



## A New Beginning School of Massage Killeen Pre-Enrollment Catalog



### Why A New Beginning School of Massage Killeen?

- \*Affordable Tuition with 0% Interest Flexible Payment Plans.
- \*We are a Family Owned school.
- \*This program was created in 2009 by Ted & Debbie Kennett using over 30 years of combined experience in the field of Massage Therapy and adjacent fields. In 2017, Heather Nusbaum and Eric Johnson acquired the school and continue to build successful, well-educated therapists; engaged in forging new beginnings.
- \* Current MTI School Instructors: Wendy LeValley, Jose Lozano, & Samantha Cooper
- \* Current School Instructors: Heather Nusbaum & Eric Johnson
- \* Marlys Smith, Facility Manager
- \*Our 6-month programs and Small Classes lead to an Excellent Student Pass Rate

*Catalog for All Classes after January 1, 2018*

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All Massage Therapy Instructors at A New Beginning School of Massage Killeen are affiliated with Associated Bodywork and Massage Professionals (ABMP), an international body workers association or The American Massage Therapy Association (AMTA), and are Texas Licensed Massage Therapist.

### **Contact Us & School Hours**

**A New Beginning School of Massage Killeen**  
**2201 South W.S. Young Drive Ste. 114-B**  
**Killeen, Texas 76543**  
**[www.MassageSchoolKilleen.com](http://www.MassageSchoolKilleen.com)**  
**[Info@PhoenixAwakeningMassage.com](mailto:Info@PhoenixAwakeningMassage.com)**  
**Texas License Numbers 1058**  
**(254) 616-2255**

SCHOOL OFFICE HOURS: Monday thru Friday 9:00AM-5:00PM

CLASSROOM AND INTERNSHIP HOURS: Will extend past office hours as shown on the official published class schedules for the 500-hour program.

Enrollment & School Tours: ***Appointments are recommended for the best Tour experience***

Phone: (254) 616-2255

## **SCHOOL HISTORY & PHILOSOPHY**

A New Beginning School of Massage Killeen has been licensed (and regulated) by the Texas Department of Licensing and Regulation to operate as a licensed massage therapy school under License # MS1018 from 2009 – 2017. In 2017 with our ownership change our new license # MS1058. We are Building Successful, Well Educated Therapist; Engaged in Forging New Beginnings. We view massage therapy as a professional and technical addition to a healthy lifestyle, while being an art through which students can express their own talents.

The theory, technique and scientific knowledge of massage therapy are presented by a highly-qualified staff with a commitment to excellence. The school recognizes its responsibility to assist students to be the best they can be, by setting high standards beginning at enrollment, and continuing after graduation, thus helping the student to achieve their success during classes and in their pursuit of a rewarding career in massage therapy.

### **OUR OBJECTIVE**

At A New Beginning School of Massage Killeen, each student is encouraged to develop and master the skills necessary to become an effective massage therapist. Classes are limited in size to maximize interaction between the teacher and students. We try to instill a lifetime learning attitude to help guarantee a successful massage career.

The school's staff wants each student to receive the very finest in massage training. We are committed to a high standard of excellence, and draw upon our many years of experience to motivate students to achieve their own success. We have more than one teacher for each class, thus giving more than one perspective to the training; this allows the student to decide which technique works best for them. Positive reinforcement techniques are utilized throughout the coursework, and beyond. In addition, the 500-hour program is designed to provide a strong foundation upon which to build, should the student decide to pursue advanced training in a specific modality or specialty.

## **\*Now Enrolling for available upcoming classes**

**DAY CLASS MAS-500-MD17 will begin April 2, 2018, ending September 22, 2018.** This class qualifies as full time attendance. Duration is Approx. 25 Weeks Depends on the number of holidays during the schedule.

**NIGHT CLASS MAS-500-LN17 will begin January 22, 2018, ending July 14, 2018.** This class qualifies as full time attendance. Duration is Approx. 25 Weeks Depends on the number of holidays during the schedule.

Holidays observed are as follows: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, and Veterans Day, Thanksgiving week, and Christmas week, exact dates will vary per the day of the week it falls.

## ADMISSIONS

A New Beginning School of Massage Killeen does not discriminate on the basis of sex, race, religion, nationality, ethnic origin or sexual orientation in the admissions process or administration of its educational policies.

