

Greg Roskopf's



MAT
MUSCLE
ACTIVATION
TECHNIQUES

MUSCLE ACTIVATION TECHNIQUES®

99 INVERNESS DRIVE EAST SUITE 200
ENGLEWOOD, CO 80112

CATALOG

Vol. IV

December 2017

MAT® LLC - 99 Inverness Drive East Suite 200 Englewood, CO 80112 303-745-4270

Approved and Regulated by the Colorado Department of Higher Education,
Private Occupational School Board

Table of Contents

About Us.....	3
MAT® Instructors	3
MAT® Programs and Courses.....	3-5
MAT® Programs and Course Fees	5
MAT® Programs and Course Schedules.....	7
MAT® Entrance Requirements	8
MAT® Enrollment Requirements	8-9
Postponement of a start date of a class or student start date.....	9
Placement Assistance	9
Attendance Requirements.....	10
Probation Policy	10
Progress Policy	10-11
Continuing Education Requirements.....	11
Grading System	11-12
Conduct Policy	12
Dismissal or Temporary Suspension	12
Facilities.....	13
Previous Credits.....	13
Student Grievance Procedure	13
Student Complaints.....	13
Refund Policy	14
Refund Table	14
Additional Important Information	15
Addendum - MAT® Upcoming Courses and Dates.....	16

About Us

Muscle Activation Techniques® (MAT®) is a revolutionary approach to the assessment and correction of muscular imbalances, joint instability, and limitations in range of motion within the human body. This is a non-invasive technique, designed to balance the muscular system of people of all ages. It includes a unique systematic format used to “jumpstart” the muscle in order for them to function with maximum efficiency. The Muscle Activation Techniques® are taught to students in a classroom format where students learn the principles behind the techniques as well as how to safely administer the techniques on their clients.

MAT® OWNERSHIP: Greg Roskopf is the owner and developer of MAT® and in doing so, he has devoted his career to the study of the “cause and effect” of the muscular system and how it relates to pain. He has developed a program (MAT®) that fills the gap between the medical and the exercise fields. He has applied his Muscle Activation Techniques® to clients and taught MAT® certification courses for decades. Greg works with clients of various levels of physical capabilities. Greg has also worked as a consultant for various professional sports teams including the Denver Broncos, Utah Jazz and Denver Nuggets.

MAT® Instructors

Greg Roskopf: MATRx®

Megan Leyba: Jumpstart, Specialist, Master Specialist, MATRx®

Dr. Eryn Paetz: Jumpstart, Specialist, Master Specialist

Dr. Ryan Coufal: Jumpstart, Specialist, Master Specialist

Aaron Lakanen: Jumpstart, Specialist, Master Specialist

Charlie Cates: Jumpstart, Specialist, Master Specialist

Eric Siefert: Jumpstart, Specialist, Master Specialist

MAT® Programs and Courses

****All programs and courses are conducted in classroom setting as opposed to online or correspondence courses.**

****Program and course hours are labeled below and are not specifically assigned to a semester/term they are aligned at the program or course level.**

MAT® Jumpstart Program

- | | | |
|-----------------------------------|------------|------------------|
| • MAT® Jumpstart: Lower Body | JS_SER_140 | Course hours: 44 |
| • MAT® Jumpstart: Upper Body | JS_LB_110 | Course hours: 16 |
| • MAT® Jumpstart: Trunk and Spine | JS_UB_120 | Course hours: 16 |
| | JS_TS_130 | Course hours: 12 |

Jumpstart Program Objectives:

- Enable students to offer their clients a solution that addresses the muscular systems role in their chronic pain and injury.

- Teach students to objectively evaluate, identify and adjust biomechanical and muscular imbalances within the human body.
- Show how certain forms of exercise may lead to dysfunction and how to correct it.

