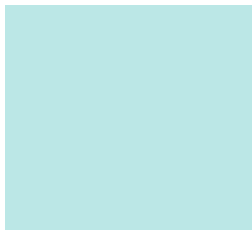
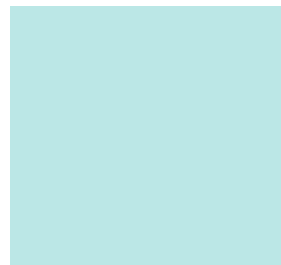




# Montgomery School of Bodywork & Massage

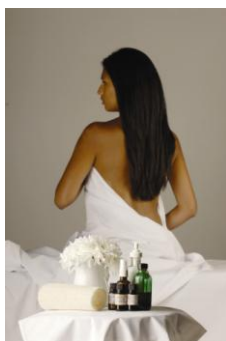
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## Table of Contents

A Personal Note to the Prospective Student.....	3
HISTORY .....	4
MISSION AND GOALS OF MSBM.....	4
LICENSURE.....	4
FACULTY .....	5
FACILITY, THE LOCATION AND THE LEARNING ATMOSPHERE.....	5
ENROLLMENT AND ADMISSION REQUIREMENTS.....	6
CLASS CALENDAR.....	7
COURSE SCHEDULE .....	8
COURSE DESCRIPTIONS .....	9
MSBM ONLINE .....	11
GRADING SYSTEM.....	11
MISSING A SCHEDULED EXAMINATION.....	12
TURNING IN A LATE ASSIGNMENT .....	12
INCOMPLETE GRADE POLICY.....	12
REPEATED CLASS .....	13
ATTENDANCE POLICY.....	13
CLASS MAKE-UP POLICY .....	13
LEAVE OF ABSENCE.....	13
SCHOOL HOLIDAYS.....	14
TUITION AND EXPENSES .....	14
FINANCIAL AID .....	15
LOANS .....	15
STUDENT LOANS AND GRANTS .....	15
ENROLLMENT CANCELLATION .....	15
ILLNESS AND MILITARY SERVICE .....	15
WITHDRAWAL/DISMISSAL/REFUND POLICY.....	16
HEALTH AND HYGIENE.....	17
STUDENT CONCERNS .....	17
GRADUATION REQUIREMENTS.....	17
JOB PLACEMENT ASSISTANCE.....	17
NON-DISCRIMINATION AND ANTI-HARRASSMENT POLICY .....	18
CODE OF CONDUCT AND DISCIPLINARY POLICY .....	18
APPLICATION FOR ADMISSION .....	19
HEALTH CERTIFICATE .....	21

## A Personal Note to the Prospective Student

Thank you for expressing interest in the Montgomery School of Bodywork & Massage (MSBM). Massage Therapy is a truly fascinating and rewarding career choice with almost endless possibilities. We are proud of our curriculum, staff and administration, but this school would not be where it is today if it were not for our graduates. The fact that they are working and making their individual dreams come true is the best reward we can receive as educators. Their success has made MSBM successful.

At MSBM we make it our business to fulfill your own dreams and goals of becoming a successful massage therapist. There is nothing more wonderful than looking forward to going to work every day, doing work that you love, experiencing the rewards of helping people both physically and emotionally, and making a good living doing it.

Our reputation is built on offering a quality program with flexible hours at an affordable price. But don't take our word for it; compare our fees, our curriculum, and the qualifications of our faculty. Contact local massage therapists who graduated from MSBM and ask them what they think about us. While you're on the phone, ask them how much they charge for their services, find out how flexible their schedule is, and ask them if they feel they made the right career choice. If you've never had a massage, schedule one and experience what it's all about. If there is anything we can do to help you along the way, please do not hesitate to contact us. Hope to see you in class.

Remember, life is too short to be stuck at a job you hate.

Sincerely,

*Kristi H. Duncan, BA, BCTMB, LMT*

Program Director

Instructor, Department of Bodywork & Massage

## **HISTORY**

The Montgomery School of Bodywork & Massage and its 700 Clock Hour Massage Therapy Program was established in October, 2002 and founded by Kristi H. Duncan. Our program provides three specific types of training: therapeutic massage, orthopedic massage and Thai massage. Ms. Duncan believes that a massage therapist should have the knowledge and marketable skills necessary to be able to step into any work environment that he/she chooses upon graduation. Ms. Duncan is committed to keeping the school's curriculum current with local and national testing requirements. She, along with her staff, is dedicated to preparing each and every graduate to enter a career in massage therapy with the utmost confidence.

