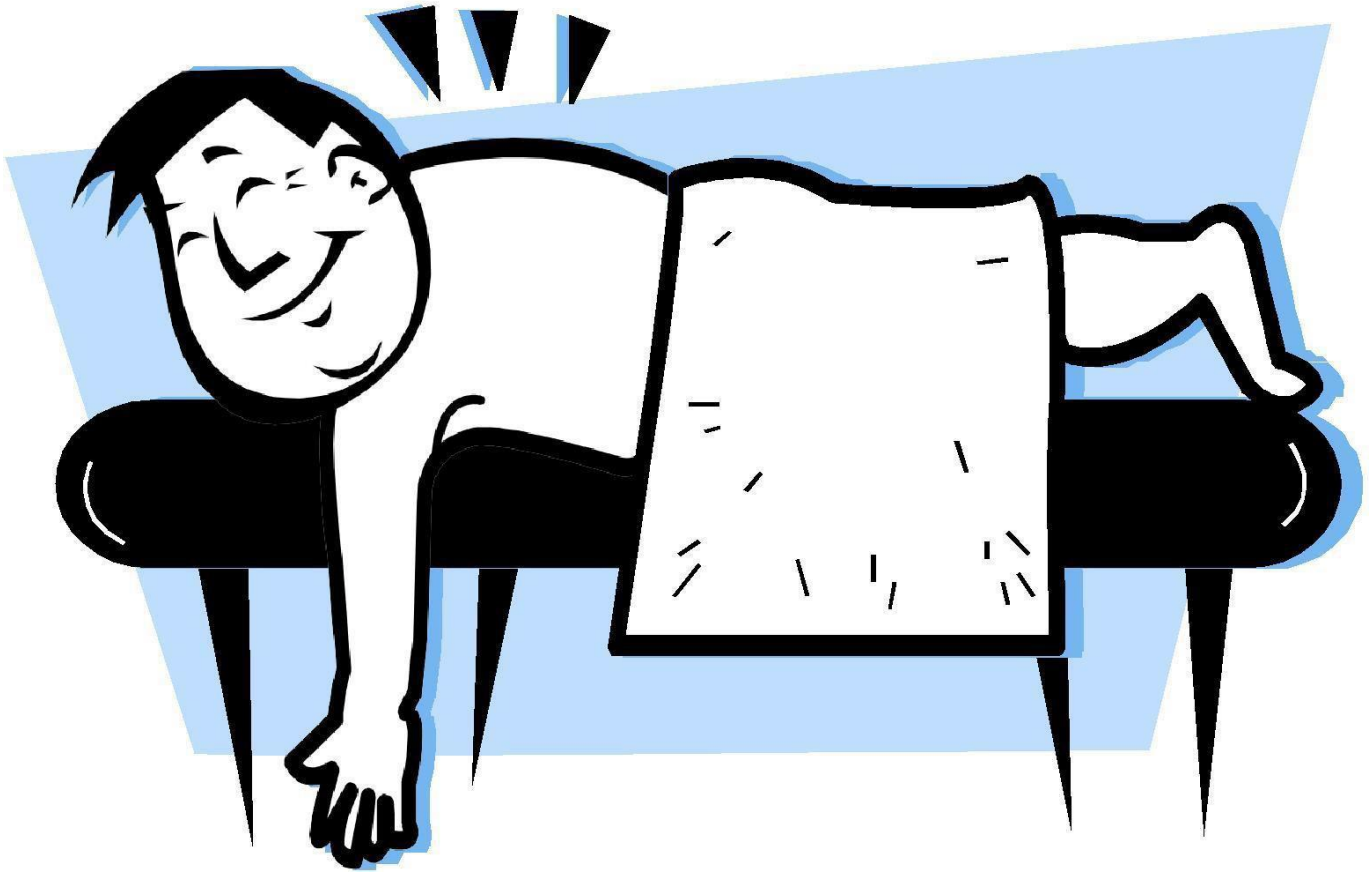


SANDRA ROSSI EDUCATION CENTER, INC.

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SCHOOL CATALOG  
2022 - 2023

# Massage Therapist Program

600 Hours

## ACCREDITATION & INSTITUTION APPROVAL

This institution is not accredited It does not offer TITLE IV loans  
the U.S. Department of Education.

This institution has a Permit of Approval Issued by the  
“Division of Private Business and Vocational Schools”  
Illinois Board of Higher Education.

1 N. Old Capitol Plaza,  
Suite 333.  
Springfield, Illinois. 62786.

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# Introduction

## Accreditation

SANDRA ROSSI EDUCATION CENTER, INC. is not Accredited and does not participate in TITLEIV Federal Student Loan Program according to the U.S. Department of Education.

## Approvals

This institution has a Permit Approval from:

Illinois Board of Higher Education

Division of Private Business and Vocational Schools.

1 N. Old State Capitol Plaza,

Suite 333.

Springfield, Illinois. 62701-1377.

For more information about IBHE and the certification process, visit <http://www.ibhe.org/PBVS>

## Examination & LicensingFSMTB

Our graduates are qualified to apply and sit for most state licensing and for certification by The Federation of State Massage Therapy Boards.

