

MS1118



**The Lauterstein-Conway  
Massage School & Clinic  
4701-B Burnet Rd, Austin, TX, 78756**

**500-hour  
Massage Therapy  
Program**

**Course Catalog  
&  
Student Handbook**

Texas Massage School Number: MS1118

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**Note: This handbook and associated forms may be updated or revised at any time.**

**Severability: If any term or provision of this Student Handbook is invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect, invalidate, or render unenforceable any other term or provision of this Student Handbook.**

## **Program Information**

### *The 500-Hour Massage Therapy Training Program*

This 500-hour program at Lauterstein Conway Massage School and Clinic, Inc. (hereafter referred to as TLC) gives students the skills to be a successful massage therapist. It provides a solid and imaginative education in the theory and practice of massage therapy. The Texas Department of Licensing and Regulation (hereafter referred to as TDLR) approves TLC's 500-hour programs. Additionally, the Texas Veterans Commission approves TLC to train veterans. After completing this program and passing a state-approved exam, our graduates may become a licensed massage therapist in the state of Texas. To be eligible to work as a massage therapist in the state of Texas, the massage therapist must be issued a license by TDLR.

### *Class Schedules*

TLC offers the 500-hour massage therapy training program multiple times a year, providing flexible schedules for the students' convenience. Below is a list of our current schedule options for the 450 hours of classroom instruction.

- Monday through Thursday, 8:15am – 12:45pm – completion in 6 – 9 months
- Monday through Thursday, 1:10pm – 5:50pm – completion in 6 – 9 months
- Tuesday and Thursday, 6:00pm – 10:30pm – completion in 12 – 15 months
- Monday and Wednesday, 6:00pm – 10:30pm – completion in 12 – 15 months
- Saturdays, 8:00am – 5:30pm – completion in 12 – 15 months

Please see our website for details on upcoming classes and schedules ([www.tlcmassageschool.com](http://www.tlcmassageschool.com)).

### *Internship – Clinic Schedule*

To successfully complete the 500-hour massage therapy training program, students must also schedule and complete 50 hours of internship outside of regularly-scheduled class hours. Our student internship clinic hours of operation are as follows:

Sundays 10:30am – 6:00pm  
Tuesdays 12:00pm – 7:30pm  
Wednesdays 12:00pm – 7:30pm

Thursdays 10:30am – 7:30pm  
Fridays 10:30am – 4:30pm  
Saturdays 10:30am – 4:30pm

### *Holidays*

Neither class nor clinic meet on the following days, in observance of holidays:

January 1 - New Year's Day  
Last Monday in May – Memorial Day  
July 4 – Independence Day  
First Monday in September – Labor Day  
Wednesday before Thanksgiving  
Thanksgiving Day  
Friday after Thanksgiving  
Saturday After Thanksgiving  
December 24th through 31st

### *Student/Teacher Ratio*

TDLR allows for there to be 36 students to 1 teacher for lecture classes. Additionally, TDLR allows for 12 massage tables (3 students to a table) to 1 instructor for laboratory/practical classes.

## **Course Catalog**

All classes and clinical internship hours are completed at 4701-B Burnet Rd. Austin, TX 78756. TDLR requires that the 500-hour curriculum include the following:

### *Anatomy (50 hours) and Physiology (25 hours)*

Pehr Henrik Ling, the founder of Swedish massage, said "We ought not to consider the organs of the

body as the lifeless forms of a mechanical mass, but as the living, active instruments of the soul.” We take this approach to the study of anatomy and physiology. We consider not only the mechanics of each system, but also its role in life and the positive impact massage therapy may have on it. The systems covered include the muscular, skeletal, integumentary, cardiovascular, lymphatic, digestive, urinary, respiratory, nervous, endocrine and reproductive systems.

#### *Kinesiology (50 hours)*

Students learn the kinesiology of everyday movement. They will learn the actions of all the major muscles and how they work together to orchestrate movement. Students also learn how chronic muscle tension can give rise to pain, postural and movement imbalances. This will form a basis for students to practice session design tailored to the individual needs of the client.

#### *Pathology (40 hours)*

This course includes medical terminology, pathology for each body system, psychological and emotional states (depression, anxiety, grief, etc.), effects of life stages (childhood, geriatric, etc.), physiological healing processes, basic pharmacology, the physical and emotional effects of healthy use and abuse/trauma, indications and contraindications for special populations, specific diseases, injuries and types of massage.

#### *Human Health and Hygiene (20 hours)*

This course includes sanitation and hygiene, universal precautions, CPR/First Aid, diet, exercise and self-care, as well as communication skills, boundaries, ethics, professional attire, sensuality and massage and movement skills.

#### *Swedish Massage (125 hours)*

Swedish massage forms the basis of the contemporary Western approach to massage. This course includes history, contraindications, body mechanics, basic strokes (effleurage, petrissage, friction, vibration, tapotement and Swedish movements) and working with special populations (pregnancy massage, geriatric massage, etc.). Our approach is to be precise and thorough in teaching soft tissue manipulation, while cultivating mindfulness regarding the body, mind, and spirit of the client.

#### *Hydrotherapy (20 hours)*

The course covers the theory and practical use of water of various temperatures and forms for cleansing and vitalizing effects; also, students learn contraindications and the specific physiological effects of the various hydrotherapy techniques, which include: dry brushing, herbal wrap, hot and cold applications, and contrast baths.

#### *Business Practices & Professional Ethics (45 hours)*

This course examines massage therapy laws and regulations, business practices, bookkeeping, taxes, budgeting, marketing, advertising, interviewing skills, ethics and values-based planning, and how to set up an office. Students will practice networking and marketing techniques through community service. This culminates in the students developing exciting, individualized career plans for themselves.

#### *Additional Techniques (75 hours)*

##### *Deep Tissue and Sports Massage*

These courses help develop the student's overall understanding of kinesiology and the role of various muscles in particular activities. Students are introduced to structural assessment and myofascial release techniques prior to sports massage to help them understand a client's condition and determine the best application of deep tissue and sports massage techniques. A physical assessment may include evaluating a client's posture, range of motion, muscle strength, and flexibility. This can help identify imbalances or restrictions contributing to pain or discomfort. Myofascial release loosens restrictions and improves circulation, helping decrease tension in the fascia tissue. Tension in the tissue can become a restrictive barrier that causes tightness and pain.

## *Orthopedic Massage Therapy*

Students learn orthopedic massage therapy to address musculoskeletal problems. Students learn advanced techniques and how to analyze problems related to chronic or acute injury, poor posture, movement imbalances, and/or life stresses. They learn how to respond to these problems with appropriate applications of circulatory massage, deep tissue techniques, structural assessment, myofascial assessment and release, and cross-fiber work. Students learn integrative session design to address each client's unique needs with sensitivity and technical expertise.

### *Deep Massage: The Lauterstein Method*

This unique approach to deep work, developed by our school's co-founder David Lauterstein, is an outgrowth of the traditions of Rolfing, Zero Balancing, and other advanced bodywork disciplines. Students learn to contact clients' structure and energy, especially in the deeper muscle layers. They also develop a deeper understanding of myofascial anatomy, its relevance to pain and tension, and additional myofascial release techniques. This approach utilizes deep effleurage, structural assessment, myofascial assessment and release, and other advanced techniques to help clients live without unnecessary tension and pain.

### *Internship (50 hours)*

Internship is 50 hours of the 500-hour program. Students practice their therapeutic, communication, record-keeping, and business skills by practicing massage on the public in a supervised context. The internship is an extremely useful preparation to becoming a therapist, as we often learn best by doing. TLC has an innovative internship that allows students to receive extensive practice in Swedish, Sports, Orthopedic, and Deep Massage therapy in our student clinic. All students are required to massage their assigned client regardless of gender or other considerations. **Note:** for VA purposes, the minimum 50 hours of internship described by Texas Occupations Code, Section 455.159 constitutes lab work, and not the off-campus job training as defined by CFR 21.4265.

## **Continuing Education**

TDLR requires all licensed massage therapists to take a minimum of twelve hours of continuing education (CE) every two years. Therefore, TLC offers an array of NCBTMB-approved workshops throughout the year. Students attending the 500-hour program may attend continuing education workshops (if eligible). Class time missed of their 500-hour program must be made up in the make-up room and is subject to applicable fees. **Please note:** any continuing education taken prior to licensure cannot be applied to the state-required license renewal hours.

## **Nondiscrimination Policy**

The Lauterstein-Conway Massage School and Clinic, Inc. (TLC) is dedicated to creating an inclusive environment for all students, staff, and faculty. We do not tolerate discrimination or harassment based on race, color, sex, gender identity, gender expression, sexual orientation, religion, age, national origin, ethnicity, disability, veteran status, military status, genetic information, or any other category protected by law.

### **Policy Overview**

TLC prohibits:

- Retaliation against individuals who report concerns, participate in investigations or seek supportive measures related to discrimination or harassment.
- Filing false complaints, providing misleading information, or interfering with the processes outlined in this policy.
- Failing to report incidents believed to involve discrimination, harassment, or retaliation.

### **Excluded Conduct**

Incidents involving sexual misconduct, including assault, sexual violence, harassment, stalking, or interpersonal violence, are addressed separately within the **Course Catalog and Student Handbook** due to their specific nature.



## Reporting and Questions

For inquiries or to report potential violations of this policy, please contact:

- **Mark Dauenhauer:** 512-374-9222 ext. 17 | markd@tlcschool.com
- **Eric Tebbetts:** 512-374-9222 ext. 12 | erict@tlcschool.com

At TLC, we are committed to maintaining a learning and working environment that respects the rights and dignity of all individuals.

## Admissions

TLC encourages interested parties to apply. Application does not guarantee acceptance. A pre-enrollment consultation is required. This consultation includes a meeting with an admissions advisor, an academic needs assessment, and a tour of the school. Prospects who wish to use funding from the Veterans Affairs Administration (VA) may also be required to meet with the school's VA certifying official.

### *Pre-enrollment*

Prospects initiate contact by submitting an information request online or by emailing or calling an admissions advisor. Prospects must then meet with an admissions advisor for a tour, initial consultation, and to receive a packet of documents for review.

### *Admission Eligibility*

To be eligible for admission, prospects must also apply. After attending their tour and consultation, prospects must submit an application for enrollment, pay the \$100 application fee. Applicants must provide a valid state or federal photo ID **and** be 18 years of age or older or have written consent of a parent/guardian. Applicants must achieve a score of 70 or above on an academic needs assessment. Applicants with scores below 70 may be required to complete supplemental training as determined by the school. Applicants must provide transcripts for all post-secondary education. Applicants must be of adequately sound body and mind in the opinion of the admissions advisor. Because the first 3 weeks of class provide the foundation for student success, applicants unable to commit to attending the initial weeks of class may be denied admission. Applicant must be able and willing to give massage and receive massage or hydrotherapy from the other student in the class, staff and internship clients. Applicants must be willing and able to participating in all class hours related to these physical activities of giving and receiving massage. Applicants must complete TDLR's Massage Student Acknowledgement Form, an enrollment agreement, ABMP's Membership Terms Form, and (if applicable) a financing agreement.

### *Ineligibility*

A person may be ineligible for licensing as a massage therapist by TDLR. A person is ineligible for licensure if the person has been convicted of, entered a plea of nolo contendere or guilty to, or received deferred adjudication to crimes or offenses under Chapter 20A, Penal Code, or Subchapter A, Chapter 43, Penal Code, or another sexual offense.

**Note:** For the safety and peace of mind of all concerned, prospects or applicants who are pregnant should not be admitted into the program because of contraindications that put the pregnant person and/or child at risk. Students who become pregnant after enrollment should not continue in the program. In such a case, the student should withdraw and is welcome to reapply post-pregnancy (see Readmissions).

### *Evaluation of Prior Training*

TDLR prohibits requiring students to attend hours for which they already have credit. Our curriculum has an integrated structure - more like a tapestry interweaving various courses than a series of "blocks" covering one course at a time. For example, in a given class day there may be some hours of anatomy, some pathology and some massage. Though this is ideal for learning, it makes it challenging for those wanting to transfer hours from another school. Therefore, unless the hours needed are ones that are very discrete in our curriculum, state rules make it virtually impossible for us to provide a schedule that provides only the hours required. We consider students on a case-by-case basis and will do our best to accommodate them.

TLC can only review transcripts of prior training if the transcript is from a currently-licensed Texas massage school. All other transcripts must be submitted to TDLR for review. TDLR only reviews transcripts when an initial application for licensure is on file. If TDLR finds the applicant is lacking hours to obtain a Texas massage therapy license, TDLR will send a letter to the applicant advising them of the hours needed. Initial applications are open for one year for the applicant to complete all outstanding requirements and/or submit all missing documentation.

If TDLR evaluated the applicant's prior training, the applicant must provide TLC with a copy of all transcripts submitted along with TDLR's findings letter. If TDLR determines that an applicant needs less than 500 hours and the applicant wishes to enroll in TLC's 500-hour program there is a \$35 special exceptions fee. If the applicant does not present TDLR's evaluation of their prior training before or at enrollment, they may be ineligible to place out of any hours. There is a \$100 fee for processing special exceptions after enrollment.

We do not accept previous course work credit from advanced certification programs or continuing education workshops.

#### *Enrollment Requirements for Students Requesting to Use VA Benefits*

In addition to the above enrollment requirements, applicants seeking to use VA benefits must complete the following steps:

1. Complete TLC Form – Sec. 1018 Pre-enrollment compliance document
2. Complete TLC Form - Required documents for Certification of hours for VA benefits and How hours will be certified
3. Complete SAA-NON Forms 005 and 010
4. Complete TLC Form – What the VA will & will not pay for
5. Provide copies of the following:
  - a) Certificate of eligibility letter, Benefit approval letter or screenshot from VA.GOV or screenshot from enrollment manager showing approval and % of benefits.
    - a. **Note:** If your current legal name does not match your name in the VA's systems, you must provide legal proof of your name change (court order, marriage certificate, etc.).
  - b) **(If transferring benefits from another institution)** VA form 22-1995 Request for Change of Program or Place of Training must be submitted to the VA
  - c) Transcript for all previously-attended colleges, universities, and trade schools
  - d) Military transcript(s) - How to request Military Transcripts
    - For Army, Navy, Marine Corps, and Coast Guard <https://jst.doded.mil/smart/dodMandatoryBanner.do>
    - For Air Force <http://www.au.af.mil/au/ccaf/transcripts.asp>

#### **Readmissions/Reenrollment/Reentry**

Students who withdraw or are dismissed from TLC will receive credit for hours they attended and passed. Each subject is considered separately. Per TDLR, clock hours earned never expire. Because of TLC's integrated curriculum it makes it challenging for those wanting to transfer hours from another school and/or cohort.

Readmissions are handled on a case-by-case basis, in accordance with TDLR regulations and school policies. **Readmission is not guaranteed** and will be determined based on the student's overall performance in their previous program(s). Application does not guarantee acceptance. TLC Administration will determine the eligibility and/or specific terms, conditions, and start dates for readmissions on a case-by-case basis.

Tuition will be calculated as current full tuition less tuition paid during prior enrollment in TLC's 500-hour massage therapy training program. In addition to the admission criteria detailed above, readmissions are subject to the following conditions:

- Applicants out of a program for 6 months or more may be required to take and pass a Practical/Academic Evaluation (\$35 fee) for skills assessment.
- All non-tuition fees from previous program(s) must be paid in full.

- Applicant must be in good financial standing with payment plan (if applicable).
- If Applicant needs a TDLR Student Permit, they are responsible for paying the \$25 fee.

**Note: Prior late payments and/or a currently past-due account may be grounds for denying readmission. Payment plan availability for readmission is subject to prior monthly payment history.**

If any of the applicant's prior monthly payments were more than 10 days late or if they are currently more than 10 days late and still unpaid, the applicant would be readmitted on financial probation. Under financial probation:

- Any payment not paid within the 10 days' grace period will be grounds for dismissal from the program.
- Exit meeting cannot be scheduled and/or transcripts will not be released until all tuition and non-tuition fees for all programs are paid in full.
- The new payment plan (if applicable) may only have a term equal to the length of the new enrollment period.
- The new payment plan (if applicable) will have the first payment due on the 14<sup>th</sup> or 29<sup>th</sup> of the month; whichever is prior to the first day the student is scheduled to attend class.

The circumstances surrounding a student's withdraw from their previous program will inform how the readmission may proceed.

#### *Transfer*

If there is a spot available, an active student may be allowed a one-time transfer into another **active** program. Provided the student is cleared for readmission and their start class is before class #99a (or last class if different), the procedure is as follows:

- At enrollment, the student may prepay for make-up classes at the sit-in rate (\$3 per hour) for eligible classes missed in their previous program. This fee is non-refundable. If the student chose not to prepay; does not attend their scheduled sit-in class; or if the class in question was not eligible to be a sit-in, they must make up the class per the make-up procedure and pay the associated fees. If the student is required to start from the beginning of the program, they must prepay for sit-ins and the fee is due at enrollment.
- The student may be readmitted on an academic probation. This is determined on a case-by-case basis.

**Note:** Students who wish to transfer to a class not already in progress may be placed on a waiting list. Admissions will review transfer requests after the new enrollment period ends. Responses will be provided within 5 business days after the target class start date or 5 business days from the transfer request (whichever is later).

#### *Satisfactory Progress*

TLC defines satisfactory progress based on attendance and academic performance. Students may be dismissed due unsatisfactory academic progress. This includes, but is not limited to failing to obtain an overall passing grade in all subjects, missed or failed benchmarks, or excessive absences/tardiness/no-shows in the classroom/make-up room/clinic. Students dismissed for this reason who wish to re-enroll must submit a written appeal to TLC Administration detailing why they were not able to maintain satisfactory progress during their previous enrollment and how they intend to maintain satisfactory academic standing in a future enrollment (see [Appeal Procedure](#)). TLC Administration will review this appeal and determine if the student is cleared for readmission.

Provided the student is cleared for readmission and their start class is before class #99a (or last class if different), the procedure is as follows:

- If there is a suitable spot in an active program, student will be enrolled.
- At enrollment, eligible students may prepay for make-up classes at the sit-in rate (\$3 per hour) for eligible classes missed in their previous program. This fee is non-refundable. If the student

chose not to prepay; does not attend their scheduled sit-in class; or if the class in question was not eligible to be a sit-in, they must make up the class per the make-up procedure and pay the associated fees. If the student is required to start from the beginning of the program, they must prepay for sit-ins and the fee is due at enrollment.

- Student will be readmitted on academic probation. Failure to maintain satisfactory academic standing will result in dismissal from the program.

**Note:** Students who wish to transfer to a class not already in progress may be placed on a waiting list. Admissions will review transfer requests after the new enrollment period ends. Responses will be provided within 5 business days after the target class start date or 5 business days from the transfer request (whichever is later).

#### *Course Expiration/End of Enrollment Period*

Students who withdraw or are terminated after class #99a (or last class, if different) must submit a written appeal to TLC Administration detailing why they were unable to complete by the deadline, and how they intend to ensure success in the future program.

Provided the prior student is cleared for readmission, the procedure is as follows:

- Student will be allowed 3 months to complete course requirements.
- Student may attend make-up hours in the make-up room only, with the exception of classes that require a sit-in.
- Student may be readmitted on academic probationary. This is determined on a case-by-case basis.

**Note:** Students who wish to transfer to a class not already in progress may be placed on a waiting list. Admissions will review transfer requests after the new enrollment period ends. Responses will be provided within 5 business days after the target class start date or 5 business days from the transfer request (whichever is later).