MSBM was originally located at 5967 Monticello Drive, a 1,500 sq. ft. building with one small classroom shared by three instructors, one small massage and bodywork classroom, and three even smaller clinic rooms. Then in 2004, the school relocated 5729 Carmichael Parkway, a 3,600 sq. ft. two-story building. Presently, as we changed our program from a physical campus to an online campus, we are located at 6765 Taylor Circle, sharing space with the instructors of MSBM who are also licensed massage therapists. Please refer to page 4 of this Catalog for more information pertaining to the school's facility and learning atmosphere.

## **MISSION AND GOALS OF MSBM**

To provide our students with a comprehensive course of study in Eastern and Western modalities of massage therapy. As the field continues to grow and change, we will respond by incorporating new techniques for the benefit of clients' therapeutic outcomes of improved health and wellness. This responsive approach to massage therapy education will help students realize their own potential and place them on the career path they choose upon graduation.

## **LICENSURE**

The program offered by MSBM is licensed and/or approved by:

- Alabama Board of Massage Therapy (#S-115)
- National Certification Board of Therapeutic Massage and Bodywork (#334881)

Upon graduation, students are awarded three (3) certifications in the following areas: Therapeutic Massage, Orthopedic Massage and Thai Massage. Graduates will be qualified to sit for the Massage & Bodywork Licensure Exam (MBLEX) and apply for licensure from the Alabama Board of Massage Therapy and many other states requiring 700 hours of education or less.

## **FACULTY**

Classes are taught by the Program Director, Kristi H. Duncan, who brings over twenty years of experience and different perspectives to the material. Ms. Duncan graduated of Indiana University, Bloomington in 1996 and holds a Bachelor of Arts Degree in Art History with a Minor Photograph and graduated from Philadelphia School of Massage in 2000.

## **FACILITY, THE LOCATION AND THE LEARNING ATMOSPHERE**

**Facility** – Instruction is provided in a 2,000 sq. ft. facility to accommodate a maximum of six (6) students. Such facility features a classroom for all hands-on coursework and five individual massage rooms for student clinic. It also contains an entry foyer, restrooms, and an area equipped with a microwave oven and refrigerator. Parking is available in the front of the building.

Lecture and lab instruction are administered through PowerPoint presentations, video, anatomical models, wall charts, group discussions/presentations, research projects, guest speakers and various field trips. MSBM is also equipped with eight massage tables, three massage chairs, massage supplies, (oils, creams, massage stones, etc.), lecture desks, and dry erase board.

**Location** - The Montgomery School of Bodywork & Massage is conveniently located at 6765 Taylor Circle, Montgomery, AL, adjacent to Interstate 85, exit #9, Taylor Road. It is within easy driving distance to shopping, hotels, and restaurants including Whole Foods, Wendys, Chik-Fil-A, Starbucks, etc.

**Learning Atmosphere** – The benefits of MSBM's small class sizes are personal attention and supervised instruction for each student. In all classes, the ratio of instructors to students will not exceed 1:6 (one instructor for up to 6 students). In all lab classes, the ratio is 1:6 as training is primarily hands-on, providing a more in-depth experience. The most important learning aspect of our lab class is the connection and communication between client and therapist. Students learn how to relate to, identify certain conditions and apply the appropriate massage techniques to each client they come into contact with. This skill is reinforced throughout the program when students practice on each other and during student clinic.

## ENROLLMENT AND ADMISSION REQUIREMENTS

To be considered for the 700 hour massage therapy training program, the applicant must be **at least 17 years of age (provided that they will be 18 years old at the time of graduation)** and possess a high school transcript showing graduation from high school with a 2.0 or better GPA, GED certificate<sup>1</sup> or a college transcript with 60 credits or more reflecting achievement beyond the high school level.

To benefit from massage therapy training, the student should be in good health and have reasonable stamina, as the work of a massage therapist can be physically demanding. It is expected that the student will have the motivation to complete the program in the time allotted and have the aptitude to study the written, technical and practical material. The student should have the financial resources necessary to complete the program.

All applicants will be interviewed at MSBM prior to admission into the program by the Program Director. Interviews may be scheduled Monday through Friday 8 am-6 pm. A maximum of six students will be accepted into each class, giving a student to instructor ratio of no more than 6:1 for all class segments including lecture, lab and clinic. Applications may be submitted for consideration at any time prior to class beginning. Applications must include: **completed application, registration fee of \$75 made payable to MSBM, two letters of reference, statement of goals, photo ID, high school or college transcripts** (if you have less than 60 college credits, a high school transcript, GED certificate is required), **transcripts from any trade schools attended (if applicable), and health certificate**. All applicants must also receive a professional massage. Applications may be submitted by mail, email, or by appointment Monday through Friday 8:00 a.m. till 6:00 p.m. Incomplete applications will be returned to the applicant.