Massage Licensing is through:

Illinois Department of Financial & Professional Regulation.

Division of Professional Regulation.

Springfield Illinois.

[www.idfpr.com](http://www.idfpr.com)

Sandra Rossi Education Center, Inc.  
264 W Rand Road, Arlington heights, IL. 60004  
<https://sandrarossi.com>  
[info@sandrarossi.com](mailto:info@sandrarossi.com)

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The information in this catalog was accurate at the time of publication September 2022.

@ 2022 Sandra Rossi Education Center, Inc.

# Mission Statement

Your Education is Our Concern

## Mission

It is the mission of Sandra Rossi Education center, Inc., to provide a quality post-secondary cosmetology education that prepares the graduate for licensure and job entry-level skills.

## School Goal

The goal is to provide the best education and training that is necessary to achieve professional knowledge and practical experience to perform the practice for your course of study in the Art and Science of Cosmetology and Massage Therapy.

## School Philosophy

The school recognizes the love and individual pursuit of wisdom by intellectual means and moral self-discipline involved in the educational discipline of the Art and Science of Cosmetology or Massage Therapy and provides the means and attitude of educational development for everyone.

## Future Vision

The schools are committed in providing various modalities and therapies and help the development of hands-on training for the current changes in the Art and Science of Cosmetology and Massage Therapy. Massage and Esthetic therapy is one of the fastest growing health care therapies of our time.

## History



School with a Commitment to Provide Excellent Academics.

The history of the Massage Therapist program started with the founder's commitment to provide excellent academic and hands on training for the future professionals.

The officers started a massage program in January 1996. The school she founded organized courses in Massage Therapy, Esthetics, Nail Technology, and Continuing Education.

The founder of the school is Renata Kennedy, and she managed and operated the school.

Ms. Kennedy has a B.S. in Physical Education, which is mirrored by her continuing educational achievements in many other areas of the Cosmetology field.

Ms. Kennedy is also fluent in many languages, such as, English, Polish, Russian and Bulgarian.

Renata has over 20 years' experience in management, supervisory and administrative in the field of Cosmetology and Massage Therapy educational programs. She has taught all levels of massage practical applications.

Renata Kennedy has superior interpersonal and communication skills, having dealt with a diversity of professionals, students, and staff members.

# Location

The school is located 264 W Rand Road, Arlington Heights, IL. 60004

It is situated within proximity of Arlington Plaza between Rand Road and Arlington Heights Road. The school is close to Metra Train Station.

A Graphical Map is located below:



# Facilities

## Classroom Facilities

The facility is comprised of classrooms, administrative offices, and break rooms.

The equipment's include Massage tables with face rests and bolsters and massage chairs are provided for student training. Overhead projectors, computerized presentation equipment, TV CD/DVD players, hydrotherapy equipment, white boards, educational charts, model skeletons, massage lotions, table disinfectants and hand sanitizers are provided.

## Break room Facilities

The student lounge is provided for the student's convenience and is equipped with a coffee and tea maker, condiments, refrigerator, microwave, eating utensils and plates.

The break room has a water cooler and snacks. The students are required to keep this area clean.

## Additional Information

Shopping:

Located in the heart of a small business district there is an extensive list of vendors that offer a variety of equipment and supplies for the massage therapist.



## Massage Therapist Program

### Course Description

Total Hours = 600 Clock Hours

Description of Course

Department of Labor SOC Code 31-9010

[www.bls.gov/soc](http://www.bls.gov/soc)



A program that prepares individuals to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues.

Our Massage Therapist Certificate Program is a 600-clock hour's hands-on approach to massage. On completion of the program, the

Graduate will receive an official transcript and diploma of successful completion and is prepared to sit for the MBLEX Examination

for certification to become a licensed massage therapist.

Students can create their own career, work in hospitals, spas, clinics or join many other health and physical therapy related career or get into

private practice business.

The student will be trained in performing therapeutic massage utilizing a variety of techniques.

The program provides the student with an entry-

level theory and "hands-on" training in massage techniques that the student will utilize in the promotion of

physical health and well-being. Our massage therapist program instruction includes teaching principles and

effective techniques and modalities. The faculty use a wide base of knowledge and years of experience to teach

the students from years of hands-on massage therapist business, practical experience and expertise. Students

learn how to provide hands-on care of clients for the purpose of relieving soft tissue pain and connective tissue

trauma. They learn to provide massage techniques to assist in relaxation.

Includes instruction in Western (Swedish) **massage**, sports **massage**, myotherapy/trigger point **massage**,

myofascial release, deep tissue **massage**, cranio-sacral therapy, reflexology, **massage** safety and emergency

management, client counseling, practice management, applicable regulations, and professional standards and

ethics.

## Program Goals

The students will become proficient in a range of application and treatment strategies. They will acquire a strong understanding of the structure and functions of the body relevant to massage, the basic techniques of therapeutic massage, and the factors inherent in the operation of a successful massage business. They will master massage techniques like medical massage, shiatsu, reflexology, sports massage, and chair massage.

