

# Guardian Massage & Reflexology Program



## 2016-2017 Program Catalog

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# WELCOME

Welcome to Guardian Massage & Reflexology Program

We are a state licensed educational facility that offers a 750-hour curriculum for Massage Therapy.

The 750 hour program consists of 650 hours approved by the State of Michigan which includes 500 classroom hours, and participation in a 150 hour student clinic. An additional 100 hours of outside documented homework is required to complete the program. This course prepares you to pass the test and apply for a Michigan Massage Therapy State License.

Guardian Massage & Reflexology Program is affiliated with AMBP, a national massage association.

Massage therapy is becoming recognized as a key component in today's health care system, accepted as a valid approach to reduce stress and maintain optimal health performance (i.e. increasing circulation, etc.).

Our Program offers an education based on holistic principles - we recognize and acknowledge the integration of Body, Mind and Spirit for maintaining optimal health and happiness.

Over twenty years of practicing massage and building a successful massage business, I have personally experienced both the rewards and the challenges involved. I have had numerous opportunities for both business and personal growth and feel I am now able to bring both my expertise and wisdom to you in this Program. To this day, I continue to refine my skills both professionally and personally to become a better person and massage professional. I have witnessed miracles and transformations take place through the gift of touch – its impact on our society is immeasurable. I see massage as one of the most valuable services offered to mankind in the natural healing field. I believe wholeheartedly that this program will help develop the student into a massage practitioner capable of developing and maintaining a successful and fulfilling massage practice.

We invite you to make an appointment for a free consultation and review of our program and would welcome the opportunity to journey with you in this exciting program.

Charlotte Irwin, Director  
Guardian Massage & Reflexology Program

# PHILOSOPHY & MISSION

## **HOLISTIC PHILOSOPHY**

We believe it is a sacred privilege to care for others. We believe it is the duty of holistic caregivers to be gentle guardians, holding a respectful space for those receiving care.

We have designed our Program to be in alignment with a holistic philosophy by bridging ancient healing cultures and philosophies with western clinical approaches, thus obtaining a template for wholeness and balance in Body, Mind and Spirit.

## **MISSION STATEMENT**

**Our mission is to prepare students to confidently create a successful holistic massage practice by giving them a strong foundation in technical, business, and interpersonal skills and to pass the test required for Michigan Licensure.**

# PROGRAM INFORMATION

## **PROGRAM GOALS**

- To provide our students with a strong foundation in holistic concepts, theories, applications of technical/clinical bodywork, and vibrational healing energies.
- To inspire students to be creative in their own intuitive flow of bodywork.
- To help our students develop the business knowledge and skills necessary to responsibly draw and retain a full clientele, regardless of what employment opportunity they choose.
- To help our students develop the interpersonal skills needed to successfully and professionally provide care for others.
- To prepare our students to pass the Michigan Licensure exam.

# SPECIAL FEATURES

- We offer a solid, concrete curriculum **focused on massage** applications.
- Our total Program consists of 750 hours which includes:
  - 500 classroom contact hours where students will learn anatomy, physiology, massage related topics and hands on massage applications with each other.
  - 150 hour student clinic allows students to actually experience being part of a business and all of its components, answering phones, taking appointments, talking with clients, performing massage.
  - 100 hours of outside practice on family and friends. There is no charge to people receiving massage from students.
- We hold **high standards** for our instructors, as well as our guest lecturers. Instructors are highly motivated, full-time massage practitioners with over 5 years in the field and/or instructors who are experts in their related field.
- Classes are designed using a “**whole brain learning concept**” to honor every individual learning style.
- Guardian Massage & Reflexology Program is **licensed** by the State of Michigan.
- Our class schedule **easily adapts to busy lifestyles**.
- Our classes are limited to 20 students to allow for **specialized, individualized attention**.
- Upon completion of our 750-hour program you will be awarded a Diploma certifying 750 hours attendance in the Program completion as a **Massage Therapist & Reflexologist** and prepared to apply for Michigan Licensure.

# CURRICULUM

## 750 Hour Program Includes:

### **PRIMARY STUDIES**

Anatomy, Physiology, Kinesiology	125 hours
Massage Assessment, Theory and Application	200 hours
Pathology	40 hours
Reflexology	64 hours
Total.....	429

### **RELATED STUDIES**

Business Concepts	30 hours
Aromatherapy/Carrier and Essential oils	8 hours
Interpersonal Skills	13 hours
Ethics	8 hours
Spa therapies	8 hours
Developing Oral Presentation	4 hours
Total.....	71

**Total Contact Hours** .....**500**

### **Outside class practice hours:**

Documented Reflexology Practice Sessions	50 hours
Documented Practice Massage Sessions	50 hours
	<b>100 hours</b>

**Supervised Student Clinic** .....**150 hours**

**Total Program.....750 hours**

# COURSE DESCRIPTIONS

## PRIMARY STUDIES

### **Anatomy, Physiology, Kinesiology– Massage-Related**

(125 hours) The therapeutic application of massage requires the therapist to have a thorough knowledge of the body and its systems, structures and functions. Biomechanics basics, different body systems and how they work and relate to massage will be thoroughly investigated. Muscle and stress theories studied. Medical terminology will be identified/ Muscle testing procedures applied.