Prior criminal convictions may affect a student's ability to become a licensed massage therapist in the state of Alabama. That decision will be made by the Alabama Board of Massage Therapy, after the student's graduation from MSBM.

**Transfer Students** - Course credit from previous training will be evaluated by MSBM upon receipt of official transcripts from a massage school recognized by the US Department of Education or by the state in which the school is located. Transferred hours will be accepted for courses that match content with class offered at MSBM. Class taken at another institution must be completed with a minimum score of C (2.0 on a 4.0 scale) to be considered for transfer credit by MSBM. The number of hours transferred cannot exceed 450 clock hours.

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<sup>1</sup> Students by exception must be at least 17 years of age (provided that they will be 18 years old at the time of graduation), possess a GED, and receive clearance from their primary care physician (see our attached Health Certificate).

# CLASS CALENDAR

Terms begin on the first week February (Spring Term) and August (Fall Term) of each year.

## February Term

Begin	February 1, 2021	Last Day to Drop: March 1, 2021
End	August 27, 2021	
(Full-Time Students)		
End		
(Part-Time Students)	Part-time is Unavailable	
School Holidays	July 4 <sup>th</sup>	

Full Time Online Distance Learning (30 weeks) Lecture Times are listed in the Course Schedule	<p><b><i>Class (Hands-On)</i></b> Hands-on classes are two (2) days per week and determined by the enrolled class.</p> <p><b><i>Clinic</i></b> One Student – Friday from 9a-1:45p Two Students-Friday night from 5:30p-10:15p Three Students-Saturday from 9a-1:45p</p>
Part Time (60 weeks) <u><b>CURRENTLY UNAVAILABLE</b></u> Day 9:00 – 2:30 p.m.	<p><b><i>Class</i></b></p> <p><b><i>Student Clinic</i></b> Same as Above</p>

## COURSE SCHEDULE

Code	Course	Days	Hours	Instructor	Date	# of Hrs
ANP101	Anatomy & Physiology	T/Th	TBA	Duncan	TBA	70
ANP201	Kinesiology	T/Th	TBA	Duncan	TBA	80
ARO102	Aromatherapy	M	TBA	Duncan	TBA	10
BUS103	Business	T/Th	TBA	Duncan	TBA	25
CHA104	Chair Massage	M	TBA	Duncan	TBA	10
COM000	Community Outreach	TBA	TBA	Duncan	TBA	5
CPR000	First Aid/AED	TBA	TBA	TBA	TBA	5
EAT105	Eastern Techniques	M/W	TBA	Duncan	TBA	20
ETH106	Ethics	T/Th	TBA	Duncan	TBA	25
MED107	Medical Terminology	T/Th	TBA	Duncan	TBA	15
MTP108	Massage Theory & Practice (Lecture)	W	TBA	Duncan	TBA	60
MTP108	Massage Theory & Practice (Lab)	M/W F/S	TBA	McQueen Duncan	TBA	40
MTP208	Orthopedic Massage	W	TBA	Duncan	TBA	50
PAT109	Pathology	T/Th	TBA	Duncan	TBA	50
PRE110	Pregnancy Massage	M	TBA	Duncan	TBA	10
REV111	Review Guide	M/W	TBA	Duncan	TBA	30
RFL112	Reflexology	M	TBA	Duncan	TBA	10
RUL113	Rules & Regulations	T/Th	TBA	Duncan	TBA	10
SPA114	Spa & Hydrotherapy	M/W	TBA	Duncan	TBA	30
SPO115	Sports Massage	M/W	TBA	Duncan	TBA	15
STU116	Student Clinic	F S	TBA	Duncan McQueen Rogers	TBA	100
THA117	Thai Massage	M/W	TBA	Duncan	TBA	30



## COURSE DESCRIPTIONS

**ANP101 - Anatomy & Physiology I** covers the structure of various systems of the human body. Systems include: muscular, skeletal, integumentary, nervous, respiratory, cardiovascular, lymphatic/immune, endocrine, digestive, reproductive and urinary systems.

**ANP201 - Anatomy & Physiology II** covers the functions of the human body, kinesiology, bony landmarks, origin and insertion of muscles and palpation of muscles.

**ARO102 – Introduction to Aromatherapy** provides the student with a general understanding of essential oils and its therapeutic properties.

**BUS103 - Business & Professional Development** explores various requirements for establishing one's own massage practice. Includes: preparation and execution of a "bank ready" business plan, licensing, permits & zoning, networking with health professionals, office design, advertising, and basic tax deductions.