MAT[®] Specialist Program

- MAT[®] Specialist: Lower Body
- MAT[®] Specialist: Upper Body
- MAT[®] Specialist: Trunk and Spine
- MAT[®] Specialist: Cervical & Accessory

SP_SER_250 Course hours: 160

SP_LB_210 Course hours: 40

SP_UB_220 Course hours: 40

SP_TS_230 Course hours: 40

SP_CV_240 Course hours: 40

Specialist Program Objectives:

- Enable students to differentiate themselves from other health industry professionals.
- Teach students how to address a void in the conventional rehabilitation and exercise protocols through the benefits of Muscle Activation Techniques[®].
- Explore the complexity of the muscular system's role in injuries and performance enhancement.

MAT[®] Master Specialist Program

- MAT[®] Master Specialist: Lower Body
- MAT[®] Master Specialist: Upper Body
- MAT[®] Master Specialist: Trunk & Spine
- MAT[®] Master Specialist: Cervical
- MAT[®] Master Specialist: Foot Function
- MAT[®] Master Specialist: Wrist & Hand

MA_SER_370 Course hours: 100

MA_LB_310 Course hours: 16

MA_UB_320 Course hours: 16

MA_TS_330 Course hours: 16

MA_CV_340 Course hours: 16

MA_FF_350 Course hours: 20

MA_WH_360 Course hours: 16

Master Specialist Program Objectives:

- Enable students to advance their MAT[®] skills by learning and expanding their techniques.
- Explore the specific divisions of the body and fine-tune the appropriate muscle tests within that division while also gaining exposure to the most progressive MAT[®] research, development and muscle tests.

MATRx[®] Program

RX_SER_490 Course hours: 240

MATRx[®] Foot and Hand (3 modules)

- MATRx[®] Lower Leg & Foot I
- MATRx[®] Lower Leg & Foot II
- MATRx[®] Wrist & Hand

RX_LL_405 Course hours: 20

RX_FT_406 Course hours: 20

RX_WH_407 Course hours: 20

MATRx[®] Internship (8 modules)

- MATRx[®] Module 1
- MATRx[®] Module 2
- MATRx[®] Module 3
- MATRx[®] Module 4

RX_M1_410 Course hours: 20

RX_M2_420 Course hours: 20

RX_M3_430 Course hours: 20

RX_M4_440 Course hours: 20

- MATRx[®] Module 5 RX_M5_450 Course hours: 20
- MATRx[®] Module 6 RX_M6_460 Course hours: 20
- MATRx[®] Module 7 RX_M7_470 Course hours: 20
- MATRx[®] Module 8 RX_M8_480 Course hours: 20
- MATRx[®] Continuing Education RX_CEU_490 Course hours: 20

Rx Program Objectives:

- Enable Students to learn the most advanced MAT[®] total body process to achieve improved results for their customers.
- Become even more proficient in the application of these techniques that can deliver even greater contractile abilities, a higher muscular stress threshold, and an increased ability for the muscles to “hold” this contractile ability for their customers.

MAT[®] Programs and Course Fees

	<u>Tuition</u>	<u>Registration*</u>	<u>Total</u>	<u>Other Fees/Equip.</u>
MAT[®] Jumpstart Series				
MAT [®] Jumpstart: Lower Body**	\$325	\$100	\$425	\$0
MAT [®] Jumpstart: Upper Body**	\$325	\$100	\$425	\$0
MAT [®] Jumpstart: Trunk & Spine**	\$325	\$100	\$425	\$0

	<u>Tuition</u>	<u>Registration*</u>	<u>Total</u>	<u>Other Fees/Equip.</u>
MAT[®] Specialist Program				
MAT[®] Specialist Program	\$10,000	\$500	\$10,500	\$0
MAT [®] Specialist: Lower Body**	\$399	\$100	\$499	\$0
MAT [®] Specialist: Upper Body**	\$399	\$100	\$499	\$0
MAT [®] Specialist: Trunk & Spine**	\$399	\$100	\$499	\$0
MAT [®] Specialist: Cervical**	\$399	\$100	\$499	\$0

