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***Campus
Administration***

Marsha Aldinger, Admissions Representative

Talina Asis, LMP, Receptionist

Anquinette Barry, Financial Aid Advisor

Brandon Cogo, Admissions Representative

Ruth Donald, Student Clinic Coordinator

Anna-Lisa Mosesson, Financial Aid Officer

Sharon Heckel, Student Clinic Coordinator

Paul Hopkins, LMP, Graduate Services Coordinator

Brenda Muscatell, Supply Store Coordinator

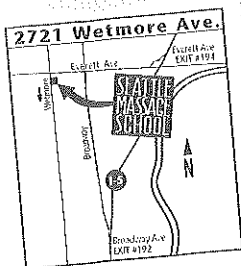
Jillian Orton, LMP, Campus Manager

Kristen Rose, Admissions & Marketing Coordinator

Pam Ryan, Admissions Representative

Diane Shimizu, BA, Registrar

EVERETT CAMPUS FACULTY AND STAFF



**2721 Wetmore Ave.
Everett, WA 98201
425-339-2678 • FAX 425-258-2620**

Reception Hours: 9:00am - 6:00pm

Bookstore Hours:
M, W, Th, F: 9:00am - 6:00pm
T: 9:00am - 7:30pm

Classroom Hours: 8:00am - 10:15pm

Weekend Hours: 9:00am - 5:00pm
(when classes are scheduled)

The Everett Area Campus is located in downtown Everett with easy access to I-5. The 7,000 square foot facility includes four classrooms, administrative offices, a bookstore, and all the audio-visual and classroom equipment used by the school.

Instructors

- Dorothy Barron, MA, LMP
- Tani Biale, BA, LMP
- Alexis Brereton, ND
- Erin Hamernyk, BS, LMP
- Liz Lamm, BS, ATC, LMP
- Deb Lyons, LMP
- Suzy Meredith, LMP
- Vicki Panzeri, LMP
- John Richter, LMP
- Brenda Wiesner, LMP
- Tania Yurich, LMP

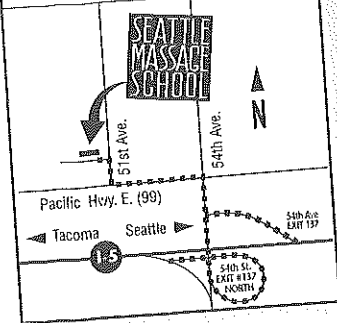
Campus Administration

- Brandy Bilkovich, Financial Aid Officer
- Michelle Connors, LMP, Receptionist
- Cheryl France, Admissions Representative
- Paul Haertig, BS, LMP, Graduate Services Coordinator, Registrar
- Brenda Muscatell, Bookstore Coordinator
- Kathryn Young, LMP, Education Department Supervisor



TACOMA CAMPUS FACULTY AND STAFF

5005 Pacific Hwy E, Suite 20



at 5113 Pacific Highway E., Suite 7; and at 4905 Pacific Hwy E, Suite 4.

**5005 Pacific Highway E., Suite 20
Fife, WA 98424
253-926-1435 • FAX 253-926-0651**

Reception Hours: 8:00am - 6:00pm
Supply Store Hours: 9:00 am - 6:00pm
Classroom Hours: 7:45am - 10:15pm

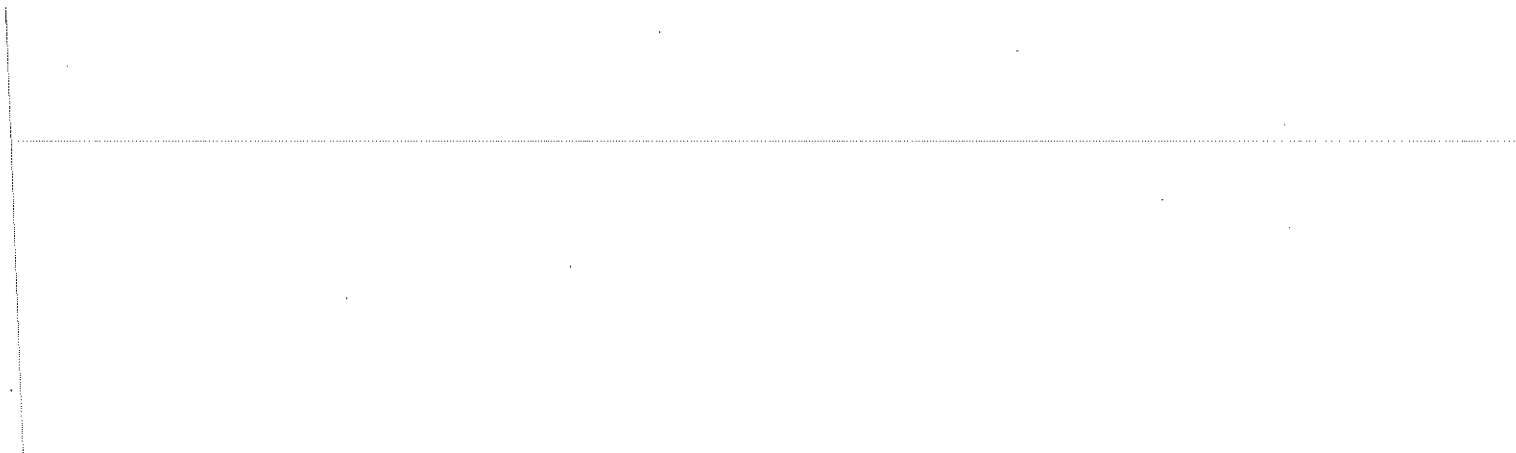
The Tacoma Area Campus is located one quarter mile off I-5 in the Fife Business Park. The 16,000 square foot facility includes eight classrooms, administrative offices, a supply store, reception area, and all the audio-visual and classroom equipment used by the school. Auxiliary classrooms are located adjacent to the campus

Instructors Mary Bryan, AA, LMP
Patrick Buli, ND
Chris Casey, BS, MS, LMP
Seth Chandler, LMP
Charles Christnacht, ND
Wendy Corlett, LMP
Debra Hutchings, LMP
Deborah Jennison, LMP
Alfa Kammers, LMP
Gerry Kent, LMP
Bill Langford, LMP
Teresa McCauley, LMP

Margie Miller, LMP
Scott Miller, LMP
Steve Miller, LMP
Erin Murphy, LMP
Sandi Newman, LMP
Mindy Peterson, LMP
AnnaMarie Pizzariello, LMP
Kaiten Rivers, ND
Patricia Scott, ND
Hulda Towns, LMP
Yvonne Woods, LMP

Campus Administration

Susan Braithwaite, MA, PhD, Campus Manager
Kim Amell, LMP, Receptionist
Julie Currier, BA, Admissions
Sam Black, LMP, Supply Store Coordinator
Karen Hicks, LMP, Registrar
Betsy Johnson, LMP, Financial Aid Officer
Bill Langford, LMP, Graduate Services
Lee Olson, Admissions/Events Coordinator
Anna Shaw, Admissions Representative
Kimberly Warren, LMP, Financial Aid Advisor



SCHOOL CALENDAR / PROGRAM LENGTH / CLASSROOM HOURS

SCHOOL CALENDAR

Classes begin four times a year: March, June, September and December (or late November)

Program End: Graduation[^]

<i>Term</i>	<i>Term START</i>	<i>Term END</i>	<i>4-Term Professional Licensing Program</i>	<i>5-Term Professional Licensing & Specialist Program</i>
SUMMER '98	June 8, '98	August 21, '98	May 1999	August 1999
FALL '98	September 8*, '98	November 20, '98	August 1999	November 1999
WINTER '98	November 30, '98	February 26, '99	November 1999	February 2000
SPRING '99	March 8, '99	May 21, '99	February 2000	May 2000
SUMMER '99	June 7, '99	August 20, '99	May 2000	August 2000

* Monday Holiday; Term starts on Tuesday

[^] If you have met all the requirements for graduation as stated in the Student Handbook.