### **Massage Assessment, Theory and Application (200 hours)**

This segment of the course provides a strong foundation in learning muscle terminology, actions, referral areas and locations. Origin and Insertions are identified and palpations if applicable. Different types of massage applications are presented such as, but not limited to, Muscle stripping, compression, Chinese acupressure, Swedish massage techniques, Hawaiian Lomi Lomi and others. Draping, sanitary practices, and body mechanics are woven into all bodywork classes for professional bodywork application. This segment of the course also provides hands-on instruction in advanced massage techniques that can help the massage practitioner access problem areas and develop a treatment plan based on these advanced massage skills. Such skills include, but are not limited to, palpatory skills, postural assessment techniques, and positional release, and strain-counter strain theories. Different types of massage applications for specific purposes are identified, such as sports, pregnancy, medical, cancer protocol, and rehabilitation/injury massage. Students are presented with different approaches to developing client plans. In most classes, the student will have the opportunity to practice the techniques presented on each other within the same session in which they are presented.

### **Pathology (40 hours)**

Our resource book will be, Mosby's Pathology for the Massage Therapist we will study all the different body systems pathologies a massage therapist should be aware of.

**Reflexology (64 hours)** This course covers the concepts, theories and applications of reflexology. It includes an in-depth study of foot reflexology, with foot anatomy and physiology, energy concepts, and contraindications studied in great detail. This course prepares the student to take the national certification exam on reflexology and become a reflexology practitioner.

## **RELATED STUDIES**

Each of the following studies will be the sole focus for the specified number of class hours. However, as many of these are integral to massage, they will also be woven throughout other classes, as appropriate.

**The Business of Massage (30 hours)** This course prepares students to succeed in any massage endeavor they pursue, whether independent contractor, employer/employee, or business entrepreneur. All aspects of business are covered so that the student is aware of all factors involved as they make future career decisions. Students are guided in developing solid business principles and personal ethics, learning basic accounting principles and financial strategies, setting goals, and accessing useful resources. Licensing issues and certifications are also addressed in this course.

**Aromatherapy/Carrier and Essential Oils (8 hours)** This course provides class instruction in the use of essential and carrier oils to enhance your massage and choose the appropriate medium for your clientele. More important than acting as a lubricating medium, specific oils can aid in promoting healing to the muscle tissues and body systems. This course will cover the effects of oils on skin, processing of oils, chemical constituents of oils, healing properties of oils, and the application of specific medicinal oils. Because of the volume of oil used, it is of vital importance that a massage practitioner be educated in this area.

**Interpersonal Skills (13 hours)** The more you learn about yourself, the better you can relate to others. The Herrmann Brain Dominance Theory will be explained to each student so they can understand their individualized profile identifying his/her preferred learning style. The profile outlines how this preference can be used to improve communication, business, teaching and learning skills, as well as help in identifying the individual's optimal massage career path. The student will begin keeping a journal, documenting their learning experience throughout the Program – what works and what does not, adjustments made, successes, failures, and the relation of each of these to their personal profile.

**Ethics (8 hours)** This course covers professional and ethical boundary issues, ethical practices, safety issues and body psychology.



## **RELATED STUDIES** (continued)

**Spa Therapies (8 hours)** This course is a hands-on introduction to spa therapies, as more and more of the spa industry trains and/or requires massage practitioners to do this type of work in conjunction with massage. The student learns to apply different types of body scrubs, apply sea clay treatments, and perform massage facials. Hands-on application will be available during the externship hours.

**Developing Oral Presentation: (4 hours)** Each student will present an oral presentation to help them gain confidence and better communicate the benefits of massage to the public. This will be useful in marketing their business and also communicating to their clients.

## **PRACTICAL REQUIREMENTS**

**Documented Practice Sessions** (100 hours) In order to graduate, the student is required to perform 100 practice sessions outside the classroom hours of reflexology (50) and massage (50). This experience is used to practice skills learned in class, experience a broad base of situations, evaluate what works best for therapist and client, and make adjustments as the student therapist develops his/her own unique style of massage. These services must be performed on a selective clientele in order to experience a representative sample of future clients (elderly, infants, holistic educators/practitioners, injured, those in corporate settings, etc.). These experiences must be documented according to specifications.

