

Stretch 4 Life Academy



LICENSED MASSAGE THERAPIST PROGRAM Student Handbook

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ACCREDITATION AND APPROVAL

The Stretch 4 Life Academy (herein also referred to as the “Academy”) has been licensed with the Texas Department of State Health Services (TDSHS) since May 20, 2014. The academy strictly adheres to the TDSHS Rules and Regulations, Chapter 140. License number is MS1048.

DESCRIPTION OF FACILITIES AND EQUIPMENT

This campus offers the following amenities:

- A large practical room uniquely designed for the training of massage technique
- One lecture room specifically designed for learning academic material
- A spacious student break room / kitchen
- Three professional treatment rooms
- A comfortable reception area
- One administrative office

We believe our students should be comfortable while learning. That is why we have separate practical rooms and lecture rooms that are uniquely and specifically designed to accommodate various class sizes easily, while keeping in mind that we do limit enrollment to facilitate a true learning experience. Our practical rooms are equipped with high-quality massage tables to allow for a professional and ethical learning environment. Our lecture rooms are furnished with classroom tables and chairs, many visual aids, models of the human body, wall charts, and audio/visual equipment.

As an educational facility, we recognize that when you are at the academy for any length of time, a student break room and kitchen are essential. Therefore, we provide a large rest area including chairs as well as a roomy kitchen equipped with a refrigerator, microwave, food cupboard, dining tables, and all the filtered water you can drink. We feel it is also important to know that our treatment rooms contain the amenities that you would expect in your own private practice. Each private room is furnished with a massage table, a corner shelving unit, small stereo, fan, wall lamp, and a clock. The Stretch 4 Life Academy strives to maintain a professional, yet relaxed, learning and working environment. Our reception area and administrative offices reflect that goal with classic and appealing interior design, which sets the tone for the entire academy’s atmosphere. We are proud of our academy’s appearance and reputation for excellence and feel you will be as well.

When learning massage therapy, we consider it not only important to learn technique, but also to study how to correctly utilize various types of massage therapy equipment. We also provide musical accompaniment to allow the students to experience a professional session.

FACULTY AND KEY SUPPORT STAFF

Lori Walter, LMT, MTI, NCBTMB, NCPT - Owner and Instructor

Licensed Massage Therapist, Massage Therapy Instructor and National Certification for Approved Provider for Continuing Education, Nationally Certified Personal Trainer

Primary Courses of Instruction: Massage Therapy Technique, Human Anatomy and Physiology, Kinesiology, Business Practices and Professional Ethics, Pathology, Human Health and Hygiene, Hydrotherapy, and Internship Program Administrator

Amy Fornear, LMT, MTI – Instructor

Licensed Massage Therapist, Massage Therapy Instructor and National Certification for Approved Provider for Continuing Education, Nationally Certified Personal Trainer

Primary Courses of Instruction: Massage Therapy Technique, Human Anatomy and Physiology, Kinesiology, Business Practices and Professional Ethics, Pathology, Human Health and Hygiene, Hydrotherapy, and Internship Program Administrator

Jayson Owen, Fire Fighter, Paramedic, FTO – Instructor

Jayson will be teaching our CPR and First Aid for all age groups, under Health and Hygiene

OBJECTIVES

Here at the Stretch 4 Life Academy, our creed is “**quality education for each student**”. In order to achieve this goal, we continually strive to meet the following objectives:

- To instruct, assist, and encourage students in the art of massage.
- To present, explain, and cultivate a comprehensive understanding of the structure and function of the human body.
- To acknowledge the effects and benefits of massage therapy through practical working knowledge, along with an understanding of the State curriculum.
- To provide a comprehension of self-care, including proper movement during a session, for safety and injury prevention, as well as facilitate a long and prosperous career.
- To equip the student with the skills necessary for planning, initiating, and successfully operating a business in massage therapy.

ADMISSION REQUIREMENTS

All prospective students are required to have a personal interview with the Director of the Academy. Upon request, prospective students will be able to schedule an appointment to tour the Academy and its facilities prior to signing an Enrollment Agreement. The Academy does not discriminate against prospective students according to their age, sex, race, nationality, religion, creed, or marital status. In order to be considered a student at our academy, the following criteria must be met. The potential student must be:

- Able to provide items listed on application checklist
- At least 18 years of age
- Able to furnish a current photo ID (i.e., valid Texas driver’s license or ID card)
- Able to submit a completed enrollment agreement along with a registration tuition of \$10,500.00 at time of enrollment
- Able to provide two letters of recommendation

- Only the **student can inquire about their background**. If you are concerned about your criminal history, you may inquire. You the **student** may submit a \$50 fee and a Criminal History Evaluation Application to the Texas Department of State Health Services. The TDSHS will evaluate the criminal history and provide the student with a written response as to the student’s eligibility for licensure. The application may be found through the TDSHS website at http://www.dshs.state.tx.us/plc_cheval.shtml .