## Learning Objectives

The school will impart and deliver quality education and experience needed for students to:

1. perform various massage techniques for muscular relaxation, stress and pain management, rehabilitation.
2. perform a proper assessment, identify signs and symptoms, and prescribe proper massage plan.
3. Comprehend medical terminology used in massage therapy applications.
4. Perform massage therapy skills with a high level of professionalism and integrity.
5. Acquire and understand the massage and bodywork practice business management.
6. Learn and understand the body and its functions.
7. master a variety of techniques and skills for client's treatment goals.
8. Master location, appearance, and role of structures of the body and the functions of tissues, muscles, and bones for therapeutic, preventive, or corrective therapies.

## CLASS SCHEDULES

Our program schedules are designed to fit your lifestyle.

Massage Therapist Program offers:

Day classes:

Monday to Friday

Weekend classes:

Program duration = 7 - 10 Months

Total Clock Hours = 600 hours

Program Start Dates:

Monthly Class Enrollment

### **Clock Hour**

A clock hour is defined as:

50 minutes of instruction per every 60 minutes.

**Holiday Schedule**

No classes will be held on the following days:

New Year's Day

Martin Luther King Day

Presidents'

Day Good

Friday Easter

Monday

Memorial Day

Independence

Day Labor Day

Columbus Day

Veterans Day

Thanksgiving

2022 Summer Break 06/30/2022 - 07/15/2022

2022 Winter Break 12/22/2022 - 01/7/2023

## Courses

### MT 100 Massage & Bodywork Assessment 90 clock hours

This is a comprehensive course that teaches the skills of determining the client's needs through interactive assessment of body posture and structure, and range of motion analysis, determining signs and symptoms by obtaining thick descriptions through questioning of client history and present conditions, and the written documentation of the findings of each session through SOAP notes.

### MT 110 & 115 Anatomy and Physiology and Kinesiology. 160 clock hours

MT 110 Anatomy and Physiology covers the structure and function of the human body and its parts. Content includes anatomy, structure and function of body systems and special senses, fundamental concepts and principles of body organization, and basics of histology and hematology. Includes the study of cells, tissues, and integumentary, skeletal, muscular, and nervous systems.

Prerequisites: Admission to Program

MT 115 Kinesiology is the study of movement of muscle in the body, through an emphasis on origins, insertions, and actions of muscles. This portion of the course curriculum provides a greater understanding of what behaviors create the problems massage clients might bring to a session.

Prerequisites: Admission to Program

### MT 120 Pathology 40 contact hours,

Pathology course is an introduction in the concepts and includes causes, prognosis, medical treatment, signs, and symptoms of common diseases of all body systems. Prerequisites: Admission to Program

### MT 125 General Knowledge & Massage Fundamentals 80 contact hours,

Consists of theory and hands on training in the skill of muscle palpation, Swedish massage, and its derivatives (i.e. Medical, Athletic, Swedish, Reflexology and Chair Massage, etc.), with mobilizations and stretches to improve muscle tone and flexibility.

The course includes various aspects of highly tolerated deep muscle work including but not restricted to Trigger Point Therapy, Myofascial Release, and Deep Tissue.

Practical learning with participation in the process provides a greater understanding of human structure, bones, and muscles on its deepest levels.

Proper mechanics to provide massage without adverse actions their own body.

Continuous Evaluations to verify and instill competence.

### Medical Terminology

This covers medical terms related to the body, and to individual body systems.

Understanding, comprehending, translating, and composing medical documents including use of use of a medical dictionary. Prerequisites: Admission to Program

Prerequisites: Admission to Program

### MT 130 Ethics & Business Management 30 contact hours,

Ethics course for massage therapist to provide a safe and comfortable practice regarding client care.

MT 135 Business management course allows students to understand the differences between having their own practice and working for someone else. They learn skills to market their businesses, write a business plan, set goals, obtain financing, network with others, and grow their business.

MT 140 Clinical Massage Practice 200 contact hours,

Experience through supervised massage sessions with members of the public. Students work with student volunteers who critique the massage received and offer constructive criticism. Instructors create an environment of open communication to allow students the experience and skills at each session. Prerequisites: Completion of the following subjects: MT 100, MT 110, MT115, MT120, MT125,

MT 150 Certification Exam Review 10

This course will assist students in reviewing the skills and knowledge they have acquired through their massage training in preparation for the certification exam. Content also includes a variety of procedural measures designed to prepare students for successful professional practice, including state licensing and continuing education requirements, networking, interviewing, and resume development.

ENROLLMENT DISCLOSURE  
CONSUMER INFORMATION

According to Public Act 097-0650 Section 37, the enrollment disclosure for the latest reporting period can be viewed at the **DISCLOSURE** page on our website, enrollment agreement or by contacting the school.

Most recent 12-month reporting period of July 1 through June 30.