### **Student Clinic** (150 hours)

As part of the 750 hour program, the student is required to perform 150 hours in the paid student clinic. This clinic experience provides the student with first-hand experience in the inner workings of such a business. Working with experienced massage practitioners and business owners allows the student to identify the rewards, challenges, requirements, and expectations involved in the massage business. The overall development of the student is enhanced through this process. Based on instructor approval, students can start the clinic 6 months into the Program curriculum. Guardian Massage & Reflexology program will schedule placing students where there is an instructor-supervisor available.

**PROGRAM CALENDAR**

Program 2016-17

Registration Deadline: September 1, 2016  
 Program Starts /Orientation: September 9-11, 2016  
 Program Ends September 8-10, 2017

**CLASS SCHEDULE**

FRIDAY EVENING HOURS:  
 6:00 p.m. - 10:00 p.m. Evening Session  
 SAT-SUN WEEKEND HOURS:  
 9:00 a.m. - 1:00 p.m. Morning Session  
 1:00 p.m. - 2:00 p.m. Lunch  
 2:00 p.m. - 6:00 p.m. Afternoon Session

**Guardian Massage and Reflexology Program Schedule (2016-2017)**

Week	Weekend Schedule
1	Sept 9-11, 2016
2	Sept 23-25
3	Oct 7-9
4	Oct 21-23
5	Nov 4-6
6	Nov 18-20
Thanksgiving break	
7	Dec 2-3
8	Dec 16-18
Christmas break	
9	Jan 6-8, 2017
10	January 20-22
11	February 3-5
12	February 17-19
13	March 3-5
14	March 17-19
15	March 31 – April 2
Spring break	
16	April 28-30
17	May 12-14
18	May 26-28
19	June 9-11
20	June 23-25
21	July 7-9
22	July 21-23
23	August 4-6
24	August 18-20
25	September 8-10

# BOOKS/SUPPLIES

The book and lab fee covers the following, which will be furnished by Guardian Massage & Reflexology Program.

## **Textbooks:**

- Massage Therapy, Principles and Practice by Susan Salvo 4th edition
- Memmlers Structure and Function of the Human Body by Barbara Johnson and Jason James Taylor
- Charlotte Irwin's Reflexology Program Manual by Charlotte Irwin
- Massage Your Business Manual by Charlotte Irwin
- Trail Guide to the body Andrew Biel (ISBN 978-0-9658534-6-0)
- Massage Year Planner and Student Success Guide AMBP
- Class handouts

## **Other:**

- Individual workbooks and handouts (as relate to subjects covered)
- Charts (applicable to subject)
- Recommended reading list (distributed at Orientation)
- One custom program t-shirt
- Student liability insurance (through reputable professional organization (AMBP))
- Massage tables are furnished for students during class schedule
- Sheets

- All oils and creams

# **ADMINISTRATION & FACULTY**

## **ADMINISTRATION**

**Owner & Director:** Charlotte Irwin, Michigan Licensed Massage Therapist, state licensed esthetician with the State of Michigan. Board Certified by the NCBTMB. (National Certification Board for Therapeutic Massage and Bodywork).

After a successful 19-year career at General Motors, where she spent many years as a training coordinator, Charlotte Irwin resigned in 1996 to pursue studies and a career in Massage Therapy. She graduated as a Massage Technician from Health Enrichment Center in 1992. Over the course of the next 8 years, she furthered her studies in massage, energy concepts and spirituality in Hawaii, encompassing over 2000 hours, completing her studies in 2002. She has also taken numerous courses on reflexology and completed intensive studies with Dr. J. Manzanares M.D, and many other well known reflexology institutes. She is the author of ‘Massage Your Business Manual’ and “11 critical mistakes I made so you don’t have to”. She has studied herb-ology, homeopathy, and aromatherapy. Charlotte is committed to lifelong learning and the sharing of her knowledge and skills with others. Charlotte established her own massage business and holistic health center in 1992, and has built and grown this business into Michigan’s largest massage provider, Center for the Healing Arts, a place for people choosing natural methods to support and maintain their health and well being.

### **Program Administrative Assistants:**

#### **Mary Schiro, LMT & Broad Certified M.T.**

Student and Instructor Coordinator. Reviews applications, sets interview dates and inquiries regarding program grants and financial aid and other program related questions. She can be reached at 586-268-5444

#### **Jennifer Berra**

Office Manager, employee of the center and integral part our administration staff for the past 16 years, handles all calls to be distributed to the proper individuals. 586-268-5444

# FACULTY

We hold high standards for our instructors, as well as our guest lecturers. Instructors are highly motivated, full-time massage practitioners with over 10 years in the field and/or instructors who are experts in their related field.