#### *Conduct*

It is unlikely for prior students that were dismissed for violations to the conduct policy to be readmitted. Prior students may submit a written appeal to TLC Administration explaining why their enrollment was terminated and what they plan to do differently to ensure success in a future program. TLC Administration will review this appeal and determine if the prior student is cleared for readmission or not.

Provided the student is cleared for readmission and their start class is before class #99a (or last class if different), the procedure is as follows:

- At enrollment, eligible students may prepay for make-up classes at the sit-in rate (\$3 per hour) for eligible classes missed in their previous program. This fee is non-refundable. If the student chose not to prepay; does not attend their scheduled sit-in class; or if the class in question was not eligible to be a sit-in, they must make up the class per the make-up procedure and pay the associated fees. If the student is required to start from the beginning of the program, they must prepay for sit-ins and the fee is due at enrollment.
- Student will be readmitted on probation. Any conduct violations may result in immediate dismissal.

**Note:** Students who wish to transfer to a class not already in progress may be placed on a waiting list. Admissions will review transfer requests after the new enrollment period ends. Responses will be provided within 5 business days after the target class start date or 5 business days from the transfer request (whichever is later).

Students who are unable to complete their training within the span of two programs will likely be denied entry into a third program.

## **Leave of Absence**

A Leave of Absence (LOA) due to such things as prolonged illness, accident, medical problem, or other special circumstances, is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance with a reasonable expectation that they will return. TLC reserves the right to approve or deny LOA requests. For enrolled students, LOAs shall not exceed the lesser of 30 school days or 60 calendar days. The school may also require that the student return on a specific date based on class cycles and overall progress in the program. For approval, students must submit their request in writing in advance unless unforeseen circumstances prevent the student from doing so. In the event the student is not able to submit their request in advance, they must submit sufficient documentation (doctor's note or similar, official documentation) that can serve as proof of a substantive impediment.

If approved, the official LOA will extend the contract period and maximum time frame by the same number of calendar days designated for the LOA. Changes to the contract period on the enrollment agreement must be acknowledged in writing; an addendum must be signed and dated. A student approved for a LOA will not be considered withdrawn and no refund calculation is required at that time. No additional institutional charges will be assessed as a result of the LOA; however, students on a payment plan must continue scheduled payments until all outstanding tuition is paid in full. Students that fail to return will be subjected in an Unofficial Withdraw. Unofficial Withdraw will be considered effective the last date of attendance for the purposes of calculating a refund. Approved leaves for students in class numbers 0a – 99a (or last class if different) will be scheduled to begin on the first scheduled class day after the student's last physical class day of attendance. Approved leaves for students after class 99a will be scheduled to begin the calendar day after leave is granted.

**Note:** Students using VA benefits for their TLC enrollment are not eligible for a Leave of Absence.

## **Tuition**

Tuition for the 500-hour program is currently \$7,290.00. Additional, non-refundable, non-tuition admission fees are listed below among the schedule of fees. Admission fees are due at enrollment.

### *Individual Subject Tuition*

For applicants interested in taking only segments of the 500-Hour Program, prior training will be reviewed on an individual basis. If accepted, students will be charged \$20 per hour for 50 hours or less. For more than 50 hours, the cost will be prorated based on the hourly rate for the specific program and number of hours taken.

## **Schedule of Fees**

### *Admission Fees (due at enrollment)*

- \$100 Enrollment/Re-enrollment fee – also referred to as application fee (non-refundable)
- \$35 Special Exceptions fee (if applicable)
- \$3 Re-enrollment sit-in fee hourly rate (if applicable) (non-refundable)
- \$35 Assessment fee for potential re-enrollment (if applicable)
- \$25 TDLR Student Permit fee (if applicable)

### *Non-tuition Fees (if applicable, due before scheduling exit meeting and/or receiving transcripts)*

- \$100 Late Special Exceptions fee
- \$65 AMBP Exam Coach Extension
- \$34 Replacement School Packet
- \$10 Make-Up Class hourly rate
- \$25 No-Show fee (for sit-in, make-up, or assessment reservation)
- \$5 Late payment fee
- \$15 NSF (non-sufficient funds) fee

- \$10 Parking violation fee
- \$10 Parking permit replacement fee
- \$35 Tutorial hourly rate for 1 student
- \$35 Tutorial No-Show fee
- \$17.50 Tutorial hourly rate per student for 2 students
- \$15 Tutorial hourly rate per student for 3 students or more
- \$25 TDLR Student Permit fee
- \$50 Internship No-Show fee
- \$20 Additional Transcript fee
- \$20 Additional Certificate fee
- \$200 Extension Fee

*Non-tuition Rental Fees (processed by School Store, payment due at time of rental)*

- \$10 Sheet Rental Fee
- \$200 Massage Table/Chair deposit
- Massage Table/Chair rental
  - o \$15/day
  - o \$30/3 days
  - o \$60/week

*Supplies - Additional Student Expenses*

- Massage table
- 2 clean twin sheets, 2 pillowcases
- 1 clean blanket to fit a twin-size bed
- 1 hand towel
- 1 bottle of unscented lubricant in plastic bottle with a pump top
- 1 holster for lubricant
- 1 bottle of liquid hand sanitizer
- 1 plastic bottle of witch hazel or facial toner
- Cotton rounds or cotton facial squares
- Pencil or pen
- For hydrotherapy, students will need
  - o 1 dry brush
  - o 1 wash cloth
  - o 3 bath towels
  - o 6 hand towels
  - o ½ cup of ground coffee or sea salt
  - o 1 spoon
  - o 1 trash bag
- For pregnancy massage, students will need 2 body pillows

### **Required Textbooks**

- Business Mastery, 5th Ed. Sohnen-Moe (ISBN 1-882908058)
- Massage Therapy: Principles and Practice, 6<sup>th</sup> Ed. Salvo (ISBN 9780323581288)
- Trail Guide to the Body, 7th. Ed. Biel (ISBN 9780998785066)
- A Massage Therapist's Guide to Pathology, 6<sup>th</sup> Ed. Werner (ISBN 9780998266343)
- Deep Massage Book, Lauterstein (ISBN 9780967303482)

### **Items Needed for Class Every Day**

Supplies are available for sale or rent at our school store (School Store). Please ask the Office Manager at the front desk for details.

- School Packet and paper/pen or pencil for note taking
- All texts relevant to that day's class
- 2 clean twin sheets, 2 pillowcases
- 1 clean blanket to fit a twin-size bed
- 1 Hand towel
- 1 bottle of unscented lubricant in plastic bottle with a pump or spill-proof top
- 1 holster for lubricant
- 1 bottle of liquid hand sanitizer
- 1 plastic bottle of witch hazel or facial toner
- Cotton rounds or cotton facial squares

### **Items Needed for Every Clinic Session**

Supplies are available for sale or rent at our school store (School Store). Please ask the Office Manager at the front desk for details.

- 2 clean twin sheets
- 2 pillowcases (4 pillow cases for side-lying massage sessions)
- 1 clean twin blanket
- 2 different bottles of hypoallergenic, unscented lubricant
- 1 plastic bottle of witch hazel or facial toner
- Cotton rounds or cotton facial squares
- 1 holster for lubricant (recommended)
- 1 bottle of liquid hand sanitizer (recommended)

### **Payment Options**

Students will choose their method of payment during enrollment. Their payment option will determine the amount due before class begins, and subsequent payment amounts and schedules.

#### *Payment in Full*

Students may pay the full tuition.

#### *Half Payments*

Students may pay half of their tuition by the start of class and the remaining tuition balance 10 days prior to the start of the 3<sup>rd</sup> quarter (specific date to be determined during enrollment).

#### *Payment Plans serviced by TFC*

Students may apply for extended payment plans serviced by TFC Credit Corporation. School funded TFC Financing plans are available to all students. These payment plans have no credit check or income

verification. Students can choose from a payment due date of the 14<sup>th</sup> or 29<sup>th</sup> of each month. Students on a payment plan will receive a copy of their payment schedule. It is their responsibility to make the agreed-upon payments on time. We recommend students choose automatic draft; payment would be submitted to their bank the business day before their due date. Changes to auto drafts must be requested at least 2 business days prior to their scheduled monthly payment.

**Good Standing** - refers to a student on a TFC payment plan that has not been more than 10 days late on any payment.

- TFC reports payments that are 30 days late to credit reporting agencies, which may have a negative impact on the student's credit rating.
- Students will be financially eligible to receive transcripts provided all payments were made on time and all non-tuition fees are paid in full.
- If ONE payment to TFC is more than 10 days late, the student is considered not in good standing with respect their eligibility to schedule their exit meeting and/or receive transcripts. If ONE payment is more than 10 days late, the student will not be eligible to schedule their exit meeting or receive transcripts until tuition and all non-tuition fees are paid in full.
- Transcript for students who withdraw or are dismissed from the program will be released after tuition and all non-tuition fees are paid in full.

TFC Contact Info:  
TFC Tuition Financing  
PO Box 579  
San Ramon, CA 94583-0579  
800-872-9832

Hours of Operation:  
Monday – Thursday 8:30am – 10:00pm Central Time  
Friday 8:30am – 7:00pm Central Time  
Saturday 9:00am – 4:00pm Central Time

<http://www.tfcstudentinfo.com>

#### *Late Payments*

TLC extends payment plan options with the agreement that the student will pay on time and in full. Students that foresee difficulty with making their scheduled payment should keep in mind that arrangements can be made. This option is available *one time only* and must be requested in writing **prior** to missing their monthly payment. To request a deferment, please contact the Controller before missing a payment. Otherwise, payments are expected when scheduled.

Please note: The date the payment is posted determines whether it was received within the 10-day grace period. Payments received after 4:00pm, Central Time will be posted the following business day. Additionally, payments made on weekends and/or banking holidays will be posted the following business day.

If a payment is made after the 10-day grace period, a \$5 late fee will be charged.

**Financial Suspension** – On the 11<sup>th</sup> day after the due date, students who fail to make their scheduled payment will be suspended until they become current, including any NSF and late fees.

- Students on suspension are not permitted to attend class, internship, or other school activities.
- If suspension causes short notice cancellation of internship shift, student will be held responsible for applicable no-show fees in accordance with internship policy.
- Any time missed while on suspension must be made up in accordance with make-up policy (see Make-up Classes).
- If suspension causes the student to be absent 10 consecutive class days (10 consecutive days for VA students) or 30 calendar days, the student will be dismissed (see Dismissal).

**TLC reserves the right to dismiss any student who accumulates three financial suspensions.**



### *NSF (Non-sufficient Funds) Fee*

There will be a charge of \$15.00 for banking issues including but not limited to: checks returned for insufficient funds, stop payments, and credit card charge-backs. Late fees may also apply. Students accruing more than two NSF fees will no longer be able to pay by check.

### *Bankruptcy*

When an enrolled student files for bankruptcy and intends to continue with training, the student must complete a new enrollment agreement and, if applicable, a financing agreement for all post-petition hours. While the case is pending, their transcript will be temporarily unavailable. If a discharge of their TLC debt by bankruptcy is granted by a judge, the school will no longer withhold transcripts. If bankruptcy is not granted, TLC will defer to school policy regarding transcript eligibility.

### *Financial Requirements to Schedule Exit Meeting, Graduate and/or Receive Transcripts*

- Paid all non-tuition fees
- Tuition paid in full OR in good standing with TFC Payment Plan. Being in good standing with TFC payment plan refers to never being more than 10 days late on a payment.
- Students who withdraw or are dismissed from the program must be paid in full to receive transcripts.

**Note:** Students who have met the academic requirements to schedule an exit meeting but have not met the financial requirements are not eligible for an extension. Except for a documented leave of absence, TDLR requires that enrollments be terminated for students who have not graduated by their enrollment end date or have not attended school for thirty (30) school days, including non-consecutive absences.

### *Grants vs. Loans*

The main difference between a grant and a loan is repayment. A loan requires the borrower to repay the money they borrow, whereas a grant does not. Grants may be awarded by government departments, trusts, or corporations and given to individuals, businesses, educational institutions, or non-profits. TLC offers retail installment contracts for the purpose of financing tuition. The retail installment contracts offered by TLC are considered a non-qualified student loan by the IRS.

## **Tuition Refund Policy**

<b>Time period of written notice: (Week is 7 calendar days)</b>	<b>Percentage of total tuition owed to the school</b>	<b>Percentage total tuition credited to the student's account.</b>
Within 72 hours of signing Enrollment Agreement	0%	100%
More than 72 hours but before scheduled start of class	\$100.00 – if tuition is collected in advance.	100% less \$100.00 administrative fee
During the 1 <sup>st</sup> week of class	10%	90%
During the 2 <sup>nd</sup> and 3 <sup>rd</sup> weeks of class	20%	80%
After 3 <sup>rd</sup> week & during 1 <sup>st</sup> quarter	25%	75%
During the 2 <sup>nd</sup> quarter	50%	50%
During the 3 <sup>rd</sup> quarter	90%	10%
During the 4 <sup>th</sup> quarter	100%	0%

Please note: the application fee is not part of tuition and is non-refundable 72 hours after the enrollment contract is signed by the student.

The student will receive a full refund of all monies paid if:

- The student cancels the enrollment, in writing, within 72 hours (until midnight of the third

day excluding Saturday, Sunday, and legal holidays) after the enrollment contract is signed by the student;

- The enrollment of the student was procured as a result of any misrepresentation in advertising, in promotional materials, or by the owner, the massage therapy instructors or the massage school; or
- The student was not provided ample opportunity to read the information provided in §117.62.

If, after the expiration of the 72-hour cancellation period and prior to the first day of scheduled class, the student provides written notice of withdraw the school shall retain \$100.00 if it was collected in advance.

If the student does not provide written notice of withdraw prior to the start of the first scheduled class, the student will be considered as entering the massage therapy educational program.

If the student does not provide written notice of withdraw prior to the start of the first scheduled class **and** does not attend for the first five (5) scheduled class days the enrollment is treated as a cancellation.

If a student enters the massage therapy program and subsequently withdraws in writing or is terminated, the time period from the first scheduled class to the termination or written withdraw notification, will be used to determine if the student owes the school a balance or if a percentage of total tuition will be credited to the student's account balance. If there is a credit that creates an overpayment, the overpayment will be refunded to the student. Note: leaves of absence, school holidays, bad weather days when classes are not offered, shall not be counted as part of the elapsed time for purposes of calculating a student's balance or refund.

- During the first week or one-tenth of the program, whichever is less, 90% of the total tuition will be credited to the student's account balance (10% of the total tuition is considered to have been earned by the school);
- After the first week or one-tenth of the program, whichever is less, but within the first three weeks of the program, 80% of the total tuition will be credited to the students account balance (20% of the total tuition is considered to have been earned by the school);
- After the first three weeks of the program, but within the first quarter of the program, 75% of the total tuition will be credited to the students account balance (25% of the total tuition is considered to have been earned by the school);
- During the second quarter of the program (after class #27, but before class #56), 50% of the total tuition will be credited to the students account balance (50% of the total tuition is considered to have been earned by the school);
- During the third quarter of the program (after class #55, but before class #84), 10% of the total tuition will be credited to the students account balance (90% of the total tuition is considered to have been earned by the school);
- After class #83 and through to the Enrollment End Date and beyond (if applicable), the student will be considered obligated for the full tuition.

If enrollment is terminated before the start of the second week of classes, the student has 2 business days from termination to return any unused and unopened retail items purchased with the promotional gift card, if applicable. TLC will add any portion of the gift card balance used to the student's account balance to calculate balance or refund. The remaining, unused promotional gift card balance will be zeroed out and cancelled. For eligible return items, see [Store Return Policy](#).

Refunds for items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees, service charges, rentals deposits, and all other such ancillary miscellaneous charges, where these items are separately stated and shown in the pre-enrollment information, will be made in a reasonable manner (see [Store Return Policy](#)).

Refunds (if applicable) will be issued by check and mailed USPS, Certified mail. Refunds will be made within 30 days of the earliest of:

- The effective date of termination (drop), if the student is terminated;
- The date of receipt of written notice of withdraw from the student; or
- Ten (10) instructional days following the first scheduled day of the program if the student fails to attend classes and does not provide written notice of withdraw.

If additional tuition or fees are owed at termination or withdraw, they are due within 30 days. If the student owes the school any tuition or fees, transcripts will be released when the student has fulfilled all their financial obligation to the school.

If a program is discontinued by the massage school and this prevents the student from completing the program:

- all tuition and fees paid shall be refunded if the student is not provided with a transcript of all successfully completed hours within thirty (30) days of discontinuance of the program; or
- in the event an additional or changed location is ten (10) miles or more from the previously approved location of instruction and an enrolled student is unable to complete the program at the additional or changed location as determined by the department:
- all tuition and fees paid shall be refunded if the student is not provided with a transcript of all successfully completed hours within thirty (30) days of the change of location; or
- all unearned tuition and fees shall be refunded if a transcript of all successfully completed hours is provided within thirty (30) days of the change of location.

**Note:** Temporary closures (such as weather, pandemic) does not qualify as a discontinued program.

### **Attendance Requirements**

Students are required to attend all 500 hours of the program to complete the course, and the best way to learn is with their class. Students are encouraged to tend to their needs before class, during breaks, or after class. Any change to those expectations must be supported by accommodations documentation.

Instruction begins at the scheduled start times. Absences and tardiness are strongly discouraged and will be documented (see [Roll Sheet Instructions](#)). We recommend that students arrive at least 15 minutes before class to be physically and mentally ready for the beginning of class. Absences and tardiness must be made up.

#### *Attendance Limits*

TDLR requires TLC to dismiss students who are absent for 10 consecutive class days or that do not attend school for thirty (30) school days, including non-consecutive absences. This applies to the student's entire enrollment period, including the 3-month period after class #99a but before the enrollment end date. For the purposes of TDLR, sufficient attendance is considered the student's scheduled class, make-ups, internship, and/or tutorials.

TLC will dismiss students with excessive absences or tardiness. This is set at 75 hours absent, 35 total tardies, and/or failure to show-up for scheduled clinic sessions for 2 days. Additionally, classes 0a-27b (first quarter) are important to establish a solid foundation. TLC will dismiss students absent for 20% (25.2 hours) or more of the 1<sup>st</sup> quarter if they are also failing all subjects in the 1<sup>st</sup> quarter. Students absent for 44 hours or more of the first quarter **will** be dismissed, regardless of overall grades.

#### *Attendance for VA Students*

For VA-eligible students, the attendance policy (20% of the total program and/or being absent ten (10) consecutive days) will apply throughout the student's stay in school. **Note:** VA students are subject to the attendance policy set by the VA and are not eligible for extensions or exceptions. All

violations of the attendance policy will be reported to the VA on VA Form 22-1999b or via Enrollment Manager system within 30 days of date of occurrence.

Students who have met the academic requirements to schedule an exit meeting but have not met the financial requirements are not eligible for an extension and will remain at less than 500 hours earned. Except for a documented leave of absence, TDLR requires that enrollments be terminated for students who have not graduated by their enrollment end date or have not attended school for thirty (30) school days, including non-consecutive absences.

#### *Absences*

To successfully complete the 500-Hour Program and be eligible for state licensure, TDLR requires students to attend all 500 hours. Any time missed must be made up. If a student is absent from any of their regularly-scheduled classes, it will be documented for their student record. It is the student's responsibility to schedule a class make-up (see [Make-up Classes](#)).