PROGRAM OUTLINE

The state of Texas and the Texas Department of State Health Services requires a minimum of 500 hours of education to become eligible to receive a massage therapist license. The Stretch 4 Life Academy offers a program to satisfy this minimum hour requirement called the *Basic Massage Licensing Program*. Additional continuing education classes are available. The following table illustrates the minimum number of hours required for licensure eligibility in the state of Texas:

Required Courses for Licensure Eligibility in the state of Texas	Minimum Hours Required	500 Hour Basic Massage Licensing Program	
Massage Therapy Technique	200	200	
Human Anatomy (50) & Physiology (25)	75	75	
Kinesiology	50	50	
Business Practices & Professional Ethics	45	45	
Pathology	40	40	
Human Health & Hygiene	20	20	
Hydrotherapy	20	20	
Internship Program	50	50	

COURSE DESCRIPTION

Massage Therapy Technique – 200 Hours

Massage therapy technique training includes 125 hours of instruction in the application of Swedish Massage Techniques including: Effleurage, Petrissage, Friction, Vibration, Tapotement, and Range of Motion Exercises / Stretching, as well as 75 hours of instruction in full body therapeutic techniques including Myofascial Release, as well as other related advanced techniques such as site-specific training for common soft tissue injuries and dysfunctions. Class format includes a historical overview of massage, massage therapy tools and products, draping procedures, effects and benefits of massage, contraindications for massage, demonstration of relaxation and therapeutic techniques, classification of massage movements, and extensive supervised practice. The majority of the Swedish Massage training is hands on and takes place in the practical room. While in the practical room, students and instructors are required to maintain high standards of ethics and professionalism. During each practical massage class, students are paired up on a random basis and take turns practicing their massage routine under the supervision of an instructor.

Human Anatomy – 50 Hours

Students will gain a thorough knowledge of the human body by first establishing an understanding of the structures and organization of the human body by examining the following major body systems: Integumentary, Skeletal, Muscular, Nervous, Digestive, Excretory, Respiratory, Cardiovascular, Lymphatic, Immune, Endocrine, and Reproductive. The lectures and laboratory exercises are designed to appreciate the relationship between the science of the body systems and the healing art of massage.

Human Physiology – 25 Hours

Students will also gain a thorough knowledge of the human body by exploring the complex functions unique to human physiology as it relates to human anatomy by examining the following major body systems: Integumentary, Skeletal, Muscular, Nervous, Digestive, Excretory, Respiratory, Cardiovascular, Lymphatic, Immune, Endocrine, and Reproductive.

Kinesiology – 50 Hours

Students will obtain an integrated understanding of the human body through the exploration of the anatomy, physiology, physics, and geometry of human movement and perception of said movement in relation to the activities of muscles and joints. With all of these subjects coming together, mechanical principles that relate directly to the human body are used to study and understand complex anatomical and physiological manifestations of movement, balance, and posture.

Business Practices and Professional Ethics – 45 Hours

Students will acquire the tools to create, maintain, and grow a professional and ethical massage therapy business. State laws, rules and regulations, business organizations, tax information, and legal documentation are presented. Career path selection, marketing, practice-building techniques, and management tools are also discussed and developed.

Pathology – 40 Hours

Students will receive understanding of the structural and functional changes related to disease processes including the etiology, pathogenesis, morphologic changes, functional derangements, and clinical significance as it relates to the practice of massage. This understanding is accomplished by examining the terminology unique to the study of abnormal anatomy and physiology as well as the specific disease and infectious processes pertinent to massage therapy that can result from emotional, physical, and spiritual stresses to the human body.

Human Health and Hygiene – 20 Hours

Students will be made aware of sanitation and sterilization procedures, including disease and infection prevention as it applies to massage therapy as well as Universal Precautions. A personal health plan is created to assist each student in maintaining optimal wellness – including stress management for the massage practitioner, human relationships, personal hygiene, therapeutic stretches and exercises, and physical development conditioning consistent with the practice of massage. Students will also receive an American Red Cross First Aid and CPR certification as part of their training.

Hydrotherapy – 20 Hours

Students will get the opportunity to learn and participate in the many forms of hydrotherapy treatments, such as cryotherapy, thermo therapy, and day spa treatments. Class format includes a historical overview of hydrotherapy, application and mechanism methodology, effects and benefits of hydrotherapy, contraindications for hydrotherapy treatments, and equipment familiarization and utilization.

Internship Program – 50 Hours

The business model will be used to practice setting appointments, creating flyers, or inviting friends and family to participate in the final stage of your training.