	<u>Tuition</u>	<u>Registration*</u>	<u>Total</u>	<u>Other Fees/Equip.</u>
MAT[®] Master Specialist Program				
MAT [®] Master: Lower Body**	\$399	\$100	\$499	\$0
MAT [®] Master: Upper Body**	\$399	\$100	\$499	\$0
MAT [®] Master: Trunk & Spine**	\$399	\$100	\$499	\$0
MAT [®] Master: Cervical**	\$399	\$100	\$499	\$0
MAT [®] Master: Foot Function**	\$399	\$150	\$549	\$0
MAT [®] Master: Wrist & Hand**	\$399	\$100	\$499	\$0

	<u>Tuition</u>	<u>Registration*</u>	<u>Total</u>	<u>Other fees/Equip.</u>
MATRx[®] Program				
MATRx[®] Foot and Hand	\$3,699	\$500	\$4,199	\$0
MATRx[®] Internship	\$9,500	\$500	\$10,000	\$0
MATRx[®] Continuing Education	\$1,100	\$150	\$1,250	\$0

*All Registration/Deposit fees are non refundable pursuant to refund policy.

**Denotes this class is available as a stand-alone/continuing education class pending course pre-requisites being met. Specialist Program classes can only be taken as continuing education credit for those who have previously completed the Specialist Program. Pricing reflects the cost of one weekend for the Specialist Program and MATRx[®] continuing education classes.

MAT[®] Programs and Course Schedules

MAT[®] Jumpstart Program

MAT [®] Jumpstart: Lower Body	Saturday and Sunday 8:30am-5:30pm
MAT [®] Jumpstart: Upper Body	Saturday and Sunday 8:30am-5:30pm
MAT [®] Jumpstart: Trunk & Spine	Saturday 8:30am-5:30pm & Sunday 8:30am-12:30pm

MAT[®] Specialist Program

MAT [®] Specialist: Lower Body	Fri 8:00am-5:00pm, Sat 8:00am-4:00pm, Sun 8:00am-1:00pm
MAT [®] Specialist: Upper Body	Fri 8:00am-5:00pm, Sat 8:00am-4:00pm, Sun 8:00am-1:00pm
MAT [®] Specialist: Trunk & Spine	Fri 8:00am-5:00pm, Sat 8:00am-4:00pm, Sun 8:00am-1:00pm
MAT [®] Specialist: Cervical	Fri 8:00am-5:00pm, Sat 8:00am-4:00pm, Sun 8:00am-1:00pm

MAT[®] Master Specialist Program

MAT [®] Master: Cervical	Friday & Saturday 8:30am-5:30pm
MAT [®] Master: Foot Function	Fri & Sat 8:30am-5:30 pm, Sun 8:30am-12:30pm
MAT [®] Master: Lower Body	Friday & Saturday 8:30am-5:30pm
MAT [®] Master: Trunk & Spine	Friday & Saturday 8:30am-5:30pm
MAT [®] Master: Upper Body	Friday & Saturday 8:30am-5:30pm
MAT [®] Master: Wrist & Hand	Friday & Saturday 8:30am-5:30pm

MATRx[®] Program

MATRx [®] Lower Leg I	Thursday & Friday 9am-5pm, Saturday 8:30am-3:00pm
MATRx [®] Lower Leg II	Thursday & Friday 9am-5pm, Saturday 8:30am-3:00pm
MATRx [®] Wrist & Hand	Thursday & Friday 9am-5pm, Saturday 8:30am-3:00pm
MATRx [®] Internship	Thursday & Friday 9am-5pm, Saturday 8:30am-3:00pm
MATRx [®] Continuing Education	Thursday & Friday 9am-5pm, Saturday 8:30am-3:00pm

***Class time changes: In the unfortunate situation where due to unforeseen circumstances or uncontrollable conditions such as extreme weather or road conditions, students will be notified as soon as possible via the email and contact number they have provided to MAT[®].*

SCHOOL CALENDAR SPECIFICS:

*** Classes are not held on these American Holidays:*

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day & the Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Semester Term Dates:

