



Montana
School of Massage

School Catalog

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Missoula, MT 59801

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MontanaMassage.com

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about Montana School of Massage



Photo by Neil Chaput de Saintonge

First and foremost, welcome to the Montana School of Massage. I am excited for the journey you are about to embark upon and trust you share the same enthusiasm. You are going to be making the facility a new home away from home and I wish for each and every one of you; a wonderful place to learn. My hopes and wishes for our school are to make it the most positive learning environment possible.

You are about to enter a field of professionalism in massage therapy which has a high demand and is forever growing. Our program will provide you with the essential tools and a solid foundation to start a career which will allow you to make a wonderful difference in peoples' lives. Your preparation, your energy, your touch, and your attitude toward your new career will help dictate your future.

I hope your time here at the Montana School of Massage will be remembered as one of the most gratifying experiences of your life! Beyond that, I want you ALL prepared to begin your own massage careers at whatever level you so choose.

Sincerely,
Joseph L. Beatty
Owner/Director, MSM
406.360.9011

MISSION STATEMENT

The Montana School of Massage provides a comprehensive educational experience to prepare our students for careers in massage therapy. Through our clinical and outreach services, we provide the Western Montana Community with the opportunity to experience massage as a therapeutic tool in wellness maintenance, and raise awareness of massage therapy as an option in self-care. We provide these educational and client services in an atmosphere of confidentiality and professionalism with attention to the dignity of our students, clinic, community clients, and the profession of massage therapy.

(The Mission Statement is posted on the hall corkboard, the clinic desk, and in the classroom.)

EDUCATION PHILOSOPHY

"We believe that quality instruction in massage and bodywork and related sciences is essential to providing the community at large with competent professional massage therapists. We believe that our instructors should be able to demonstrate an ability to communicate effectively the current thinking and knowledge regarding the subject(s) they teach. We recognize the multiple different learning styles and the importance of providing various modalities of instruction in each lesson to accommodate those."

MSM has organized its curriculum and courses to enhance the learning process for students. High levels of academic standards are maintained while the program evolves to reflect the industry's current theories and techniques. MSM provides support to its graduates and the professional community by offering information on continuing education hosted at the school or within the surrounding area.

HISTORY

Montana School of Massage was founded in July 2000 by Rachel Romanelli. The school quickly became one of the nation's leaders when the program increased from 500 to 650 clock hours in February of 2002.

After graduating from the University of Montana with a Bachelor of Science in History and Health and Human Performance, Joe Beatty purchased MSM in March of 2007. Joe's education and experiences as a K-12 public school teacher, coach, sales associate, and real estate developer has allowed him to guide the growth of the school and obtain one of the country's highest passing rates for the NCETM national exam.

Due to the growth of the program the school has moved to its current location to accommodate for a larger student body, staff, and clientele base. MSM is proud of its academic accomplishments and to serve its graduates, the massage therapy profession, and the Montana community.

NON-DISCRIMINATION POLICY

The Montana School of Massage provides equal opportunity for admission, employment and access to programs or activities regardless of race, creed, religion, national origin, gender, sexual orientation, age, economic standing, or disability unless such a disability is determined by a medical authority to render an individual not physically, medically, or psychologically qualified for the program.

PROFESSIONAL RELATIONS

Our program meets the criteria set forth by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) and the Federation of State Massage Therapy Boards (FSMTB), which qualifies our graduates to take the NCETM and MBLEx national exams. Montana School of Massage is a member of the American Massage Therapy Association and is an approved school by the Washington State Department of Health.

INSURANCE

All instructors, staff, and Students are covered by Marsh Consumer Services of Seabury and Smith Inc. insurance policy for all school-sanctioned classes, clinic, and events.

DESCRIPTION OF THE FACILITY

Montana School of Massage occupies approximately 4000 square feet located in The South Suburban Plaza, 800 Kensington Ste. 107 (classroom) and 201 (Massage Clinic/Offices) in Missoula, MT. Included are a large classroom, kitchen, public restrooms, offices, massage clinic reception area, seven private massage suites and one tandem suite.



Phone number: 406-549-9244

Fax number: 406-549-7260

Website: MontanaMassage.com

Office business hours

8:30 am to 4 pm Monday through Friday

*after 4 pm by appointment

Massage Clinic Hours (*hours may vary*)

8am to 7 pm Mon. thru Friday

10 am to 4 pm Saturday

Classroom includes

Folding tables, chairs, overhead projector, anatomical charts, skeleton, massage tables, whiteboards, CD player, TV, DVD, changing areas, First Aid kit, and shelves for Students to store their materials, books and supplies.

Community Kitchen and Lounge

Refrigerator, microwave, blender, utensils, cleaning supplies, sink, cabinet, chairs, manicure supplies, and a first aid kit.

Massage Clinic Reception/Lounge area

Reception desk, computer, telephone, file cabinets for client and Student files, clipboards, chairs, reading materials, fire place, water dispenser, and retail massage products.

Massage Suites

There are seven private suites and one tandem suite dedicated to the Massage Clinic. Each room contains a massage table, chair, pillow, table warmer, massage gels/lotions, hand sanitizer, blanket, bolster, iPod/MP3 docking station, and lamp.

Education Director's office

Includes desk, laptop, phone, file cabinets, and office supplies

Admissions Director's office

Includes desk, computer, phone, lending library, file cabinets for Student files, events sign up book, fridge, office supplies

School Director's office

File cabinets for staff, instructor and business files, computer, desk, chairs and phone

Financial Director's office

Includes file cabinets for staff and student files, desk, computer, phone, printer and office supplies

FACULTY/ STAFF HOURS and DUTIES

All job positions may be filled or added on to another job position at the discretion of the Director. One or more job titles may be vacant at any time.

Director

The Director oversees the operations of the clinic and school. All MSM staff and faculty report to the Director. Director is available by appointment.

Financial Director

The Financial Director hours are subject to change. You may leave a message at the front desk for the Financial Director. Please see the Financial Director if you have questions about your monthly statements. The Financial Director reports to the Director.

Admissions Director

The Admissions Director is available for Students and staff Monday through Friday. Assistance is available for questions regarding admissions, enrollment, and tuition funding.

Education Director

The Education Director oversees student relations, attendance, adherence to school policies and procedures, and academic performance. The Education Director is the first point of contact for student communication and is available weekly during posted office hours and by appointment. Students may contact the Education Director for academic support, student services, mediation, and transcript requests. The Education Director also oversees communication with instructors, curriculum standards, and reports directly to the Director.

Massage Clinic Director

The Massage Clinic Director is available by appointment for Students and professionals. The Massage Clinic Director oversees all scheduling of Professional and Student Massage Therapists and meetings for clinic. Please see the Massage Clinic Director regarding questions about Student clinic hours or policies. The Massage Clinic Director supervises all Professional and Student Massage Therapists. The Massage Clinic Director reports to the Director. *This job description may be an addition to another staff's position.

Clinic Coordinator

The clinic coordinator is responsible for scheduling appointments in the Massage Clinic, taking messages for school and clinic inquiries, and scheduling clinic staff hours. The Clinic coordinator supervises Professional and Student Massage Therapists. The Clinic Coordinator reports to the Director. *This job description may be addition to another staff's position.

Professional Massage Therapist

MSM employs Professional Massage Therapists on a full and part time basis to provide massage in the clinic. See the clinic schedule for individual therapists' hours. MSM also maintains a reference list of professionals for homework. Professional Massage Therapists report to the Massage Clinic Director.

Events Director/Coordinator

The Events Director's/Coordinator's hours vary. Students may contact the Events Director/Coordinator via email or cell phone. Contact information is provided on each event sign-up sheet. The Events Director/Coordinator supervises all Professional and Student Massage Therapists assigned to MSM events. The Events Director reports to the Director. This job description may be an addition to another staff's position.

Instructors (Teachers)

Instructors' hours vary according to subject. Please see your instructor if you are going to be absent or have been absent from a class and if you need tutor assistance. Instructors oversee Teacher's Assistants. Instructors report to the Education Director and the Director.

Teachers' Assistants (TA's)

TA's are staffed for the subject hours to which they are assigned. TA's assist Instructors in gathering classroom materials, grading, testing. Students may call upon a TA for tutoring. Teacher's Assistants oversee Students. Teacher's Assistants follow Teacher's policies and report to the Education Director and/or the Director.

massage therapy

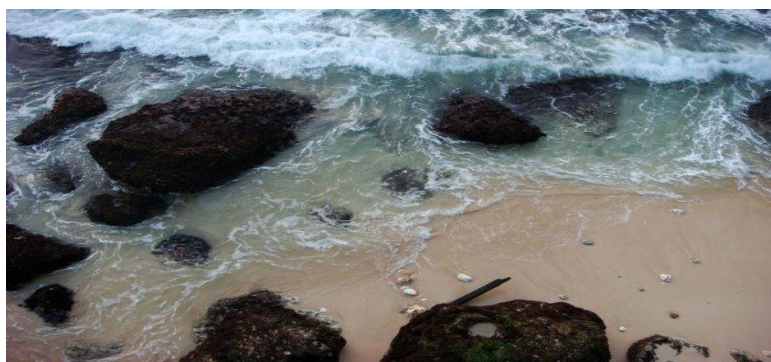
Therapeutic massage involves the manipulation of the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress; and, to promote health and wellness. American Massage Therapy Association defines Massage as, "a manual soft tissue manipulation that includes holding, causing movement, and/or applying pressure to the body."