You will have a six-week time frame in which to practice setting up appointments, -working around other therapist schedules, and committing to said appoints. Also a \$30.00 fee for each Internship client will be pay to Stretch 4 Life.

If you are late or miss three appointments you will be terminated from the program.

For any late or missed appointment you are obligated to reimburse Stretch 4 Life the \$30.00 fee because someone else will have to substitute for you.

TUITION AND FEES

The total cost for the 500 hours of *Basic Massage Licensing Program* is \$10,500.00. The five textbooks are included. All tuition is due on the starting date:

Payment Option #1	
Registration fee	\$500.00
Tuition paid before first day of class (10% discount = \$400.00 savings)	\$10,000.00
Total Payable to Program	\$10,500.00

Tuition payments may be made in the form of cash, personal check, money order, certified check, or credit card. Tuition payments are due on or before the first day class. If the TDSHS, Massage Therapy Division, provides a student with a waiver exempting him/her from specific class hours, the Licensed Massage Therapy Program may be decreased and tuition reduced accordingly. If the student is exempt for previous course credit, the tuition calculation will be based on \$20.00 per hour.

Also a \$30.00 fee for each Internship client will be applied.

Five textbooks: **(included in Tuition)**

Thomas Myers Anatomy Trains (Elsevier 2001)	_____	\$95.00
Theory and Practice of Massage by Mark F. Beck	_____	\$69.79
Theory and Practice of Massage Study Guide by Mark F. Beck	_____	\$41.22
Biel's Trail Guide to the Body	_____	\$42.98
Biel's Trail guide to the Body Student Handbook	_____	\$21.60
John W. Holes, Jr. Human Anatomy and Physiology (fifth edition used)	_____	\$25.00

Other Estimated Expenses:

Listed below are other items and their estimated costs required to be furnished by the students.

- 1 set of scrubs _____ \$25.00
- 4 sets of twin sized sheets (with 4 standard pillow cases) _____ \$48.00
- 4 hand towels _____ \$20.00
- Personal Trainer Fee _____ \$69.99
- MBLEx Fee _____ \$195.00
- Texas Massage Therapy License Fee _____ \$117.00

Total Additional Estimated Costs: _____ **\$474.99**

Make-up per hour _____ **\$60.00**

PREVIOUS EDUCATION AND TRAINING

Students who attended another DSHS-licensed massage school may be credited with all hours successfully completed. Students who attended a college, university, junior/community college, or out-of-state massage school must submit a cover letter requesting a transcript evaluation, an official transcript, and a copy of the course descriptions from the school attended to DSHS. The Department will provide the students with a written response detailing the credit the student may receive. The student will, in turn, provide this information to the school.

CANCELLATION AND REFUND POLICY

A student will receive a full refund if he/she cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student; or if the student enrollment of the student procured as a result of any misrepresentation in advertising, in promotional materials of the Massage Therapy educational program, or by the owner, massage school, or the instructor or the student was not provided ample opportunity to read the information provided in 140.341(a) of this title (relating to Massage School Enrollment Procedures).

- During the first week of the program, 90% of the remaining tuition will be refunded
- Up to the end of three weeks, 80% of the remaining tuition will be refunded
- Up to the end of the four weeks, 75% of the remaining tuition will be refunded
- Up to the end of the five weeks, 50% of the remaining tuition will be refunded
- Up to the end of the six weeks, 10% of the remaining tuition will be refunded
- **At the end of the sixth week, students will be obligated for full tuition**
- If a program is discontinued by the massage school, the student should be provided with a transcript of all successfully completed hours within 30 days.
- In the event of an additional or changed location 10 miles or more from the previously approved location of instruction and an enrolled student is unable

- to complete the program at the addition or changed location as determined by the department.
- If a program is discontinued by the massage school and the student is not provided with a transcript of all successfully completed hours within 30 days from change refunds will be provided.
- In all refund computations, leave of absence, suspensions, school holidays, days when classes are not offered and summer vacations shall not be counted as part of the elapsed time for purposes of calculating a student's refund.
- If a student enters the Academy and is terminated or withdraws, refunds are for the unused portion of tuition, fees and other charges based on program time expressed in clock hours. A clock hour is defined as 50 minutes of instruction in a 60-minute period in a clock hour.
- Refunds will be made within 30 days of the earliest of:
 - The effective date of termination if the student is terminated, or
 - The date of receipt of written notice of withdrawal, or
 - Ten instructional days following the first day of the program if the student fails to enter
- Extra expenses to the student, such as instruction supplies, books, student activities, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges, where these items are separately stated and shown in pre-enrollment information, will be made in a reasonable manner.

