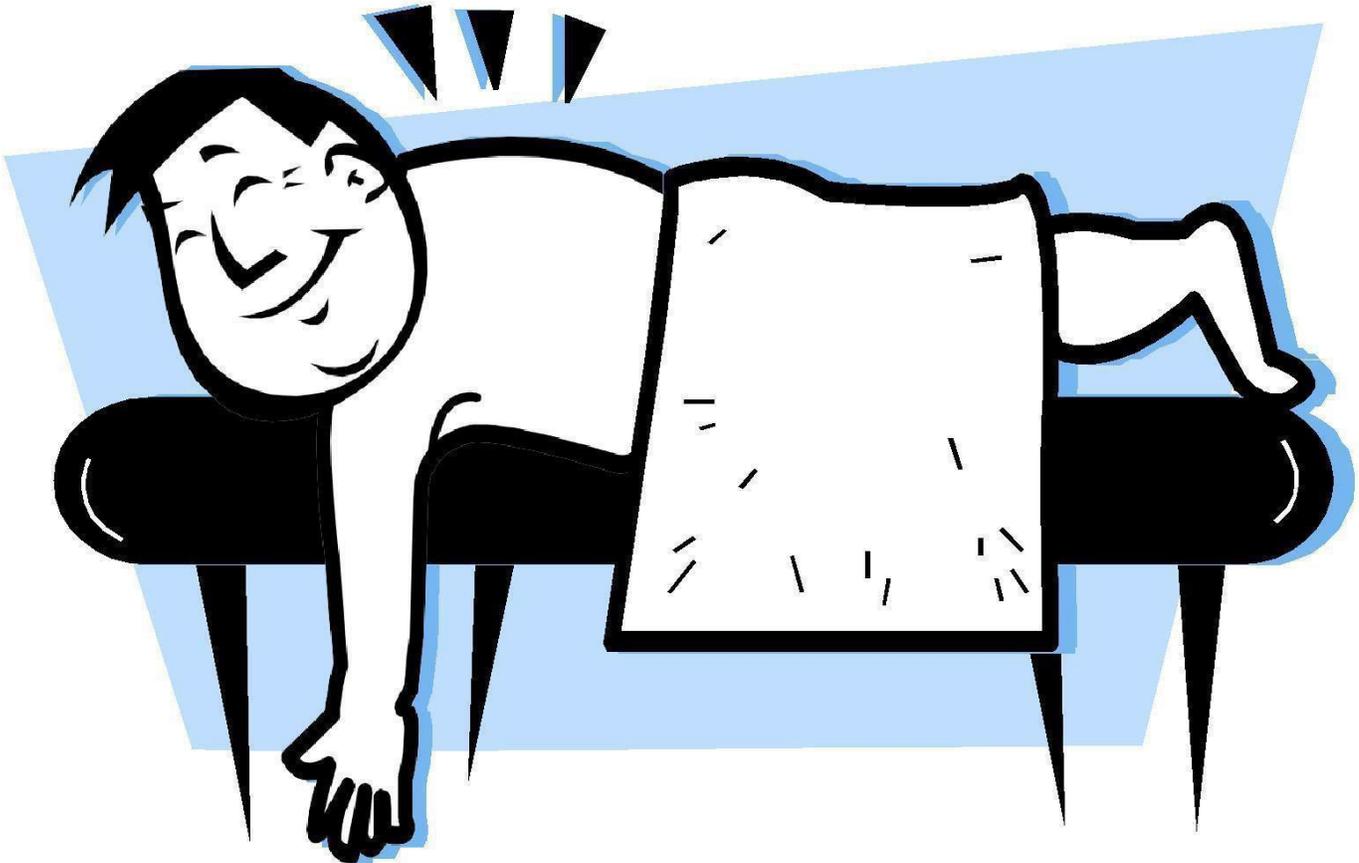


Marco Polo Schools, Inc.

Massage Therapist Program



SCHOOL CATALOG
2022 - 2023

Massage Therapist Program

ACCREDITATION & INSTITUTION APPROVAL

This institution is not accredited and does not offer TITLE IV loans according to the U.S. Department of Education.

This institution has a Permit of Approval by the:
"Division of Private Business and Vocational Schools.
Illinois Board of Higher Education.
1 N. Old State Capitol Plaza,
Suite 333,
Springfield, Illinois. 62701.

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Introduction

Accreditation

Marco Polo Schools, Inc., is not Accredited and does not participate in TITLE IV Federal Student Loan Program according to the U.S. Department of Education.

Approvals

This institution is granted Certificate of Approval by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. 1 N. Old State Capitol Plaza, Suite 333. Springfield, Illinois. 62701-1377. For more information about IBHE and the certification process, visit <http://www.ibhe.org/PBVS>

Memberships

AMTA

Marco Polo Schools is a member of Associated Massage Therapy Association.

Examination & Licensing

Marco Polo Schools graduates are qualified to apply and sit for the MBLEX through FSMTB.

Massage Licensing is through Illinois Department of Financial & professional Regulation.

The Division of Professional Regulation. Springfield Illinois.

www.idfpr.com

School details listed below:

Marco Polo Schools, Inc.

4011W School Street

Chicago,

Illinois. 60641

(773) 205-5400

(773) 205-5476

info@marcopoloschools.com

www.marcopolomassageschool.com

www.marcopoloschools.com

The information in this catalog was accurate at the time of publication 2022.