## Primary Instructors:

### Charlotte Irwin

Charlotte is the Programs Director. She Graduated from Health Enrichment Center in 1992, Charlotte has been a full time massage therapist for 20 years. She is licensed by the State of Michigan, Board Certified,. Charlotte main instruction is in reflexology, business, and essential oils. She has over 2000 hours in the study of Lomi massage and Hawaiian bodywork and has studied essential oils extensively in the US and in Grasse, France.

### Mary Schriro

Mary, a graduate of the New York Program for Holistic Medicine, Health and Research, holds an Associate's degree in Occupational Services and is licensed by the state of Michigan and Board Certified. By NCBTMB. She has also acquired a perinatal massage certification from Body Therapy Associates, San Diego California. She works full time as a massage therapist for the Center of Healing Arts & Massage for the past 10 years. Mary's main instruction is anatomy & physiology and is also the Program's student coordinator. She is a professional member of AMBP.

### Cynthia Ann Scott

A graduate of 1990 Health Enrichment, she is licensed by the state of Michigan, and Board Certified by NCBTMB. Cynthia developed The Schankin System (TSS) is a way to balance muscle function that reduces core body stressors as well as recurring muscular and soft tissue tensions. She is the curriculum developer and instructor of fundamentals massage, anatomy and physiology, and reflexology. Cynthia is a professional member of AMBP.

### Shannon Powers

1999 graduate of Irene's Myomassology Institute. She is licensed by the State of Michigan and Board Certified by NCBTMB.. She is a professional member of AMTA. Shannon has been a full time therapist for 14 years, and instructs the fundamentals of massage therapy, anatomy and physiology.

## Educational Consultant:

### Tom Lichtenberger

Tom Lichtenberger has worked in both Physical Therapy and Sports Medicine. This work has included servicing professional sports team, including the Boston Red Sox and the Chicago White Sox. Tom currently manages the Sports Medicine Store and manufactures custom-made orthotics. Tom lives in Kansas City MO, and will act as a consultant for Guardian Massage & Reflexology Program, traveling to Michigan to join us from time to time.

## FACILITIES

- Guardian Massage & Reflexology Program subleases space and is located within the Center for Healing Arts on Mound Rd., a major highway with easy access off M-59 or I-696.
- Classes are held in a spacious 1100 sq. ft. classroom with access to kitchen facilities and 3 bathrooms, 1 with shower facilities.
- Our environment is a “welcoming and supportive” atmosphere.
- The Center for the Healing Arts offers students of Guardian Massage & Reflexology Program discounted rates on massage therapy supplies and equipment through their large retail store.
- There is a very large, well lit, and secure parking area, providing ample parking spaces. Students will not leave alone or unattended.

Please feel free to visit our facility – we ask that you call for an appointment so that someone is available to give you a tour and answer your questions.

## POLICIES & PROCEDURES

### ADMISSION REQUIREMENTS

#### ADMISSION REQUIREMENTS:

Applicants must meet the following **minimum qualifications** in order to be considered for admission:

- Be 18 years of age or older (by date of first class meeting).
- Earned a High School diploma or equivalent (verification required).
- Be in sufficient health to perform massage therapy, including, but not limited to, the absence of any communicable disease.
- Possess the emotional maturity required to participate in an adult learning environment.

## **ADDITIONAL CONSIDERATIONS:**

- All qualified applicants will be considered for admission. Applicants will not be refused admission on the basis of race, color, religion, national origin, ethnicity, age, gender, marital status or occupationally irrelevant disabilities.
- All course materials are written in English. All correspondence and tests are written in English. All required work, including tests and thesis must be submitted in English. Therefore, all applicants should have a good grasp of the English language.
- Class size is limited to 20 students. Qualified students are accepted on a first-come, first-served basis. We reserve the right to cancel the course if the enrollment does not exceed our minimum requirements.

## **ADMISSION PROCESS**

An application form is located in the forms section at the end of the catalog. Applications for admission to the 2016-17 Program must be postmarked by the registration deadline of September 15, 2016. The application fee and copy of High School diploma (or equivalent) must accompany the admissions application.

Once an application has been received by Guardian Massage & Reflexology Program, the applicant will be contacted within 5 business days to schedule a personal interview.

Once interviewed and accepted to the Program, registration must be finalized by submitting a signed student contract (copy located in forms section of catalog), and down payment in full (tuition and book/lab fees). Registration must be finalized within two weeks of acceptance to the Program.