January 1, 2017- June 30, 2017

July 1, 2017- December 31, 2017

January 1, 2018 - June 30, 2018

July 1, 2018 - December 31, 2018

January 1, 2019 - June 30, 2019

July 1, 2019- December, 31 2019

MAT[®] Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability. Prospective students for all programs must be at least 18 years of age and at a minimum, has a high school diploma or GED. In addition, the expectation is that the participant is pursuing or enhancing a career in health and wellness. MAT[®] students will be required to sign a student waiver prior to the class beginning verifying that the student meets the minimum entrance requirements. Additionally, the students will be required to affirm that they are at least 18 years or older.

- Prospective Specialist program students are encouraged, but not required to have a background and degree in the exercise, sport science, biology, and anatomy fields. Basic understanding of human movement of joints and muscles and the intent to participate in this class to either further enhance a career in the health and wellness industry or to begin entry level course work to pursue a career in a health and wellness company. MAT[®] encourages students to have, but does not require professional and secondary academic experience in various fields within the health, wellness and exercise continuum.
- Prospective Specialist stand alone course students must have met the necessary prerequisites to take this course as a stand-alone.
- Prospective Master Specialist students are required to have completed the MAT[®] Specialist program to be eligible to enroll in Master Specialist courses.
- MAT Rx[®] program students are invited to this course based on these primary criteria: Prospective MAT Rx[®] program students and the MAT Rx[®] Hand and Foot stand alone course students must have met the necessary prerequisites to take this course as a stand-alone.

MAT[®] Enrollment Requirements and Procedures

Students can enroll any time prior to a class open enrollment period ending (pending available space). The course enrollment periods vary depending on the planned program and course dates. Late enrollments will be accepted at the sole discretion of MAT[®] pending available space in the upcoming program or course.

Enrollment Details:

- MAT[®] Jumpstarts will be offered sporadically throughout the year. For the most current list of MAT[®] Jumpstart courses please reference the upcoming course dates in the courses and schedule for a complete list. Students selecting this program or one of its stand alone courses will see their desired event in the catalog listing of our programs on that page and can follow the path to purchasing by clicking on the appropriate links for the program in which they wish to enroll.
- MAT[®] Specialist Programs will be open for enrollment up until the first class date. For the most current list of MAT[®] Specialist Programs please reference the upcoming course dates in the courses and schedule for a complete list. Students selecting this program or one of its stand alone courses will see their desired event in the catalog listing of our programs on that page and can

follow the path to purchasing by clicking on the appropriate links for the program in which they wish to enroll.

- MAT[®] Master Specialist Programs will be open for enrollment 90 days prior to the class starting and up to one week in advance of the course starting, pending space availability. For the most current list of MAT[®] Master Specialist courses please reference the upcoming course dates in the courses and schedule for a complete list. Students selecting this program or one of its stand alone courses will see their desired event in the catalog listing of our programs on that page and can follow the path to purchasing by clicking on the appropriate links for the program in which they wish to enroll.
- MATRx[®] courses are by invitation only and will be open for enrollment 90 days prior to the class starting and up to one week in advance of the course starting, pending space availability. For the most current list of MATRx[®] courses please reference the upcoming course dates in the courses and schedule for a complete list. Students selecting this program or one of its stand alone courses will see their desired event in the catalog listing of our programs on that page and can follow the path to purchasing by clicking on the appropriate links for the program in which they wish to enroll.
- All enrollment periods for each class will be listed in this catalog and on the event page where a student enrolls in the class. Each course (or program) will have its own specific class dates and program dates. Interested students should reference the event page and/or the catalog for their specific class on www.muscleactivation.com/events for these dates for every class.
- Should students need any assistance during this enrollment process please call 303-745-4270 ext. 3 during 8am-5pm Mountain time Monday through Friday or send us an email at support@muscleactivation.com informing us of how we can help you.