**CHA104 - Chair Massage** introduces the basic principles of seated massage, including equipment set up, body mechanics and application of various massage techniques.

**COM000 - Community Outreach.** Students are required to complete ten hours of massage services to its community. Examples of outreaches include post event sports massage after 5-10K runs, chair massage for corporate events and massage to local colleges during finals week. All events are posted in the Student Lounge for sign up when available.

**CPR000 - Cardiopulmonary resuscitation (CPR)** is an emergency procedure involving chest compressions (pressing down on the chest) and artificial respiration (rescue breathing). It has the power to restore blood flow to someone suffering cardiac arrest, keeping them alive until an ambulance arrives. Students are required and will learn such procedures plus the application of first aid in an emergency situation.

**EAT105 - Eastern Techniques.** Students will learn the different styles of bodywork of the eastern world. Traditional Chinese Medicine, Five Element Theory, Meridians, Shiatsu and other topics will be covered.

**ETH106 - Ethics** develops skill and mode of conduct for establishing and atmosphere of safety in order to build a rapport using communication skills, client/therapist relationships, maintaining professional, ethical, sexual and emotional boundaries with their clients.

**MED107 - Medical Terminology.** Students will become familiar with medical terminology in order to provide effective communication between clients, health care professionals and for proper record keeping. Medical terms are broken down into roots, prefixes and suffixes for easy comprehension.

**MTP109 – Massage Theory & Practice I** provides the student a foundation of Contemporary Western massage techniques. Swedish massage strokes (effleurage, petrissage, tapotement, vibration and friction) are covered as well as the use of their variations pertaining to specific muscles and body systems. This section also teaches body mechanics, self care and draping techniques. Students will be

evaluated by the instructors and give proper feedback based on technique, body mechanics and overall flow of the massage.

**MTP208 – Orthopedic Massage** covers stages of rehabilitation, tissue healing and the treatment of common injuries and conditions applied through the application of deep tissue massage techniques. Includes: trigger point therapy, neuromuscular techniques, myofascial release, palpation skills, assessment, SOAP note writing and documentation, record-keeping, strengthening and stretching techniques. **Students will be awarded certification in Orthopedic Massage.**

**PAT109 - Pathology & Contraindications.** This section includes type of diseases, agents of disease, modes of disease transmission, the host/pathogen relationship risk factors for disease definition of 100 most common diseases, whether or not massage is indicated or contraindicated and, if contraindicated, how to adjust the massage for the client's condition.

**PRE110 - Pregnancy Massage** teaches the students specific techniques to be used for pregnant clients through all stages of pregnancy.

**REV111 - Review Guide.** This course will prepare the student to sit for the National Certification Examination. Students will review all subjects learned during their seven month course of study six weeks before graduation.

**RFL112 – Reflexology Fundamentals.** Students will be introduced to foot reflexology, how it works and have the opportunity to learn the guidelines for reflexology and will perform the basic techniques in a reflexology session.

**RUL113 - Rules & Regulations** provides the student with a detailed understanding of the requirements for licensure as a massage therapist as well as laws, rules and regulations in which the profession of massage therapy operates as governed by the Alabama Board of Massage Therapy.

**SPA114 - Hydrotherapy & Spa** explore client treatment using various forms of water. Discussions include: water as a healing agent, effects of heat and cold, contraindications for use, safety and procedural guidelines. Students will also learn application and technique of Stone Massage.

**SPO115 - Sports Massage** teaches the fundamental techniques of pre- and post-event massage in addition to massage during training. This course will be taught in conjunction with Orthopedic Massage.

**STU116 - Internship & Supervised Clinic.** Under supervision of a massage instructor, student will incorporate massage techniques learned into a client-based treatment session. This section of the program provides invaluable opportunity for students to foster the evolution of skills that will be utilized in their future career. Internship is conducted on campus in a clinic like setting.

**THA117 - Thai Massage** - also called Nuad Bo'Rarn; consists of stretching and compressive massage techniques along energy pathways to balance the body's energy and restore health. The class coincides with Eastern Techniques. **Students will be awarded certification in Thai Massage.**

## **MSBM ONLINE**

MSBM Online is designed for students who live at a distance from the school's campus or whose busy lifestyles prohibit traditional classroom attendance. Enrollment and study are offered partially by distance education, through our web-based delivery system named Canvas. MSBM Online utilizes both synchronous and asynchronous learning mode in our online program allowing students the opportunity to study on their own time, at their own pace.