CLASS SCHEDULES

All classes will be held at the Academy. No field trips will be allowed. The Stretch 4 Life Academy offers the 500 hours of *Basic Massage Licensing Program* and continuing education opportunities. Each student enrollment is tracked by the Director so that no class exceeds the student/teacher ratio of 6:1 in the lecture room. No class exceeds the student/teacher ratio of 6:1 in the practical room. The start and end dates for the program coursework, including internship, is as follows:

4:00 – 8:00 p.m.	Class Dates	Firm Completion Date	Class Days
Fall/Winter TBA Evening Classes			Mon. Wed. & Thur.
Spring/Summer TBA Evening Classes			Mon. Wed. & Thur.

Internship times available during the week. Makeup Days will be during April and May. The TDSHS Massage Therapy Rules and Regulations mandate a maximum of one (1) ten-minute break for each classroom hour of instruction. Students attending the evening classes are given a 40-minute dinner break. Holidays are to be observed for: Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Week, Christmas and New Year two-week break. The normal hours of operation are as follows:

Office:	Academy:
10:00 – 5:00 p.m. – Mon-Fri	4:00 – 8:00 p.m. – Mon., Wed., Thur.
9:00 a.m. – 12:00 p.m. – Saturday Stretch Class	
CLOSED – Sunday	

ATTENDANCE AND BEHAVIOR POLICIES

A master record of attendance indicating the date of the original class, class of instruction, and the number of scheduled hours completed by the student are maintained by the faculty in an attendance file. Each student is required to attend all classes as scheduled. Attendance deficiencies will be recorded on the daily attendance sheet and are transferred to the master record of attendance. Attendance deficiencies are to be made up during normally scheduled classes.

Absences:

A student may be terminated from the program if the student accumulates absences of more than six consecutive academy days or more than 10% of the total clock hours (50 hours) of the program. The refund policy shall apply to a student terminated due to violation of the Attendance Policy. The last date of absence will be considered as the last day of attendance as calculated and discussed in the Cancellation and Refund Policy.

A student whose enrollment is terminated for violation of the attendance policy may not re-enter before the start of the next grading period. A student may not start a program after 10% of the program has been taught except in those cases where appropriate credit for previous education has been given.

Leave of Absence:

A leave of absence for reasonable purposes acceptable to the Academy's Director shall not exceed the lesser of 30 academy days or 60 calendar days. A student shall be granted only one leave of absence for each twelve-month period. Attendance records shall clearly show the dates for which the leave of absence was granted. A written statement, as to why the leave of absence was granted, signed by both the student and the Director indicating approval, shall be placed in the individual student's file.

If the student fails to return from leave, the student will be automatically terminated and a refund made under the Cancellation and Refund Policy on page 10. The effective date of termination shall be the last date of the leave of absence.

Make-up Work:

All tardies and absences must be made up. A student that misses an examination must make it up within 14 days or a grade of zero (0) will be given. For students making up time, a tutorial rate of **\$60.00** per hour will be charged. Scheduling such make-up work is the responsibility of the student. Course work should be made up in a timely manner by scheduling make-up classes during the Academy's business hours with the front desk personnel. The Instructor will choose a Saturday during each month as a make-up day. Don't forget each make-up day is \$60.00 per hour, so don't be absent if you can possibly avoid it.

Grading System:

A student is graded on both written and practical examinations. To successfully complete each course, a student must achieve a satisfactory grade of 70% or better on written examinations and be graded as Satisfactory in the practical examinations. The grading scale is as follows:

Written Examinations:
100 – 90 A
89 - 80 B
79 - 75 C
74 – 70 D
69 or lower F

Practical Examinations:
Satisfactory performance = S
Unsatisfactory performance = U

Progress Reports:

Each student’s academic performance and practical skills will be assessed five times throughout the course and each will be accompanied by an individual progress report. These progress reports will be reviewed and discussed with the student at the end of each grading period. The first four grading periods will be approximately 5-6 weeks for day class students and will average 112.5 hours per period. All tests and assessments are reviewed with the student as soon as is practical after the test or assessment. In cases where the student’s performance is unsatisfactory, the student will be offered a private conference and will be given the opportunity to review and improve their performance according to the Academy standards.

A student may be placed on probation at the discretion of the Director of the Academy. A student who is performing unsatisfactorily (74 or lower in written exams, unsatisfactory level in practical exams) at the end of a grading period will be placed on probation for the next grading period. If the student on probation achieves satisfactory progress for the next grading period, but has not

achieved the required grades to fulfill overall satisfactory progress for the program, the student's probation may be extended for one more grading period. The Director's decision in these matters is final.

When a student is placed on probation, that student will be counseled prior to returning to class and the date, action taken, and terms of the probation shall be clearly indicated on the appropriate permanent records placed within the student's file. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two consecutive probationary grading periods must be terminated. A student whose enrollment is terminated for unsatisfactory progress may re-enter after a minimum of one grading period.