<i>PROGRAM LENGTH</i>	<i>4 Term Professional Licensing Program</i>	<i>5-Term Professional Licensing & Specialist Program</i>	<i>Term 5** Sports Massage Specialist Program</i>
Program Length:	Four 11-week Terms; 12 months	Five 11-week Terms; 15 months	One 11-week Term; 3 months
Class Times:	Morning, Afternoon & Evening. (Everett: morning & evenings only)	Morning, Afternoon or Evening. (Depending on which term)	Morning, Afternoon or Evening. (Depending on which term)
Clinic/Lab Hours:	3rd & 4th Term hours vary	Hours vary	Hours vary

** Term 5 Admission requires completion of, or exam equivalent of, Terms 1-4.

CLASSROOM HOURS

Morning: 8:00 am - 12:15 pm

Afternoon: 1:00 - 5:15 pm

Evening: 6:00 - 10:15 pm

Clinics & Labs: Sessions vary

SCHOOL CLOSURE HOLIDAYS

Winter Holiday Break is December 24 - January 1. New Year's Day. Martin Luther King Day. Memorial Day. Labor Day.

ANATOMY, PHYSIOLOGY AND KINESIOLOGY - COURSE DESCRIPTIONS

Anatomy & Physiology 1 presents an overview of the concepts of Anatomy and Physiology as they relate to massage and begin in-depth study of the eleven basic systems of the human body, their various anatomical cellular structures and physiological functions. Students learn medical and anatomical terminology and the study of cytology, osteology, myology and the nervous system.

Anatomy & Physiology 2* introduces terminology, structures and functions relating to dermatology, the integumentary, cardiovascular, lymphatic, digestive, and urinary systems of the body. *Prerequisite is completion of A & P 1.

Anatomy & Physiology 3* covers human senses, proprioception, sports physiology, endocrinology, the respiratory and lymphatic systems. This course includes review of information learned in Anatomy and Physiology 1 and 2, and relating the acquired information to such topics as the pathology, inflammation, tissue repair and how massage affects them. *Prerequisites are completion of A & P 1 & 2.

Anatomy & Physiology 4* includes immunology, rheumatology, arthritis, and abdominal organ palpation. This course includes review information learned in Anatomy and Physiology 1, 2 and 3. In addition, students learn more in depth information about pathology, contraindications and indications for massage. *Prerequisites are completion of A & P 1, 2 & 3.

Kinesiology 1 includes anatomical and kinesiological terminology, and the study of the major muscles of the body, their actions and location. Palpation, active and passive range of motion, and movement analysis will be included as students learn the muscles, bones and joint structures of the back, shoulder, chest, and arm regions. Students enhance their

Kinesiology 2* includes anatomical terminology, and the study of the major muscles of the body, their actions and location. Palpation, active and passive range of motion, and movement analysis will be addressed as students learn the muscles, bones and joint structures of the pelvis, legs, abdomen, head and neck regions. Students enhance their understanding of Kinesiology by using the MANIKEN system to form muscles out of clay. *Prerequisites are completion of Kinesiology 1.

Kinesiology 3* provides in-depth study of the structure and function of the major synovial joints of the upper body. Isometric and isotonic resistive range of motions are added to the continued focus of palpation, range of motion assessments, and movement analysis. Students will palpate the joints, muscles and fascia, and assess range of motion to identify muscular and fascial resistance. *Prerequisites are completion of Kinesiology 1 & 2.

Kinesiology 4* covers the structure and function of the major synovial joints of the lower body. Isometric and isotonic resistive range of motions are added to the continued focus of palpation, range of motion assessments, and movement analysis. Students will palpate the joints, muscles and fascia and, assess range of motion to identify muscular and fascial resistance. *Prerequisites are completion of Kinesiology 1, 2 & 3.

Please Note: : All aforementioned courses receive letter grades (A B C D and F)

MESSAGE THEORY AND PRACTICE - COURSE DESCRIPTIONS

Message Theory and Practice 1 presents students with both theoretical and practical foundations for the practice of Swedish Massage.

Theoretical aspects include the history of massage and the profession today, the psychological impact of touch and how to ensure the client's sense of safety in the massage setting. Practitioner self care, body mechanics, hygiene, infectious diseases, and communication skills are covered. Students also learn the physiological effects of various strokes, indications and contraindications for massage, ethics, professionalism, record keeping, centering skills, breathing exercises, and visualization.

The practical hands-on component of this course covers all aspects of providing a Swedish full-body massage. Students learn the various techniques involved as well as client positioning and draping for client modesty, practitioner body mechanics, palpation skills, screening techniques, and medically-oriented record keeping. Students experience all aspects of massage as both client and practitioner through in-class practice and homework assignments at every level of these massage courses throughout the year.

Message Theory and Practice 2* is the continuation of the theoretical and practical aspects of massage begun in term 1. This course includes the study of important anatomy sites and possible areas of client endangerment. Students continue to improve their skills in communicating, record keeping, and creating a safe atmosphere for the client. Other topics include boundaries, how to handle difficult situations and emotional responses to massage respectfully and professionally.

The practical component of this course involves more advanced palpation skills. Deep tissue techniques enable students to access deeper muscle tissue to bring about positive effects for the client. Alternative client positioning, observation and postural assessment skills are covered. Principles of alignment, the physical responses to stress, and client screening techniques are presented. Continuing focus on medical record keeping, communication skills, practitioner mechanics and self care are stressed.
*Prerequisite is completion of Message Theory and Practice 1.

Message Theory and Practice 3* provides in-depth understanding of how to develop and apply treatment plans to bring relief to clients suffering from soft tissue disorders of the upper body. Pathologies commonly associated with the upper body including those systemic in nature are covered. Advanced techniques are introduced to augment treatment techniques already covered.
*Prerequisites are completion of Message Theory and Practice 1 & 2.

Massage Theory and Practice 4* focuses on developing and applying treatment plans to bring relief to clients suffering from soft tissue disorders of the lower body. Pathologies commonly associated with the lower body and those systemic in nature will be covered. All previously learned techniques are reviewed and advanced techniques introduced to augment treatment plans created by the students for their clients. *Prerequisites are completion of Massage Theory and Practice 1, 2 & 3.

Student Clinic 3 & 4* provides a safe, professional clinic setting where students practice their skills with public clients. Students identify key aspects of maintaining a practice; problem solve difficult situations; experience the pacing of two consecutive hour massages per week; and run the operations of the clinic with the support and supervision of instructors. *Prerequisites are completion of Massage Theory and Practice 1 & 2.