Massage therapy is "a profession in which the practitioner applies manual techniques, and may apply adjunctive therapies, with the intention of positively affecting the health and well-being of the client." (AMTA)

The demand for massage therapy services is increasing, as a greater number of people understand the wonderful benefits of massage therapy for improving physical, psychological, and spiritual health.

Our comprehensive program provides a solid foundation upon which to build a new career or enhance your current work and/or personal life. With the knowledge and skills gained at Montana School of Massage, you will have the confidence and ability to be an outstanding massage therapist and experience the long-term success in whatever way you apply your training.

As a profession, massage therapy fosters a healthy lifestyle for the MSM graduate and practitioner. You will enjoy a low-stress job, the opportunity to work independently and in a variety of settings, a flexible schedule, and the satisfaction of making a positive difference in the lives of those you touch.



ADMISSION REQUIREMENTS

Students applying for our Professional Massage Therapy Program must:

1. Submit an application for admission and the required \$100 fee
2. Be at least 18 years old at the time of program completion
3. Provide proof of high school graduation or GED
4. Have a picture ID/Drivers' License
5. Provide 2 letters of recommendation from a current or previous teacher/instructor and/or employer
6. Complete an interview with the Admissions Director or Director. Prospective Students are asked questions about goals and expected outcomes of study
7. Tour the school and meet available staff members
8. Be in good mental and physical health and free of conditions that would prohibit giving and receiving massage

Please NOTE: If applicant is not 18, but does meet the remaining criteria, a parent or guardian must sign the Enrollment Agreement along with the Student.

ADMISSIONS PROCEDURE

Once the completed Enrollment Application, fees, and corresponding documents have been received, reviewed and approved, the prospective Student will:

1. Receive a letter of acceptance with the scheduled date of the enrollment session
2. Receive a copy of the Student catalog
3. Review enrollment, financial contracts, and extended financing application (if applicable)
4. Submit down payment
5. Receive a copy of the signed Enrollment and Financial Agreement
6. A brief interview with the Director

MSM has three sessions a year. Applications are accepted throughout the year and processed as they are submitted. Prospective Students should submit their applications at least a month prior to the start date to ensure adequate time for processing, interviews, and supply orders. Enrollment must be completed 2 weeks prior to the class start date. *An additional fee (\$50-\$75) may be assessed to late enrollees for individual shipping charges.

Please Note: We encourage prospective Students to be a guest of MSM and sit-in on a partial or full class currently in session. This optional step in the admission process will enable you to get a feel for the classroom environment as well as the Instructor/Student learning dynamic. Please call to schedule your sit-in as this is optional and we would like to ensure that we can accommodate your request. Students must complete all required applications and a Tuition Payment Plan prior to Orientation.

POLICY ON ADMITTING INDIVIDUALS WITH DISABILITIES

As stated in MSM's non-discriminatory policy, MSM does not discriminate on the basis of non-performance-related disability. Applicants with disabilities are required to discuss their condition with school Administrators.

At MSM's request, the applicant with disabilities may need a copy of the catalog be sent to his/her physician, psychologist, and/or physical therapist to read the program and course descriptions, and obtain a written statement explaining his/her opinion of the applicant's ability to meet program requirements. If he/she indicates that it is not likely the applicant can meet program requirements and benefit from the program, the applicant may not be admitted to the program.

Requests for Reasonable Accommodations: MSM is in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact the Director and/or Admissions Director.

Denial of Admission:

1. Failure to meet the stated entrance requirements
2. Inability to physically perform massage
3. Having a health condition that interferes with duties as a Student or massage practitioner
4. Exhibiting a lack of motivation, professional attitude or maturity required
5. Unable to meet financial obligations to the school
6. Incompatible with massage education philosophy
7. Inability to benefit from an education in massage

This decision is final and may not be appealed

program information

PROGRAM INSTRUCTION/SCHEDULE

MSM will provide instruction of Professional Massage Therapy Training on the following schedule:

1. Fall Session: The six hundred fifty (650) hours will be offered over approximately 32 to 34 weeks (7 or 8 months) of instruction. Classes are normally held Monday through Friday from 8:30 a.m. to 12:30 p.m.
2. Winter Session: The six hundred fifty (650) hours will be provided through approximately 40 to 44 weeks (10 or 11 months) of instruction. Classes are normally held Monday through Thursday from 5:30 p.m. to 9:30 p.m.
3. Spring Session: The six hundred fifty (650) hours will be offered over approximately 32 to 34 week (7-8 months) of instruction. Classes are normally held Monday through Friday from 1 p.m. to 5 p.m.

Student Clinic Hours In addition to Course Instruction, Students will be expected to complete hours of clinical study that MSM will determine as appropriate for the Student and the class development and training.

CALENDAR Montana School of Massage observes the following holidays and refrains from holding any classes during these dates: Christmas, New Year's Day, 4th of July, Labor Day, Memorial Day and Thanksgiving. A current Program Calendar is provided as an insert to this catalog.

Attendance: 90% attendance in each course is required as defined in the school catalog.

Grades: 70% or "pass" in each course is required as defined in the school catalog.

Progress is monitored in the following ways:

- Attendance and academic progress is reviewed bi-weekly. Those Students not meeting the requirements for satisfactory progress are notified.
- Individual Student attendance and progress reports are furnished on or before the last day of each month.
- Students are required to meet with the Education Director twice throughout the program. The meetings will be held at program mid-point and approximately a month prior to the last day of class. Sign-up sheets will be posted.
- If a Student retakes a class, all grades for that class are recorded based on the second set of grades.

Students who are not in compliance with the stated grades and attendance policy will have 30 days to become compliant.

If a Student retakes a class, all grades for that class are recorded based on the second set of grades.

Financial contract:

- Student must be current with their financial contract to receive their Course Completion Certificate as stated in the Enrollment and Financial Agreement, which was signed upon enrollment.
- If payment plans are altered from the original contract, they must be re-drawn and approved by the Director prior to graduation. The Course Completion Certificates will be officially awarded when the financial contract is current.

Records:

- All Student files contain attendance records, test and exam scores, final grades, monthly financial statements, Enrollment and Financial Contracts, Enrollment Application, Official Transcript, and a copy of their Program Completion Certificate. All file contents are protected by the confidentiality clause in the catalog. A Release of Records permission form is required for a party other than the Student to receive any of the Student's file documents.

- Upon program completion, Students will receive one copy of their official transcript, their Program Completion Certificate, and instructions for state licensing.
- If a Student transfers out of the program, the Student will receive a current transcript as per the Enrollment and Financial Agreement.

PROFESSIONAL MASSAGE THERAPY TRAINING PROGRAM

(A clock hour is 50 minutes per standard hour)

The Professional Massage Therapist Training Program provides a solid foundation upon which to build a new career or enhance your current work and/or personal life. The Program teaches the art and science of massage therapy, while also teaching sound business practices which prepare Students for entry-level positions in the marketplace. With the knowledge and skills gained, Students will have the confidence and ability to be an outstanding massage therapist and experience long-term success in whatever way they apply their training.

COURSE	TOTAL HOURS (business hrs itemized)	COURSE	TOTAL HOURS
1. Business	57	3. Kinesiology	140
a. Orientation	(4)	4. Swedish Massage	128
b. Pharmacology	(2)	5. Sports Massage	32
c. Self-care/body mechanics	(5)	6. Deep Tissue	100
d. Ethics #1, 2, & 3	(6)	7. Student Clinic	60
e. Business Career and Develop.	(32)	8. Events/fieldwork	20
f. National Certification Rev.	(6)	9. Reiki I	12
g. State Law	(2)	10. HIV Awareness	4
2. Anatomy & Physiology/Pathology	100		

EDUCATIONAL GOALS

- A comprehensive understanding of the structure and function of the human body
- Confidence and competence in applying the therapeutic techniques learned in the program
- Exhibit personal and professional ethics to conduct and maintain a therapist/client relationship
- Learn the importance of self-care and proper body mechanics to prevent injury and sustain longevity in a professional massage therapy career
- Perform proper assessments that can indicate which massage techniques are likely to be appropriate to the client's individual conditions and requests
- Become comfortable, competent, and professional when working with unfamiliar clients and conditions
- Recognize and refrain from treating areas or conditions that are contraindicated for massage therapy

- Create an effective resume directly related to the Student's professional goals in the field of massage therapy/bodywork
- Students are prepared for the criteria for the National Certification Exams and Montana State Licensing

