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## OUR MISSION STATEMENT

To meet the growing needs of the healthcare field and spa industry through the education of highly skilled, competent and successful licensed massage therapists.

## ABOUT OAK TREE MASSAGE SCHOOL

Owned and operated by Oak Tree Massage School, LLC, the school is located in a 2500 square foot facility, with a classroom, 6 treatment rooms and another large classroom for massage theory demonstrations. School Administrator is Renee Mason. Head Instructor is Renee Mason.

Oak Tree Massage School  
225 South Main Street  
Rice Lake, WI 54868  
715-257-0757  
www.oaktreemassageschool.com

## PROGRAMS

- Massage Therapist Program (Certificate)  
Start Date: 2/9/19 Estimated End Date: 04/19/19 Days/Times: Saturdays 8am-6pm  
Start Date: 9/14/19 Estimated End Date: 04/14/19 Days/Times: Saturdays 8am-6pm

## MASSAGE THERAPIST PROGRAM CURRICULUM

600 hours of in-class time:

- **125 hours of Anatomy, Physiology, Pathology and Kinesiology:** In Anatomy & Physiology you will learn about the various systems in the body such as endocrine, nervous, circulatory, etc.; in Kinesiology, you will learn about the functions of muscles, bones and the mechanics of body movements; In Pathology you will learn about some of the more common diseases and disorders, how massage can help and when you should not give massages./
- **50 hours of Business, Law and Ethics:** You will learn business basics, such as creating a logo, purchasing a url, building a website, business name registration, how to design business cards, creating a resume, and strategies to help you succeed in any type of work setting. You will learn about the Wisconsin massage statute and how it relates to the profession. You will learn about the ethics involved in massage, dual relationships, how to create privacy and policy statements.
- **300 hours of Massage Therapy, Technique and Practice:** Instructors will teach a Swedish/American routine, a chair massage routine and Deep Tissue massage techniques. After each demonstration, you will pair off and practice the techniques under direct supervision of the instructors. Other types of massage are not taught in this program.
- **20 hours of Student Clinic:** Once you have learned an entire massage routine, clinic will begin. Community members will be recruited for students to practice on.
- **5 hours of Adult CPR/AED and First Aid:** This class will instruct you in basic CPR, First Aid and the use of AEDs.
- **100 hours** of additional classes such as various massage modalities, the history of massage therapy, body mechanics, infection control, client intake, assessment and documentation. Students may take optional classes such as medical terminology, accounting, advertising in social media, etc.

No advanced standing will be given for these courses taken elsewhere.

This program will give you the knowledge that you need to pass the MBLEX exam and the skills to succeed as a Massage Therapist.

## **ADMISSION REQUIREMENTS**

Prospective Students must meet the following requirements:

- Be 18, or turn 18 prior to graduation.
- Have a copy of high school diploma or GED certificate.
- Be able to meet Wisconsin's requirements for licensure.
- Be able to meet the school's Functional Abilities Statements of Understanding.

## **HOW TO APPLY**

### **CHOOSE YOUR PROGRAM & DATE**

Choose which program you would like to apply for and pick a start date.

### **SIGN UP ONLINE**

Online enrollments are accepted up to the day before the start of a program. Programs are filled as enrollments are received and may be filled before application deadlines. To provisionally enroll, the student must complete an online enrollment and an application fee of \$50 must be paid online. Enrollments are reviewed and students are contacted by phone to set up meeting at the school to for an interview and to go over class requirements and financing or payment terms. This must be done prior to the first class date.

### **NOTIFICATION OF ENROLLMENT STATUS**

Enrolled students will receive, by e-mail, confirmation of their enrollment. Students are added to the program roster as their tuition deposits are received on a first-come, first-served basis. If a class is full, a potential student may request to be placed on a wait list for the desired program. Programs may also come open immediately after the start date if students withdraw due to funding or attendance issues, in which case, wait-listed students will be notified according to the same first-come, first-served policy.

## **HOW MUCH DOES IT COST?**

### **TUITION FOR THE WISCONSIN 600 Hour MASSAGE THERAPIST PROGRAM**

Tuition of \$7725 includes all textbooks, holster with lotions/oils, CPR class, state testing and licensing fees, AMTA student membership and practice exam fees, national exam fees, a starter table with knee bolster, massage chair, and first year of AMTA professional liability insurance. Upon graduation, students will have everything they need to start their career in massage therapy!

### **APPLICATION FEE**

A non-refundable application fee of \$50 is due by credit card at the time of online enrollment.