Hospital Internship* may be taken during term 4 instead of Student Clinic. Space is limited and students must apply, interview and be accepted into this course. This course provides students with an opportunity to give massage to patients in a variety of hospital wards with the assistance of hospital staff. The wards vary per program and currently include oncology (cancer patients) and obstetrics (women giving birth and their infants). Students also give relaxation massages to the medical staff. *Prerequisites are completion of Massage Theory and Practice 1, 2 & 3, Pregnancy Massage, AIDS Education, and First Aid/CPR.

Please Note : All aforementioned courses receive letter grades (A, B, C, D and E).

TERM 5 - COURSE DESCRIPTIONS

Massage Theory and Practice 5* explores the theory and practice of sports massage techniques and completely prepare students for the application of sports specialized massage techniques in all settings and situations. *Prerequisite is Massage Theory and Practice 1-4 or exam equivalent.

Sports Massage Clinic 5* exposes students to the advanced challenges and responsibilities of a sports massage practitioner. Course consists of 5 hours of on-site sports massage experience and 2 hours of lab per week. *Prerequisites are Massage Theory and Practice 1-4, Student Clinic 3-4 or exam equivalents.

Anatomy and Physiology 5* explores the related anatomy and physiology of sports activities and common pathologies associated with specific sport activities. Topics include: strength training, endurance training, repetitive motion sports and contact sports. *Prerequisite is Anatomy and Physiology 1-4 or exam equivalent.

Kinesiology 5* is the study of the body in movement in athletic training and competitive events. Students will explore the biomechanics of the human body in athletic events. Topics covered will be simple biophysics, forces and stresses on an athletic body, specific isolated muscle testing and gait and posture analysis. *Prerequisite is Kinesiology 1-4 or exam equivalent.

Marketing as a Sports Massage Practitioner Workshop / Seminar explores the specific target markets that are available to massage therapists who specialize in sports massage. Also covered, methods of communicating with potential customers and employers of sports massage therapist specialists.

Advanced Sports Injury and Assessment Workshop / Seminar is designed to explore specific injuries and means of assessment so that as a responsible health care provider, the sports massage therapist specialist can clearly recognize the boundaries of their scope of practice and know when to refer clients to other providers.

Advanced CPR/First Aid Certification: Workshop / Seminar is a Multimedia American Red Cross First Aid and American Heart Association CPR are taught with an emphasis on sports related first aid.

Please Note: : The four courses receive letter grades (A, B, C, D and E).

Please Note: The three workshop/seminars receive pass/fail grades (P/F).

SPECIALTY WORKSHOP / SEMINAR - COURSE DESCRIPTIONS

Student Development, Communication and Learning Skills Workshop/Seminar is provided to students as an integral part of completing the professional licensing program. In this class, students begin developing their personal learning goals and understand more about how they learn. General communication and learning skills are introduced. Study strategies, test taking tips and class preparation are also covered.

First Aid/CPR Certification Workshop/Seminar is a Multimedia American Red Cross First Aid and American Heart Association CPR are taught with an emphasis on massage practice.

Seated Massage Workshop/Seminar* covers how to massage a client in the seated position (utilizing seated massage chairs and other adaptations). In addition, students explore the use of seated massage as a marketing tool for their practice, as an introductory tool for clients who have not yet received massage or when hesitant to disrobe, and as an exclusive massage business tool. Students identify and experience the special adaptations needed by the practitioner in order to provide massage in this format. Business strategies for working in corporate and other work settings are also introduced.

Hydrotherapy Workshop/Seminar* is the theory and practice of incorporating hot and cold hydrotherapy applications with massage. This course covers the history of hydrotherapy, physiological effects of heat and cold, indications and contraindications, and practical applications for specific treatment or general spa type effects. Students experience physiological effects while applying and receiving various hydrotherapy applications. *Prerequisites are completion of Massage Theory and Practice 1.

Pregnancy Massage Workshop/Seminar* covers specific information about pregnancy from trimester to trimester. Included are contraindications and indications, client positioning, practitioner body mechanics, application of Swedish and deep tissue techniques specifically for pregnant clients, addressing the common physical, emotional and mental issues relating to pregnancy. *Prerequisites are completion of Massage Theory and Practice 1, and currently enrolled in Massage Theory and Practice 2.

AIDS Education for Massage Professionals Workshop/Seminar* addresses client and practitioner concerns about AIDS in relation to massage. This course includes all requirements for health care professionals as identified by the State of Washington, in the AIDS Omnibus Act for Health Care Workers. This course relates the required information for the safe practice of massage regardless of the practitioner's or the client's HIV status. *Prerequisites are completion of Massage Theory and Practice 1, and currently enrolled in Massage Theory and Practice 2.

Sports Massage Workshop/Seminar* focuses on the theories of massage and athletic training, the effects of massage on sports performance. Students will learn sport specific massage techniques for pre-event, post-event and training massage treatments. In addition, sport specific pathologies will be explored while identifying applicable techniques and treatment plans (this includes review and appropriate application of hot and cold hydrotherapy). *Prerequisites are completion of Massage Theory and Practice 1 & 2.

Massage for Chronic Pain Workshop/Seminar* addresses various musculoskeletal pathologies in which unrelieved pain is the primary experience of the client. Students identify common physical, emotional and mental reactions to chronic pain and practice techniques which facilitate a reduction of chronic pain effects, and/or interrupt the pain-spasm-pain cycle. *Prerequisites are completion of Massage Theory and Practice 1, 2 & 3.

Professional Development 1 Workshop/Seminar is devoted to exploring the beliefs and communication skills necessary to establish, operate and maintain a healthy and professional massage practice. Students identify their own personal and professional beliefs and communication patterns (especially those associated with difficult client situations) and begin to notice how these may affect their future massage practice.

Professional Development 2 Workshop/Seminar is devoted to exploring the legal and professional aspects applicable to establishing, operating and maintaining a healthy and professional massage practice. Students relate their own personal and professional beliefs to laws that currently exist and notice how these laws will effect their future massage practice.

Professional Development 3 Workshop/Seminar is devoted to exploring the entrepreneurial, marketing and communication skills necessary to establish and operate a healthy and professional massage practice. Students create a business/work plan that incorporates personal goals while staying within the bounds of law. Students identify marketing strategies which support the successful execution of the business/work plan they create.

Business Skills Workshop/Seminar explores the business skills necessary to establish, operate and maintain a healthy professional massage practice. Students revisit their business plan (from Professional Development 3) and identify approaches to job or facility search, resume preparation, marketing techniques, financial record keeping, taxes, insurance and I & I billing and professional affiliations. Students are encouraged to become involved in shaping the profession.

Professional Development 4 Workshop/Seminar is devoted to applying the entrepreneurial, marketing, business and communication skills

obtained in previous courses. Students will demonstrate their ability to make a professional presentation of their business/work plan. Students will obtain guidance and feedback from the instructor and peers.

Student Project* is an individualized learning opportunity which is designed to meet personal and/or professional needs and interests, within approved guidelines. Each student must complete one project (by no later than the seventh week of term 4) as a requirement for completion of the Professional Licensing Program. A variety of projects are available including research papers, case studies, massage at community events and more. *Prerequisites are based on the type of project chosen (see project guidelines for details).

Please Note: All aforementioned workshop/seminars receive pass/fail grades (P/F).