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Mission Statement

Your Education is Our Concern

Mission

It is the mission of Marco Polo Schools to provide a quality post-secondary massage therapists education that prepares the graduate for licensure and job entry-level skills.

School Goal

The goal of Marco Polo Schools is to be nationally recognized in providing the best education and training that is necessary to achieve professional knowledge and practical experience to perform the practice for your course of study in the Art and Science of Cosmetology and Massage Therapy.

School Philosophy

The school recognizes the love and individual pursuit of wisdom by intellectual means and moral self-discipline involved in the educational discipline of the Art and Science of Cosmetology or Massage Therapy and provides the means and attitude of educational development for everyone.

Future Vision

The schools are committed in providing alternative therapies and help the development of hands-on training for the current changes in the Art and Science of Cosmetology and Massage Therapy. Massage and Esthetic therapy is one of the fastest growing health care therapies of our time. Please join us to help you achieve your dreams.

History



School with a Commitment to Provide Excellent Academics.

The history of the Massage Therapist program started with the founder's commitment to provide excellent academic and hands on training for the future professionals.

The school was founded in January 1996. The school organizes courses in Massage Therapy, Esthetics, Nail Technology, and Continuing Education.

The founder of the school is Renata Kennedy, who manages and operates the school. Ms. Kennedy has a B.S. in Physical Education, Massage License and Esthetician License. She has various continuing educational seminars and courses achievements in many other areas of the Cosmetology field. Ms. Kennedy is also fluent in many languages, such as, English, Polish, Russian, and Bulgarian.

Renata has over 20 years' experience in management, supervisory and administrative experiences in the field of Cosmetology and Massage Therapy educational programs. She has taught all levels of massage theories and practical applications.

Renata Kennedy has superior interpersonal and communication skills, having dealt with a diversity of professionals, students, and staff members.

Location

The school is located at 4011 W. School St. in Chicago. Illinois 60641

It is situated within three major Chicago roads and Avenues: Belmont to the South, Milwaukee to the North and Pulaski to the East, therefore we are conveniently accessible via all public transportation

Description:

Intersection of Milwaukee & Pulaski in Chicago. Half a Block North of Belmont on Pulaski

A Graphical Map is located below:



Facilities

Classroom and Facilities

The facility is comprised of classrooms and clinic and administrative office and library and break room.

The equipment's include Massage tables with face rests and bolsters and massage chairs.

The classrooms have tables and chairs for students and with all necessary audio-visual electronics and teaching aids to facilitate education.

Overhead projectors, computerized presentation equipment, TV CD/DVD players, hydrotherapy equipment, white boards, educational charts, model skeletons, massage lotions, table disinfectants and hand sanitizers are provided.

Break room Facilities

The student lounge is provided for the student's convenience and is equipped with a coffee and tea maker, condiments, student refrigerator, microwave, eating utensils and plates.

The break room has a water cooler and snacks. The students are required to keep this area clean after usage.

Additional Information

Shopping:

Located in the heart of a small business district there is an extensive list of vendors that offer a variety of equipment and supplies for the massage therapist.

Massage Therapist Diploma Program

Course Description

Total Hours = 600 Clock Hours

Description of Course

SIC Code: 51-3501

Department of Labor SOC Code 31-9011.00

www.bls.gov/soc



A program that prepares individuals with high quality post-secondary massage education that prepares the graduate for licensure and entry-level job skills in the massage therapy industry.”

Our massage therapist diploma program is a 600-clock hour supervised classroom and supervised hands-on massage education. On completion of the program, the graduate will receive an official transcript and diploma of successful completion and is prepared to sit for the MBLEX Examination for certification to become a licensed massage therapist.

Students can create their own career, work in hospitals, spas, clinics or join many other health and physical therapy related career or get into private practice business.

The program provides the student with theory and “hands-on” education training to achieve entry level proficiency as a massage therapist.

Our massage therapist program instruction includes teaching principles and effective techniques and modalities. The faculty use a wide base of knowledge and years of experience to teach the students from years of hands-on massage therapist business, practical experience, and expertise. Students learn how to provide hands-on care of clients for the purpose of relieving soft tissue pain to stimulate well-being.

Includes instruction in Western (Swedish) massage, sports massage, myotherapy/trigger point massage, myofascial release, deep tissue massage, cranio-sacral therapy, reflexology, massage safety and emergency management, client counseling, practice management, applicable regulations, and professional standards and ethics and many more.

Program Goals

The students will become proficient in a range of applications and treatment strategies. They will acquire a strong understanding of the structure and functions of the body systems to use in massage, and the basic techniques of massage, and the factors inherent in the operation of a successful massage business. They will master massage techniques like medical massage, reflexology, sports massage, chair massage and other massage application modalities.

Learning Objectives

Acquire and understand theoretical and practical massage education and training and business management.
Learn and understand the body and its functions.

Master a variety of techniques and skills for treating client's treatment goals.

Master location, appearance, and role of structures of the body and the functions of tissues, muscles and bones.

Perform various massage techniques and modalities for clients.

Perform a proper assessment, identify signs and symptoms, and prescribe a proper massage plan.

Comprehend medical terminology used in massage therapy.

Perform massage therapy with skills and with a high level of professionalism and integrity.

Acquire the skills and education of massage therapist for entry level jobs skills for employment positions.

