



*Massage School & Therapeutic Bodywork of Fort Walton Beach LLC*

License #3720

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

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**INTRODUCTION**

Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC was founded by Matthew Wilson and Christie Morgan in 2007 to promote Massage Therapy and with the intention to educate individuals who strive for a career in the field of Massage Therapy and Skin Care. This institute was created to combine eastern and western philosophies of medicine according to the growing needs of our community and our society. Our institution shall designate a properly trained individual to provide each of the following student services: academic advisement, financial aid advisement, personal advisement, and placement services. The extent of these services and the personnel assigned to them shall be determined by the size of the institution and shall be applicable to the field of Massage Therapy and Skin Care.

**MISSION**

The mission of Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC is to provide quality education in the field of Therapeutic Massage and Bodywork, so that new therapists will be prepared for the challenges of a career in this health profession.

**PROGRAM OBJECTIVES**

**Massage Therapy:** The objective of Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC is to prepare students for the National Certification Board for Therapeutic Massage and Bodywork Exam or the MBLEX which is required in order to obtain a License to practice Massage Therapy in the state of Florida. Other objectives include preparing students to enter the work force with a sound knowledge of ethical and safety principles needed to ensure professional standards in the health care field of Massage Therapy.

**Skin Care:** The objective of Source Institute of Massage of Massage Therapy & Bodywork LLC is to prepare students for a career in the practice of skin care in the state of Florida. Other objectives include preparing students to enter the work force with a sound knowledge of ethical and safety principles needed to ensure professional standards in the health care field of skin care.

**LOCATION AND FACILITIES**

Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach is located at 30 Beal Parkway SW, Ft. Walton Beach, Florida, 32548. The school consists approximately 2200 square feet with two classrooms, one administrative office one break area with library facilities and two bathrooms. We are conveniently located near Hwy 98 between Destin and Navarre Florida. The equipment used in our facility is equivalent to that which is utilized in the standard work place.

**OWNERSHIP AND CONTROL**

Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach is owned, governed and controlled by Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC. a proprietary Florida school registered Corporation with the Department of State, Division of Corporations.

**BOARD OF DIRECTORS**

*Matthew Wilson* ..... *Owner/Chief Executive Officer*

**ADMINISTRATION & FACULTY**

With a medical background after attending the United States Army Medical Training course in Fort Sam Houston, TX majoring in emergency medicine, graduating from the Core Institute in Tallahassee Florida in 2000 and instructing at Pensacola School of Massage Therapy and Health Careers, Matthew Wilson founded, owns and operates the following locations: Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach which is currently licensed by the Florida Commission for Independent Education and located in Fort Walton Beach, FL, Source Institute Massage School & Therapeutic Bodywork of Marianna which is currently licensed by the Florida Commission for Independent Education and is located in Marianna, FL, and Source Institute Massage School & Therapeutic Bodywork of Crestview which is currently licensed by the Florida Commission for Independent Education and is located in Crestview, FL.

Mirsada Velic (License No. MA84088) graduated from Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach.

Destiny Nass (License No. CL1241663) graduated from Choice Salon and Spa Academy in 2013 and is currently listed as an instructor at Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach.

**ADMISSION REQUIREMENTS & PROCEDURES**

Applicant must be a High School graduate or equivalent (i.e. GED Certificate), or must be at least 16 years of age to start the Massage Therapy Program and at least 16 years of age to begin Skin Care program. Applicants must complete a personal interview with appropriate school personnel. Prospective students should write or call Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach to arrange an appointment for a personal interview with the director. During the interview, the applicant will answer questions pertaining to their vocational interest and career aspirations to ensure that the applicant has the ability to successfully pursue their studies. Upon successful completion of the interview, the applicant then registers with the school and is then labeled a “Provisional” Enrollee and is scheduled for the next available start date. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment. The enrollment agreement may be completed at any time prior to the class start date, however; the enrollment agreement must be signed by the student and the director or owner of Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach prior to starting class. Students who are enrolled as F-1 / M-1 visa students will, upon request to the institution, have the application and enrollment documents translated orally into a language the student understands, and the student must verify his/her understanding by signature on this Enrollment Agreement. Students who are enrolled as F-1 / M-1 visa students are required to provide written notification of withdrawal to the institution as a condition for receiving any refund of tuition that is due. Students who are enrolled as F-1 / M-1 visa students can enroll for multiple terms not to exceed twelve (12) months. Refund computations will apply to the current term at the time of enrollment. Students who are enrolled as F-1 / M-1 visa students, who has his/her visa application rejected will receive a full refund minus the registration fee of \$150.00. Students who are enrolled as F-1 / M-1 visa students, who have been accepted by the institution cancels prior to the start of schedule classes or never attends class (no-show), will receive a full refund less the registration fee of \$150.00.