TUITION AND PROGRAM EXPENSES

		4-Term Professional Licensing Program	5 - Term Professional Licensing & Specialist Program	Term 5 ONLY Sports Massage Specialist Program
<i>Tuition & Fees</i>	Registration Fee	\$ 100.00	\$ 100.00	\$ 100.00
	Tuition Per Term*			
	Term 1-4	<u>\$ 2,222.50</u>	<u>\$ 2,222.50</u>	
	Term 5		<u>\$ 2,700.00</u>	<u>\$ 2,700.00</u>
	TOTAL TUITION AND FEES	\$ 8,990.00	\$11,690.00	\$ 2,800.00
	*Tuition includes the cost of all Workbooks.			
<i>Supplies</i>	Required Textbooks (approximately)	\$ 240.00	\$ 340.00	\$ 100.00
	Miscellaneous Supplies (variable)	\$ 300.00	\$ 420.00	\$ 120.00
	Massage Table and Accessories	<u>\$ 700.00</u>	<u>\$ 700.00</u>	<u>\$ 700.00</u>
	TOTAL SUPPLIES	\$ 1,240.00	\$ 1,460.00	\$ 920.00

Registration Fee The \$100.00 Registration Fee is due at the time of application for admission. For self-pay applicants, payment of \$900.00 is due on or before the business day closest to the 15th of the month prior to the start of class. Financial Aid may be used to cover this payment, but not the Registration Fee.

Federal Financial Aid Title IV Federal Financial Aid is available to students who qualify. SMS currently participates in the Pell Grant, Stafford Loan, Parent/Plus and Washington State Need Grant programs. Financial Aid applications are available from the Admissions Representatives at each campus.

Financing The School has a number of financing arrangements available to assist students in meeting their educational goals. Students who qualify may utilize Federal Financial Aid Programs and/or Third Party Payment Programs. The School also has payment plans to help students defray balances not covered by these financial assistance programs (see accompanying enclosure).

Third Party Payment Applicants with financial sources other than Federal Financial Aid (e.g., Labor and Industries, Work Force Training Funds) must have either a legal voucher(s) for registration fee and tuition or must pay the registration fee (\$100) before applying for admission. Students are responsible for supplying Seattle Massage School with correct billing information and necessary forms. All tuition must be received before graduation for the student to receive a completion certificate.

PAYMENT PLAN OPTIONS

There are several different payment options to assist students in meeting their financial responsibilities. All of the following plans require a \$100 registration fee paid at the time of application for admission, and a \$900 tuition

4-TERM PROFESSIONAL LICENSING PROGRAM

Plan A: A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of class. Payment of \$7,790.00, the balance of tuition, after a \$200.00 discount, is due one week before classes begin.

Plan B (two payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. A tuition payment of \$3,995.00 is due one week prior to the start of classes. The balance of tuition, \$3,995.00, plus a finance charge of \$119.85 (6% APR), is due within six months after the start of classes.

Plan Q (four payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of tuition, \$7,990.00, plus a finance charge of \$179.32 (6% APR), is due in quarterly payments of \$2,042.33. Payments are due the 15th of the month of each term start.

Plan C (twelve payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of the tuition, \$7,990.00, plus a finance charge of \$262.04 (6% APR), is due in twelve monthly payments of \$687.67. Payments are due on the 15th of each month.

Plan D (eighteen payments): *This plan is available only to those applicants applying for Federal Student Loans.* The balance of tuition, after federal student loans, will be financed at 15% APR and is due in eighteen monthly payments. Payments are due on the 15th of each month.

Plan E (twenty-four payments): *This plan is available only to those applicants applying for Federal Student Loans.* The balance of tuition, after financial assistance, will be financed at 18% APR, and is due in twenty-four monthly payments. Payments are due on the 15th of each month.

DELINQUENT ACCOUNTS

Students will be contacted when their account is 10 days or more past due. A \$15.00 late charge may be added to all past due accounts. Graduate or withdrawn student accounts over 90 days late will be sent to a collection agency. Graduates with delinquent accounts will not be provided with transcripts until the financial obligation is addressed.

deposit due on or before the 15th of the month prior to the start of class. **Federal Financial Aid may be combined with plan B, C, D, E or Q and used to cover the \$900 payment, but not the registration fee.**

5-TERM PROFESSIONAL LICENSING & SPECIALIST PROGRAM

Plan A5: A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of class. Payment of \$10,490.00, the balance of tuition, after a \$200.00 discount, is due one week before classes begin.

Plan B5 (two payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. A tuition payment of \$5,345.00 is due one week prior to the start of classes. The balance of tuition, \$5,345.00, plus a finance charge of \$160.35 (6% APR), is due within six months after the start of classes.

Plan Q5 (five payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of tuition, \$10,690.00, plus a finance charge of \$320.65 (6% APR), is due in quarterly payments of \$2,202.13. Payments are due the 15th of the month of each term start.

Plan C5 (fifteen payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of the tuition, \$10,690.00, plus a finance charge of \$432.65 (6% APR), is due in fifteen monthly payments of \$741.51. Payments are due on the 15th of each month.

Plan D5 (twenty-one payments): *This plan is available only to those applicants applying for Federal Student Loans.* The balance of tuition, after federal student loans, will be financed at 15% APR and is due in twenty-one monthly payments. Payments are due on the 15th of each month.

Plan E5 (twenty-seven payments): *This plan is available only to those applicants applying for Federal Student Loans.* The balance of tuition, after financial assistance, will be financed at 18% APR, and is due in twenty-seven monthly payments. Payments are due on the 15th of each month.

DELINQUENT ACCOUNTS

Students will be contacted when their account is 10 days or more past due. A \$15.00 late charge may be added to all past due accounts. Graduate or withdrawn student accounts over 90 days late will be sent to a collection agency. Graduates with delinquent accounts will not be provided with transcripts until the financial obligation is addressed.

PHILOSOPHY

Seattle Massage School believes Massage Therapy is a valuable and positive career choice that promotes health, supports personal growth and provides professional fulfillment.

Seattle Massage School is committed to excellence in massage education.

Our client centered approach supports our graduates to be successful massage practitioners.

Seattle Massage School's mission is to establish Seattle Massage School as the premier provider of massage therapy education, while maintaining excellent customer satisfaction as we continue to grow.

Our goal is to transform touch into a positive force in the world.

EDUCATION OBJECTIVES

The objective of the Professional Licensing, Professional Licensing and Specialist, and Sports Massage Specialist Program is to prepare students to become successful massage practitioners.

Quality touch and interpersonal connections are our core concepts of massage training.

Seattle Massage School provides an interactive, learner centered educational environment for both practical skills and academics.