Program Information:

Our program schedules are designed to fit your lifestyle.

Day classes	Monday - Friday	9am - 5pm
Weekend	Saturday – Sunday	10am – 4pm
Clock Hours	600 hours	

A clock hour is defined as 50 minutes of instruction per every 60 minutes.

Enrolment Calenda – Monthly.

End Dates – End of 7th Month following enrolment for Standard Program

End Dates for Accelerated Program – End of 5th Month following Enrolment in program.

Part Time End Dates – End of 9th Month following Enrolment.

Holiday Schedule:

New Year's Day
Martin Luther King Day
Presidents' Day Memorial
Day Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving

Summer Break	July 1	to	July 15
Winter Break	December 22	to	January 4

Courses

Orientation.

The introduction to massage therapist program includes presenting the various parts of the program and the education to expect. Includes a basic introduction of massage therapy and business of massage therapy including laws and rules that regulate the business. And a summary of the massage therapy business in other states. It will cover the pros and cons of getting into the business.
Prerequisite: Admission to Program

MT 110 & 115 Anatomy & Physiology, and Kinesiology - 160 hours

MT 110 Anatomy & Physiology covers the structure and function of the human body and its parts. Content includes anatomy, structure and function of body systems and special senses, fundamental concepts and principles of body organization, and more. Includes the study of cells, tissues, and integumentary, skeletal, muscular, and nervous systems and more.
Prerequisites: Admission to Program

MT 115 Kinesiology is the study of movement of muscle in the body, through an emphasis on origins, insertions, and actions of muscles. This portion of the course curriculum provides a greater understanding of what behaviors create the problems massage clients might bring to a session. - Prerequisites: Admission to Program

MT 120 Pathology - 40 hours,

The pathology course is an introduction to the concepts and includes causes, prognosis, medical treatment, signs and symptoms of common diseases of all body systems and it relates to Massage Therapists.
Prerequisites: Admission to Program

Medical Terminology

This course covers medical terms related to the body as a whole and to individual body systems. Understanding, comprehending, translating, and composing medical documents including use of a medical dictionary terminology as it relates to Massage.
Prerequisites: Admission to Program

MT 125 General Knowledge & Massage Fundamentals - 80 hours,

Supervised in class education in various skills of muscle palpation, Swedish massage and its derivatives (i.e., Medical, Athletic, Swedish, Reflexology and Chair Massage, etc.), with mobilizations and stretches to improve muscle tone and flexibility. The course includes various aspects of highly tolerated deep muscle work including but not restricted to Trigger Point Therapy, Myofascial Release, and Deep Tissue. Learning with participation in the process provides a greater understanding of human structure, bones and muscles at its deepest levels. Proper mechanics to provide massage without adverse actions their own body. Continuous Evaluations to verify and instill competence.
Prerequisites: Admission to Program

MT 130 Ethics & Business Management - 30 hours,

Ethics course for massage therapist to provide safe and comfortable practice with regards to client care. Ethics covers massage organizations standards and code of practice to ensure a professional approach to massage therapist operations with clients.
Prerequisites: Admission to Program

MT 135 Business management course allows students to understand the differences between having their own practice and working for someone else. They learn skills to market their businesses, write a business plan, set goals, obtain financing, network with others and grow their business. Business education with sections covering management, marketing, employees, financial, licensing, rules and laws governing business and operating businesses and various aspects of business operations knowledge.

MT 140 Massage Sessions Application & Assessment - 290 hours

Instructor-led and supervised hand-on sessions teaching skills to analyze and determine client's needs through interactive assessment of body posture and structure, and range of motion analysis, determining signs and symptoms and descriptions through questioning of client history and present conditions, and necessary written documentation required before and after the findings of each session. Basic and comprehensive massages modalities in massage application sessions. Instructor critiques and grading are applied at every session. Instructors create an environment of open communication to allow students the experience and skills.
Prerequisites: Completion of the following subjects: MT 110, MT115, MT120, MT125,

MT 150 Certification Exam Review

This course will review the tests, skills, knowledge, and licensing exams questions in preparation for the state exam. Content includes a variety of procedural measures designed to prepare students for successful professional practice, including state licensing and continuing education requirements, networking, interviewing, and resume development.

ENROLLMENT DISCLOSURE

CONSUMER INFORMATION

According to Public Act 097-0650 Section 37, the enrollment disclosure for the latest reporting period can be viewed at the **DISCLOSURE** page on our website, enrollment agreement or by contacting the school. Most recent 12-month reporting period of July 1 through June 30

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously

The number of students who were admitted in the program as of most recent July 1 of that reporting period	0
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts	0
re-enrollments	0
transfers into the program from other programs at the school	0
The total number of students admitted in the program during the 12-month reporting period	0
The number of students enrolled in the program during the 12-month reporting period who transferred out of the program and into another program at the school	0
completed or graduated from a program	0
withdrew from the school	0
and are still enrolled	0
The number of students enrolled in the program who were: placed in their field of study	5
placed in a related field	0
placed out of the field	0
not available for placement due to personal reasons	0
and not employed	0
The number of students who took a state licensing exam or professional certification exam, if any, during the reporting period	0
as well as the number who passed	0
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates)	
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates)	Average \$35/Hour

TUITION & FEES.