- INELIGIBLE STATUS: A prospective student is ineligible for state registration if he or she has been:
  1. Convicted of or entered a plea of nolo contendere, was found guilty to or received deferred adjudication to any crimes or offenses that have involved prostitution or sexual offenses.
  2. Convicted of a violation of the Act within the past five years
- AGE REQUIREMENT: Student must be 18 years of age by the completion of the program, photo ID is required.
- PREGNANCY GUIDELINES: A New Beginning School of Massage Killeen will enroll a pregnant student in the 500-hour massage program; however, for the safety and peace of mind of all concerned she must have written permission from her physician indicating that she may participate in class and is capable of lifting at least 30 pounds. If while enrolled the program becomes too intense for the student, they may opt to take a leave of absence from the class in which they are enrolled. After the birth, we will be happy to have them re-apply and continue in a later class, with no loss of money already paid towards the program cost.
- TOUR OF THE SCHOOL: The purpose of the tour is to familiarize the student with the equipment used at the school, administration, facility, procedures, policies, and to answer any questions you may have concerning massage and massage therapy training. The tour also gives us a more detailed sense of you as a person and potential student. Because we strongly commit to each student's success, we do in turn look for each applicant to have sufficient emotional maturity, academic and economic stability, and motivation to satisfactorily pursue massage therapy training. However, the tour prior to enrollment is optional and is not a condition of enrollment.
- FINANCIAL MEETING: The applicant may schedule a time to discuss in depth the options for their financial obligations to the school. This is the time the applicant will complete a contract for tuition payment, books/supplies payment, and required fee payment. Have all the completed MyCAA requirements, DARS, Montgomery Bill, or Post 9-11 processing and enrollment forms with appropriate fees needed to initiate the process of enrollment.

## TUITION & ASSOCIATED COSTS

Enrollment Fee: Free

Tuition: Our tuition is based on \$9.00 per hour X 450 hours. \$ 4,050.00

Internship: 50 hours Paid by Public

Fees Required: \$105\*  
(ABMP Student Insurance, MBLEX Test Prep, 1<sup>st</sup> Aid/CPR/AED)

Supplies Required: \$210\*  
(Holster, Massage Oil & Bottle, Professional Sheets x4, Student T-Shirts x4)

Books: \$255\*

Massage Therapy; Principles and Practice 5<sup>th</sup> edition  
 ISBN: 9780323239721  
 Basic Clinical Massage Therapy 3<sup>rd</sup> edition  
 ISBN: 9781451185461  
 Massage Therapist Guide to Pathology 6<sup>th</sup> edition  
 ISBN: 9781496310828  
 Muscle & Motion Strength

\*This amount may vary per market prices & does not include tax

### ***Total Cost of the program***

<b><i>Total Cost Prior to Tax:</i></b>	<b>\$ 4,620.00</b>
<b>Approximate Total Cost with Tax:</b>	<b>\$ 4,635.00</b>

### **Potential Additional Fees**

Additional Diploma or Transcript Fee	\$ 25.00
Cancellation Fee	\$ 100.00
Late Payment Fee (Per Day if full payment due is late.)	\$ 5.00
Make Up Hours (After first 25 missed, per hour)	\$ 9.00
Make Up Hours (Scheduled No Show)	\$ 15.00
Internship No Show (Per Session Scheduled and not Present)	\$ 35.00
NSF on checks	\$ 35.00
Partial Program Fee (per hour)	\$ 10.00
Re-enrollment Fee	\$ 100.00
Tutoring (Private, per hour)	\$ 40.00
6 Month Massage Oil Card	\$ 30.00
Massage Oil Refills	\$ 6.00
Missed Internship Appointment Fee	\$ 35.00
Alternative Medium Lubricants	Varies
Massage Table or Chair	Varies
Misc. Class room	SuppliesVaries

## **PAYMENT FLEXIBILITY**

If the prospective student signs up early and wishes to prepay a portion of the total similar to a law-a-way plan, it lowers the balance figured in the contract and will lower the monthly payment amount.

We calculate any books that the student may wish to purchase, and any additional supplies separate from the tuition. The student may choose one (1) of four (4) payment options for student tuition and may break down books/supplies and fees into a separate monthly payment amount for up to four (4) months.

The student will need to fill out a credit application prior to acceptance into the program. If the prospective student is not credit worthy or if it is doubtful that the prospective student would be able to pay on their own, the school will accept a credit worthy co-signer for the payment plan.