#### *Tardiness*

Tardiness is an absence wherein a student arrives for class after the start time, returns late from a break, leaves before class has ended, or has any prolonged, unexcused time outside the classroom. Students who have any questions about how many minutes they missed should check with their instructor or the assistant on the day in question and/or check their attendance summary in the Student Portal after the fact. It is the students' responsibility to verify that the instructor records their late arrival accurately or the student may be considered absent.

#### *Illness/Injury*

Students should not attend class if they are ill, especially if they have a communicable illness or other health problem that may compromise the health of others. Students with a fever must not attend class and must be fever-free for **at least 48** hours before returning to class. Additionally, it is **vitaly important** that those who suspect that they or someone in their bubble (person or people with whom one is in frequent, close contact, often unmasked) has contracted or has been exposed to COVID-19, cold, flu, conjunctivitis (pink eye), measles, or *any other communicable illness* stay home, inform TLC, get tested, and isolate (see [Exposure/Contraction Procedures](#)).

**Note:** TLC faculty and staff reserve the right to check the temperature of those they suspect of being ill. Anyone exhibiting a fever of 99 degrees or above will be sent home and are not permitted to return until cleared by the Co-Director (see [Exposure/Contraction Procedures](#)). Additionally, TLC reserves the right to require anyone without a fever, but presenting symptoms resembling cold, flu, or Covid-19 to wear a mask while on campus. Students who fail to comply may be subject to disciplinary action up to and including dismissal.

**Students must inform their instructor and/or the Student Administrator of any substantive change to their health information immediately to be evaluated for contraindications and/or accommodations.** This includes, but is not limited to a new/updated diagnosis or injury. If the student has sustained an injury, they may not give or receive massage in the classroom and may not perform massage in the student clinic or for community service until they provide a clearance note from a doctor.

#### *Not Giving/Not Receiving (NG/NR)*

If a student is unable to give and receive work in a practical class, they may choose to take an "NG" (not-giving) or an "NR" (not receiving). If a student either cannot give or cannot receive, they may choose to take an NG/NR or both. **Students should inform their instructor before B class that they intend to opt-out of giving and/or receiving.**

To receive credit for attending class, students must remain alert, focused, and engaged in the class activities of the day - as determined by the instructor - either by being tableside or shadowing the instructor/assistant. **Students not appropriately engaged in the class activities will be dismissed from class and must make up that time in accordance with the make-up policy.**

Additionally, if a student takes an NG/NR during a quiz, exam, practical exam, touch assessment or

spot check, it is counted as 2 opt-outs. Students may be required to use 2 opt-outs if there is an outstanding benchmark or in accordance with a documented academic intervention. Students are allowed to opt-out of a maximum, combined total of 8 times during the program. Beyond this limit, NG/NR's will be converted to absences and/or tardies. **Note: students may not use an NG/NR after class #96.** Students that wish to opt out of giving, receiving, or both after class #96 must take an absence and make up that time in accordance with the make-up policy.

#### *Breaks*

An average of 10 minutes per class hour may be used for breaks. The timing of breaks is not guaranteed and will be determined by the instructor. The length of breaks will be announced and class will resume at the designated time.

#### *Contesting Attendance Record*

Students may notice what they believe to be an error on their attendance summary. If they would like to contest an absence, tardy or NP, they should email the Student Administrator with documentation (if applicable). The Administrator will research the matter and adjust as needed. This appeal should be submitted within 2 weeks of the contested absence/tardy; appeals submitted after then may not be adjusted.

#### *Cancellation of Classes*

On occasion and due to inclement weather or some other emergency, TLC may have to cancel one or more classes. In the event that class is cancelled, we will attempt to notify students of the cancellation. However, there is not always sufficient time to do so. TLC will attempt to send a text message, email, and/or post a bulletin message visible on the home screen of the Student Portal.

Unless cancellation is absolutely necessary, we will hold classes as scheduled. When the weather and roads are questionable in some areas, but do not clearly warrant our closing the school, we ask students to use news reports in their area to inform their decision whether to attend. Students that decide not to come to a class that was not officially cancelled are required to make-up the class in their own time, at their own expense. If a class is officially cancelled, the cancelled class must be made up in the make-up room at no cost.

### **Make-up Classes**

In an effort to accommodate the needs of students, TLC offers a variety of class schedules. Each student is encouraged to enroll in the schedule that best fits into their life. We strongly encourage students to attend their scheduled classes. Making up a class earns them credit for the hours missed, but does not erase the absence. It is the student's responsibility to keep track of tardiness and absences.

#### *Make-up Fee Waivers*

Students with a fever or other cold, flu, or Covid-like symptoms should follow the Exposure/Contraction Procedures. TLC will waive the make-up fee for applicable dates for students who follow this procedure. Additionally, students that wish to have their make-up fees waived for any other absence can submit a doctor's note, jury summons, or other supporting documentation to the Student Administrator or TLC Administration ([admin@tlcschool.com](mailto:admin@tlcschool.com)) for review. Appeal with documentation must be submitted within 2 weeks of the absence.

#### *How to Make-up Classes*

With the exception of holidays, occasional workshops or clinic orientation, the standard schedule for the make-up room is:

Mondays – Closed  
Tuesdays – 10:00am – 9:00pm  
Wednesdays – 10:00am – 9:00pm  
Thursdays – 10:00am – 9:00pm  
Fridays – 10:00am – 6:00pm  
Saturdays – 10:00am – 7:30pm

Sundays – 10:00am – 7:30pm

Although extended times may be available on occasion (as indicated on the calendar), those are subject to change at any time. Space in the make-up room is limited and **reservations are required**. Reservations must be made online. Instructions for make-up scheduling will be emailed to students during the first week of class.

Typically, students will make-up 1 hour for an A class absence and 3.5 hours for a B class absence. Exceptions are listed on the make-up form, class schedule, and attendance summary. Students must complete 1 hour to make up a tardy of up to 1 hour and must round up to the nearest hour for a tardy in excess of 1 hour, not to exceed the total length of the class. For example, a student tardy by 3 hours, 5 minutes for a 3.5-hour B class will only need to complete 3.5 hours.

- Students are to find the day that works best for their schedule and reserve their spot by signing up on the make-up calendar in an available spot for the date of their choosing. When making their reservation, students must list any retake or make-up quiz or exam number in the field provided.
- Students are to report to the lobby at their scheduled time. The MTI-on-duty will open the clinic door to admit students to the make-up room **in-between** clinic sessions. **Students may not enter the clinic if the clinic door is closed.** Students should plan to arrive within the following windows (depending on clinic schedule):

Between 9:30 and 10:30 am  
Between 11:40 am and 12:00 pm  
Between 1:10 and 1:30 pm  
Between 2:40 and 3:00 pm  
Between 4:10 and 4:30 pm  
Between 5:40 and 6:00 pm  
Between 7:10 and 7:30 pm

- Students are to bring the appropriate materials to their make-up class, according to their class schedule. Students may bring a laptop, tablet, or other device to access online lectures, demonstrations and assignments. Students must use headphones when watching videos or listening to audio.
- Students must make-up the time for any 1 class on the same business day. No partial make-ups are allowed. A and B classes are considered separate.
- During their make-up time, students must complete a make-up form, listing the class number(s) they will make-up that day. This form is to be turned into the MTI-on-duty. Students must list the correct class number(s) on the make-up form. After submission, time is not reassigned.

#### *Sit-in Make-ups*

The following classes must be made up **with a class**. Students absent from the following classes can view available make-ups and reserve a spot through the Sit-in Make-up Calendar.

21B – CPR/First Aid  
33B – Chair Massage  
47B – Pregnancy Massage  
48B – Pregnancy Massage

49B – Pregnancy Massage  
56A – Clinic Orientation  
56B – Mock Internship

**Note:** Students sitting-in only for a B class make-up should wait in the Student Lounge until the A class breaks and join the class at the scheduled start time for the B class. **Please do not interrupt the A class while in session.**

#### *Make-up Fees*

- Make up fees are \$10 per hour spent in the make-up room or sitting in on a class (if applicable). This is regardless of the actual time missed.

- Students that fail to cancel and do not attend a scheduled make-up will be charged a \$25 no-show fee.
- Make-up fees are not included in the tuition-financing plan. Payment must be made directly to the school and can be made by check, money order, or credit card. Neither the receptionist nor the MTI can accept payment. Please contact the Controller.
- All make-up/no-show fees must be paid in full to be financially eligible to schedule their exit meeting and/or receive transcripts.

### **Academics**

STARSLMS is an online platform within the Student Portal for students to complete and submit assignments. Enrolled students should create an account by class #3a (see [Student Portal](#)). Students will have access to see their raw score, the questions and correct answers. After completion, the assignment can serve as material for future study. Students will complete review questions as homework; and during class, students will take quizzes and exams through STARSLMS. **Note:** Hardcopy pages of Review Questions will not be accepted.

To complete STARSLMS assignments/quizzes/exams:

- Log into the Student Portal
- Click Menu – Connect to STARSLMS
- Click Courses – 150 500-hour Program Grades...
- Click Modules and select the appropriate assignment
- Review the instructions
- Click the hyperlink to begin
- **Note:** Click the SAVE button before proceeding to the next page or exiting
- **Note:** Click the SUBMIT FOR GRADING button when complete

Most assignments are graded immediately and will be displayed under Grades after finishing the assignment.

#### *Completing and Turning in Business Assignments*

Business assignments that are due before class starts are to be placed on the instructor's desk. Most business assignments are completed in class and on the hard copy provided in the school packet. Some business assignments are to be emailed and will be indicated as such on the class schedule. If this is the case, students should email these assignments to their business instructor **and** copy their regular instructor.

#### *Completing and Turning in Outside Massage Forms (OMFs)*

After learning how to do the basic Swedish routine, students will perform massages outside of class as homework. The purpose of these massages is to give students more practice and more confidence.

**Note: Students cannot charge money, receive tips, or barter for their practice work before they are state-licensed.**

OMFs can be found in the school packet. Each of the OMF assignments consist of 2 OMFs and 2 SOAP notes/treatment records. When complete, students should email the electronic version to their instructor **OR** place the hard copy on their instructor's desk before the start of class. Please allow 3 business days for grading.

#### *Completing and Turning in Quizzes and Exams*

When taking a test, students will log in to STARSLMS and wait to be prompted by their instructor to start the test. Students may only take quizzes/exams through STARSLMS when instructed by the instructor or designated proctor. **Make-up or retake quizzes/exams may not be completed through STARSLMS. Make-up or retake quizzes/exams completed through STARSLMS without authorization will not be processed.**

#### *Getting Work Back*

Most assignments that are turned in on time will be graded the same day. On occasion, instructors

may need additional time to grade assignments; please allow 3 business days. Hard copy assignments will be handed back by an instructor. After class #56, hard copy assignments will be placed in the student's clinic folder.

**Late Assignments** - The Student Administrator updates the grades in all subjects once a week. Late Assignments submitted through STARSLMS will be updated in the appropriate subject(s) within 5 business days. If students complete late assignments through the STARSLMS, they should email the Student Administrator and allow 3 business days for processing.

#### *Grading Questions*

Students with questions or concerns regarding a grade on an assignment should email the Student Administrator who will research the issue and respond in writing within 3 business days.

#### *Making-up or Retaking Quizzes and Exams*

If a student is absent or uses an NG/NR on the due date for a quiz or exam, it is their responsibility to arrange to make up the missed quiz or exam. Students absent or using an NG/NR on the due date a will have two weeks (14 calendar days) from the due date to take the quiz or exam without any deduction of grade points. After that time, there will be a 20-point late deduction. Additionally, if a student fails a quiz or exam, they may retake it for a grade up to a 70. Students can make-up/retake any quiz/exam for any quarter while enrolled in the program. After the date of graduation/drop/withdraw, no further make-ups/retakes will be accepted.

To make-up or retake quizzes or exams, students should schedule time in the make-up room and specify what tests(s) they intend to make-up/retake (see [Make-up Classes](#)) in the field provided.

**Make-up or retake quizzes/exams may not be completed through the STARSLMS.** Quizzes and exams may be completed while the student makes up class time. Students taking quizzes or exams but not making up hours are not charged for this time in the make-up room. If a student takes a quiz or exam and does not receive a grade of 70 or better, they must wait at least 24 hours before trying again.

**Note:** Students may make-up or retake quizzes or exams during class on practical days, time permitting. All other make-up or retakes must be scheduled through the Make-up Calendar.

#### *Making-up or Retaking Practical Exams, Spot Checks, and Touch Assessments (Assessment)*

If a student is absent or uses an NG/NR on the due date for an assessment, it is their responsibility to arrange to make up the missed assessment. Students absent the day of will have two weeks (14 calendar days) from the due date to take the assessment without any deduction of grade points. After that time, there will be a 20-point late deduction. Additionally, if a student fails an assessment, they **must** retake and pass it for a grade up to a 70 as a condition for graduation.

Assessment make-ups or retakes must be scheduled through the assessment calendar. Students should specify on the reservation the assessment number(s) they intend to take in the space provided. If a student retakes a practical exam, spot check, or touch assessment and does not receive a grade of 70 or better, they must wait at least 24 hours to try again.

**Note:** Students must schedule all make-up or retake assessments through the Assessment Calendar. Assessments may not be completed in the make-up room or through other means.

**Benchmark Deadlines:** Our curriculum is structured so that massage techniques build from a foundation established in the first quarter on. Each Touch Assessment, Practical Exam, and Spot Check are critical milestones as they give instructors an opportunity to assess a student's knowledge and competency of the techniques. For the safety of receivers, students should take and pass benchmarks in order and by the deadlines listed below:

- Swedish Touch Assessment (22b) and Swedish Practical Exam (23b) by class 27.
- Integration Practical Exam (44b) by class 55.
- Deep Tissue Touch Assessment (62b) by class 67.
- Orthopedic Spot Checks and Touch Assessment (see class schedule schedule) within 2 weeks of class date.



- Deep Massage Touch Assessment (see class schedule) within 2 weeks of class date.

**Note:** Students may not take the Integration Practical Exam (44b) until after they take and pass the Swedish Touch Assessment (22b) and the Swedish Practical Exam (23b). Students may not take the Deep Tissue Touch Assessment (62b) until after they take and pass the Integration Practical Exam (44b). Students may not take Orthopedic Spot Checks (75b, 78b, 81b, or 84b), the Orthopedic Touch Assessment (87b), or the Deep Massage Touch Assessment (96b) until after they take and pass the Deep Tissue Touch Assessment (62b).

Students **may** take Orthopedic Spot Checks (75b, 78b, 81b, or 84b), the Orthopedic Touch Assessment (87b), or the Deep Massage Touch Assessment (96b) even if they missed or failed an Orthopedic Spot Check or the Orthopedic Touch Assessment.

Students who fail to meet their benchmarks may be contacted by the Education Director or Student Administrator to determine a plan of action which may include scheduling or rescheduling assessments, mandatory tutoring, NG/NRs, clinic hold, or suspension. Please be advised that if required to take NG/NRs or if suspended, absences will accrue in accordance with the attendance policy (see [Attendance Requirements](#)). If these conditions cause the total absences to meet or exceed 10 consecutive class days (10 days for VA students) or 30 school days, the student will be dismissed from the program (see [Dismissal](#)).

#### *Student Progress and Reporting Requirements*

TDLR requires that massage schools regularly submit an electronic record of each student's hours earned at least one time per month, in a manner and format prescribed by TDLR. TLC submits and updates each student's successfully completed clock hours through TDLR's student permitting system - PALMS.

Our programs use a quarterly reporting system to evaluate student progress. Throughout the program, TLC documents each student's grades and attendance and evaluates it quarterly to determine their clock hours earned. Clock hours are earned based on hours both attended **and** passed. Quarterly and based on attendance, students are awarded clock hours less than or equal to the total-to-date scheduled hours for each subject, provided they are overall passing in that subject.

#### *Grades*

Grades are given according to the following scale:

- 90 - 100% = A
- 80 - 89% = B
- 70 - 79% = C
- Below 70% = F, not passing

#### *Internship Eligibility*

Requirements for Entry into Internship:

- Certified in CPR and First-aid
- A passing grade (70 or above) on the Swedish Touch Assessment
- A passing grade (70 or above) on the Swedish Practical Exam
- A passing grade (70 or above) on the Integration Practical Exam (44b)
- A passing grade (70 or above) on any other outstanding Assessments, Spot Checks, or Practical Exams (if applicable)
- Overall passing average (70 or above) in all subjects
- Completed the first 250 classroom hours
- Attended class 56a/b

Internship eligibility will be initially evaluated within 5 business days after class #56. Students eligible for internship will receive instructions and the calendar link. Students who do not meet the above requirements by class #56 will be unable to schedule clinic hours until they are eligible and the Student Administrator clears them. Ineligible students should email the Student Administrator for

reevaluation of eligibility **after** meeting the above requirements. Please allow 3 business days for reevaluation.

### *Internship Grade*

During internship, you will be graded in 5 categories: punctuality, professionalism, communication, therapeutic skills, and records management. The final grade depends on the intern's performance in each of these categories, which are based on MTI observation, client evaluations, and the paperwork submitted for each session.

Each clinic session is worth 5 points, 1 point for each category. The internship grade is determined by adding all session scores for a total of up to 250 points. The sum is then divided by 2.5. Finally, any applicable point deductions are subtracted to reach the final score. To pass internship, interns must earn a grade of 70% or above as indicated on the grading scale listed above.

An accumulation of unsatisfactory grades (U's) will result in the following:

- 4 U's in any one category – Verbal Warning
- 6 U's in any one category – Written Warning and a 5-point deduction from final internship grade
- 8 U's in any one category – Intern may be dismissed from the program
- 12 U's overall – Verbal Warning
- 15 U's overall – Written Warning and a 5-point deduction from final internship grade
- 19 U's overall – Intern will be dismissed from the program

**Note:** Students will be dismissed for obtaining 8 or more U's in any one category or 19 U's overall. Additionally, if a student fails to show for 2 scheduled clinic days without proper notice, they may be dismissed from the program.

### *Quarterly Grade Reports*

The first quarter ends at class 27 (126 hours); the second quarter ends at class 55 (126 hours); the third quarter ends at class 83 (126 hours); and the fourth quarter ends after class 99 and upon completion of internship (122 hours) or the enrollment end date (whichever is earliest). Students will receive their quarterly grade reports within 5 - 7 business days of the end of quarters 1 - 3. Students will receive a preliminary 4<sup>th</sup> quarter grade report up to 2 business days before their last class day. Students are responsible for communicating any discrepancies between their records and ours as soon as possible by emailing the Student Administrator and including any supporting documentation.

### *Satisfactory Progress*

TLC determines satisfactory progress based on attendance and academic performance. Students that have excessive absences (see Attendance), missing or failing benchmarks, failing grade one or more subjects, or excessive U's in Internship will be subject to interventions. Interventions include but are not limited to academic probation, mandatory tutoring, mandatory NG/NRs, or dismissal. Classes 0a-23b are important to establish a solid foundation. Students absent for 20% or more of the first quarter that are also failing all subjects in the 1<sup>st</sup> quarter **will** be dismissed. Students absent for 44 hours or more of the first quarter **will** be dismissed, regardless of overall grades.

At the school's discretion, students who are not passing in any subject (below 70%) at the end of a quarter may be required to get tutoring in their own time and at their own expense. Additionally, students who are failing for 2 consecutive quarters may be dismissed at the school's discretion.