PROGRAM OBJECTIVES

1. Business Classes: 57 hours

a. Orientation- 4 hours

Orientation occurs on the first day of class to review the school catalog. The pre-requisite for this class is an accepted and completed enrollment. Orientation is mandatory for all Students before beginning classes.

b. Pharmacology-2 hours

Pre-requisites: None Pharmacology provides information and resources on common medications used by people today. Students will be able to identify indications and contraindications to massage therapy for those that are taking prescribed medication. This class is Pass/Fail based on attendance and Professionalism & Participation. Pharmacology is a program completion requirement.

c. Self-Care and Body Mechanics- 5 hours

Pre-requisites: None Self Care and Body Mechanics teaches students how to take care of themselves in regard to the short and long term physical and emotional demands of providing massage therapy. Students will learn the principles of self care, body mechanics, and the importance of hygiene & safety precautions. This class is Pass/Fail based on Attendance and Professionalism & Participation. Self-Care and Body Mechanics is a program completion requirement

d. Ethics #1- 2 hours

Pre-requisites: None This block of ethics class is designed to teach students the fundamental concepts of boundaries, professionalism, and the interpersonal components of a therapeutic environment. Students will study and be able to identify key terms for professionalism, characteristics of a profession in relation to massage therapy, professional boundaries, conflict resolution, and steps for solving ethical dilemmas. Students will also study and be able to identify confidentiality principles in relation to massage therapy. This class is Pass/Fail based on Attendance and Professionalism & Participation. Ethics #1 is a program completion requirement.

Ethics #2- 2 hours

Pre-requisites: None This block of ethics class is designed as a mock clinic. Students will receive a tour of the massage clinic and review the *Student Clinic Handbook* that outlines the clinic rules and client protocol. Time will be permitted for questions and answers. Students will review acceptable sanitation and hygiene practices from Self Care #1. Ethics #2 is Pass/Fail based on attendance and Professionalism & Participation. Ethics #2 is a program completion requirement.

Ethics #3- 2 hours

Pre-requisites: None This block of ethics class is designed to teach Students about the fundamentals of non-verbal communication. Students will be able to identify the three physiological cues that affect a client's first impression, the components of non-verbal communication, factors that influence the communication and interpretation of touch, and professional classifications of touch. This class is Pass/Fail based on Attendance and Professionalism & Participation. Ethics #3 is a program completion requirement.

e. Business and Career Development-32 hours

Pre-requisites: None Students will explore different career options, comparing employment vs. self-employment opportunities. Students also learn how to interview with confidence and what makes an effective resume. By the end of class, Students will have a resume targeted for a career in massage.

Students will be given an overview of business practices and structures and will understand the differences between independent contractors, sole proprietorships, and corporations, determining the best structure based on their personal situation. Students will then explore the steps in starting a business such as writing a business plan, setting fees, obtaining funding, choosing a location, while learning aspects of ongoing business management practices. These business practices will include creating policies and procedures, insurance billing, record-keeping, taxes, health savings account, building a website, liability insurance, business cards, being client-centered, and maintaining visibility in the community. Students will also gain an understanding of marketing basics such as identifying target markets, creating promotional materials that appeal to these markets, and creating a marketing plan and budget that shows how advertising and promotions will be used to reach this market.

f. National Certification Review-6 hours

Pre-requisites: None Students will review the most recent version of the National Certification Examination and the Massage & Bodywork Licensing Examination Candidate handbooks. Detailed review of the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) and Federation of State Massage Therapy Board (FSMTB) is to prepare the Students for the requirements, paperwork, rules, expectations, fees, and layout of the National Certification Examination for Therapeutic Massage (NCETM) and/or Massage & Bodywork Licensing Examination (MBLEx).

g. State Law-2 hours

Pre-requisites: None Students will go over Montana State Law as well as the differences in other state laws. A grade of pass/fail is given for this class based on attendance and task completion. State Law is a program completion requirement.

*Students must receive an overall minimum grade of 70% in Business Classes #1-#10 (e., f., and g.) for course completion. Business Classes #1-#10 are a program completion requirement.

2. Anatomy and Physiology/Pathology: Systems and Function and the Study of Pathology-100 hours

Pre-requisites: None Anatomy and Physiology teaches the basic study and function of the following systems of the body: Integumentary, Skeletal, Muscular, Cardiovascular, Respiratory, Lymphatic, Nervous, Endocrine, Digestive, Reproductive and Urinary. It also includes Cell Structure, Tissues and Exercise Physiology. Students will be able to identify each of the subjects above by structure and demonstrate knowledge of the function of each. Pathology provides the study of the causes and nature and effects of diseases and/or conditions related to each system and precautions and protocols specific to those pathologies. Students will be able to identify conditions that indicate massage treatment and those that are contraindicated for massage treatment. Written examinations are given in this class. Students must receive an overall minimum grade of 70% for course completion. Anatomy and Physiology/Pathology is a program completion requirement.

3. Kinesiology- 140 hours

Pre-requisites: None Kinesiology covers an in-depth study of the musculoskeletal system. The skeletal system is examined to include bony landmarks, joint structure and ligaments of the body. The skeletal muscles are examined in great detail including study of their locations, attachment sites and actions. Lectures are enhanced with muscle identification through palpation, cadaver videos, slides, and building the muscles from clay and applying them to miniature skeletons. Written and practical examinations are required in this class. Students must receive an overall minimum grade of 70% for course completion.

4. Swedish Massage- 128 hours

Pre-requisites: Self-care #1 In Swedish Massage students will learn how to give a classical Swedish Massage. In addition, students will learn endangerment sites, the mechanical, reflexive and physiological effects of massage, history taking, record keeping, practitioner body mechanics, draping methods, and routines for a 30, 60, & 90 minute massage. This course also introduces complementary treatments such as chair, pregnancy, hydrotherapy, infant, and hot stone massage, manual lymphatic drainage, and an overview of Eastern Modalities. Students must pass the practical final and receive an overall minimum grade of 70% for program completion.

5. Sports Massage- 32 hours

Pre-requisites: Passing Score on the Swedish Midterm Written and Final Practical. Sports Massage studies the practical application of sports massage techniques for pre and post event massage and training treatment massage which includes injury assessment, prevention and treatment. Students will be able to identify injuries and apply proper treatments to the athlete. A practical "event" marks Student progress in this class. Students must receive an overall minimum grade of 70% for course completion. Sports Massage is a program completion requirement.

6. Deep Tissue- 100 hours

Pre-requisites: Passing Score on the Swedish Midterm Written and Final Practical. Self-Care #1 & #2, 56 hours of Kinesiology Deep Tissue teaches an advanced system of soft tissue manipulation which specializes in working to alleviate myofascial pain and pain syndromes. Body mechanics are reinforced in this class to prevent injury to the therapist while giving an effective treatment massage. Injury treatment protocol is taught for a wide range of common injuries. Range of Motion and Muscular Energy Technique are also taught in this section to help facilitate further treatment. On completion of this class, Students will be able to apply these techniques. Students are required to do 10 homework massages on specified areas. Students must receive an overall minimum grade of 70% for course completion. Deep Tissue is a program completion requirement.

7. Student Clinic- 60 hours

Pre-requisites for participation in Student Clinic: Passing grade on the Swedish written midterm and practical final. Completion of Swedish Class #17 (90 minute massage) and #18 (30 minute massage.), Ethics #1 & #2, Pharmacology, and HIV Awareness. Approval from the Education Director and/or Director. Completion of Swedish Classes #19 - #21, titled Pregnancy Massage, are pre-requisites for Prenatal Massage in the Clinic. MSM's primary goal for students' 60 hour clinic experience is to become comfortable, competent, and professional when working with unfamiliar clients and conditions. This part of the program is designed to give students a true-to-life experience before they enter the market place. This course assists students in combining the knowledge and skills they have gained necessary to assess each client, applying the techniques that are likely to be most effective for the particular client. Morning, afternoon, and evening shifts are offered Monday through Saturday. Clinic Staff schedule all appointments. 30 minute, 60 minute, and 90 minute massages are available. An evaluation written by the client is given for each massage. Students are required to show up 30 minutes before their first clinic shift and 15 minutes before all other clinic shifts. Students are expected to have their massage room prepared for clinic shift (i.e. correct table height, music, gel/lotion filled) Students will learn to meet and greet their client, go over their health intake form, perform a brief interview regarding client's expectations, and manage time accordingly for a 30, 60, or 90 minute massage.



8. Events/Fieldwork- 20 hours:

Pre-requisites: Students are eligible for event participation once they have completed Swedish Seated/Chair massage. This section is designed for Students to experience community outreach. Various events are set up with for-profit and non-profit businesses and sports events to expose Students to working with different types of clientele and environments. Students are required to perform 10-15 minute chair and/or table massages in scheduled intervals throughout the event. Events are a program completion requirement.

