

Kalamazoo Center for the Healing Arts Massage
Therapy Training Program

Catalog & Handbook

**5320 Holiday Terrace, Suite 5
Kalamazoo, MI 49009
269-205-3165
www.kcha.com**

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Dear Students,

We would like to congratulate you on taking your first step to a fulfilling career as a Massage Therapist.

The original Kalamazoo Center for the Healing Arts (KCHA) has operated the region's largest and most respected school of massage and bodywork since 1993. The Professional Massage Therapy Training Program was created and developed from the experience of practicing Massage Therapists and Bodyworkers. The materials used are always evolving and improving to meet the needs of the profession regarding the most current evidence based recommendations.

We know that taking care of yourself as a Massage Therapist is of utmost importance. That, too, is built into the program. Utilizing effective tools with proper body mechanics to take care of yourself while implementing techniques and approaches to work with clients efficiently. We are committed to training you to be the most effective and proficient Massage Therapist you can be for as long as you choose.

In the following pages, you'll find background information about KCHA, about massage as a profession, and plenty of specifics about the training. We know it is a very personal decision to choose a school that fits you. We believe that we are that school.

From all of the instructors and staff, welcome to the professional world of Massage Therapy.

Massage Therapy Training Program
Kalamazoo Center for the Healing Arts

***Our Mission
is to educate students
by awakening their natural learning process
in a safe, professional, and supportive environment
so that they may become
successful and effective professional Massage Therapists
for the enrichment of all concerned.***



***Our Purpose
as Massage Therapists
is to assist the body
to adapt,
heal, and transform***

Kalamazoo Center for the Healing Arts
Massage Therapy Training Program

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Background & Philosophy

Statement of History and Ownership

The Kalamazoo Center for the Healing Arts (KCHA) was established in 1986. The primary services offered were massage therapy and cleansing programs. As the effectiveness of these approaches to the body's healing process were experienced by more people, clients wanted to learn how to help others.

Classes were started, a program was developed over time, and in 1993 KCHA became a licensed School of Massage & Bodywork. In 2010 the school changed its name to The Institute for Massage Education@KCHA. In 2023 the school changed owners and the name yet again, back to Kalamazoo Center for the Healing Arts (KCHA) Massage Therapy Training.

Our Credentials

Kalamazoo Center for the Healing Arts is licensed by the State of Michigan Proprietary Schools and a National Certification Board for Therapeutic Massage & Bodywork Assigned School

Graduates are qualified to sit for the Massage & Bodywork Licensing Exam (MBLEEx).

Description of Facility

KCHA is in an office complex well-suited for a massage school. It has two classrooms used for bodywork and interactive courses. Other spaces include a student common area, a reception area (with a microwave and filtered water), an outdoor area, and plenty of bathrooms.

Our 625-hour program provides a well-grounded and comprehensive basis for the professional practice of massage therapy and bodywork. The KCHA approach strikes a unique balance between the technical tools of the trade, business training, communication skills and personal growth. We believe all of those elements are integral to the training of a successful massage therapist.

Why Choose Kalamazoo Center for the Healing Arts?

The best reason to choose our program is to become a better, more true and open person. No amount of training in technique can replace the open heart, sensitive hands and the keen awareness that you'll also develop here. Those elements can be difficult to measure, but our students often tell us that they pay off with a happy, thriving client base after graduation. Not to mention the satisfaction of a career you're well trained for and truly love.

Students are asked to deeply evaluate their habits and approaches to life, and to determine what might stand in the way of a successful practice. All of our classes are presented in the context of holistic health, which helps our graduates see clients as whole people. They are also trained in a wide variety of sound business practices, so they're not lost in the professional world once they leave the Kalamazoo Center for the Healing Arts (KCHA). In short, our school is transformative.

The facility is set in a professional setting and easily accommodates the needs of the school. Our approach is personal and focused on hands-on learning styles. We teach what we practice, and we love what we do. Join us and begin your new career now.

The Kalamazoo Center for the Healing Arts is an inclusive school and does not discriminate on the basis of gender, race, religion, nationality, ethnic origin or sexual preference.

Program Objectives

The Professional Training Program at KCHA is designed to train professional massage therapists. Graduates of the program can expect to learn:

- ✓ **Hard Skills:** Anatomy, Physiology, Kinesiology, Pathology
- ✓ **Massage Techniques:** Full Body Relaxation Massage, Therapeutic Release Techniques, Myofascial Release Techniques, as well as an introduction to more.
- ✓ **Soft Skills:** Communication, Ethics, Assessment, Self-Care, Marketing and Business

It is our experience that the well-rounded nature of our program prepares the graduate to be safe as an entry-level massage therapist, as well as an effective and successful professional massage therapist.

All courses are supervised by an instructor and are designed to meet the needs of a divergent learner population. matching content delivery with the best mode of learning from the student. Instruction is interactive and engaging, utilizing multimodal methods to teach a concept through visual, auditory, reading, writing, and kinaesthetic demonstration and practice, all being a significant component of the educational process.

Students are evaluated in all courses based on their attendance, participation, homework and exams, written and/or practical. To attain completion in any course, the student must attain 90% overall. Specific standards in each area are defined in the syllabus for the individual course. The syllabus is given to the student no later than the first day of class.

Students receive a certificate at the completion of their training and are eligible to take the MBLEX licensing exam, then apply for licensing with the State of Michigan.

Massage Therapy As A Profession

Massage therapy and bodywork is continuing to grow dramatically as a profession in the United States. Clearly it's an exciting time to become a massage therapist. The Kalamazoo Center for the Healing Arts (KCHA) graduates can be found practicing in a variety of areas, including:

doctors' offices
hospitals
chiropractic offices
dental offices
nursing homes
wellness centers

health clubs
salons and spas
resorts and destination spas
cruise ships
private practice

In addition, massage therapy also integrates easily and supportively with other professions, such as:

nursing
special education
social work
occupational therapy

physical therapy
bed and breakfast operations
cosmetology

Many of our graduates choose additional training* to build their skills in working with:
pregnant mothers
infants and children
the chronically ill, aging, and dying
horses, dogs, and other animals

Massage therapists also practice out of their homes, if they choose, making it an excellent second or part-time career. The possibilities are endless depending on your goals, ambition and imagination.

Entrance Requirements and Process

To enroll in the Professional Massage Therapy Training Program, you need to be at least 18 years of age and have a high school diploma or a General Education Diploma, have financial ability and support, and the ability to benefit from this training.

The following steps are all required for admission, however, they may be completed in any order:

Complete and submit an “Application for Admission”.

Receive an enrollment massage in the student clinic

Attend an admission meeting with a member of the Admissions Staff.

The meeting with the admissions staff member is to assess your intention to complete the Professional Massage Therapy Training Program. It’s an opportunity to look at whatever may be a challenge for you as you enter the program, answer your questions and concerns, and generally give us both a chance to get to know each other better.

Start Dates

Classes begin quarterly, right around seasonal changes (Spring, Summer, Fall and Winter). Specific dates of each program start may be found on the calendar insert in the back of the catalog. The program is 50 weeks in total, spanning one calendar year (52 weeks) with 625 contact hours.

Transfer Credit

KCHA does not have any agreement with any school to transfer credits, nor offer advanced placement or credit for experiential learning. However, credit from other massage training institutions accredited by either the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) will be considered.

The applicant must provide a transcript and catalog containing a description of courses taken. A syllabus may be required in some instances. The Director will decide if credit can be awarded after reviewing the above documentation.