All schools are required to make available, at a minimum, the following disclosure information clearly on website.

|  |                   |
|--|-------------------|
| The number of students who were admitted in the program as of most recent July 1 of that reporting period  | 5                 |
| The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts   | 12                |
| re-enrollments   | 0                 |
| transfers into the program from other programs at the school   | 0                 |
| The total number of students admitted in the program during the 12-month reporting period  | 17                |
| The number of students enrolled in the program during the 12-month reporting period who transferred out of the program and into another program at the school  | 0                 |
| completed or graduated from a program  | 17                |
| withdrew from the school   | 0                 |
| and are still enrolled   | 0                 |
| The number of students enrolled in the program who were: placed in their field of study  | 10                |
| placed in a related field  | 0                 |
| placed out of the field  | 0                 |
| not available for placement due to personal reasons  | 7                 |
| and not employed   | 0                 |
| The number of students who took a state licensing exam or professional certification exam, if any, during the reporting period   | 12                |
| as well as the number who passed   | 8                 |
| The number of graduates who obtained employment in the field who did not use the school's placement assistance. during the reporting period (pending reasonable efforts to obtain this information from graduates) | 10                |
| The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates)   | Average \$25/Hour |

## **TUITION & FEES.**

Enrollment is by appointment throughout the year. There is a non-refundable registration fee of \$150.

The total tuition fee for students enrolled in either the full time or the part-time program schedule is \$10,500.00.

Deposits or down payments, may be made by personal check, money order, cashier's check, or credit card

and will become part of the tuition.

The tuition fee includes all materials, lotions, creams, and others used in clinical applications. Student professional liability insurance is free for the duration of education from AMTA.

Fees for the initial massage therapy examination and licensure in the State of Illinois are additional expenses:

The licensing costs that students will incur:

1. The Massage and Body Work Licensing Examination FSMTB (MBLEX)
2. The cost of fingerprinting, and
3. The Illinois State licensing fee.

Please contact the appropriate agencies for current costs or contact the school office.

Students will pay tuition in full or any balance due or use in house Payment Plans. For details on the non-interest-bearing payment plan, contact the Office.

### **Tuition and Repeated Courses**

Tuition will be charged for repeated courses incurred by students.

The tuition charge will be calculated based on the school current tuition charge, divided by the program clock hours, and then multiplied by the clock hours in the repeated course.

### **Financial Aid & Assistance**

The school does not offer any financial aid or participate in TITLE IV Federal Student

Loan Program. Individual tuition financing plans are specifically tailored to meet the needs of the applicant.

\$10,500 for the course and it covers all supplies, books, materials and incidentals required to complete the course.

State Exams and Licensing Fees and Costs Not Included in Tuition and are Separate Costs.

DISCOUNTS AVAILABLE FOR ONE PAY OPTION.

CONTACT SCHOOL FOR DETAILS

Payment Plans Available.

1. Tuition can be paid in full at the beginning of the semester or paid on the monthly payment plan.
  2. Payments not paid on the scheduled date will be assessed a \$35.00 late fee and student will be placed in a delinquent status.
  3. Student will be dis-enrolled in the event they become delinquent for two or more consecutive months.
  4. For the student to return to classes they must pay the monies owed in arrears and one-month advance tuition.
  5. All monies financed with SANDRA ROSSI EDUCATION CENTER, INC., Inc. will be paid in accordance with a loan agreement and enrollment contract.
  6. Students can receive Discounts for TUITION THAT IS PAID IN FULL.
- a. A registration fee of \$150.00 is included within the tuition.
  - b. A \$750 Cost of Books are refundable ONLY in some circumstances, please inquire with school.

METHODS OF PAYMENTS OF TUITION ACCEPTED

1. CASH
2. VISA/MASTERCARD
3. CHECKS
4. CASHIERS CHECKS



SEE REFUND POLICY SCHEDULE BELOW:

Refund Policy:

The student must give written notice of cancellation to receive a refund in the amount of at least the following:

- Inclusive in the tuition fee is a \$150.00 registration fee this is not refundable.
- Cost of Books & Materials is \$750 are Refundable in certain circumstances. Inquire from School.
- If Written notice is given prior to the first day of class FULL REFUND minus the registration fee.
- The school shall refund all monies to the student in the event of:
  - Class cancellation
  - Course discontinuance
  - School fails to provide scheduled classes.
- The following chart will be used for Refund's situation.

| <b>Percentage of days in class completed by the student at time of notice of cancellation</b> | <b>Amount of Student Refund</b> | <b>Amount School May Retain</b>                            |
|---|---------------------------------|--|
| Prior to first day of classes   | 100% of tuition                 | \$150 enrollment fee                                       |
| After first day to 5%:  | 90 % Cost of tuition            | \$150 enrollment fee<br>10% of Tuition<br>\$750 Book Fees* |
| Over 5% to 9.9%   | 80% of tuition                  | \$150 enrollment fee<br>20% tuition<br>\$750 Book Fees     |
| 10% to 25%:   | 45% of tuition                  | \$150 enrollment fee<br>55% tuition<br>\$750 Book Fees     |
| Over 25% to 50%:  | 30% of tuition                  | \$150 enrollment fee<br>70% tuition<br>\$750 Book Fees     |
| Over 50%:   | 0%                              | \$50 enrollment fee<br>100% tuition<br>\$750 Book Fees     |

\*Unless the student can return all the textbooks and materials in unused and unmarked condition.

