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MBI massage catalog 2019/20 volume1 issue 1.0



Discovering Life's Journey

Whether it's personal growth a new career or continuing education , we look forward to traveling down the path together with you. We will provide exceptional instruction and a comfortable learning environment.

The results from this course of study provide you with the tools for yourself and to guide others to live healthier, and more fulfilling lives.

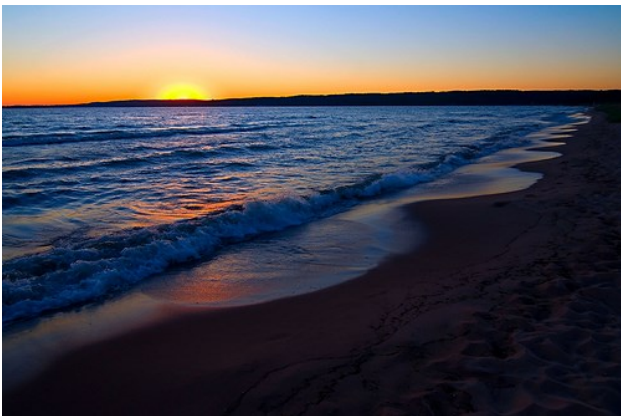
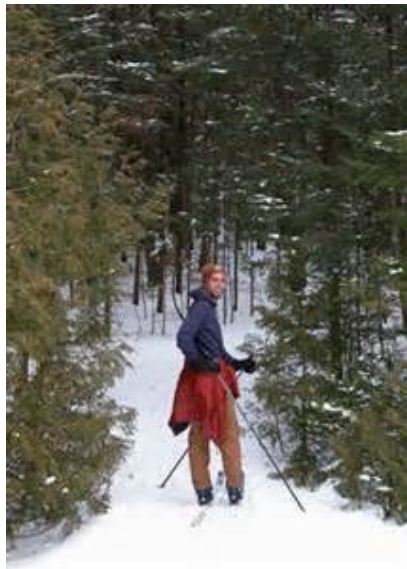
"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." – Maya Angelou

Location

Located in northern Michigan, the natural beauty provides a perfect setting to inspire you through your course studies.

The Traverse City classroom is located at 1744 S. Garfield Ave. Close to downtown, and only minutes to Grand Traverse Bay. Hike along wooded paths or strap on the snowshoes or XC skis and hit the trails. In summer you can kayak on Grand Traverse Bay area rivers or relax on the beach. Pure Michigan can be explored right outside our doors. What a great place to relax and learn on your journey.

Exclusive to our school is your instructors experience of having worked at world-class and award-winning spas, along with almost 30 years experience in Therapeutic Bodywork, Natural Health, and Life Enrichment programs. You will have an opportunity to learn first hand how a world class spa, therapeutic practice and natural health business operates.



Massage & Bodywork Practitioner Diploma Program

Hours: 700 Total Hours

Weekend course 12 months two weekends per month

Weekday course 10.5 months three evenings per week

Whether you see yourself working at a of a world-class spa, as an independent contractor, or as a business owner; the Massage and Bodywork Practitioner Diploma program will prepare you to be successful in the field of massage and bodywork. Students will learn relaxation, therapeutic, advanced and specialized modalities. You will be taught how to assess your clients, create a treatment plan and to use proper body mechanics for a customized, safe and effective treatment. You will learn how to be successful and attain your desired goals in this field, with classes in spa protocols, building clientele, marketing, management, creative thinking and overcoming challenges. Each course in the program is designed to build a foundation. The individual classes are a combination of hands on learning and practice, lecture and media presentations with interactive communication and participation. The classes are structured to be dynamic and adjustable to fit the needs of each student. The atmosphere is relaxed and presented in a logical easy to learn manner.

This program meets the requirements for State licensing.

There are 500 in class hours and 200 online hours to enhance your in class studies. Total for the program is 700 hours.

You will need access to the internet and your own equipment for the online portion to be done outside of the classroom.

Introduction to Massage (Basic Strokes & Body Mechanics)

This course will cover the history of massage and a general introduction to the various modalities used. An overview of the massage program will be presented. Table set up and draping will be taught. First level body mechanics, for effectiveness and protection of the therapist will be developed.

Hours: 8 in class 5 online

Prerequisite: None

Included in: MBP

General Relaxation (Swedish Massage) & Introduction to Professional Ethics

The principles of relaxation on a physical and emotional level are introduced. You will learn to create a custom session to meet your clients' need for relaxation. We will introduce you to a general Swedish style massage session. You will learn time management and how to adjust the session to meet expectations of your client. Introduction to ethics.

Hours: 17 General Relaxation, in class

3 Ethics in class 5 online

Prerequisite: Intro to Massage

Included in: MBP

Bones & Muscles

You will learn the importance of knowing the bones, landmarks and muscles. The information that will be needed will be introduced in this class, as well as methods of learning the material. This subject will continue to be taught throughout the course as part of other classes.