**SCHOOL HOLIDAYS 2017**

Labor Day	September 4
Columbus Day	October 9
Veterans Day	November 10
Thanksgiving Holiday	November 22– 25
Christmas Break	December 24– 31

**SCHOOL HOLIDAYS 2017**

New Year’s Day	January 1
Martin Luther King’s Birthday	January 15
Washington’s Birthday	February 19
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Columbus Day	October 8
Veterans Day	November 11
Thanksgiving Holiday	November 21– 24
Christmas Break	December 24– 31

**HOURS OF OPERATION**

Full time day students attend classes Monday – Friday from 8:00am to 2:00pm. Part time day students attend classes Monday, Wednesday and Friday from 8:00am to 2:00pm. Part time evening students attend classes Monday through Thursday from 5:30pm to 9:30pm.

**RULES AND REGULATIONS**

Attendance is the most important factor in student success and graduation!!! Students are expected to show respect for themselves, their classmates, and all faculty. Good attendance is a necessity as it ultimately instills professional standards that will be expected by future employers and clientele. Therefore, the following attendance policy is in effect for every six-week period. Perfect attendance is expected of each student and satisfactory attendance is vitally important and is a requirement of all students. All absences are recorded and made a part of the student’s permanent record. Students are required to notify their instructors or administration when they are to be absent or tardy. Excessive absenteeism of greater than 20% in any class or as a whole is unacceptable and are grounds for disciplinary action including termination. In general, students will be allowed to miss no more than 5 class days in any 6-week period. On the 6<sup>th</sup> absence the student may be dropped

from the class and must wait until it is offered again and retake it. Students are expected to show respect for themselves, their classmates, and all faculty. The student may also be charged for each class that must be retaken due to forced withdraw or failing of a class. Legal and school holidays, breaks, and class cancellations are not included in calculations for class attendance and are therefore not considered days of absence.

### **TARDINESS AND ABSENCE**

Students who report to class between the time class officially begins and ten minutes after class officially begins will be considered tardy for that hour. Students entering the classroom 10 minutes or later from the time class officially begins will be considered absent for that one class hour. Tardiness 3 times in one month, or in succession, will be charged as one-hour absence. If after initial counseling the tardiness continues, the student may be suspended or terminated unless the director determines that the progress of the student has not been inhibited.

### **LEAVE OF ABSENCE**

A student may be granted a leave of absence for a reasonable amount of time as determined by the school's Director. This request must be in writing and must include the expected start date and the expected return date. If the student does not return within the specified time period and has not contacted the school to make other arrangements, the student will be terminated and granted a refund in accordance with the Cancellation and Refund Policy. A student may take 2 leave of absences per enrollment. If a student needs to take a third leave of absence, that student must drop from the program and may enroll again at a later date.

### **MAKE-UP WORK**

Students may make up work not completed due to an absence. Make-up work may be assigned for the purpose of allowing a student to progress in a timely manner. Scheduling of make-up work is left up to the discretion of each individual instructor with approval from the campus Director. It is not the responsibility of the instructor to inform the student that he or she needs to make up work. The student must inform the instructor that he or she missed hours and find out if there is any make-up work to be done.

### **MAKE-UP HOURS**

Make-up hours are considered class work to be completed when a student misses a day and needs to make up those hours. Make-up hours must be made up on campus only and not offsite for any reason. Make-up work is determined by hours rather than work completed. Regardless of whether students are allowed to "make-up work", students are responsible for all course material taught. Students needing to make up hours must pay the normal hourly classroom tuition price. Students who miss hours due to sickness (must have doctors note or be excused from class by their instructor), death in the family, family sickness (must have doctors note), or injury will be allowed to make up class at no charge. Make-up hours must be approved by the director. It is not the responsibility of the instructor to inform the student that he or she needs to make up hours. The student must inform the instructor that he or she needs to make up hours.

### **MAKE-UP TEST**

Students may make up a test due to an absence. Make-up tests must be taken on the next day that the student attends class in that particular subject. Students who fail to take make-up tests the next class day will lose 10 points off their final score for that test. Make-up tests may only be taken during school hours in the presence of an instructor. It is not the responsibility of the instructor to inform the student that he or she needs to make up a test. The student must inform the instructor that he or she missed hours and find out if there is any make-up test to be taken.

### **STUDENT CONDUCT**

All students are required to conduct themselves in a professional manner, taking their studies seriously. Respect is to be shown to all instructors and fellow students. No student will be permitted to attend class while under the influences of alcohol or other intoxicating substances. Smoking is not allowed within the school's facilities. Students must participate in all classroom activities. Students that refuse to participate in the activity will be marked absent for each hour that the student refuses to participate. This includes the exchange of services. The exchange of services must take place in either of the classrooms and not in the break room, bathrooms, reception area, or outside of the building. Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC reserves the right to dismiss any student whose conduct is unsatisfactory or detrimental to the best interest of the faculty, staff or other students.

### **DRESS CODE**

Students are required to dress in a manner that is comfortable yet respectable, and to conform to acceptable standards of good taste in grooming and overall appearance. They are encouraged to wear scrubs, but not limited to this uniform, as long as each student complies with the school's standards of professional presentation.

### **CLASS SIZE**

All courses are to be taught on campus by an instructor. There are no online courses or distance learning. Class size is closely monitored to facilitate quality instruction. Class size for lecture style classes and labs typically includes up to 12 students to one instructor. Clinical massages completed at any event not taking place on the school campus may have up to 10 students to one instructor. Clinical massages are hands on massages to the public for training. No compensation for these massages are received by any student.