The student may wish to seek outside financing through a private lender, \*MyCAA, the \*V.A., or \*DARS if eligible.

\*Students that are attending under the GI bill, MyCAA, or DARS should understand that payment obligation is still theirs in the event that the VA, MyCAA, or DARS does not pay their entire portion of the cost the program.

Monthly Payments made to the school may be made with Cash, Check, Money Order, or Credit/Debit Card.

\*All internship fees received from the general public are the property of A New Beginning School of Massage Killeen.

## **PAYMENT SCHEDULE**

Payments are always due on the 15<sup>th</sup> of each month, any payments received after the 15<sup>th</sup> is considered late and will be assessed a \$5.00 late fee.

If after 14 days, payment has not been paid, including all late fees the student will be denied admittance to class till payment arrangements have been satisfied. This action may incur absences that must be made up before completion of the program.

If you have not paid the payment and late fee by the next payment due date you will be dropped from the school.

If collection activity must be pursued, the student is responsible for collection and reasonable attorney costs. If a student is more than 30 days late with a monthly payment, then the student agrees to and understands that their school tuition account may be turned over to a collection agency for collection.



## FINANCING

### Tuition Only:

- a. Option 1 - Full Payment Prior to Start of School \$4,200 (includes, tuition, books, fees, & supplies; does **not** include tax where applicable)
- b. Option 2 – 6 Payments \$680, first payment due prior to the first day of class (does **not** include books, supplies, or fees)
- c. Option 3 – 3 Payments \$1,350, first payment due prior to the first day of class (does **not** include books, supplies, or fees)
- d. Option 4 – 6 Payments, \$300 payment due prior to the first day of class; 5 payments \$760 (does **not** include books, supplies, or fees)

### Supplies, Books, Fees:

All Supplies, Books, & Fees can be paid up front or over a 4-month period. If not paid in full upfront all supplies & books will not immediately be available to the student.

1. Supplies: Before 1<sup>st</sup> Day Oil Supplies, Professional Sheets x2, & Student T-Shirts x2 must be purchased. Remaining Professional Sheets & T-Shirts can be paid for over the next 3 months.
2. Fees: Before 1<sup>st</sup> Day payment of \$30, remaining fees can be paid for over the next 3 months.
3. Books: Before 1<sup>st</sup> Day Massage Therapy – Salvo book & Muscles & Motion must be purchased. Remaining Basic Clinical & Pathology books can be paid for over the next 3 months.

### GI BILL:

Post 9-11 GI Bill will pay the \$4050 tuition directly to the school and will pay the student a book stipend that will cover the student monthly payment amount. The school payment amount will be about \$100 per month x 6 months.

The Veteran will need to set up their own personal information on VA Once and give us their letter of eligibility and will need to supply us with all military or secondary transcript from their past in order to attend under the GI Bill.

### MyCAA:

The MyCAA program will pay up to \$4000.00, depending on your eligibility, thus leaving approximately \$660.00. The student may pay this up front or with monthly payments to the school. The monthly payment would depend on the total amount financed.

## **CANCELLATION & REFUND POLICY**

All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, as long as all supplies and books are returned in the same condition as when delivered to the student.

The only money that may not be refunded to the student will be the Student Liability Insurance (if the policy has already been issued), and a cancellation fee of \$55.00 plus the Student Liability Insurance of \$65.00, thus making the amount of \$120 maximum retained by the school for this time period.

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following the tour of the school facilities and inspection of equipment where training and services are provided.

If a student enters the school and is terminated or withdraws, the school will charge the student for the Student Liability Insurance, books that are on loan, and supplies that have been used and that are not being returned in the same condition as they were delivered to the student at the listed price on the contract prior to calculating the refund amount.

The exception would be, as long as the supplies and books the student wishes to return, are returned in the same condition as when delivered to the student, the school will refund an amount equal to 50% of the value listed on the original contract with the student.

The reduced value is to cover restocking and inventory costs.

If a student enters the Program and is terminated or withdraws, the minimum refund of the remaining tuition will be as outlined below based on the number of clock hours of the program completed. Tuition is charged for all hours scheduled prior to official termination or withdrawal.