SCHOOL LOCATIONS

Seattle Massage School has three campuses: Seattle, Tacoma and Everett.
See the accompanying individual campus information insert for more details.
Hours of operation: All Campuses - 8:00 am to 6:00 pm.

www.seattlemassageschool.com

SEATTLE CAMPUS

7120 Woodlawn Ave. NE, Seattle, WA 98115
Phone: 206-527-0807 • Fax: 206-527-1957

TACOMA CAMPUS

5005 Pacific Highway E, Suite 20, Fife, WA 98424
Phone: 253-926-1435 • Fax: 253-926-0651

EVERETT CAMPUS

2721 Wetmore Ave., Everett, WA 98201
Phone: 425-339-2678 • Fax: 425-258-2620

ADMINISTRATIVE LOCATIONS

EXECUTIVE OFFICE

444 NE Ravenna Blvd., Suite 401, Seattle, WA 98115
Phone: 206-524-3605 • Fax: 206-729-4306

FINANCE OFFICE

444 NE Ravenna Blvd., Suite 401, Seattle, WA 98115
Phone: 206-525-0101 • Fax: 206-729-4306

ADMINISTRATIVE PERSONNEL

Executive Director: Sean McDaniel, LMP
Director of Finance: Eric S. Lauer, BS, FLMI, CPA
Director of Financial Aid: Barbara Mangini
Director of Education: Felix Rodriguez, BA, LMP
Director of Admissions and Marketing: Jack Kempt
Continuing Education Coordinator: Laurette Lajoie, MS
Education Assistant: Laura Goularte
Financial Aid Assistant: Jessica Elliott, LMP

ACCOUNTING PERSONNEL

Eric Benzel, BS, Accountant
Angie Sigler, BA, Accountant
Robyn Prout, BA, Accountant

OWNERS/OFFICERS OF THE BOARD

President: Paul Rerucha, BSN
Vice President: Nancy Rerucha, BA

ABOUT SEATTLE MASSAGE SCHOOL

Seattle Massage School continues to set a national standard for massage education and service to students. The School was founded in September, 1974, to teach massage skills to people wishing to practice professional massage in Washington State. The first advanced course for continuing education was offered in 1977. Seattle Massage School was the first massage school in Washington to be state licensed by the predecessor to the Workforce Training and Education Coordinating Board, in 1982. The school, which was purchased by Paul Rerucha in August of 1986, has been at its current location since July, 1987. Since 1986, courses have been revised and the number of instructional hours increased to meet and exceed national education standards.

The school's curriculum was approved by the Commission on Massage Therapy Accreditation/ Approval (COMTA) of the American Massage Therapy Association in February, 1988 and accredited by COMTA in 1997. Curriculum was approved by the Washington State Massage Board, under new curriculum guidelines, in September, 1988.

In August, 1988, the business was incorporated under the rules of the State of Washington as High Tide, Inc., and doing business under the trade names Seattle Massage School, and Seattle Massage. The corporation is wholly owned by Paul and Nancy Rerucha.

The school applied for and received National Accreditation by the Accrediting Commission for Continuing Education and Training (ACCET) in July, 1989 (the second school of massage on the West Coast to achieve such status), and was approved to administer Title IV funds by the Department of Education in December, 1989. (ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Codes and subsequent legislation.)

Seattle Massage School created an in-house Student Clinic in 1989, which has expanded every year to provide a diversity of massage service to the community. We now offer an elective 4th term Hospital Internship Program in local hospitals and Sports Internships. In addition, Seattle Massage School runs on-going volunteer clinic programs at various locations.

In September 1991, Seattle Massage School opened its first branch campus in Tacoma to better serve area students. The second branch campus opened June, 1993, in Everett.

ABOUT OUR STUDENTS

Seattle Massage School students are all ages and from varied backgrounds. Classes have included students ranging in age from 18 to 80 years (averaging 33 years), from all over the world. Students have educational backgrounds varying from grade 12 or a GED to postgraduate degrees. Most have been successful at occupations and are looking for a new career that allows an opportunity to work with people in a different way, as well as providing options for defining their own work habits and hours. What they all share is a deep commitment to themselves and to the professional growth necessary to operate a successful massage practice.

CLASS SIZES

Enrollment varies with each start. Classes with large enrollments are divided into sections. For Kinesiology and Massage classes, each section has 24 students maximum. Lecture classes can accommodate 22 to 25 students per section. In addition to the instructor, each section may have Teaching Assistants available to help students.

FACILITY

Each Seattle Massage School location has up to date portable massage tables, screens or curtains, hydrotherapy supplies, visual and video equipment. Learning aids include skeletons, muscle and bone charts, anatomy models and MANIKEN® system clay muscle sculpting kits.

OUR CREDENTIALS

ACCREDITATIONS AND LICENSES

To obtain further information about Seattle Massage School's licensing, accreditation, or certification, please contact the campus directly for addresses and phone numbers, or refer to the Licensing / Accreditation section in this catalog.

SEATTLE MESSAGE SCHOOL IS:

Nationally accredited by: ACCET - Accrediting Council for Continuing Education and Training .
COMTA -Commission on Massage Therapy Accreditation

Licensed by: WTECB - Washington State Workforce Training & Education Coordinating Board

Approved by: Washington State Board of Massage
Oregon Board of Massage Technicians
United States Department of Education,
Office of Post Secondary Education, Washington, DC for:
- Federal Pell Grant
- Federal Stafford Loan Program
- Federal PLUS Loan
State of Washington Higher Education Coordinating Board (HECB) for:
- State Need Grant Program

A participant in: Veterans Montgomery G.I. Bill

A member of: Better Business Bureau of Seattle and Tacoma
Career College Association
Council of Schools of the American Massage Therapy Association
Everett Chamber of Commerce
National Association of Financial Aid Administrators
Seattle King County Chamber of Commerce
Tacoma Pierce County Chamber of Commerce
Washington Federation of Private Career Schools and Colleges

AWARDS AND RECOGNITION

In honor of our commitment to excellence and our contribution to our community, Seattle Massage School has been the recipient of some prestigious local and national awards. These include:

- The City of Seattle Mayor's Small Business Award 1990 and 1992
Seattle Massage School is the first organization to have won this award twice.
- The Blue Chip Enterprises Award 1993
This prestigious national award given by the National Chamber of Commerce recognizes excellence in business.
- INC. 500 1993
Each year INC. Magazine recognizes the nation's 500 fastest growing small businesses. Seattle Massage School was ranked #222 in the country.

We are proud of the recognition we have received. We believe this reflects not only Seattle Massage School's commitment to quality and service, but also recognizes the massage profession as a whole.

CURRICULUM

Seattle Massage School provides an interactive learner centered education environment for both practical skills and academics, and a firm foundation in both practical and theoretical education. The objective of the 4-Term Professional Licensing Program is to prepare students to become successful massage practitioners; quality touch and interpersonal connections are our core concepts of massage training. The 5-Term Professional Licensing and Specialist, and 5th Term Sports Massage Specialist Programs prepare students to become successful within specific massage therapy career pathways with concentration on specialization as identified by employers, working professionals and the school.

Upon successful completion of the Professional Licensing or Professional Licensing and Specialist Programs, students will receive a certificate for their registered course of study and will be eligible to sit for the Washington State Massage Licensing Examination. Both programs are nationally accredited by Accrediting Council for Continuing Education and Training (ACCET) and Commission of Massage Therapy Accreditation (COMTA) of the American Massage Therapy Association; and are approved by Washington State Board of Massage.