### *Academic Requirements to schedule 15-minute Exit meeting and graduate*

- Complete 449:45 clock hours (449 hours, 45 minutes) of classroom instruction
- Achieve an overall passing grade in all subjects
- Passed all Touch Assessments, Practical Exams, and Spot Checks
- Complete 50 hours of internship
- Complete 4 Community Service hours

Our curriculum is designed to give students adequate time to complete their academic requirements and students should plan and schedule their time accordingly. The timeline is such that students should work to be eligible to begin clinic **no later than by class #99a**. Students who become eligible

after this date or fail to proactively manage their time may experience difficulty obtaining enough shifts to complete their internship. Students who become eligible after class #99a or fail to proactively manage their time are not guaranteed shifts as they are scheduled on a first come, first serve basis. If a student does not meet all academic requirements by the Enrollment End Date listed on their Enrollment Agreement, they will be dismissed in accordance with the withdraw policy.

### *Extensions*

A student may appeal for an extension but must do so before their enrollment end date (see Appeal Procedure). Extensions are granted on a case-by-case basis. TLC Administration will review the student's appeal, their grades, attendance, and disciplinary record (if applicable) to determine if the student is a good candidate for an extension. Students approved for an extension will be charged a \$200.00 extension fee. All approved extensions require a signed amendment to the Enrollment Agreement, changing their enrollment end date and providing conditions for continued enrollment (if applicable). Only one extension of up to three months will be allowed per student. Students who do not complete their graduation requirements by the extension end date will be dismissed from the program and will need to appeal for re-enrollment (see Readmissions). **Note:** Students using VA benefits for their TLC education are not eligible for extensions.

Students who have met the academic requirements to schedule an exit meeting but have not met the financial requirements are not eligible for an extension and will remain at less than 500 hours earned. Except for a documented leave of absence, TDLR requires that enrollments be terminated for students who have not graduated by their enrollment end date or have not attended school for thirty (30) school days, including non-consecutive absences.

### *Community Service*

In an effort to expand the student's knowledge of the therapeutic and marketing techniques acquired during their training, TLC students are required to complete 4 hours of community service. TLC organizes a variety of volunteer opportunities throughout the year, ranging from residencies with local businesses to community events. **Students must complete class #33B to be eligible to participate in community service.** Information on upcoming events can be found on the community service bulletin board located in the Student Communication Hallway and/or the Community Service Calendar.

To sign up for community service:

- Find information on the event(s) you want to attend on the Community Service bulletin board
- Follow the reservation instructions on the posting **OR**
- If it is a residency event, Go to the Community Service web Calendar
  1. Click on the Date/Event you'd to join
  2. Click New reservation
  3. Verify/Add your name and Student ID number
  4. Click Create reservation

The student will receive an email confirming their reservation. Before the event (approximately 1-2 days), TLC will send scheduled students an event itinerary. For community events, TLC will provide and transport equipment and supplies. For residencies, TLC provides the equipment and supplies, but the student is responsible for checking out, transporting, and returning these items.

On the day of the event, students should do the following:

- Check the weather.
- Dress for Clinic
- Pack plenty of food and water.
- Arrive to the event location on time.

**Students may not schedule community service hours during their regularly-scheduled class time.**

## **Building Policies**

### *Campus Hours*

Unless otherwise indicated, the building's open hours are as follows:

Monday – Thursday: 8:00am – 10:30pm

Friday: 10:00am – 6:00pm

Saturday: 7:45am – 6:00pm

Sunday: 10:00am – 7:30pm

### **Access**

An instructor may arrive early to prepare for class or stay late to wrap-up; however, it will be at the instructor's discretion whether or not they permit students to arrive before or stay later than the times listed below. Please be respectful of their time and decisions in this regard.

Unless otherwise indicated, students may access the building through the student entrance on the north side of the building or the main entrance on the west side of the building. Any of these entrances can be used to exit. **Note:** Unless cleared/accompanied by faculty or staff, students may not use the staff/admin entrance on the north side of the building.

### **Evening/Night Security Procedures**

For the safety of students, faculty, and staff the following security measures are in place for evening campus activities.

1. On Mondays, the main entrance will be locked at 5:00pm. The student entrance will be locked at 7:15pm.
2. On Tuesdays through Thursdays, all outer doors will be locked at 7:15pm **except the main entrance**. The main entrance will remain unlocked while clinic is accepting clients and will be locked after the last clinic appointment starts or 7:15pm, whichever is latest.
3. During breaks, faculty/staff will unlock the student entrance on the north side of the building allowing students to return and relock the door at the end of break.
4. Step 3 is repeated for additional evening breaks.

**Note:** Students must return from break on time or they may be locked out of the building. Students leaving the building outside a designated break time should notify their instructor. Failure to return on time from break or notify their instructor may result in the student being locked out until the next break. Any time missed must be made up in accordance with the make-up procedures (see [Make-up Classes](#)).

### **Weekend Security Procedures**

On Fridays, Saturdays, and Sundays, the main entrance will remain unlocked while the clinic is accepting clients and will be locked after the last clinic appointment starts or 6:15pm, whichever is earliest. All other entrances will be locked, but can be used to exit.

**For security reasons, students must not prop open any doors.**

### *Video Surveillance*

To ensure the safety of students, faculty, staff, and clients, TLC conducts video surveillance in most common areas and parking lot.

### *School Computers/Copier*

Students are not permitted to use school computers, copiers, or printers. This equipment is for faculty/staff use only (no exceptions).

### *School Property*

Please do not remove bolsters, massage tables, face cradles, chairs, teaching equipment etc., from their designated area. Please report any broken equipment, fixtures, or other school property to the faculty or staff.

### *Noise Level*

Out of consideration for our internship clinic, our receptionist and other classes in progress, please speak softly when indoors. Do not congregate in the front lobby or by the main (client) entrance. Cell phone use is only permitted outside or in the Student Lounge. If you are using your device's audio (when/where permitted), students are required to use headphones to minimize the noise pollution in these shared spaces.

### *Visitors*

Under no circumstances may students bring children or guests with them to class or to the internship clinic. Children should not be left unattended anywhere on campus.

### *Service Animals and Pets*

Under Title III of the federal Americans with Disabilities Act (ADA), a service animal is an animal that has been trained to perform work or tasks for the benefit of a person with a disability. Service animals are not pets and are permitted on campus to assist their disabled owner.

Emotional support animals, also known as therapy or comfort animals, are not considered service animals as they have not undergone specific training to perform tasks. It's important to note that currently there are no specific state laws in Texas that protect emotional support animals in school. Therefore, TLC treats emotional support animals as pets. **Under no circumstances may students bring pets to campus. Please do not leave pets in your car, the TLC parking lot, or the church's grounds.**

### *Housekeeping*

Please take responsibility for keeping the environment clean and orderly. Please wash and return any dishes borrowed, pick up their trash, and clean up kitchen area after use.

### *Recycle*

We recycle! Bins are located in the student lounge for glass, plastic, aluminum, magazines and newspapers. Food and drink containers must be rinsed clean prior to being deposited in the recycle bins. **Paper towels and food boxes are not recyclable and should be placed in the trash.**

### *Weapons*

Per section 30.05, 30.06, and 30.07 of the Texas Penal Code, TLC is a gun-free zone, regardless of one's weapons permit. Additionally, TLC prohibits possession of all weapons on campus.

### *Smoking, Smokeless Tobacco, Vapes*

Per City of Austin Ordinance no. 050303-05 - Smoking in Public Places Ordinance (SIPPO) - no smoking is allowed within 15 feet of the building. Further, the use of smokeless tobacco and vapes are not permitted within 15 feet of the building. We ask that any cigarette butts be disposed of properly in the outdoor dispensers provided. Smokeless tobacco waste or spent cartridges should be disposed of in the trash.

### *Parking*

Please observe and obey all signs and markings. Students may not park in parking spaces reserved for clinic clients, visitors, or faculty. TLC provides additional parking at the First Unitarian Universalist Church of Austin, 4700 Grover Avenue, Austin TX 78756. Students will be informed specifically where these offsite parking spaces are located and are only to park where indicated. Church parking is available Monday – Saturday and by permit only. If using church parking, please observe their 10-mph speed limit. Loitering and smoking/vaping are not permitted on church grounds. No pets are to be left on church property. Parking violations may be subject to a \$10 fine, per occurrence. Students that need to park offsite should avoid parking in other business' parking lots.

## **Classroom Policies**

### *Cameras*

To maintain a calm atmosphere and ensure privacy at all times in the school, the use of cameras is prohibited in classrooms, clinic, and bathrooms **at all times**. In those areas, devices with cameras must be off and stowed away unless otherwise instructed. Failure to comply will result in being dismissed from class for the remainder of the class day and/or being subject to disciplinary action up to and including dismissal.

### *Computers/Tablets*

Computers or tablets may be used during class for completing assignments through STARSLMS or note-taking in class. The camera feature must be blocked for confidentiality/privacy reasons. Failure to comply will result in being dismissed from class for the remainder of the class day and/or being subject to disciplinary action up to and including dismissal.

### *Cellphones*

Students may use their cellphones during class for completing quizzes or exams through STARS LMS. All other times, cellphones must be off and stowed. Students that require an accommodation should inform their instructor. At the instructor's discretion the student may be permitted set their phone to vibrate. If the phone of a student with an exception vibrates during class, they must exit the classroom before they may answer their phone and/or read texts and they must do so only in designated areas (student lounge/outside). Failure to comply will result in being dismissed from class for the remainder of the class day and/or being subject to disciplinary action up to and including dismissal.

### *Food and Drinks*

With the exception of bottled water, no food or drink is allowed in the classroom, make-up room, or clinic. Filtered water is available at the kitchen sink, clinic sink, and drinking fountain. Students are welcome to use the Student Lounge for food and drink. Please do not leave these items unattended anywhere other than the Student Lounge. **Food or drink found outside the designated area will be thrown away.** Failure to comply will result in being dismissed from class for the remainder of the class day and/or being subject to disciplinary action up to and including dismissal.

### *Modesty/Hygiene*

Dressing and undressing will be done under the sheet, or behind a screen. Genitals, gluteal cleavage, chest cleavage and nipples should never to be exposed in class. Students will receive massage fully draped and without undergarments, in order that their partners can learn to perform the routines correctly. Exceptions to this procedure may be hygiene or skin disorders. Students must provide doctor's orders to TLC Administration for any further accommodations/modifications. Students unable to comply may be required to take an NP.

Students must wear socks and/or shoes any time they are not on the massage table. Outside the classroom, students must be fully-clothed, including shoes.

## **Student Conduct**

TLC believes that a massage therapist's commitment to their own mental, emotional and physical health is as important as their technical skills. Our student conduct policy is designed to support this commitment to their professional growth. The faculty and administration review students' performance regularly. Any infringements of the student conduct policy, or other policies or procedures outlined in the handbook will be documented in the student's permanent record and may be subject to disciplinary action up to and including dismissal.

If, in our judgment, the infringement is serious enough, the student may be dismissed immediately. Otherwise, written notice will constitute a warning and future infringements may result in dismissal. The student has the right to appeal a warning or dismissal in writing within one week of being informed (see [Appeal Procedure](#)). Any behavior that overly compromises the student's performance and/or upsets the classroom or school atmosphere in the opinion for TLC faculty and/or staff may be

grounds for disciplinary action up to and including dismissal.

Some examples of such behaviors are listed below, though this is not a comprehensive list:

- Being under the influence of function-impairing drugs or alcohol on school grounds or while doing community service
- Dishonesty with an instructor, fellow students or the Administration. This includes, but is not limited to, falsifying attendance information or using school resources without approval
- Display of emotional instability (hostile or irresponsible behavior) that compromises the learning environment within the classroom or the atmosphere of safety
- Sexual Misconduct
- Any behavior by a student, which is disrespectful to another person(s) or disrupts the progress and continuation This includes sleeping in class, side talking, texting, unauthorized cell phone/tablet/computer use, etc.
- Failure to follow instructions in class or during community service
- Failure to respond to communications from faculty or staff
- Consistently poor hands-on techniques or skills that may endanger the client or receiver
- Possession of any weapon (whether formal or improvised) on school grounds (see Building Policies)
- Theft or destruction of school property or property belonging to another
- Conviction of a crime that may limit a student's ability to be a licensed massage therapist
- Inappropriate use of cell phone or other electronic device

#### *Academic Integrity*

A student, who commits any act of academic dishonesty, may forfeit the right to remain a student. Academic dishonesty includes, but is not limited to, the following offenses:

- Reading or copying another student's responses during an examination
- Communicating with anyone, other than a designated instructor/proctor, during an examination
- Unauthorized collaboration with another in preparing work offered for credit
- Facilitating another student's academic misconduct
- Copying or plagiarizing another student's homework
- Tampering with the academic work of other students
- Falsifying data in the classroom or clinic setting
- Buying, selling or distributing course materials, including exams, test answers and course papers
- If an instructor has reasonable suspicion that a student is consulting reference material during a test.

#### *Following Instructions*

Students are expected to follow along with practical instruction and should move ahead only when so instructed. Techniques other than those taught in this program are not to be used in class, clinic, or during community service. Talking during practical instruction should be limited to necessary feedback only.

#### *In-Class Massage Practice*

All students are expected to work with and perform/practice massage on all classmates regardless of gender or other considerations. Students are not to massage each other during class except during instructor-led practice unless otherwise instructed.

Students should take care to properly execute hands-on techniques and to avoid endangering themselves or the receiver. Instructors closely monitor technical performance. If a student fails to meet benchmarks or poorly executes hands-on techniques/skills, TLC Administration will attempt to intervene in an effort to improve the student's performance. Intervention may include, but is not limited to meetings, tutorials, warnings, and academic probation. If the student's technique fails to improve after sufficient intervention efforts (as determined by TLC Administration), the student may

be dismissed from the program.

#### *Fraternization*

TLC faculty and staff are prohibited from fraternizing with active students. TLC does not explicitly prohibit students from having romantic relationships with fellow students; however, it is strongly discouraged due to its potential to negatively affect the classroom environment. Classmates in a relationship should disclose this to their instructor and refrain from partnering during massage trades. Additionally, students should be mindful that any sexual activity on school grounds or while doing community service is grounds for disciplinary action up to and including dismissal (see Sexual Misconduct).

#### *End User Licensing Agreement (EULA)*

Students attending TLC agree that the images from the *Trail Guide to the Body* (7<sup>th</sup> Edition) Image Library (Product), which may be included by TLC for Student use via a Learning Management System, in course packets, course manuals, coursework, and presentations; or in printed versions of PowerPoint presentations used by TLC (collectively referred to as "Student Materials") may be used only as follows:

1. **Permitted Use.** Students are permitted access to the Student Materials for their personal use. Students may use the Student Materials only in a way that conforms to all applicable copyright laws and regulations.
2. **Prohibited Uses.** Altering, recompiling, copying, reselling, redistributing, publishing or republishing the Student Materials in any form or medium is prohibited.
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#### **Dress Code**

It is expected that all students observe high standards of modesty, personal hygiene and dress.

#### *Classroom*

- Clothing should be loose enough to allow freedom of movement while adequately covering the body.
- Shirts should be short sleeved (above the elbow) or rolled above the elbow for hands-on classes.
- Shoes should affix firmly to the foot and provide adequate support to promote good body mechanics. Athletic and/or orthopedic shoes recommended.
- **Hands are to be kept clean with nails trimmed short and polish-free.**
- Breath and body should be free of any offensive odor.
- Because many people are allergic or sensitive to strong scents, students are asked to use only lightly scented bath and body products and to avoid perfume or aftershave on massage days.
- Nipples or excessive chest or gluteal cleavage should not be visible.
- Undergarments should not be visible through clothing. See-through clothing is not permitted.
- Shorts and skirts must be at least fingertip length with their arms at their sides.
- **Rings, bracelets and watches should not be worn during massage.**
- Hair should be neat, clean and tied back (if applicable).
- Facial hair should be neat and well kept.
- No pajamas, torn, ripped, stained, or dirty clothing ("distressed" is ok)
- No halter tops or bare midriffs



### *Clinical Internship* - **Requires Black Pants and White Shirts**

- Clothing should be neat, unwrinkled, clean, and in good repair.
- Clothing should be loose enough to allow freedom of movement while adequately covering the body.
- Clothing should be free of emblems, images, or text (other than official school shirts).
- Workout clothing is not acceptable, including sweat pants and running shorts.
- Undergarments should not be visible through clothing. See-through clothing is not permitted.
- **Hands are to be kept clean with nails trimmed short and polish-free.**
- **Rings, bracelets and watches should not be worn during massage.**
- Long necklaces should be removed or tucked into the shirt.
- Hair should be neat, clean and pulled back (or up) if long. A sweatband may be worn only during the session, not when greeting or interviewing clients.
- Breath and body odor should be pleasant or absent.
- Because many people are allergic or sensitive to strong scents, interns are asked to use only lightly scented bath and body products and to avoid perfume or aftershave on massage days.
- Interns must wear closed-toe shoes at all times. No flip-flops, sandals, high heels, or bedroom slippers.
  - o **Black Pants**
    - Yoga pants, slacks, and scrubs are permitted
    - Knee length shorts are permitted
    - "Cut offs" are not permitted
  - o **White Shirts**
    - Collared Polo shirts are preferred
    - White tee shirts and scrub tops are also acceptable
    - Shirts should be short sleeved (above the elbow) or rolled above the elbow.
    - No halters tops or bare midriffs

Dress Code Golden Rule: If in doubt, don't wear it.

### **Harassment**

Harassment on the basis of ethnicity, color, religion, national origin, sexual orientation, gender, gender identity, age, or status as a covered veteran, or other protected status will not be tolerated. Such conduct has the purpose or effect of interfering unreasonably with the individual's work or academic performance and/or creating an intimidating, hostile, or offensive working or scholastic environment.

Additionally, sexual harassment of any individual will not be tolerated. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, particularly when:

- o Submission to such conduct by the individual is made a term or condition of employment or scholastic status, either explicitly or implicitly.
- o Submission to or rejection of such conduct by the individual influences personnel or scholastic decisions concerning that individual.

All allegations should be handled in accordance with the Conflict Resolution procedures detailed below. Student complaints shall be taken seriously and every effort shall be made to resolve the issue. The Administration will maintain confidentiality to the extent possible; however, our priority is to maintain a safe, positive learning environment. Please see Conflict Resolution below for more details.

## **Assault**

TLC has zero-tolerance for assault. Assault, as defined by Texas Penal Code Ch 22.01 refers to:

1. Intentionally, knowingly, or recklessly causes bodily injury to another, including the person's spouse;
2. Intentionally or knowingly threatens another with imminent bodily injury, including the person's spouse; or
3. Intentionally or knowingly causes physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

If TLC faculty or staff become aware of potential assault TLC will summon local law enforcement and file an incident report. Faculty, staff, and students are expected to cooperate fully with law enforcement's investigation. While the investigation is underway, TLC may (at their sole discretion) dismiss or transfer one or more students to another class to separate complainants and minimize disruption. Unless the incident calls for immediate termination, TLC may dismiss one or more students after law enforcement completes their investigation and legal proceedings are complete.