Postponement of a Start Date of a class or Student Start date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- 1) Whether the postponement is for the convenience of the school or the student; and,
- 2) The deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

MAT[®] offers a very limited level of employment assistance to graduates of the Specialist, Master Specialist and Rx Programs. This is done exclusively in the form of posting job postings which businesses who are looking to hire MAT[®] Specialists (or above) have submitted to MAT[®] to share with MAT[®]'s Certified Practitioners. This listing is available on our resources section of our site www.muscleactivation.com and is only available to active certified practitioners who are logged into their MAT[®] online account. **While providing you this assistance, we make no guarantee, expressed or implied, of future employment. Additionally, please be aware that current law prohibits any school from guaranteeing job placement as an inducement to enroll students.**

Attendance Requirements/Policy

MAT[®] expects that students arrive on time to class with the appropriate class materials. Class attendance is required if the student wants to be eligible to take the certification class at the end of the series. In the unfortunate circumstance that a student has to miss one class (that isn't able to be taken at later point) they can receive tutoring for an MAT[®] class (in lieu of this class but at an additional cost) in the amount of one (1) hour of tutoring for every four (4) hours of class that was missed. A student cannot use a tutor in lieu of more than one class per MAT[®] Program. Tutoring for these classes will only be approved, at MAT[®]'s sole discretion, and only if the tutoring is conducted by an approved MAT[®] instructor. Students will be responsible for the additional cost of the tutoring. The rate for tutoring will vary based on location and is in addition to the fees owed for the class missed. Missing more than one class in a program would be considered unsatisfactory attendance and the student would be asked to rejoin the program during the next session it was offered. MAT[®] will happily accommodate these students with re-admittance into the next available program provided their only reason for leaving the class was unsatisfactory attendance. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal. Please submit your request for a leave of absence to support@muscleactivation.com. If a student drops out of our program they can rejoin the program automatically any time within twelve (12) calendar months of their last attended class. They will be placed into the next module in their progression, providing that there is space in the class and the student re-registers properly. Students asking to rejoin a program beyond twelve (12) calendar months of their last attended class will be considered on a case by case basis at the sole discretion of MAT[®].

Probation Policy

MAT[®] only considers a student on probation if they have been asked to leave the class due to unprofessional conduct (see conduct policy below). If a student is placed on probation, MAT[®] will ask the student to provide a summary as to what steps have been taken and what further education they have taken to help them ensure that their professional conduct challenge has been remedied. The acceptance of this summary as adequate is at the sole discretion of MAT[®] and if the student is accepted back into classes after a probationary period they will not be granted any further probationary periods in future classes.

Progress Policy

MAT[®]'s progress policy is based on attendance and the completion of the assigned midterm test and any quizzes assigned by the MAT[®] instructor. MAT[®] records the student's completion of the assigned exams and quizzes and keeps a record of them in the students file. A student must adhere to the attendance policy and then demonstrate the necessary aptitude and proficiency both during the course, in the form of completing assigned quizzes, and at the end of their course providing they have met the testing eligibility criteria. MAT[®] provides at least 5 quizzes to students in the Specialist program to help them ensure that they are retaining the material from the class. MAT[®] provides a midterm test to Specialist program students. These midterm tests are graded, and recorded, and given back to the students. The midterm grades are not factored into the students final MAT[®] written or practical test score. All students who attend all classes in a program are able to receive certification of participation from MAT[®] and are given the opportunity to take their respective certification tests (which are pass/fail). A student may take a test for a course as many times as they choose. The cost of the Specialist exam varies from \$225-326

depending on location; \$400 for the Masters Specialist and exams. The cost for taking the first exam is free for Jumpstart. Each subsequent test after the initial exam will cost \$75 for the Jumpstart Certification and the original price for the Specialist, Masters Specialist and Rx exam. Payments must be made prior to scheduling exam. MAT[®] does not enforce a progress policy because students have appropriate self-motivation to receive the most out of this education investment that they have made and to pass the test in order to be able to represent them as “Certified by MAT[®]”. If students choose not to learn in class, study the material and practice the techniques they will not be proficient in the techniques at the point in which, if ever, they choose to attempt to complete and pass the respective MAT[®] examination for that program.