Professional Massage Therapy Training Program Overview

The 625-hour Professional Massage Therapy Training Program coursework and graduation takes approximately 12 months to complete on a full-KCHA schedule. Training is 50 weeks in length. Clinical experience is scheduled on (may vary) Fridays 9am-3pm, Mondays 1pm-3:30pm and one Saturday per month. Students have the option to sign up as it fits their schedule. The Kalamazoo Center for the Healing Arts (KCHA) does its best to create a variety of course options to meet many different needs. KCHA reserves the right to adjust schedules to ensure our minimum enrollment numbers are met.

Breaks for major holidays and seasonal vacations are scheduled into the offerings.

While schedules are set in advance, we know that life happens. We work with each student to ensure that they receive the fullest training possible within the parameters of their life situations.

KCHA also reserves the right to change scheduling dates as agreed upon by all parties involved.

All 625 hours listed below are instructional hours under the supervision of an instructor.

FTM	Fundamentals of Therapeutic Massage	60 hours
PRO	Professional Practices	24 hours
A&P	Anatomy & Physiology	48 hours
PATH	Pathology Basics	12 hours
WELL	Wellness for Self Care	12 hours
PAD	Pathologies and Adaptations	64 hours
KIN	Kinesiology	78 hours
AMT	Assessments	12 hours
WFL	Wellness for Life	12 hours
ADV	Advanced Techniques	48 hours
PATH	Neuromuscular Techniques	48 hours
ETH	Ethical Practices	24 hours
BUS	Business & Career Planning	25 hours
INTM	Integrative Practices	58 hours
CLIN	Clinical Experience	100 hours

Total Supervised Hours	625 hours
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Graduation Requirements

To receive a "Certificate of Completion" for the 625-hour Program, students must:

1. Pass all required courses including any required tests and presentations
2. Complete all payments due to KCHA for make up classes

A 625-hour Certificate of Completion is presented at graduation.

Course Descriptions

Professional Practices (PRO-24 hours) This course introduces and addresses basic principles of professional massage therapy practices. Subjects covered include: Benefits and effects of touch and massage, equipment safety, body mechanics and draping. Verbal, non-verbal and written communication, best practices and intake forms

Fundamentals of Therapeutic Massage (FTM-60 hours) . Students will develop an understanding of the essentials to perform a relaxation massage. Theory and application of massage. Students learn about areas of caution while practicing soft tissue techniques such as effleurage, petrissage, tapotement and types of pressure, sequence and speed of strokes in order to apply techniques effectively and safely.

Anatomy & Physiology (AP- 48 hours)

This course covers general concepts and features, the structure and function in health and dysfunction for 12 systems of the human body and how they relate and affect one another's functions as a whole system. Healthcare related terminology and definitions are introduced. An overview with brief and basic concepts of energetic anatomy are introduced

Intro to Pathology (PB-12 hours)

This course introduces basic principles and terminology of pathology relevant to beginning massage students. Subjects include; preventing disease transmission, types of pathogens and their mechanism of transfer, how to stop the spread of contaminants with prevention and hygiene. The skin, as the first line of defense will be discussed in more detail regarding the common pathologies of the integumentary system.

Wellness for Selfcare (WELL-12 hours). In this course, students are introduced to concepts of self care and wellness principles as it relates to practicing massage professionally. Students will explore the effects of touch, how to take care of themselves as a practitioner, as well as utilizing the wellness model for each area of life that encompasses it. Areas include; Physical, Social, Intellectual, Spiritual, Emotional, Occupational. They will determine how the effects of stress from internal and external influences impact them and identify specific strategies to effectively move toward balance and career longevity.

Pathologies and Adaptations (PAD-64 hours) Prerequisite: FTM

This course presents how to adapt specific types of bodywork to specific populations and the pathology of various body systems and their common conditions. Students learn how to make modifications when needed for specific client populations that are common (athletes, geriatric, pregnant, etc.) Students will develop the understanding of when massage is contraindicated for a particular pathology, site specific and common session adaptations, such as, choice of technique, length of time, position, bolsters. Special considerations about the pathology, medications, complications and the definition of the pathology/condition. General treatment plans are established and documentation of their findings is required, using the SOAP chart format. Techniques include; seated and sports massage.

Kinesiology (KIN-78 hours)

This course is a deep dive into the musculoskeletal system, the major muscle groups and the actions they perform, as well as the mechanics of muscles, all the way down to muscle cell components, it explores general concepts, terminology and examples of kinesiology & movement. Students will learn all of the joint movements by performing them with their body. Muscle groups and concepts of muscle contractions are explained in theory and demonstrate assessments of palpation and range of motion. Hands-on experience with tools for these assessments are utilized to enhance the student's understanding of each joint's functional range of motion and how to measure it with assessment tools. Characteristics and functions of connective tissue, muscles, tendons and ligaments for every major joint are addressed.

Assessments (AMT -12 hours) This course introduces the student to various types of assessments to develop treatment plans based on in class findings. They will demonstrate how to perform each type of assessment and document findings with appropriate healthcare terminology.

Wellness for Life (WFL-12 hours) In this second portion of the *Wellness for self care* course, students are implementing the concepts of self care and wellness principles as it relates to practicing massage professionally. They are presenting to their class how they are taking care of themselves as a practitioner utilizing the wellness model for each area of life that encompasses it. Areas include; Physical, Social, Intellectual, Spiritual, Emotional, Occupational. They will have determined how the effects of stress from internal and external influences impact them. They will look at how their specific strategies are working and get feedback from the class. New goals or revised goals are written to effectively move toward balance and career longevity.

Neuromuscular Techniques (NMT-48 hours) This course covers theory and various application methods that manipulate soft tissues based on desired tissue response. Foundational concepts discussed include; pain theories, trigger points, referral patterns of pain, hyper irritable bands, desensitization techniques. Students will perform techniques to each muscle group and demonstrate understanding of how to achieve signals of soft tissue deformation utilizing each application

Advanced Techniques (ADV-48 hours) This course covers theory and various application methods that manipulate soft tissues based on desired tissue response. Foundational concepts discussed include; pain theories, fascia's role in the body and myofascial release techniques. Students will perform techniques to each muscle group and demonstrate understanding of how to achieve signals of soft tissue deformation utilizing each application

Ethical Practices (ETH-24) This course introduces principles and practices of therapeutic relationships. Students will gain an understanding of concepts related to an ethical decision making model and how to apply professional boundaries in the practice of massage and bodywork. Subjects covered include; verbal and non-verbal communication, professional language, human trafficking awareness, diversity and inclusion, ethics violations, client centered, confidentiality, informed consent, transference, countertransference and power differentials.

Integrative Practices (INTM-58 hours) This course puts it all together, utilizing clinical reasoning, integrating concepts and applications to formulate a treatment strategy, the student will be performing massage and bodywork for therapeutic benefit. By correctly administering and gathering relevant information from health forms and conducting client interviews to rule out contraindications to plan a safe and effective session. Assessments are conducted, appropriate to the client's specific conditions. Students will perform treatments and write 2 case studies to present findings for group discussion. Massage and bodywork modalities/ soft tissue techniques are correctly determined for best outcomes and discussed to create customized treatment plans based on client needs and data collected.

Business & Career Planning (BUS-25 hours) In this course students will gain an overall understanding of core concepts involved to be successful as a Massage Therapist. Subjects include; career, business and strategic planning, marketing, office management, interviewing, business and client records requirements.