9. Reiki I- 12 hours

Pre-requisites: None Reiki is a gentle, non-invasive, non-religious healing method based on ancient practices of the laying-on of hands, which was systematized in Japan. In the Eastern view, the body is regarded as a dynamic energy system, and like many other healing modalities, Reiki aims to restore the unimpeded flow of energy which is blocked or disturbed in some way. Thus the natural healing processes of the body are activated and a state of deep relaxation is achieved in which healing on both physical and emotional levels can take place. Students are introduced to the terms, theory and history of Reiki. Students will learn all the hand positions for the front and the back of the body. Students will receive a Reiki I certificate of completion. Reiki is Pass/Fail based on Attendance and Professionalism & Participation.

10. HIV Awareness- 4 hours

Pre-requisites: None Aids Awareness is a 4 hour certification course designed to give Students introductory knowledge of the acquired immune deficiency syndrome as it relates to the helping professions and personal health care. Students will be able to assess risk for AIDS and other sexually transmitted diseases. They will be able to implement harm reduction tools and assist those affected in improving their quality of life. As a result of this course they will have deep understanding of the virus' intent in the context of a pandemic allowing them to act with universal precaution and kindness. HIV Awareness is based on Pass/Fail based Attendance and Professionalism & Participation.

MONTANA STATE LICENSURE

Montana State License

- Successfully complete a massage therapy program of a minimum of 500 hours of study that meets or exceeds the curriculum guidelines established by any program or organization by the National Commission of Certifying Agencies or its equivalent or successor and receive a passing score on an examination prescribed by the board; or
- Possess an equivalent current license, certification, or registration in good standing from another state. *
- The process will require one to submit:
 1. An application on a form provided by the department;
 2. An application fee set by the board;
 3. Provide proof of a high school diploma or its equivalent;
 4. Proof that they are at least 18 years old;
 5. Two letters attesting to the good moral character of the applicant.

Once you are licensed, your license is permanent as long as you complete the annual renewal license process. Renewal of license involves completing renewal form, paying the renewal fee and completing the continuing education requirements, if applicable. The due date for all license renewals is in August.

*requirements in other states may differ.

You may go to <http://www.massagetherapy.com/careers/stateboards.php>, or call 800.458.2267 to get the most up-to-date information. Visit Montana State Board of Massage Therapy for state and local requirements.

http://bsd.dli.mt.gov/license/bsd_boards/lmt_board/board_page.asp

*In any state that does not regulate massage therapy, cities or counties may choose to regulate the profession. To find out if your town or county regulates massage, we encourage you to contact your local governments for details about what qualifications massage therapists must meet in order to comply with the regulations. These laws, rules, and regulations can and do change periodically.

CONTINUING EDUCATION

Continuing Education is required to maintain national certification (NCTMB/NCTM only) and is required when renewing state licensing. The Montana School of Massage hosts Continuing Education workshops throughout the year. Information about the workshops will be posted on the website MontanaMassage.com and Facebook page. Continuing Education courses are meant to keep therapists current with new developments in the profession and designed to help therapists develop new skills and address the physical and emotional challenges encountered in their practice. Continuing Education requirements for the state of MT can be found on the MT State Board of Massage Therapy website.

academic information

ATTENDANCE POLICY

1. Students are required to maintain 90% attendance in each course in order to complete the program. If 90% attendance in each course is not maintained, a written or verbal notification by the Education Director will be given.
 - Students may make up absences by tutoring, instructor approved projects, and/or sitting in on the corresponding class with an overlapping session when available.
 - All absences must be made up prior to the completion of the course unless prior approval is obtained from the Education Director.
2. Punctuality: Arriving more than 10 minutes late to class or leaving more than 10 minutes early will result in being marked absent.
 - Repeated offenses will result in a reduction in the student's overall *Professionalism & Participation* grade.
3. Absence: If a Student is going miss or be late for class they must call the Front Desk a minimum of 15 minutes prior to class time. This will allow staff to contact the Instructor and if scheduled for an event or clinic, the Clinic Supervisor/Director and/or the Events Coordinator.

ATTENDANCE & PUNCTUALITY POLICY

1. Students are required to maintain 90% attendance in each course in order to complete the program.
2. Arriving more than 10 minutes late to class or leaving more than 10 minutes early will result in being marked absent.
3. Repeated offenses will result in a reduction in the student's overall *Professionalism & Participation* course grade.
4. All absences must be made up prior to the completion of the course unless prior approval is obtained from the Education Director.

ATTENDANCE MAKE-UP POLICY

1. If 90% attendance in each course is not maintained, a written or verbal notification by the Education Director will be given.
2. Students may make up absences by tutoring, instructor approved projects, and/or sitting in on the corresponding class with an overlapping session when available.
3. It is the Student's responsibility to make up absences and coordinate with the Education Director. At that time the criteria for the particular Educational/Attendance Make-up, including tutoring and practical examination administration fees will be discussed and an academic contract will be issued. (A list of tutors is provided upon Student request.)

The maximum allowed time to complete the program is 1.5 times the length of the program, as stated in the SAP Policy, in order to maintain satisfactory progress.

GRADE AND ATTENDANCE REPORTS

1. The Education Director records and maintains grades and attendance.
2. Individual student attendance and progress reports are furnished on or before the last day of each month.
3. If attendance in a class is below the 90% requirement, an Academic Contract form will accompany the report.
4. If the grade is below the 70% requirement a recommendation for educational review will be given.
5. It is the Student's responsibility to maintain 90% attendance, 70% pass rate, and to make up classes, tests, exams, and assignments.

Grading system

A	90-100%	4.0	P	Pass	W	Withdrawal
B	80-89%	3.0	F	Fail	NC	No Credit
C	70-79%	2.0	I	Incomplete		
D	60-69%	1.0	X	Exempt		

PROFESSIONALISM & PARTICIPATION

1. All MSM courses will have a *Professionalism and Participation* component.
 - Graded Courses: component will equal 10% of overall grade
 - Pass/Fail Courses: component will be used, in combination with attendance, to determine Pass or Fail grade.
2. This grade will be based on the following criteria:
 - Punctuality
 - Preparedness (supplies & textbooks are present, reading assignments completed prior to class, homework turned in on time, prepared for exams and in class activities, etc.)
 - Professional and respectful communication with instructor and fellow students
 - Overall participation in bodywork, group activities, and in class discussions
 - Responsibility (i.e inform instructors of prearranged absence, ask for missed material after being absent, seek additional help/tutoring prior to testing if needed etc.)
 - Organization
 - Adherence to *Student Dress Code and Hygiene Policy*

HOMEWORK POLICY

1. All assignments are required for program completion.
2. All assignments will be discussed in class and due dates listed in the course syllabus.

LATE HOMEWORK MAKE-UP POLICY

1. Students have up to a week (calendar days) from the original due date to turn in late homework. A 10% grade reduction will be taken for each day it is late.
2. Failure to turn in homework after the week timeline will result in a mandatory meeting with the Education Director and points taken from the student's overall *Professionalism & Participation* grade.
3. If a student has been absent due to an illness or family emergency they will be granted an extension equal to the amount of time they were absent (i.e. if the student was absent 3 days they will be granted an additional 3 days to turn in their homework without a reduction in grade).
 - Extension is contingent upon notifying the Education Director on the day of return to classes (students may notify the Education Director in person or by email, text, or phone).
 - The Education Director will give the student a *Homework Extension Form* that must be turned into the teacher with the assignment.
4. Instructors have the discretion to have students make up missed material deemed crucial for program completion. The material can be made up by tutoring, instructor approved projects, and/or sitting in on the corresponding class with an overlapping session when available.

TEACHER STUDENT RATIO

Core Sciences class ratio

Teacher student ratio is one teacher to a maximum of 30 students.

Bodywork Classes class ratio

Teacher student ratio is one teacher to a maximum of 16 students. One teacher and one teacher's assistant are to be present for more than 16 students.

TESTING

Instructor Testing Protocol: Instructors adhere to the following testing protocols for written and practical testing.

Written tests

1. Testing environment
 - 2-3 Students to a table.
 - Notebooks and workbooks are to be placed under the table or on the Student shelving area.

- The tables are only to contain the test/quiz and a writing utensil.
- The classroom is to be quiet, no talking or music played.
- Talking is only permitted if a question is being asked of the instructor or the teacher's assistant.

2. Alternative testing environment

- If it has been medically determined a Student needs a test to be taken orally, then the instructor, tutor or the teacher's assistant can administer the test in another room away from the classroom in which the test is being taken. Additional tutoring fees will be assessed.

3. Testing protocol

- Tests will start at the beginning of the scheduled class period.
- The instructor or teacher's assistant must be present in the classroom to ensure that the testing environment is maintained and that they are available for questions from Students.
- When a Student has completed the test they may leave the classroom and only return when all Students have completed the test or return when the instructor has announced to resume class.

4. Instructor test return

- Instructors have seven days to grade and return tests.