### **REQUIREMENTS FOR ONLINE STUDENTS**

Students must:

1. Register for all online courses in person.
2. Students selecting "synchronous" status must sign in to [www.canvas.elsevier.com](http://www.canvas.elsevier.com) for all modules.
3. Students are required to take all tests at the time they are scheduled or before to reduce risk of falling behind.
4. Students selecting an "asynchronous" status are not required to follow items 2 or 3.
5. All lectures are recorded and saved for fourteen days from the time lecture is given.
6. Any and all questions or requests made by student, whether synchronous or asynchronous, to any faculty member shall have a response time of no more than 24 hours.

In order to provide "hands-on" massage training and assessment, students will be required to participate in on-site residential training two days per week which includes Student Clinic (internship) during the program.

## **GRADING SYSTEM**

To receive a passing score for a class, the student must complete each written exam, practical exam and project with a minimum of 70% accuracy and in compliance with the due date of the exam or project and achieve a minimum 70% GPA for the class.

The student will have up to two opportunities to pass an exam with a 70% or better. In the event that the student is close to 70% on their second attempt, at the Director's sole discretion, an alternate assignment or project may be assigned and completed to raise the test score to 70%.

We use a grading scale of 0% to 100%. Any score 69% or below is a failing score. A score of 70% and above is a passing score.

Exam scores are maintained at the MSBM for the life of the school. The student will review exams after completion; however, exams will not be printed for future use. Students will be provided with a written record of test scores after each class and provided feedback on their overall progress.

## **MISSING A SCHEDULED EXAMINATION**

If a student is in our virtual class on the date an exam is scheduled, the student is expected to take the exam on that date on or before midnight. If a student is absent or unable to take an exam on a test date, the student is responsible for arranging to take the missed exam by contacting the Director. If possible, the missed exam should be taken within seven days, as the student must pass the exam with a grade of 70% or higher within 2 weeks of the original exam date. Except, if the class is a pre-requisite for continuing, the student must pass the exam by the last day of the current class. If the student fails to pass the exam within the required timeframe, he or she may be required to retake the class at their own expense.

## **TURNING IN A LATE ASSIGNMENT**

If a student does not turn in an assignment on the due date, he or she will be given a Missing Assignment form. Any missing work must be completed within 2 weeks of the original assignment due date and will automatically receive a 15-point grade penalty. Missed student clinics must be made up at the earliest possible date, but this may be beyond the 2 week period. Except, if the class is a pre-requisite for continuing, the student must turn in the assignment by the last day of the current class. If the student fails to turn in an assignment within the required timeframe, he or she may be required to retake the class at their own expense.

## **INCOMPLETE GRADE POLICY**

At the Director's sole discretion, an extension beyond 2 weeks for missed exams or late assignments may be granted due to mitigating circumstances.

MSBM has defined the following as mitigating circumstances:

- 1) serious illness of the student,
- 2) serious illness of a member of the student's immediate family for whom the student is the primary caregiver,
- 3) death of a member of student's immediate family,
- 4) other verified absences deemed appropriate by the Director.

A student who has been absent due to mitigating circumstances should contact the Director to request additional time to complete a class. Under exceptional circumstances and at the discretion of the class Instructor and Director, an Incomplete grade may be granted to a student whose work in a class has been satisfactory but who, because of illness or other circumstances beyond the student's control, has been unable to complete some small part of the work of the class by the scheduled end date of the class.

If an Incomplete is granted, the student will have no more than 4 weeks after returning to school to complete the work in order to avoid a failing grade for the class.

## **REPEATED CLASS**

In order to graduate, the student may need to repeat a class if he or she fails a class or if the student is re-admitted after withdrawing or being withdrawn from the program.

If a student repeats a class and passes with a score of 75% or better, the initial attempt will not count toward their GPA.

Tuition for repeated class will be calculated based on the number of hours in that class and at the current tuition rate. If a student is repeating a class due to failure to complete the program within 1.2 times the scheduled program length, a \$75 re-enrollment fee will apply.

## **ATTENDANCE POLICY**

Students are expected to attend and be on time for all regularly scheduled classes whether online (unless a student has elected asynchronous) or hands-on classes.

Excessive absences or tardiness make it almost impossible for a student to meet the academic objectives of a class and/or student clinic; they frequently cause a student to receive a lower grade, even though the absence or tardiness was unavoidable.

## **CLASS MAKE-UP POLICY**

Because all of MSBM's academic content is online our make-up policy applies to Student Clinic only. Any missed clinic(s) will be made up and completed before graduation in order to meeting the clock-hour requirement. All clinics are scheduled by an Instructor or the Program Director.

## **LEAVE OF ABSENCE**

If the student feels that it is necessary to take a leave of absence from the program because of an illness or family emergency, they will need to submit a request in writing to the Director.