Hours: 25 in class 35 online

Prerequisite: None

Included in: MBP

Positional Release, Muscle Energy & Trigger Point

This course provides an introduction to the topic of energetic involvement in massage therapy; including positional release of tension on muscle and trigger point work. You will learn and experience basic energetic techniques while exploring the potential benefits for and impacts on your clients and yourself.

Hours: 20 in class

Prerequisite: First class of Bones & Muscles

Included in: MBP

Deep Tissue

You will learn Deep Tissue massage (not to be confused with deep pressure) techniques designed to target specific areas of chronic pain, muscle tension, and/or soft tissue injury. These deeper techniques focus on lengthening and spreading muscle fibers to loosen muscle and connective tissue. There will be an increased emphasis on body mechanics.

Hours: 20 in class

Prerequisite: Positional Release, Muscle Energy & Trigger Point

Included in: MBP

Stretching & Muscle Lengthening

The differences between stretching and lengthening are discussed and when each is appropriate. You will learn various modalities to accomplish both and how to combine their uses. Assessment of muscle length and mobility will also be introduced.

Hours: 20 in class

Prerequisite: Positional release, Muscle energy & Trigger Point

Included in: MBP

Body Systems Integration

You will learn to integrate the knowledge and skills learned thus far; and how to accurately define and describe the connections among the body, mind, energy and spirit. The core principles of intent, mindfulness, wholism and intuition are actively explored. This class expands your understanding of your path toward mastering the art and wisdom of skillful touch.

Hours: 10 in class 20 online

Prerequisite: None

Included in: MBP

Anatomy & Physiology 1

This course introduces you to the organization of the body on a chemical, cellular, tissue and system level. Integrating structures anatomy and their function physiology is a focus of each course in this sequence examining the skeletal/articular and muscular systems.

Hours: 20 in class 30 online

Prerequisite: Body Systems Integration

Included in: MBP

Anatomy & Physiology 2

This course in the sequence for Anatomy and Physiology focuses on the lymphatic, immune, digestive, urinary, respiratory, integumentary and reproductive systems and then integrates all systems.

Hours: 20 in class 30 online

Prerequisite: Anatomy & Physiology 1

Included in: MBP

Functional Normalization

You will learn about cranial sacral philosophy and its role in health. You will learn a safe basic protocol to release and balance the cranial sacral system and relax your clients.

Hours: 15 in class

Prerequisite: None

Included in: MBP

General Pathology and medications

This course presents information on the functions of the human body. Major systems and their components are presented, including the circulatory, respiratory, endocrine, digestive, lymphatic, integumentary and reproductive systems. Levels of organization of the human body such as chemical, cellular and tissue levels and homeostasis are studied in the context of normal, healthy functioning.

Hours: 20 in class 26 online

Prerequisite: None

Included in: MBP

Sports Massage

Learn techniques for pre-event, during event and post-event massage therapy for competitive athletes and all active clients; to maximize their fitness activities by avoiding injuries. You will also learn treatments for soreness, fatigue, and injury of muscle tissue. Techniques presented in this class are applicable to a wide variety of client needs.

Hours: 15 in class

Prerequisite: Stretching & Muscle Lengthening

Included in: MBP

General Pathology & Musculo-Skeletal Dysfunction

Emphasis is on conditions that massage therapists need to recognize as contraindications to massage therapy and/or conditions that should be referred to another practitioner for diagnosis or treatment. The conditions presented are ones that massage therapists are most likely to encounter in their practices.

Hours: 20 in class 25 online

Prerequisite: None

Included in: MBP

Bio-Mechanical Activation and Mobilization & Myo-Fascia

Learn about the fascial system and gain an understanding of the impact of fascial strain on the body. In addition to using postural analysis, this class focuses on the application of sustained pressure and movement into the fascial system in order to reduce fascial restrictions.

Hours: 10 in class

Prerequisite: Stretching & Muscle Lengthening

Included in: MBP

Kinesiology & Movement Assessment

The intention is to assist you in combining the knowledge and skills you have gained thus far; emphasizing critical thinking skills necessary to assess each client, understanding the probable condition of specific soft tissues, selecting and skillfully applying the techniques that are likely to be most effective for the particular client.

Hours: 20 in class 5online

Prerequisite: Anatomy, Physiology, Body Systems, General Pathology

Included in: MBP

General Business

This course includes common business practices in planning your opening, office organization, record keeping, income and expense basics, state and local regulations, associations, general business policies, and policies specific to massage.

Hours: 10 in class 10 online

Prerequisite: None

Included in: MBP

Spa Massage/Business/Marketing/ Professional Ethics

This course advances your business knowledge and introduces the differences in a variety of business settings (medical, resort spa, your own private business, etc.).

Marketing techniques and strategies with a focus on low or no cost advertising will be discussed. This course will also address personal and business ethics.

Hours: 3 Ethics, 7 Spa, Business, Marketing in class

Prerequisite: General Business, Regulations & Policies

Included in: MBP

Essential Oils & Other Topical Applications

Essential oils can be an effective tool in therapeutic massage as well as a revenue generator. You will learn what essentials oils are and how to use them for aromatherapy and the topical use for the physiological effect on tissues and body systems.