The minimum refund will be:

1. Less than 72 hours after the enrollment agreement is signed by the prospective student (until midnight of the third day excluding Saturdays, Sundays, and legal holidays, 100% of the tuition, or
2. During the first week or one-tenth of the program, whichever is less, 90% of the remaining tuition, or
3. After the first week or one-tenth of the program, whichever is less, but within the first 3 weeks of the program, 80% of the remaining tuition, or
4. After the first 3 weeks of the program but within the first quarter of the program (125 hours), 75% of the remaining tuition, or
5. During the second quarter of the program (126 hours to 250 hours), 50% of the remaining tuition, or
6. During the third quarter of the program (251 hours to 375 hours), 10% of the remaining tuition, or
7. During the last quarter (376 to 500 hours), 0% of the remaining tuition. During the last quarter of the program, the student may be considered obligated for the full tuition.

REFUNDS WILL BE MADE WITHIN 30 DAYS OF THE EARLIEST OF:

1. The effective date of termination if the student is terminated, or
2. The date of receipt of written notice of withdrawal from the student, or
3. 10 instructional days following the first day of the program if the student fails to enter.

### **PREVIOUS EDUCATION AND TRAINING**

A student wanting to receive credit for previous training must submit an official transcript to the:

Texas Department of Licensing and Regulation  
P O Box 12157  
Austin, TX 78711

Evaluation and approval must be prior to enrollment in our program so we may calculate how many hours are still needed in each subject.

Upon written confirmation of approval for coursework from the Texas Department of Licensing and Regulation, the student should provide the school with a copy of the written confirmation to be placed in the student's file. If coursework is approved, this may result in the program length being shortened and, in some cases, the overall cost of the program being reduced.

If a student has previous experience that has been approved by the Texas Department of Licensing and Regulation and only needs a partial program the Partial Tuition Fee of \$10.00 per hour will be charged instead of the standard tuition to complete their 500 hours for licensure, plus fees, books, & supplies. **All coursework to be used for credit must be submitted to the school at the time of enrollment or prior to the beginning of classes. Once a student has attended the classes they will not be refunded or discounted.**

### **ENROLLMENT**

Enrollment for the 500-hour program begins approximately four months before the start of each class. The day and night programs are approximately 6 months including the internship. Late enrollment for these courses is possible up to the time 40 hours (10%) of the class has been taught unless the student has been given previous education credit hours by the TDSHS. Depending on how many hours have been taught the student may have to complete their missed hours either in class that is already in progress or complete the hours at the start of the next classes. Partial programs are handled on an individual basis. We have set the maximum student: teacher ratio at 14:1. The school emphasizes small classes to maximize student learning and participation. Upon occasion a student from another class may need to do makeup. Under this circumstance by utilizing the ability to have 3 students per massage table we will allow up to 7 students for makeup at one time, for a maximum total of 21:1.

Students are given a 10-minute break approximately every 1 hour, making a clock hour 50 minutes of instruction in a 60-minute period.

## **PROGRAM OUTLINE & CLASS DESCRIPTIONS**

**Massage Therapy Technique - 200 Hours** A Swedish massage format will be taught, including the manipulation of soft body tissue. Techniques will include effleurage, pétrissage, tapotement, friction, vibration and joint movement, (125 hours minimum). Emphasis will be placed on harmonious flow and nurturing touch derived from the Swedish format. (75 hrs for the following additional techniques.) Myofascial release, trigger points, and cross fiber work that are designed to help clients who have specific needs, chair massage techniques, and learning how to perform massage techniques from the seated position. Clinical and sports massage. Palpation skills. Limited Spa techniques. Massage for senior citizens. Passive and Active Stretching techniques.

**Anatomy - 50 Hours** We will study the structure of the human body including the bones, joints, muscles, the skin, blood and blood vessels, cells, tissues, membranes, glands, hormones, the heart, the brain, the spinal cord, nerves, the lymphatic system, the digestive system, the respiratory system, the urinary system and the reproductive system.

**Physiology - 25 Hours** A study of the normal vital processes of the human body including the processes of cells, tissues and organs, the contractibility of muscle tissue, coordination through the nervous system, digestion, circulatory processes and secretions.

**Kinesiology - 50 Hours** Kinesiology is the study of human movement, performance, and function by applying the sciences of biomechanics, anatomy, physiology, psychology, and neuroscience. Students learn the kinesiology of everyday movement including sports activities. The actions of the muscles, how they work together to create movement, will be emphasized. The methodologies will be applied to a client massage session.