PROGRAM LENGTH AND GRADUATION REQUIREMENTS

Program	Duration	Maximum Terms allowed to complete	Credits	GRADUATION is based on successful completion of:
Professional Licensing	12 mos; 4 Terms	6	67	Terms 1 through 4
Professional Licensing & Specialist	15 mos; 5 Terms	8	88	Terms 1 through 5 , OR Massage examination equivalent of Terms 1-4 and successful completion of Term 5
Sports Massage Specialist	3 mos; 1 Term	2	21.15	Examination equivalent of Terms 1-4 and Successful completion of Term 5

The school reserves the right to cancel or postpone any class with insufficient enrollment, or to modify the schedule for any particular class, or to modify the course work required for graduation based on legislative, professional or educational mandates or any other reason which the school may deem necessary.

CREDIT CONVERSION

Seattle Massage School uses the following conversion factors to determine contact hours to credits (as identified by ACCET and Workforce Training and Education Coordinating Board of Washington):

Lecture -	10 contact hours = 1 credit
Labs -	20 contact hours = 1 credit
Externship -	30 contact hours = 1 credit

Contact hours are defined as 50-60 minutes of classroom contact. Contact hour and credit totals are outlined

TERM ONE -15.4 CREDITS

Anatomy & Physiology 1
 Massage Theory and Practice 1
 Kinesiology 1
 Professional Development 1 Workshop/Seminar
 Seated Massage Workshop/Seminar
 Student Development, Communication & Learning Skills
 Workshop/Seminar

TERM FOUR - 17 CREDITS

Anatomy & Physiology 4*
 Kinesiology 4*
 Massage Theory and Practice 4*
 Massage for Chronic Pain Workshop/Seminar*
 Professional Development 4 Workshop/Seminar*
 Student Clinic 4* or possibly Hospital Internship*
 Student Project*
 All courses listed are required for graduation from the
 Professional Licensing Program.

TERM TWO -17.3 CREDITS

Anatomy & Physiology 2*
 Massage Theory and Practice 2*
 Kinesiology 2*
 AIDS Education for Massage Professionals Workshop/
 Seminar*
 First Aid/CPR Certification Workshop/Seminar
 Hydrotherapy Workshop/Seminar*
 Pregnancy Massage Workshop/Seminar*
 Professional Development 2 Workshop/Seminar *

TERM FIVE - 21.15 CREDITS

(5th Term Sports Massage Specialist Program)
 Anatomy & Physiology 5*
 Kinesiology 5*
 Massage Theory and Practice 5*
 Advanced Injury Assessment 5*
 Business 5*
 Massage Internship 5*

TERM THREE -17.4 CREDITS

Anatomy & Physiology 3*
 Massage Theory and Practice 3*
 Kinesiology 3*
 Business Skills Workshop/Seminar*
 Professional Development 3 Workshop/Seminar*
 Sports Massage Workshop/Seminar*
 Student Clinic 3*

* All courses marked with asterisk (*) have prerequisites.
 There are no prerequisites to taking this program, but
 within the program certain courses must precede others.

STUDENT SERVICES

Seattle Massage School recognizes the importance of a strong system of support that students need when they return to school and make the transition into a new career. In an effort to assist our students in this process Seattle Massage School offers the following Student Services:

COUNSELING AND ADVISEMENT

Faculty, Campus Managers and Registrars are available to discuss student progress or special needs. Students who have a more serious need for professional counseling will be referred to appropriate community resources.

TUTORING

Group or individual tutoring in Anatomy & Physiology, Kinesiology, and Massage Practice is available for a minimal fee. Seattle Massage School students not maintaining satisfactory progress have access to tutoring services free of charge. All students are encouraged to participate, free of charge, in study labs which begin the 2nd week of each term. LMP graduates of Seattle Massage School facilitate the labs, utilizing educational books, materials, videos, and anatomkins. They are also available for individualized study.

TEACHING ASSISTANTS

Seattle Massage School provides a continuing education program for advanced students and graduates who desire to learn teaching techniques. Second, third and fourth term students have the opportunity to apply to be a Teaching Assistant (TA) for classes they have taken. Graduates may become TAs for any level of the program. A Continuing Education Certificate is awarded for completion of Teaching Assistant hours.

SUPPLY STORE

The Seattle Massage School Supply Store is stocked with items to help meet the needs of students and Licensed Massage Practitioners. The store is managed at each campus to assist you with purchases and any special needs.

HONORS

Students are acknowledged for superior work. Generally those who complete the program in 12 months, attain a 3.5 GPA or better in all course work and who meet all other Seattle Massage School standards of progress, qualify. This distinction is acknowledged on the Certificates of Graduation.

FINANCIAL AID

Title IV Federal Financial Aid is available to enrolled students who qualify. Federal Financial Aid applications are available from the Admissions Representatives at each campus. Each Campus has a Financial Aid Office to assist enrolled students on an individual basis to determine their eligibility. Seattle Massage School currently participates in Washington State Need Grant Program, the Federal Pell Grant, Federal Stafford Loan, and Federal Plus Loan programs. For more information see the Tuition and Program Expenses insert or contact the School directly.

LIBRARY PRIVILEGES

A Seattle Massage School lending library is available at each campus as a service of the Education Department. Seattle Massage School students have access to excellent medical library facilities at Bastyr University, located in Kirkland at St. Thomas Seminary.

GRADUATE SERVICES

The Graduate Services Department of Seattle Massage School is committed to providing assistance to graduates with the following resources:

PLACEMENT

- Job search consultations (résumé, cover letter, proposal writing, etc.)
- Marketing consultations (business card and brochure development, interview and phone skills, customer garnering and maintenance, etc.)
- Business management consultations (insurance billing, bookkeeping, business plan development, etc.)

The Graduate Services Department maintains records on graduates for communication purposes, to provide accurate information to potential students and the public about the success of our graduates, and to complete reports to accrediting organizations. The Graduate Services Department also works with employers, insurance providers, and government organizations to improve the training of our students and the working environment of the massage profession.

GRADUATE NEWSLETTER

This publication includes listings of current career opportunities, continuing education courses, and articles about the massage profession.

GRADUATE SPEAKERS NIGHT AND CONTINUING EDUCATION

Workshops are offered throughout the year providing further educational opportunities. Graduate speaker nights are networking forums and special interest opportunities.

CONTINUING EDUCATION

Continuing Education courses, in a variety of massage techniques and advanced massage treatments, are available to Licensed Massage Practitioners throughout the year. Contact the Continuing Education Coordinator at (206) 524-3605, ext 102, for a calendar of upcoming courses.

PLACEMENT RESULTS

Seattle Massage School graduates have a wide range of interests and use the skills they gain through the program to participate in diverse types of massage practices. After graduation, many graduates open their own businesses or work with established organizations such as chiropractic or physical therapy clinics, hospitals, salons, spas, resorts, cruise ships, or sports teams. Others choose to provide on-call table or seated massage services to individuals at home, in hotels, businesses and corporate sites.

99% of all Seattle Massage School graduates who sat for the Washington Licensure exam in 1997 passed and 86% of all 1996 graduates, who responded to our surveys found employment in the massage field.

SCHOOL POLICIES

The following policies and standards are guidelines to ensure the quality of our program and your education. Please refer to the Student Handbook for further explanation.

APPLICATION AND ENTRANCE REQUIREMENTS

All applicants to Seattle Massage School are screened and interviewed by our admissions staff. Applicants are evaluated on the basis of their motivation and ability to benefit from our programs. Applicants are evaluated without discrimination on the basis of age, sex, race, national or ethnic origin, religion, creed, sexual preference, or general disability.

