

Student Handbook of Policies and Procedures

Facilities & Services

Office Hours: By appointment. Please Contact the director at (530) 753-4428 or julie@mtidavis.com.

Classes are held on school premises at 424 F. St #B, Davis 95616. Instruction is limited to 20 students for hands on training and 24 students for lectures and is intended for students who have a vocational objective as their goal. The classroom is furnished with massage tables, chairs, and reference charts. Lotion & oil and storage space for personal belongings are available for student use. The institute, its facilities and equipment fully comply with any and all federal, state, and local ordinances and regulations, including those requirements regarding fire safety. Massage Therapy Institute is operating in good financial standing and is free from pending debts or bankruptcy petitions.

Prospective enrollees are encouraged to visit the school and discuss personal educational plans with the director prior to enrolling or signing the enrollment agreement. The institute does not offer scholarships, provide grants, or waive portions of tuition fees for students, nor does it provide English-as-a-second-language instruction. There are student support services available for assisting students with determining a schedule that is attainable for them. There is not a library on-site, nor student housing. Students must be able to understand and speak English. If there is a question about this, a meeting between the director and the student will be used to determine if the student will be able to participate satisfactorily in class. Students must be 18 years of age or older at the time the Certificate is issued. Students who wish to enroll before they are 18 will need parental permission. Massage Therapy Institute does not participate with any loan services, federal, state, or private.

Any student wishing to transfer credits must meet with the Director prior to enrolling and verification of transferability of credits must be completed by the Director.

Upon successful completion of a massage program a certificate of completion will be issued.

Attendance Requirements, Make-up Policy

Missed class hours must be made up before certificate of completion will be awarded. To receive a certificate all phases of a program, including all make-up hours, must be completed within one year. Make-ups must be taken in regular class segments (i.e. mornings, afternoon or evenings) and are offered on a space-available basis. The make-up fee, if applicable, must be paid prior to making up the hours. Students may elect to complete make-ups directly with the instructors if they are available. Cost is \$50 per hour. All fees will be paid directly to the instructor and make-up hours are reported to the Director. Students making up a class in the classroom are required to stay for the full length of the session. For example, if you need to make up 2.5 hours, you are required to make up the 4 hour block.

Students enrolled in the 100 hour Massage Therapy Program are allowed to miss a total of 4 hours without requirement of make-ups. If more than 4 hours are missed, students will have to schedule

make up time in the next 100 hour program. No more than 25% of the entire program (25 out of 100 hours) can be missed and subsequently made-up. After that, students must meet with the Director to discuss options for transferring to another program.

Students enrolled in Continuing Education Classes:

If you are enrolled in 30-50 hour classes you are allowed to miss no more than 2 hours and still receive class credit, with instructor permission.

If you are enrolled in 14-25 hour classes you are allowed to miss no more than ½ hour of class and still receive class credit, with instructor permission.

If you are enrolled in 6-12 hour classes you are allowed to miss no more than ½ hour of class and still receive class credit, with instructor permission.

There is no make-up available for continuing education classes. Continuing Education students who miss more than the allowed time will be subject to withdrawal/refund policies. Students taking these classes as electives in the 250 or 500 hour program will be required to pay a \$50 registration for each incomplete class and receive no credit for any hours taken.

Conduct and Conditions for dismissal

Students are obligated to follow all classroom guidelines and to provide prompt feedback to fellow students, instructors, and institute staff regarding problems and complaints. The institute will take reasonable steps to assure adherence to the policies of the institute. The student shall be informed of the problem(s) and how it can be corrected. If, after the first warning, the infractions continue, the institute reserves the right to dismiss the student. Grounds for dismissal include, but not limited to, the following:

1. Incident of intoxicated or drugged state of behavior.
2. Possession of weapons on school premises.
3. Behavior creating a hazard to persons at the institute.
4. Disrespectful behavior toward an instructor, staff member, or fellow student of the institute.
5. Improper touching or draping during class or while on school premises.
6. Disruptive entrance or departure from the classroom.
7. Poor attendance (including tardiness or absences).
8. Improper attire when on school premises.
9. Disruption of the learning environment if the disruption continues after feedback is given.
10. Not maintaining satisfactory academic progress,
11. A lack of qualities of personal integration required to participate in class, or for conduct which reflects discredit on the professional and ethical standards of the school.
12. A student may also be asked to leave if tuition payments fall in arrears. If a student is dismissed, fees will be refunded according to the refund policy.

In the event of dismissal, students shall be entitled to appeal the decision. The appeal must be in writing and a request for hearing must be delivered to the Director within 7 working days of the receipt of the decision. All costs of appeal including payment of fees to the panel shall be the obligation of the student. The institute shall only have the obligation to provide a time, place, and impartial panel for the hearing.

Students seeking to resolve problems or complaints may first contact the instructor in charge. Request for further action can be made in writing to the Director at PO Box 518, Davis, Ca 95616.

