



INSTITUTE



CATALOG

January 2011 - June 2012

Still Waters Massage Institute
1800 Bickford Ave Ste 202
Snohomish, WA 98290
425-308-1030
massagestillwaters@yahoo.com



1800 Bickford Ave Suite 202
Snohomish, WA 98290

Owners, Personnel, and Licensure

Owner/Instructor: Jennifer Sewell CEO/LMP

Still Waters Massage Institute
1800 Bickford Ave Ste 202, Snohomish, WA 98290
425-308-1030

Parent Company: Still Waters Massage Clinic
1800 Bickford Ave Ste 201, Snohomish, WA 98290

Instructors and Qualifications: Jennifer Sewell LMP

Accreditation given upon completion of courses: WA State Licensed Massage Practitioner

Mission:

Still Waters Massage Institute is committed to the learning and practice of Massage Therapy. Our goal is to create a safe, fun, and knowledgeable learning atmosphere for our students. We understand the unique style in each of our students and are oriented to help them meet their goals by the end of the year. We realize that each person brings different skills and experience to the classroom and will accommodate them in the best possible way. The goals of the staff are to not only teach, but to inspire, encourage and provide useful-hands on experience to each person who walks through the door. Still Waters Massage Institute is dedicated to the field of massage and all those who want to become a part of it.

School Calendar and Class Schedules

The following holidays will be observed and classes will not be held. **Thanksgiving, Christmas, New Years Eve and Day, Martin Luther King, Jr. Day, Easter, and Memorial Day.** Holidays are not counted as part of the contracted time schedule.

Class Schedule: The total hours of each program vary and are dependent upon the curriculum. Business hours are from 9 a.m. until 3:00 p.m. Monday through Friday. Classes are scheduled Tuesday through Friday from 10 a.m. until 2:30 p.m. and night classes 4-8:30

Program Starting Dates

Day Program Tues. Sept. 6, 2011 - Graduation June 15, 2012

Night Program Tues. Sept. 27, 2011 - Graduation June 29, 2012

141.50 hours of Anatomy and Physiology

61.25 hours of Kinesiology

54 hours of Pathology- indications and contraindications

265.50 hours of Theory and Practice

72 hours of clinical/business practices at Still Waters Massage Clinic

56 hours of Business Skills

Certification in American Red Cross and American Heart Association CPR

Other courses may include:

Lymphatic Drainage, Craniosacral, Billing, Chair Massage, Pregnancy Massage, Sports Massage, TMJ Massage (Intraoral), Ethics, Foot Reflexology, Tolerance Training-understanding others disabilities/handicaps/diseases.

Facilities

Still Waters Massage Institute features 2000 square feet with a 900 sq ft classroom. There's a lounge, administration office, lobby, and 4 treatment rooms for student clinic. There are 2 bathrooms, and a laundry room. There is parking available in a well lit parking lot. This is an accessible facility with handicapped ramps and lavatories. The maximum class size is 14 students, an Instructor and a Teachers Assistant.

Entrance Requirements

Students applying at Still Waters Massage Institute must be at least 18 years of age and have a high school diploma or equivalent. Admission will be determined on a first come, first serve basis. Class sizes will not exceed 14 students per class. Tuition must be paid in full at the start of the year, or every 9 weeks via the payment plan. Students may apply for a work program that will help work off part of their tuition, but only one person from each class (day and night class) may be picked. The student will be working at our parent company Still Waters Massage Clinic also located on Bickford Ave. for convenience.

Attendance Requirements

Still Water Massage Institute records the daily attendance of each student. Absenteeism for more than 20 percent of the total program may constitute cause for dismissal. A student who has greater than 20 percent absences will have his or her case reviewed by the school director with the likelihood of being dropped from the program. Students who realize that their absences will extend beyond 20 percent of the program may request official leave of absences. Absent days may be made up during possible night classes. Any make-up may constitute an additional out of pocket expense for the student if more than 2 days are missed.

Leave of Absence

Students may be granted a leave of absence upon request under the following guidelines:

1. Personal injury, death of family member, or a life changing circumstance that interferes with the students ability to continue the program.
2. The request for a leave of absence must be submitted to the school in writing.
3. The request must have the date that the student will begin the leave and the expected date of return to classes.
4. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under an amended contract. If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment, then his or her contract will be terminated.