Applicants must be a minimum of 18 years of age upon graduation from Seattle Massage School. They must provide proof that they are a high school graduate or have a GED. All applicants are required to complete an admission interview, a registration packet, and any financial agreements. Previous experience in massage is not a requirement but may be helpful.

Applicants may be denied admission on the basis of health problems, poor hygiene, lack of financial capability, lack of physical capability, insufficient motivation, or not exhibiting the ability to benefit from our programs. Denial of admission is final and may not be appealed.

Application information is confidential. Students are guaranteed the right of access to their student file, by written request. Student information will not be released to unauthorized persons or agencies without the written consent of the student.

Applications are accepted and interviews conducted throughout the year. Introductory massage courses are offered at each campus. Please contact the Admissions Department to schedule an interview or to inquire about workshops.

CREDIT FOR PREVIOUS EDUCATION OR EXPERIENCE

A student may request credit for courses in the student's program of study based on the student's previous postsecondary education or experience, by submitting a written request to the Director of Education at least two weeks prior to the first scheduled class in the student's program of study.

Previous Education — Seattle Massage School may grant the student credit for course(s) in the student's program of study based on the student's previous postsecondary education, if the student satisfies the following requirements:

- a) The student provides Seattle Massage School with an official transcript from each educational institution awarding any credits that the student desires to transfer to Seattle Massage School.
- b) The credits that the student desires to transfer to Seattle Massage School were awarded to the student within the last 24 months.
- c) The subject matter of the course(s) represented by the credits is determined by Seattle Massage School to be substantially the same as the subject matter of the course(s) contained in the student's program of study at Seattle Massage School.
- d) The student completed each course the student desires to transfer to Seattle Massage School with at least a grade of C, i.e. 2.0 on a 4.0 scale.

Previous Experience — Following the Director of Education's timely receipt of the student's written request, Seattle Massage School may grant the student credit for course(s) in the student's program of study based on the student's previous experience, if the student demonstrates that he or she has sufficiently grasped the knowledge and skills offered by the previous course(s) and demonstrates such knowledge and skills by completing proficiency examination(s) for each such course as required by Seattle Massage School, receiving at least a grade of 2.0 on a 4.0 scale.

Any student eligible to receive veterans educational benefits cannot claim veterans educational benefits for any portion of Seattle Massage School programs taken by the student in his or her program of study that the student previously successfully completed (as determined in accordance with U.S. Department of Veterans Affairs regulations) elsewhere.

Each student eligible and desiring to receive veterans educational benefits while attending Seattle Massage School must provide the school with official transcripts for all previous postsecondary education and the student's military discharge document DD214, prior to the first scheduled class in the student's program of study.

Seattle Massage School will determine, in its sole discretion, whether the subject matter of the course(s) previously taken by the student is substantially the same as the subject matter of any course(s) contained in the student's program of study at Seattle Massage School. If Seattle Massage School determines that the subject matter of any of the student's prior courses is substantially the same as the subject matter of any course(s) in the student's program of study at Seattle Massage School, the student will be granted credit for such prior course(s).

The total number of credits for courses in the student's program of study which may be granted to the student by Seattle Massage School based on the student's previous postsecondary education or experience as provided above is limited. If Seattle Massage School grants the student credit for any course(s) in the student's program of study based on the student's previous postsecondary education or experience as provided above, Seattle Massage School will reduce the student's tuition for the quarter(s) during which the student would otherwise take such course(s), as specified in Program Length and Graduation Requirements, by an amount determined by Seattle Massage School in its sole discretion.

ACADEMIC STANDARDS

Grading is numerical, ranging from 0 to 4.0. Students must maintain a minimum GPA of 2.0 and must have a cumulative GPA of 2.00 to graduate. Honors are awarded to students who average 3.5 cumulative GPA or better and meet all standards of progress for graduation.

Statements of academic progress will be provided at the end of each term. Please refer to the Standards of Academic Progress in the school's Student Handbook. The grade of A / 4.0 is given for scores of 93 - 100%; B / 3.0 for scores of 85 - 92%; C / 2.0 for scores of 77 - 84%; D / 1.0 is given for scores of 70 - 76%; E / .0 is given for scores of 69% and below (grades are not rounded up to the next percentage). All E courses must be retaken. Students will be charged for all course retakes.

STANDARDS OF ACADEMIC PROGRESS

Please see the Standards of Progress policy in the Student Handbook or the Course Workbook. The program is taught in a sequential manner and requires each student to meet performance criteria for each course before moving to the next level of course work. The progress of students encountering difficulty in maintaining standards will be reviewed. Those who need help can utilize a variety of options, including individual or group tutoring or study groups. All assigned work must be completed before the end of each quarter. Students maintaining the minimum credit requirements may successfully complete the program in 18 months.

PROGRESS IS MEASURED IN THE FOLLOWING WAYS:

- a) Progress in learning theoretical material is measured through quizzes and examinations.
- b) Progress in learning practical material is measured through demonstration, student feedback, instructor feedback, and practical exams.
- c) In addition to class time, documented massages outside of class, study, and completion of assigned homework are required. All students are also required to complete a student project by Term 4.
- d) Minimum cumulative GPA considered satisfactory is C / 2.0.
- e) All courses with 'E' grades must be retaken. Students will be charged for all retakes.

ATTENDANCE POLICY

Regular, punctual attendance is expected of all students. Missing more than 20% of any class is considered an absence. Make-ups are required for all missed exams and practical classes. Each course instructor will specify how make-ups will be handled.

BEHAVIOR AND CONDUCT STANDARDS

Inappropriate behavior, including, but not limited to, disruptive talking in class, cheating, failure to abide by Seattle Massage School policies, and behavior that disrupts class or could be interpreted as harassment, can result in probation or dismissal. For more detailed information on Seattle Massage School Behavior and Conduct Standards please refer to the Student Handbook.

DRUG AND ALCOHOL AWARENESS POLICY

Seattle Massage School is committed to providing an environment for teaching and learning that is not impeded by the presence of illicit drugs or alcohol. Therefore, possession, distribution or use of illicit drugs or alcohol are not tolerated. For more detailed information on Seattle Massage School Drug and Alcohol Awareness policies please refer to the Student Handbook.

DRUG ABUSE REFERRALS

Seattle Massage School has established a referral relationship with community drug abuse agencies. Referrals are made to these agencies as needed.

COMPLAINT PROCEDURE

If problems arise, students should make every effort to resolve them through the procedures described in the Student Handbook. If the problem is not resolved, the student has the right and is encouraged to submit a written complaint to either the Washington Workforce Training & Education Board or the Accrediting Council for Continuing Education and Training. The addresses and procedures for this are listed in the Student Handbook.

GRADUATION REQUIREMENTS

Students must have a GPA of 2.0 or greater, complete all course work, and discharge all financial obligation to the school in order to receive their graduation certificate, and for the school to release transcripts. For more detailed information on Seattle Massage School Graduation Requirements please refer to the Student Handbook.

LEAVE OF ABSENCE (LOA)

The agreement established between Seattle Massage School and individual students is for a continuous program. Seattle Massage School discourages LOA's, however, we do acknowledge the need in certain emergency situations for either medical, family or financial reasons. Requests must be in writing and include documentation of the need to the Registrar. An LOA is only allowed for 60 days, and only one LOA in a 12 month period. When the 60 days ends on or after the next term start, the student must restart in that term or be withdrawn. Please see Student Handbook for more information and procedures.