Continuing Education Requirements

In order for students to have success with MAT[®] and to ensure that MAT[®] clients receive a consistent level of service, we require continual reinforcement in the application of skills involved in order to perform the techniques. Therefore, in order to maintain status as a Certified MAT[®] Specialist on the MAT[®] website and have access to MAT[®] marketing materials, practitioners are required to complete 16 hours of continuing education (usually over a 2 ½ day period) from an MAT[®] course of instruction per year. Currently, these courses are only available through MAT[®] and are only taught in Denver, Colorado. The current tuition ranges from \$425 to \$549 for these courses. Under special circumstances, outside courses may be considered but must be pre-approved by MAT[®].

Grading System

The MAT[®] grading system leverages logical progression of skills. In the Jumpstart Program we look to ensure that a passing student can articulate the basic thought processes of the MAT[®] Jumpstart Program, and then we ensure that they can perform the MAT[®] skills at a level that is both safe and effective for their client. In the Specialist Program and subsequent programs, MAT[®] has higher expectations from students with respect to their ability to demonstrate their proficiency in applying the Muscle Activation Techniques[®] that they have learned for that program.

Jumpstart Program

- Written test Pass = 80% or above Fail = 79% below
- Practical Pass = 80% or above Fail = 79% below

Specialist Program

- Written test Pass = 100% Fail = 99% or below
Students are given the opportunity to reanswer any written questions they miss within a 30-day window of the examination.
- Practical Pass = 90% or above Fail = 89% below

Master Specialist Program

- Practical Pass = 99% or above Fail = 98% below

Rx Program

- Written test (Hand and Foot) Pass = 80% or above Fail = 79% below
Students are given the opportunity to reanswer any written questions they miss
- Practical Pass = 99% or above Fail = 98% below

MAT[®] will provide the students with the results of their exams with 21 days of completion via the email that the student has on file with MAT[®].

Conduct Policy

MAT[®] is a hands-on technique for health and wellness professionals. All students are required to adhere to a level of professionalism that ensures that the peers in their class as well as their future clients are made to be completely comfortable during their experience of the Muscle Activation Techniques[®]. This means that students must practice informing their table mate (just like they will their clients) exactly what there are doing and how they will be testing the muscle and the position of the practitioners hands during the AMC&S[®] test and Muscle Activation Techniques[®]. Students expected to act maturely and are required to respect other students and faculty members at all times. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies can or may result in permanent dismissal from school. If a student is placed on probation, MAT[®] will ask the student to provide a summary as to what steps have been taken and what further education they have taken to help them ensure that their professional conduct challenge has been remedied. The acceptance of this summary as adequate is at the sole discretion of MAT[®] and if the student is accepted back into classes after a probationary period they will not be granted any further probationary periods in future classes.

Dismissal or Temporary Suspension

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision. In all cases of dismissal the student will not be eligible for a refund of class fees paid to date but MAT[®] will not charge them for any future classes for which they were previously registered, prior to this dismissal.

The director of education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance. A student may be eligible to receive tutoring to replace the content missed as long as the absence is within attendance requirements listed above.

Facilities

MAT[®] headquarters is located at 99 Inverness Drive East, Suite 200 Englewood, CO 80112. Our class is furnished with training tables that are used for the practical portion of the class as well as for the students to sit at and take notes during the lecture section. Students will have a minimum of one large projection of information onto a large screen or content displayed on a large screen TV in front of the class. In

Specialist, Master and Rx classes, the student may also have a second screen in the front of the class that shows close up video projections of the technique being demonstrated. Instructors will use a whiteboard, a pointer, a plastic skeleton as well as demonstrations to instruct the students.

Previous Credits

There are no course credits that transfer into qualifications for the MAT[®] programs. MAT[®] does not expect or guarantee transferability of our credits to any other institution.