- a. Enrollment is by appointment throughout the year.
- b. There is a registration fee of \$150.
- c. The tuition for the program in full time or part-time is \$10,500.00.
- d. The Books and supplies and lotions, creams and others used in clinical applications is \$750.
- e. Uniform and Sheets and towels are at student costs.
- f. Student professional liability insurance is from AMTA or ABMP
- g. The does not have US Dept. Education Student Loans options.
- h. Deposits or down payments, which may be made by personal check, money order, cashier's check, or credit card, become part of the tuition.
- i. Students will pay tuition in full or any balance due on the first day of class or use in house available payment plans.
- j. For details on the non-interest-bearing payment plan, contact the Office.

Financing Plans

Individual tuition financing plans are specifically tailored to meet the needs of the applicant.

Financial Aid:

The school does not offer any financial aid or participate in TITLE IV Federal Student Loan Program.

Tuition is \$10,150 for the program and \$750 for supplies and books and school usage materials.

Uniform and Sheets and towels are student costs.

- a. **State Exams and Licensing Fees and Costs Are Not Included in Tuition and are Separate Costs borne by student.**
- b. Fees for the initial massage therapy licensure in the State of Illinois are additional expenses:

The licensing costs that students will incur include the following listed below:

- a. The Massage and Body Work Licensing Examination (MBLEX)
- b. The cost of fingerprinting, and
- c. The Illinois State licensing fee.

Please contact the appropriate agencies for current costs or contact the school office.

Call School for details

1. Tuition can be paid in full at the beginning of the semester or paid on the monthly payment plan.
2. Payments not paid on the scheduled date are subject to a \$35.00 late fee and student will be placed in a delinquent status.
3. Students will be dis-enrolled in the event they become delinquent for 2 or more consecutive months.
4. For the student to return to classes they must pay all owed in arrears and one-month advance tuition or if the school remedies the student loan program.
5. All monies financed with Marco Polo Schools, Inc. will be paid in accordance with the loan agreement and enrollment contract.
6. Students **may receive Discounts** for TUITION PAID IN FULL IN ONEPAYMENT.
 - a. A registration fee of \$150.00 is included in the tuition.
 - b. A \$750 Cost of Books, Supplies and Materials may be on-refundable depending on the condition at time of withdrawal. It may be refundable ONLY before the 1st days of Class, afterwards may be Non-Refundable.

Methods of payments of tuition accepted

- a. Cash
- b. Visa/Mastercard
- c. Checks
- d. Cashier's Checks

Financial Policies

Delinquent Accounts

- a. Students with payment plans that become delinquent subject to the rules listed previously may be subject to dismissal upon written notice.
- b. The diploma and academic transcript will be withheld from students who are delinquent and who has been notified in writing by the school of the delinquency.
- c. The student will be required to pay the account balance in full or bring the tuition payment plan current before the diploma and transcripts are issued.

Refund/Cancellation Policy

BUYERS RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been enrolled; and if notice of the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation

NOTICE OF CANCELLATION MUST BE IN WRITING

A notice of cancellation must be in writing and given to the registered agent, if any, or managing employee of the school

1. When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.
2. When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application and registration fee, not to exceed \$150 and the cost of any books or materials that have been provided by the school and retained by the student.
3. When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed \$150, 10% of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student.
4. When a student has completed 10% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$150 and the cost of any books or materials provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency, if any, or in accordance with subsection (c) of this Section.

- c) For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the standards for refunds:

Percentage of days in class completed by the student at time of notice of cancellation	Amount of Student Refund	Amount School May Retain
Prior to first day of classes after 5 th day of enrolment – 1 st day of class	100% of tuition	\$150 enrollment fee
After 1 st day of class to 5%	90% of tuition	\$150 enrollment fee 10% tuition \$750 Books and materials*
Over 5% to 9.9%	80% of tuition	\$150 enrollment fee 20% tuition \$750 Books and materials *
10% to 25%:	45% of tuition	\$150 enrollment fee 55% tuition \$750 Book and materials Fees
Over 25% to 50%:	30% of tuition	\$150 enrollment fee 70% tuition \$750 Book and materials Fees
Over 50%:	0%	\$150 enrollment fee 100% tuition \$750 Book and materials Fees

NOTE:

- a. All refunds will be issued or paid to the student within 45 calendar days of the date after receipt of the cancellation notice.
- b. The school **may make refunds** which exceed those prescribed in the above table.
- c. No refunds will be made after the student completes more than 50% of the instructional program.

ADMINISTRATIVE & ACADEMIC REQUIREMENTS

Rules, Policies and Requirements

Admission Requirements

The school maintains an open admissions policy.

Students are advised of the criteria required under the Massage Licensing Act (225 ILCS 57§45) for a license to practice as a massage therapist in Illinois.

The admission process takes into consideration academic history and career objectives.

1. Student must have an Admission Interview
2. Applicants must be at least 18 years of age,
3. Applicants must tour the facility.
4. The school representative will notify applicants of any other requirements if applicable at the time.

Since massage therapist is an occupation licensed through the Illinois Department of Professional Regulation, applicants considering a career as a massage therapist are advised of the State's licensing requirements.

NOTE:

The state may deny licenses to individuals with felony records.

You are advised to seek legal assistance and or consult with the department of professional regulations if you need answers.

It is recommended that each applicant receive a professional massage and complete an info session in massage therapist program.

This experience will help interested applicants have a better understanding of the skills needed to become a successful massage therapist and to decide if they wish to continue in the enrolment process.