**Pathology - 40 Hours** Pathology for each body system, medical terminology, basic pharmacology. The effects of physical, emotional use and abuse/trauma. Emotional states (anxiety, grief, depression, etc.). Contraindications and indications. Diseases, injuries and how they relate to massage.

**Hydrotherapy - 20 Hours** Students learn hydrotherapy principles and techniques including uses of hot and cold water, salt glows, mud packs, paraffin baths, herbal wraps, brushing, steam and the various baths, spa technique.

**Business Practices and Professional Ethics - 45 Hours** The emphasis is on teaching the student how to begin, maintain and nurture a successful and ethical relationship in their massage practice. Goal setting, time management, marketing skills, advertising, bookkeeping, office design and business planning are covered in the course. The student will design their own Business Plan to use as a guide in their practice or do a research project. Massage therapy laws and rules. Ethical standards set by the massage industry and their role in massage therapy.

**Human Health and Hygiene - 20 Hours** Recognized methods of sanitation and cleanliness will be used including disease prevention as applied to massage therapy. Elements of a healthy lifestyle will be discussed. Health maintenance practices for the therapist to insure longevity as a Licensed Massage Therapist. First Aid, CPR and AED 2-year certification.

**Internship Program - 50 Hours** The internship program is the 'bridge' between the formal classroom setting and beginning a practice as a massage therapist. We operate the internship like a business, as opposed to a classroom format. Students will be given the opportunity to utilize the skills learned during their massage therapy training by making appointments, discussing client needs and performing massage therapy on clients from the general public. All internship massages are given at the school under the supervision of a

licensed massage therapy instructor. Internship must be completed by the posted end date. To begin the internship portion of study, you must have attended 100 hours of Swedish and a total of 250 hours of instruction, have all make up hours completed to date, and have a 70% or above in all classes.

If there is an internship term that is progressing slower than expected, the school may have the option to extend the end date and postpone the start for the next group of classes that are scheduled to begin internship a reasonable amount of time, still allowing enough time to complete the program. **Students will attend internship during hours not in class, it will be mandatory to be available for a minimum of 4 appointments per week. There is a specific dress code for the student during their internship, just as there would be if they were being employed at a salon or clinic after becoming a Licensed Massage Therapist.**

## **DESCRIPTION OF THE FACILITY AND EQUIPMENT**

A New Beginning School of Massage Killeen is conveniently located directly across from the Killeen Mall – a short distance from the City Center. Located in the WS Young Plaza, in Building B, Suite 114 away from road noise on WS Young and between Grandon Drive and A.J. Hall Blvd.. The school has a massage room for instruction and internship complete with privacy curtains around each massage table, atmosphere lighting, and music to simulate the atmosphere of a private practice room. It doubles as a lecture classroom with plenty of room for the students, and an adjacent indoor break area, when entering the school there is the front counter with ample waiting area for clients, 2 restrooms (ADA), there are 2 private massage rooms for our professional massages by our well-trained instructors. There is a student store featuring Oakworks and Earthlite massage tables and chairs, oils, lotions, massage table linens, tools, books, videos, etc. Adjacent to the school, there is plenty of parking for students. Student parking should be on the south side of the lot, ideally in the spaces facing AJ Hall Blvd. This leaves parking available for all business in the area and the internship clients. Earthlite massage tables are used at the school. Full size skeletons, upper torso, arm and leg models, numerous wall charts, videos and power point presentations are utilized throughout the course of instruction.

## **ATTENDANCE POLICY & MAKE-UP**

**Class Attendance** is critical both to the continuity of the course and for compliance with state requirements for licensure. Students are responsible for regular, punctual attendance. A master record of attendance indicating the number of scheduled hours for each class session and the hours' present are maintained by the instructor on a daily attendance sheet for each student enrolled in the class. The students' attendance is recorded in the school computer, listing any missed time, makeup, tardiness, absence, left early or exemption from class. Attendance is recorded 10 minutes after the first hour of class begins and continuing in 15-minute intervals. Time is recorded in all attendance records in  $\frac{1}{4}$  hour increments (.25). Example: If the start time is 8:30 A.M. and the student is not in their seat ready to begin class by 8:30 A.M. they will be recorded as tardy (.25 hours), if they arrive at 8:46 A.M. they will be recorded as tardy (.50 hours). There are no exceptions to this recording policy. A tardy shall be entered for a partial day when the student attends a portion of the scheduled classes on that day. A full day of class missed amounts to 5 hours absent. Each hour of class time is made up of 50 minutes of instruction and 10 minutes of break time. In the event chronic tardiness develops (four times in a calendar month) into a habit of being late, the student will be counseled.