Clinical Experience (CLIN-100 hours) Building on theory and techniques learned in all previous classes, this course is an opportunity for students to provide massage sessions to the public. Under the direct supervision of the clinic overseer, students will implement plans developed for client treatments and perform sessions accordingly. Students are not paid for sessions given. All clinic sessions are performed at KCHA, unless the student chooses to complete up to 8 hours doing KCHA supervised community service events.

Program Delivery

All classes are residential and held at KCHA at Westwood Office Park located, 5320 Holiday Terrace, Suite 5, Kalamazoo, Michigan 49009 unless specified differently in the course description. All courses are delivered in English.

KCHA is ADA compliant with the Planning and Zoning Commission of Oshtemo Township. The school for Massage Education/KCHA is completely barrier free and accessible for disabled students. If you have special needs due to physical, mental/emotional and/or educational challenges, or if you have difficulties with the English language, it must be noted in the enrollment application as well as brought to the immediate attention of the admissions advisor.

Faculty & Staff

One of the school's greatest assets is its faculty. Instructors are all practicing massage therapists or health practitioners in a related field, for at least two years professionally. In addition, the training each instructor has had is extensive. Instructors first assist in the classroom prior to participating as an instructor. All instructors are employed part time.

An overseeing or training instructor is always in the room with them until they demonstrate proficiency in a number of areas. These include classroom prep, student documentation, outline preparation, presentation skills, facility with classroom dynamics, an understanding of learning styles and application of them, feedback to students both verbal and written.

We are proud of the quality of our education and know that it is because of the quality of our instructors.

Feel Free to Ask Questions

For any questions, you can always start with your instructor. If you want or need to, you can also request a meeting with the Director of Education. We're all here to help and support you.

Student Meetings with Instructors

At any KCHA during a particular course a student may request a meeting with the instructor. The purpose of the meeting may vary from course content to professional development. The instructor may also request a meeting with a student for similar reasons.

We encourage students to use these meetings as soon as they realize there may be a problem.

Finances

Tuition

Massage Therapy Training 625 hours \$12,812

All hours are with an instructor.

Payment Options for the Massage Therapy Training

To assist students with their payment for the Massage Therapy Training, we have developed the following tuition payment options.

Option 1: Payment in Full

The student pays the full tuition prior to the start of the first class in the Program. Pay with cash or address a check or money order to Kalamazoo Center for the Healing Arts (KCHA).

Option 2: Payment Plan

If the student defaults on any payment, KCHA reserves the right to refuse the student admittance to class until all past due payments, handling fees and late fees have been paid in full or renegotiated to the satisfaction of the school. Attendance policies remain in full effect throughout.

*****Important** To remain eligible to attend class, all students must be current with payments on KCHA payment plan.***

Tuition Refund Policy

The State of Michigan states that “All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An applicant fee of not more than \$25.00 may be retained by the school if the applicant is denied. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days.” Note: School for Massage Education/KCHA has no application fee.

For students enrolled in KCHA Professional Massage Therapy Training Program: We will refund 100% tuition (less \$300 deposit) of all classes not started up to 30 days from start of program. After 30 days of program start, no refunds are granted. Once a course has been started, no refunds are available. KCHA agrees to refund tuition within 90 days of receiving a letter of withdrawal from the student.

Additional Expense List

Massage Table- Brand new Massage Warehouse.com	\$375.00
Massage supplies: sheets, bolster or pillow, oil, etc.	\$100.00
School uniform/Scrubs	\$50.00

Textbook

Massage Therapy: Principles & Practices, 7th Edition by Susan Salvo	\$65.00
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This is currently the only book you will need to purchase.

All others will be digital and content will be provided.

Additional Expense Estimate

* Prices are always subject to change. These are estimated prices.

Student Services

KCHA provides students with support through the Instructor and Director. Assistance is provided through academic advising, scheduling, tutoring as needed, and any other specific need a student may have. If KCHA does not have what is needed, referrals to inexpensive or free services in the community are located to assist the student with their needs. Placement assistance is supported in the Business Practices course near the end of training.

Academic Expectations

Satisfactory Academic Progress Policy (SAP)

This policy is established for all students attending Kalamazoo Center for the Healing Arts (KCHA) and is given to each student on or before the first day of class, and is the same for all students within the program. In order to be making satisfactory academic progress toward a certificate, the student must maintain specified grade averages and proceed through the program at a pace leading to completion in a specified KCHA time frame. Satisfactory academic progress will be evaluated at regular intervals during the program.

Three measures of the Standard

There are three components of the SAP requirements that all students must meet. If students do not meet all three of these requirements, they will not be eligible for graduation.

Qualitative Standard

1. The student must maintain an all over academic grade point average of 90% minimum.

Quantitative Standard (Completion Ratio)

2. The full time KCHA massage therapy student at (12) hours per week normally takes (50) weeks to complete. The maximum KCHA frame for completion is (75) weeks. All massage therapy students are evaluated at the end of each course (12 weeks depending on course length) and determination for SAP may be conducted at 14 1/2 weeks, 24 weeks, and 50 weeks. If students fail to complete the program within the 150% timeline, any incomplete course(s) will be recorded as an Incomplete. Then to complete their program, students would need to reapply for school, pay registration fees again and pay tuition on all courses needed to be retaken for graduation. Students will receive a certificate of completion when they have fulfilled all requirements.
3. Students must meet the specific conditions for incompletes, withdrawals, and repetitions.

Withdrawals and repeats will affect maximum KCHA frames. Incomplete assignments must be completed within three days of the last class date. If this does not occur the course grade will be an Incomplete and the course will have to be repeated and will affect SAP.

If a student falls below either criterion listed above in number (1) through (3) the student will be placed on probation. The probationary period will last for one month for the massage therapy program. If at the end of the probationary period the student has achieved the required cumulative rate (GPA & Completion Ratio) they will be considered to be making SAP. If the student fails to maintain satisfactory progress by the end of the probationary period, he/she is considered failing and is subject to termination from the program.

KCHA does not offer non-credit, remedial, or advanced courses.

Reinstatement

Students who have been terminated from the program may seek reinstatement by achieving both the cumulative completion rate and cumulative grade average. Students will be evaluated at the end of each course (after reinstatement) to assure that they are achieving SAP.

Students have a right to appeal:

Students who feel that they have been terminated due to extenuating circumstances beyond their control may appeal. The appeal must be submitted in written form to the school director within 5 business days of notification and addressed to: school for Massage Education/KCHA: 5320 Holiday Terrace, Suite 5, Kalamazoo, MI 49009, explaining the extenuating circumstances. The student is advised to provide supporting documentation and is advised that the school may request specific documentation of the reason(s) stated in the student appeal.

Students also have the right to appeal grades and probation decisions.
Kalamazoo Center for the Healing Arts

School Policies

In addition to the policies in the “Student Enrollment Agreement,” the following policies also apply.

Attendance Policy

The school for Massage Education/Kalamazoo Center for the Healing Arts (KCHA) is primarily considered to be a vocational school when it comes to an attendance policy. Attendance at all classes is optimum and expected. Some aspects of classes cannot be re-created. For those that can be recreated we have a make up policy listed below. Please remember in all instances, the more you communicate with your instructor as soon as you know you'll be late or absent, the easier it is for the school to support you.

Call all Instructors at the school for Massage Education/KCHA or on their cell phone, until you reach them in person. ***Leaving a message does not handle it.*** Connecting with your Instructors in person handles it, and gives you a next step.