The admission interview is designed to address issues related to the applicant's ability to perform the work related to a massage therapist and the applicant's motivation and commitment to the academic program.

In the program, Students are required to give and receive massage therapy applications to both genders regardless of the age. (Over 18).

Students cannot refuse to perform a massage application while attending this school.

Non-discrimination

Marco Polo Schools, Inc. welcome applications from all qualified individuals regardless of race, color, creed, gender, sexual orientation, religion, national origin, or physical or mental handicap and sexual orientation.

The school does not discriminate on any of these grounds in any of its school-administered programs.

Application Process

1. Prospective students can obtain an application by contacting us.
2. Completed applications are accepted throughout the year at the school location only.
3. The school may assist students in obtaining official documents to support their application.
4. The applicant will be asked to complete an interview with an admissions representative.
5. The applicant is given a copy of the catalog and any supplements at the time of the enrollment interview.
6. These documents contain consumer information, tuition and fees, current schedule of program start dates, and a list of school faculty.
7. The information is reviewed with the enrolling student.

Readmission

1. Students who have withdrawn may re-apply for readmission at any time for transfer or reentry, except for students who have been dismissed.
2. Students who were dismissed may not reapply until twelve months from their dismissal date. Readmission of dismissed students will depend on the circumstances that led to their dismissal. Not all dismissed students may be readmitted.
3. All readmitted students will be subject to all fees, policies, and standards in effect at the time of reapplication.

Program Hours

Marco Polo Schools, Inc. makes every attempt to accommodate the needs of the students. Schedule changes may be required to meet the needs of the students or instructors at any time.

Regular School Schedule Hours:

Monday - Friday: 9 am – 5 pm
Weekends: 10 am – 4 pm

Student Records and Confidentiality

Students may call the Administrator of the school to arrange an appointment to review their records during regular business hours: Monday – Friday: 9am – 5pm.

Records:

School records are to be viewed in the office only. Information within the student jacket is strictly confidential and no other person may view the student record without a notarized authorization from student to RELEASE the information to a third party and or with a court order depending on what the school determines is appropriate.

Exceptions to view records:

Only authorized representatives of the Illinois Board of Higher Education, Illinois Department of Financial and Professional Regulations, Agents of the US Government, State Government and with appropriate court order or appropriate authorizations.

Complaint Policy

Students' concerns and complaints will be brought to the attention of the instructor first. In the event the complaint is about one of the faculty, the student will use the open-door policy of this school and speak with the school Administrator. The school shall resolve student complaints promptly and fairly and shall not subject a student to punitive action because of written grievances having been filed with the school or the Board of Higher Education.

1. The school will maintain a written record of its handling of all student complaints.
2. The school shall make all reasonable efforts to resolve complaints internally.

"COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION." Illinois Board of Higher Education
Division of Private Business and Vocational Schools 1 N. Old State Capitol Plaza, Suite 33
Springfield, IL. 62701-1377
Fax # (217) 782-8545
<http://COMPLAINTS.IBHE.ORG>

Open Door Policy

Any student can speak with the school Administrator by requesting the Administrators' assistance on any situation involving conduct of any student or faculty member during regular business hours.

Student Conduct

1. Students must always respect other students.
2. There will be no use of foul language during the presentation of the course.
3. Students must dress in accordance with the student dress code at all times while present in this facility.

Tutoring

Academic and practical tutoring sessions are available and will be coordinated through the school Administrator.

- a. Extra Tutoring by the academic faculty members is available at a cost to the students and the charge range from \$20.00 per hour.
- b. Students who are not meeting academic standards might take advantage of this service to fulfill their academic requirements.

Resource Center

The school maintains an extensive resource center with academic publications, newsletters, and videos for the study of Massage Therapy.

1. The reference materials can be viewed at the school or signed out to accommodate the student's needs.
2. Material that is removed from the school will require deposit of \$50.00 and the student to complete a loan contract.
3. Graduates of this school receive information on continuing education and other school related news.
4. Graduate students have access to the job listings at the resource center.

Grades and Satisfactory Progress

Written exams and performance tests are given to the students to measure their progress. Written exams are graded as follows:

A	=	100 – 90%
B	=	89 – 80%
C	=	79 – 75%
F	=	Below 75%
I	=	Incomplete
W	=	Withdrawn
T/C	=	Transfer of Credit

Students must maintain a minimum of a C Grade to complete the Massage Therapist Program.

Performance tests use a rating scale of 0 through 4 and are graded as follows:

- 4 Exceeds Practical Requirements
- 3 Good
- 2 Meets Requirements
- 1 Needs Improvements to meet requirements
- 0 Does not meet minimum practical requirements

Students must maintain a Practical grade score of 2.0 to satisfactory complete the Practical Performance tests. Make-up and Retake of

Exams

1. Missed exams must be taken within one week of the exam date. The written exam can be scheduled with the instructor.
2. Performance tests must be taken within one week of the original performance test.

Make-up Policy In-class Tests and Quizzes

1. Students must be in class and take tests and quizzes the day they are given.
2. Any student who misses an in-class test or quiz, for any reason other than an approved leave of absence, will not be permitted to make the test up.
3. In classes that have more than one test, quiz or in-class assignment students will be permitted to drop the lowest score before the final grade is tallied.