5. Quizzes

- Designated courses will have quizzes given on random dates
- Quizzes will be used as review prior to exams, progress markers for student performance, and incentive for punctuality
- Quizzes will equal 10% of overall grade
- Quizzes will be administered during the first 10 minutes of class
- Tardy students will not have extra time to complete quizzes

6. Missed Tests and Re-Takes

- In order to test out for full credit, students are required to take the missed written exam upon the day of their return to school or up to one week after returning to school for a maximum grade of 70%
- Academic contracts and test administration fees are not required for missed written examinations
- Missed written exams will be available at the front desk, and must be taken outside of classroom hours and in the office under supervision
- Students have the option to retake up to, but no more than, two written exams in any given course

- If a student earns less than 60% on a test he/she is required to use one of his/her retake options. If the two retake options have been used the test score remains and will affect the overall grade
- 70% is the highest value allowed on retake tests
- Students who fail a retake exam will be required to meet with the Education Director and complete a minimum of two hours of tutoring.
- Tutoring cost \$35 per hour and is due within one week of the tutoring date

7. Academic contracts and test administration fees are not required for missed written examinations. In order to test out for full credit, students are required to take the missed written exam upon the day of their return to school or up to one week after returning to school for a maximum grade of 70%. Missed written exams will be available at the front desk, and must be taken outside of classroom hours and in the office under supervision. If a Student fails the retake exam, he/she is required a minimum of two hour tutoring.

Practical Examinations

1. Protocol

- The instructor schedules and coordinates all practical examinations to be taken in the classroom.
- The instructor and/or teachers assistant check in the test subject and review health intake forms before giving the Student the paperwork.
- The instructor and/or teacher's assistant will administer the practical examination based on the goals and expectations provided in class prior to the exam.
- All completed practical examination sheets, health intake forms, and client evaluations are to be collected at the end of the practical exam.
- The instructor has seven days to grade and return the results to the Student.

2. Students must receive a minimum of 70% in order to pass practical exams

- Students have the option to retake a practical exam at a tutoring cost of \$35 per hour All tutoring costs are due within one week of the exam retake date.
- 70% is the highest value allowed on retake exams
- Students who fail a practical exam or retake practical exam will be required to meet with the Education Director.

3. Receiving a passing score on the Swedish Final Practical is a requirement for Clinic and program completion. Receiving a passing score on the Deep Tissue Final Practical is a requirement for program completion.

CERTIFICATE OF GRADUATION

Student must maintain 90% attendance and 70% pass rate for all required classes. In addition, Students are required to complete 60 clinic hours and 20 event hours. Upon satisfying these requirements and other reasonable requirements assigned or deemed necessary, including but not limited to all homework being turned in and graded no lower than the 70% and be current with all financial obligations, MSM will award a Certificate of Graduation and final transcript. Upon successful completion of the MSM program Students will have fulfilled the

NCBTMB/MBLEx "education criteria" requirement, and Students will be furnished with the appropriate school code necessary for the application process.

Graduates are required to send a written request, either hand written or email, to the Education Director requesting permission to have an official transcript sent. Graduates must include the correct name(s), address(es) and phone numbers to where they need the transcript(s) sent. (Transcripts can be sent directly to them, but are considered unofficial) The Education Director will take the written request, write the date it was sent and put it in the graduate's file.

STUDENT LEAVE OF ABSENCE

A leave of absence may be granted to Students. A Student has 14 days to return to restart the program (from the last date of attendance) in order to complete the program. If a Student misses anything beyond 14 days, he/she may need to withdraw or be dismissed from the program. All Leaves of Absence must be approved by Education Director and Director. Students are responsible for making up any missed class time, i.e. attendance, missed assignments, exams, and homework.

TRANSFER POLICY

MSM does not accept credits and/or clock hours accumulated from previous training at another institution. Incoming students are expected to start from the beginning of the program and attend all classes sequentially. Clock hours earned are not intended for higher education and probably will not be transferred to any other college and/or university.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy ensures that Students make satisfactory progress toward successful completion of their academic program.

Students at the Montana School of Massage must meet the criteria and standards set forth to detect problems for which actions of early intervention and/or remediation can be taken. A Student must demonstrate academic progress by successfully completing the classes attempted with a grade of 70% or higher and within the maximum time frame allowed as stated in section A of the SAPP. If a Student is not meeting the established requirements he/she may be subject to probation or dismissal.

Non-remedial courses are not offered and do not apply. There is no effect on the SAPP.

To maintain academic progress, each Student must meet the required minimum standards of the following qualitative and quantitative measures:

1. Minimum acceptable cumulative grade point average
2. Minimum incremental completion rate; and
3. Program completion within a maximum allowable time frame

A. QUANTITATIVE MEASURE

Professional Massage Therapist Training Program 650 Clock hours

This program, if taken at the Fall or Spring Session schedule, will take approximately 32 weeks to complete from start to end date. The maximum reasonable time allowed to complete the program is 48 weeks or one and a half times the program length. . 325 hours must be completed at the midpoint or 24 weeks.

The Winter Session schedule will take 40 weeks to complete from start to end date. The maximum reasonable time allowed to complete the program is 60 weeks or one and a half times the program length. 325 hours must be completed at the midpoint or 30 weeks.

If Students exceed the maximum reasonable time allowed to complete the program, they may be deemed Academically Insufficient and dismissed from the program.

B. QUALITATIVE MEASURE

Minimum acceptable cumulative grade point average

The Student's cumulative grade point average (CGPA) is reviewed to determine qualitative progress and the Student must meet the following minimum CGPA requirements:

Students must have a CGPA of 1.5 at the end of the semester or midpoint of the program.
Students must have a CGPA of 2.0 or an overall average of 70% to graduate.

Instructors and/or staff members monitor progress through graded homework, tests, quizzes, assignments, client evaluations, and exams throughout the class.

Progress reports are issued at the end each month by the Education Director.

If a Student is not meeting satisfactory progress he/she will be notified and appropriate steps shall be taken.

C. FAILURE TO MEET SATISFACTORY PROGRESS

Academic Probation

If a Student fails to maintain the required academic progress he/she may be placed on academic probation for a period of up to 30 days. The Student must attain the required GPA or may be dismissed from the program. At the end of the academic probationary period a new determination will be made reflecting Student's achievement of all conditions for the SAPP. If all conditions have been met, the Student shall be deemed in compliance and released from probation.

Insufficient Attendance

If a Student exceeds the maximum reasonable time allowed for program completion as stated in the Program Completion page, the Student will be terminated. Students may reenroll at the beginning of another session. All tuition and fees apply.

Appeal Procedure

If a Student disagrees with the decision or wishes to appeal, he/she may do so in writing to the Education Director or Director within 3 business days of being dismissed. The letter must contain an explanation as to why the Student wishes to appeal and any supporting documentation. It must state what appropriate measures will be or have been done to remedy or change the situation. The Education Director and the Director will then review the Student's appeal and decide whether the Student's circumstances and academic status warrant consideration for reinstatement. Students may request a meeting with the Education Director and/or Director prior to decision as to further discuss any mitigating circumstances. A decision will be made within 10 business days of the receipt of the letter.

*In cases where an appeal results in reinstatement, The Director and/or Education Director reserve the right to have final say on conditions that apply to any Student's continued enrollment in school.

A Student is only allowed one appeal after being academically terminated.

D. COURSE WITHDRAWALS / INCOMPLETE GRADES / REPEATED COURSES

Withdrawals

Voluntary withdrawal: A Student may choose to re-enroll with another session. There will be a \$300 re-enrollment fee charged at that time. The Student must have an exit interview with the School Director if voluntarily withdrawing. Transcripts including final grades and Course hours completed will be furnished within 30 days of the exit interview with the School Director.

Incompletes

Students with an incomplete in any course may be granted additional time, with the understanding that the maximum time is no longer than one and half times the length of the program. If a Student fails to meet these criteria, he/she will need to repeat the course. (Re-enrollment fees will be assessed)

Re-enrollment/Course Repetition

Credit for course/s or program completed will be determined at the time of reenrollment, based on the length of time since withdrawal, performance on any written or practical exams given, and/or which portions were previously completed. All grades for repeated courses or programs are recorded based on the second set of grades. (A re-enrollment fee of \$300 will be applied.)

Re-instatement (N/A at this time)

A Student is reinstated and eligible to receive Title IV financial aid funds once successfully completing all conditions (making satisfactory progress) followed by approval from the Director. Notification will be sent at the time of reinstatement.

NOTE: *MSM is not eligible to administer Title IV financial aid funds at this time.*

student services

CONTACT INFORMATION

MSM shall provide a contact list for housing, bus schedule, childcare, outside employment, academic and healthcare providers in the Missoula area upon request.

JOB PLACEMENT ASSISTANCE

The Director provides Students with assistance in locating employers who are seeking massage therapists to fill job openings and/or places they may conduct a self-employment private practice. Current listings of jobs are kept on file and will be furnished according to prospective employer's requests.

*MSM cannot in any way guarantee job placement.

STUDY HABITS

Study habits are important to implement while in the Professional Massage Therapist Training Program. You will be given several tips, suggestions, and ideas on how to utilize your study time efficiently and successfully.