Late Arrivals

If you are going to be tardy or absent, let your instructor know as soon as you know. If a student is not in their seat and ready to begin class (personal needs attended to, all items put away, etc.) at the designated start KCHA he/she will be marked tardy. Three (3) tardies will constitute one hour of absence from class or the sum of KCHA late, whichever is greater. This KCHA missed will be counted toward the student's overall absences for that class.

Absences

If you must be **absent** for part or all of any class, let your Instructor know as soon as you know. **You may not return to class after an absence until you have connected with your Instructor directly.**

In the event of an absence that can be made up, no more than 10% of the course content can be made-up and still result in completion of the course. You may not miss more than 10% of the course hours. Missing more than 10% of the course hours will result in an automatic incomplete.

If you have an emergency that will affect your attendance or participation in the course in any way, please let the Instructor know as soon as you are able. We are willing to work with you to handle the situation for the highest good of everyone.

Make-Up

An hourly fee will be assessed to make up missed course content. Details of the make-up will be arranged with the Instructor and/or the Student Affairs Liaison. Make up fees **MUST** be paid at the KCHA of the make-up. NO exceptions will be allowed. The fee is \$35/hour for lectures or exercises. The fee for tablework is \$70/hour.

Incompletes

If for some reason you do not complete a course in which you are enrolled, you must successfully audit the entire course at the full tuition to complete the Professional Massage Therapy Training Program at the school for Massage Education/KCHA. **Incompletes** may be due to attendance, incomplete assignments, lack of demonstration of mastery of work in the course, or other reasons. To receive credit for the course, incompletes must be remedied within three days of the last course date.

Leave of Absence

A student may request a **Leave of Absence** due to an emergency or life-changing situation, e.g., death in family. The 'Leave of Absence' agreement will be decided between each student and the school for Massage Education/KCHA. The agreement will be written and signed by the Student Affairs Liaison and the student. There is no fee for a Leave of Absence. A Leave of Absence extending beyond six (6) months requires re-application to the program.

When the reason for the 'Leave of Absence' is a medical reason, it is then called a 'Medical Leave of Absence'. The same process applies as above.

If a student is out of class for 30 days or longer without prior arrangements, they will be withdrawn from the program and will need to reapply to the program to re-enter.

Withdrawal

If a student withdraws from a course, the course must be retaken and completed for a student to receive credit for that course.

If a student withdraws from the program and wishes to reapply to KCHA, he or she must complete a re-entry application indicating what the circumstances were that led to their withdrawal, and what has changed to support a different outcome. A meeting with the Director is scheduled to gather information and begin the assessment process regarding courses still required, level of performance of massage, and financial agreements.

Expulsion

The school for Massage Education/KCHA reserves the right to expel a student where the school determines, in its sole discretion, that a student is conducting him/herself inappropriately and it is affecting the student's or other students' performance and/or safety in the program. Students expelled are not eligible for a tuition refund.

If the student is unable to successfully complete the program within the maximum time frame of 18 months, the student is not eligible for graduation. The student may reapply to retake the complete program at current tuition rates.

Medical Release Policy

A student who is under the care of a physician and who has been directed by their physician to limit their physical activity, must provide KCHA with a written release prior to their participation in classroom activities. Classroom instruction requires physical participation. KCHA does not wish to jeopardize a student's health or the integrity of our program.

A medical release form is to be completed and signed by the student's physician. (A copy of this form is included in this handbook on page 50) Upon returning the completed medical release form and meeting with the instructor and/or Director, the student may participate in classes.

Dress Code

Students at the school for Massage Education/KCHA are in training to become professionals and are encouraged to dress accordingly, both in the classroom and during on-site experiences in the community. Remember that the intention and focus of this policy is to dress in a manner that is professional, comfortable and does not sexualize massage.

Uniforms required for Clinic and On-sites ONLY

- KCHA SCRUBS
- Closed toe shoes with socks, shoes conducive to good body mechanics, i.e., low or flat heels
- No hats

For Bodywork classes

Comfortable, professional casual – Please see your class instructor if you have any questions. Examples are listed below:

- Closed toe shoes with socks, shoes conducive to good body mechanics, i.e., low or flat heels.
- NO torn jeans, sweats, or thin yoga pants
- NO Hats
- If wearing skirts, consider leggings under the skirt
- If wearing leggings, make sure the top/skirt/dress is long enough to (prevent seeing underwear)
- If wearing shorts, they need to be 2-3 inches above the knee when sitting

For all other classes

- Same as listed under the Bodywork classes with the exception of shoes, you may wear open toe shoes, boots, etc.

In all instances, good hygiene needs to be observed. Body and breath should be clean. Nails trimmed, filed and clean. Hair out of the face or tied back if long. Remember that as a massage therapist you will be in a small, warmer-than-usual space in close proximity to another person.

Facial piercings and other body modifications can be an important part of self-expression. Each student will be worked with on an individual basis to find the balance between self-expression and professionalism.

Cell Phone Policy

As part of your training to be a professional massage therapist, KCHA supports behaviors that demonstrate this professionalism. This includes turning your cell phone OFF prior to class (just as you will when going into a session). We require that you do not use cell phones during class or clinic hours. This will give you the opportunity to practice being without your phone.

Cell phones are contraindicated in the therapy room/classroom due to the camera feature as well as the distraction they can be. Having any kind of camera or video device in the therapy room/classroom is not appropriate and does not support the safety of the client. Instructors will remind you at the beginning of each class to turn your phone off. In the event that your phone is still on and rings during class, you will receive a warning. In the event that it rings a second time, you will be asked to leave the class and be required to do, and pay for, a make up for the class missed.

If you have an emergency, and need to leave your phone on vibrate, let your Instructor know at the beginning of the class. This will ensure that the safety of the group is preserved.

State Regulations

Licensing in Michigan

Licensing of massage therapists in the state of Michigan was enacted on November 29, 2012. According to the law, all massage therapists must be licensed with the Department of Licensing & Regulatory Affairs, Bureau of Health Professions, Board of Massage Therapy.

After November 29, 2014 all candidates for a massage therapy license in the state of Michigan will need to:

1. Fill out an application
2. Meet with the director of admissions for an interview
3. Have a high school diploma (or equivalent) And/ Or college transcripts or diploma
4. Graduate from an approved supervised curriculum of at least 625 hours
5. Pass the approved licensing exams (MBLEx)
6. Get fingerprinted/Pass Criminal Background Check

There may be other permits that are required by the city or township the practitioner works in. Contact your County Health Department and your city or township clerk's office for any ordinance or zoning laws that require a permit.

Personal Conduct

The following documents have been developed to assist each student in knowing what appropriate behavior is expected of them and what they can expect from fellow students as they pursue the study and practice of massage therapy.

Student Code of Ethics

Every student at Kalamazoo Center for the Healing Arts (KCHA) agrees to abide by the school's 'Student Code of Ethics'. As a student member in AMTA (American Massage Therapy Association) or ABMP (Associated Bodywork and Massage Professionals), every student also agrees to abide by 'ABMP's Code of Ethics.' This is required as a student to prepare for the professional level expected within the profession of massage and bodywork.

Ground rules and Guidelines

KCHA has a set of 'Ground rules and Guidelines' to create group agreements and a safe space within which to learn and practice massage. Every student agrees to abide by these ground rules and guidelines for their safety as well as for others.

Boundary Protocol Agreement

Within the profession of massage, physical, emotional, intellectual and energetic boundaries are extremely important. Every student is asked to sign a 'Boundary Protocol Agreement' and to use the 'Report for a Boundary Crossing Event' (p. 44) as needed.