Clinical Education:

Competency Clinics

- a. A student who does not do the Clinical Education competency clinic exam will receive a grade of **F**.
- b. The student will be given one opportunity to take the exam at the next available testing time.
- c. If the student fails to show up for the exam or earns below a 75% on the exam, then they fail the course and must repeat the course the next time it is offered.
- d. If a student earns below 75% on the competency test, they will be allowed another chance to retake the exam at the next available testing time.
- e. If, on their second test, the student earns below 75% on the exam then they fail the course and must repeat the course the next time it is offered at the discretion of the administrator.

Missed Classes & Makeup Classes

1. Students, at the discretion of the Administrator, may be permitted to make up hours for absences only subject to availability
2. Makeup classes must be comparable to the content, time, and delivery of the classes missed.
3. Make-up hours cannot exceed 10% of the total program hours.

Student Attendance Policy

The school uses the following definitions when evaluating student attendance:

Absence: The student does not attend the assigned class session.

Tardiness: A student enters the class more than 15 minutes after the designated start time.

Early departure:

Definition: A student who leaves the class 15 minutes or more prior to the class being dismissed.

Absences, tardiness, and early departures will be recorded on the roster by the instructor with times noted as appropriate.

Arriving late and leaving early affects the determination of a student's 95% attendance requirement.

- a. Regular attendance and punctuality are keys to success in the massage program.
- b. Students must be always present in their classroom.
- c. Students that miss more than 30 hours or 5% of hours of training will not receive a satisfactory grade to meet school requirements and will receive a failing grade.
- d. Tardiness and leaving early is not acceptable and will not be tolerated.
- e. In the event of an emergency, the student will and must inform the administrator and plan to make up the class.
- f. Students that are repeatedly tardy will or leave early will receive an academic counseling.
- g. Students are responsible for all the academic requirements of the course and must comply with the schools' program.
- h. Students missing more than 14 consecutive classes days without notification to the school or approval will be regarded as constructive withdrawal from the program.

Reporting an Absence

Students are expected to EMAIL or CALL the office if they will not be in attendance at least 48 hours before reporting time.

Reporting an absence, however, will not excuse that absence.

Tardiness - Early Departures

Students are required to be in class on time for their regularly scheduled classes.

Being late for or leaving early from class is disruptive to both teachers and students and diminishes the learning experience and the development of professional behaviors.

Accordingly, being tardy and leaving early are documented on the attendance sheets.

They are calculated into the attendance percentage based on the following credit scheme:

1. Late or leave early (up to 15minutes): receive credit for 75% of clock hours
2. Extra late (15 minutes or more up to 50 minutes): receive credit for 50% of clock hours
3. Leave early (after 50 minutes): Receive credit for 50% of clock hours
4. Leave early (before 50minutes):
Receive no clock hour credit

Leave of Absence

A written request for a leave of absence must be submitted to the school Administrator at least one week prior to the leave.

The school Administrator will notify students if a leave of absence was granted.

The maximum time allowed for a leave of absence is 36 weeks and will be given only in exigent circumstances.

Make-up classes WILL be necessary to complete the missed program, and these will be SUBJECT TO AVAILABILITY ANDNOEXCEPTIONS WILL BE RENDERED TO ANY STUDENT.

Such a leave must comply with the following requirements:

1. A student must request the leave of absence in writing.
2. The leave of absence is limited to 36 weeks in one calendar year
3. The student must attest to understanding the procedures and implications for returning to their course of study.
4. A student who has not reported to the school on their scheduled return date will be DEEMED WITHDRWAN from the School.

Attendance Warning, Probation and Termination.

Students are sent WARNING or PROBATION or TERMINATION LETTERS if they fail to meet the attendance requirements.

A student who misses 14 consecutive days of regularly scheduled classes will be considered CONSTRUCTIVE WITHDRAWN from the program.

Satisfactory Academic Progress

For satisfactory academic progress, a student must attend at least 90% of the scheduled class hour. For satisfactory progress, a student must achieve a minimum academic grade point average at each evaluation point.

Course Completion Requirements

The following requirements must be completed prior to graduation:

1. All academic requirements completed with an overall grade average of 2.5 and above.
2. Tuition Paid in Full.
3. Clean record with the school Administrator (no outstanding debts or fees, all borrowed material returned).
4. A certification will be awarded to the student upon successful completion of the above requirements.

Transfer from other Schools

NOTICE TO STUDENT:

The school does not guarantee the transferability of credits to another school, college, or university.

Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness, and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

The student is encouraged to consult with the institution to which he/she may seek to transfer.

Withdrawal from the Massage Program

Students who consider withdrawal from the massage program will contact the school Administrator.

Students that return to the program later must reapply for admission and meet current academic and practical requirements.

Students that withdraw from the program will receive a "W" grade on their transcript.

Refunds will be in accordance with the refund policy.

Withdrawal

Students wishing to withdraw from the program may do so at any time by giving written notice to a School official of the intention to withdraw from the program.

- A. The date of withdrawal will be the date a notice is received, the letter is postmarked, the facsimile date or email date transmission is received, or if hand-delivered the date the notice is delivered.
- B. Within 15 calendar days of the date of withdrawal, a written acknowledgment will be mailed out.
- C. Any refund due will be issued within 45 calendar days of the notice of withdrawal and the calculation of the refund will be based upon the last day of attendance.