All refunds will be issued or paid to the student within 30 calendar days of the date after receipt of the cancellation notice. The school does not make refunds which exceed those prescribed in the above table.

No refunds will be made after the student completes more than 50% of the instructional program.

ADMINISTRATIVE & ACADEMIC REQUIREMENTS  
Rules, Policies and Requirements

**Admission Requirements**

The school maintains an open admissions policy. Students are advised of the criteria required under the Massage Licensing Act (225 ILCS 57§45) for a license to practice as a massage therapist in Illinois. The admission process takes into consideration academic history and career objectives.

Student must have a Satisfactory Admission Interview

To enroll into the Massage Therapy program applicants must be at least 18 years of age, of good moral character, and provide proof of a high school diploma or GED.

Since massage therapist is an occupation licensed through the Illinois Department of Professional Regulation, applicants considering a career as a massage therapist is advised of the State's criteria.

**NOTE:** The state may deny license with individuals with felony records. You are advised to seek legal assistance and or consult with the department of professional regulations if you need answers.

It is recommended that each applicant receive a professional massage and complete an introductory course in massage therapy. This experience will help interested applicants have a better understanding of the skills needed to become a successful massage therapist.

The admission interview is designed to address issues related to the applicant's ability to perform the work related to a massage therapist and the applicant's motivation and commitment to the academic program.

Students are required to give and receive massage therapy to both genders regardless of the age, (over 18). Students cannot refuse to perform a massage while attending this school.

**Non-discrimination**

SANDRA ROSSI EDUCATION CENTER, INC., Inc. welcome applications from all qualified individuals regardless of race, color, creed, gender, sexual orientation, religion, national origin, or physical or mental handicap unrelated to ability. The school does not discriminate on any of these grounds in any of its school- administered programs.

**Application Process**

1. Prospective students can obtain an application by contacting us.
2. Completed applications are accepted throughout the year and may be mailed, faxed, emailed, or delivered.
3. The school can assist students in obtaining official documents to support their application.
4. The applicant will be asked to complete an interview with an admissions representative.
5. The applicant is given a copy of the catalog and any supplements at the time of the enrollment interview.
6. These documents contain consumer information including tuition and fees, current schedule of program start dates, and a list of faculty.
7. The information is reviewed with the enrolling student.

### **Buyer's Right to Cancel**

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been accepted into the program. If the information about the Buyer's Right to Cancel is not provided in writing to the prospective student, the applicant has the right to cancel enrollment at any time and receive a refund of all monies paid to date within 10 days of cancellation.

### **Readmission**

Students who have withdrawn from may apply for readmission at any time for transfer or reentry, except for students who have been dismissed.

Those students may not reapply until twelve months from their dismissal date.

All readmitted students will be subject to all fees, policies, and standards in effect at the time of reapplication.

### **Program Hours**

SANDRA ROSSI EDUCATION CENTER, INC., Inc. makes all attempts to accommodate the needs of the students. Schedule changes may be required to meet the needs of the students or instructors at any time.

Regular Schedule Hours

#### **Monday - Friday:**

**9 am – 5 pm**

#### **Weekends:**

**10 am – 5 pm**

### **Student Records and Confidentiality**

Students may call the Director of the school to arrange an appointment to review their records during regular business hours (Monday – Friday: 9am – 5pm). Records are to be viewed in the office only. Information within the student jacket is strictly confidential and no other person may view the student record without a notarized authorization from student to RELEASE the information to a third party or a court order. The only other exception is authorized representatives of the Illinois Board of Higher Education, Agents of the Federal Governments, State Governments and with appropriate court order.

### **Complaint Policy**

Students' concerns and complaints will be brought to the attention of the instructor first. In the event the complaint is about one of the faculty, the student will use the open-door policy of this school and speak with the school director. The school shall resolve student complaints promptly and fairly and shall not subject a student to punitive action because of written grievances having been filed with the school or the Board of Higher Education.

1. The school will maintain a written record of its handling of all student complaints.
2. The school shall make all reasonable efforts to resolve complaints internally.

"COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION."

Illinois Board of Higher Education

Division of Private Business

and Vocational Schools 1 N.

Old State Capitol Plaza,

Suite 333

Springfield, IL. 62701-1377

Fax # (217) 782-8545

[http://COMPLAINTS.IBHE.](http://COMPLAINTS.IBHE.ORG)

ORG

**Open Door Policy**

Any student can speak with the School Director by requesting the Directors’ assistance on any situation involving conduct of any.

student or faculty member during regular business hours.

**Student Conduct**

1. Students must always respect other students.
2. There will be no use of foul language during the presentation of the course.
3. Students must dress in accordance with the student dress code at all times while present in this facility.

**Tutoring**

Academic and practical tutoring sessions are available and will be coordinated through the School Director.

- a. Extra Tutoring by the academic faculty members is available at no cost of students unless it was deemed at the student’s negligence or indiscipline, then a charge of \$30.00 per hour is charged.
- b. Students who are not meeting academic standards might take advantage of this service to fulfill their academic requirements.

**Resource Center**

The school maintains an extensive resource center with academic publications, newsletters, and VHS videos for the study of Massage Therapy.