Student Grievance Procedure

Should a student have a grievance with the school or instructors a complaint can be filed by simply sending your communications to support@muscleactivation.com. In your communications to us we ask you to share as much information as possible with respect to the situation you are concerned about and what suggestions you have to remedy the situation. MAT[®] will respond affirming receipt of your Grievance within 48 business hours of receipt and will at that point outline next steps and expected timelines in our proceeding review of the situation.

Student Complaints

MAT[®] strives to resolve each and every grievance that is brought to us MAT[®] encourages students to bring any complaints they have to MAT[®]. Student complaints may also be brought to the attention of the Division of Private Occupational Schools online at <http://higher.ed.colorado.gov/dpos>, 303-862-3001. A student must file all complaints in writing. Please remember, there is a two-year statute of limitations for the Division to take action on a student complaint (from student's last day of attendance).

Refund Policy

Students not accepted to the school are entitled to all moneys paid in advance of their first class. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except their registration fee and a maximum cancellation charge of \$150.00 or 10% of the contract price whichever is less. In the case of students withdrawing after commencement of classes, the school will retain the registration fee, the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended in the program/ course, as described in the table below. The refund is based on the official date of termination or withdrawal. As defined as the date that the student sends an email to support@muscleactivation.com informing the company of their decision to terminate their enrollment.

Refund Table

<i>Student is entitled to upon withdrawal/termination *</i>	Refund
Within first 10% of program/course class days	90% less cancellation charge
After 10% but within first 25% of program/course class days	75% less cancellation charge
After 25% but within first 50% of program/course class days	50% less cancellation charge
After 50% but within first 75% of program/course class days	25% less cancellation charge
After 75% /course class days (If paid in full, cancellation charge is not applicable)	No Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract or paying for the registration fee, whichever comes first.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives notice of the student's intention to discontinue the training program sent to support@muscleactivation.com; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

Additional Important Information

MAT[®] does not teach students techniques designed to diagnose or treat injuries

The focus of the MAT[®] skill set is to improve overall muscle function by improving the contractile capability of muscles. Through the MAT[®] Education Programs we recognize muscle imbalances and/or muscle inefficiencies can lead to potential injury and/or inhibit performance capabilities. It is important to note in the MAT[®] Education Program, we do not teach students ANY technique which is designed to diagnose or treat injuries. MAT[®] is a process designed to evaluate and correct muscular imbalances that could contribute to injury. When muscle weaknesses have been identified, the goal of MAT[®] is to improve the communication between the nervous system and muscle system, allowing the muscles to more effectively tolerate forces applied to the body. This in turn helps provide an environment where injured tissues can heal faster while also helping to prevent injury.

Under Colorado law, no license is required to become an MAT[®] Specialist or to use the MAT[®] techniques with clients

MAT[®] is an independent muscular enhancement process that works as an adjunct to other forms of therapy. Because the MAT[®] process does not involve the diagnosing or treatment of injuries, a medical license is

not required in order to perform MAT[®]. Under Colorado law, practicing the MAT[®] technique does not require licensure or certification in physical therapy, chiropractic; massage therapy, personal training or any other modality. Students are responsible to check their own local, city, and state statutes and regulations regarding the practice of MAT[®].

Addendum – Upcoming Courses and Dates

MAT[®] Jumpstart Program

MAT [®] Jumpstart: Lower Body	July 14-15, 2018
MAT [®] Jumpstart: Upper Body	August 11-12, 2018
MAT [®] Jumpstart: Trunk and Spine	September 8-9, 2018

MAT[®] Specialist Program (October 2017)

MAT [®] Specialist: Lower Body	October 27-29, 2017 and December 1-3, 2017
MAT [®] Specialist: Upper Body	January 5-7, 2018 and February 2-4, 2018
MAT [®] Specialist: Trunk & Spine	March 2-4, 2018 and April 13-15, 2018
MAT [®] Specialist: Cervical	May 4-6, 2018 and June 1-3, 2018