PROBATION

Probation may be invoked by an Administrative Representative of Seattle Massage School (Registrar, Campus Manager, or Director of Education). Probation is used for: 1) Failure to maintain Standards of Progress, 2) Inappropriate behavior, or 3) Failure to fulfill financial agreements. Probation does not exceed 90 days and exact length of probation and specific objectives are given at the time of notification.

TERMINATION

Reasons for Termination are: 1) Voluntary Withdrawal, 2) Failure to return from a Leave of Absence (LOA), 3) Lack of available space following a LOA, 4) Prolonged absence (over 30 days), 5) Failure to meet Seattle Massage School Standards for Behavior, or 6) Failure to meet Academic Standards of Progress. Terminated students must have an exit interview with the Campus Manager, the Registrar and Financial Aid Officer if applicable.

RE-ENROLLMENT

Students who withdraw from the program may apply for re admission. A \$100 registration fee will be charged for readmission. Students may be denied readmission for lack of timeliness in completing assigned work, lack of space availability, failure to follow through on any agreements, or demonstrated lack of ability to benefit from the program.

REFUND POLICIES



REFUND BEFORE ENTERING CLASS

Applicants may cancel their enrollment in person or in writing before the beginning of classes.

1. You will receive a full refund of all money paid if you are not accepted by the school.
2. You will receive a full refund of tuition and fees paid if you withdraw not later than midnight on the fifth day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided you have not commenced training.
3. After five business days, (excluding Sundays and holidays) the school may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less. "Registration fee" refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.

REFUND AFTER ENTERING CLASSES

For Purposes of Refund the Official Date of Termination is the last date of recorded attendance. The Date of Withdrawal of a student shall be:

1. When the school receives notice of the student's intention to discontinue the training program; or
2. The student is terminated for a violation of a published school policy which provides for termination; or
3. When a student, without written notice to the institution, fails to attend classes for thirty calendar days.

Your money will be refunded based upon the period of charges incurred. Your account will be charged in four installments in the first four periods of attendance which correspond with the four 11-week academic terms for the 12 month program, or the five 11-week terms for the 15 month program for which you have enrolled. These installments are called tuition charges. It is the policy of Seattle Massage School to charge your account by period of attendance and if you withdraw, you will not be liable for periods of uncharged tuition. Seattle Massage School will charge the tuition to the accounts of all new students on the Monday following the commencement of classes. All continuing students will be charged tuition for the new period of attendance the day the term begins. Students on Leave of Absence are considered active students at the beginning date of each term and their accounts will be charged with second and subsequent term charges at the beginning date of each term of attendance for the twelve month period for which they originally enrolled.

In the event a student discontinues, the School will retain earned tuition based upon the period of attendance for which charges have accrued. The school will retain the \$100 registration fee plus any and all fees for textbooks or equipment purchased through the school supply store.

WITHDRAWAL DURING THE FIRST TERM of attendance of the 4-Term and 5-Term Programs

You attend:	Retained of Term 1	Tuition Charges:*	You attend:	Retained of Term 1	Tuition Charges:*
Week 1	10%		Week 5	50%	
Week 2	20%		Week 6	60%	
Week 3	30%		Week 7 through 11	100%	
Week 4	40%				

*You will not be liable for periods of uncharged tuition.

WITHDRAWAL BETWEEN THE FIRST, SECOND AND SUBSEQUENT TERMS of attendance:

4-TERM PROFESSIONAL LICENSING PROGRAM

You attend:	Retained Program Tuition:
Week 11	100% of Term 1 charges
Week 12 to 22	100% of Term 1 & 2 charges
Week 23 to 33	100% of Term 1, 2 & 3 charges
Week 34 to 44	100% of Term 1, 2, 3 & 4 charges

5-TERM PROFESSIONAL LICENSING & SPECIALIST PROGRAM

You attend:	Retained Program Tuition:
Week 12 to 14	100% of Term 1 charges
Week 15 to 28	100% of Term 1 & 2 charges
Week 29 to 33	100% of Term 1, 2 & 3 charges
Week 34 to 44	100% of Term 1, 2, 3 & 4 charges
Week 45+	100% of total program tuition

The enrolling student recognizes that she or he is fully responsible to the school for all charges incurred regardless of financial aid funding. Any financial aid funding that the student has not completed by the filing of forms or signing of check(s) will add to a balance owing to the school and is payable at the time of withdrawal or graduation. A student may contract for the additional balance owed. The student also acknowledges that if s/he withdraws from the program at any time and the school is unable to process federal financial aid, or if the school must return previously awarded aid to the source, that the student is immediately liable for payment of all charges incurred to date. Failure to pay will constitute default by the student to the school of her/his financial obligation to the school.

If you enroll in the 4-Term Professional Licensing Program and then transfer to the 5-Term Professional Licensing and Specialist Program, the refund policy pertaining to the 5-Term Professional Licensing and Specialist Program will apply.

If you enroll in the 5-Term Professional Licensing and Specialist Program and then transfer to the 4-Term Professional Licensing Program, the refund policy pertaining to the 4-Term Professional Licensing Program will apply.

If the school discontinues instruction in any program after the students enter training, including circumstances where the school changes its location, students will be notified in writing of such events and are entitled to a prorata refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued and the refund must be paid within 30 days after the receipt of such a request.

LICENSING REQUIREMENTS AND SCHOOL ACCREDITATION

LICENSED MASSAGE PRACTITIONERS

In order to legally practice massage in the State of Washington, a person must be licensed by the State of Washington, Department of Health. This involves passing a written exam administered by the State of Washington. To be eligible for the exam an applicant must have graduated from a Washington State Board of Massage approved school, and be 18 years of age or older. Applicants with felony convictions within the last eight years may have licensure denied. Appeal of this ruling is possible.

Students planning to practice in another state should contact the agency responsible for administering the massage practice law in that state or municipality, for licensing requirements. See Seattle Massage School Student Handbook for a list of other states with Practice and Licensure requirements for massage practice.

SCHOOL LICENSING AND ACCREDITATION INFORMATION

Seattle Massage School is approved by the State of Washington, Department of Health. Inquiries may be made to:

Washington State Department of Health, Board of Massage
P.O. Box 4786
Olympia, WA 98504-7868
360-586-6351

Seattle Massage School is accredited by the Accrediting Council for Continuing Education and Training (ACCET). Inquiries may be made to:

Accrediting Council for Continuing Education and Training (ACCET)
1200 19th Street NW, Suite 200
Washington DC 20036
202-955-1113

The Seattle Massage School program is accredited by COMTA (Commission on Massage Therapy Accreditation) . Inquiries may be made to:

Commission on Massage Therapy Accreditation (COMTA)
820 Davis Street, Suite 100
Evanston, IL 60201-4444
847-864-0123

Seattle Massage School is licensed under laws of the State of Washington. Chapter 28C.10RCW. Inquiries regarding this or any other private vocational school may be made to:

Workforce Training and Education Coordinating Board
Building 17, Airdustrial Park
P.O. Box 43105
Olympia, WA 98504-3105