1. The reference materials can be viewed at the school or signed out to accommodate the student’s needs.
2. Material that is removed from the school will require deposit of \$150.00 and t h e student to complete a loan contract.
3. Graduates of this school receive information on continuing education and other school related news.
4. Graduate students have access to the job listings at the resource center.

**Grades and Satisfactory Progress**

Written exams and performance tests are given to the students to measure their progress. Written exams are graded as follows:

|     |   |                    |
|-----|---|--------------------|
| A   | = | 100 – 90%          |
| B   | = | 89 – 80%           |
| C   | = | 79 – 70%           |
| F   | = | Below 70%          |
| I   | = | Incomplete         |
| W   | = | Withdrawn          |
| T/C | = | Transfer of Credit |

Students must maintain a minimum of a C Grade to complete the Massage Therapist Program. Performance tests use a rating scale of 0 through 4 and are graded as follows:

- 4 = Exceeds Practical Requirements
- 3 = Good
- 2 = Meets Requirements

- 1 = Needs Improvement to Meet Requirements
- 0 = Does not Meet Minimum Practical Requirements

Students must maintain a Practical grade score of 2.0 to satisfactorily complete the Practical Performance tests.

### **Make-up and Retake of Exams**

Missed exams must be taken within one week of the exam date. The written exam can be scheduled with the instructor. Performance tests must be taken within one week of the original performance test.

### **Make-up Policy In-class**

Tests and Quizzes

1. Students must be in class and take tests and quizzes the day they are given.
2. Any student who misses an in-class test or quiz, for any reason will have to attend a make up the test school schedules.
3. In classes that have more than one test, quiz or in-class assignment students will be permitted to drop the lowest score before the final grade is tallied.

Clinical Education:

Competency Clinics

Student who does not meet the Clinical Education competency clinic exam they will receive a grade of F. The student will be given opportunity to take the exam at the next available testing time.

If the student fails to show up for the exam or earns below a 70% on the exam, then they fail the course and must repeat the course the next time it is offered.

If a student earns below a 70% on the competency test, they will be allowed one chance to retake the exam at the next available testing time. If, on their second test, the student earns below a 70% on the exam then they fail the course and must repeat the course the next time it is offered.

Missed Classes

Students, at the discretion of the Director, may be permitted to make up hours for absences only.

Makeup classes must be comparable to the content, time, and delivery of the classes missed.

Makeup times and dates will be at the discretion and scheduling of available times and faculty.

Make-up hours cannot exceed 10% of the total program hours.

### **Student Attendance Policy**

The school uses the following definitions when evaluating student attendance: Absence:

**Absence:** The student does not attend the assigned class session.

**Tardiness:** A student enters the class more than 5 minutes after the designated start time.

**Early departure:** A student leaves the class 15 minutes or more prior to the class being dismissed.

Absences, tardiness, and early departures will be recorded on the roster by the instructor with times noted as appropriate. Arriving late and leaving early affects the determination of a student's 95% attendance requirement.

- a. Regular attendance and punctuality are a key to success in the massage program.
- b. Students must always be present in their classroom.
- c. Students that miss more than 30 hours or 5% of hours of training will not receive a satisfactory grade to meet school requirements and will receive a failing grade.
- d. Tardiness and leaving early is not acceptable and will not be tolerated.
- e. In the event of an emergency, the student will and must inform the instructor and make arrangements to make-up the class.
- f. Students that are repeatedly tardy will or leave early will receive an academic counseling.
- g. Students are responsible for all the academic requirements of the course and must comply with the schools' program.
- h. Students missing more than 3 consecutive weeks without notification to the school will result in automatic dismissal from the program.

### **Reporting an Absence**

Students are expected to call **Student Services at 847-749-4270** if they will not be in attendance, so the instructor can be advised. Reporting an absence, however, will not excuse that absence.

### **Tardiness and Early Departures**

Students to be in class on time on their regular scheduled classes. Being late for or leaving early from class is disruptive to both teachers and students and diminishes the learning experience and the development of professional behaviors.

Accordingly, being tardy and leaving early are documented on the attendance sheets. They are calculated into the attendance percentage based on the following credit scheme:

- a. Late or leave early (up to 5 minutes): -WARNING
- b. Late (up to 15 minutes) - receive credit for 75% of clock hours.
- c. Extra late (15 minutes or more up to 50 minutes): receive only credit for 50% of clock hours.
- d. Leave early (after 50 minutes): - Receive NO credit of clock hours.
- e. Leave early (before 50 minutes of class schedule END) - Receive NO clock hour credit.

### **Leave of Absence.**

A written request for a leave of absence must be submitted to the School Director at least one week prior to the leave. The School Director will notify student if the leave of absence was granted. The maximum time allowed for a leave of absence is 12 weeks and will be given in exigent circumstances. Make-up classes or tutoring might be necessary to complete the missed program.

Such a leave must comply with the following requirements:

- (i) A student must request the leave of absence in writing.
- (ii) The leave of absence is limited to 12 weeks in one calendar year.
- (iii) The student must attest to understanding the procedures and implications for returning to their course of study.
- (iv) A student who is not in class on their scheduled return date will be withdrawn from the school.