Hours: 15 in class

Prerequisite: None

Included in: MBP

Infant, Pregnancy & Special Needs Massage

You will learn and discuss the unique considerations for treating special populations, including older adults, persons with disabilities, persons with terminal illnesses, infants, and women in pregnancy. You will also learn how to design an individualized treatment plan.

Hours: 20 in class 10 online

Prerequisite: Stretching & Muscle Lengthening

Included in: MBP

Chair, Onsite & Event Massage & Marketing

This course presents safety precautions, and hands-on techniques for performing chair massage, either on a common chair, or on a portable massage chair. Chair massage can be effectively used to educate the general public about massage therapy. It can be performed almost anywhere (business offices, community festivals, etc.). Included in the course are ideas for using chair massage as a tool to build your practice.

Hours: 16 in class

Prerequisite: None

Included in: MBP

Body Treatments & Spa Services

Learn to perform body treatments, common ingredients and the benefits associated with body treatments. This course will present a brief overview of good and bad nutrition as well as information on vitamins, minerals, fats, proteins, carbohydrates, filtered water, organic foods, caffeine, and nicotine. You will learn about making healthy choices for yourself as well as giving basic nutritional information to clients.

Hours: 10 in class

Prerequisite: General Relaxation (Swedish Massage)

Included in: MBP

General Nutrition

This course discusses nutrition and the effects of poor diet on health and function of the body. We will look at supplements, organic/natural versus chemical/synthetic. Learn about taking charge of your own health through nutrition and simple suggestions for clients.

Hours: 20 in class

Prerequisite: None

Included in: MBP

Reflexology, Hand & Foot Treatments

Learn this natural healing art based on the principle of reflexes in the feet, hands and ears. You'll learn the referral areas which correspond to every part, gland and organ of the body. We will teach you a relaxing reflexology protocol which is effective for stress relief throughout the body.

Hours: 20 in class

Prerequisite: None

Included in: MBP

Wholistic Evolution

In this class you'll combine all lessons learned throughout the course and prepare for testing.

Wholistic is the tendency in nature to form wholes that are greater than the sum of the parts through creative evolution. The Greek definition explains that all the properties of a given system (physical, biological, chemical, social, economic, mental, spiritual, etc.) cannot be determined or explained by its component parts alone. Instead, the system as a whole determines in an important way how the parts behave.

Hours: 24 in class

Prerequisite: Must have completed all courses and clinical hours in Massage Therapist Program

Included in: MBP

Review & Testing

Review of last minute questions and a plan of action for the upcoming tests. Final testing, including written, oral, and practicals. The course concludes with graduation.

Hours: 24 in class

Prerequisite: Must have satisfactorily completed all courses and clinical hours in Massage Therapist Program

Included in: MBP

Clinical Application

At this point in the course you will be doing supervised clinical application for a portion of the classes. You will gain experience working on the public and practicing all aspects of your training. All hours will be on location at Mind Body Institute. Services will be made available to the general public for a fee. Students may be required to help recruit people for Clinical services. Students will NOT be paid for recruiting efforts or for services they perform.

Hours: 70 as part of standard courses classroom hours

Prerequisite: Must have completed 30 classroom hours including 20 hours of Pathology

Included in: MBP

Independent Study 200

Independent study is required. This will include, but is not limited to, portions of Anatomy, Business, History, Pathology, and Benefits of Massage, history, sanitation, ethics, and benefits

Hours: 200

Prerequisites: None

Included in : MBP

About your Instructors



Jim Baker LMT, CNHP

Teaches the Massage and Bodywork Practitioner Diploma Program and is the Founder and Owner of Mind Body Institute

Jim is a Licensed/Graduate Massage Therapist and a Certified Natural Health Professional, an entrepreneur, business owner, and natural health and spa consultant. Jim is a respected and highly skilled instructor/ practitioner for massage and bodywork. He specializes in myo-fascia release, muscle energy correction techniques, deep tissue, sports massage, herbology, fitness training, kinesiology, equine sports massage and light touch therapy. As the school founder, Jim brings over 25 years experience as a co-founder, owner and director at two widely respected Schools of Natural Health and Massage.

In the classroom he draws on 30 years of real life application and instructing experience. His entire focus is to prepare you for a successful career as a massage therapist. His classes are fast paced and reflective of his enthusiasm for his subject and his students. You are seen as an individual and the lesson is presented so that you will enjoy learning. A lot of hands on practice, open two way communication and immediate feedback. Bring your notebook and be ready for a humor laden, highly informative learning experience.

Therapies and personal skills development programs that Jim has developed and includes in this course:

Bio-Mechanical Activation and Mobilization:

This technique helps athletes at all levels perform at their individual best and addresses performance reducing brace patterns and restrictions in soft tissue.

Adjustment in a Bottle:

This combination of singular liquid herbs and the sequence of the application provides a synergistic effect to relax braced, tight and sore muscles.

Core Release and Balancing:

Using the Adjustment in a Bottle philosophy, you will learn to apply specific techniques in a developed sequence to both release restrictions and balance the tension of your client's core structure.