### **STUDENT WORK**

Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC reserves the right to make copies of all student work and to use such in promotions without the student's prior written consent.

### **HONOR CODE**

Cheating and related forms of dishonesty will not be tolerated. Cheating gives your instructors and future employers a distorted view of your true abilities, and is very unfair to more honorable students who try hard to earn honest grades according to their abilities. Students caught cheating will automatically be expelled from the class in question. The student may also be expelled from the school. If not expelled from the school, the student may retake the class from which they were expelled the next time it is offered.

Students accused or suspected of cheating without clear and convincing proof may be required to re-take tests under controlled conditions to guarantee a fair grade for all.

### **AUDITED AND REFRESHER CLASSES**

A student auditing a class receives neither a grade nor class hours for that subject. He/she is permitted to attend all classes but is not required to submit assignments or to take examinations. Tuition is charged on the same basis as for a class hour. Since no credit is given for an audited class, it does not apply towards the fulfillment of a program requirement. No change from audit to credit status, or from credit to audit status, may be made after the beginning of class. A refresher class is one in which the student has had at least the equivalent instruction offered in the class to be reviewed. Graduates of the institution have the option of taking a refresher class with no tuition charged, provided the class pertains to their course of study.

Non-graduates will be charged the same tuition rates per class hour. No grades or credit for class hours will be awarded, nor does the student have to fulfill the regular course requirements. The instructor has no obligation to the student with the exception of permission to attend class. Graduates and current students may use the equipment and facilities of Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC for educational purposes during regular school hours.

### **GRADING**

The standard letter system of grading is used as follows: A – 100-90; 4.0 quality points: B – 89-80; 3.0 quality points: C – 79-70; 2.0 quality points: F – below 70; 0 quality points: P – Pass; 0 quality points: TP - Transfer Pass; 0 quality points: I – Incomplete (An "I" is given in the event that a student does not complete the course requirements of the course syllabus. This "I" will be converted to a letter grade by the end of the next grading period, or three weeks, whichever is greater); W – Withdrawal will be given to a student who withdraws before the mid-point of a particular course; WP – Withdraw Passing will be given to a student who withdraws with a passing grade after mid-point of a particular course. WF – Withdrawal Failing will be given to a student who withdraws with a failing grade after mid-point of a particular course. Students may repeat an individual course with approval from the director. Upon repeating a course or subject, the student will receive credit only for the highest grade earned. The lower grade will be removed from the student's transcript.

### **TRANSCRIPTS**

Transcripts are available upon request unless the student is indebted financially to the School. No transcript of grades will be released without the student's prior approval in writing. Each graduate is issued an official transcript of his academic record. Each subsequent transcript for a graduate is provided after receipt of a \$2.00 fee. A government agency that periodically requires a transcript in order to determine a student's progress is exempt from this fee. Student academic records are kept permanently by the school.

### **GRADUATION REQUIREMENTS**

A student must meet the following criteria to graduate from Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC. Upon successful graduation from the program, the student will receive a diploma detailing that the student has completed the required number of hours in the program that he or she has attended. They will also receive a transcript listing the number of hours completed in each course of the program.

- 1) Each student must maintain an overall 2.0 grade point average.
- 2) Each student must pass each required course in his/her curriculum with a grade of “C” or better.
- 3) Each student must be in good financial standing with the institution before being allowed to graduate.
- 4) Each student must complete any additional programmatic criteria as required by the institution.
- 5) Each student must pass an exit exam covering 12 key areas of massage therapy and or skin care.
- 6) Each student must complete 600 in class hours for the massage therapy program, 800 hours for the Extended Massage Therapy Program or 260 hours in class hours of the skin care program.

### **ADVANCED STANDING & PRIOR CREDIT**

Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC may grant full academic credit for many courses to those students who have successfully completed the same or substantially the same subjects on a post secondary level as those listed in our catalog which can be located on our website at [www.source-institute.com](http://www.source-institute.com). The student must have earned a grade of “C” or better and the student must have been taking course work at the postsecondary level within the last two years prior to their expected start date at Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC. At least twenty-five percent (25%) of the credits or hours required for completion of a program must be earned through instruction taken at Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC. It is the student’s responsibility to have official academic transcripts sent to Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC and to provide a catalog containing course descriptions. The transcripts and prior school’s catalog will be reviewed. The decision to grant credit for prior school work shall be approved by the director. Written verification will be placed in the student’s file. Transfer of credit from other institutions are recorded as grades of “TP” and are not counted as earned nor used when calculating grade point average. If a student believes that his/her prior knowledge or experience is sufficient to warrant waiving a class requirement, a comprehensive inventory test will be administered to him. A minimum grade of “B” is required in order to waive the class. This test is to be taken in advance, if possible, but not later than the first week of class. Upon successful completion of the test, the student may select an elective to replace that class or choose to waive the elective in favor of reducing time in school. Advanced standing credits are recorded as grade of “P” and are counted as hours earned, but are not used when calculating grade point average.

### **TRANSFER OF CREDIT**

Most courses offered by Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC are nonacademic and do not imply or guarantee transferability of credits earned while in pursuit of the certificate or diploma. The transferability of credits earned at Source Institute is at the discretion of the accepting school. It is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice.

