signed Student Handbook Acknowledgment, and complete the Exit Interview. Students who utilize Federal Financial Aid will also be required to complete Exit Loan Counseling. Students receive a diploma upon graduation.

Student Records and Transcripts

Information contained in student files is considered confidential and shall be released to other individuals only upon a student's prior written consent and authorization. An exception can be made to Cayce/Reilly School officials who have legitimate educational interests in the records or to officials of another school if the student seeks to enroll at that institution. Student files may also be submitted upon request to accrediting commissions to carry out their functions, and to officials of the Veteran's Administration and Department of Education to maintain the school's approval with that organization and with federal requirements. Files may also be provided to parents of a student who claim the student as a dependent for income tax purposes to comply with judicial order or lawfully ordered subpoena and to appropriate personnel in health and safety emergency. Students may access their files in the administrative offices in the presence of any member of the administrative staff. Each student is given three official transcripts at no charge. Each additional transcript is \$10.





Grievance and Conflict Resolution

When there is a conflict or grievance, resolution should bring understanding and acceptance to all parties involved - especially to the student raising the issue; it should reduce aggravation, apparent unfairness, or misunderstanding. Whenever possible, of course, resolution will conclude with satisfaction all around.

The “levels” of the process are as follows; levels 1, 2, and 3 are omitted for harassment of sexual, racial, religious, national or ethnic origin.

Level 1: The student should take the time to identify clearly what the issue is and, if possible, resolve it on his/her own.

Level 2: If a student cannot resolve it on his/her own, he/she is encouraged to seek out an instructor or staff member with whom he/she feels they can talk openly and freely.

Level 3: If there is no resolution, a staff member will meet again with the student. After the meeting, the staff member will take steps to collect the facts, bring relevant parties together, and resolve the issue in this manner.

Level 4: If there is still no resolution, the staff person and the student will schedule a meeting with the Senior School Administrator and or Dean of Institutional Administration to relay pertinent facts. At that meeting, a resolution and /or recommendations are made. Students may also submit a formal complaint in writing, which will be reviewed by the administrative staff. All formal written complaints will receive a response within two weeks of submission.

Any individual who threatens or engages in litigation is encouraged to utilize the resolution procedures as outlined above. In the event of continued threats, the individual or individuals involved will be suspended from school until the matter is resolved. All missed classes will then fall under the school's make-up policies. The appropriate forms can be obtained from the Student Services Coordinator.

If a party is unhappy with the outcome, the school is certified by the State Council of Higher Education for Virginia (SCHEV) and accredited by the Commission on Massage Therapy Accreditation (COMTA); both have a process for reviewing complaints, which must be made in writing.

Their addresses are as follows:

**State Council of Higher Education
Therapy for Virginia (SCHEV)**

101 North 14th Street
James Monroe Building Arlington, VA 22201

**Commission on Massage
Accreditation (COMTA)**

900 Commonwealth Place, Suite 200-331
Virginia Beach, VA 23464

The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. The SAA office investigates complaints of GI Bill beneficiaries. While most companies should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email: saa@dvs.virginia.gov



ATTENDANCE POLICY

Due to the highly experiential nature of our program and because transcript hours are an exact reflection of scheduled in-class hours, students are required to attend all classes. Absences exceeding more than 20% of total class time, including tardiness as noted in the Student Handbook, will require the student to repeat class and pay all related tuition fees. Class attendance policies will be clearly defined in the course syllabus and discussed on the first day of class. Students **MUST** take responsibility for their absences by contacting their instructors within 24 hours of their absence to arrange for a make-up of the course work missed.

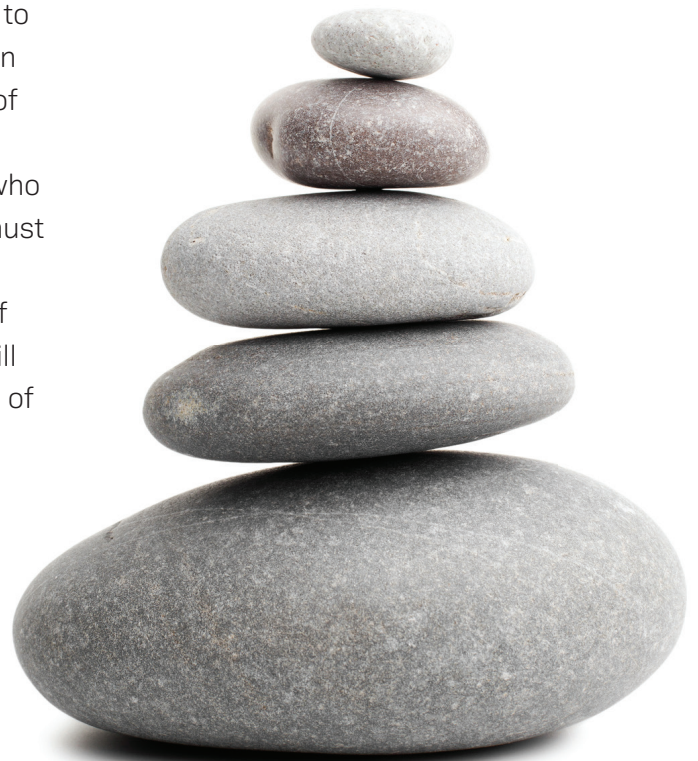
Following the first month of classes, students who have attended less than 80% of their scheduled classes are placed on academic probation. This probation period is to last for one (1) month, at which time their status is reevaluated. Students on academic probation will not be allowed to incur any more absences; if they do it will mean automatic dismissal from the program. Should a student be dismissed from the program due to poor attendance, he/she may reapply for admission. Applications for readmission will be considered on a case-by-case basis and only if the student can show evidence that attendance issues have been resolved. Should the student be accepted for readmission, he/she will be able to reenter the school for the next term.