Student Conduct:

Students are expected to maintain a professional image anytime they are present at the Academy, including the following:

- Students are required to wear scrubs anytime they are at the Academy. This includes attendance at make-up classes as well as regularly scheduled classes. Students without scrubs will be sent home and will be issued an absence.
- Students will wear tennis shoes or closed toe sandals with socks at all times.
- Students' hair will be kept neat, clean, and drawn back away from the face during the practice of massage. Facial and body hair must also be well groomed at all times. Fingernails and cuticles must be clean, trimmed, and intact at all times.
- Students are expected to bathe on a daily basis. This is vital in allowing students to work comfortably on each other's body, hands, and feet. Students will utilize appropriate personal hygiene products as needed such as deodorant and breath mints.
- Fragrances must be kept to a minimum due to possible allergic reactions from students or intern clinic clients.
- Students must wash their hands thoroughly before and after working on someone. Students must use personal hand towels to dry their hands.
- Students will not wear hats or baseball caps in the Academy; however, sweatbands and bandanas are allowed during the practice of massage.
- Students will come to class with the necessary supplies. In the classroom, textbooks, notebooks, and writing implements are required. In the practical room, linens and lotions are required.
- Students not prepared to participate in the classroom activities will be sent home and will be issued an absence.
- Students will not engage in non-consensual contact or physical horseplay.
- Students will not engage in verbal, physical, or sexual harassment.
- Students will not enter areas of the Academy restricted to Academy Personnel.
- Students will not use Academy equipment in an unsafe manner.
- Students will not bring cell phones into the Academy

- The Academy phone number can be used as an emergency contact number while students are on the premises.
- Students will not come to Academy under the influence of drugs or alcohol.
- Students will be expected to participate in both the giving and receiving of massage therapy techniques during practical room training.
- Students will be expected to be kind, respectful, and patient with their instructors and fellow students.
- Students are expected to clean up after themselves both within the academy setting as well as the student break room area.

Probationary Actions:

Probation, as defined by the Academy, is a period of behavioral and/or academic evaluation. A student may be placed on probation for violation of any Academy policy. The definition and duration of a probationary period will be determined by the Director. Reasons for taking a probationary action include the following:

- Absence from class – A student is allowed an accumulation of four separate class absences, tardies, or early dismissals, which must be made up at the first possible opportunity. If the time away from class exceeds time allotted or is not made up, a student may be placed on probation.
- Academic performance – A student must maintain an overall average of at least 75% on written examinations and maintain a satisfactory performance level in the practical classes. Failure to maintain satisfactory performance is cause for probationary action to be taken. After the first probation, a student may be terminated if performance remains unsatisfactory.
- Violation of Conduct Rules – A student that fails to conduct themselves in a manner that is consistent with the rules of conduct may be placed on probation or terminated at the discretion of the Director.

Conditions for Termination:

The Director of the Academy retains full and final authority over all matters relating to discipline within the Academy. Every attempt will be made to work with the student in solving problems. A student may be terminated from the Academy for any one of the following reasons:

Absences – A student may be terminated if they accumulate more than six consecutive class absences or an accumulation of more than 10% of the total clock hours (50 hours) of absences.

- **Academics** – A student that fails to maintain satisfactory performance on either practical or academic evaluations for more than two consecutive grading periods.
- **Gross Violation of the Student Conduct Policy** – Any gross violation of the Student Conduct Policy may constitute probationary action(s) and/or possible termination from the Massage

- Therapy Program. This includes, but is not limited to, engaging in verbal, physical, or sexual harassment as well as being on Academy premises under the influence of alcohol and/or drugs.
- Probation Violations – A student that violates the conditions of a probationary action may be terminated.
- Academic Dishonesty – A student that engages in scholastic fraud may be terminated.

The Cancellation and Refund Policy shall apply to a student that is terminated under the previously discussed conditions. The effective date of termination for purposes of refunds shall be the last day of the last probationary grading period. A student who returns after the enrollment was terminated for unsatisfactory progress shall be placed on probation for the next grading period. The student shall be advised of this action and the student's file documented accordingly. If the student does not maintain satisfactory progress during or at the end of this probationary period, that student will be terminated. A student that has been terminated due to a gross violation of the student conduct policy may not re-enroll.

DOCUMENTATION PROCEDURES

Transcript Issuance:

Students participating in the interest free payment programs will receive a transcript once the academic and financial requirements are fulfilled completely. A \$35.00 late fee will be assessed for each late payment made. Additional copies of transcripts may be obtained at a cost of \$20.00 per copy.

GRADUATION REQUIREMENTS

In order to graduate from the Stretch 4 Life Academy, a student must have:

1. Completed the TDSHS required minimum of 500 hours of training with a minimum performance of 70% in all course work examinations.
2. Completed all assignments and/or paperwork needed to replace incomplete grades / make-up work.
3. Fulfilled all financial obligations to the Academy.