**Make Up Hours:** The first 25 hours missed may be made up at no charge to the student. All hours over the first 25 hours will need to be made up at the per hour rate of, \$9.00 per hour. Make up costs for hours over the first 25 are not included in the regular tuition charged. Payment for the additional make up hours must be paid at the time of makeup; payment will not be deferred to a later date in the program. Make up hours created in a quarter will need to be made up in the same quarter and may not accumulate into the next quarter of the program. Time missed is cumulative, meaning the time missed accumulates even after it has been made up. Make up time must be scheduled, no walk-ins for makeup hours. Make-up work shall not

be authorized for the purpose of removing an absence. All course work needs to be made up prior to the end date of the student's program. Adequate time will be available for students to make up their missed time and tests. Students who miss tests because of an absence need to make them up in the same quarter missed, or a zero (0) grade will be given. Not passing a class or completing make up, may result in a later begin time for internship and ultimately a partial transcript and no diploma issued to the student.

**By State Regulations the student cannot reach 15% (75 hrs.) of the total clock hours for which the student is enrolled, if he/she does, the student will be dropped from the school and money for the time accrued in the program is still due per the catalog and contract for enrollment.**

A student will be terminated from the program if the student accumulates absences of more than 10 consecutive school days or more than 15% (75 hrs. for a student completing the full 500 hr. program) of the total clock hours for which the student is enrolled per the enrollment agreement. All classes will have a start date and a completion date for the 500 hours, if a student has not completed the required 500 hours in the time permitted, the student will be given a partial transcript, providing all financial obligations have been met.

**Internship:** If a student is absent or late for their clients' appointment the student will accumulate time missed equal to the amount of time for an appointment. If the student is a no show for their internship appointment after they had been notified of the appointment, the student will be given a formal write up and charged the \$35 fee for a missed appointment. If the student is late more than (1) one time for their appointments they must be at the school always when they are on the schedule, as opposed to coming in for appointments once they are made. If a student is not open for a scheduled internship day no absences will accrue, the absence applies only for missed appointments. The student should make every effort to be available as much as they can. If the student doesn't make the required 4 openings per week for internship, and it results in not finishing in the allotted time of their program they will be dropped and will receive a failing grade and will then need to re-enroll and incur a reenrollment fee in order to finish and receive a passing grade in the internship portion of the program. The re-enrollment fee is based on the partial program fee of \$10.00 per hour to complete any of the program 500-hour requirement including the internship portion. The fee option is to the discretion of school administration, and will be based on history of class participation, and conduct while at the school. Once the student completes all hours, he/she will be given another partial transcript showing the hours completed during the second enrollment.

### **INTERNSHIP ATTIRE & APPEARANCE**

Students clothing must be clean and free of odors such as perfume, smoke, body odor or other offense odors.

Solid Color Long Pants or Scrub bottoms (No cartoon characters, flowers, or distressed pants, etc.)

School Tee Shirt

Closed toe shoes always for safety reasons

No excessive perfumes or colognes will be worn by students

Makeup should be professional and conservative in appearance

Jewelry should be kept to a minimum during classes

Natural hair colors

Nails not beyond the end of your fingers

NOTE: During normal class times, we are lenient for, hair and makeup; however, we do stress you trying to look as professional as possible.

Your safety as a massage student is of utmost concern always.

All Students will sign an Internship Expectations Sheet prior to starting internships.

**If the student's attire is inappropriate the student will receive a verbal or written warning and asked to leave. A second instance will constitute grounds for dismissal. A student that is terminated from the program for any disruptive behavior that resulted in any disciplinary action may not enroll in a future program unless approved by the school officials.**

### CLASS PARTICIPATION

**Illness:** Students are expected to participate in all class activities and internship as they are part of the curriculum, if the student feels they are too ill to participate in Swedish technique class or any other portion of the program they will need to leave and take an absence for the missed time.

**Pregnancy:** A pregnant student in the 500-hour massage program must have written permission from her physician indicating that she may participate in classes and internship and is capable of lifting at least 30 pounds. If while enrolled the program becomes too intense for the student they may opt to take a leave of absence from the class in which they are enrolled. After the birth we will be happy to have them re-apply and continue in a later class, with no loss of money already paid towards the program cost.