Lunch

There is a refrigerator, microwave & toaster in the kitchen area that students may use for their lunches. Please clean up after yourself. When in the classroom, treat the space as you would a therapy room. Keep food in the student commons area or outside in the warmer weather. Water containers may be used in the classroom as long as they have a lid on them.

Smoking

We strongly encourage students who are training to be Professional Massage Therapists and Bodyworkers to let go of smoking. We are willing to assist with this process. However, if you choose to smoke either cigarettes, electronic cigarettes, or a vaporizer pen, please do not smoke on the premises, including the parking lot

Chewing Gum

Gum chewing is prohibited in the classroom.

Photos

Due to agreements of confidentiality, please do not take pictures or use tape recorders in classes and/or on the property at school for Massage Education/KCHA without the express written permission of the director.

ABMP or AMTA Student Membership

Associated Bodywork and Massage Professionals and American Massage Therapy Association are organizations providing representation, support, liability insurance coverage, and networking for individual practitioners and bodywork organizations internationally.

AMTA is free for students and ABMP offers a student membership for \$65. This membership (or its equivalent) is required by KCHA for each student. This membership provides liability insurance that covers the student while working on other students or the public, as part of class assignments.

How to Refer to Yourself While in Training

Our Massage Therapy Training consists of 625 contact hours. Until you have successfully completed the entire program and received your certificate of completion, you are not “trained by Kalamazoo Center for the Healing Arts (KCHA)” but are a “student at KCHA” or are “in training at KCHA”.

We ask that you use those words when speaking about yourself and referring to your training at KCHA’s Massage Therapy Training. This may seem like semantics; however, we have found that it is important to be clear about our standards as a school and what our relationship is with you as a student at KCHA.

Kalamazoo Center for the Healing Arts

Student Code of Ethics

As a student of Massage and Bodywork at Kalamazoo Center for the Healing Arts (KCHA), I agree to the following Code of Ethics.

I agree:

To abide by the “Ground rules and Guidelines” as presented in each of the classes, whether I am in a specific class or not.

To remember that my actions, choices and behaviors do reflect upon the profession of Massage and Bodywork and upon my school and I agree to make conscious choices.

To work within the level of practice for which I have been trained and to make my status as a student of Massage and Bodywork clear to my clients prior to working with them in a session. If I choose to practice, I agree to practice within the legalities set forth by the local ordinance.

To not work in jobs that have a perspective that is counter to the intention of Massage and Bodywork (using healing touch to support an individual’s respect and healing of the body); i.e., stripper/dancer, bouncer, boxer, etc.

To seek professional help to assist me with situations in my own self and life that interfere with the intention of Massage and Bodywork; i.e., abusing another person/child, addiction to drugs or alcohol, continuing to be a victim of abuse, emotional instability, mental depression, etc. The school for Massage Education/KCHA reserves the right to direct a student to take a leave of absence to handle such issues in their lives.

To speak directly to an Instructor or Student Affairs Liaison within the Program at the school for Massage Education/KCHA when a point of confusion, disagreement or imbalance occurs regarding the Program and Training at the School, or my process within it.

To use my training as a Massage Therapist and Bodyworker at KCHA as an opportunity to heal myself and work from my strengths as I come forward to work with others.

Not to solicit the sale of goods or services for my benefit while representing KCHA at on-site events or while on KCHA premises.

To abide by the AMTA or ABMP Student Code of Ethics as outlined in your AMTA or ABMP membership packet.

Kalamazoo Center for the Healing Arts
Ground rules & Guidelines

Ground rules

At the Kalamazoo Center for the Healing Arts (KCHA) these are the same for all classes:

Take care of yourself so you can take care of others.

Don't hurt yourself and don't hurt others.

Use everything for your learning, upliftment, and growth.

Guidelines

These may have additions for specific courses. The following is a sample of what may be included:

Be respectful of self, others, and the environment. Be aware of smells (smoking, colognes, breath, etc.) and trash (cigarette butts, cups, tissues, etc.). Clean up after class.

Be on KCHA and be present when you arrive - in the morning, after lunch, after breaks.

Observe confidentiality. Respect boundaries: physical, emotional, etc. No side-talking.

This is your process. Use ownership language. Participate 100%. Be Honest.

Give feedback on work received in class. Rotate partners.

Complete the course - including journal writing, homework assignments and payments.

The practitioner/client (student/student) relationship allows no room for sexuality or other manipulative elements.

Refrain from recreational drugs and alcohol during class hours and whenever you are doing session work.

Any student not observing the ground rules and guidelines will be asked to correct their behavior. If the behavior continues, they may be asked to leave class. Consent of the Instructor and the Director is required for re-entry.

I agree to abide by these Ground rules and Guidelines while at the school for Massage Education/KCHA.

Please Print Name

Signature

Date

Kalamazoo Center for the Healing Arts

Student Communication and Grievance Policy

This policy does not cover absences, pre-arranged or unplanned. That policy is in the Instructors' Handbook and uses the Absence Occurrence Form and Make Up Form. The exception to this is when a student doesn't complete the make up for a missed class and then incurs an 'Incomplete' in the class. The instructor will then initiate interaction with the Director.

There are two categories of interaction that the Director deals with:

- A. Student Initiated
- B. School Staff Initiated

A. Student Initiated

Student initiated interactions with the Director may be for any of the following reasons:

- Boundary crossing relative to another student or instructor
- Schedule changes
- Financial agreement changes
- Ideas for upgrades or changes in the curriculum, facility, etc.
- Incompletes or broken agreements by the School of Massage & Bodywork; e.g., table orders
- Miscellaneous complaints regarding something that's not working

If a Boundary Crossing is involved, it is requested that the student complete the appropriate form. It is not required that the student fill out the Boundary Crossing Event form prior to meeting with the Director.

The agenda for the meeting between the student and the Director is to gather information, answer questions and concerns and create a next step. If the situation is completed to the satisfaction of both parties, the Director documents the meeting. The student receives a copy of the notes (which they sign). The notes also are filed in the student's file.

If the situation is not resolved, the Director documents the meeting and meets with other appropriate staff; e.g., Instructor(s), Admissions Director, other students, etc. A next step is determined and the Director meets with the student. If other staff are required for clarification or next steps, they are present at the meeting.

This process will be repeated until a completion that all parties are clear about is reached.

B. School Staff Initiated

KCHA personnel may have reason to involve the Director in an interaction with a student. Some reasons may be:

- Missed financial agreements or payments
- Absences not made up as agreed upon
- Incomplete in any course
- Concerns with Satisfactory Academic Progress

The staff who initiates the interaction between school personnel and a student meets with the Director to determine the next step. A meeting is set with involved parties, including the student, and the process defined above is followed to satisfactory completion of involved parties.

Students who wish to file a complaint with the state of Michigan may do so at www.michigan.gov/pss.

Include:

- Sexual Harassment Policy Addendum
- Boundary Protocol Agreement
- Report for a Boundary Crossing Event

Sexual Harassment Policy

The Kalamazoo Center for the Healing Arts (KCHA) is committed to preventing sexual harassment, to investigating claims of harassment in a timely manner, and to reaching a fair resolution that includes appropriate and corrective action.

Background and Context

Wading through sexual boundary issues in a massage classroom is a complicated process. While we regularly teach students how to set good sexual boundaries with their clients, they often forget to teach students how to interact in the subtle day-to-day environment of the classroom. In massage school, students play a number of roles (client, therapist, student, friend, etc.) and social exchanges run the gamut from professional and polite to flirtatious and sexual. In this setting, it is important to educate students so that they can set appropriate professional boundaries both with fellow students and their future clients. Increased awareness also helps students to identify when a situation requires an informal response and when sexual harassment is occurring and must be addressed formally.