TUTORS

MSM shall provide all Students with a list of tutors available and their contact information upon request.

ACADEMIC ADVISING

Students may speak with the Education Director in regard to their progress in the program and/or their interest in any of the course topics included within the program. Students may also discuss any questions they have about National and State requirements.

LENDING LIBRARY

MSM's lending library is located in the Admission Director's office. All books, DVDs, and articles are to remain on school property at all times unless signed out by the Front Desk Staff. Students, Staff, and Public are welcome to read all materials at the school (Mon.-Sat. during business hours) in the classroom or in the student lounge area.

policies and procedures

CLASSROOM STANDARDS AND STUDENT CONDUCT

While Students are attending school, they are expected to conduct themselves in a manner, which reflects a Massage Therapist's level of ethics and professionalism, which are defined below in the Montana School of Massage Policies.

Policies set forth by Montana School of Massage include the following, but are not limited to:

Inappropriate Behavior

Inappropriate behavior will result in a progressive discipline process that may end in dismissal from MSM. We teach professionalism, intention, and proper draping techniques, and expect Students and staff to adhere to these guidelines.

Inappropriate behavior includes, but is not limited to:

- Violation of Sexual Harassment policy
- Violation of Professional Relationship policy
- Persistent tardiness or absenteeism
- Theft
- Failure to abide by MSM policies

Aggressive and Disruptive Behavior

Aggressive and disruptive behavior will not be tolerated. This includes:

- Threatening body language
- Verbal threats
- Any other behavior as reported and investigated by MSM

Nudity and Draping

For liability reasons, you must remain covered AT ALL TIMES! This is a clinic and classroom policy.

MSM respects the modesty of the Students, staff, and clients of the Massage Clinic. Nudity: exposure of the genital area and/or of breasts is strictly prohibited. When disrobing as a recipient for massage work in the classroom, please use the designated areas. You must use a sheet to cover yourself while you get on the table. When on the table you will be draped appropriately and professionally, so as to maintain your modesty during the massage experience. Clients in the massage clinic are to undress to their comfort level and lay underneath the sheet and the blanket provided, unassisted by the Student massage therapist. Student Massage Therapists are not allowed to be present in the massage room while a client is dressing or undressing. At no time should the top sheet be completely removed from the person receiving the massage. Always use proper draping techniques.

Cleaning of Tables and Classrooms

1. Clean tables after each massage with paper towels and the provided cleaning solution.
2. Please help with the overall cleaning and tidying up of the classroom for the next class.
3. Students must put chairs on tables at the end of each day.
4. Coffee and all beverages must be in an enclosed container.
5. Clean any dishes, cups, utensils you use, prior to leaving for the day.

Weapons

It is inappropriate to carry any weapon on school property. Carrying a weapon in the building or at a school-sanctioned event will result in dismissal from the program. If you have a concealed weapon permit, you cannot carry the weapon while you are in the building or at a school sanctioned event.

Sexual Harassment Prevention Policy

MSM's sexual harassment policy includes, but is not limited to: Unwelcome sexual advances, requests for sexual favors, repeated jokes, innuendos, or comments (written or verbal), of a sexual nature, and any physical conduct of a sexual nature.

Sexual harassment will not be tolerated. Sexual harassment is against the law and creates a hostile environment.

All complaints, concerns, questions or allegations should be promptly brought to the attention of the School Director. Please see "Complaint Policy" on page 34 of the Student Catalog. MSM will thoroughly and promptly investigate and document all allegations.

Professional Relationships

MSM strongly discourages and disapproves of social or sexual relationships between a currently enrolled Student and faculty member(s).

1. If a relationship between a Student and faculty member is pre-existing, MSM will require schedules that provide as much separation as possible. If it is not possible to arrange different schedules, both parties shall be held responsible for ensuring appropriate behavior and professional distance.
2. If a relationship develops while a Student is enrolled in school, the faculty member is subject to dismissal.
3. Staff and Instructors are not to create a professional or social relationship (other than what is described in their job description) with any Student, until that Student is no longer supervised or taught by that staff member/instructor.

STUDENT DRESS CODE AND HYGIENE POLICY

MSM strives to provide a professional environment for its students, staff, faculty, and clientele. Failure to comply with the *Student Dress Code and Hygiene Policy* may result in dismissal from class, clinic, and events. Dismissal from class will result in an absence. Dismissal from clinic or an event will result in a doubling of the hours for that shift. If a student has a question regarding this policy they must seek approval from the Clinic Director, Education Director, or Director prior to class, clinic shift, or event.

Appropriate Attire for Bodywork Classes, Clinic, & Events:

Bodywork classes include Deep Tissue, Kinesiology, Self Care, Sports, Swedish, and Reiki

1. All clothing and foot wear must be clean and free from holes and odors
2. Slacks, shorts & skirts (must be at least knee length and non-restrictive), and yoga pants that are professional in appearance.
3. Short sleeved polo shirts and tee shirts (must be free from logos, language, and graphics that could be construed as offensive).
4. Closed toe shoes (bare feet are not allowed in the classroom or clinic)
5. Jeans may only be worn in non-body work classes and in the clinic on Fridays.
6. Tank tops are allowed as long as they are not low cut or have spaghetti straps, and extra care must be taken for personal hygiene.

Inappropriate Attire for Bodywork Classes, Clinic, & Events:

1. Clothing that calls attention to or exposes genitals, breasts, or underclothing. This applies to attire for all courses, clinic, and events.
2. Clothing that exposes the midriff, breast cleavage, gluteal cleavage, and buttocks. This applies to attire for all courses, clinic, and events.
3. High Heels & Flip Flops
4. Open toe sandals must be approved by the Clinic Director, Education Director, or Director prior to class, clinic shift, or event.
5. Rings, watches, and bracelets must be removed before bodywork. Necklaces and earrings may be worn as long as they do not dangle and interfere with massage.

Hygiene:

Students are required to maintain high standards of personal hygiene while attending classes and working in the clinic and at events.

1. Hair must be clean and neatly kept. Long hair must be tied back or pulled up so as not to interfere with massage.
2. Body must be clean and free from offensive odors such as bad breath, body odor, and cigarette smoke.
3. Oils, perfumes, and fragrances are not permitted.
4. Nails must be clean and kept short and smooth. Nail polish and artificial nails are not permitted.

Smoking

MSM prohibits smoking inside the facility and is not permitted within 50 feet of the entrances.

Cell Phone Use

Cellular or mobile phones may not be used in the classroom, for either placing or receiving calls and/or texting. Phones must remain on silent and should not be in sight or in use in any way in the classroom while class is in session. If a true emergency requires the use of a cell phone, Students must inform instructor prior to class or during a break.

Care against Infectious Skin Disease

A Student with an infectious skin disease shall refrain from direct contact with other Students or clients until the condition resolves. A Student with a lesion that is actively discharging fluids or is weeping dermatitis shall also refrain from direct contact with other Students and clients until the condition resolves.

Children

Children may be permitted in class only if an emergency arises. Child must be in good health.

Drug and Alcohol Abuse Policy

MSM is committed to providing an environment for teaching and learning that is not impeded by the presence of illicit drugs or alcohol.

Students and employees who are found to be possessing, using or distributing illicit drugs or any other controlled substance will be subject to full criminal penalties under the laws of the municipality, the United States and the State of Montana. Conviction can result in sanctions including probations, fines, and imprisonment.

Therefore any MSM Student who possesses, distributes, or is under the influence (for purposes of this policy, "under the influence" means having one's behavior altered by the substance) of illicit drugs or alcohol while in class, on school grounds, or at a school-sanctioned event is subject to dismissal.

Faculty and Staff have the discretionary power to confront a Student if they discover, either by personal observation or by notification from another person that the Student is in possession of, is distributing, or is under the influence of illicit drugs or alcohol. The Student may be asked to leave the school and the Faculty or Staff may notify the proper authorities.

Prescription Drugs

We request that any Student inform their instructor, supervisor or the Director if they are taking psychotropic drugs, mood altering prescription drugs, or over the counter drugs that have behavior-altering side effects, as it may affect their ability to give or receive a massage.

Confidentiality

MSM endeavors at all times to protect the rights of the individual and the well being of all Students, faculty, staff, and clients. Respect of the individual's privacy and confidentiality is expected at all times. Student and Employee files are kept confidential and information will not be released from the file to another individual unless a written permission release is signed by the file owner. MSM adheres to all regulations stated in the Family Education Rights and Privacy Act. (FERPA) Permission release forms may be picked up from the Director or Admissions Director. Students may request to view any and all documentation in their own personal file during normal office hours. (Only staff that has access to files may retrieve a Student's file due to sensitive and personal information)

While you are a Student at MSM, you will work with instructors, administrators, fellow Students, massage recipients outside the program, and others who are friends or family members. It is inappropriate to discuss one person's name and/or situation with anyone, unless there is a health or safety concern, in which case, you may consult with Education Director, Clinic Director or Bodywork Instructor.