## **TUITION/FEEES**

A current Tuition/Fee Schedule for all-Program related costs can be obtained through contacting Guardian Massage & Reflexology Program.

There is a \$40 fee for returned checks. Once a check is returned for NSF (non-sufficient funds), all future payments **MUST** be made with a money order or certified check.



## **REFUND POLICY:**

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by Guardian Massage & Reflexology Program before enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with Guardian Massage & Reflexology Program. All refunds shall be returned within 30 days.

**After the three business days have elapsed, the following refund policy will apply:**

In the event that a student withdraws from the Program prior to graduation, Guardian Massage & Reflexology Program will retain the application fee, the book and lab fee, and a pro-rated portion of tuition based on the schedule outlined below. (For further details, see the Withdrawal/Dismissal section below)

<u>Number of class weekends elapsed</u>	<u>Percent of tuition refunded</u>
1-5	60%
6-8	30%
9-24	NO REFUND

In the event that a student is dismissed from the Program due to any breach of contract and/or stated code of conduct/ethics and policies/procedures, there will be no money refunded. (For further details, see the Withdrawal/Dismissal section below)

## **ATTENDANCE**

A student MUST attend at 100% of official in class hours in order to fulfill graduation requirements. While this policy does allow for up to 72 hours of class time to be missed, the student remains responsible for making up any missed classes that fulfill 500 hours on in class instruction requirements, including tests and quizzes, at their own expense. It is mandatory to notify Guardian Massage & Reflexology Program, preferably ahead of time, of any class time that you will be missing.

All students are expected to be on time for each class, unless prior arrangements are made with the instructor. All unexcused tardiness will be deducted from hours of attendance at a rate of 15 minutes of tardiness equaling 1 hour of absence.

Requests for leave of absence from the Program will be considered on a case-by-case basis. Depending on the circumstances, one can revert to the refund policy or arrange to make-up missed work at his/her own expense.

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct & Ethics for Guardian Massage & Reflexology Program is to be reviewed and a signed written agreement will be required from the student at the time of registration. A copy of this agreement can be found in the forms section at the end of the catalog.

## **WITHDRAWAL & DISMISSAL**

In the event that a student withdraws from the Program prior to graduation, arrangements will be made on a case-by-case basis as to possibilities for completion of the Program at a later time. The student must notify Guardian Massage & Reflexology Program in writing of their intent to withdraw and the official withdrawal date will be the date of receipt of such notification. Guardian Massage & Reflexology Program will retain the application fee, the book/lab fee, and a pro-rated portion of tuition based on the schedule outlined in the refund policy.

Any breach of the conditions outlined on the student contract, student conduct & ethics form, and/or the policies and procedures compliance form can serve as grounds for immediate and indisputable dismissal. The Program director, adhering to the following disciplinary procedure, has sole discretion as to the dismissal of a student from the Program, for reasons including, but not limited to, those on the above specified forms. In the event of gross misconduct, the Program director has the right to bypass the disciplinary procedure by dismissing the student immediately. In the event that a student is dismissed from the Program, for whatever reason, there will be no money refunded.

## **DISCIPLINARY PROCEDURE**

The disciplinary procedure is as follows.

- In the event of a problem with the student's behavior and/or performance, the student will receive an oral explanation and the opportunity to rectify the situation within a specified time frame.
- In the event that the problem continues beyond this time frame, the student will receive a written warning, including the actions required within a specified timeframe in order to continue in the Program. During this time frame, the student will be on probationary status.
- In the event that the problem continues beyond this time frame, the student will be dismissed from the Program.

# **GRADING & ASSESSMENT**

The grading scale is as follows:

100% -	95%	A
94% -	85%	B
84% -	75%	C
74% and below		Failing

There will be 8 written/graded tests given throughout the Program, In order to graduate; students must have at least a 75% average score. Students that score below 75% on any test will have a one-time opportunity to re-take the test and achieve a passing grade. Any test re-taken will be assessed a \$25 re-take fee.

In addition to written tests, each student will be observed and assessed quarterly on the basis of their clinical performance. Following these clinical observations, verbal progress reports will be given.

The final exam will consist of both a written test and a clinical observation. A student must achieve passing status on both portions of the final exam in order to graduate.

Guardian Massage & Reflexology Program maintains all academic files and records. Each student's progress is tracked on a computer and kept in a student file. A student can review their file upon request of the administrative office.

Each student will receive an official transcript upon graduation. Any additional transcript requests will be subject to a \$5.00 fee per transcript. Students are advised to keep copies of transcripts, certificates of completion, and diplomas. In the event of the closure of Guardian Massage & Reflexology Program all student transcripts will be available from the Michigan Department of Career Development upon request for transcripts from closed Programs.