### **CLOCK HOURS**

One clock hour represents 50 minutes of instruction in the presence of an instructor. 50 minutes of instruction is measured as a unit of credit.

### **TERMINATION**

Termination from the school may result for any of the following violations:

1. Students who engage in behavior that reflects unfavorably on fellow students or on the school.
2. Students who interfere with the progress of other students or the presentations of any member of the staff or faculty.
3. Students who have in their possession weapons of any kind while on the school property. A weapon may be considered anything with the potential of inflicting bodily harm and which serves no academic purpose.
4. Students who enter the school facilities under the influence or effects of alcohol, prohibited drugs, or narcotics of any kind. Any faculty member of Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC who suspects that a student is under the influence of any foreign substance reserves the right to dismiss that student from class, unless the student can prove otherwise.
5. Students who disrupt any class for any reason.
6. Students who do not abide by the dress code as previously established by the school and to keep their work areas clean at all times.



7. Students who are not prompt and attend all scheduled classes unless they can provide a valid excuse for and tardiness or absence.
8. Students who do not cooperate fully with the staff and faculty at all times.
9. Students who are not respectful to all instructors always.
10. Students who remove from the school any supplies, books, equipment, or other property belonging to the school without prior permission from the Director.
11. Students who participate in cheating or plagiarism of any kind may be subject to immediate termination.
12. Students who do not maintain acceptable academic standards as previously established by the school.
13. Students that use profane or abusive language.
14. Any type of harassment, of a sexual nature or otherwise is grounds for immediate termination from the institution.

### **RE-ENTRANCE AFTER DISMISSAL**

Each student dismissed will have a chance to appeal his/her dismissal. A written request for re-entrance must include an acknowledgement of the reason for dismissal and an agreement to abide by all rules and regulations of Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach. This shall be submitted to the Director in writing within 90 days of the date of dismissal. Permission of re-entrance shall be granted on an individual basis. The director will have 30 days to make a decision and will contact the student within that time.

### **COMPLAINT PROCEDURE**

Student complaints relative to the actions/policies of school officials must be in writing to the director of the school, Complaints should first be resolved with school officials within 30 days of the complaint. If the complaint is not answered to the student's satisfaction within 30 days, the student should send the complaint in written form to **Florida Commission for Independent Education**, Department of Education, 325 West Gaines Street Suite 1414 Tallahassee, Florida 32399-0400, phone (850) 245-3200 or 1-888-224-6684.

### **SECURITY POLICIES AND PROCEDURES**

Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC is monitored during all operation hours to insure a safe and secure environment for students and faculty. The staff and students are encouraged to report crimes to local authorities and to the Dean or Director of the school. Should an incident occur, the Dean or the Director is to be called immediately, and the first to respond will investigate and notify authorities as warranted?

The administration encourages the reporting of all crimes to the local police department. All visitors and non-students are required to check in at reception before entering any other portion of the building.

There is no residence facilities associated with the Institute.

### **CRIME PREVENTION**

Alcoholic beverages are not permitted on the premises at any time. Any person caught on campus under the influence or in possession of alcoholic beverages will be asked to leave immediately for the remainder of the day (without pay for employees). On the next school day determination of penalty will be decided by the Director as to further action to be taken, including immediate suspension, termination or expulsion from the Institute.

Illegal weapons or drugs are not permitted on the premises. Any person caught in possession of either of these will be expelled or terminated immediately.

### **NOTIFICATION OF CHANGES FROM PROVIDED INFORMATION**

The student is required to notify the Business Office and the Dean of Education of any change in marital status, address, telephone number, ECT. Employment opportunities are sometimes lost because the school cannot locate the students.

### **FINANCIAL AID**

Financial aid is available for Military Spouses that qualify for the MYCAA program. All details about the MYCAA financial aid can be found at the MYCAA website <http://www.military.com/education/money-for-school/military-spouse-career-advancement-accounts-financial-aid.html>. Currently we are not Title IV funded and do not provide any other financial aid. We do offer in house payment plans.

### **EXAMINATION OF STUDENT RECORDS**



Student records are permanently retained by the school and are available to students upon request. Student records will be provided to any party only after written request has been made by the student subject to the policy below. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, a student or former student has the right to inspect his/her educational record which is maintained by the School. In order to ensure that the School's records are not inaccurate or misleading and to provide an opportunity for the correction or deletion of such inaccurate or misleading data, a student may request a hearing to challenge the content of his/her record. The student must comply with the following procedure:

*A. Procedure for Examination*

All requests to inspect a student's educational record must be in writing. Upon receipt of a completed request, or as soon as possible thereafter but in no event longer than three school days after the request is received, the Administration shall notify the student of the date, time and place for inspection of his/her educational record. The date shall not be more than thirty days after the request was received.

*B. Challenge to the Record*

A student may view and challenge any data in his/her educational record which he/she considers to be in violation of their privacy or other rights they may feel are being violated. To request a meeting with the director of the school to challenge the data, the student must file a written request. Upon receipt of the request, the director of the school will set a meeting with the student within 24 hours.