### PROGRESS POLICY

At the end of each quarter of the program (every 125 hours of class time), the student will receive a written progress evaluation of their performance to date. The written progress evaluation is handed out during class, read and signed by the student, placed in the student's permanent file. The student's average grade in every subject is available by checking with the office daily, if desired, in order to help keep the student from falling behind in their grades. There are one or more tests given in each subject at the school. Students are also graded on their hands-on performance in the Massage Therapy Technique class. The hands-on portion are based on body mechanics, techniques, fluidity, and willingness to take an active part in the activity. The cumulative numeric test scores for each subject are averaged at the end of each quarter of the program. A student is not considered to be passing if they are below 70% in any subject and will be placed on probation, for the next quarter, and will remain on probation till the score for that subject is 70% or above. At end of each quarter the average of the cumulative numeric test scores for each subject will be converted to letter grades as shown below. The student will receive a letter grade on the quarterly evaluation for each subject.

A = 90 – 100

B = 80 – 89

W = Withdrawal

WP – Withdrawal Passing



C = 70 – 79  
F = 69 & Below

WF = Withdrawal Failing

If a student is absent from the school and is unable to take a test, then the student will be given a test grade of zero, (0) they will need to take the test to raise the grade to passing within the quarter that the test was missed before the grade will be changed. A test that receives a failing grade may be retaken once to raise the grade to passing, if the average grade is not increased to passing by the end of the program it will result in a failure in that subject and require the student to take the entire subject again.

A student who is making unsatisfactory progress at the end of a grading period shall be counseled and placed on probation for the next grading period. If the student on probation has not achieved the required grades for overall satisfactory progress for a second quarter the student may be continued on probation for one more grading period, again with counseling. If the student on probation fails to achieve satisfactory progress for the next probationary grading period, the student's enrollment may be terminated. A student who is terminated from the program may request enroll in a later program, under a new agreement, and under any new terms in a new agreement.

When a student is placed on probation, the student will be counseled prior to returning to class, and the date, action taken, and terms of the probation shall be clearly indicated on the student's permanent records. Anytime a student needs to repeat a class in our Program for any reason, then the previous grades received in the subject will be erased in favor of the new grades.

### **VOLUNTARY WITHDRAWAL OR TERMINATION**

If a student voluntarily withdraws from the program, then the student may come back to the school at a future date by enrolling with a new class. The student will be given full credit for all of the coursework successfully completed and the student's tuition will be adjusted accordingly to reflect the partial program needed to complete the course. If the tuition or cost within the program has changed the student will complete a new and current agreement. A student that is terminated from the program for any disruptive behavior that resulted in any disciplinary action may not enroll in a future program unless approved by the School Administrator.

The cancellation and refund policy shall apply to a student terminated under this section. The effective date of termination for purposes of refunds will be the date of termination from the program. Should the student be terminated or dropped from the program all outstanding money due the school will need to be paid prior to receiving an official transcript.

### **STUDENT CONDUCT**

Since part of the program focuses on business and ethics, and the fact that our students are identified as part of our school it is imperative that all students abide by all policies, rules, regulations of A New Beginning School of Massage Killeen. A student that is behaving in a manner that is harmful to the reputation of A New Beginning School of Massage Killeen. While

on or off the school's premises, either during or after school hours, or any conduct which might endanger the health or safety of any person will be considered disruptive behavior. Any display of sexually inappropriate behavior or language, or any behavior exhibited by a student that interferes with another student's work or the teacher's ability to teach the class will be considered disruptive behavior. In all instances, the school officials shall have the final say in deciding whether or not certain behavior is disruptive. On the first instance the student may receive a verbal or written warning. A second instance will constitute grounds for dismissal.

### **DISRUPTIVE BEHAVIOR TERMINATION**

A student that is terminated from the program for any disruptive behavior that resulted in any disciplinary action may not enroll in a future program unless approved by the school officials. All students are expected to observe high standards of moral conduct, modesty, personal hygiene and respect for others while at the school.