### **Attendance Probation and Termination**

Students are sent probation letters if they fail to meet the attendance requirement. A student who misses 15 consecutive days of classes will be terminated.

### **Satisfactory Academic Progress**

For satisfactory academic progress, a student must attend at least 90% of the scheduled class hour. For satisfactory progress, a student must achieve a minimum academic grade point average at each evaluation point.

### **Course Completion Requirements**

The following requirements must be completed prior to graduation:

- All academic requirements completed with an overall grade point average (GPA) of 2.5 and above.
- Tuition Paid in Full.
- Clean record with the School Director (no outstanding debts or fees, all borrowed material returned).

A certification will be awarded to the student upon successful completion of the above requirements.

### **Transfer from other Schools**

Any course work completed at another school may qualify for transfer of credits depending on individual assessments. The student must submit original copies of their transcripts to be eligible to receive the credit. Only courses with similar programs will be credited towards the students' education. No more than 100 credit hours can be awarded from the other school. The school will evaluate the student's previous education to determine if any subjects may be transferred in and thereby reduce the amount of training required for the student to reach the educational objective.

Transfer credits will appear as a "TC" on the student's transcript. "TC" credits are included in the maximum time frame and the satisfactory progress calculations but are not counted in the Grades calculation.

Credits achieved through transfer do not count toward determining full- or part-time academic status.

### **NOTICE TO STUDENT:**

The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness, and applicability of credit and whether credit should be accepted is the decision of the receiving institution. The student is encouraged to consult with the institution to which he/she may seek to transfer.

### **Withdrawal from the Massage Program**

Students who consider withdrawal from the massage program will contact the School Director. Students that return to the program later must reapply for admission and meet current academic and practical requirements. Students that withdrawal from the program will receive a "W" grade on their transcript. Refunds will be in accordance with the refund policy.

### **Withdrawal**

**Students** wishing to withdraw from the program may do so at any time by giving notice, which may be in writing, to a school official of their intention to terminate enrollment.

- a. The date of withdrawal will be the date a verbal notice is received, the letter is postmarked, the facsimile, email, Facebook, or Twitter transmission is received, or, if hand-delivered, the date the notice is delivered.
- b. Within 15 calendar days of the date of withdrawal, a written acknowledgment will be mailed out.
- c. Any refund due will be issued within 45 calendar days of the notice of withdrawal and the calculation of the refund will be based upon the last day of attendance.

### **Constructive Withdrawal**

The absence of a student from the school for more than 14 consecutive days without an approved Leave of Absence shall constitute constructive notice of cancellation to the school.

- a. For purposes of cancellation, the date shall be the last date of attendance. Any refund due under the refund policy will be issued within 45 calendar days of the date which is deemed to constitute constructive notice of cancellation.

### **Withdrawn Students with Tuition Balance Due**

For Students who have withdrawn with balances due to the school, payment in full within 30 calendar days of the issuance of the tuition due notice is required or the account will be referred to an outside collection agency.

### **Academic and Performance Warnings**

All warnings are given by the School Director and may be issued to a student for various reasons: excessive absenteeism, tardiness, unprofessional behavior, misconduct, overdue tuition, and payment fees.

**Probation:** Students will be placed on academic or disciplinary probation for several reasons. Students will be given a probation notice with a written explanation indicating the reason of probation. Students can be placed on academic or disciplinary probation without receiving the written warning. Students placed on probation more than twice within a semester for a period of one month or less will be dismissed from the program.

### **Dismissal:**

The following reasons may lead to the dismissal of a student from the massage program:

- Unsatisfactory academic performance
- Absenteeism above the allowable limit
- Breaking the schools' Standard of Conduct
- Failure to meet the financial obligation to the school.

The student can be dismissed from the program with or without the written warning or being placed on probation.



### **Graduation Requirements**

To receive a diploma in massage therapist program, a student must satisfy all the following:

1. complete all required courses with a minimum average in each course of 70 per cent, and
2. attend at least 80 per cent of the scheduled 600 program class hours.
3. meet all the terms and conditions of any probation if applicable.
4. pay all tuition fees and any incidental administrative charges due to the school in accordance with the terms and conditions outlined in their enrollment agreement.

### **Address Updates, Telephone, and Email Changes**

It is the responsibility of the student to keep the school informed of up-to-date permanent and local address, telephone, and e-mail information. All changes must be reported promptly.

We will ensure that records are updated accordingly.

### **Official Transcripts**

Transcripts are issued to Students on successful completion of all classes, labs, practice sessions, evaluation tests and final tests Student who is in good academic and financial standing receives two official academic transcripts at the completion of the course of study.

The administrator shall review the students file and issue the transcript/diploma if all requirements have been met or make recommendations to correct deficiencies.

### **Placement Assistance**

The Director coordinates all job placement activities which includes self-directed job search and job readiness preparation on a one-on-one or group basis.