*C. Release of Information*

Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC does not permit access to or release of confidential information without the written consent of the student, to any individual or agency for any reason except the following. 1) When records are required by school officials in the proper performance of their duties, 2) Organizations conducting studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380. 4) Accrediting agencies, 5) Parents of dependent children as defined in the Internal Revenue Code of 1954, 6) Appropriate persons in connection with an emergency, 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution, 8) In connection with the award of financial aid, and 9) In response to legal court order. Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC maintains files containing the following information for each student: 1) Social Security number, 2) name, 3) local address, 4) local telephone number, 5) permanent address. 6) Permanent telephone number and 7) medical information. Additional items of information which may be released without the written approval of students include: dates of attendance, date and place of birth, participation in officially recognized activities, and the most recent previous educational institution attended.

**Requirements for Satisfactory Progress**

All students must meet the requirements for the following criteria in order to maintain satisfactory progress standards and to continue attending Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC without interruption. Students that cannot meet or maintain the following requirements will fall into a probationary status and must correct the problem within 30 days or may be dropped from the program. The decision to drop the student from a Program will be at the discretion of the school director. If the student meets the requirements of satisfactory progress standards, they will no longer be on probation.

A. Grade Point Average: Students must maintain a 2.0 GPA always while in school and in order to graduate. If a student's GPA falls below 2.0, the student will be notified in writing and will be placed on probation for the next grading period. This action will be recorded on the student's file. If the student's GPA falls below 1.0 before the end of the first 25% of the program or below 1.5 between the first 25% and before the midpoint of the program, the student will be dismissed. If the student has not raised the cumulative GPA to 2.0 at the end of the probation period, the student shall be dismissed from school for reasons of unsatisfactory progress. A dismissed student has the right to appeal for reinstatement as described in "E" below. Students who demonstrates a change of satisfactory progress from unsatisfactory progress will be taken off of probation and will continue the program as usual.

B. Time Frame: A student is required to complete the program of study with a satisfactory grade in a maximum time frame of 1.5 times the normal program length. Students who fail to meet this standard will be notified in writing and will be placed on probation for the next grading period. If the student has not completed the program by the end of the probationary period, the student will be dismissed from school.

C. Satisfactory Progress Readmission Policy: A student dismissed for failure to make satisfactory progress may reapply for readmission after a three-month waiting period. If the student demonstrates the desire and the academic ability to complete the program, the student will be readmitted on a probationary basis for the next grading period (or three weeks, whichever is greater).

The student progress must meet the institution's satisfactory progress standards including a GPA of at least 2.0 on subjects taken during the first grading period after re-entry. This process applies only to dismissals caused by lack of satisfactory progress and will only be granted once. This process does not apply to any other withdrawals or dismissals.

D. Remedial work is included in all satisfactory progress determinations.

E. Appeal/Mitigating Circumstances: When a student has extraordinary or mitigating circumstances, an appeal may be submitted in writing within 30 days to the director of the institution. These circumstances will be considered in making a determination on the student's satisfactory progress. The student's appeal must state the circumstances and reasons the appeal should be considered. The director will consider each case on its own individual merit and make a final decision within 30 days of receiving the written appeal. If the appeal is overturned by the director, the student will be notified and allowed to continue in the program and will be on academic probation until satisfactory progress has been achieved. In the event that the appeal is not approved, the student will be dropped from the program. These standards are designed to give each student a reasonable opportunity to progress and obtain their educational goals. Understanding and compliance of these academic standards are important.

F. Students that graduate must take the state or national examination for licensure within 4 months of graduating from the program in order for their transcript to be sent to the testing center. Students that do not take the state or national examination within 4 months must retake and pass all exit exams that the school requires for a student to graduate the program. Students must also pay the normal cost per hour to take exit exams.

### **LIBRARY, LEARNING RESOURCES AND INFORMATION SERVICES**

Learning resources and information services are appropriate to the level and scope of programs offered at Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC. All students shall have access to those resources and those resources shall be examined and updated every six months to ensure and maintain an appropriate base of learning resources and information services of the highest quality. All staff members are required to assist and support the learning resources and information services that Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC provides to each student. Within the sixty-four-square foot library, we shall also provide a current unabridged dictionary, a thesaurus, and recent editions of handbooks appropriate to the curriculum for students as well as instructors so that both may utilize the learning resources and information services as an integral part of the learning process. The school maintains a bookstore for the convenience of our students. Special orders may also be taken with a nominal deposit required. The School assumes no responsibility for lost or stolen textbooks or supplies. Replacements or additional books, uniforms, and related materials may be purchased through the director.

### **APPLICATION FEE**

There is no charge for a potential student to fill out an application for admission.

### **REGISTRATION FEE**

Upon acceptance into any of our programs, the student is charged a one-time non-refundable registration fee of \$150.00.

### **JOB PLACEMENT**

Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC will assist with job placement but does not guarantee job placement. We will post any jobs presented to us on a job placement board located in a conspicuous area of the school.

### **ADVISING**

Staff and faculty are available during regular school hours to assist with problems they may encounter.

### **ORIENTATION**

Prior to the start date of each course, each new student will be expected to attend an orientation to become familiar with class schedules and information regarding the upcoming school term.