## **Sexual Violence**

TLC has zero-tolerance for sexual violence. Sexual assault, as defined by Texas Penal Code Ch 22.011 refers to:

1. Intercourse and penetration without consent
2. Sexual abuse of an individual who cannot give their consent due to a disability or diminished mental capacity
3. Intercourse, penetration, or sexual contact with a minor
4. Forcible and violent intercourse, penetration, or sexual contact, regardless of whether consent is given
5. Coercive sexual acts

If TLC faculty or staff become aware of potential sexual violence, TLC will summon local law enforcement and file an incident report. Faculty, staff, and students are expected to cooperate fully with law enforcement's investigation. While the investigation is underway, TLC may (at their sole discretion) dismiss or transfer one or more students to another class to separate complainants and minimize disruption. Unless the incident calls for immediate termination, TLC may dismiss one or more students after law enforcement completes their investigation and legal proceedings are complete.

## **Sexual Misconduct - Texas Administrative Code Rule 117.92**

(a) A licensee shall not engage in sexual contact during a session with a client. For the purposes of this section, sexual contact includes:

- (1) any touching of any part of the genitalia or anus;
- (2) any touching of the breasts of a female client, unless the touching is breast massage that is specifically authorized by the client as required in §117.91;
- (3) any offer or agreement to engage in any activity described in paragraph (1) or (2);
- (4) kissing;
- (5) deviate sexual intercourse, sexual contact, sexual intercourse, indecent exposure, sexual assault, prostitution, solicitation of prostitution, and promotion of prostitution as described in the Texas Penal Code, Chapters 21, 22, and 43, or any offer or agreement to engage in any such activities;
- (6) any behavior, gestures, or expressions which may reasonably be interpreted as inappropriately seductive or sexual; or
- (7) inappropriate sexual comments about or to a client, including making sexual comments about a person's body.

(b) A licensee shall not allow any individual, including a client, student, licensee, employee, participant in a continuing education program, or one's self to engage in sexual contact on the premises of any massage school, massage establishment, or the licensee's own place of business.

(c) A licensee shall not allow any individual, including a student, licensee, employee, or one's self to practice massage therapy or provide other massage therapy services in the nude, while partially nude, or in clothing designed to arouse or gratify the sexual desire of any individual.

(d) A licensee shall not perform massage therapy, whether or not for compensation, at or for a sexually oriented business.

(e) A licensee shall immediately discontinue the massage therapy session, activity or the professional relationship when a client initiates any verbal or physical contact with the licensee that is intended to arouse or gratify the sexual desire of either person.

### **Anti-Stalking Policy**

TLC is committed to maintaining a safe and supportive environment for all students, staff, and faculty. Stalking is strictly prohibited and will not be tolerated in any form, as it poses a serious threat to the safety, well-being, and mental health of members of our community. This policy aligns with the Texas Penal Code Title 9, Section 42.072, which criminalizes stalking.

#### **Definition of Stalking**

As outlined in Texas Penal Code Title 9, Section 42.072, stalking occurs when a person engages in conduct that:

1. The person knows or should know would cause another person to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.
2. Includes repeated actions that:
  - Place the victim in fear of bodily injury or death.
  - Place the victim in fear of harm to their property or a loved one.
  - Would cause a reasonable person to feel threatened or fearful.

This includes, but is not limited to:

- Repeated communication in person, via phone, text, email, or social media.
- Following or monitoring someone's activities.
- Sending unwanted gifts or messages.
- Any form of intimidation or harassment.

#### **Prohibited Conduct**

Any student found engaging in stalking behaviors as defined above will face disciplinary action, up to and including expulsion, as well as potential legal consequences under Texas law. Prohibited behaviors include, but are not limited to:

- Threats or intimidation.
- Repeated unwanted contact after being asked to stop.
- Following someone physically or through digital means.

#### **Reporting Procedures**

- **Confidential Reporting:** Victims of stalking are encouraged to report incidents to the school administration or the designated Title IX Coordinator.
- **Emergency Situations:** In cases where there is an immediate threat to safety, contact local law enforcement by dialing 911. Notify campus security or administration as soon as possible.

#### **Investigation and Consequences**

Once a report of stalking is received:

1. An investigation will be conducted promptly and confidentially.
2. The accused will be afforded due process in accordance with the school's disciplinary procedures.
3. If evidence supports the claim of stalking, appropriate disciplinary actions will be taken.

#### **Support for Victims**

The school provides resources and support for victims of stalking, including:

- Referrals to counseling services.
- Assistance with filing police reports.
- Academic accommodations if necessary.

## Policy Review and Updates

This policy will be reviewed annually to ensure compliance with Texas law and the evolving needs of our school community.

## Contact Information

For questions or to report stalking, please contact:

- **Mark Dauenhauer:** 512-374-9222 ext. 17 | [markd@tlcschool.com](mailto:markd@tlcschool.com)
- **Eric Tebbetts:** 512-374-9222 ext. 12 | [erict@tlcschool.com](mailto:erict@tlcschool.com)
- **Local Law Enforcement**

**References:** Texas Penal Code Title 9, Section 42.072

By adhering to this policy, we aim to create a learning environment that fosters respect, safety, and trust for everyone in our community.

## Conflict Resolution

Our goal at TLC is to create and maintain an environment as positive and healing as the methods we teach. Students, faculty, and staff are all an integral part of this effort.

Students work closely with one another, frequently practicing massage techniques on each other and providing feedback in real time. This puts the students in a unique position to be an advocate – for themselves, their partners, the school, and future clients.

We encourage students to think well of self and others and to offer constructive feedback to their classmates from that space. Should an injury or other conflict occur with a fellow student and a faculty/staff member that does not require law enforcement (see Assault, Sexual Assault, Stalking), students should follow the conflict resolution procedure detailed below:

- **Say Something** – Students that feel someone injured them, is not respecting their personal boundaries, or is behaving unprofessionally are encouraged to **immediately** stop the person exhibiting those behaviors and let them know that those behaviors are harmful or troubling.
- **Tell the Instructor** – The instructor will document the incident for TLC records and TLC Administration review (if applicable).
  - **If a student knows or suspects they have been physical injured they should notify their instructor immediately so that the instructor can render first aid (if applicable), complete an incident report, notify the Co-Directors, and advise the student of next steps.**
  - If communicating directly with the person (see “Say Something”) does not adequately resolve the issue **OR** if they need support communicating with the person, students should notify their instructor **immediately**. Instructors will advise the student of next steps; help mediate a dispute between parties and/or advise further action.
- **Tell the Student Administrator/Education Director** – If a student knows or suspects they have been physical injured; if the instructor-led mediation does not adequately resolve the issue; **OR** if the issue is with the instructor, students should notify the Student Administrator and/or the Education Director **immediately**. They will advise the student of next steps; help mediate a dispute between parties and/or advise further action. The Student Administrator/Education Director will document the incident for TLC records and TLC Administration review (if applicable).
- **File a Complaint** – If neither the instructor nor the Student Administrator/Education Director adequately resolve the issue, students may file a formal, written complaint by sending an email to [admin@tlcschool.com](mailto:admin@tlcschool.com).
  - TLC Administration will investigate the details of the complaint and offer the other party the opportunity to submit a written response.
  - TLC Administration will meet to discuss the issue and determine the best course of

action.

- TLC Administration will render a decision, take appropriate action, and notify all parties in writing.

• **File a Grievance** – Those who do not feel their issue is adequately resolved may file a formal grievance by contacting TDLR at (800) 803-9202. TDLR prohibits a massage school from disciplining or retaliating against a student for filing a complaint with the department.

**Prompt Reporting:** Students **must** follow the above conflict resolution procedures promptly. Failure to do so may limit the available interventions.

**Note:** TLC does accept anonymous complaints, but please understand that **TLC faculty and staff are required to report all incidents to the Co-Directors**. Further, if we are unable to follow our established conflict resolution procedures, the complaint may be received as “information only,” meaning that parties will be informed on a need-to-know basis and we will act to the extent we can, given this limitation. Students that want their complaint to be anonymous should indicate this on their written complaint; however, instances regarding injury, academic integrity, or criminal offenses may not be subject to full confidentiality.

### **Evaluations**

The school Administration closely monitors student conduct, attendance, and academic and technical performance. If a student fails to meet benchmarks, poorly executes hands-on techniques/skills, or violates the policies detailed in the handbook, the Administration will attempt to intervene in an effort to improve the student’s performance. Intervention may include, but is not limited to meetings, tutorials, warnings, and academic probation. TLC acknowledges that not all situations would benefit from intervention and reserves the right, to dismiss students immediately as needed.

### **Dismissal**

Circumstances that may result in dismissal are determined by TDLR as well as school policy. Students may appeal dismissals (see Appeal Procedure).

#### *End of Program*

Students who fail to complete all academic and financial requirements (including their exit meeting) by their enrollment end date will be dismissed from the program. Students who need additional time must submit an appeal before the enrollment end date, detailing why they were unable to complete by the end date and providing a new estimated date of completion (see Appeal Procedure). **Extensions are granted on a case-by-case basis, not guaranteed.**

**Note:** TDLR requires that TLC dismiss students who do not attend school for thirty (30) school days, including non-consecutive absences. This includes the 3-month period after class #99a. Attendance includes scheduled class time, make-ups, internship, and tutorials. Students who have met the academic requirements to schedule an exit meeting but have not met the financial requirements are not eligible for an extension. Except for a documented leave of absence, TDLR requires that enrollments be terminated for students who have not graduated by their enrollment end date or have not attended school for thirty (30) calendar days.

#### *Satisfactory Progress*

TLC reserves the right to dismiss students with consistently poor quarterly grades or that poorly execute hands-on techniques/skills in a manner that endangers the receiver.

In accordance with TDLR regulations, a student’s enrollment must be terminated if they accumulate absences of 10 or more consecutive class days or that do not attend school for thirty (30) school days, including non-consecutive absences. This applies to the student’s entire enrollment period, including the 3-month period after class #99a but before the enrollment end date. Sufficient attendance is considered the student’s scheduled class, make-ups, internship, and tutorials.

TLC reserves the right to dismiss students with excessive absences or tardiness. This is determined on a case-by-case basis, but is generally set at 75 hours absent and/or 35 total tardies. Additionally; since the first 3 weeks of class are critical as they provide the foundation for student success, students with excessive absences during the initial weeks of class may be dismissed from the program (see Attendance Requirements).

Students who have met the academic requirements to schedule an exit meeting but have not met the financial requirements are not eligible for an extension and will remain at less than 500 hours earned. Except for a documented leave of absence, TDLR requires that enrollments be terminated for students who have not graduated by their enrollment end date or have not attended school for thirty (30) school days, including non-consecutive absences.

For VA-eligible students, the attendance policy (20% of the total program and/or being absent ten (10) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b or via VA Once data system within 30 days of date of occurrence.

#### *Conduct*

TLC reserves the right to dismiss any student who commits or accumulates any conduct issues.

#### *Financial Suspension*

TLC reserves the right to dismiss any student who accumulates three financial suspensions.

### **Appeal Procedure**

Students that wish to request an exception to **any school policy or procedure** or appeal a warning or dismissal may submit a written appeal to TLC Administration by emailing [admin@tlcschool.com](mailto:admin@tlcschool.com). Appeals should be as specific as possible and stick to facts not opinions. If appropriate the appeal should include and acknowledgment of what has been done that fell short of TLC expectations or was against TLC policies and what steps will be taken so the same actions don't continue in the future if the appeal is granted. If appropriate, include doctor's notes or other supporting documents. Please allow 5 business days for review.

- TLC Administration will investigate the details of the appeal and offer the other party or parties the opportunity to submit a written response (if applicable).
- TLC Administration will meet to discuss the issue and determine the best course of action.
- TLC Administration will render a decision and inform the student in writing. The Administration's decision is final.

#### *Make-up Fee Waivers*

Students with a fever or other cold, flu, or Covid-like symptoms should follow the Exposure/Contraction Procedures. TLC will waive the make-up fee for applicable dates for students who follow this procedure. Additionally, students that wish to have their make-up fees waived for any other absence can submit a doctor's note, jury summons, or other supporting documentation to the Student Administrator or TLC Administration ([admin@tlcschool.com](mailto:admin@tlcschool.com)) for review. Documentation must be submitted within 2 weeks of the absence.

### **Enrollment Termination Policies and Procedure**

Students who withdraw or are dismissed from TLC will receive credit for hours they attended and passed. Each subject is considered separately. Per TDLR, clock hours earned never expire. To cancel or withdraw, students must submit their withdraw notice in writing. TLC accepts the following as written notice: dated, hand-written document bearing the student's signature; dated, typed documents bearing the student's signature; emails from the email address on file to the Admissions Advisor, Student Administrator, and/or Controller. **Text messages, phone calls, and voicemails are not acceptable means of providing written notice.**

#### *Cancellation*

Students have a right to cancel their enrollment for a full tuition refund if they cancel in writing within

72 hours (until midnight of the 3<sup>rd</sup> day, excluding weekends and federal holidays) of signing the enrollment agreement.

#### *Withdraw*

Students considering withdrawing should contact the Student Administrator. VA students should also contact the VA certifying official. There are many resources available to students and we are interested in finding a way to help our students succeed. Students that decide to withdraw must provide written notice.

#### *Unofficial Withdraw*

Students that fail to return from a Leave of Absence will be subjected in an Unofficial Withdraw. Unofficial Withdraw will be considered effective the last date of attendance for the purposes of calculating a refund.

#### *Dismissal*

Students that are dismissed from the program will be notified in writing (email). VA students should contact the VA certifying official for details.

Students who withdraw or are dismissed receive credit for hours they attend, provided they also receive an overall passing grade. Each subject is considered individually. Students who withdraw or are dismissed will be issued an exit status letter within 30 days. The letter will include information about their attendance, academic standing, clock hours earned, financial status, and reason for dismissal (if applicable). Students who withdraw or are dismissed from their program will be issued one certified copy of their transcript within 10 calendar days after their non-tuition and tuition balances are paid in full.

### **Student Records**

Students have the right to obtain access to all information in their student file. All records will remain confidential within the administration. We will release information to a third party only with the student's written consent. Please note: we will not send copies of transcripts or documentation originating from other institutions. TLC retains student transcripts of academic records permanently; all other documents will be retained for a minimum of 3 years.

#### *Student Information*

Students are responsible for ensuring TLC has up-to-date contact information. Any changes to name, address, phone number, or email address should be notated on an Information Change Form, signed, and submitted to the Student Administrator for processing. Student may also email the Student Administrator from their email address of record to update their information. **Students must inform the Student Administrator of any changes to their health info asap to be evaluated for contraindications and/or accommodations.**

#### *Taxes – 1098-T*

TLC does not participate in a student aid program administered by the U.S. Department of Education and is therefore is not an "Eligible" or "Qualified" institution per IRS guidelines. TLC does not have a federal school ID, does not issue IRS Form 1098-T, and amounts paid to the school for books and tuition **are not** "Qualified Education Expenses." TLC's retail installment contracts for tuition payment plans **are not** "Qualified Student Loans;" therefore the school does not issue Form 1098-E for student loan interest.

#### *FSMTB Education Verification*

The Federation of State Massage Therapy Boards (FSMTB) is the agency that administers the Massage and Bodywork Licensing Examination (MBLEx). FSMTB requires education verification to be sent directly from schools or authorized agencies to FSMTB via an online portal. **Per TDLR: (effective 2/6/2023), TDLR must authorize your eligibility to take the MBLEx. Eligibility must be obtained by completing the Massage Therapy License Application which can only be done after completing all 500 hours of the program.**

For requests coming to TLC through the FSMTB portal, education will be confirmed after class #70b.

Students who apply to take the MBLEx before class #70 should understand that education will not be verified until 3-5 business days after that class.

#### *Certificate and Official Transcripts*

In accordance with State guidelines and as part of tuition, graduates will receive a certificate, two official copies of their transcript, and a copy of their final grade report. Provided all departments have all required documentation on file, hours will be submitted electronically to TDLR and the certificate and transcripts will be issued within ten calendar days of completion of their exit meeting.

**To schedule the exit meeting and be eligible to receive transcripts, students must meet the below requirements:**

#### *Academic Requirements*

- Attended 449:45 hours
- Achieve an overall passing grade in all subjects
- Passed all Touch Assessments, Practical Exams, and Spot Checks
- Completed 50 hours of internship
- Completed 4 Community Service hours

#### *Financial Requirements*

- Paid all non-tuition fees
- Tuition paid in full OR **good standing** with TFC Payment Plan (see [Payment Options](#))

**After completing the above academic and financial requirements, students must schedule an exit meeting through the designated online calendar. Failure to do so may result in processing delays.** At their scheduled time, they will meet with a designated administrative staff member **in person** to complete the remaining 15 minutes of their program (99b) and complete/submit any outstanding paperwork.

Within ten calendar days after completing their exit meeting, hours will be submitted electronically to TDLR and their certificate and transcripts will be issued. Students will receive an email when their packet is ready for pick-up.

**Note:** Students who have met the academic requirements to schedule an exit meeting but have not met the financial requirements are not eligible for an extension and will remain at less than 500 hours earned. Except for a documented leave of absence, TDLR requires that enrollments be terminated for students who have not graduated by their enrollment end date or have not attended school for thirty (30) school days, including non-consecutive absences.

#### *Withdraw/Dismissal*

Within ten calendar days after termination, hours will be submitted electronically to TDLR. Provided all departments have all required documentation on file, students who withdraw or are dismissed from their program will be issued one certified copy of their transcript within 10 calendar days after their non-tuition and tuition balances are paid in full.

#### *Additional Certificates, Official Transcripts, or Education Verifications*

Certificates, additional transcripts, and/or Education Verifications will be processed for the cost of \$20 per copy, per program. Please request additional documents online - <http://www.tlcmassageschool.com/students/alumni/transcript-request-forms/>. These requests will be processed within 10 business days of receipt.

#### *Financial Requirements to Receive Additional Transcripts*

- Paid all non-tuition fees
- Tuition paid in full OR good standing with TFC Payment Plan (see [Payment Options](#))



## **Resources**

### *Tutorials*

Students may schedule private tutorials, but these may not be used to make up an absence. Private instruction is \$35 per hour and \$17.50 per student, per hour for two students. For groups of 3 or more, the cost is \$15 per student, per hour. Please contact the Education Director for details. Students must give 24 hours' notice if they wish to cancel a tutorial. **Students that fail to cancel and do not attend will be charged a \$35 no-show fee.**

### *Student Lounge*

The Student Lounge is provided as a space for breaks, meals, and study; however, it is a quiet zone. Please be respectful of classes in session, and clinic clients and keep the volume to a minimum. Students may use the refrigerator to store their food for that class day. The fridge must accommodate many students. Please do not stock-up in the fridge. Please be mindful of leaving personal items unattended. **TLC is not responsible for lost or stolen items.** The bulletin board in the Student Lounge includes information on volunteer opportunities, job opportunities, rental space, used tables for sale and many other topics.

### *Student Communication Hallway*

The Student Communication Hallway is a great resource to stay up-to-date on recent developments and upcoming events.

### *Website*

Please visit our website at [tlcmessageschool.com](http://tlcmessageschool.com) for access to general information, career services, and information on continuing education.

### *Online Video Resources*

Full class and techniques videos can be viewed through STARSLMS.

### *Communications*

TLC communicates with students primarily via email and occasionally text message. Students may opt-out of system-generated emails alerts, however they remain responsible for knowing the content and following directions contained therein.

### *Student Portal*

Students can access their grades, attendance record, financial details, and LMS by logging onto the Student Portal.