The student's opportunity to return to the same class will be determined on an individual basis by the amount of time missed and the individual's academic progress to date. The maximum amount of time that a student may be on a leave of absence is 180 days.

In the event that the student needs to resume with another class, if the student has already paid for the entire program and completed more than 300 hours of training, no tuition will be owed when the student resumes the training. If the student has paid for the entire program and completed less than 300 hours of training, or if the student is on the payment plan, they will resume payment of tuition after re-entering the program to total \$3,000. If the student does not return from the leave of absence, they will be refunded according to the refund policy.

## SCHOOL HOLIDAYS

MSBM is closed during Thanksgiving (and the day after), Christmas Day, New Year's Day, Memorial Day, Independence Day, and Labor Day.

## TUITION AND EXPENSES

Program	Registration	Tuition
Massage Therapy Certification	\$75.00	\$8,000.00

**REGISTRATION FEE** for all courses is Seventy-Five Dollars (\$75.00). The registration fee must be enclosed with the Application for Admission and mailed to MSBM.

**TUITION FEES** for the 700 hour massage therapy program is Eight Thousand Dollars (\$8,000.00). Cost of tuition includes all books listed below. Partial or full tuition payments can be made prior to the first day of class.

### BOOKS

#### Semester 1

Salvo: Massage Therapy Principles & Practice, 6<sup>th</sup> Ed. (978-0-323-23971-4)

Chabner: Medical Terminology 8<sup>th</sup> Ed. (978-1-455-75830-2)

#### Semester 2

Salvo: Mosby's Pathology for Massage Therapists, 4<sup>th</sup> Ed., (978-0-3230-8472-7)

Fritz: Massage Therapy Review, 4<sup>th</sup> Ed., (978-0-323-137-584)

**ADDITIONAL EXPENSES** - Supplies such as massage lubricants and use of the school massage tables are provided by MSBM during the time you are enrolled in the program. However, in order to help facilitate the student with financial planning while in school, MSBM has provided an estimate of additional expenses listed below:

Supplies	Equipment	Testing & Licensing
\$400.00	\$300.00-700.00	\$320.00

**SUPPLIES** – MSBM requires each student to purchase supplies such as four complete sets of linens, eight hand towels, body pillow and washable blanket. Additionally, students should purchase a 3-ring binder, highlighters, note taking materials and a back pack. A uniform is also required as each student needs professional attire during Student Clinic and Community Outreaches. A uniform consist of black scrubs (top and pants) that displays the school's logo. Students can expect to spend about four hundred dollars (\$400) on supplies.

**EQUIPMENT** – Students have the option to purchase a massage table after the fifteenth week of class. A portable massage table consists of a face rest, carrying case and bolster. Students may wish to purchase additional accessories such as table cart and table stool as well. Students can expect to spend from three hundred to seven hundred dollars (\$300-\$700) depending upon the chosen table package.

**TESTING & LICENSING FEES** – These fees are non- educational costs but are required in order to become a licensed massage therapist in the State of Alabama. Testing fees are one hundred ninety- five dollars (\$195.00) for the Massage and Bodywork Licensure Exam (MBLex), licensing fees for the Alabama Board of Massage Therapy are one hundred twenty five (\$125.00) for the first two years.

## **FINANCIAL AID**

MSBM does not currently offer government sponsored financial aid.

## **LOANS**

Depending upon credit history, there are several loans made available to all potential students. Students should apply for loans early so loan approval is prior to the start of class.

### **In-house Loans**

MSBM will finance the student's tuition for the year they are in school with no annual interest rate. Please contact Charles Duncan at 334.220.2162 for more information.

## **STUDENT LOANS AND GRANTS**

MSBM does not offer government funded student loans, grants or military GI bill.

## **ENROLLMENT CANCELLATION**

A student may cancel enrollment within three calendar days after the Enrollment Agreement Date. MSBM will, within 30 days thereafter, refund all tuition paid minus the Registration Fee.

## **ILLNESS AND MILITARY SERVICE**

If prior to the program start, a student is forced to cancel enrollment because of personal illness or incapacity attested to by a competent medical authority, or because of being inducted into the armed services, MSBM will, within 30 days thereafter, refund the Registration Fee and all paid tuition fees.

# WITHDRAWAL/DISMISSAL/REFUND POLICY

**Withdrawal** - Students who withdraw from the program after the program Start Date and more than five calendar days after Enrollment, but prior to completion of 40% of the program, will, within 30 days of their last recorded attendance, receive partial refund of the tuition fee. After 40% completion of program, should a student decide to withdraw, no tuition will be refunded. The Registration Fee is non-refundable. Refunds due a student are based upon the student’s status of **active enrollment**. All withdrawals are to be requested in writing.