Make-up Work

Lessons and/or assignments missed due to absences must be made-up within five business days of returning to school. Students should meet with their instructors to get missed assignments. When applicable, should the student request to wait until the missed lesson is offered in another class, the student needs to be aware that this may change their completion date. The student will need permission from the school director for a change in completion date. This may result in a contract amendment.

Progression

See below chart for grading information. Students will be required to keep at least a 2.5 GPA in all courses, falling behind in these courses will result in requirement of tutoring from a teacher. Other circumstances of getting a tutor include missing more than 20 hours of class time (5 days.) Make-up days include Tuesdays - Fridays (\$125) and Saturdays – (\$150)

Grading System

Grading will be determined by the following scale:

60% - Tests/Quizzes

30% - Coursework (Including Massage Clinic Work)

10% - Attitude and Participation

A	100.00	92.50
A-	92.49	89.50
B+	89.49	86.50
B	86.49	82.50
B-	82.49	79.50
C+	79.49	76.50
C	76.49	72.50
C-	72.49	69.50
D+	69.49	66.50
D	66.49	59.50
F	59.49	0.00

Students will be graded based upon the work that is completed and their ability to recall what they have learned about the different massage practices. Coursework will include homework, worksheets/reading, In-Class Work, and Clinic Work. Tests and Quizzes allow teachers to determine where you're knowledge ranks in direct correlation with the class. Attitude and Participation are also important to Still Waters Massage Institute since it helps teachers understand your work ethic. Report cards will be mailed every quarter and grades are final at the end of each semester.

Tardiness

Developing good work ethics is an important part of the training at Still Waters Massage Institute. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.

Conditions for Dismissal

Dismissal will be determined upon failing more than 4 tests, continuously not turning in coursework, or being absent more than 20 hours without getting a tutor. Also if your attendance continues to regress after the first meeting and tutoring has not progressed then you will be put under observation. Which means teachers and administrative staff will decide what the best course of action is, whether probation or dismissal. Other inappropriate behavior is base for dismissal as well such as, physically harming or threatening a member or staff or another student, working under false pretenses, or if there is an question of your integrity. All of these circumstances qualify you for observation. Not meeting financial responsibilities to the school can also be cause for dismissal.

Re-entry Policy

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

Credit for Previous Training

Still Waters Massage Institute is committed to helping students reach their educational goals as quickly as possible. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. Students wishing to receive recognition for previous training must show proof of previous training.

Student Complaint/Appeal Process

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy. Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-753-5662 at any time with a concern or a complaint.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work or don't take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

Probation For Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance. Students unable to increase their grade point averages may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Student Evaluation Techniques

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should make arrangements for additional practice, independent study, or tutoring. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Withdrawing from School

Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance. SEE REFUND POLICY.

Graduating

Students will graduate upon completion of all courses and coursework. They must pass all tests and quizzes and have completed 64 hours of clinical work. Graduation will be 1 week after last Final.

Student Records

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

Cancellation and Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The Institute must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The Institute must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The Institute may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
 - a. When the school receives notice of the student's intention to discontinue the training program;
 - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - c. When a student, without notice, fails to attend classes for 30 calendar days.
6. All refunds must be paid within 30 calendar days of the student's official termination date.

Tuition and Additional Costs

Deposit - \$800.00

Tuition - \$15,000.00

Registration fee - \$50.00

Books/Supplies/Massage Table - \$1,800.00

Student Liability Insurance - \$150.00

Student Clinic/Lab fees – 1,000.00

Total Cost = \$18,800.00

Licensing fees - To be paid individually by students upon graduating.

Students who withdraw from the program may be able to sell textbooks back to the school if they are in excellent condition. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

Financial Aid Assistance

It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at Still Waters Massage Institute. When a student is given a loan he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

Externship Policy – Still Waters Massage Institute will also offer students to apply for a work program at Still Waters Massage Clinic.

Programs Offered at Still Waters Massage Institute School: Each hour of instruction is equal to 50 minutes. Days and hours of operation are as follow Sept.-Feb. Tuesday through Friday 10:00am to 2:30pm equaling 3.75 hours per school day. Feb.-June. Monday through Friday 10:00am to 8:00pm, equaling 3.75 hours per school day of instruction and 4 hours per day of clinical work.

Licensure: This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 – 10th Avenue Southwest
Olympia, Washington 98504