### **ALCOHOL / DRUG FREE SCHOOL**

It is strictly prohibited to be inebriated or under the influence of an illegal or controlled substance or any other drugs while in any of A New Beginning School of Massage Killeen, facilities or on any school property. Additionally, the following are explicitly prohibited:

1. The use, possession, manufacture, distribute, solicitation for, or sale of narcotics or other illegal drugs, controlled substance, alcohol, or prescription medication without a prescription on or in proximity of the school.
2. Being impaired or under the influence of legal or illegal drugs or alcohol away from the school's premises, if such impairment or influence adversely affects the student's performance, the safety of other students, or puts at risk the school's reputation.
3. Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the school's premises, if such activity or involvement adversely affects the student's performance, the safety of the student or of others, or puts at risk the School's reputation.
4. The presence of any detectable amount of prohibited substances in the employee's system while at school, while on the premises of the school, or while on school business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

All students must abide by this policy and notify A New Beginning School of Massage Killeen, school official, of any violations. Any violation of this policy is subject to disciplinary action, including immediate termination.

A New Beginning School of Massage Killeen, reserves the right to request a student to submit to drug/alcohol testing if they have reason to believe that the individual is under the influence of

drugs and/or alcohol. Authorization and coordination for drug/alcohol testing must be obtained through the School Administrator. Refusal to submit to such testing will result in immediate termination. Specifically, A New Beginning School of Massage Killeen, may conduct drug and/or alcohol testing under any of the following circumstances:

1. RANDOM TESTING: Students may be selected at random for drug and/or alcohol testing at any interval determined by the School.
2. FOR-CAUSE TESTING: The Company may ask a student to submit to a drug and/or alcohol test at any time it feels that the student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the student's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness. If a student is asked to submit to a drug and or alcohol test, it will be at the expense of the student.
3. POST-ACCIDENT TESTING: Any student involved in an at school accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. Involved in an "at school accident or injury" means not only the one who was or could have been injured, but also any student who potentially contributed to the accident or injury event in any way.

### **GRIEVANCE POLICY**

All grievances must be filed in a written statement to the School Director and are private. Anyone may file a complaint against a massage therapist, instructor, CE Provider, establishment, or school at any time regarding any concerns.

Texas Department of Licensing and Regulation  
P O Box 12157, Austin TX 78711

[https://www.tdlr.texas.gov/complaints/default\\_Licensed.aspx](https://www.tdlr.texas.gov/complaints/default_Licensed.aspx)

### **CELL PHONES & ELECTRONIC DEVICES**

Cell phones ringing or being used in the classroom during lecture, videos is a distraction and annoyance to the instructor and to others in the class. Students may use cell phones outside the school during breaks only. Students may give family members or child care people the school office number in case of an emergency (254) 616-2255. To protect the privacy of all students and internship clients, cell phones therefore cannot be on at any time there is massage being done in the classroom.

## **STUDENT SERVICES**

The school, on an individual basis, may make copies of appropriate student records to any prospective employer with the student's written consent.

The school will not write a letter of recommendation and does not guarantee employment.

## **GRADUATION REQUIREMENTS**

To graduate from A New Beginning School of Massage Killeen and receive a diploma and program transcripts, a student must have:

1. Completed all assignments and/or paperwork.
2. Completed the state requirement of 500 hours of training and maintained a satisfactory grade average of 70% or better in each subject of the program.
3. Met all financial obligations to the school as stated in their agreement with the school.

## **AFTER GRADUATION**

After graduating from the 500-hour training program, passing the MBLEx examination, and fulfilling all requirements the graduate may apply for State licensure through the Texas Department of Licensing and Regulation. We promote licensure in Texas and do not offer programs leading to individual subject certifications. The training is an entry level program that provides a strong background in the theory and practice of massage.

## **DIPLOMAS & TRANSCRIPTS**

As stated throughout this catalog diplomas and transcript will be issued when all financial and program obligations have been met. If the student has completed all requirements on time, meaning by the end date of the program, the diploma and transcripts will be awarded. If the student has not completed all obligations by the end date the school has up to 30 days to award the diploma and transcripts.

### ***HELPFUL INFORMATION FOR THE APPLICANT & THE GRADUATE***

**MyCAA – <https://AIPORTAL.ACC.AF.MIL/MYCAA> 800 342-9647**

**GI Bill – [www.gibill.va.gov](http://www.gibill.va.gov) 800 827-1000 888 442-4551**

**DARS – <http://www.dars.state.tx.us/> 800-628-5115 [customers@twc.state.tx.us](mailto:customers@twc.state.tx.us)**

\*Money paid prior to enrollment or receipt of payment from the VA will be Refunded to the Veteran when their Internship begins.

<https://www.fsmtb.org/>



**Federation of State  
Massage Therapy Boards**