Constructive Withdrawal

The absence of a student from the school for more than **14 consecutive days** without an approved Leave of Absence shall constitute constructive notice of constructive withdrawal from the program.

- A. For purposes of withdrawal, the date shall be the last date of attendance.
- B. Any refund due under the refund policy will be issued within 45 calendar days of the date of constructive notice of withdrawal.

Withdrawn Students with Tuition Balance Due

For Students who have withdrawn with balances due to the school, payment in full within 30 calendar days of the issuance of the tuition due notice is required or the account will be referred to an outside collection agency.

Academic and Performance Warnings

All warnings are given by the school Administrator and may be issued to a student for various reasons: excessive absenteeism, tardiness, unprofessional behavior, misconduct, overdue tuition, and payment fees.

Probation:

Students will be placed on academic or disciplinary probation for several reasons. Students will be given a probation notice with a written explanation indicating the reason of probation. Students can be placed on academic or disciplinary probation without receiving the written warning. Students placed on probation more than twice within a semester for a period of one month or less will be dismissed from the program.

Dismissal:

The following reasons may lead to the dismissal of a student from the massage program:

1. Unsatisfactory academic performance.
2. Absenteeism above the allowable limit.
3. Breaking the schools' Standard of Conduct.
4. Failure to meet the financial obligation to the school.

The student can be dismissed from the program with or without the written warning or being placed on probation at the discretion of the Administrator.

Graduation Requirements

To receive a diploma in massage therapist program, a student must satisfy all the following:

1. complete all required courses with a minimum average in each course of 75%and
2. attend at least 100 per cent of the scheduled 600 program class hours OR MAKE UP CLASSES TO COMPLETE IT.
3. meet all the terms and conditions of any probation (if applicable).
4. pay all tuition fees and any incidental administrative charges due to the school in accordance with the terms and conditions outlined in their enrollment agreement.

Address Updates, Telephone, and Email Changes

It is the responsibility of the student to keep the school informed of up-to-date permanent and local address, telephone, and e-mail information. All changes must be reported promptly. We will ensure that records are updated accordingly.

Official Transcripts**Transcript Policy**

Transcripts are issued to Students on successful completion of all classes, labs, practice sessions, evaluation tests and final tests. Students who are in good academic and financial standing receives one official academic transcript at the completion of the course of study. The administrator shall review the students file and issue the transcript/diploma if all requirements have been met or make recommendations to correct deficiencies. A student must request a copy of their transcript Form at the Student Services Office. The student must allow five business days for processing and may choose to pick up the transcript in person, or have it mailed or faxed to them.

Placement Assistance

The Administrator coordinates all job placement activities which includes self-directed job search and job readiness preparation on a one-on-one or group basis.

These services include but are not limited to:

1. Assistance with resume writing.
2. Practice with completing job applications.
3. Development of interviewing skills.
4. Help with completing licensing applications; and
5. Issuing letters of recommendations.
 - a. The school maintain ties with numerous companies that are always looking for qualified massage therapists.
 - b. Notices of job openings are posted to alert students to available opportunities.
 - c. The Administrator of Operations also establishes agreements with potential hiring agencies to provide graduates with another source of job referrals.
- d. Instructors are encouraged to advise students about job opportunities and expectations.

Although every effort is made to help graduates find jobs, the school does not guarantee that employment or placements.

Standards of Conduct

Misconduct:

is behavior that is against the normal conduct of a student during the conduct of classroom attendance.

Some examples of misconduct are cheating; harassment of other students or the instructor; being under the influence of an illegal narcotic or alcohol while on school premises; disruption of classes; smoking within the school building and use of vulgar language.

Professional Dress Code

Students are expected to maintain a neat and well-groomed appearance during all activities associated with the Massage Program.

A student's appearance must not distract from the professional image the school promotes, nor should it attract undue attention from those around. Accordingly, hats, hoods, etc. may not be worn.

The school requires students to wear scrubs as the uniform and gym shoes for attendance.

Professional Hygiene in Laboratory Classes and Clinics

Proper grooming and personal hygiene are important characteristics for professionals and students alike.

Students must observe the following standards:

1. breath should be fresh;
2. body odors should be pleasant;
3. perfumes, colognes, or body sprays may not be worn in excess to disrupt smells in class;
4. clothing should be free of smoke and other offensive odors;
5. facial hair, if kept, should be neatly trimmed;
6. fingernails must be short and free of nail polish or excessive nail polish;
7. rings on fingers, watches or bracelets on wrists, and long necklaces and earrings are inappropriate for massage program especially massage sessions.

Compensation for Massage Therapy Practice

The Massage Therapy Licensing Act of Illinois (Section 25d) prohibits students from accepting or receiving money/ compensation for massage therapy before the student is licensed to practice massage therapy.

Students in violation of this policy are subject to disciplinary action up to and including dismissal from School.

Cell Phones, iPod, MP3 Players, PDAs, and Pagers

Cell phones, iPods, MP3 players, PDA's and pagers must be turned off during scheduled classes.

Ringing and buzzing electronic devices are a distraction to students and instructors and disrupt the learning process.

- a. Students in violation of this policy are subject to disciplinary action up to and including dismissal from class.
- b. Students with an electronic device that is not turned off or if a device rings during an examination will earn the student a zero for the examination.

Class Sizes:

Maximum class size of 30 students

Academic and Performance sessions - 20 students Teacher to student ratio 1:20.