Academic Probation

A student with an overall average of less than 70% at any time after the end of the first month of classes will be placed on academic probation for one month. By the end of the probation period, practical and written exams must indicate a passing (70%) grade or the student will be dismissed from the program.

Religious Holidays and Attendance

The Cayce/Reilly School, as a nonsectarian institution, adheres to the general policy of including in its official calendar only certain legal holidays. However, it is the school's policy that members of any religious group may absent themselves from classes when compliance with their religious obligations requires. Students who anticipate being absent because of any religious observance must notify their instructors and administration in advance of such anticipated absence. Any student absent from class because of religious beliefs will not be penalized, but missed class work will have to be made up in full accordance with the make-up policy of the Cayce/Reilly School and at the student's expense,





The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their records. These rights include:

- The student has the right to inspect and review their education records within 45 days of the day the Cayce/Reilly School receives a written request for access.
- The student has the right to request the amendment of their education records that they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The student has the right to provide written consent before the Cayce/Reilly School can disclose personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Cayce/Reilly School to comply with the requirements of FERPA.





The Cayce/Reilly School is part of a large, international network of A.R.E. members and study groups. The international recognition of and respect for the Edgar Cayce health readings attracts frequent requests for graduates of the Cayce/Reilly School by employers around the United States. The school posts job opportunities as they come in and maintains a database of employers who have previously hired our graduates. The school continually seeks to network and locate individuals and businesses that may be potential employers; however, the school gives no guarantee of employment.

Licensure of Massage Therapists in Virginia

Currently, massage therapy is regulated by the Virginia Board of Nursing. In order to be licensed as a massage therapist in the Commonwealth of Virginia, the applicant shall furnish evidence satisfactory to the Board that the applicant is at least 18 years old and has successfully completed training from a massage therapy program that is at least 500 hours and having received programmatic approval from the State Council of Higher Education for Virginia or an agency in another state or U.S. territory with approved educational programs. Additionally, successful completion of the MBLEx exam and a criminal background check are part of the licensure application process. Laws and regulations vary by state and local municipal ordinances may apply in absence of state law. For current regulations in each state, please refer to the Massage Regulations State Guide website provided in Additional Resources.





The faculty members of the Cayce/Reilly School of Massage are highly experienced practitioners and educators in their field and are dedicated to offering the highest quality massage therapy education possible. They serve to create a learning environment that is challenging, inspiring, creative and supportive and have a common mission to promote health, personal and professional growth and body/mind/spirit awareness.

Amanda Seidel, LMT

Cayce/Reilly Massage, Integrative Massage, Massage Research, Professional Ethics, Healers Path, Body, Mind, Spirit

Fred Pitz, BS, LMT

Nutrition, Pathology, A&P I, A&P II Professional Ethics, MBLEx Review, Kinesiology

Maegan Olgesby, LMT

Assistant

Hunter Hite, LMT

Assistant

Cely Vazquez, LMT

Student Clinic,

Brigitte Bryant-Gottlieb, LMT

Nutrition

Roxanne Sweeney, LMT

Hydrotherapy, Cayce Reilly Massage, Student Clinic

Kimberly Tisdale-Vakos, LMT

Business Management

Julie Beth Mezzy, LMT

Reflexology

Administration

Dr. Michelle McNear

Dean Institutional Administration
757.457.7132 michelle.mcnear@caycereilly.edu

Ciara Scarborough

Financial Aid and Student Services Administrator
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Dina Blythe

Admissions Coordinator
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Christopher Naughton, Esq.



ADDITIONAL RESOURCES

Cayce/Reilly School Admissions Application and Physician's Form can be found on our website under Admissions at www.caycereilly.edu.

Helpful Websites

State Massage Regulation Guide

www.massagetherapy.com

National Certification Board for Therapeutic Massage and Bodywork

www.NCBTMB.org

Federation of State Massage Therapy Board

www.FSMTB.org

American Massage Therapy Association

www.AMTA.com

Association for Bodywork and Massage Professionals

www.ABMP.org

Massage Today Magazine

www.MassageToday.com

Virginia Board of Nursing

www.DHP.Virginia.gov

Department of Education Federal Financial Aid

www.StudentAid.ed.gov

GI Bill/Tuition Assistance

www.GIBill.VA.gov

Association for Research and Enlightenment

www.EdgarCayce.org



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