Treasure Mapping:

This is a mind mapping, decision making and goal setting system which trains you to be more creative in your critical thinking. You will learn to be more organized, effectively prioritize your processes, and to be less intimidated by the steps needed to attain your goals in any aspect of your life, and ENJOY doing it.



Class Structure

Learning should be fun and as stress free as possible. We will utilize several methods to teach each subject. Learning styles are discussed to help each student understand how they best learn.

The instructors teaching style is discussed to better facilitate communication.

Each student is encouraged to participate at their own comfort level. The pace of each class is a combination of speeds to make sure no one is being left behind and to make sure the class does not get bogged down.

Each class may include the following methods combined to promote a dynamic, interactive, empowering classroom environment.

Hands On Learning (practical):

The main focus in the program is as much experiential learning as possible. Massage and bodywork is a hands on career, so it makes sense to have the highest level of experience of actually applying techniques and assessments. In the practical sections you will watch a demonstration, have all questions answered and/or demonstrated to you. Then you will apply what you learned by teaming up with another student. One student will be the “body” and the other the “therapist”. Again the instructor will answer questions and make adjustments in application for each student/therapist.

Then you will switch roles and the technique will be repeated; along with an opportunity for additional questions, answers and adjustments. In this style you will learn in a variety of manners: auditory, visual and kinesthetic. It is important to not only learn how to apply pressures and techniques but to also feel what it is like to receive them. As the instructor makes adjustments to the therapist’s techniques when you’re the “body”, you will feel the differences in the application before and after an adjustment is made.

Lecture:

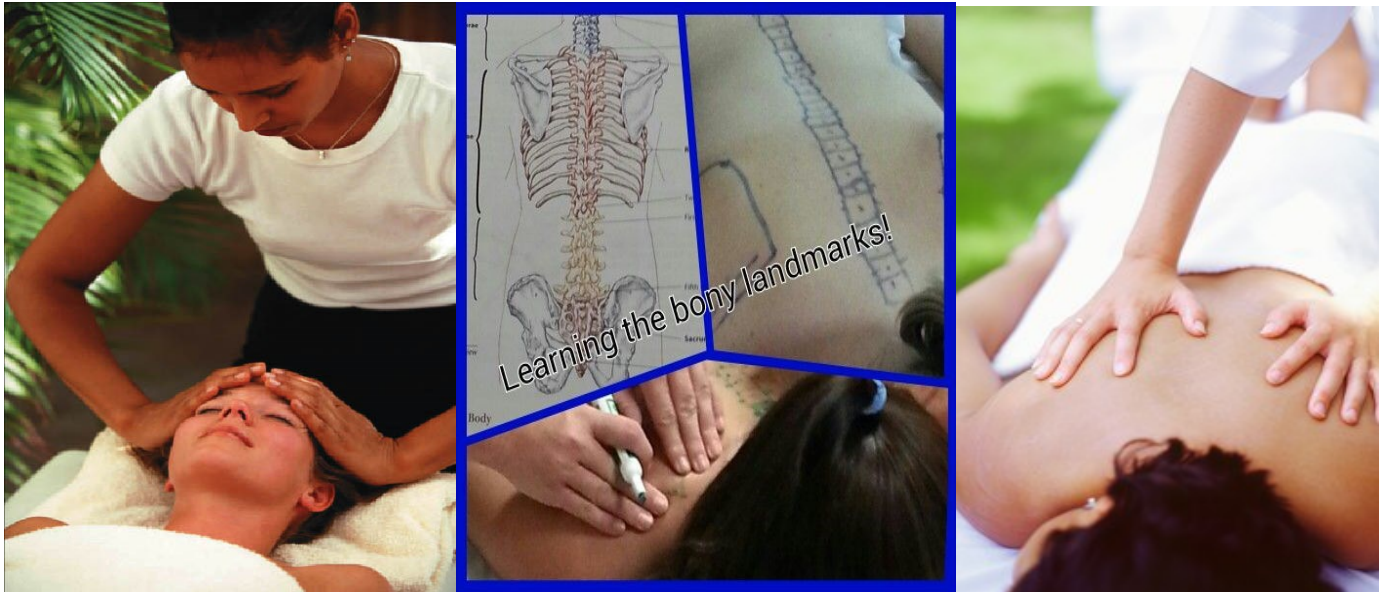
The lecture portion is very interactive. You are encouraged to be involved and to keep focused on the subject material being discussed. It is very much like being part of a conversation, as opposed to just sitting and listening. Students will also be called upon to help in demonstrations during this portion of class. We have found this dynamic method makes learning and retention much easier.

Instructor Directed Studies:

This technique is used in class to promote team work and interaction between students. This will add to a dynamic and enriching learning environment. Sections of the text will be covered by engaging each student in the process as co-leader, along with the instructor’s guidance.

Audio and Visual:

Presentations are kept to a minimum and are used when other methods are not practical. Examples would be the dissection portion in anatomy class or using slow motion video to assess movement and impact



School Ownership

The Mind Body Institute was founded and is owned by James Baker.