Administration

Faculty

The school faculty are experienced professionals with extensive teaching and consulting expertise in their field.

Instructors are chosen based on the optimum combination of prior teaching experience, subject knowledge, and employment experience in their field.

At minimum, faculty require either a minimum of two years of experience in their field and or a degree or certificate from an IBHE approved school in the relevant instructional subject area(s).

Faculty teach the knowledge required to be successful in the field and how to apply your newly acquired knowledge to real life practice. Our instructors are licensed massage therapists and medical professionals who continually update their skills to keep in step with the profession.

All classes are taught at the Chicago location:

4011 W School Street, Chicago, IL 60641 or sister school 264 W rand Road. Arlington Heights. IL. 60004.

It is conveniently located near all major Chicago expressways and is easily accessible by public transportation.

The school is open from:

Monday through Friday. 9:00 am to 5:00 pm.

Saturday and Sunday. 10:00 am to 4:00 pm.

The school is closed during the following holidays:

New Year's Day

Martin Luther Kings Day.

Presidents' Day.

Memorial Day.

Juneteenth.

Independence Day.

Labor Day.

Columbus Day.

Veterans Day.

Thanksgiving Day.

Christmas Day.

Faculty:

With a vast range of experience and skills within its teaching staff, all devoted to sharing their knowledge and experiences with the students.

Renata Kennedy:

Instructor & Managing Employee.

Licensed Massage Therapist.

Massage Therapist program Instructor.

Licensed Esthetician.

With over 25 years' experience in massage therapy.

More than 20 years as instructor in massage therapy.

More than 20 years' experience as managing employee of the school.

She brings a world of knowledge, experience, diplomacy and compassion to her students and co-workers.

Lectures and Practical Training.

Dr. Lesnik Zieba:

MD – Poland.

Medical Surgeon with St. Joseph's Hospital with extensive career in the therapy and treatment of chronic wounds, rehabilitation, and care of patients within a surgical ward and operating room.

Physiotherapist, Medical Assistant, and Emergency Room Physician.

member of the National Surgical Assistant Association.

Lectures

Katherine Hadou:

MD Education

B.Sc. Biology.

Esthetics Program Instructor.

Massage Program Instructor.

Teaching massage and esthetics program theory subjects.

Anatomy, Physiology, Medical Terminology and Pathology.

EDUCATION:

Jagiellonian university

School of Medicine — MD, 2012

Illinois institute of technology — BSc in Biology,

minor in biochemistry

Esthetician Teacher,

Massage Teacher,

Lectures

Benjamin Sitt:

TEACHER,

LICENSED MASSAGE THERAPIST

Teaching hands-on massage applications along with anatomy, physiology, and pathology as in relates in massage applications.

MASSAGE Applications Skills.

BODY MECHANICS.

ACCUPRESSURE.

Trigger Points

Various Massage application modalities.

Felicja Mermer:

Certified Massage Therapist.

Experienced in European and western countries massage application skills and techniques.

She has been exposed to real world operations.

Great massage therapy expertise and positive personality.

Detailed teaching techniques and comprehensive knowledge of core subjects.

Matthew McGillicuddy:

Certified massage therapist with boost of positivity, energy, exceptional customer service, a can-do attitude. Trained all new therapists in Massage Envy's protocols and procedures and was Responsible for helping therapists corrective actions and behaviors involving disciplinary actions and upheld all standards of practice and by helping to create a positive environment conducive to learning. Was Responsible for on boarding and training new therapists ensuring their success with the company.

Massage therapist with 5000 plus hours of hands-on experience.

Licensing Requirements

In accordance with the Massage Licensing Act of Illinois (Public Act 92-0860), Section 15, effective June 1st, 2003, persons engaged in massage for compensation must be licensed by the Department of Professional Regulations.

The Department shall issue licenses to individuals who have successfully completed a minimum of **600 clock hours of supervised classroom and supervised hands-on instruction** and passed a massage therapist certifying examination approved by the Department, e.g., MBLEx.

In accordance with 225 ILCS 57 §45, the Illinois Department of Professional Regulation may refuse to award a license to practice if the applicant is found to be:

1. convicted of a felony or a misdemeanor, or any criminal behavior directly related to the practice of massage.
2. engaging in immoral conduct, such as sexual abuse, sexual misconduct, or sexual exploitation; • engaging in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public.
3. having a habitual or excessive use of or addiction to alcohol, narcotics, or like substances that interferes with the performance of professional responsibilities.
4. making any misrepresentation for the purpose of obtaining a license, including a material misstatement in furnishing information to the Department.
5. having a physical illness, including but not limited to deterioration through the aging process or loss of motor skills, that results in the inability to practice the profession with reasonable judgment, skill, or safety; or
6. failing to file a tax return or pay the taxes or interest due, as required by the Illinois Department of Revenue.

Other states differ from Illinois' Professional Licensure Requirements.

Illinois Licensed Massage Therapists can apply for reciprocal state certification in Wisconsin while Indiana has no state requirements at this time.

Contact information for all states with professional massage therapy licensure laws follows; contact the appropriate state regulatory agency to determine the licensing requirements for the state.

“COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION” Illinois

Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capital Plaza, Suite 333
Springfield, IL. 62701-1377
Fax # (217) 782-8545 [HTTP://COMPLAINTS.IBHE.ORG](http://COMPLAINTS.IBHE.ORG)