### **TUITION AND FEES**

All tuition must be paid in full prior to graduation. The school may be able to help with outside financing, call the school for more information.

**TUITION**

Any guarantee funds and/or prepaid tuition amounts are applied to tuition, and should be deducted from total amounts due.

Massage Therapy Program .....	\$5,400.00
Registration Fee (non-refundable) .....	\$ 150.00
Book fee (non-refundable).....	\$ 50.00
Supply fee (non-refundable).....	\$ 100.00
Application Fee.....	FREE
Total Cost .....	\$ 5700.00
Massage Therapy Extended Program .....	\$8,000.00
Registration Fee (non-refundable) .....	\$ 150.00
Book fee (non-refundable).....	\$ 50.00
Supply fee (non-refundable) .....	\$ 100.00
Application Fee.....	FREE
Total Cost .....	\$83000.00
Skin Care Program .....	\$2,800.00
Registration Fee (non-refundable) .....	\$ 150.00
Supplies .....	\$ 400.00
Books.....	Included
Total Cost.....	\$ 3350.00

**REPETITION FEES**

The tuition amounts stated above allow for each course to be taken once. Any student needing to repeat a course due to failure, withdrawal, or incomplete work, will be charged \$25.00 per class hour.

**SHORT COURSE CHARGES**

Under certain circumstances, practicing health care professionals may prefer to enroll in select courses only. The cost for these courses is equal to the normal per hour cost times the number of hours for the class. There is no application fee for Short Course students. It is important to note that there is no funding available for courses taken apart from an approved program of study offered by this institution. All charges must be paid prior to starting classes. The Cancellation and Refund policy will apply.

**ADDITIONAL EXPENSES**

National Massage Therapy Board Exam-\$125, Florida Massage Therapist License Fee-\$205.

**CANCELLATION AND REFUND POLICY**

Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All tuition money will be refunded if Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the non-refunded registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.

6. Termination Date: In calculating the refund due to a student, the day a student informs the director of the school in writing, by certified mail or the day the school director drops the student from the program.

7. Refunds will be made within 30 days of termination of students' enrollment or receipt of cancellation notice from a student.

Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach reserves the right to change any provision listed in this catalog including but not limited to course and curriculum changes, academic requirements for graduation, modifications of tuition fee, or other charges with prior notice to individual students. Every effort will be made to keep students advised of any such changes. Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach does not discriminate based on race, age, national origin, color, sex, or handicap in admission to, access to or treatment in this facility. This also includes employment in its programs and activities.

**VETERAN'S REFUND POLICY:**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-rata will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course to the very end.

**VETERAN'S ATTENDANCE POLICY:**

Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as 1 hour of absence for each hour of class until the student returns for a full hour of class. Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

**STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS:**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 per month. A VA student whose CGPA falls below 2.0 at the end of any month will be placed on academic probation for a maximum of two consecutive months of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

**VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING:**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

**SOURCE INSTITUTE MASSAGE SCHOOL & THERAPEUTIC BODYWORK OF FORT WALTON BEACH IS LICENSED BY:**

The Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

Each of the massage programs listed below meet the minimum contact and services hours required by Florida Medical Quality Assurance for a graduate to qualify for licensure in the state of Florida after passing the required state exams.

**MASSAGE THERAPY PROGRAM COURSE DESCRIPTION**

A 600-hour program which includes a variety of modern modalities used in the massage profession. The program also covers ethics and laws that govern massage therapy. Classes will be designed to progress in a manner that will allow students to build their knowledge of the human body starting from a cellular level up to a comprehensive understanding of the body as a complete functioning unit. This includes courses in Anatomy, Physiology, and Kinesiology.

*The following is a course numbering system that describes courses to be taken and the hours needed to accomplish each course.*

**MT 101 Human Anatomy/Physiology/Kinesiology/MSA: 153 hours.**

*Anatomy/MSA/Physiology/Kinesiology: Prerequisites: None*

This introductory course studies the structure and function of the human body. It includes study of the major organ systems, medical terminology, and the study of muscular movement (biomechanics.) These classes consist of an in-depth study of the muscular and skeletal systems, including the origins and insertions of the muscles, arthrology (study of joints), and pathology. 3 hours will be dedicated to HIV/AIDS/ Health Education and the study of transmission and development of blood borne Pathogens/AIDS.

**MT 102-Basic Massage and Bodywork Assessment Theory and Application Instruction: 325 hours.**

*Basic Swedish Massage Theory and History of Massage: 100 hours. Prerequisites: None.*

This course introduces the student to the five basic strokes of therapeutic massage (effleurage, petrissage, tapotement, friction, vibration.) It promotes relaxation, flexibility, sore muscle relief, body mechanics, draping, breathing, and grounding techniques, whole body massage, utilizing intention and body/mind connection are explored. These skills continue to develop throughout the program, creating the confidence, sensitivity, and trust needed for client interaction. *Clinical Practicum: 222 hours. Prerequisites: 50 hours of Swedish massage. Students will complete a minimum of one hundred twenty-five hours of therapy sessions either as a student clinic or during school sponsored community services. Students will be required to attend clinics on Fridays and some weekend or after hour events. This will allow the gain valuable experience as well as opportunities to meet future clients.*