With experience spanning over 40 years including customer services and sales, administration, business owner, management, branding, marketing, project manager, event coordinator, natural health counselor, school administrator, government regulatory liaison, bookkeeping, budgeting, inventory control, purchasing, spa consulting and corrections facilitator, author SOP manual, spa management, spa openings.

30 years Massage and Bodywork therapist, general relaxation, therapeutic, cranial sacral, energy work, mind body connection and sports massage.

25 years Instructor for massage, bodywork, nutrition, anatomy/physiology, ethics, goals setting, creative problem solving and business, course author, student advisor and revenue management.

You will learn what it takes to be successful in business, in a therapeutic massage environment and in the highly competitive field of destination spas.

Graduates will have all the tools, training, experience and time tested wisdom you need to open your own business or easily transition into a world-class facility.

Dates of Enrollment

Due to popularity, we suggest you submit your application as early as possible. We will not accept further students once a course is full. (8 students) Course dates are listed on the schedule in this catalog.

Entrance Requirements

Applicants must provide one of the following: A high school diploma, GED or equivalent, college degree or proof you will be attaining one before graduating from this class. Valid photo identification. A completed Enrollment Agreement. Payment for all fees due.

Credit for Previous Education and/or Training

Students who enroll in a program and have previous education or training in health or natural health modalities, may apply for credit for applicable portions of the program. Students may be given partial or full credit towards class tuition. You may still be required to attend the class at Mind Body Institute. The determination of eligibility is determined on a case by case basis. You will need to submit transcripts from the previous school or training facility and may need to pass an oral examination and/or practical demonstration to ensure that you possess skills and knowledge consistent with Mind Body Institute objectives.

Fees, Tuition and Payments

Massage and Bodywork Practitioner Diploma Program:

Application Fee:

\$150 - due at time of application

Registration Fee:

\$1200 - due at time of registration

Books and Equipment Fees:

760 - due at time of registration

Tuition:

\$4850 – see payment options below

Tuition Payment Options

Pay in Full: You will receive a \$250 tuition discount if you pay in full 3 weeks before the start of the first scheduled class.

Monthly Payments:

- Monthly Payments:

- Tuition for the weekend course can be made in 11 equal monthly payments of \$440.91 each. The first payment is due 3 weeks before the start of the first scheduled class. The remaining payments are due by the 1st class of each month.

-These payments are due; until the balance is paid in full, even if the student withdraws from the program.

-If the Payment is not received within 10 days of the due date a late fee of \$35 will be added. If the past due amount (including late fee) is more than 15 days late the student must enter into a payment agreement for the amount past due (including late fee). If the payment agreement is not met or the amount is past due 30 days , the student will be suspended from attending classes until all fees due are brought up to a current status of \$0 past due. (Payment plan is subject to approval by Mind Body Institute)

- If the student fails to enter a payment arrangement for past dues amounts or the past due amount is 60 days past due the student is considered in default of their payment agreement and the total amount remaining including late fees is due immediately and subject to collection.

-All fees, payments and past due amounts must be paid in full to meet the requirements to attend Testing and for Graduation.

Get Connected

Tuition for the weekday evening course can be made in 11 equal monthly payments of \$440.91 each. The first payment is due 3 weeks before the start of the first scheduled class. The remaining payments are due by the 1st class of each month.

We can work with payments to help meet your budgeting needs. Ask to discuss your options.

The first payment is due 3 weeks before the start of the first scheduled class. The remaining payments are due by the 1st class of each month.

-These payments are due; until the balance is paid in full, even if the student withdraws from the program.

-If the Payment is not received within 10 days of the due date a late fee of \$35 will be added. If the past due amount (including late fee) is more than 15 days late the student must enter into a payment agreement for the amount past due (including late fee). If the payment agreement is not met or the amount is past due 30 days , the student will be suspended from attending classes until all fees due are brought up to a current status of \$0 past due. (Payment plan is subject to approval by Mind Body Institute)

Cancellation, Withdrawal and Refund Policy

Application fee:

The application fee is due at time of application.*

Registration fee:

Upon approval of the application the student must sign a registration contract and pay all registration fees in order to be enrolled and have their place in the class reserved.*

Books and Equipment fee:

Upon approval of the application the student must sign a registration contract and pay all book and equipment fees in order to have their books and equipment ordered. After the items are delivered to the student there are no refunds.

Tuition Fees:

Students who have elected to pay their tuition in full should do so at least three weeks prior to the first class. Students electing to use our payment plan should make their first payment prior to the first class. •

[See next page for refund policies](#)

REFUND POLICY:

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school for enrollment. An application fee of not more than \$25.00 may be retained by the school if the applicant is denied. Application fee, Registration fee, and Tuition paid by the applicant shall be refunded if requested within **3 business days** after signing an application and or registration/ payment agreement with the school.

After three business days there are no refunds.

All refunds shall be returned within 30 days.

School Policies

Dress Code:

Student attire should be professional, modest and allow for freedom to perform the work needed in class. A short sleeve shirt with a collar is the best. Pants may be casual/ professional Black or Grey and must be neat and clean. Shorts that are at least to the top of the knee may be worn during the warmer periods of the year.