### **TUITION DEPOSIT**

A \$200 tuition deposit is required at the time of the first meeting. This must be in cash, cashier's check from a nationally recognized bank, or a postal money order. No credit cards, personal checks or two-party checks are accepted for this \$200 deposit.

### **TUITION PAYMENT PLAN**

The tuition can be paid in installments. A tuition payment plan can be made with each student based on their financial situation. Students will not be able to attend classes until payment is made. A \$50 late fee will be assessed for each payment that is not made on time. If payment is more than seven days late, students will be dropped from the program. The tuition payments may be made by credit card (a 5% fee will be added to the payment amount), or with cash, cashier's check from a national bank, or a postal money order. No personal checks or two-party checks are accepted

### **TUITION FINANCING**

Tuition can be financed through the school. Students must have a credit score of 700, or have a co-signor who has a credit score of 700 to qualify for financing. The terms of the tuition financing will be made with each student based on their ability to pay, but will not exceed 24 months. Students will not be able to attend classes until payment is made. If payment is more than seven days late, the students will be dropped from the program.

### **PAYMENT INFORMATION**

For tuition financed through the school via our loan processor (TFC), payment must be made online through their TFC student portal. For tuition payment arrangements, Cash, cashier's checks (from a local bank), USPS money orders or non-reward visa/mastercard credit cards are the only form of payment that will be accepted. A 5% charge will be added to credit card payments to cover credit processing fees. No personal or two-party checks are allowed.

## OUTSIDE LENDING SOURCES AND GRANTS

- **E Student Loan** [www.studentloan.com](http://www.studentloan.com)  
This service compares a range of alternative loans (nonfederal loans) through a search engine that matches the student's needs with a short list of available and appropriate loans.
- **FinAid** [www.finaid.com](http://www.finaid.com)  
A comprehensive source of student financial aid information, advice, and tools. Access is free for all users and there is no charge to log in.
- **Next Student** [www.nextstudent.com](http://www.nextstudent.com)  
NextStudent offers a comprehensive portfolio of products, including-cost federal student loans and private loan products, for undergraduate and graduate students and parents.
- **Sallie Mae** [www.salliemae.com](http://www.salliemae.com)  
The company primarily provides federal and private student loans for undergraduate and graduate students and their parents. In addition, Sallie Mae offers comprehensive information and resources to assist students, parents and guidance professionals with the financial aid process.
- **StudentLoans.com** [www.studentloans.com](http://www.studentloans.com)  
StudentLoans.com is a loan comparison website that provides students with a simple and effective way of searching for rates on school loans from the most trusted names in educational lending.
- **StudentCredit.com** [www.studentcredit.com](http://www.studentcredit.com)  
StudentCredit.com offers information regarding credit cards for high school and college students and consumers, along with information about credit management skills.
- **United States Department of Education** [www.ed.gov](http://www.ed.gov)  
The United States Department of Education "distributes financial aid to eligible applicants throughout the nation for elementary, secondary, and college education; for the education of individuals with disabilities and those who are illiterate, disadvantaged, or gifted; and for the education of immigrants, American Indians, and people with limited English proficiency."
- **American Association of University Women (AAUW)** [www.aauw.org](http://www.aauw.org)  
The AAUW Educational Foundation funds educational and professional opportunities for women, in the United States and abroad, opening opportunities for women to access educational opportunities through the fellowships, grants, and special awards made possible through the contributions of AAUW members.
- **College Connection** [www.collegescholarships.com](http://www.collegescholarships.com)  
College Connection, "founded by a group of parents who went through the college financial aid process with their children and saw a need to improve the process," posts scholarship information and offers a customized scholarship search service. Their services draw from databases including scholarships and grants offered by corporations, non-profit agencies, and associations.
- **Jeanette Rankin Foundation** [www.rankinfoundation.org](http://www.rankinfoundation.org)  
This non-profit organization offers scholarships for low-income women—with financial and/or other hardships or disabilities—ages 35 and older.

## REFUND POLICY

- Our refund policy is dictated by the Wisconsin Education Approval Board.
- The \$50 application fee is not refundable.
- If the student cancels their enrollment by midnight of the third business day of receipt of the tuition deposit, the student will receive a full refund of the tuition deposit within 10 business days.
- A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the program will receive a pro-rated refund which is calculated as follows:
- Total number of program hours minus class hours attended, divided by total number of program hours, giving a percentage. This percentage is rounded downward to the nearest 10%, to calculate % of classes remaining. This percentage is subtracted from 100% to find the percentage of classes attended. Refund will be reduced by the cost of any supplies provided that are not returned in usable condition, (as determined by the school) such as books, sheets, etc.