- Enrollment period June 1, 2017 – June 1, 2018
- Included in July 1, 2017- December, 31 2017 and January 1, 2018- June 30, 2018 Terms

MAT[®] Specialist Program (April 2018)

MAT [®] Specialist: Lower Body	April 20-22, 2018 and May 11-13, 2018
MAT [®] Specialist: Upper Body	June 8-10, 2018 and July 13-15, 2018
MAT [®] Specialist: Trunk & Spine	August 17-19, 2018 and October 5-7, 2018
MAT [®] Specialist: Cervical	November 2-4, 2018 and December 14-16, 2018

- Enrollment period December 3, 2017 –December 14, 2018
- Included in July 1, 2017- December, 31 2017, January 1, 2018- June 30, 2018 and July 1, 2018-December 31, 2018 Terms

MAT[®] Specialist Program (October 2018)

MAT [®] Specialist: Lower Body	October 26-28, 2018 and Nov 30-Dec 2, 2018
MAT [®] Specialist: Upper Body	Jan 11-13, 2019 and Feb 8-10, 2019
MAT [®] Specialist: Trunk & Spine	March 1-3, 2019 and April 12-14, 2019
MAT [®] Specialist: Cervical	May 31-June 2, 2019 and June 28-30, 2019

- Enrollment period July 1, 2018 –October 26,, 2018 (non-traditional enrollment period)
- Included in July 1, 2018- December, 31 2018 Terms

MAT[®] Master Specialist Courses

MAT [®] Master: Lower Body	January 12-14, 2018
-------------------------------------	---------------------

- Enrollment period August 25, 2017 – January 12, 2018 (non traditional enrollment period)
- Included in July 1, 2017- December 31, 2017; January 1, 2018-June 30,2018 terms

MAT [®] Master: Cervical	March 9-10, 2018
-----------------------------------	------------------

- Enrollment period December 3 – March 9, 2018 (non traditional enrollment period)
- Included in July 1, 2017- December 31, 2017; January 1, 2018-June 30,2018 terms

MAT [®] Master: Trunk & Spine	May 18-19, 2018
--	-----------------

- Enrollment period December 3, 2017 – May 18, 2018 (non traditional enrollment period)
- Included in July 1, 2017- December 31, 2017 term; January 1, 2018-June 30,2018 terms

MAT [®] Master: Wrist & Hand	July 27-28, 2018
---------------------------------------	------------------

- Enrollment period December 3, 2017 – July 27, 2018 (non traditional enrollment period)
- Included in July 1, 2017- December 31, 2017; January 1, 2018-June 30,2018; July 1, 2018-December 31, 2018 terms

MAT[®] Master: Upper Body

September 21-22, 2018

- *Enrollment period December 3, 2017 – September 21, 2018 (non traditional enrollment period)*
- *Included in July 1, 2017- December 31, 2017; January 1, 2018-June 30,2018; July 1, 2018-December 31, 2018 terms*

MAT[®] Master: Foot Function

November 9-11, 2018

- *Enrollment period December 3, 2017 – November 9, 2018 (non traditional enrollment period)*
- *Included in July 1, 2017- December 31, 2017; January 1, 2018-June 30,2018; July 1, 2018-December 31, 2018 terms*

MATRx[®] Program

MATRx[®] Internship 4

MATRx[®] Module 1

June 21-23, 2018

MATRx[®] Module 2

September 27-29, 2018

MATRx[®] Module 3

December 6-8, 2018

- *Enrollment period December 3, 2017- June 21, 2018 (non traditional enrollment period)*
- *Included in July 1, 2017- Dec 31, 2017; January 1, 2018- June 30, 2018 terms*

MATRx[®] Continuing Education

March 22-24, 2018 and August 23-25, 2018

- *Enrollment period December 3, 2017- August 23, 2018 (non traditional enrollment period)*
- *Included in July 1, 2017- Dec 31, 2017; January 1, 2018- June 30, 2018; July 1, 2018 –December 31, 2018 terms*