Shoes and socks should be worn at all times. Shoes should be casual black or solid white with soles that do not mark athletic floors. No sandals or open toed shoes are allowed.

Hair longer than shoulder length must be tied back while working on students and the public. This should be done in a professional manner.

Jewelry is to be kept to minimum. The less you have to remove for practical application the better. No rings or bracelets can be worn during practical applications. Any necklaces should not be long enough to swing out and contact your client.

Attendance:

You are responsible for signing in at the beginning of each class, out and in for lunch, and out at the end of each day of class. Students who fail to sign in, for any section, are considered absent and lose those scheduled hours. Students must maintain a projected 90% attendance record. Lack of attendance is grounds for dismissal from a program. (There will be a sign in sheet for each class)

In the event that a student falls below a projected 90% attendance, the instructor has the right to assess what portion of the studies were missed and determine the appropriate options for making up that time. Remedies: The student will be required to make up in class time by attending an alternative schedule to there own. The student has 60 days or the end of classes, to raise their projected attendance to at least 90%. If they do not raise their attendance to 90% with in that time limit they will be expelled from the program, with **no refund of any funds and further any remaining balance for tuition or any fees become due in full immediately.**

Review and Testing dates are mandatory and require a 100% attendance at each.

Don't be Late:

Classes start on time. Any information covered will not be re-addressed for anyone who arrives late. Missed class time starts after the first 15 minutes and will include that 15 minutes. Students must maintain a 90% attendance average. See "Attendance" for details. The time used to determine if you are late is the classroom clock.

Emergencies:

Students who are unable to attend a scheduled class or need to leave during a class due to an emergency, will need to contact the administration office to notify them of the missed class time. Excused absences will be considered on an individual basis.

Excused Absences or Lateness:

Requests for excused absence must be made in writing and sent to the administration office. Requests will be considered on an individual basis. Acceptance will be based upon what degree of control the student has over the circumstances.

Cell phones:

While in the classroom cellphones must be either turned off or set to airplane mode, and put away out of site. If you have an emergency notify your instructor . You will be instructed to give the instructor's cell phone number to whom needs it and in case of an emergency those people should text the instructor asking them to notify you to contact them. The student may then leave the classroom to contact their people.

Only the instructor will have their cell phone active for students who may be calling in late or absent and to help with emergency situation.

Leave of Absence:

Each diploma program allows students 24 months ,from the first day of scheduled class time, to complete the program. If the student requests a Leave of absence and it is approved, the tuition will be forwarded to the next program the student reenters. The request must be in writing and each circumstance will be considered on an individual basis. We will do our best to accommodate each student with their needs. Students granted a leave of absence, who are unable to complete classes within 24 months of the original enrollment, will need to re-enroll and will be subject to the current tuition fees at that time. The student may apply for Previous Education and/ or Training Credits for classes they passed.

Student Conduct:

In order to preserve the proper learning environment, we have the following conduct policies:

- Students are expected to practice common courtesy and be respectful of fellow students' boundaries.
- Students are required to practice proper hygiene.
- No eating in the classroom
- Only water is allowed in the classroom in a NON breakable container
- No disruption of the class is acceptable.
- Soliciting of fellow students or clinical volunteers for products or services is not allowed.
- All cell phones must be turned off during class time.
- Students should refrain from drinking alcohol during class days and clinicals; any student whose clothing or breath has remnants of alcohol or drug usage will be asked to leave.
- Students shall not bring alcohol or illegal drugs to class or clinical settings. Students who bring alcohol or illegal drugs into the Institute shall be immediately and permanently dismissed.
- Students shall not bring weapons into the school. Students who bring weapons into the Institute shall be immediately and permanently dismissed.
- Cheating on tests or solicitation of answers to directed studies from other students shall be grounds for immediate expulsion.
- With the exception of weapons, drug offenses, and other extreme situations; a student will be notified and given a verbal warning of the offensive behavior. If the situation is not resolved, the student will receive a written warning stating the offense, the correction needed, and the results if not corrected. All tuition is forfeited if a student is dismissed for misconduct.

Grading

Written Testing

scores are calculated using a percentage grading system (the number of correctly answered questions divided by the number of questions on the test). 75% or higher is required for passing.

Practical Testing

is graded on a 1-5 scale moving up or down in 1/4 point increments with 3 being a passing score. The tester will fill in a grading checklist in each area to be performed or covered by the student. The student must be able to explain and/or perform, to the satisfaction of the examiner, an average score of 3 for the total sheet in order to pass. The student may be provided with a copy of the checklist to study for these exams upon request.

Oral Testing

may consist of any of the areas covered in the courses for which the student participates. The examiner will ask questions and the student will answer to the best of his/her ability. The student must score at least an overall average of 3 in order to pass.