To register, go to [studentsupportal.com](http://studentsupportal.com)

- Click Request New User ID
- Enter the following (note: it **must** match what is on record with TLC)
  - Social Security Number (without hyphens)
  - Email address
  - Date of birth
- Click Next
- Enter User ID (at least 10 characters)
- Enter Password (at least 8 characters, must contain 1 number)
- Confirm Password
- Create Validation Question
- Click Create User ID

Forgot Password?

- Go to [studentsupportal.com](http://studentsupportal.com)
- Click Forgot Password
- Enter answer to Validation Question
- Click Request Password

Forgot User ID or still having trouble logging in?

- Contact the Student Administrator

### *School Store*

#### **Placing an order**

Students can go to our [online store](#) to order online.

**Store Hours – Note: hours are subject to change. Students can call/email to confirm store is open.**

- Days: Monday – Friday, 8am – 3pm
- Evenings: Tuesday – Thursday, 4pm – 7pm
- Weekends: Saturday & Sunday, 10am – 5pm

#### **Store Return Policy**

Students may return an item within 30 days from the original purchase date.

- Item must be in its original condition: new, unopened, unused and contain all original packaging and accessories.
- In addition, binding must be intact for textbook returns.
- The original receipt must accompany all returns.
- The refund value of items purchased at a discount will be reduced to reflect the purchase amount

#### **Non-returnable items**

- Opened lubricants
- Pre-paid cards such as Internship Gift Certificates
- Items that are missing packaging including shrink wrap
- Items that are used, written on or damaged
- Etched or otherwise personalized items
- Special Orders (including massage tables & bolsters)

**TLC reserves the right to refuse any return.**

### **Veteran's Affairs (VA) Educational Benefits**

#### **Supplemental Information Required by VA**

##### *Description of Available Space, Facilities, and Equipment*

- Location: 4701 B Burnet Road, Austin, TX 78756
- Number of Square feet: 8140
- Type of Construction: Wood Frame, Masonry Siding, Metal Truss Roof
- Total Capacity: 102 (morning, Afternoon/Evening, and Night
- Space includes: 4 classrooms (Classroom #1, Classroom #2, Internship, and Makeup classroom), Student lounge, Offices, Restrooms, and Storage rooms
- State of Repair: Good – Fully operational
- Equipment: Massage Table, Massage Chairs, Lecture Tables, Chairs are provided for all course hours

##### *Certificate Program Title: Massage Therapy Basic 500-Hour Program*

1. Theory/Lecture Hours: 250.00
2. Lab/Shop/Practical Hours: 250.00
3. Externship Hours: 0.00
4. Total Program Hours: 500.00

## Course Breakdown

Course Subject	Type of Hours	Hours
Anatomy	Theory/Lecture	50
Physiology	Theory/Lecture	25
Kinesiology	Theory/Lecture	50
Pathology	Theory/Lecture	40
Health and Hygiene	Theory/Lecture	20
Swedish Massage	Lab/Shop/Practical	125
Hydrotherapy	Theory/Lecture	20
Business Practices & Professional Ethics	Theory/Lecture	45
Additional Techniques	Lab/Shop/Practical	75
Internship	Lab/Shop/Practical	50
	<b>Total</b>	<b>500</b>

**GI Bill®** is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [https://www.benefits.va.gov/GIBILL/Trademark\\_Terms\\_of\\_Use.asp](https://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp).

### Chapter 30: Montgomery GI Bill®

Service members who have paid into this benefit while on active duty may have a significant portion of their tuition and fees covered. This benefit pays to the student, so you will need to arrange a payment plan with your South University financial aid officer. For more information, visit [www.benefits.va.gov/gibill/montgomery\\_bill.asp](http://www.benefits.va.gov/gibill/montgomery_bill.asp).

### Chapter 31: Vocational Rehabilitation

This employment program provides educational support to eligible veterans who are entering the work force. Veterans will meet with their Vocational Rehabilitation Counselor to develop an education plan. This benefit may cover the entire cost of tuition and fees. To contact a Vocational Rehabilitation Counselor, visit [www.benefits.va.gov/vocrehab/eligibility\\_and\\_entitlement.asp](http://www.benefits.va.gov/vocrehab/eligibility_and_entitlement.asp).

### Chapter 33: Post 9/11 GI Bill®

This is an education benefit for service members who have served on active duty for at least 90 days after 9/10/2001, or were discharged with a service-connected disability after 30 consecutive days. An honorable discharge (character of service) is required for veterans. Individuals who are entitled to 100% of this benefit can have their entire cost of tuition and fees covered when eligible. For more information, visit [www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp).

### Chapter 35: Survivor and Dependents Assistance

This program provides educational assistance to spouses and dependents of veterans who have died or are totally and permanently disabled, as a result of their service, and may be able to assist with the cost of tuition and fees. This benefit pays directly to the student, so you will need to arrange a payment plan with your financial aid officer. For more information, visit [www.benefits.va.gov/gibill/survivor\\_dependent\\_assistance.asp](http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp).

### Chapter 1606: Selective Reserve Montgomery GI Bill®

This program is for members of the Selective Reserve and National Guard who have enlisted or re-enlisted in the select reserve with an obligation to serve 6 or more years on or after July 1st 1985. In order to be eligible for this benefit, the member will have had to complete their IDAT (initial date active training). Chapter 1606 expires once a service member has separated. This benefit pays directly to the student; arrangements for tuition and fees payment will need to be made with your South University financial aid officer. For more information, visit [www.benefits.va.gov/gibill/mgib\\_sr.asp](http://www.benefits.va.gov/gibill/mgib_sr.asp).

### Chapter 1607: Reserve Educational Assistance Program (REAP)

REAP is an education benefit to assist Reserve and National Guard members called or ordered to active duty in response to a war or national emergency (contingency operation) for at least 90

cumulative days after 9/11/2001. This benefit pays directly to the student and can be used toward the cost of tuition and fees, so you will need to arrange a payment plan with your financial aid officer. The National Defense Authorization Act of 2016 ended REAP on November 25, 2015. Some individuals will remain eligible for REAP benefits until November 25, 2019; while others are no longer eligible for REAP benefits. If you have questions about your eligibility for REAP or Post-9/11 benefits, please call the VA at 1-888-GIBILL-1 (7 a.m. – 6 p.m. CST Monday – Friday) to speak with an Education Call Center Agent. For more information, visit [www.benefits.va.gov/gibill/reap.asp](http://www.benefits.va.gov/gibill/reap.asp).

**Note:** The National Defense Authorization Act of 2016 ended REAP on November 25, 2015. Some individuals will remain eligible for REAP benefits until November 25, 2019; while others are no longer eligible for REAP benefits. If you have questions about your eligibility for REAP or Post-9/11 benefits, please call the VA at 1-888-GIBILL-1 (7 a.m. – 6 p.m. CST Monday – Friday) to speak with an Education Call Center Agent. To apply for VA benefits: VONAPP <https://www.vets.gov/education/apply/>

### **Guidelines to VA Certification**

#### **Enrollment - Semester Certification**

Enrollment certification for VA education benefits is not automatic. Students should request certification for every program in order to initiate their educational benefits. We strongly recommend that students accomplish this as at enrollment in order to expedite the processing of educational benefits.

#### **How TLC will certify your hours**

Your hours will be certified weekly in arrears, based on scheduled classroom hours, scheduled internship hours, plus official school holidays. Hours will be certified as follows:

- For classes 0 through the Saturday before class 55, your hours will be certified in one block for the weekly scheduled classroom hours.
- After the Saturday before class 55, your scheduled classroom hours, attended internship (lab) hours, and official school holidays clock hours will be certified weekly in arrears. Attended hours will be certified after the week is complete.

Note: Any week with less than 18 clock hours will be less than full-time attendance for the VA's monthly housing allowance calculation. Students receiving VA educational benefits are required to schedule, but not complete all internship hours prior to class 99a. It is preferred, but not required that students receiving VA benefits complete all internship hours as close to class 99a as possible, preferably before class 99a.

When planning for your internship hours, please remember that after class 99a, you cannot go a week without attending any internship hours. The internship schedule fills quickly, so please plan ahead. After class 99a, you will be dropped from the program per VA guidelines if you go a week without attending any internship hours or class 99b exit meeting. For VA-eligible students, the attendance policy (20% of the total program and/or being absent ten (10) consecutive days will apply throughout the student's stay in school.

**Note:** The VA also does not allow extensions beyond your end-of-enrollment date.

TLC will not prohibit attendance or impose penalties while waiting on VA payments, per 38 U.S.C 3679(e)(1)A&B.

#### **What the VA Will Pay For**

REQUIRED PREREQUISITES AND REMEDIAL CLASSES – The VA WILL pay for required prerequisites. They will also pay for remedial classes for which the student has been placed through assessment testing.

ONLINE CLASSES/DISTANCE EDUCATION – The VA WILL pay for TV courses, online courses, and independent study classes. Payment for these classes will cover only the period the class is in session.

REPEATED CLASSES – You may repeat a course and receive VA payment for it if you received an “F”, “NP” or “W” grade on the original attempt. The VA does not pay for repeats of “D” or better grades; or for incomplete grades, unless the Incomplete is changed to an “F” grade. EXCEPTION: When a class is required for a major and must be passed with a certain grade level to progress to another required class (prerequisite) then the VA will pay for the repeat.

#### **What the VA Will Not Pay For**

RECOMMENDED CLASSES – The VA does NOT pay for recommended classes – only required classes.

CHALLENGED CLASSES – The VA will NOT pay for any class that is challenged. You must attend a class to receive payment for it.

REPEATED CLASSES – You may repeat a course and receive VA payment for it if you received an “F”, “NP” or “W” grade on the original attempt. The VA does not pay for repeats of “D” or better grades; or for incomplete grades, unless the Incomplete is changed to an “F” grade. EXCEPTION: When a class is required for a major and must be passed with a certain grade level to progress to another required class (prerequisite) then the VA will pay for the repeat.

CREDIT BY EXAMINATION: The VA will NOT pay for credit by examination sections. This is course credit given by examination based on work experience, foreign language proficiency, or any other process outside the conventional academic setting.

#### **Attendance**

If you don't attend class, you are not entitled to benefits. If a student stops attending a class they must drop officially with the college and report the drop to the VA certifying official. This is a student responsibility – not ours. Federal law requires that students report any change in enrollment status, which might affect their VA education benefits to the school and the VA. Your signature on the Request for Certification form shows acceptance of the responsibility to keep the VA certifying official informed of any change in student status. The attendance policy (20% of the total program and/or being absent ten (10) consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b or via VA Once data system within 30 days of date of occurrence.

#### **Overpayment**

When there is an overpayment, the VA will ask for repayment of the overpaid benefits. If you ignore the VA's request, they can withhold future GI Bill® payments, disability payments, or depending upon the situation, they can take a student to court, charge interest, and they may take future tax return refunds, attach wages, put legal holds on property or deny home loans.

When adding or dropping classes, the student must report the drop or add directly to the VA certifying official as well as the student administrator.

#### **Post 9/11 GI Bill® Tips and Reminders**

\* Remember that the Post 9/11 GI Bill® housing and books and supplies stipends are paid "in arrears." This means that your housing stipend for August won't be received until September. Also, if you are starting school for the first time, your first payment may not be for a full month of housing because the VA pays from the actual day you start school.

\* Tuition and fee payments go directly to the school.

\* Be sure to inform VA if you change your direct deposit information

#### **Payments**

Benefit payments are made directly to students. The payment is made to the student for the exact number of days the student is certified for the month. If a student is certified for a whole month, the full monthly benefit is paid. If the student is only certified for part of the month, the benefit is prorated.

Payment usually comes between the 1st and 15th of each month and is paid for the previous month. The VA does not consider a payment is late until after the 10th of the month. Inquiries may be made directly with the VA at 1-888-442-4551.

Your GI Bill® money is tax free. It is not declarable for income tax purposes (non-taxable income), but it is for any financial aid assistance.

### **Your Responsibilities to Ensure a Correct and Timely Payment**

- 1) Establish a direct deposit account with the VA.
- 2) Submit your Request for Certification form to the A&R Office as soon as you've registered for classes. Any delay in submission will cause a delay in your payment.
- 3) Attend classes.
- 4) Self-certify at the end of each month (for all chapters other than 33, 35 and 31).
- 5) Notify our office of any changes to your class schedule or personal information.
- 6) Remember to read anything the VA sends you thoroughly. This might eliminate any problems with pay.

### **Retroactive Benefits**

VA benefits can be paid for enrollments up to one year before the date VA receives a student's application. The date stamp put on the student's application determines the one year date.

Chapter 35 retroactive benefits may be handled differently and may exceed one year. Student should contact the VA directly for information about this option.

### **Self-certification**

Veteran students who receive benefits under Chapters 30, 1606 or 1607 must verify their enrollment each month (students under Chapter 35-dependents or Chapter 33-Post 9/11 GI Bill® do NOT self-certify). These students will receive an award letter from the VA Regional Processing Center in Muskogee, OK. Once this is received, the student can self-certify. The earliest this can be done is the last day of the month. Monthly verification (self-certification) can be done via one of the following two ways:

Telephone - Using Interactive Voice Response (IVR) 1-877-823-2378

Internet - WAVE (Web Automated Verification of Enrollment) <https://www.gibill.va.gov/wave>

Failure to self-certify will cause your benefits to stop. You must do this every month or you will not get paid! Federal holidays may delay receipt of the Student Verification of Enrollment and/or your check.

### **Change of Address and Direct Deposit**

Direct deposit of VA educational benefits payment is now available for Chapter 30, 33, 1606 and 1607 recipients. This program speeds up education and work study payments. It also decreases the chance of missing, lost, or stolen checks. As easy as 1-2-3, students may request direct deposit through the VA by calling the VA at 1-888-442-4551.

The VA will require students to provide their VA file number, 9-digit bank routing number, and checking/savings account number. Students must keep their address current. Even if a student has direct deposit, the student still needs to keep his or her address current because all other correspondence including award letters are mailed to the student's address. The fastest way to change an address is to call VA (888-442-4551).

### **Benefit Rates of Pay**

CHAPTER 30, 1606, 1607 and 35:

The rate of pay depends on the number of hours that are certified. Lauterstein Conway Massage

School does not determine if your rate of pursuit is full time or part time. The VA makes that determination. *Students enrolled less than 1/2 time will only receive tuition and fees.*

Students are paid at a monthly rate set by the Department of Veteran Affairs, which can be found on their <https://benefits.va.gov/gibill/>.

### *Chapter 33*

Chapter 33 benefits are paid by rate of pursuit - not the number of hours enrolled (like the other chapters). Eligible veterans receive a percentage of the benefit for tuition and fees, monthly housing allowance, and book stipend based on the months of active duty service after 9/10/01. Effective August 1, 2011, the monthly housing allowance will be prorated by the student's rate of pursuit.

*Tuition and Fees* - payment is made directly to Lauterstein Conway Massage School by the VA on behalf of the veteran. This can be a lengthy process so in order to not be dropped for nonpayment, the veteran should submit their VA paperwork at or immediately after enrolling.

*Housing Allowance (BAH)* - a monthly housing allowance is paid directly to the student at the start of each month for the previous month. It equals the DOD's Basic Allowance for Housing (BAH) for an E-5 with dependent and the zip code to the school. You can find the BAH rates at <http://www.defensetravel.dod.mil/perdiem/bah.html>.

*Books and Supplies Stipend* - Paid directly to the student when the school's enrollment certification has been processed. The stipend pays up to a maximum of \$1000 per academic year prorated to the length of the enrollment period certified.

*Entitlement* - Veterans are generally entitled to 36 months of benefits. Rate of Pursuit determines the number of months deducted from the entitlement for the length of the semester. VA calculates the Rate of Pursuit by dividing the number of certified units by the number of units considered to be full-time by the school.

## **Title 38 United States Code Section 3679(e) School Compliance**

**NOTE: A Covered Individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

1. TLC must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  2. The date on which payment from VA is made to the institution.
  3. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
4. TLC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
5. TLC requires the covered individual to take the following additional actions:
6. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
7. Submit a written request to use such entitlement.
8. Provide additional information necessary to the proper certification of enrollment by the educational institution. This additional information includes but not limited to:
  - a. Official combined military transcripts
  - b. Complete Form 005 (SAA-NON 01/31/03)

- c. Complete Form 010 (SAA-NON 01/31/03)
- d. Official transcript from any school the student used VA educational benefits to attend.

TLC may require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

**Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, Sec. 1018 Compliance**

Pre-enrollment for educational institutions participating in the educational assistance programs of the Department of Veterans Affairs.

(A) Prior to the enrollment of a covered individual in a course of education at the educational institution, provide the individual with a form that contains information personalized to the individual that describes:

- Course name
- Estimated cost of course
- Estimated cost of living expenses
- Amount of the cost above by the educational assistance provided to the individual under chapter 30, 31, 32, 33, 35 of title 38, United States Code, or chapter 1606 or 1607 of title 10, as the case may be
- Federal financial aid not administered by the Secretary and financial aid offered by the institution that the individual may qualify to receive
- Estimate of the amount of student loan debt the individual would have upon graduation
- Graduation rates
- Job-placement rates
- Transfer of credits:
- Additional requirements for licensing

(B) Not later than 15 days after the date on which the institution (or the governing body of the institution) determines tuition rates and fees for an academic year that is different than the amount being charged by the institution, provide a covered individual enrolled in a course of education at the educational institution with the form under subparagraph (A) that contains updated information.

(C) TLC does not participate in Federal financial aid not administered by the Secretary of Defense, Veterans Affairs, and Education. TLC does not participate in student aid programs administered by the U.S. Department of Education. TLC offers non-qualified student loans serviced by TFC Credit Corporation for students needing assistance paying for school. Available interest rates and terms range from 6 months to 36 months and 0% interest to 17% interest. The interest rate is based on the length of financing, tuition deposit, payment method and availability of cosigner. Interest rates are not based on credit.

(D) TLC does not automatically renew of a covered individual in courses and programs of education; and TLC will ensure that each covered individual approves of the enrollment of the individual in a course.

(E) TLC will provide a covered individual enrolled in a course of education at the educational institution with information regarding the requirements to graduate from such course, including information regarding when required classes will be offered and a timeline to graduate. All students will receive a copy of their enrollment agreement that will include timeline to graduate. All students will receive a link to the course Catalog & Student Handbook which contains the graduation requirements.

(F) TLC is not an accredited educational institution



(G) TLC will ensure that members of the Armed Forces, including the reserve components and the National Guard, who enroll in a course of education at the educational institution may be readmitted at such institution if such members are temporarily unavailable or have to suspend such enrollment by reason of serving in the Armed Forces; and otherwise accommodates such members during short absences by reason of such service.

(H) TLC designates the following as a point of contact for covered individuals and the family of such individuals needing assistance:

Tila Tapp, [tilat@tlcschool.com](mailto:tilat@tlcschool.com) - academic counseling, other information regarding completing a course of education

Mark Dauenhauer, [markd@tlcschool.com](mailto:markd@tlcschool.com) – disability counseling

Eric Tebbetts, [erict@tlcschool.com](mailto:erict@tlcschool.com) - financial counseling

(I) TLC will not carry out deceptive or persistent recruiting techniques, including on military installations, that may include:

(i) misrepresentation (as defined in section 3696(e)(2)(B) of this title) or payment of incentive compensation;

(ii) during any 1-month period making three or more unsolicited contacts to a covered individual, including contacts by phone, email, or in-person; or

(iii) engaging in same-day recruitment and registration.

(J) TLC will not pay inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of covered individuals or obtaining access to educational assistance under this title, with the exception of scholarships, grants, and tuition reductions provided by the educational institution.