## PLACEMENT

Guardian Massage & Reflexology Program will take into consideration and issue partial credit for prior attendance of former classes documented from a state licensed Program. The transcript will be reviewed and credit will be issued on an individual basis.

Guardian Massage & Reflexology Program does not serve as a job placement agency for its graduates and assumes no responsibility for professional employment other than providing transcripts upon written request by the student for possible placement.

## LIABILITY

Guardian Massage & Reflexology Program assumes no responsibility for loss of personal property of any individual associated with the Program in any manner. Guardian Massage & Reflexology Program does not assume any responsibility for the results of a student's voluntary participation during massage applications, self-guided meditation, yoga, tai chi, or any other self-guided relaxation applications. It is recommended that a student check with their physician before engaging in any of the above mentioned activities.

Guardian Massage and Reflexology Program will furnish student liability coverage during the course of the Program. Individuals cannot accept payment for any massage services rendered while being insured as a student. We encourage all our students to acquire their own liability coverage before they begin their own practice. We will provide information about the various professional organizations one can join and through which such coverage can be acquired.

**Grievance**     *Any Program issue or grievance by a student should be handled by first contacting the Program administrator and or "Students wishing to file a complaint with the State of Michigan" may do so at [www/michiganps.net](http://www/michiganps.net)*

# **GRADUATION REQUIREMENTS**

In order to graduate and receive a diploma in **Massage Therapy and Reflexology**, the student must have:

- Attended 500 hours of official in class instruction and completed all requirements, including but not limited to tests and quizzes, in an acceptable and timely fashion.
- Completed all reading and homework assignments.
- Completed all written tests and quizzes, achieving 75% average or above.
- Achieved passing status on final clinical observation.
- Provided documentation, according to specifications, verifying completion of 100 hours of outside practice massage /reflexology experiences.
- Satisfactorily completed 150-hours in the student clinic.
- Satisfactorily completed a 10-page (typed, double-spaced) term paper on an approved massage-related topic.
- Paid all tuition, fees and other Program-related fees in full.

All conditions above **MUST** be met in order for a student to receive their diploma. In the event that a student does not complete all the above requirements they will receive a letter identifying exactly what requirements need to be fulfilled, and by when, in order to receive their diploma. Once all requirements have been met, the student will receive his/her diploma.

# Guardian Massage & Reflexology Program

## Application for Admission

Applicants must meet these minimum qualifications in order to be considered for admission - be 18 years of age or older, have earned a High School diploma or equivalent, possess sufficient health to perform massage therapy, and possess the emotional maturity to participate in an adult learning environment.

All qualified applicants will be considered for admission and will be contacted within 5 business days of receipt of application to arrange for a personal interview. Applicants will not be refused admission on the basis of race, color, religion, national origin, ethnicity, age, gender, marital status or occupationally irrelevant disabilities.

All course materials are written in English. All correspondence and tests are written in English. All required work, including tests and thesis must be submitted in English. Students are responsible for their own translators.

Class is limited to 20 students. Qualified applicants are accepted on a first-come, first-served basis. If you intend to enroll, we highly recommend that you do so as soon as possible in order to secure your space. We reserve the right to cancel the course if the enrollment does not exceed our minimum requirements.

**All requested information is required in order to process this application. Applications for admission to the Program must be postmarked by September 1, 2016 and include the registration deposit of \$600.00. Send completed form, copy of High School diploma or equivalent, [checks made payable to Holistic Health Services, Inc and mailed to:](#)**

Guardian Massage & Reflexology Program  
38245 Mound Rd. Bldg E  
Sterling Heights, MI 48310

### General Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone - home \_\_\_\_\_ Work/Cell \_\_\_\_\_

*(Please circle the number you prefer us to call)*

Date of Birth \_\_\_\_\_

In case of emergency, please contact:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone(s): \_\_\_\_\_

Relationship \_\_\_\_\_

Three personal references (name, relationship and phone numbers):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Education:

Name of High School: \_\_\_\_\_

*(Attach a copy of transcript or diploma - **REQUIRED** with application)* College or other courses related to massage (please list):

*(Attach copies of verification - **REQUIRED** with application)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Current Employment:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## Personal Information:

*Circle one response for each question below:*

Are you physically capable of performing massage therapy?      YES      NO

Are you free of any disease that could be transmitted  
by giving or receiving a massage?      YES      NO

Have you ever been convicted of a felony?      YES      NO

*Please answer the following questions:*

How do you plan to finance this Program?

What is your goal after graduation?

Why are you interested in the application of massage?

How did you hear about us?