Quarterly Assessments and Final Transcripts

will utilize the following overall assessment ranking:

1 = Unsatisfactory (below 65%)

2 = Needs Improvement (66% to 79%)

3 = Capable (80% to 90%)

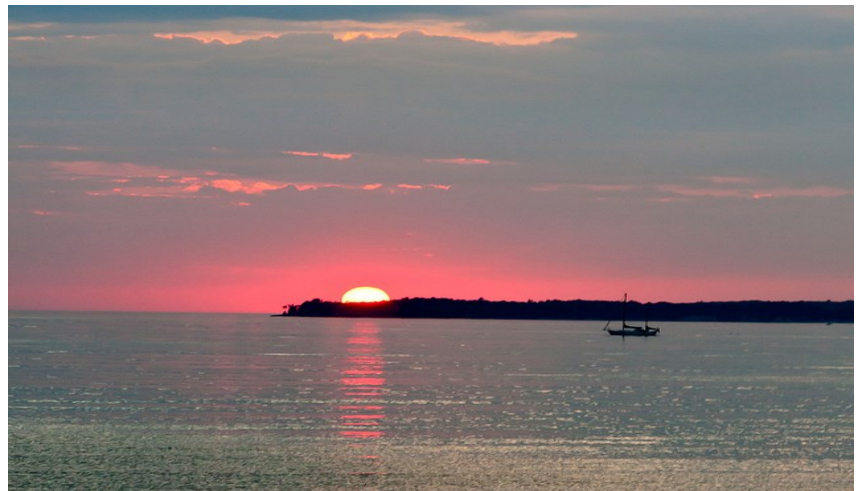
4 = Professionally Competent (91% to 94%)

5 = Exceptionally Skilled (over 94%)

Graduation Requirements for Diploma Programs

Graduation requirements for a diploma program include:

- A degree, high school diploma, GED, or equivalent.
- 90% attendance.
- Satisfactory participation in each of the classes.
- 75% or better on every class written test.
- 3.0 or better on every class practical and oral test.
- 75% or better on the final written exam.
- 3.0 or better on final oral and each practical exam.
- Successful completion and submission by the due date of all make up tests.
- Logged at least 200 hours on line study.
- Scored 75% or higher on all online tests that are labeled as “counts towards grade”
- Completion of all program requirements within 24 months of the starting date.
- Completion of all clinical hours.
- All fees paid in full.
- Upon satisfactorily meeting all requirements the student will be granted a 700 hour Diploma, with the title, Massage and Bodywork Practitioner.



Program Enrollment Application Please print

Last name _____ First name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone (____) _____ Work Phone (____) _____

Email Address _____

Birth Date ____/____/____ Last 4 digits of social security no. _____

=====

EMERGENCY CONTACT INFORMATION:

Name _____ Relationship _____

Phone _____ Work Phone _____

=====

Do you currently attend school elsewhere? No _____ Yes _____ If yes, where:

Do you have any injuries that may prevent you from giving or receiving massage therapy?

No _____ Yes _____ If yes, please describe _____

Do you have any special circumstance that we need to know about to best assist your learning?

No _____ Yes _____ If yes, please describe _____

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Were you referred to us by one of our graduates? No _____ Yes _____

If so, who and when. _____

I hereby contract with the Mind Body Institute for a program of instruction in the following:

_____ Massage and Bodywork Practitioner Diploma Program Weekday Schedule

_____ Massage and Bodywork Practitioner Diploma Program Weekend Schedule

We cannot guarantee availability.

Fees, Cancellation, Withdrawal & Refund Policy:

Application fee: \$ 150

The application fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. Application fees paid by the applicant shall be refunded if requested within 3 business days after signing application with the school. After three business days there are no refunds. All refunds shall be returned within 30 days.

Upon approval of the application the student must sign a registration contract and pay all registration fees in order to be enrolled and have their place in the class reserved.

Registration/Down payment fee: \$ 1,200

Fees must be paid in order to be enrolled and have their place in the class reserved .All Registration/Down payment fees paid by the applicant shall be refunded if requested within three business days after signing their registration contract with the school. **After three business days there are no refunds.** Any eligible refunds will be returned within 30 days.

Books and Equipment fee: \$ 760

All book and equipment fees must be paid in order to have their books and equipment ordered. After **the items are delivered to the student there are no refunds.**

Tuition Fee: \$ 4850

Students who have elected to pay their tuition in full should do so at least three weeks prior to the first class. Students electing to use our payment plan should make their first payment 3 weeks prior to the first class. Any tuition paid will be refunded if the student withdraws within 3 business days after signing a contract with the school. **After three business days there are no refunds,** and all tuition remains due and payable as agreed to in the payment agreement whether the student is attending class or not. All refunds shall be returned within 30 days.

Signed _____ Date _____

Initial _____ Page 2of2

Registration Contract and Tuition Payment Agreement

Registration/Down payment fee: \$ 1,200

The student must sign a registration contract and pay all registration fees in order to be enrolled and have their place in the class reserved. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing their registration contract with the school. **After three business days there are no refunds.** Any eligible refunds will be returned within 30 days.