Sexual Harassment Defined

According to the U.S. Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. EEOC states that sexual harassment occurs "when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment."

Sexual harassment in educational settings is further defined in Title IX of the Education Amendments of 1972. Sexual harassment can take two forms: *quid pro quo* and hostile environment.

In quid pro quo cases, harassment occurs when a school employee's conduct causes a student to believe that he or she must submit to unwanted sexual behavior in order to participate in a school program, receive financial aid, or pass a class.

In a hostile environment case, unwanted sexual conduct is so pervasive, persistent, or severe that it affects a student's ability to participate in, or benefit from, an educational program. The Instructor, another school employee, a student, or even somebody visiting the school can create a hostile environment.

Sexual conduct becomes unlawful only when it is unwanted (in adult education settings). For this reason, the EEOC suggests that "the victim should directly inform the harasser that the conduct is unwelcome and must stop. The victim should use any complaint mechanism or grievance system available."

Examples of Sexual Conduct that May be Considered Harassing

- Brushing against, hugging, patting, or touching a person's body unnecessarily.
- Displaying or distributing sexually explicit drawings, pictures, and written materials (for example, bringing a magazine featuring nude images to school and reading it in the classroom).
- Insinuating that the student's grade will be improved if he or she submits to sexual advances by the instructor.
- Gender-based harassment, which includes verbal, nonverbal, or physical intimidation or hostility based on sex or sex-stereotyping (heckling of a gay student based on the student's sexual orientation, sabotaging of a female student's written assignment by a group of male students, etc.).
- Making repeated and unwanted requests for dates, sexual flirtation (repeatedly calling someone an unwanted nickname with a sexual connotation such as Romeo, Sexy, Handsome, etc.), or propositions of a sexual nature.
- Making sexually explicit comments, sexual jokes, sexual questions, or sexist comments.
- Touching oneself sexually or talking about one's sexual activity in front of other students.

Informal Complaint Procedure

If you believe that another individual is harassing you, the school encourages you to firmly and promptly notify the offender that his or her behavior is unwelcome and that it must stop. This approach should only be used if you feel that the severity of the behavior warrants an unofficial resolution to the matter.

In the case of a sexual assault (any type of unwanted sexual touching), an informal procedure is not appropriate and you should file a formal complaint immediately.

In situations where power and status play a role in the relationship of the alleged harasser to the victim (i.e., Instructor/student, supervisor/employee, etc.) the formal complaint process should also be used.

Confrontation can be difficult. If you feel unsafe confronting alleged harassers follow the formal complaint procedure.

Informally, you can write alleged harassers a letter describing the behavior that is unwelcome and state that the behavior is unwelcome and must stop. Include the date, time, place, and details of the incident. Explain to alleged harassers how their behavior makes you feel. Keep a copy of the letter.

If you have followed one of the informal procedures listed above and the behavior does not stop immediately, file a formal complaint.

Formal Complaint Procedures:

Oral Complaints

A student who believes that he or she has been sexually harassed may report the incident to any Instructor, administrator, or the Student Affairs Liaison. Any school personnel (EC, SAL, Instructor, etc.) who receives a complaint must report it in writing to the Student Affairs Liaison within 24 hours.” The Boundary Crossing Event form may be used otherwise, all pertinent information should be noted including student name, date/KCHA reported, date/KCHA of the event, location, and pertinent details.

Written Complaints

An individual who believes that he or she has been sexually harassed may submit a written complaint to the Student Affairs Liaison. Complaint forms are located in the Student Handbook, and in the School Office. The complaint need not be made on an official form to be valid.

Anonymous Complaints

Anonymous complaints will be accepted in the same manner as authored complaints and investigated to the full extent possible.

Third-Party Complaints

Any school employee who receives information concerning employee-student sexual harassment must report immediately such information to the Student Affairs Liaison or the Director.

The content of all complaints should include the name of the complainant, a description of the offending behavior; the date, time, and place where the behavior occurred; the name of the alleged harasser; or, if this is not known, any other useful information that may be used to identify the alleged harasser and the names of any witnesses or information that may be useful in identifying them. A Boundary Crossing Event form can be used for reporting sexual harassment.

Investigation of Complaints

Within five business days of receipt of the complaint, the Student Affairs Liaison will interview the complainant, witnesses, and the alleged harasser.

Within thirty days of receiving the complaint, the school will determine whether sexual harassment has occurred. The school must conclude that sexual harassment has occurred before imposing disciplinary actions. The nature and circumstances of the incident will be considered.

Within five days of reaching a decision, the school will report its findings to the parties involved and decide on appropriate disciplinary action. Actions may include a leave of absence, or termination from the program or employment.

Appealing a Complaint of Sexual Harassment

The alleged harasser and/or the victim of sexual harassment have the right of appeal. Within five business days of receiving the decision of disciplinary action, either party may appeal, in writing, to the Student Affairs Liaison. The Student Affairs Liaison will convene a hearing including all

parties involved, the Student Affairs Liaison, Director and a neutral facilitator as soon as possible and within thirty days. The hearing will consider the appeal information and reach a decision to annul the previous decision, amend it, or support it.

An internal investigation and remedy is not the only option available for the complainant, who may also contact the U.S. Department of Education Office for Civil Rights, the U.S. Civil Rights Division of the Department of Justice, and the U.S. Equal Employment Opportunity Commission (for school employees wishing to appeal a decision).

References

ABMP's website, Resources for Massge School Administrators,"Preventing Sexual Harassment," http://www.abmp.com/school_administrators/school_operations.php

U.S. Equal Employment Opportunity Commission, "Facts About Sexual Harassment," <http://www.eeoc.gov/facts/fs-sex.html> (accessed 3/10/06).

ⁱⁱCoordination and Review Section Civil Rights Division of the Department of Justice, "Title IX of the Education Amendments of 1972,"

<http://www.usdoj.gov/crt/cor/coord/titleix.htm>(accessed 3/10/06).

ⁱⁱⁱOffice for Civil Rights, "Sexual Harassment: It's Not Academic,"

<http://www.ed.gov/about/offices/list/ocr/docs/ocrshpam.html> (accessed 3/10/06).

^{iv}American Association of University Women Educational Foundation, Harassment Free Hallways: How to Stop Sexual Harassment in Schools. A Guide for Students, Parents, and Schools," <http://www.aauw.org/ef/harass/pdf/completeguide.pdf> (accessed 3/13/06).

Academic Honesty Policy

Within the Kalamazoo Center for the Healing Arts (KCHA) Massage Therapy program, ethical conduct is an essential element of successfully completing the program and becoming a professional Massage Therapist. Academic dishonesty compromises the process of fair and equitable evaluation of all students' academic performance. Students engaging in such practices are denying themselves the benefit of an Instructors' accurate assessment and feedback, thereby hindering their academic and professional development. Each student is expected to accept her/his responsibility to maintain honesty and integrity in all endeavors inside and outside the classroom.

Academic Honesty Policy

Students are expected to conduct their academic affairs in a forthright and honest manner. Cheating and plagiarism will not be tolerated. KCHA reserves the right to expel a student where the school determines, in its sole discretion, that a student is conducting him/herself inappropriately and it is affecting the student's or other students' performance and/or safety in the program. Students expelled are not eligible for a tuition refund.