I hereby certify, to the best of my knowledge, that the information furnished on this application is true and complete without misrepresentation. I understand that if it is not, it is grounds for dismissal from the Program. I authorize Guardian Massage & Reflexology Program to make appropriate inquiries into the accuracy of my records in the event that it is deemed necessary by Program officials.

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Applicant's Signature

Date



# Student Contract

## Guardian Massage & Reflexology Program

38245 Mound Rd., Sterling Heights, MI 48310

Phone: 586-268-5444

I agree to complete the 750-hour Program, which includes 500 contact hours, 100 outside practice hours and a 150 hour student clinic. I agree to meet per the attached class meeting schedule. I agree to arrive at least 15 minutes prior to the scheduled class starting time. I realize that these dates/times are subject to change in the event of extenuating circumstances and that any resulting re-scheduled class meetings are part of the required Program.

I understand that once I have completed the Program and have satisfactorily met all graduation requirements, I will receive a diploma certifying you attending and completion of a 750 hour Program as **Massage Therapist and Reflexologist** and will be qualified to perform massage and reflexology for a professional fee in the allied/alternative health field. I will also be qualified to take the Michigan license exam in massage and bodywork and the National certification exam in reflexology. I understand that as a graduate of Guardian Massage & Reflexology Program I am required to follow all city and state laws and ordinances required for massage therapy and reflexology in the city I practice in.

- **I understand that the full tuition of \$7200.00 which includes book and lab fees is required along with signing and submitting this contract.**
- **I understand if I elect the payment plan option: A deposit of \$600.00 is required at the time of signing and submitting this contract and there after the balance being \$6600.00 making monthly minimum installments of \$550.00 for 12 consecutive months. Payments will be due the first school weekend of every month. No certificate will be issued until all requirements are met. All books will be distributed on the day of orientation.**

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by Guardian Massage & Reflexology Program before enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with Guardian Massage & Reflexology Program. All refunds shall be returned within 30 days.

*Any Program issue or grievance by a student should be handled by first contacting the Program administrator and or "Students wishing to file a complaint with the State of Michigan" may do so at [www.michiganps.net](http://www.michiganps.net)*

I have read and fully understand all the conditions specified on the attached Student Code of Conduct & Ethics form. I have read and fully understand the policies and procedures outlined on the attached document. I agree to adhere to all the above-stated and attached terms and conditions of this agreement while participating in Guardian Massage & Reflexology Program and I understand that any violation of this agreement on my part will constitute immediate grounds for dismissal from the Program and a forfeit of the right to collect any monetary refund. In the case of such a violation, the Program director has sole discretion as to whether dismissal is warranted. No amendments or changes will be made to this contract during the term of the Program unless in writing and authorized by the Program director or owner.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Date Tuition/Lab Fee Received

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte Irwin, Director

\_\_\_\_\_  
Date

© Guardian Massage & Reflexology Program

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## **Guardian Massage & Reflexology Program POLICIES and PROCEDURES**

The following policies and procedures are used in the Guardian Massage & Reflexology Program in order to minimize the time needed to address administrative needs. All students, staff and personnel are required to follow these policies and procedures. Be sure to read each section carefully and, before signing the student contract, give prior consideration as to your ability and willingness to adhere to these policies and procedures.

### **REFUND POLICY:**

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by Guardian Massage & Reflexology Program before enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with Guardian Massage & Reflexology Program. All refunds shall be returned within 30 days.

After the three business days have elapsed, the following refund policy will apply:

In the event that a student withdraws from the Program prior to graduation, Guardian Massage & Reflexology Program will retain the application fee, the book and lab fee, and a pro-rated portion of tuition based on the schedule outlined below. (See Withdrawal/Dismissal section below for further details.)

<u>Number of class weekends elapsed</u>	<u>Percent of tuition refunded</u>
1-6	60%
6-9	30%
9-24	NO REFUND

In the event that a student is dismissed from the Program due to any breach of contract and/or stated code of conduct/ethics and policies/procedures, there will be no money refunded. (See the Withdrawal/Dismissal section below for further details.)

### **ATTENDANCE:**

A student **MUST** attend 500 in class instruction to graduate. While this policy does allow for up to 72 hours of class time to be missed, the student remains responsible for making up any missed requirements, classes, including tests and quizzes, at their own expense. It is mandatory to notify the Program director, preferably ahead of time, of any class time that you will be missing.

All students are expected to be on time for each class, unless prior arrangements are made with the instructor. All unexcused tardiness will be deducted from hours of attendance at a rate of 15 minutes of tardiness equaling 1 hour of absence.