Books and Equipment fee: \$ 760

All book and equipment fees must be paid in order to have their books and equipment ordered. **After the items are delivered to the student there are no refunds.**

Tuition fee: \$ 4850

Students who have elected to pay their tuition in full should do so at least three weeks prior to the first class. Students electing to use our payment plan should make their first payment at least three weeks prior to the first class. The monthly payments are due the date of the first class each month. **The payments are still due as scheduled until the total amount due is paid, even if the student withdraws from class or is expelled.**

The tuition and all fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with the school. **After 3 business days there are no refunds.** All refunds shall be returned within 30 days.

Massage and Bodywork Practitioner (625 hours)

Expected beginning date _____

Tuition:

Massage and Bodywork Practitioner Diploma Program \$4,850

Payment options are:

Pay in Full:

You will receive a \$250 tuition discount if you pay in full before the start of the first scheduled class.

Monthly Payments:

A- **Tuition for the weekend schedule** can be made in 11 equal monthly payments of \$440.91* each. The first payment is due 3 weeks before the start of the first scheduled class. The remaining payments are due by the 1st class of each month.

B- **Tuition for the weekday schedule** can be made in 11 equal payments of \$440.91* each.

**Assuming standard down payment of 1200. More options are available to fit your budget.*

-These payments are due; until the balance is paid in full, even if the student withdraws from the program or is expelled.

-If the Payment is not received within 10 days of the due date a late fee of \$35 will be added. If the past due amount (including late fee) is more than 15 days late the student must enter into a payment agreement for the amount past due (including late fee). If the payment agreement is not met or the amount is past due 30 days , the student will be suspended from attending classes until all fees due are brought up to a current status of \$0 past due. (Payment plan is subject to approval by Mind Body Institute)

- If the student fails to enter a payment arrangement for past dues amounts or the past due amount is 60 days past due the student is considered in default of their payment agreement and the total amount remaining including late fees is due immediately and subject to collection.

-All fees, payments and past due amounts must be paid in full to meet the graduation requirements.

Initial below method of payment:

_____ I elect to Pay in Full and receive a \$250 tuition discount.

_____ I elect to use the 11 monthly payment option and agree to pay the balance in full as stated above.

Student Signature _____ Date _____

Initial _____ Page 2 of 4

Important Additional Information:

1. I understand that all expenses incurred while traveling to and from school/training location and expenses for food and lodging while in training shall be at my own expense.
2. I understand that the school reserves the right to change the opening and closing dates of its classes, hours of instruction, equipment, faculty, tuition rates and fees. However, there will be no price changes for students enrolled under the terms of a signed contract for which they have enrolled. Any modification of the student's application and contract, as contained in the catalog, shall be agreed to, in writing, by all parties.
3. I, the student, hereby release, hold harmless, and indemnify Mind Body Institute, its parent company/ owners and representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or assorted against it or them, by reason of bodily injury or property damage which I may suffer, from any cause, while a student in the training program of the school.
4. In the event of labor disputes or acts of God, (i.e., fire, flood, hurricane, tornado, etc.), the school reserves the right to suspend training at the resident site affected.
5. The school reserves the right to cancel an enrollment if student does not achieve the academic requirement established by the school for the program.
6. The school reserves the right to set class schedules according to student enrollments and equipment availability. Any modification of the student's application and contract, as contained in the catalog, shall be agreed to, in writing, by all parties.
7. The school reserves the right to enact and provide notice of rules and regulations governing the conduct of students while attending the school. Violation of these rules and regulations will constitute grounds for dismissal.
8. I acknowledge the reading, agreement and receipt of the school's current catalog and that it is part of this agreement.
9. The invalidity or unenforceability of any particular provision of this agreement shall be construed in all respects as if such invalid or unenforceable provisions were committed.
10. I understand that as a student if I wish to file a complaint, I may do so with the State of Michigan at www.michigan.gov/pss then follow the links to the forms.

_____ please initial

11. I understand that it is not possible for the Mind Body Institute to guarantee employment. The school assists graduates by making their names and qualifications available to companies that, upon request, have contacted the school.
12. I understand there will be portions of both the class work and the directed studies that will require giving and receiving bodywork. I am willing and able to perform all the physical aspects as well as receive bodywork that is required in those courses.

Disclosure Statement: It is important that applicants keep a copy of any contract or application to document their enrollment, tuition, receipts or canceled checks to verify the total amount of tuition paid, and records which show the percentage of the program which has been completed. This information can be obtained by a request in writing to the Administration Office. I hereby acknowledge receiving a completely filled in copy of this agreement and a current student publication catalog, which I have retained for my records.

I also acknowledge that no verbal promises or statements contrary to the terms of this agreement have been made, and I certify that the aforementioned statements of the Mind Body Institute representative are true and correct. I understand that this contract is legal and binding once it has been signed and dated by myself and Mind Body Institute's representative. I understand the aforementioned statements and agree to abide by them. I understand the school catalog, Program Enrollment Application and Registration Contract, and agree to the school policies and refunds. I hereby apply for enrollment.

Student Signature _____ Date _____

In order to complete the enrollment process, please include a copy of your photo identification; a copy of your high school diploma, GED transcript, equivalent, or a letter from your institution of learning stating your expected graduation date or College degree or transcript.

A copy of your diploma, GED transcript, equivalent or Degree is required for graduation.