Massage Practice

Student Therapists cannot receive payment or any other gratuity for any massages they perform.

Lost or Stolen Property

MSM is not responsible for lost or stolen property. If an item is lost or presumed stolen, a report should be turned in to the Director or front desk. MSM asks all Students, staff, and faculty to turn in found items to the clinic coordinator, so they may be returned to their rightful owner.

PROGRESSIVE DISCIPLINE POLICY

Any person in violation of the policies outlined in the school catalog is subject to disciplinary procedure. In most cases, the procedure will be as follows:

Step 1 – Verbal Warning and Steps for Improvement

When a staff member or Student has violated a MSM policy or rule, he/she will have the opportunity to explain their reason for the behavior in question. The Director and/or Director's designee will make clear what the violation was, as well as, steps to improvement that are expected to keep the behavior from happening again. This may also be accompanied by a probationary period.

Step 2 – Written Warning

A formal letter outlining the behavioral steps to improvement will be given to the Student or staff member. In most cases a written warning is an indication of serious disciplinary action, or the repetition of some behavior that has been the object of verbal warning. This may also be accompanied by a probationary period for up to one month.

Step 3 – Probation, Expulsion, or Termination

If the issue is not resolved through the first two steps, the Student or staff member will be subject to discipline which may include: extension of probation up to one month, expulsion from MSM, or termination from employment with MSM.

Any of the steps above may be taken in any case; violations of MSM's policies may result in immediate termination or expulsion, depending upon the seriousness of the case and the discretion of the Director and/or Education Director.

STUDENT COMPLAINT POLICY

MSM is open to communication between Students, staff, and instructors. If a Student has a concern or complaint regarding another Student, a staff member and/or instructor, the Student should follow the procedure outlined below.

The first step is to address the issue with the Education Director. If there is not a satisfactory resolution, the Student may initiate a formal complaint by writing a letter containing the following information:

1. Contact information
2. Nature of your complaint
3. Date
4. The name(s) of the individual(s) involved
5. Important factual information
6. Outcome

Procedure

All forms must be given to the Director or the designee for review. They then have two business weeks to notify all parties of the received paperwork. They then have five business weeks to gather, address and respond to the grievance and/or incident. The final decision will come directly from the Director or designee. It is the responsibility of MSM to respond to all grievances and incidents that are reported. MSM will file in official records all grievances, incidence reports, decisions and courses of action related. If the parties involved do not agree with the decision from the school, it is the parties' right to contact the appropriate certification boards.

If the nature of the complaint involves the Director/Owner, you may call, email, or schedule a meeting with the Education Director directly, regarding your complaint. If there is not a resolution and depending on the nature of the complaint Students may contact either one of the following;

Consumer Protection in the Department of Justice (406)444-4500

Better Business Bureau

Located at 152 S. Jefferson, Ste 200

Missoula, MT

Phone: 509-232-0527

DISMISSAL POLICY

Termination may occur for any violation of classroom standards and Student conduct.

If a Student's action(s), comment(s), or incident(s) are of such a nature that Students, staff, clientele, and/or MSM facility are or could be severely harmed may be grounds for immediate dismissal.

If a Student is found in violation of any one of the classroom standards and Student conduct rules, and either a verbal or written complaint has been made against him/her, the following proceeding may occur:

1. A formal incident is filed and given to the Director.
2. The incident is addressed in a timely manner according to MSM's grievance and incident policy.
3. A verbal notice of incident and disciplinary warning is given to the Student.
4. A probation period is automatically applied and lasts the duration of the Student's enrollment.
5. If another incident is filed against a Student in the probation period, an automatic suspension or immediate dismissal can be applied to the Student depending upon the nature of the offense.

Disciplinary actions, as result of an incident filed, are entered into the Student's files

tuition and financing

FEDERAL FINANCIAL AID (N/A at this time)

Grants are for undergraduate students, and the grant amount is based on need, cost of attendance, and enrollment status. Students must meet eligibility requirements to qualify, and this type of aid can come from multiple sources which include, but are not limited to, federal and state government. Unlike loans, grants do not require repayment.

Scholarships are awarded on various criteria usually reflecting the values and purposes of the donor or founder of the award and usually based on academic merit. Scholarships, like grants do not require repayment.

A loan is money borrowed for tuition, fees, and supplies with the expectation of repayment, usually with interest.

*The Montana School of Massage is not approved at this time to offer Federal Financial Aid.

MSM does however have the following tuition payment plans available.

TUITION and FINANCING OPTIONS

The tuition price for the 650-hour Program is Eight Thousand Five Hundred and Seventy dollars (\$8,570). Student attests that, by signing the Enrollment and Finance Agreement, he/she agrees to pay this entire amount in consideration for the Program stated herein.

Tuition is payable in full at the time of enrollment in the Program, or Student may enter

into a payment plan/schedule with MSM, in which event the Student must adhere to the following payment terms:

In consideration of the terms of this Agreement, MSM agrees to provide instruction associated with the program as stated herein and Student agrees to adhere to the following terms: As a further service and convenience to Student, MSM provides the following Payment Plans. Absent an indication in the "Summary of Terms" section on the first page of the Enrollment and Finance Agreement identifying a particular Payment Plan, Student is expected to pay the Program Tuition in full at the time of enrollment in the Course and prior to MSM's obligation to provide any materials or instruction. The following Payment Plans may require Student's payment of additional financing fees as indicated with each Plan, and may require Student to execute a credit application and/or additional finance documents with MSM or a third-party financing agent.

1. Tuition Payment in Full:

When tuition is paid in full, MSM issues a 5% discount on the total cost of the tuition. This does not include the application fee of \$100 (One Hundred dollars). Discounts: 650-hour \$429/ Total Tuition \$8,141

2. Payment Plan #1 – Pay As You Go: Upon Student completing a Credit Application Form, MSM's credit approval, the payment of a \$100 (One Hundred dollars) non-refundable credit extension application fee, and Student's execution of a promissory note, MSM agrees to finance Student's tuition as detailed further below. The promissory note will provide for no financing charge or interest upon the timely payment of all sums due; otherwise the interest rate shall be ten percent (10%) per annum on all unpaid and overdue sums. Student may prepay any sums due without penalty; however, any partial payment or prepayment shall not relieve Student of obligation to pay any remaining payment or portion due on the deadlines identified. The terms of the payment are as follows;

- one-third (1/3) of the balance of the Program Tuition is due on or before the Session Start Date;
- one-third (1/3) of the balance of the Program Tuition is due on or before month three of Course Instruction; and
- one-third (1/3) of the balance of the Program Tuition is due one month before the end of the Course Instruction or Projected Completion Date, whichever comes first.

3. Payment Plan #2 – Delayed Billing – Credit Card: Upon Student executing a credit card payment form, page two of the Enrollment and Finance Agreement, the payment of a \$100 (One Hundred dollars) non-refundable delayed billing fee, and upon proof of sufficient credit limit to accommodate the Course Tuition, MSM agrees to bill Student's credit card (Visa or

MasterCard) as detailed further below. The promissory note will provide for no financing charge or interest upon the timely payment of all sums due; otherwise the interest rate shall be ten percent (10%) per annum on all unpaid and overdue sums. Student may prepay any sums due without penalty; however, any partial payment or prepayment shall not relieve Student of obligation to pay any remaining payment or portion due on the deadlines identified. The terms of the delayed billing are as follows see payment chart attached:

- one-third (1/3) of the balance of the Program Tuition will be charged to Student's credit card on or before the Session Start Date;
- one-third (1/3) of the balance of the Program Tuition will be charged to Student's credit card on or before month three of Course Instruction; and
- one-third (1/3) of the balance of the Program Tuition will be charged to Student's credit card one month before the end of the Course Instruction or Projected Completion Date, whichever comes first.

4. Payment Plan #3 – Extended Financing: Upon Student completing a Credit Application Form, credit approval by MSM or third-party, the payment of a \$100 (One Hundred dollars) non-refundable credit extension application fee, and Student's execution of a promissory note, MSM agrees to finance Student's tuition as detailed further below. The promissory note will provide for interest at the rate of ten percent (10%) per annum on the principal balance. Student may prepay any sums due without penalty; however, any partial payment or prepayment shall not relieve Student of obligation to pay any remaining payment or portion due on the deadlines identified. As a part of this Extended Financing option, MSM may require that an individual other than Student personally guaranty repayment. The terms of the payment are as follows;

- one-quarter (1/4) of the balance of the Program Tuition is due on or before the Session Start Date;
- balance payable monthly with accrued interest until paid at 10% interest. Maximum contract length is not to exceed 36 months, see payment chart below. Payment is due on the 1st of the month. Any payments received after the 5th will be assessed a late fee of \$25. (If mailing payment, it must be postmarked by the 5th.)

"QUICK SHEET"

MSM Payment Plans

650 Hour Day or Evening Sessions

- Student's that pay their tuition in full will receive a 5% discount. For the 650 hour program the discount is \$429. Total Tuition is \$8,141.