Upon completion of all the above stated requirements, students will be awarded a transcript and diploma. Graduates of the Stretch 4 Life Academy are fully qualified to take one of the exams offered by either the Federation of State Massage Therapy Boards or the National Certification Board of Therapeutic Massage and Bodywork. Students must also complete the State Licensing Test which is available through the Department's website at http://www.dshs.state.tx.us/massage/mt_jurisprudence.shtm. More information regarding the examinations acceptable for licensure can be found at http://www.dshs.state.tx.us/massage/mt_exam.shtm .

JOB PLACEMENT

Although the Academy cannot guarantee employment upon completion of the program, we do maintain a current listing of job opportunities as they become available to us and are posted in the student break room area. The Academy actively cultivates relationships with potential employers to increase our ability to refer our students where possible. We also act on our student's behalf by writing letters of recommendation and reference. Furthermore, after students have graduated, they may still access our facilities and staff for help and guidance in obtaining employment.

GRIEVANCE POLICY

All student grievances shall be taken seriously and every effort shall be made to resolve the grievance. All grievances must be filed in a written statement to the Academy Director. All discussions shall be held in private and kept confidential. If a grievance or complaint is not resolved to the satisfaction of the student, the Director's decision shall be final. At any time, students may contact the TDSHS. Students may also obtain a copy of the Rules and the Massage Therapy Act at <http://www.dshs.state.tx.us/massage>. Students may correspond with the Department at:

Department of State Health Services
Massage Therapy Licensing Program
PO Box 149347 MC 1982
Austin, Texas 78714-9347
1-800-942-5540 (QA group)\
(512) 834-6616 (phone)
(512) 834-6677 (fax)

Students may also find a copy of a complaint form at www.dshs.state.tx.us/massage/mt_complaint.shtm. The fax number for the Complaints Unit is (512) 834-6789.

ENROLLMENT AGREEMENT

Stretch 4 Life Academy
Owner/Director: Lori Walter
4208 Rockhill Road
Aubrey, Texas 76227
(940) 591-6491
www.stretch4life.com

General Information

Date _____

Name _____ Address _____
Street City State Zip

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____ Occupation _____

Name to Appear on Certificate _____

Date of Birth _____

Emergency Contact Name _____ Phone # _____

Program/Stand Alone Course

Program/Course _____

Number of Hours classroom hours: _____

Number of Internship Hours: _____

Start Date _____

Tuition:

The total cost for the 500 hours of *Basic Massage Licensing Program* is \$10,500.00. The five textbooks are included.

Payment Option #1			
Registration fee	\$500.00		
Tuition paid before first day of class	\$10,000.00		
Total Payable to Program	\$10,500.00		

Tuition payments may be made in the form of cash, personal check, money order, certified check, or credit card. Tuition payments are due on or before the last day of each calendar month. Transcripts will not be issued to a student until the entire balance of the student's tuition is paid in full. If the TDSHS, Massage Therapy Division, provides a student with a waiver exempting him/her from specific class hours, the Licensed Massage Therapy Program may be decreased and tuition reduced accordingly. If the student is exempt for previous course credit, the tuition calculation will be based on \$8.00 per hour.

Five textbooks: **(included in Tuition)**

Thomas Myers Anatomy Trains (Elsevier 2001) _____	\$95.00
Theory and Practice of Massage by Mark F. Beck _____	\$69.79
Theory and Practice of Massage Study Guide by Mark F. Beck _____	\$41.22
Biel's Trail Guide to the Body _____	\$42.98
Biel's Trail guide to the Body Student Handbook _____	\$21.60
John W. Holes, Jr. Human Anatomy and Physiology (fifth edition used) _____	\$25.00

Other Estimated Expenses:

Notebooks, notes, tests and an 8oz. Bottle of Biotone Deep Tissue Massage lotion are included in the tuition cost. Listed below are other items and their estimated costs required to be furnished by the students.

▪ 1 set of scrubs _____	\$25.00
▪ 4 sets of twin sized sheets (with 4 standard pillow cases) _____	\$48.00
▪ 4 hand towels _____	\$20.00
▪ Personal Trainer Fee _____	\$69.99
▪ MBLEx Fee _____	\$195.00
▪ Texas Massage Therapy License Fee _____	\$117.00

Total Additional Estimated Costs: _____ **\$474.99**

Make-up per hour _____ **\$60.0**

By signing below, the student agrees to pay Stretch 4 Life Academy the total stated tuition for the program. The academy agrees to provide the occupational training in accordance with the provisions of the academy's current Catalog Volume No. 1 Dated October 13, 2016.

Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the academy have been met the academy will award the Transcript to the student. The student and academy understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY may not be amended except in writing and signed by both parties.