- **Tuition paid in full at start of program—an example:**

600 hrs of the program – 20 hrs of class attended = 580 hrs  
580 hrs ÷ 600 hrs of the program = 0.875 (87.5%)  
87.5% rounded down to 80% (80% of classes remaining, 20% attended)  
\$7725 tuition paid in full (includes tuition deposit) x .8 (80%) = \$6180 refund minus equipment

- **First Tuition Payment made – an example:**

600 hrs of the program – 20 hrs of class attended = 580 hrs  
580 hrs ÷ 600 hrs of the program = 0.875 (87.5%)  
87.5% rounded down to 80% (80% of classes remaining, 20% attended)  
\$7725 tuition (includes tuition deposit) x .8 (80%) = \$6180  
\$7725 total tuition - \$6180 = \$1545 (this is the tuition due after attending 20% of the program)  
\$1600 in tuition paid (includes tuition deposit) - \$1545 = \$55 refund minus equipment

- No refund will be paid to any student who withdraws or is dismissed after completing 60% of the program, unless withdrawal is due to mitigating circumstances beyond the student's control, i.e.: documented hospitalization. These documented circumstances must be those that directly prohibit pursuit of the program and which are beyond the student's control. In these instances, the student will be issued a prorated amount determined by the same formula as above.
- Notification of withdrawal may be done in any manner desired, by the student or their next-of-kin as listed in their application. Upon notification of withdrawal, the refund will be issued by check made payable to the student via certified mail within 40 calendar days. If no notice of withdrawal is provided by the student, after 7 missed class meetings the school will dis-enroll the student, and issue a refund, based on rules listed above, considering missed meetings as attended, by check made payable to the student via certified mail to student's last known address, student's address or next-of-kin address as listed in application.
- Any refunds due will be paid to sponsors furnishing grants, loans, scholarships or other financial aids to students, in conformity with federal and state laws, regulations and rules and requirements of financial aid sponsors, after any refund disbursements to financial aid sponsors have been made, the student shall receive the balance, if any.

# **SCHOOL RULES**

## **ATTENDANCE POLICY**

- There are no excused absences during massage instruction and practice. These absences cannot be made up, because of the need for student pairing during massage practice. All students must attend masked and medicated and use proper hand and mouth hygiene. Massage instruction will not be re-taught by the instructor, but recordings of the instruction will be posted online by Sunday after class by midnight. Unexcused absences are not eligible for makeup work or exams.
- Students are only allowed excused absences during student clinic with documented flu or fever over 100.5, a highly contagious illness (such as the viral bronchitis) student hospitalization, or the death of an immediate family member (mother/father/brother/sister/child only). An original doctor's note must be brought or emailed to the school by the doctor's office.
- Any student arriving 10 minutes late for class or leaving early, without prior permission of the instructor will be considered absent.
- If a student accrues 3 absences, either excused or unexcused, the student will be put on Attendance Probation. The student will remain on Attendance Probation until the end of the program. A student who is absent while on Attendance Probation will be dismissed from the program.
- Leaves of Absence are not granted

## **HYGIENE AND DRESS CODE**

- Students will maintain excellent personal hygiene while on the school grounds or representing the school on an externship or at a student clinic event. This includes: brushing and flossing teeth, washing and styling hair, keeping fingernails clipped extremely short, keeping feet clean, wearing antiperspirant/deodorant, showering or bathing every morning before massage practice/student clinic event.
- Students must be dressed appropriately in the following well-maintained uniform and manner:
  - A black, solid-color scrub top and khaki pants or khaki crop pants
  - Athletic shoes or other shoes that provide support and complete foot coverage
  - Long hair must be pulled back or put up in a professional looking way, no earrings, rings, bracelets, perfume or scented lotions
  - No form-fitting or overly tight clothing,
  - Females must wear a padded bra
  - Males and females must wear appropriate undergarments.
- An example of a properly dressed student:



- An example of improperly dressed students:



## **GRADING POLICIES AND PROCEDURES**

- Grades are as follows: **A** 90 -100% **B** 80 - 89% **C** 70 - 79% **F** 69% or below **I** Incomplete
- Below 70% is a failing grade. If a student is showing signs of difficulty an instructor may counsel the student to determine what needs to be done to rectify the situation.
- Academic Probation occurs when a student is failing in any class. A student on Academic Probation is encouraged to arrange tutoring and the administration will assist in this process. The costs of tutoring will be the responsibility of the student. The student will remain on academic probation until the failed class is successfully completed.
- Incompletes must be completed prior to the end of the programs' final meeting.
- Students are given a final comprehensive exam for each course.
- Grades will be given after every exam and test, mid-way through each class and at the end of each class.
- All examinations and practical class hours for each class must be completed before a student can progress to the next class or subsequent period of training.