Plan	Application fee	Credit fee	Payment#1	Payment#2	Payment#3	Total
1	\$100		Less 5%			\$8,141
2	\$100	\$100	\$2,857	\$2,857	\$2,857	\$8,570
3	\$100	\$100	\$2,857	\$2,857	\$2,857	\$8,570
4	\$100	\$100	\$2,000	See plan	See plan	See plan

Payment Plans for Option 4 (Extended Financing)

650 Hour Day or Evening Sessions

Synopsis	650 hour	Total Interest	Total W/ Int.	T.+ Deposit & Fees
Deposit	\$2,000	**	**	**
Remainder	\$6,570	**	**	**
12 months	\$577.61 / mo.	\$361.32	\$6931.32	\$9,131.32
24 months	\$303.17 / mo.	\$706.00	\$7,276.00	\$9,476.08
36 months	\$212.00 / mo.	\$1,062.00	\$7,632.00	\$9,832.00

** Payments are due on or before the 5th of the month. A \$25 late fee will be assessed on any late payments.*

Default on Financing

In addition to any rights and remedies allowed under a separate promissory note and/or delayed billing agreement, Student's failure to make any payments due under the financing arrangements set forth relieves MSM of its duty to provide Student further Course instruction. MSM reserves the right to withhold the Program Completion Certificate even if Student has attended the classes to earn said Certificate. Additionally, MSM reserves the right to withhold any and all transcripts or certificates if the financial agreement is in default at any time after the Student has graduated the program.

Military Veterans' Education Assistance

MSM is approved for the training of veterans and other persons eligible for veterans' benefits. Applicants who wish to use such assistance must contact the Dept. of Veterans' Affairs in their state and obtain a Notice of Benefit Eligibility form prior to admission.

Vocational Rehabilitation Training Assistance

Applicants who may be eligible for Voc. Rehab may contact the Voc. Rehab office in their state. MSM does provide applicants with a directory of offices.

Programs Administered by the Job Service

Workforce Investment Act (WIA) – People who have lost their jobs by no fault of their own, i.e. Lay-off or business closure. These folks are classified as “Dislocated Worker” and could be eligible for retraining.

Adult Eligible – Adults (18 and over) who are unemployed and meet certain income guidelines may be eligible for retraining.

Trade Adjustment Act (TAA) – When an employer has filed a petition & received approval for TAA funds, the employees affected by the business closure or reduction of workforce may qualify for retraining.

TUITION REFUND POLICY

Once Student completes fifty percent (50%) of the required hours of Course instruction, Student’s tuition will become non-refundable. Prior to reaching fifty percent (50%) of the required hours of Course instruction, Student may seek a refund of tuition paid, less the cost of Materials provided by MSM, a Two Hundred Dollar (\$200.00) cancellation fee, and tuition for hours of instruction already completed (per refund table below). The amount of the refund is calculated from the last day of attendance and made within forty-five (45) days of the termination date.

% of course completed	% of amount refunded
10%	90%
20%	80%
30%	70%
40%	60%
50%	No refund

Pro-Rata Policy (for Veteran’s only)

Students withdrawing from the school will have the remainder of the course fees refunded in accordance with the refund table below. In accordance with the DVA regulations, should a Student withdraw prior to the start of classes, refund will be subjected to the pro-rata policy.

Refund percentages for veteran eligible students

Refund is for hours of instruction only and does not include books, massage table and supplies, certifications, nor enrollment and credit application fees.

Student Entitled Refund Upon Withdrawal/Termination

% of course completed	% of amount refunded
10 %	90%
20%	80%
30%	70%
40%	60%
50%	50%
60%	40%
70%	30%
80%	20%
90%	10%

INSTRUCTION MATERIALS AND ITEMS

Materials provided by MSM. MSM shall provide the following for Students at MSM's cost:

1. Massage Insurance: Student Massage Insurance for coverage of Student's practical massage activities while a Student and under MSM's supervision, which insurance shall be effective upon Program Start Date, and shall terminate on the final day of the Program.
2. Texts, Manuals & Books: The following Course texts, manuals and books are included in tuition:
 - Introduction to Massage Therapy* by Mary Beth Braun/Stephanie Simpson
 - Trail Guide to the Body* by Andrew Biel
 - Trail Guide* Workbook
(*Trail Guide* Flashcards are available to purchase)
 - School Catalog
 - The Disease Handbook for Massage Therapists* by Ruth Werner
 - Business workbook
 - Bodywork workbook
 - Complete Massage Table Package w/ accessories
 - Reiki I Workbook
 - Certification in Reiki I and HIV Awareness

*All orders of books and supplies are placed 10 days prior to class start date. Any Students enrolling after this period may be assessed an additional fee of \$50-\$75 for shipping due the late order.

Student-Provided Materials: Student is responsible to provide, at Student's own expense, the following materials and items for the Program: All Students must have a minimum of two sets of twin sheets and one blanket ready for the first day of their respective "hands on" classes; Swedish, Deep Tissue, and Sports Massage. There is a \$5 fee for rental sheets.

- Additional Costs: Missed Classes or Exams: Students are expected to attend all classes and take all practical examinations. If Student misses a class and is required or elects to make-up the class, MSM will assess, and Student is responsible to pay all costs associated with the additional class in addition to any tuition payments. Likewise, if a Student misses or fails a practical examination, the Student must reschedule the examination and pay an examination fee, which is in addition to any tuition payments. Additional class time, tutoring, and/or make-up exam fees are set at \$35 (thirty-five dollars) per hour. Exam fees must be paid at the time of the exam; tutoring and missed class time fees must be paid within one week of scheduled session.
- MSM has no obligation to advise Student of Student's completion of the required hours of Course instruction; Student is responsible for monitoring the status of Student's completion of Course instruction and for complying with this Tuition Refund provision.

TERMINATION

Termination by MSM

1. Prior to Program Start Date: MSM may terminate or cancel the Program at any time and for any reason before the Program Start Date without default or breach of this Agreement. If MSM terminates or cancels the Program pursuant to this provision, MSM will refund all monies paid by Student to MSM. MSM will communicate such termination in writing to Student, and mail notification (postmarked) prior to the Program Start Date.
2. After Program Start Date: MSM may terminate or cancel the Program at any time and for any reason after the Program Start Date without default or breach of this Agreement. If MSM terminates or cancels the Program pursuant to this provision, MSM will refund/repay any installment payments or other monies paid by Student to MSM.
3. Refund of Student Materials: If MSM terminates or cancels the Program at any time, Student will have no entitlement or right to any refund for manuals, text, textbooks and supplies either provided by MSM or purchased by the Student to complete the Program.

Termination by Student

1. Prior to Program Start Date: Student may terminate Student's obligations hereunder at any time and for any reason before the Program Start Date without default or breach of this Agreement, subject to the Program Deposit and Tuition refund provisions above, and without refund of financing fees identified above. Student will communicate such termination in writing to MSM, and must be received by MSM prior to the Program Start Date.

2. After Program Start Date: Upon written notice to MSM, Student may terminate Student's obligations hereunder by written notification to MSM. However Student shall only be entitled a refund of tuition according to the Refund Policy set forth on page 39 of this catalog, barring unusual circumstances.
3. Refund of MSM-Provided Materials: If Student terminates or cancels the Program at any time, Student will have no entitlement or right to any refund for manuals, text, textbooks and supplies either provided by MSM or purchased by the Student to complete the Program. *Automatic Termination by Failure to Attend Class*
Student's failure to attend two (2) consecutive weeks in the Program after the Program Start Date without prior verbal or written communication with the Education Director and/or Director, constitutes an automatic termination of this Agreement by Student.

general information

ADMINISTRATIVE STAFF

Joe Beatty, BA
Owner/Director

Lea Hawkins, CMT
Admissions Director

Erin McAleese, CMT
Education Director

Holly Olson, LMT, NCTM
Massage Clinic Director

Susan Krahn
Massage Clinic Coordinator

Deidre Newton
Massage Clinic Coordinator

Trent Pollard, BA, CMT
Events Coordinator

TEACHERS/INSTRUCTORS

Karen Fisher, LMT, NCTMB
Sports Massage, Deep Tissue

Neil Chaput de Saintonge, CMT/Reiki Master
Reiki I

Rebecca Webster, MS, ATC, LAT
Kinesiology, Anatomy & Physiology

Reina Owen, LMT, NCTM
Business, Infant & Pregnancy Massage, Hot Stone

Dr. Lindsey Doe, DHS
HIV 101

Holly Olson, LMT, NCTM
Asian Modalities, Hot Stone

Jeanie Castillo, MA
Business

Dr. Ian Nesbit, ND
Pathology/Pharmacology

Joe Beatty, BA
Business

Erin McAleese, CMT
Swedish Massage, Ethics

Trent Pollard, BA, CMT
Swedish Massage

Erica Ayling, BS, CMT
Anatomy & Physiology/Pathology