Requests for leave of absence from the Program will be considered on a case-by-case basis. Depending on the circumstances, one can revert to the refund policy or arrange to make-up missed work at his/her own expense.

### **WITHDRAWAL/DISMISSAL:**

In the event that a student withdraws from the Program prior to graduation, arrangements will be made on a case-by-case basis as to possibilities for completion of the Program at a later time. The student must notify the Program director in writing of their intent to withdraw and the official withdrawal date will be the date of receipt of such notification. Guardian Massage & Reflexology Program will retain the application fee, the book/lab fee, and a pro-rated portion of tuition based on the schedule outlined in the refund policy.

Any breach of the conditions outlined on the student contract, student conduct & ethics form, and/or the policies and procedures compliance form can serve as grounds for immediate and indisputable dismissal. The Program director, adhering to the following disciplinary procedure, has sole discretion as to the dismissal of a student from the Program, for reasons including, but not limited to, those on the above specified forms. In the event of gross misconduct, the Program director has the right to bypass the disciplinary procedure by dismissing the student immediately. In the event that a student is dismissed from the Program, for whatever reason, there will be no money refunded.

### **DISCIPLINARY PROCEDURE:**

The disciplinary procedure is as follows.

- In the event of a problem with the student's behavior and/or performance, the student will receive an oral explanation and the opportunity to rectify the situation within a specified timeframe.
- In the event that the problem continues beyond this timeframe, the student will receive a written warning, including the actions required within a specified timeframe in order to continue in the Program. During this timeframe, the student will be on probationary status.
- In the event that the problem continues beyond this timeframe, the student will be dismissed from the Program.
- ***Any Program issue or grievance by a student should be handled by first contacting the Program administrator and or "Students wishing to file a complaint with the State of Michigan" may do so at [www/michiganps.net](http://www/michiganps.net).***

### **GRADING and ASSESSMENT:**

The grading scale is as follows:

100% - 95%	A
94% - 85%	B
84% - 75%	C
74% and below	Failing

There will be 7 written tests given throughout the Program, approximately one every 5 weeks. Non-graded quizzes will be given every other week in order to help students keep on track and assess their own progress. In order to graduate, students must have at least a 75% score on each written test. Students that score below 75% on any test will have a one-time opportunity to re-take the test and achieve a passing grade. Any test re-taken will be assessed a \$25 re-take fee.

In addition to written tests, each student will be observed and assessed quarterly on the basis of their clinical performance. Following these clinical observations, progress reports will be distributed.

The final exam will consist of both a written test (the last of 6) and a clinical observation (the last of 4). A student must achieve passing status on both portions of the final exam in order to graduate.

Guardian Massage & Reflexology Program maintains all academic files and records. Each student's progress is tracked on a computer and kept in a student file. A student can review their file upon request of the administrative office.

Each student will receive an official transcript upon graduation. Any additional transcript requests will be subject to a \$5.00 fee per transcript. Students are advised to keep copies of transcripts, certificates of completion, and diplomas. In the event of the closure of Guardian Massage & Reflexology Program, all student transcripts will be available from the Michigan Department of Career Development upon request for transcripts from closed Programs.

### **PLACEMENT:**

Guardian Massage & Reflexology Program does not grant students advanced placement status for prior studies and/or experience. In order to graduate from the Massage & Reflexology Program, the entire Program must be taken as a whole.

Guardian Massage & Reflexology Program does not serve as a job placement agency for its graduates and assumes no responsibility for professional employment other than providing transcripts upon written request by the student for possible placement.

### **LIABILITY:**

Guardian Massage & Reflexology Program assumes no responsibility for loss of personal property of any individual associated with the Program in any manner. Guardian Massage & Reflexology Program does not assume any responsibility for the results of a student's voluntary participation during massage applications, self-guided meditation, yoga, tai chi, or any other self-guided relaxation applications. It is recommended that a student check with their physician before engaging in any of the above mentioned activities.

Guardian Massage & Reflexology Program will furnish student liability coverage during the course of the Program. Individuals cannot accept payment for any massage services rendered while being insured as a student. We encourage all our students to acquire their own liability coverage before they begin their own practice. We will provide information about the various professional organizations one can join and through which such coverage can be acquired.

Sample Diploma

# Guardian Massage & Reflexology Program

This certifies that

*Your name goes here*

Has successfully completed a 750 hour Program  
Consisting of 650 state approved hours of 500 in class contact hours plus 150 student clinic plus  
and additional outside practice hours, in massage applications, reflexology, and anatomy,  
physiology, pathology, kinesiology, massage assessment, business principles and massage  
related studies and is hereby declared the title of

## Massage Therapist & Reflexologist

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Charlotte Irwin  
Program Director

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Date

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Student #