**Dismissal** - MSBM reserves the right to dismiss students. Reasons for dismissal include, but are not limited to the following:

- Falsification of information required by the admissions process
- Violation of the honor system, including dishonesty involving examinations
- Academic failure
- Violations of ethical conduct, violations of standards of hygiene
- Violating terms and conditions set in the Enrollment Agreement and Student Handbook
- Failure to meet the goals of Academic Probation (if applicable)

## **Refund Policy**

**Three business day cancellation** – If the student is unable to enter for any reason, all monies, minus the Registration Fee, will be refunded in full, if requested within three (3) business days after the signing of the Enrollment Agreement and making an initial payment.

**Cancellation after the three business days but before commencement of classes by the student** of tuition and fees collected in advance of entrance if the student does not begin classes, MSBM retains a portion of the tuition, in addition to the Registration Fee according to the schedule below. Refunds for a student who does not begin classes shall be made within thirty (30) days of the start of the term.

**The Refund Policy for the student who withdraws after the commencement of classes shall be made as follows:**

Date of withdrawal as a percent of the <b><u>enrollment period</u></b> for which the student is obligated	Portion of obligated tuition that is eligible to be retained by MSBM
<ul style="list-style-type: none"><li>• On the first (1<sup>st</sup>) day</li><li>• After the 1<sup>st</sup> day; within 10%</li><li>• After 10%; within 25%</li><li>• After 25%; within 50%</li><li>• After 50%</li></ul>	<ul style="list-style-type: none"><li>• 0%</li><li>• 10%</li><li>• 50%</li><li>• 75%</li><li>• 100%</li></ul>



**Enrollment period** means the term of instruction which the student has begun and for which the student has agreed to pay tuition. Within 10% is defined as the first (1<sup>st</sup>) week, 10% to 25% is 1 to 3 weeks, 25% to 40% is 3 to 6 weeks, and 40% thereafter is 9 to 12 weeks.

## HEALTH AND HYGIENE

Students arrive to class in clean, comfortable, professional attire. Nails should be scrubbed clean and filed short. Long hair should be pulled back. Cologne, perfume and scented products should be avoided. Students in massage class must bathe and have no offensive breath or body odor. MSBM reserves the right to refuse admission and participation to any student failing to comply with these requirements.

## STUDENT CONCERNS

MSBM encourages students to discuss all concerns, questions, complaints or problems with an Instructor, the Director, or both. We believe clear communication is essential to resolve problems early on. Serious matters must be presented in writing.

If a satisfactory resolution is not obtained, students may wish to contact:

Alabama Board of Massage Therapy 2777 Zelda Road Montgomery, AL 36106 334.420.7233
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## GRADUATION REQUIREMENTS

Upon successful completion of the program, the student will receive a frameable certificate from MSBM. Successful completion of the program requires that the student complete each written exam, practical exam, and project with a minimum of 70% accuracy, while maintaining an overall 75% GPA, complete the 700 hour program at a 94% attendance rate or better and be in satisfactory financial standing with the school. In order to graduate, the student will need to have a current CPR and First Aid Certificate.

## JOB PLACEMENT ASSISTANCE

Students are prepared to enter into employment or become self-employed upon graduation. MSBM maintains close lines of communications with many health clubs, salons, spas and chiropractic clinics in Montgomery and surrounding areas who offer valuable employment. MSBM pledges to assist graduates whenever possible in securing employment, however, MSBM is primarily an educational institution and does not guarantee placement or employment.

## **NON-DISCRIMINATION AND ANTI-HARRASSMENT POLICY**

MSBM does not discriminate on the basis of ethnicity, religion, gender, age, sexual preference, nationality or other status protected by law. The school holds a safe place for teachers, staff and students who wish to pursue Massage Therapy as a profession. This includes protection from any form of harassment defined as communications or conduct creating a hostile environment that is sufficiently severe, pervasive or persistent so as to interfere with an individual's ability to benefit from the program. Sexual harassment may include but is not limited to: unwelcome verbal harassment of a sexual nature or abuse; unwelcome pressure for sexual activity; unwelcome, sexually-motivated or inappropriate touch; unwelcome behavior or words directed at an individual because of gender; and the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs the student's full enjoyment of educational opportunities.

## **CODE OF CONDUCT AND DISCIPLINARY POLICY**

The Code of Conduct and Disciplinary Policy has been established by MSBM to protect its educational purpose, to provide for the orderly conduct of its activities, to protect the victims of wrongdoing and crime, and to safeguard the interests of the school by upholding the rules and regulations of the school.