Definitions

Cheating - The actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit. Cheating is not limited to examination situations only, but it includes any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Cheating includes, but is not limited to:

- The falsification of data, information, or citations in any formal academic exercise including but not limited to trade feedback forms, session logs and primary client information.
- Obtaining or providing unauthorized information during an examination through verbal and/or visual communication through the use of unauthorized books, notes, texts and other materials.
- Obtaining or providing information concerning all or part of an examination prior to that examination.
- Obtaining answers for an exam from another student's exam sheet.
- Taking an examination for another student, or arranging for another person to take an exam in one's place.
- Submitting someone else's work as your own or allowing another student to submit your work as their own
- Lying about the reason for not submitting a report on time.
- Claiming an assigned share of a team report, toward which insufficient or no contribution was made.
- Plagiarism – A specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material as one's own work in a situation where originality is acknowledged and rewarded. Plagiarism is not a crKCHA

however a case for civil law may be made if the plagiarism is substantial enough to constitute copyright infringement.

Students caught cheating will be given zero points for their assignment or exam, and the offense will be reported to the Director. The accused student will be notified of all charges within 10 days of the incident being brought to our attention. The Instructor and Director will meet with the student in person to discuss the situation. Removal from the course and/or program may be an option at that time.

Disciplinary actions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than school suspension or expulsion. Cases involving the imposition of sanctions other than school suspension or expulsion shall be expunged from the student's confidential record, consistent with the schools schedule of record disposition.

Student Rights

Every student has the right to be informed of the charges against him or her, to be informed of the nature of the evidence supporting such charges, and to have a meeting at which KCHA statements and evidence in his or her own behalf may be submitted.

Appeals

The student has the right to an appeal. Within five business days of receiving the decision of disciplinary action, either party may appeal, in writing, to the Director. The Director will convene a hearing including all parties involved: the Student, Director and a neutral facilitator as soon as possible and within thirty days. The hearing will consider the appeal information and reach a decision to annul the previous decision, amend it or support it.

An internal investigation and remedy is not the only option available for the complainant, who may also contact the U.S. Department of Education Office for Civil Rights, the U.S. Civil Rights Division of the Department of Justice, and the U.S. Equal Employment Opportunity Commission (for school employees wishing to appeal a decision).

KCHA
Boundary Protocol Agreement

In order to provide a safe environment for all students and clients, the following protocol has been developed.

Boundaries can be crossed in a variety of ways and degrees. This protocol is a foundation for dealing with such events fairly and quickly to continue to maintain a safe environment for all concerned.

Examples of boundary crossing include, but are not limited to, off-color jokes or remarks of a sexual, ethnic or otherwise discriminatory nature; inappropriate touching, i.e., touching without permission; crossing draping boundaries during tablework.

All incidents with students will be documented, signed, dated, reviewed by the primary Instructor plus one other Instructor, signed by them, and placed in files of ALL involved.

Individual meetings with persons involved will be scheduled with the Instructor and Student Affairs Liaison to clarify what occurred.

For the first event, the student who crossed the boundary is given a verbal warning and the documentation is put in their file.

For the second event, a written warning is given with the information that if there is a third event, they will be asked to leave the school for Massage Education/Kalamazoo Center for the Healing Arts (KCHA) and NO refund of tuition will be given.

For the third event, the student will be expelled from the school for Massage Education/KCHA with no refund of tuition.

At any time, the severity of an incident may deem it necessary to go directly to the third step and expel the student from the school for Massage Education/KCHA. This is at the discretion of the school for Massage Education/KCHA.

This policy applies to all events in the classroom and other activities associated with or pertaining to the Professional Massage Therapy Training Program at the school for Massage Education/KCHA.

I have read and understand this policy and agree to abide by it as a student at KCHA and to let an Instructor know if I have information regarding a boundary crossing event.

Student Signature

Date

Student Name PRINTED

Kalamazoo Center for the Healing Arts
Report for a Boundary Crossing Event

In keeping with the Ground rules and Guidelines to take care of yourself so that you can take care of others, we have created this form for you to report a boundary crossing event. We know that this can be very challenging for you and appreciate your willingness to come forward in your honesty to support yourself and the profession. If you would prefer, you may share your information in person with an Instructor of your choice, or the Director.

Name _____ Today's Date _____

Date of the event _____

Where this occurrence happened (e.g. during in class table work, at lunch, in the bathroom, on a break, during a trade, etc.)

Who was involved (name of Student, Assistant, Instructor, KCHA Staff member, etc.). This will help us take the appropriate next steps. If you are concerned about confidentiality and what may happen to the person/persons that you name let us know that so that we can support you.

Please give a detailed description of the occurrence in the best way you can. Remember that you will not be judged and that this is for the highest good. Feel free to use another piece of paper or the back of this form. Be as complete as possible.

When completed give this to the person who you feel comfortable with or the Director's Executive Assistant if that person is not available. Thank you for taking this important step.

Kalamazoo Center for the Healing Arts

School For Massage Education
Kalamazoo Center for the Healing Arts
5320 Holiday Terrace, Suite 5
Kalamazoo, MI 49009

Student Absence & Make-Up Form
Part 1

Instructors: Complete this form and have the student sign at the bottom. Make 2 (two) copies. Give one copy to the student. Make one copy for the Educational Clinic for bodywork make-up (or give it to the office for lecture makeup). Keep the original in the course attendance file.

Student Name: Instructor:

Course Number: Date Missed:

Course Title: KCHA
Missed:

DUE BY:

Material Missed (give details):

A (tablework):

**attach missed tablework to this form before posting in staff room

B (lecture):

C (project):

The student named above, in order to receive partial credit hours for the missed subject materials, must complete the following tasks with a make-up instructor and/or bodyworker by the deadlines listed.

<u>Activity</u> (brief description)	<u>Personnel</u>	<u>Est. Time</u>	<u>Fee/hr</u>	<u>ActualTime</u>	<u>Complete</u>
A:					[]
.....					[]

					[]
B:					[]
					[]
C:					[]
					[]

If tablework is required, please specify if the student is giving, receiving, or both

Instructor Signature	Date
----------------------	------

This form indicates that the student, named above, was absent from class and missed subject material that needs to be covered in order for the student to gain a completion for the course. The student is responsible for paying for the make-up session (be it bodywork or tutorial) at the KCHA the services are rendered. The fee is to be paid in the school office for any make-up. A receipt for payment is to be attached to the Student Absence & Make-Up Feedback form Part 2.

I, the student, understand that it is my responsibility to schedule a KCHA with my Instructor, a tutorial instructor, or a bodyworker, in order to make-up the material I missed due to my absence. With my signature, I acknowledge that I have received this form, that I was absent on the above mentioned date, and that I must make-up the material I missed in order to gain a completion for the course.

Student Signature	Date
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Kalamazoo Center for the Healing Arts

School for Massage Education
Kalamazoo Center for the Healing Arts
5320 Holiday Terrace, Suite 5
Kalamazoo, MI 49009

Student Absence & Make- Up
Feedback Form

Part 2

Student
Name:

Course
name:

Date:

Due by: _____

Give a brief description of the make-up (what type of bodywork, lecture topic, etc):

Student Feedback

To receive credit, fill out the following and return this form to your instructor.

What did you learn from this
session?

Giving examples: how can the presented material be applied to your career as a massage
therapist?

What feedback/feedforward do you have for your
instructor?

If you received Bodywork, please answer the following additional questions:

What did you learn that can strengthen/enhance yourself as a
bodyworker?

.....
What did you learn from giving this
bodywork?
.....