Student Signature

Date

CLASS SCHEDULES

All classes will be held at the Academy, and no field trips will be allowed. The Stretch 4 Life Academy offers two massage licensing programs: the *500 Hour Basic Massage Licensing Program* and the *750 Hour Standard Massage Licensing Program*. Each student enrollment is tracked by the Director so that no class exceeds the student/teacher ratio of 6:1 in the lecture room. No class exceeds the student/teacher ratio of 6:1 in the practical room. The start and end dates for both program's coursework, not including internship, is the same and is as follows:

4:00 – 8:00 p.m.	Class Dates	Firm Completion Date	Class Days
Fall/Winter Evening Classes			Mon. Wed. & Thur.
Spring/Summer Evening Classes			Mon. Wed. & Thur.

* The above mentioned date indicates the beginning and ending dates of the lecture and practical instruction coursework as well as an additional six months to complete the internship portion of the program. Since the internship portion of the program can be started prior to the ending class date, it is possible for a student to finish their internship prior to the ending class date. It is the expectation of the Academy that a student will finish their internship within six months of their ending class date or they will have to re-enroll to finish their internship program. A typical evening class student will finish their program within eight months of starting.

Internships days/times will be flexible with the student's needs. The student is responsible for fulfilling their 50 hours of Internship massages and maintaining their schedule accordingly. The business model will be used to practice setting appointments, creating flyers, or inviting friends and family to participate in the final stage of your training.

You will have a three-week time frame in which to practice setting up appointments, working around other therapist schedules, and committing to said appointments. Also a \$30.00 fee for each Internship client will be paid to Stretch 4 Life.

If you are late or miss three appointments, you will be terminated from the program.

For any late or missed appointments, you are obligated to reimburse Stretch 4 Life the \$30.00 fee since someone else will have to substitute for you. You have until June to complete Internship after such time a reenrollment fee of \$500.00 will apply.

The TDSHS Massage Therapy Rules and Regulations mandate a maximum of one ten-minute break for each classroom hour of instruction. Students attending the full day class are given a ten-minute break for each classroom hour of instruction, one hour and a half for lunch from 12:00 p.m. to 1:30 p.m. Holidays are to be observed for: Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. The normal hours of operation are as follows:

Office:	Academy:
10:00 a.m. – 5:00 p.m. – Mon.-Fri.	4:00 – 8:00 p.m. – Mon., Wed., & Thur.
9:00 a.m. – 12:00 p.m. Saturday Stretch Class	
CLOSED – Sunday	

ADMISSION REQUIREMENTS

All prospective students are required to have a personal interview with the Director of the Academy. Upon request, prospective students will be able to schedule an appointment to tour the Academy and its facilities prior to signing an Enrollment Agreement. The Academy evaluates each applicant without discrimination regarding age, sex, race, nationality, religion, creed, or marital status. In order to be considered a student at our academy, the following criteria must be met. The potential student must be:

- Able to provide items listed on application checklist
- At least 18 years of age
- Able to furnish a current photo ID (i.e., valid Texas driver's license or ID card)
- Able to submit a completed enrollment agreement along with a tuition fee of \$10,500.00 at time of enrollment
- Also required is two letters of recommendation

- **Only the student** can inquire about their previous criminal history, **the student** may submit a \$50 fee and a Criminal History Evaluation Application to the Texas Department of State Health Services. The TDSHS will evaluate the criminal history and provide the student with a written response as to the student's eligibility for licensure. The application may be found through the TDSHS website at http://www.dshs.state.tx.us/plc_cheval.shtm.

GRIEVANCE POLICY

All student grievances shall be taken seriously and every effort shall be made to resolve the grievance. All grievances must be filed in a written statement to the Academy Director. All discussions shall be held in private and kept confidential. If a grievance or complaint is not resolved to the satisfaction of the student, the Director's decision shall be final. At any time, student may contact the TDSHS. Students may also obtain a copy of the Rules and the Massage Therapy Act at <http://www.dshs.state.tx.us/massage>. Students may correspond with the Department at:

Department of State Health Services
Massage Therapy Licensing Program
PO Box 149347 MC 1982
Austin, Texas 78714-9347
1-800-942-5540 (QA group)\
(512) 834-6616 (phone)
(512) 834-6677 (fax)

Students may also find a copy of a complaint form at http://www.dshs.state.tx.us/massage/mt_complaint.shtm. The fax number for the Complaints Unit is (512) 834-6789.

CANCELLATION AND REFUND POLICY

A student will receive a full refund if he/she cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student; or if the student enrollment of the student procured as a result of any misrepresentation in advertising, in promotional materials of the Massage Therapy educational program, or by the owner, massage school, or the instructor or the student was not provided ample opportunity to read the information provided in 140.341(a) of this title (relating to Massage School Enrollment Procedures).