A student or any member of the public may file a complaint about the Institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's web-site: www.bppe.ca.gov

Buyers Right to Cancel

1. You may cancel your enrollment with MTI without penalty or obligations as described in the Notice of Cancellation. Please see detailed information under Cancellation and Refunds Policy.
2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address printed below for information.
3. If you have complaints, questions, or problems which cannot be worked out with the school, write or call: Bureau for Private Postsecondary Education at PO Box 980818, West Sacramento, Ca 95798-0818, (916) 413-6959

Withdrawal, Cancellation, and Refund Policies

You have the right to cancel your enrollment agreement, and obtain a full refund of all charges, less the \$100 registration fee; if the agreement is canceled on or before the first day of instruction or you may have monies credited to another class (minus \$25 transfer fee). Withdrawal and cancellation notification and requests for refunds must be made in writing to: Julie Reynolds, Director; Massage Therapy Institute, P.O. Box 518, Davis, CA 95617. The school will pay or credit refunds within 30 days. In addition, if you withdraw from the course after instruction has begun, but prior to completion of 60% of the course, a prorated refund will be made for the unused portion of tuition. Refunds will be prorated from the first day of attendance to the last day of attendance, and you will be charged for any absences between these two dates. For example, if the student paid the full tuition of \$950 for the 100 hour Massage Therapist Program, and withdraws after 40 hours, the refund will be \$570. If the school cancels or discontinues an educational program, the school will make a full refund of all charges.

Attendance Requirements

All coursework at MTI is based on hours and it is required by the state that all hours are attended in order to receive credit. There are no credits offered for experiential learning. To graduate, a student must

participate in, and satisfactorily complete the entire course. 95% attendance is required. If class time is missed, make-up time will be required.

Leave of Absence

Under certain circumstances a leave of absence will be granted if a student requests in writing for a specific period of time. A ruling will be made by the school administration within 2 weeks.

Tardiness Policy

Tardiness is a disruption to a good learning environment and is discouraged. Students are expected to arrive shortly before class begins. Tardiness is considered anything exceeding 15 minutes after the time class is scheduled to begin. All tardiness will be accumulated and may result in required make-up time.

Transfer Policy

Students may transfer their tuition to another already scheduled course up to 48 hours before the first day of class. The fee to transfer is \$25. After this point, students may transfer remaining balance minus the non-refundable deposit to another course.

Continuing Education

The Massage Therapy Institute is approved by the California Board of Registered Nursing (Provider No. 12538) to offer continuing education for nurses. We are also approved for CEU's for City of Sacramento Massage Therapist business licensing. Our state approval also qualifies us to provide continuing education for those needing to comply with NCBTMB requirements.

MTI offers a large selection of workshop style classes addressing different massage modalities. Students may take these classes as part of their 250 or 500 hour program. Upon graduation they will receive a program certificate and transcript of classes taken within their program. They are subject to all refund policies as they apply to their registration into the program. This means that after 60% of the program has been completed students are obligated to pay for the full program cost.

Students may elect to take their classes "a la carte" At any time you can request a transcript of classes taken. No certificate beyond the 100 hour Massage Therapy Certificate will be issued. They will not be subject to program policies however they will be subject to Continuing Education Class Policies.

Student Records

Student records are maintained in the Administrative Office, and may be seen by students by contacting the Director. Student transcripts are provided free of charge. Official transcripts are provided for a \$10 fee. Lost certificates will be replaced for a \$10 fee.

Scheduling

Classes are offered weekdays, weekends, and evenings to provide flexibility for students. In addition to the class schedule listed in the brochure, other scheduling information may be given to students in class or by mail. Classes are subject to cancellation when enrollment does not meet the minimum requirements.

Grading System

Students will be graded Pass or Fail. Any student receiving a failing grade will be informed

immediately. At the mid-way point of any program or certificate course, a failing student will be notified, informed how to correct the situation, and be reminded of his/her refund rights.

Hands-on courses are evaluated based on student's professionalism, relationship with client, body mechanics, draping, technique, pacing, timing, tempo, and overall impression.

Placement Assistance

The institute does not offer job placement. However, the institute does post on the notice board current job openings in the area.

Disclosure of Potential Adverse Side Effects

Please be informed that in certain limited circumstances, massage can possibly have adverse side effects for persons with certain physical or mental conditions. The personnel at MTI cannot determine whether you are susceptible to possible adverse side effects. Consequently, if you have been, or currently are, under the care of a doctor, therapist or medical practitioner of any kind, or if you are concerned that your participation in any class or massage activity may possibly result in an adverse side effect it is your responsibility to contact your doctor, therapist, or medical practitioner and obtain his/her permission to participate in any class offered at MTI. Your enrollment in any MTI class constitutes your voluntary acceptance of any possible adverse side effect and your full release of MTI and its personnel from any liability relating thereto.

Notice Concerning Transferability of Credits and Credentials Earned at MTI

The Massage Therapy Institute is not articulated with any other college or university. The transferability of credits you earn at Massage Therapy Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at MTI is also at the complete discretion of the institution to which you may seek to transfer. If the hours or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Massage Therapy Institute to determine if your hours or certificate will transfer.

Fee Schedule

Linens	\$5.00/day
Returned Check	\$25.00 each
Duplicate Certificate	\$10.00 each
Transfer Fee (when student changes classes)	\$25.00
Records Name Change	\$10.00
Official Transcript	\$10.00
STRF	\$2.50 per \$1,000 tuition

Student Tuition Recovery Fund

The State of California created the Student Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30 prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer Identification number.

It is a state requirement that you, the student, pay a state-imposed assessment for the Student Tuition Recovery Fund. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are NOT eligible for protection from the STRF and you are NOT required to pay the STRF assessment if either of the following applies:

1. You are NOT a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. In California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a 'California resident'."

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school has closed. If you do not receive notice from the council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within 2 years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833, (916) 431-6959

Massage Therapy Institute does not have a pending petition in bankruptcy, and is not operating as debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against them within the preceding five years that resulted in reorganization under Chapter 11 of the US Bankruptcy Code.