The integrity of the school depends upon each member's acceptance of individual responsibility and respect for the rights of others. MSBM expects that its students will not lie, steal, cheat on any and all examinations, or engage in any dishonest or unlawful behavior intended to inflict physical and/or emotional harm to another person. This also includes any verbal or physical threats.

The entire concept of a code of conduct with disciplinary standards at the Montgomery School of Bodywork & Massage is meaningful only as it relates to the educational mission of the school and as a primary means for instilling a commitment to honesty, personal integrity, and the higher degree of ethical conduct traditionally expected by health care professionals. This higher degree of professional conduct is meant to be something above a minimum level of ethical conduct. Disciplinary rules are to be considered the moral minimum within the massage and bodywork profession and should generally equate with obeying the law. MSBM's Code of Conduct and Disciplinary Policy is implemented in order to provide strong guidance to students as a minimum moral standard they should strive to exceed, whereas their ethical behavior should exist on a level well above the minimum required by law.

Students are expected to conduct themselves in a professional manner at all times. The use of foul language, possession of non-prescribed drugs, alcoholic beverages, weapons, inappropriate sexual behavior and any other behavior that is deemed disrespectful is considered unsatisfactory conduct and may be grounds for immediate dismissal. Any student who conducts himself or herself in a manner that would be detrimental to the school, staff or students will be terminated from the program. Any student committing theft or deliberate damage of property belonging to the school, staff or students will be grounds for immediate dismissal and will be prosecuted to the fullest of the law.

# MONTGOMERY SCHOOL OF BODYWORK & MASSAGE

## APPLICATION FOR ADMISSION

### Desired Start Date/Time/Enrollment Status

☐ February

☐ August

☐ Full-time

☐ Part-time **(UNAVAILABLE)**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Street Apt#

City State Zip SSN#: \_\_\_\_\_

**U.S. CITIZEN**

YES: \_\_\_\_\_

NO: \_\_\_\_\_

Type of Visa \_\_\_\_\_

Issued By \_\_\_\_\_

### CURRENT EMPLOYMENT:

\_\_\_\_\_  
Name of Company/Employer

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Employer Address

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Number of years employed

### EDUCATION:

\_\_\_\_\_  
Last attended academic institution

\_\_\_\_\_  
Year of graduation

\_\_\_\_\_  
Address

\_\_\_\_\_  
Last Month/Year Attended

**IN CASE OF EMERGENCY NOTIFY:**

_____	_____
Name	Phone #
_____	_____
Address	Relationship

REFERENCES: One personal and one professional reference are required.  
Do not include relatives or those with whom you reside.

1. _____	_____
Name	Phone #
_____	_____
Address	Occupation
2. _____	_____
Name	Phone #
_____	_____
Address	Occupation

**ADDITIONAL REQUIREMENTS: YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THIS INFORMATION!**

1. Submit an essay stating why you would be a good candidate for this program and what goals you have regarding a career in massage therapy. If you have any concerns about working on people you may perceive as different from yourself (i.e., individuals of different race, gender, sexual orientation, religion, physical disabilities, etc.) please elaborate. Please describe any disability you might have which could inhibit your ability to perform the physically challenging work of massage.
2. Include two letters of reference, one personal and one professional.
3. You must experience a professional Swedish Massage before being accepted into the program. (We can provide referrals if needed.)
4. Have your physician complete the enclosed health certificate.
5. Submit a transcript from the most recent academic institution attended. Note: VA students MUST provide ALL prior transcripts for Transcript Review by the Program Director.

**A \$75.00 REGISTRATION FEE MUST ACCOMPANY THIS COMPLETED APPLICATION ALONG WITH ALL ADDITIONAL REQUIRED DOCUMENTS.**

I state that the information provided on this application is true. I understand that any false information contained here will be grounds for dismissal from the program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HEALTH CERTIFICATE

Please complete and return to:  
Montgomery School of Bodywork & Massage  
6765 Taylor Circle  
Montgomery, AL 36117  
334.270.9340  
Fax: 270.9341  
Email: info@onesimpletouch.com

Student Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Physician's Name \_\_\_\_\_

License # \_\_\_\_\_

Office Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Phone \_\_\_\_\_

The remainder of this form must be completed by a licensed physician.

1. I hereby certify that a PPD (TB Screening) was administered to the above named individual at this office on \_\_\_\_\_, 20\_\_.

Results: Negative \_\_\_\_\_ Positive \_\_\_\_\_

2. I hereby certify that the above named individual was fully examined by me at this office on \_\_\_\_\_, 20\_\_ and found to be free of diseases communicable via massage. I hereby certify that this individual is able to participate in massage classes and able to give and receive massage during these classes.

Physician's Signature \_\_\_\_\_

Date: \_\_\_\_\_