## **SUSPENSIONS / DISMISSALS**

- The school reserves the right to suspend or dismiss a student who engages in unsatisfactory conduct including, but not limited to: dishonesty; vandalism or theft of school or student property; harassment of any kind of students, faculty, or clientele; possession or consumption of drugs or alcohol; activity that infringes on the rights of others; absenteeism; unsatisfactory grades or progress, failure to comply with hygiene and uniform/dress standards, derogatory social media postings about the school or any student, take videos or recording of students, instructors, classes, or clients.
- Students who are dismissed for reasons other than absenteeism, grades or progress, will not be allowed to appeal or be re-admitted to the current or future programs.
- If a student fails a total of 4 tests, and is also on attendance probation, the student is dismissed from the program. The student may be allowed to re-enter the program during the next term.

## **RE-ADMISSION POLICY**

- A student who withdraws voluntarily or who is dismissed for poor attendance or unsatisfactory grades must re-apply and pay any applicable fees as a new applicant. Tuition will be charged at the current tuition rate upon re-entry. No advanced standing will be granted for prior attendance. Due to the nature of massage therapy school, and the need for an even number of students to practice the massage techniques, a re-entry student will need to attend the entire massage theory and practice classes again.
- A student dismissed for unsatisfactory conduct will not be considered for re-admission.
- Re-entry students may be given priority placement, depending upon their withdrawal circumstances, but this is not guaranteed.

## **COMPLAINT PROCEDURES**

- Students with complaints must first talk to their instructor. If a student feels that this has not resolved their issue, the student may talk to the school's Administrator. The Administrator may investigate the complaint by talking to other students and the instructor and make a decision.
- If a student has a harassment complaint about the Instructor specifically, they must talk to the school's Administrator directly.
- If a student feels that their complaint is still not satisfactorily resolved, they may contact the Wisconsin Educational Approval Program:

State of Wisconsin, DSPS  
Educational Approval Board  
4822 Madison Yards Way; P.O. Box 8366  
Madison, WI 53705

608.266.1996  
eabmail@eab.wisconsin.gov

## **STUDENT RECORDS**

- The school maintains files of students' transcripts for a period of six years.
- Requests for official transcripts must be submitted in writing and cost \$20. Student account must be paid in full.
- OTMS maintains strict records confidentiality. Access to records is limited to instructors, administrators, and regulating and accrediting bodies.

## **GRADUATION / CERTIFICATION REQUIREMENTS**

- All financial obligations to the school must be met prior to graduation. TFC contracts must be current.
- Any equipment borrowed from the school must be returned.

## **EQUAL OPPORTUNITY**

In accordance with Federal and State Regulations, Oak Tree Massage School does not discriminate against any person with regards to race, color, religion, gender, age, national origin, sexual orientation, disability or other as protected by law and provides each with the same rights, privileges, programs and activities generally accorded or made available to students of post-secondary institutions. OTMS does not tolerate any form of sexual harassment by its staff, faculty or students.

## **STATE OF WISCONSIN LICENSURE & MBLEx EXAM**

Our curriculum at OTMS meets the requirements of the state of Wisconsin and has been EAB approved. State requirements such as CPR training are met in the classroom by approved providers, liability insurance fees and licensing fees are included in tuition, and students apply for Wisconsin licensure prior to graduation. All state and national testing fees are also included in the tuition, practice exams are part of the curriculum, and students schedule their exam while in class. This ensures that the common outcome of traditional massage school education, where students do not take the exam on their own, and never become licensed, does not occur. We are invested in ensuring student success and employment and want 100% placement and employment for our students!

## **EMPLOYMENT OUTLOOK**

The field of massage therapy is growing every year. Opportunities exist in hospitals, physical therapy offices, hospice programs, spas, health clubs, gyms, and many other venues, including working independently. We will teach you the skills to succeed in any employment situation you choose.

## **EMPLOYMENT ASSISTANCE**

Practice interviews and resumes/applications are completed in class. Individual assistance for interviews and employment is available anytime, even after graduation. We cannot guarantee employment but can help you put your best foot forward. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings

## **HOLIDAYS & SCHOOL CLOSURES**

School will not be open and classes will not be in session on federal holidays, for one week around Christmas, Easter, Independence Day, Labor Day and Thanksgiving. These dates vary by year and will be given to students at the start of their program.