These services include but are not limited to:

1. Assistance with resume writing.
  2. Practice with completing job applications.
  3. Development of interviewing skills.
  4. Help with completing licensing applications; and
  5. Issuing letters of recommendations.
- 
- a. The school maintain ties with numerous companies that are always looking for qualified massage therapists.
  - b. Notices of job openings are posted to alert students to available opportunities.
  - c. The Director of Operations also establishes agreements with potential hiring agencies to provide graduates with another source of job referrals.
  - d. Instructors are encouraged to advise students about job opportunities and expectations based on their experience in the field.

**The school does not guarantee the accuracy or reliability of any information disseminated by faculty regarding placement. Although every effort is made to help graduates find jobs, the school does not guarantee that students will obtain employment following successful completion of classes.**

### **Standards of Conduct**

**Misconduct:** is behavior that is against the normal conduct of a student during the conduct of classroom attendance. Some examples of misconduct are cheating; harassment of other students or the instructor; being under the influence of an illegal narcotic or alcohol while on school premises; disruption of classes; smoking within the school building and use of vulgar language.

**Professional Dress Code**

Students are expected to maintain a neat and well-groomed appearance during all activities associated with the Massage Program. A student's appearance must not distract from the professional image the school promotes, nor should it attract undue attention from those around. Accordingly, hats, hoods, etc. may not be worn.

**Professional Hygiene in Laboratory Classes and Clinics**

Proper grooming and personal hygiene are important characteristics for professionals and students alike. Students must observe the following standards: breath should be fresh; body odors should be pleasant; perfumes, colognes, or body sprays may not be worn; clothing should be free of smoke and other offensive odors; facial hair, if kept, should be neatly trimmed; fingernails must be short and free of nail polish; rings on fingers, watches or bracelets on wrists, and long necklaces and earrings are inappropriate.

**Compensation for Massage Therapy Practice**

The Massage Therapy Licensing Act of Illinois (Section 25d) prohibits students from accepting or receiving money/ compensation for massage therapy before the student is licensed to practice massage therapy.

Students in violation of this policy are subject to disciplinary action up to and including dismissal from School.

**Cell Phones, iPods, MP3 Players, PDA's and Pagers**

Cell phones, iPods, MP3 players, PDA's and pagers must be turned off during scheduled classes. Ringing and buzzing electronic

devices are a distraction to students and instructors and disrupt the learning process.

- a. Students in violation of this policy are subject to disciplinary action up to and including dismissal from class.
- b. Student with an electronic device that is not turned off or if a device rings during an examination will earn the student a zero for the examination.

**Class Sizes:**

Maximum class size of 50 students.

Theory, Academic and performance sessions: 50

Lab & Practical Massage Sessions: Students Teacher to Student ratio 1:20

**Faculty:**

Sandra Rossi's instructors have a vast range of experience and skills, all of which are devoted to sharing their knowledge and experiences with the students.

**Renata Kennedy:**

Instructor & Managing Employee, Licensed Massage Therapist, Massage Therapist Instructor, and Licensed Esthetician. With over 15 years' experience in massage therapy, over 10 years as instructor in massage therapy and 20 years' experience as managing employee of the school. She brings world of knowledge, experience, diplomacy and compassion to her students and co-workers.

**Dr. Lesnik Zieba:** Medical Surgeon with St. Joseph's Hospital with extensive career in the therapy and treatment of chronic wounds, rehabilitation, and care of patients within a surgical ward and operating room. And has served as a Physiotherapist, Medical Assistant, and Emergency Room Physician. And member of the National Surgical Assistant Association.

**Benjamin Sitt:** a licensed massage therapist, with passion of helping people overcome their various health conditions, with over 9 years of experience. He has been exposed to a myriad of massage techniques. Has a strong background in (Chi Gong), Has had? dramatic results in helping stroke victims, and rotator cuff and carpal tunnel syndrome, and neck, shoulder, lower back pain clients. Skills: Proficient in Chinese herbal medicine. Tai chi and Yoga. Maintains a professional demeanor and follows strict business protocols.

**Felicja Mermer:** Certified Massage Therapist experienced in various methods of massage. She has been exposed to real world operations of massage business and handling of clients and business. Great massage therapy expertise and positive personality. Detailed teaching techniques and comprehensive knowledge of core subjects.

**Matthew McGillicuddy:** Certified massage therapist with boost of positivity, energy, exceptional customer service, a can-do attitude, and a willingness to adapt and succeed. Trained all new therapists in Massage Envy's protocols and procedures and was Responsible for helping therapists correct any actions and behaviors involving including disciplinary actions and upheld all standards of practice and by helping to create a positive environment conducive to learning. Was Responsible for on boarding and training new therapists ensuring their success with the company. Massage therapist with 5000 plus hours of hands-on experience.

**Katherine Hadou:** Teaching massage theory core subjects like advanced anatomy, physiology, and pathology to esthetics students **SKILLS:** Advanced knowledge of human anatomy, physiology, pathology, and psychology. Understanding of medical terminology. **EDUCATION:**  
JAGIELLONIAN UNIVERSITY SCHOOL OF MEDICINE — MD, 2012  
ILLINOIS INSTITUTE OF TECHNOLOGY — BS IN BIOLOGY, MINOR IN BIOCHEMISTRY AND MUSIC, 2008

COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION.

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Division of Private Business and  
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