(K) The term “covered individual” means an individual who is pursuing a course of education at an educational institution under chapter 30, 31, 32, 33, or 35 of this title, or chapter 1606 or 1607 of title 10.

### **Staff**

**Tammie Culley**, Clinic and Make-up Room Director - (512) 374-9222 x30 ([tammiec@tlcschool.com](mailto:tammiec@tlcschool.com))  
Clinic Director: Internship instructor, internship management, customer Service

**Mark Dauenhauer**, Co-Director, Owner, Board Member, Community Service, Covid Compliance Officer - (512) 374-9222 x17 ([markd@tlcschool.com](mailto:markd@tlcschool.com))  
Co-Director: Facilities management, appeals/complaints, school management  
Community Service: see instructions  
Covid Compliance: see Exposure/Contraction Procedures

**Bethany Greenway**, Marketing Director - ([bethanyg@tlcschool.com](mailto:bethanyg@tlcschool.com))

**Shellie Leonard**, Director of Sales - (512) 374-9222 x14 ([admissions@tlcschool.com](mailto:admissions@tlcschool.com))

**Jessica Lydon**, Office & Facilities Manager – (512) 374-9222 x11 ([reception@tlcschool.com](mailto:reception@tlcschool.com))  
Office Manager: Front Desk/Customer Service, Workshop Registrar, clinic scheduling, School Store/table sales, Facilities Management

**Tim Stahlke**, Education Director - (512) 374-9222 x27 ([tims@tlcschool.com](mailto:tims@tlcschool.com))  
Education Director: Faculty management, curriculum, counselling, appeals/complaints, assessments and tutoring coordinator, technical support (ClassMarker, Exam Coach, Kahoot)

**Tila Tapp**, Student Administrator - (512) 374-9222 x13 ([tilat@tlcschool.com](mailto:tilat@tlcschool.com))  
Student Administrator: Attendance, grades, withdraws, counselling, technical support (Student Portal, STARSLMS and SaaS Calendar), appeals/complaints, transcript requests

**Eric Tebbetts**, Co-Director, Owner, Board Member, Controller, VA Certifying Official - (512) 374-9222 x12 ([erict@tlcschool.com](mailto:erict@tlcschool.com))  
Controller: Tuition payments, financial statements, **payment arrangements/deferrals** (see Payment Options)  
Co-Director: Facilities management, appeals/complaints, school management

### **Faculty**

#### ***Brenda Bianchi, LMT & MTI***

Instructor of Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology, Hydrotherapy, and Health and Hygiene

#### ***Radiance Billups, LMT & MTI***

Instructor of Business Practice and Ethics, Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology, Hydrotherapy, and Health and Hygiene

#### ***Jeffrey "Jeff" Brister, LMT & MTI***

Instructor of Business Practice and Ethics, Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology, Hydrotherapy, and Health and Hygiene

#### ***Tammie Culley, LMT & MTI***

Instructor of Business Practice and Ethics, Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology, Hydrotherapy, and Health and Hygiene

#### ***Amy Cuzner, LMT & MTI***

Instructor of Business Practice and Ethics, Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology, Hydrotherapy, and Health and Hygiene

#### ***Mark Dauenhauer, LMT & MTI***

Instructor of Business Practice and Ethics, Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology, Hydrotherapy, and Health and Hygiene

#### ***Rachel Haller, LMT & MTI***

Instructor of Business Practice and Ethics, Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology,

Hydrotherapy, and Health and Hygiene

***Danielle "Dani" Kopf, LMT & MTI***

Instructor of Business Practice and Ethics, Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology, Hydrotherapy, and Health and Hygiene

***Emily Kulas Bachniak, LMT & MTI***

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***Natalie Meyersick, LMT & MTI***

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***Mattie Mills, LMT & MTI***

Instructor of Business Practice and Ethics, Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology, Hydrotherapy, and Health and Hygiene

***Heather Oswalt, LMT & MTI***

Instructor of Business Practice and Ethics, Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology, Hydrotherapy, and Health and Hygiene

***Steven "Steve" Singleton, LMT & MTI***

Instructor of Business Practice and Ethics, Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology, Hydrotherapy, and Health and Hygiene

***Timothy Stahlke, LMT & MTI***

Instructor of Business Practice and Ethics, Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology, Hydrotherapy, and Health and Hygiene

***Siobhan Stone, LMT & MTI***

Instructor of Business Practice and Ethics, Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology, Hydrotherapy, and Health and Hygiene

***Monica Waltrip, LMT & MTI***

Instructor of Business Practice and Ethics, Swedish Massage, Deep Tissue, Sports Massage, Deep Massage, Orthopedic Massage Therapy, Anatomy and Physiology, Kinesiology, Pathology, Hydrotherapy, and Health and Hygiene

**Certified CPR/First Aid Instructors:**

Ben Davis  
Mark Gruell

Aaron Villalon  
Rob Vires

## **Glossary of Terms**

**Academic Probation** – Students who have unsatisfactory progress may be placed on academic probation. Academic probation refers to a method of student intervention wherein TLC Administration attempts to provide focused support in an effort to improve a student's performance. The length, benchmarks, and conditions of academic probation are determined on a case-by-case basis and will be detailed in writing (usually email). Failure to meet the conditions of their academic probation may be grounds for further intervention, up to and including dismissal.

**Appeal** – refers to the process by which students can present their case for an exception to a policy, procedure, or disciplinary action.

**Business Day** – refers to the entire 24-hour period for Mondays through Fridays, excluding New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, and December 24<sup>th</sup> through December 31<sup>st</sup>.

**Class Day** – refers to the entire 24-hour period (Mondays through Sunday, excluding TLC-Observed holidays or school closure days) in which the student is scheduled to attend class, as indicated on the student's enrollment agreement.

**Current student (students)** – refers to students enrolled in the 500-hour program that are within the enrollment period specified on their enrollment agreement (or an approved extension thereof).

**Extension** – refers to time beyond the Enrollment End date specified on the Enrollment agreement that is granted the student by TLC Administration. This requires an appeal and is determined on a case-by-case basis.

**Enrollment fee** – (aka application fee) refers to the non-refundable administrative fee charged for all enrollments or reenrollments.

**Good Standing** – refers to the status of a student on a TFC payment plan that has not been more than 10 days late on any payment.

**Graduate** – refers to students that complete all academic and financial requirements, including their exit meeting.

**LMT** – refers to a licensed massage therapist.

**MTI** – Massage Therapy Instructor – massage therapist certified by the State of Texas to teach massage therapy. TLC's MTIs are responsible for providing supervision throughout a student's training.

**Prior Student** – refers to a former student that did not graduate and is no longer actively enrolled in a program at TLC.

**Prospect** – refers to a person with an expressed interest in attending a TLC program but has yet to enroll.

**Satisfactory Academic Progress** – TLC determines satisfactory progress based on attendance and academic performance. Students with excessive absences (see [Attendance](#)), missing or failing benchmarks, or are failing one or more subjects may be subject to interventions. Interventions include but are not limited to academic probation, mandatory tutoring, mandatory NPs, or dismissal.

**School Day** – refers to the entire 24-hour period (Mondays through Sunday, excluding TLC-Observed holidays or school closure days) in which the student is scheduled to attend class, as indicated on the student’s enrollment agreement and/or the entire 24-hour period in which the student self-scheduled one or more of their 50 internship hours.

**School Grounds/Campus** – refers to the TLC building, parking lot, and designated supplemental parking lot.

**Sexual Misconduct** – (As defined by TAC Title 16, Part 4, Ch. 117, Subchapter H, Rule 117.92 and modified for our purposes) refers to: kissing; any touching of any part of the genitalia or anus; sexual contact, sexual intercourse; indecent exposure, sexual assault, prostitution, solicitation of prostitution, and promotion of prostitution as described in the Texas Penal Code (chapters 21, 22, and 43); any behavior, gestures, or expressions which may reasonable be interpreted as inappropriately seductive or sexual; or inappropriate sexual comments about or to students or TLC faculty and/or staff.

**Written Notice** – TLC accepts the following as written notice: dated, hand-written document bearing the student’s signature, dated, typed documents bearing the student’s signature. TLC also accepts emails from the email address on file. Text messages, phone calls, and voicemails are not acceptable means of providing written notice.

## Exposure/Contraction Procedures

**Note:** The below policies and procedures are subject to change in accordance with official guidelines from city, state, or federal authorities.

For the safety of fellow students, faculty, staff, and clients, it is **vitaly important** that those who suspect that they or someone in their bubble (person or people with whom one is in frequent, close contact, often unmasked) has contracted or has been exposed to COVID-19, cold, flu, conjunctivitis (pink eye), measles, or any other communicable illness to inform TLC, get tested, and isolate. Failure to comply with TLC's exposure/contraction policies and procedures may result in disciplinary action, up to and including dismissal.

If you or someone in your bubble believe they may have been exposed to any communicable illness, has a fever, or is experiencing any of the following symptoms, **do not come to the TLC campus:**

Fever (99.6+)	Red, watery eyes
Chills	Runny nose
Cough	Loss of sense of smell/taste
Sore throat	Rash
Shortness of breath/difficulty breathing	Small, white spots inside the mouth
Muscle or body aches	

Students who have been exposed to COVID-19, cold, flu, measles, or any other communicable illness must contact the Co-Director, Mark Dauenhauer directly at markd@tlcschool.com to schedule a phone call. Mark will conduct contact tracing and establish next steps for returning to class. **Students with real or suspected illness that are scheduled for clinic, must contact the MTI-on-Duty at 512.374.9222, ext. 30 immediately.** The MTI-on Duty will cancel/hold all appointments at no cost or penalty to the student.

TLC requires any student with real or suspected illness to get tested and/or be cleared by a physician. Test results and/or doctor's note must be submitted to the Co-Director. **No student may return to campus without being cleared by the school Co-Director.** Re-entry will include one of the following (as determined by the Co-Director):

1. See your doctor, clinic, or urgent care to be tested. If you test negative for communicable illness, documentation should be emailed to the Co-Director who will clear you to return to class. You will be required you to wear a mask on campus for at least the first week of your return.
2. For exposure to Covid-19, you can take a Binax-NOW Home test (we will only except this brand). These can be found at CVS and Walgreens. If you test negative, documentation should be emailed to the Co-Director who will clear you to return to class. You will be required you to wear a mask on campus for at least your first week back.
3. If you test positive for Covid-19 – You will need to isolate and will not be permitted to return to campus until cleared. You will need to retest after ten (10) calendar days have elapsed and you are symptom free. If you test negative, documentation should be emailed to the Co-Director who will clear you to return to class. You will be required you to wear a mask on campus for at least your first week back.
  - a. IF you continue to test positive but are symptom-free, you will need to submit a note from a doctor to the Co-Director who will clear you to return to campus. You will be required you to wear a mask on campus for at least your first week back.
4. For exposure to or diagnosis of cold, flu, norovirus, conjunctivitis, or any communicable illness not otherwise addressed follow re-entry instructions provided by the Co-Director. You will be required you to wear a mask on campus for at least your first week back.

5. For exposure to or diagnosis of measles, you must isolate off campus for 8-9 days. If you are well, the Co-Director will clear you to return. You will be required you to wear a mask and gloves on campus for at least your first week back. Additionally, forearm work may be limited (if applicable).
  - a. Those you came in contact with you are considered exposed. They will be informed and will also be required to isolate, mask, and wear gloves as above.

Students that are sick or awaiting results should limit their exposure to others so they can resume classes as soon as they are cleared to do so.

Students who miss class because of real or suspected illness will need to make-up classes in the make-up room. Provided you follow these procedures, make-up fees will be waived, effective the date you notified the Co-Director.

### **TLC Mask Policy**

Wearing a well-fitting mask and practicing social distancing helps reduce the spread of cold, flu, COVID-19, and other illnesses. TLC strongly recommends that students, faculty, staff, clients, and visitors wear a mask while in the building. Masks are available at every entrance of the building.

The Co-Director will determine masking levels based on recommendations from Austin Public Health (APH) and the infection levels posted through state/local tracking tools. As such, masking levels are subject to change at TLC's discretion. Students, faculty, staff, and guests are required to comply with the following when applicable:

**Low** – Masks optional

**Medium** – Masks strongly recommended, but optional

**High** – Masks mandatory

Mask levels will be tracked and posted at all entrances and are subject to change.

### **Classroom/Client/Clinic Etiquette and Professionalism**

For the wellbeing of everyone and to avoid interruption of education, those experiencing any cold like symptoms (sneezing, persistent cough, sore throat) that are cleared to be at TLC must wear a mask in the building until your symptoms cease.

Whether in a classroom or clinic setting, should an individual you are paired with request that you wear a mask, you must do so. This level of professionalism is expected in the workplace and at TLC.

### **Administrative Offices**

Due to the size of the rooms, masks are required when visiting the administrative offices unless otherwise instructed by the individual staff member.

## Roll Call/Roll Sheet Instructions

Instructors follow the steps below for taking roll. This information is then entered into our electronic system. If a student is tardy, absent, or uses an NP, this information will display on the student's Attendance Summary in the Student Portal and is considered the student's official attendance record. Students that wish to contest their official attendance record must email the Student Administrator (see [Contesting Attendance Record](#)).

### A Class

1. If student is present at the time roll is called, put a check mark under the Arrival column.
2. If a student is late, enter the time of arrival in the Arrival column.
3. If a student leaves early, enter the time of departure in the Departure column.
4. If, at the end of A class the student hasn't arrived, put "A" under the Arrival column.
5. If a student has a prolonged absence from class after arrival, please or if there are any special events in class (NG/NRs, misc. student info, incident reports) please notate it on the roll sheet below the roster.

### B Class

*Note: There is typically a break between A and B class and at least 1 break during the B Class. Time is determined by the instructor and expected return time will be announced.*

1. At the start of B class, if a student is present at the time roll is called, put a check mark under the Break 1 column.
2. If a student is late, enter the number of minutes late in the Break 1 column.
3. If a student is late for Break 2, enter the number of minutes late in the Break 2 column. (**Note:** if a student is not late from this break, instructors can leave the field blank)
4. If they leave early, enter the time of departure in the Departure column.
5. If, at the end of B class the student hasn't arrived, put "A" under the first column.
6. If a student has a prolonged absence from class after arrival, please or if there are any special events in class (NPG/NRs, misc. student info, incident reports) please notate it on the roll sheet below the roster.



## Curriculum Grid

CLASS #	Title	Anat	Phys.	Kines	Swed	Bus	Hydro	AT	H&H	Path	Total
0a	Orientation: The TLC Learning Environment								1.00		1.00
0b	Orientation: People, Study Skills, and Quality of Touch			0.25	0.50	1.00			1.75		3.50
1a	H&H: Disease and Prevention I								1.00		1.00
1b	H&H: Disease and Prevention II	0.25	0.50			1.00			0.25	1.50	3.50
2a	Kinesiology: Muscle Names and Locations - Posterior	0.50		0.50							1.00
2b	H&H: Tools of the Trade				0.50				3.00		3.50
3a	H&H: Self Care - Health, Wellness, Nutrition, and Stress Reduction								1.00		1.00
3b	Swedish: Body Mechanics, Client Positioning, and Draping				2.00				1.50		3.50
4a	Swedish: Effects of Massage Therapy / Massage Techniques				0.50				0.50		1.00
4b	Swedish: Technique Demo and Practice - Posterior Upper Body				3.50						3.50
5a	A&P: Introduction to the Human Body - Cells	0.50	0.50								1.00
5b	Kinesiology: AOIs - Posterior Upper Body			3.50							3.50
6a	Kinesiology Quiz & A&P: Introduction to the Human Body - Tissues	0.50	0.50								1.00
6b	Swedish: Technique Review and Practice - Posterior Upper Body				3.50						3.50
7a	A&P: Introduction to the Human Body - Body Compass	0.50	0.50								1.00
7b	Swedish: Technique Demo and Practice - Posterior Lower Body				3.50						3.50
8a	Quiz	0.25			0.25				0.50		1.00
8b	Kinesiology: AOIs - Posterior Lower Body			3.50							3.50
9a	Kinesiology Quiz, H&H: Therapeutic Relationships 1								1.00		1.00
9b	Business: Introduction					3.50					3.50
10a	10a Exam	0.25		0.25	0.25				0.25		1.00
10b	Swedish: Technique Review and Practice - Posterior Upper and Lower Body				3.50						3.50
11a	H&H: Infection Control								1.00		1.00
11b	Swedish: Technique Demo and Practice - Posterior and Anterior Foot				3.50						3.50
12a	Kinesiology: Muscle Names and Locations - Anterior	1.00									1.00
12b	Swedish: Technique Demo and Practice - Anterior Lower Body and Abs				3.50						3.50
13a	A&P: Skeletal System - Cells, Tissues, and Bone Shapes	0.50	0.50								1.00
13b	Kinesiology: AOIs - Anterior Lower Body and Upper Torso			3.50							3.50
14a	Kinesiology Quiz, A&P: Skeletal System - Bony Landmark Palpation	0.25			0.75						1.00
14b	Swedish: Technique Review and Practice - Feet, Anterior Lower Body, and Abs				3.50						3.50
15a	H&H Compassionate Care for All People								1.00		1.00
15b	Swedish: Technique Demo and Practice - Chest and Arms				3.50						3.50
16a	A&P: Skeletal System - Synovial Joints	0.50	0.50								1.00
16b	Swedish: Technique Demo and Practice - Neck, Face, and Scalp				3.50						3.50
17a	Quiz, A&P: Skeletal System - Joint Actions and Articulations	0.50	0.50								1.00
17b	Kinesiology: AOIs - Anterior Shoulder, Anterior Neck, and Head			3.50							3.50
18a	Kinesiology Quiz, H&H: Therapeutic Relationships	0.50	0.50								1.00
18b	Swedish: Technique Review and Practice - Chest, Arms, Neck, Face, and Scalp				3.50						3.50
19a	Quiz, A&P: Skeletal System: Synovial Joints	0.50	0.50								1.00
19b	Swedish: Guided Full Body				3.50						3.50
20a	Treatment Planning: Intake, Assessment, and Documentation					0.50			0.25	0.25	1.00
20b	Swedish: Full Body Demo / Interviewing Practice				1.00	1.50			0.25	0.75	3.50
21a	21a Exam (2 hours)	0.25	0.25	0.50	0.25	0.25			0.25	0.25	2.00
21b	H&H: Emergency Preparedness (2.5 hours)								2.50		2.50
22a	A&P: Skeletal System - Appendicular and Axial Divisions			1.00							1.00
22b	22b Swedish Touch Assessment				2.50	1.00					3.50
23a	Pathology: Medications									1.00	1.00
23b	Swedish Practical Exam				2.75	0.75					3.50
24a	A&P: Muscular System- Organization of Skeletal Muscle	0.50	0.50								1.00
24b	Hydrotherapy: Theory and Technique Demo						3.50				3.50
25a	A&P: Muscular System - Mechanism of Contraction	0.50	0.50								1.00
25b	Hydrotherapy: Dry Brush, Cold Water Wash, Hand and Foot Treatment						3.50				3.50
26a	A&P: Muscular System- Fiber Types, Actions, and Contractions	0.50	0.50								1.00
26b	Hydrotherapy: Cold Water Treading and Aromatic Hot Towel Treatment						3.50				3.50
27a	Pathology: Musculoskeletal System									1.00	1.00
27b	Hydrotherapy: Heat, Cold, and Contrast Treatments						3.50				3.50
<b>First Quarter Subtotal</b>		<b>8.25</b>	<b>6.25</b>	<b>16.50</b>	<b>49.75</b>	<b>9.50</b>	<b>14.00</b>	<b>0.00</b>	<b>17.00</b>	<b>4.75</b>	<b>126.00</b>