**MT 103- Related Areas of Study in Massage Therapy: 122 hours.**

*Allied Modalities: 76 hours.*

Places emphasis on the release of deep muscle spasms (myospasms) to relieve chronic pain and improve function. MR addresses the adhesions and the deep fascia of the muscles and connective tissues which result from injury of soft tissue of the body. Neuromuscular Therapy provides the student with an understanding of the role of trauma and acute and chronic pain. Emphasis will be on development of sound palpatory skills in the treatment of specific neuromuscular injuries, including ischemia (lack of blood flow), trigger points (areas of increased neurological activity and tenderness), nerve compression and/or entrapment (pressure on a nerve by osseous or soft tissues), postural distortion (imbalance of muscular tone.) and neuromuscular pathology. Sports Massage emphasizes treatment of clients who are active in sports and exercise programs as well as treatment for injuries. Emphasis is placed on pre-event and post-event massage techniques, as well as flexibility exercises. The student is also taught to access common sports injuries and rehabilitation techniques. Several opportunities to practice at a sport event may be available during the course at community outreach events. *Theory and Practice of Hydrotherapy: 15 hours. Prerequisites: None. The study of the principles and practical application of the thermal effects of water and how it can be integrated with massage treatments. Course includes hot stone treatment, paraffin wax treatment, ice and heat therapy, and integrates aromatherapy. Florida Laws and Rules: 10 hours. Prerequisites: None. This course focuses on the study of rules and regulations governing massage in the State of Florida. Professional Ethics as It Relates to Massage Therapy: 4 hours. Prerequisites: None. Ethical standards and guidelines and how it relates to and differs from Florida Laws and Rules are discussed in this course. Our goal is to ensure that each Massage Therapist is equipped with knowledge and integrity to protect them and to protect the public from unethical situations as it relates to Massage Therapy. Business: 15 hours. Prerequisites: None. This course is geared toward preparing the newly Licensed Massage Therapist for a career as a Massage Therapy Business owner as well as preparing them to negotiate scheduling and fee splitting with other business owners. They will discuss and learn business language and be able to create a business plan. Prevention of Medical Errors: 2 hours. Prerequisites: None. The student will understand the relationship of medical error prevention to the legal scope of practice of massage therapy, effective communication skills with patients and other health care providers, proper use of history taking and documentation, pathology and medical contraindications, and workplace safety and hygiene. The courses listed above contain a total of 600 clock hours.*

**MASSAGE THERAPY EXTENDED PROGRAM COURSE DESCRIPTION**

This is an 800-hour program which includes a variety of modern modalities used in the massage profession. The program also covers ethics and laws that govern massage therapy. Classes will be designed to progress in a manner that will allow students to build their knowledge of the human body starting from a cellular level up to a comprehensive understanding of the body as a complete functioning unit. This includes courses in Anatomy, Physiology, and Kinesiology.

*The following is a course numbering system that describes courses to be taken and the hours needed to accomplish each course.*

**MT 101 Human Anatomy/Physiology/Kinesiology/MSA: 153 hours.**

*Anatomy/MSA/Physiology/Kinesiology: Prerequisites: None*



This introductory course studies the structure and function of the human body. It includes study of the major organ systems, medical terminology, and the study of muscular movement (biomechanics.) These classes consist of an in-depth study of the muscular and skeletal systems, including the origins and insertions of the muscles, arthrology (study of joints), and pathology. 3 hours will be dedicated to HIV/AIDS/ Health Education and the study of transmission and development of blood borne Pathogens/AIDS.

**MT 102-Basic Massage and Bodywork Assessment Theory and Application Instruction: 525hours.**

*Basic Swedish Massage Theory and History of Massage:* 100 hours. Prerequisites: None.

This course introduces the student to the five basic strokes of therapeutic massage (effleurage, petrissage, tapotement, friction, vibration.) It promotes relaxation, flexibility, sore muscle relief, body mechanics, draping, breathing, and grounding techniques, whole body massage, utilizing intention and body/mind connection are explored. These skills continue to develop throughout the program, creating the confidence, sensitivity, and trust needed for client interaction. *Clinical Practicum:* 422 hours. Prerequisites: 50 hours of Swedish massage. Students will complete a minimum of one hundred twenty-five hours of therapy sessions either as a student clinic or during school sponsored community services. Students will be required to attend clinics on Fridays and some weekend or after hour events. This will allow the gain valuable experience as well as opportunities to meet future clients.

**MT 103- Related Areas of Study in Massage Therapy: 122 hours.**

*Allied Modalities:* 76 hours.

Places emphasis on the release of deep muscle spasms (myospasms) to relieve chronic pain and improve function. MR addresses the adhesions and the deep fascia of the muscles and connective tissues which result from injury of soft tissue of the body.

Neuromuscular Therapy provides the student with an understanding of the role of trauma and acute and chronic pain. Emphasis will be on development of sound palpatory skills in the treatment of specific neuromuscular injuries, including ischemia (lack of blood flow), trigger points (areas of increased neurological activity and tenderness), nerve compression and/or entrapment (pressure on a nerve by osseous or soft tissues), postural distortion (imbalance of muscular tone.) and neuromuscular pathology.