- During the first week of the program, 90% of the remaining tuition will be refunded
- Up to the end of three weeks, 80% of the remaining tuition will be refunded
- Up to the end of the four weeks, 75% of the remaining tuition will be refunded
- Up to the end of the five weeks, 50% of the remaining tuition will be refunded
- Up to the end of the six weeks, 10% of the remaining tuition will be refunded
- At the end of the sixth week, students will be obligated for full tuition
- If a program is discontinued by the massage school, the student should be provided with a transcript of all successfully completed hours within 30 days
- In the event of an additional or change location is 10 miles or more from the previously approved location of instruction and an enrolled student is unable to complete the program at the addition or changed location as determined by the department:
- If a program is discontinued by the massage school and the student is not provided with a transcript of all successfully completed hours within 30 days from change refunds will be provided.
- In all refund computations, leave of absence, suspensions, school holidays, days when classes are not offered and summer vacations shall not be counted as part of the elapsed time for purposes of calculating a student's refund.
- If a student enters the Academy and is terminated or withdraws, refunds are for the unused portion of tuition, fees and other charges based on program time expressed in clock hours. A clock hour is defined as 50 minutes of instruction in a 60-minute period in a clock hour.
- Refunds will be made within 30 days of the earliest of:
 - The effective date of termination if the student is terminated, or
 - The date of receipt of written notice of withdrawal, or
 - Ten instructional days following the first day of the program if the student fails to enter.
- Extra expenses to the student, such as instruction supplies, books, student activities, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges, where these items are separately stated and shown in pre-enrollment information, will be made in a reasonable manner.

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A CURRENT ACADEMY CATALOG and the following:

- * program outline**
- * admission requirements**
- * schedule of tuition, fees and other charges**
- * cancellation and refund policy**
- * length of time for completion of program including internship hours**
- * class schedule that includes estimated break and meal times**
- * attendance and progress policies - including:**
 - * requirements and fees for make-up hours**
 - * grievance policies, the teacher ratios**
 - * the conduct policy**
 - * copy of the enrollment agreement**
 - * a notice that clearly states the number of course hours which must be successfully completed before a student can be licensed as a massage therapist**
 - * list of instructors, qualifications, subject taught**
- * How a prospective student may obtain copies of the Massage Therapy Act, Texas Occupations Code, Chapter 455 and this subchapter.**

I also acknowledge the following:

- * that I was offered a tour of the facilities and a chance to inspect the equipment to be used during my training;**
- * I have been furnished information disclosing my previous education, training and work experiences. I understand this will be evaluated and my result in the program length being shortened and the cost reduced;**

*

- * I further realize that complaints may be made to the massage therapy educational program and the Department of State Health Services, Massage Therapy Licensing Program, PO Box 149347, Austin, TX 78714-9347, (512) 834-6616;**
- * I have been offered the opportunity to read the Massage Therapy Act and the rules of the department included in 25 Texas Administrative Code Chapter 140;**
- * I have been made aware that the State of Texas requires only the minimum 500-hour course of instruction for licensure as a massage therapist, and anything beyond that is strictly voluntary.**

Student Signature

Date

Owner/Director's Signature

Date

NOTICE

CONCERNING HOLDERS OF THIS CONTRACT: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES THAT THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HERETO.

BACKGROUND AND PREVIOUS EXPERIENCE

Stretch 4 Life Academy

In addition to the **Enrollment Agreement**, we would like to learn more about you and your background. Please answer the following questions and attach the necessary documentation to support each question.

1. What is your previous background with the healing and medical arts bodywork, yoga, physical therapy, nursing, personal training, acupuncture, herbs, etc.? And if you don't have previous experience, then let us know about your occupational background.

2. What first drew you to massage and bodywork? What intrigued, inspired, and peaked your interest about the healing art of touch?

3. What are your personal and professional goals for this training program?

4. How did you first hear about our Academy?

Thank you for applying to the Stretch 4 Life Academy. We look forward to reviewing your application and hopefully seeing you in the program soon!

Application Checklist

Use this list to ensure you have gathered all the necessary application packet elements.

- Application:** Complete each section of the packet or forms.
- Academic Transcript:** High School Diploma or GRD required for enrolling. You may also choose to contact your previous institution and have your transcripts sent by mail. Please note that transcripts received by mail may take up to three weeks to receive and can delay the admissions process.
- Letters of Recommendation:** The letter of recommendation should be:
 - A professional reference from a current or previous employer, teacher or mentor who can speak to your work ethic and character
 - Reference letters should be on letterhead and must include title and contact information.
 - A minimum of two paragraphs in length
 - Letters can be sent directly to the admissions office or may be included in your admissions packet.
- Interview:** Scheduled upon receipt of a completed application packet.
- Signature:** Required.