CLASS #	Title	Anat	Phys.	Kines	Swed	Bus	Hydro	AT	H&H	Path	Total
28a	A&P: Integumentary System	0.50	0.50								1.00
28b	Integration: Swedish and Hydrotherapy				1.50		2.00				3.50
29a	Pathology: Integumentary System									1.00	1.00
29b	Kinesiology: AOIs - Glenohumeral and Scapulothoracic Joint Muscles			3.50							3.50
30a	Kinesiology: Synergists - Glenohumeral and Scapulothoracic Joints			1.00							1.00
30b	Passive Stretches: Technique Demo and Practice - Upper Body				0.75			2.50		0.25	3.50
31a	Quiz	0.25		0.25			0.25			0.25	1.00
31b	Passive Stretches: Technique Demo and Practice - Lower Body				0.75			2.50		0.25	3.50
32a	Critical Thinking Case Studies	0.25		0.25			0.25			0.25	1.00
32b	Passive Stretches: Guided Full Body				0.75			2.50		0.25	3.50
33a	H&H: Communication Skills								1.00		1.00
33b	Chair Massage: Technique Demo and Practice				1.75	1.00		0.50		0.25	3.50
34a	34a Exam (2.5 hours)	0.25	0.25	0.50		0.50	0.50			0.50	2.50
34b	Chair Massage: Technique Review and Practice (2 hours)				2.00						2.00
35a	A&P: Cardiovascular System - Blood Cells, Tissues, and the Heart	0.50	0.50								1.00
35b	Integration: Swedish and Passive Stretches				2.00			1.50			3.50
36a	A&P: Cardiovascular System- Blood Vessels and Paths of Circulation	0.50	0.50								1.00
36b	Business: Professional Ethics					3.50					3.50
37a	Pathology: Circulatory System									1.00	1.00
37b	Business: State Massage Law and Find a Job					3.50					3.50
38a	A&P: Lymphatic System and Immunity	0.50	0.50								1.00
38b	Body Mobilization Techniques: Technique Demo and Practice - Prone				3.50						3.50
39a	Pathology: Lymph and Immune System									1.00	1.00
39b	Body Mobilization Techniques: Technique Demo and Practice - Supine				3.50						3.50
40a	A&P: Reproductive System	0.50	0.50								1.00
40b	Integration Massage: Swedish and Body Mobilization Techniques				3.50						3.50
41a	Pathology: Reproductive System and Special Populations: HIV and AIDS									1.00	1.00
41b	Business: Get a Job					3.50					3.50
42a	Kinesiology: AOIs - Coxal and Tibiofemoral Joints	0.25		0.25			0.25			0.25	1.00
42b	Kinesiology: Synergists - Coxal and Tibiofemoral Joint Muscles			3.50							3.50
43a	Kinesiology Quiz, Kinesiology: Synergists - Coxal and Tibiofemoral Joint Muscles			1.00							1.00
43b	Integration: Swedish, Passive Stretches, and BMTs				3.50						3.50
44a	Quiz	0.25		0.25			0.25			0.25	1.00
44b	44b Integration Practical Exam				3.50						3.50
45a	History of Massage				1.00						1.00
45b	Business: Self-employment and Marketing					3.50					3.50
46a	46a Exam (3 hours)	0.75		0.75			0.75			0.75	3.00
46b	Chair Massage: Technique Review and Practice (1.5 hours)				1.50						1.50
47a	A&P: Pregnancy									1.00	1.00
47b	Side-lying & Pregnancy Massage: Technique Demo and Practice				3.50						3.50
48a	A&P: Nervous System - Introduction, Physiology, and Cells	0.50	0.50								1.00
48b	Side-lying and Pregnancy Massage: Technique Review and Practice				3.50						3.50
49a	A&P: Nervous System - Synaptic Transmission and Central Nervous System	0.50	0.50								1.00
49b	Side-lying and Pregnancy Massage: Guided Full Body				3.50						3.50
50a	A&P: Nervous System - Peripheral Nervous System	0.50	0.50								1.00
50b	Business: Marketing and Website					3.50					3.50
51a	A&P: Nervous System - Autonomic Nervous System and Sensory Receptors	0.50	0.50								1.00
51b	Kinesiology: AOIs - Elbow, Wrist, and Finger Joint Muscles			3.50							3.50
52a	Kinesiology Quiz & Pathology: Nervous System									1.00	1.00
52b	Integration: Deep Swedish				3.50						3.50
53a	Deep Tissue: Introduction	0.50						0.50			1.00
53b	Deep Tissue: Technique Demo and Practice - Posterior Upper Body	1.00	0.50					2.00			3.50
54a	A&P: Endocrine System	0.50	0.50								1.00
54b	Deep Tissue: Technique Demo and Practice - Posterior Lower Body	1.00	0.50					2.00			3.50
55a	Pathology: Endocrine System									1.00	1.00
55b	Deep Tissue: Technique Review and Practice - Upper and Lower Body	1.00	0.50					2.00			3.50
<b>Second Quarter Subtotal</b>		<b>10.50</b>	<b>6.75</b>	<b>14.75</b>	<b>43.50</b>	<b>19.00</b>	<b>4.25</b>	<b>16.00</b>	<b>1.00</b>	<b>10.25</b>	<b>126.00</b>

CLASS #	Title	Anat	Phys.	Kines	Swed	Bus	Hydro	AT	H&H	Path	Total
56a	Internship Orientation					1.00					1.00
56b	Mock Internship				3.50						3.50
57a	Quiz	0.25		0.25					0.25	0.25	1.00
57b	Deep Tissue: Technique Demo and Practice - Anterior Lower Body	1.00	0.50					2.00			3.50
58a	Clinical Assessment: Structural Anatomy	0.25		0.25					0.25	0.25	1.00
58b	Deep Tissue: Technique Demo and Practice - Anterior Upper Body	1.00	0.50					2.00			3.50
59a	A&P: Psychoneuroimmunology	0.50	0.50								1.00
59b	Deep Tissue: Technique Demo and Practice - Anterior Lower and Upper Body	1.00	0.50					2.00			3.50
60a	60a Exam (3 hours)	0.75		0.50	0.50	0.25	0.25		0.25	0.50	3.00
60b	Chair Massage: Technique Review and Practice (1.5 hours)			0.25	1.00					0.25	1.50
61a	A&P: Respiratory System	0.50	0.50								1.00
61b	Deep Tissue: Guided Full Body	1.00	0.50					2.00			3.50
62a	Pathology: Respiratory System									1.00	1.00
62b	62b Deep Tissue Touch Assessment	1.50						2.00			3.50
63a	A&P: Digestive System	0.50	0.50								1.00
63b	Integration: Swedish, Passive Stretches, BMTs, and Deep Tissue	1.00	0.50		1.00			1.00			3.50
64a	Pathology: Digestive System									1.00	1.00
64b	Business: Taxes and Bookkeeping					3.50					3.50
65a	A&P: Urinary System	0.50	0.50								1.00
65b	Business: Meet Employers and Therapists					3.50					3.50
66a	Quiz	0.50		0.25	0.25						1.00
66b	Survey of Massage Modalities					3.50					3.50
67a	Pathology: Urinary System									1.00	1.00
67b	Kinesiology: AOIs - Muscle Review			3.50							3.50
68a	Kinesiology Quiz					0.25	0.25		0.25	0.25	1.00
68b	Integration Massage: Role Play Scenarios				3.50						3.50
69a	Intro to Myofascial Release							1.00			1.00
69b	Myofascial Release: Demo and Practice				3.50						3.50
70a	70a Exam (3 hours)	1.00	0.50	0.25		0.25	0.25		0.50	0.25	3.00
70b	Chair Massage: Technique Review and Practice (1.5 hours)			0.25	0.75					0.50	1.50
71a	Sports Massage: Theory				1.00						1.00
71b	Sports Massage: Technique Demo and Practice - Pre-Event and Post-Event				3.50						3.50
72a	Orthopedic Massage: Introduction							1.00			1.00
72b	Orthopedic Massage: Techniques & Effects	0.50			2.00			1.00			3.50
73a	Orthopedic Massage: Piriformis Syndrome and S.I. Ligament Sprain - Lecture			0.50						0.50	1.00
73b	Orthopedic Massage: Piriformis Syndrome and S.I. Ligament Sprain - Technique Demo and Practice			0.25	0.50			2.75			3.50
74a	MBLEx Prep	0.50	0.50								1.00
74b	Orthopedic Massage: Piriformis Syndrome and S.I. Ligament Sprain - Technique Review			0.25	0.50			2.00		0.75	3.50
75a	Special Populations: Introduction and Psychiatric Disorders									1.00	1.00
75b	75b Orthopedic Massage: Spot Check - Piriformis Syndrome and S.I. Ligament Sprain			0.25	0.50			2.00		0.75	3.50
76a	Orthopedic Massage: Low Back Pain - Lecture			0.50						0.50	1.00
76b	Orthopedic Massage: Low Back Pain - Technique Demo and Practice			0.25	0.50			2.75			3.50
77a	Myofascial and Fascia Techniques Lecture	0.50								0.50	1.00
77b	Orthopedic Massage: Low Back Pain - Technique Review			0.25	0.50			2.00		0.75	3.50
78a	Kinesiology Quiz	0.50								0.50	1.00
78b	78b Orthopedic Massage: Spot Check - Low Back Pain			0.25	0.50			2.00		0.75	3.50
79a	Orthopedic Massage: Rotator Cuff Strain and Carpal Tunnel Syndrome - Lecture			0.50						0.50	1.00
79b	Orthopedic Massage: Rotator Cuff Strain and Carpal Tunnel Syndrome - Technique Demo and Practice			0.25	0.50			2.00		0.75	3.50
80a	MBLEx Prep	0.50	0.50								1.00
80b	Orthopedic Massage: Rotator Cuff Strain and Carpal Tunnel Syndrome - Technique Review			0.25	0.50			2.00		0.75	3.50
81a	MBLEx Prep	0.50	0.50								1.00
81b	81b Orthopedic Massage: Spot Check - Rotator Cuff Strain and Carpal Tunnel Syndrome			0.25	0.50			2.00		0.75	3.50
82a	Orthopedic Massage: Thoracic Outlet Syndrome - Lecture			0.50						0.50	1.00
82b	Orthopedic Massage: Thoracic Outlet Syndrome - Technique Demo and Practice			0.25	0.50			2.00		0.75	3.50
83a	Clinical Assessment: Structural Anatomy (Part II)	0.50								0.50	1.00
83b	Orthopedic Massage: Thoracic Outlet Syndrome - Technique Review			0.25	0.50			2.00		0.75	3.50
<b>Third Quarter Total</b>		<b>14.75</b>	<b>6.50</b>	<b>10.25</b>	<b>26.00</b>	<b>12.25</b>	<b>0.75</b>	<b>37.50</b>	<b>1.50</b>	<b>16.50</b>	<b>126.00</b>

CLASS #	Title	Anat	Phys.	Kines	Swed	Bus	Hydro	AT	H&H	Path	Total
84a	Kinesiology Quiz, MBLEx Prep									1.00	1.00
84b	84b Orthopedic Massage: Spot Check - Thoracic Outlet Syndrome			0.25	0.50			2.00		0.75	3.50
85a	Orthopedic Massage: Neck Pain and Tension Headaches - Lecture			0.50						0.50	1.00
85b	Orthopedic Massage: Neck Pain and Tension Headaches - Technique Demo and Practice			0.25	0.50			2.00		0.75	3.50
86a	MBLEx Prep	1.00									1.00
86b	Orthopedic Massage: Neck Pain and Tension Headaches -Technique Review			0.25	0.50			2.00		0.75	3.50
87a	MBLEx Prep	0.25								0.75	1.00
87b	87b Orthopedic Massage: Touch Assessment			0.25	0.50	1.00		1.00		0.75	3.50
88a	Deep Massage: History							1.00			1.00
88b	Deep Massage: Introduction	1.00	0.50		1.00	1.00					3.50
89a	Practice MBLEx (2.5 hours)	0.50		0.50	0.25	0.50	0.25		0.25	0.25	2.50
89b	Chair Massage: Technique Review and Practice (2 hours)				1.50					0.50	2.00
90a	Kinesiology Quiz	0.50		0.50							1.00
90b	Deep Massage: Posterior Back and Neck Technique	1.00	0.50	0.50				1.50			3.50
91a	Kinesiology: Palpation - Anterior and Posterior Legs	0.50		0.50							1.00
91b	Deep Massage: Anterior and Posterior Leg Technique	1.00	0.50	0.50				1.50			3.50
92a	Deep Massage: Working at Interface and Seven Dimensions of Touch	0.25	0.25					0.50			1.00
92b	Deep Massage: Posterior Technique Review and Practice	1.00	0.50	0.50				1.50			3.50
93a	Kinesiology: Palpation - Anterior Torso and Arms Palpation	0.50		0.50							1.00
93b	Deep Massage: Anterior Torso and Arms Technique	1.00	0.50	0.50				1.50			3.50
94a	Kinesiology Quiz, Kinesiology: Palpation - Neck, Face, and Scalp	0.50		0.50							1.00
94b	Deep Massage: Anterior Neck, Face, and Scalp Technique	1.00	0.50	0.50				1.50			3.50
95a	Special Populations: Seniors	0.50								0.50	1.00
95b	Deep Massage: Guided Full Body	1.00	0.50	0.50				1.50			3.50
96a	Special Populations: Hospice and End of Life	0.50								0.50	1.00
96b	96b Deep Massage Touch Assessment	1.00	0.50	0.50				1.50			3.50
97a	Myofascial and Fascia Techniques Lecture	0.50								0.50	1.00
97b	Myofascial and Fascia Techniques: Demo and Practice	1.00	0.50	0.50				1.50			3.50
98a	Critical Thinking Case Study					0.50				0.50	1.00
98b	Integration Massage: Receiver's Choice	1.00	0.25	0.50	1.00	0.25	0.25		0.25		3.50
99a	Completion (4 hours 15 minutes)	1.00	0.50			0.75	0.50	1.00		0.50	4.25
99b	EXIT MEETING - Schedule Separately					0.25					0.25
<b>INTERNSHIP</b>											50.00
<b>Fourth Quarter Total</b>		16.50	5.50	8.50	5.75	4.25	1.00	21.50	0.50	8.50	122.00
<b>Program Total</b>		50.00	25.00	50.00	125.00	45.00	20.00	75.00	20.00	40.00	500.00

## Assignment Grid

Assignments and Exams	Anat	Phys	Kines	Swed	Bus	Hydro	Ad Tech	H&H	Path	Clinic
4a Autobiography and Photo					2%					
6a Kinesiology Quiz			3%							
7a Review Questions	3%	3%	2%	2%	2%			4%	3%	
8a Quiz	3%	3%	2%	2%	2%			5%	4%	
9a Kinesiology Quiz			3%							
9b Purpose, Priorities, and Goals					2%					
10a Exam	6%	6%	4%	4%	5%			6%	5%	
14a Kinesiology Quiz			3%							
17a Review Questions			2%		2%			4%	3%	
17a Quiz	3%	3%	2%		2%			5%	4%	
18a Kinesiology Quiz			3%							
19a Quiz	3%	3%								
21a Exam	6%	6%	4%	4%	5%			6%	5%	
22b Swedish: Touch Assessment				5%						
23b Swedish: Practical Exam				10%						
24a Hydro Review Questions						50%		4%	3%	
<b>Subtotal</b>	<b>24%</b>	<b>24%</b>	<b>28%</b>	<b>27%</b>	<b>22%</b>	<b>50%</b>	<b>0%</b>	<b>34%</b>	<b>27%</b>	<b>0%</b>
<b>END OF 1st QUARTER</b>										

Assignments and Exams	Anat	Phys	Kines	Swed	Bus	Hydro	Adv Tech	H&H	Path	Clinic
30a Review Questions	4%	4%	2%	2%	2%	15%		4%	3%	
30a Kinesiology Quiz			3%							
31a Quiz	3%	3%	3%	3%	3%	5%		6%	4%	
34a Exam	7%	7%	4%	4%	5%	6%		6%	6%	
36a State Law Review Questions					2%					
41a Review Questions	3%	3%	2%	2%	2%			7%	3%	
43a Swedish: Outside Massages	3%	3%		4%	2%		2%	3%	3%	
43a Kinesiology Quiz			3%							
44a Quiz	4%	4%	3%	3%	3%			6%	4%	
44b Integration Massage: Practical Exam				10%			5%			
45b Resume & Cover Letter					6%					
46a Exam	7%	7%	4%	5%	6%	6%		7%	7%	
50b S&Ts and TMA					6%					
52a Kinesiology Quiz			3%							
53a Internship Orientation Review Questions							2%			
55a Review Questions	3%	3%	3%		2%				3%	
<b>Subtotal</b>	<b>34%</b>	<b>34%</b>	<b>30%</b>	<b>33%</b>	<b>39%</b>	<b>32%</b>	<b>9%</b>	<b>39%</b>	<b>33%</b>	<b>0%</b>
<b>END OF 2nd QUARTER</b>										

Assignments and Exams	Anat	Phys	Kines	Swed	Bus	Hydro	Adv Tech	H&H	Path	Clinic
57a Quiz	5%	5%	3%		3%				4%	
60a Exam	7%	7%	4%	5%	5%	6%		8%	8%	
62a Deep Tissue: Outside Massages	3%	3%		4%	2%		2%	2%	3%	
62b Deep Tissue: Touch Assessment				10%			15%			
64b - Cash Flow Forecast, Exec. Sum					6%					
66a Review Questions	3%	3%			2%				3%	
66a Quiz	5%	5%			3%				4%	
68a Kinesiology Quiz			6%							
70a Exam	8%	8%	4%	5%	8%	6%		7%	8%	
75b Orthopedic Massage: Spot Check				2%			12%			
78a Kinesiology Quiz			5%							
78b Orthopedic Massage: Spot Check				2%			12%			
81b Orthopedic Massage: Spot Check				2%			12%			
<b>Subtotal</b>	<b>31%</b>	<b>31%</b>	<b>22%</b>	<b>30%</b>	<b>29%</b>	<b>12%</b>	<b>53%</b>	<b>17%</b>	<b>30%</b>	<b>0%</b>
<b>END OF 3rd QUARTER</b>										

Assignments and Exams	Anat	Phys	Kines	Swed	Bus	Hydro	Adv Tech	H&H	Path	Clinic
84a Kinesiology Quiz			5%							
84b Orthopedic Massage: Spot Check				2%			12%			
85a Orthopedic Massage: Outside Massages	3%	3%		2%	3%		2%	3%	2%	
87b Orthopedic Massage: Touch Assessment				4%			14%			
89a Practice MBLEx	8%	8%	4%	2%	7%	6%		7%	8%	
90a Kinesiology Quiz			5%							
94a Kinesiology Quiz			6%							
96b Deep Massage: Touch Assessment							10%			
Clinic Grade										100%
<b>Subtotal</b>	<b>11%</b>	<b>11%</b>	<b>20%</b>	<b>10%</b>	<b>10%</b>	<b>6%</b>	<b>38%</b>	<b>10%</b>	<b>10%</b>	<b>100%</b>
<b>END OF 4th QUARTER</b>										
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>