Sports Massage emphasizes treatment of clients who are active in sports and exercise programs as well as treatment for injuries.

Emphasis is placed on pre-event and post-event massage techniques, as well as flexibility exercises. The student is also taught to access common sports injuries and rehabilitation techniques. Several opportunities to practice at a sport event may be available during the course at community outreach events. *Theory and Practice of Hydrotherapy:* 15 hours. Prerequisites: None. The study of the principles and practical application of the thermal effects of water and how it can be integrated with massage treatments. Course includes hot stone treatment, paraffin wax treatment, ice and heat therapy, and integrates aromatherapy. *Florida Laws and Rules:* 10 hours. Prerequisites: None. This course focuses on the study of rules and regulations governing massage in the State of Florida.

*Professional Ethics as It Relates to Massage Therapy:* 4 hours. Prerequisites: None. Ethical standards and guidelines and how it relates to and differs from Florida Laws and Rules are discussed in this course. Our goal is to ensure that each Massage Therapist is equipped with knowledge and integrity to protect them and to protect the public from unethical situations as it relates to Massage Therapy. *Business:* 15 hours. Prerequisites: None. This course is geared toward preparing the newly Licensed Massage Therapist for a career as a Massage Therapy Business owner as well as preparing them to negotiate scheduling and fee splitting with other business owners. They will discuss and learn business language and be able to create a business plan. *Prevention of Medical Errors:* 2 hours. Prerequisites: None. The student will understand the relationship of medical error prevention to the legal scope of practice of massage therapy, effective communication skills with patients and other health care providers, proper use of history taking and documentation, pathology and medical contraindications, and workplace safety and hygiene. The courses listed above contain a total of 800 clock hours.

**SKIN CARE COURSE DESCRIPTION**

This is a 260-hour program which includes a variety of modern modalities used in the skin care profession. The program also covers ethics and laws that govern skin care. Classes will be designed to progress in a manner that will allow students to build their knowledge of the human Integumentary System. This includes courses in Anatomy, Physiology, and Kinesiology of the face, head and neck. 47 hours of the 300-hour program will be clinical lab hours where the student will practice skin care on the general public. The clinical labs will be done on school campus only. This practice will help the students by way of written feedback by the clients on whom they do procedures.

*The following is a course numbering system that describes courses to be taken and the hours needed to accomplish each course.*

**SC 101 Florida Laws and Rules: 5 hours.**

This course focuses on the study of rules and regulations governing massage in the State of Florida

**SC 102 HIV/AIDS/ Health Education: 4 hours.**

This is the study of transmission and development of blood borne Pathogens/AIDS.

**SC 103 Sanitation and Sterilization: 10 hours.**

The practice of esthetics includes taking measures to prevent the contamination of products and implements as well as the spread of disease from client to esthetician, esthetician to client, and client to client. This part of the course will teach about various organisms, how they cause disease, and how their spread can be prevented in the salon.

**SC 104 Professional Ethics as it relates to Skin Care: 2 hours.**

Ethical standards and guidelines and how it relates to and differs from Florida Laws and Rules are discussed in this course. Our goal is to ensure that each Skin Care Technician is equipped with knowledge and integrity to protect them and to protect the public from unethical situations as it relates to Skin Care.

**SC 105 Basics of Electricity (set up electrical devices): 8 hours, 5 services.**

Estheticians use electricity to enhance their work with the skin. The basics of electricity explore the basics of electricity and how it works. These basics will expand your knowledge of how machines actually work with the skin.

**SC 106 Facial Techniques and Contraindications: 66 hours, 40 services.**

Facial treatments are the core treatments that estheticians perform. Knowledge of skin analysis and products are precursors to offering facial services. This course will give students the skill to effectively treat the skin with knowledge, knowing when to treat the client and when to avoid treatment due to contraindications.

**SC 107 Product Chemistry: 8 hours.**

The effects of cosmetics and skin care products on the skin are based on chemical reactions. In order to understand how different chemicals affects the skin, and to choose the correct products and cosmetics for each client's skin type, estheticians must have knowledge of basic chemistry.

**SC 108 Hair Removal (to include; tweezing and waxing): 4 hours, 20 services.**

This section of the program will teach students hair removal procedures, what tools are used for each procedure, and what is involved in room preparation.

**SC 109 Makeup (to include; Lash and Brow Tenting, Eyelash Application): 2 hours, 30 services.**

This part of the course covers all aspects of makeup artistry. Knowledge of color theory, analyzing facial features, including the face shape and eyebrows, and corrective makeup techniques are all part of being successful as a makeup artist.

**SC 110 Skin Theory, Disease and Disorders of the Skin: 85 hours, 5 services.**

We will learn and discuss skin disorders and disease in this part of the program focusing on areas of the skin specifically aligned with skin care. Students will have the knowledge to treat or refer a client to a specialist if needed.

**SC 111 Clinical Practicum: 47 hours.**

Students will complete a minimum of sixty-six hours of therapy sessions either as a student clinic or during school sponsored community services. This will allow the gain valuable experience as well as opportunities to meet future clients.