.....
What did you learn from receiving this
bodywork?
.....

Student signature

Date

[] Is the payment receipt attached? (Answer must be yes)

Instructors: After receiving the completed form from the student, fill out the hours of credit given for this make-up session, the date the credit was given and then sign the form. Make two copies. One copy is returned to the student for their records. One copy goes in the student's file with a copy of the receipt attached. The original is placed in the attendance file for the course with the receipt attached.

hours

Credit Given

Date

Instructor Signature

MEDICAL RELEASE FORM

Kalamazoo Center for the Healing Arts
5320 Holiday Terrace, Suite 5 Kalamazoo, MI; 49009

kcha@kcha.com

Please submit this form to your physician and have her/him complete and return to the above address.

Applicant's Name _____ Day Phone _____

Address _____ Eve Phone _____

City, State, Zip _____ Date of Birth _____

Social Security Number _____

I, _____, authorize my physician to release needed medical information to Kalamazoo Center for the Healing Arts (KCHA)

Signature _____

Dear Physician,

The person listed above is applying to become a student at KCHA. Training in massage therapy requires students to be in contact, through touch, with fellow students. In addition to visual and auditory classroom demands, students must be physically capable of both giving and receiving massages frequently. This includes instruction in the use of lymph drain techniques and deep muscle massage.

Please verify that this applicant is free of any infectious diseases and has no medical condition or contraindications that would prevent her/him from safely performing or receiving massage and bodywork. Also please consider whether any medications taken by this applicant would interfere with her/his ability to participate fully in class.

Physician's Name (please print) _____

Physician's Signature _____ Phone Number _____

Address _____

City, State, Zip _____

Physician Comments *(use back if necessary):*

Student Enrollment Agreement

PROFESSIONAL TRAINING PROGRAM

Program Start Date _____

THIS AGREEMENT is entered _____

by and between **Kalamazoo Center for the Healing Arts, Massage Therapy Training Program** (Owned by *Shawval Wisdom Training INC.*)

_____ (student) whose address is _____

PURPOSE

The purpose of this agreement is to ensure the commitment on behalf of both parties (**KCHA** and **student**) to the educational process and training of aforementioned **student** at **KCHA**. This commitment begins as of the signing of this agreement on

BACKGROUND

Student has applied for admission to Massage Therapy training at **KCHA** for Professional Training (the "Program").

KCHA has accepted _____ into the Program and now _____ wishes to enroll in the Program in accordance with the following terms and conditions.

AGREEMENT

It is mutually agreed as follows:

1. Program. Completion of the Program requires the student to attend 625 hours (50 weeks) of instruction, or more, as required by **KCHA**. Student acknowledges receipt of **KCHA** "Student Catalog & Handbook," and agrees to abide by policies set forth in **KCHA** Student Handbook that fully describes the fees, expenses, policies, grading and requirements for completion of the Program.
2. Tuition. Total tuition for the Program shall be Twelve Thousand Eight Hundred and Twelve (\$12,812.00) Dollars.
3. Terms of Payment. Student shall pay tuition in accordance with one of the following options (please check one):

Payment in Full. Students shall pay the full tuition prior to the first class in the Program. The Student may then be registered for the next available start date.

Payment Plan. To set up a payment plan with KCHA/MiaShare, a non-refundable deposit of \$300 is required prior to the start of classes. The student applies with MiaShare and determines their best option. Then the financial coordinator will approve the application and payment schedule and down payment.

There is a custom payment plan that can be made on a case by case basis. We want to work with you if paying for your education is the only thing holding you back. The payment plans are not loans and they do not have any accruing interest. You can pay more at any time, but do not miss a payment. You are able to build credit as MiaShare does report to the credit bureaus. MiaShare charges a 3% handling fee each month to process your payment. There are no hidden fees.

A student will be given a 5-day grace period in order to be eligible to come to class. Any student who does not bring their financial agreement current or successfully renegotiate agreement with KCHA within 5 days will not be able to return to class, will be responsible for makeup fees and may be required to repeat their current course.

4. Method of Payment. Students may pay the tuition by cash, EFT from checking or savings, personal check, money order, cashier's check, or credit card. KCHA reserves the right to require cash payment where KCHA, in its sole discretion, determines Student is a financial risk. MiaShare is available for a convenience fee of up to 3%.
5. Late Payment. KCHA reserves the right to add a Twenty nine and no/100ths (29.00) Dollar late fee for any payments not made by the due date.
6. Non-Sufficient Funds. KCHA reserves the right to add a Thirty-nine and no/100ths (39.00) Dollar fee, in addition to a late fee, and any other reasonable fee for checks returned due to non-sufficient funds.
7. Default of Payment. If Student is late in keeping their financial agreement or defaults on their student payment agreement, KCHA reserves the right to not allow the student to attend class until all past due payments, handling fees and late fees have been paid in full or terms are renegotiated to the satisfaction of KCHA. Attendance policies remain in full effect throughout.
8. Responsibility for Payment. Regardless of how financing is secured, payment in full is the sole responsibility of the student.

9. Participation and Release. Student agrees and understands that he/she will be performing massage techniques on other students and that other students will be performing massage techniques on Student. Students understand that massage and bodywork therapy may result in injury to Student and/or to the person receiving the Student's techniques. Student hereby waives and releases KCHA from any and all claims that Student may have against KCHA for any physical, mental, psychological, emotional, or other injury to Student, or caused by Student during the Program or in practicing Program techniques outside of Class. This waiver and release is binding upon Student, and any of Student's heirs, successors and assigns, and shall apply to any of KCHA heirs, successors or assigns.

Students agree to give and receive all techniques taught.

10. Certificate of Completion. Upon satisfactory completion of the Program, as determined by the sole discretion of KCHA, Students shall be awarded a certificate of completion. Transcripts of completed courses are available on request for a fee. All financial agreements must be satisfied and the student's account must be paid in full in order for a student to receive a transcript and/or certificate of completion. Student agrees not to advertise or promote him/herself as having been trained by or at KCHA unless Student has received a signed, embossed certificate of completion of the Program. It is the student's responsibility to determine whether credits, degrees, or certificates from KCHA will transfer to other institutions or meet employer's training requirements.
11. Prohibition of Controlled Substances. Students shall not attend the Program or an event related to the Program, nor shall they practice any massage modality at KCHA (i.e., in the classroom, during a trade, during student clinic, sporting event, etc.) under the influence of a controlled substance, e.g., alcohol, marijuana, etc. Medical Marijuana is a controlled substance.

Furthermore, students' liability insurance with AMTA and ABMP (Associated Bodywork and Massage Professionals) is invalidated if the student is under the influence of any controlled substance while practicing. KCHA requires that students have valid liability insurance and that students abide by AMTA's and ABMP's policy standards.

12. Conduct. Students shall conduct him/herself in a constructive and positive manner in accordance with the "Ground Rules and Guidelines" and "Code of Ethics" as outlined in the Student Catalog & Handbook at all times during participation in the Program or Program events. KCHA reserves the right to expel Student where KCHA determines, in its sole discretion, that Student is conducting him/herself inappropriately in the Program. Such an event shall be considered an event of default and entitle KCHA to its remedies discussed herein.
13. Solicitation Prohibition. Students agree to not solicit KCHA or any of its employees, other students or others on the premises for the purposes of selling goods or services.
14. Attendance Policy. KCHA is primarily considered to be a vocational school when it

comes to an attendance policy. Attendance at all classes is optimum. Some aspects of classes cannot be re-created. For those that can be recreated we have a make up policy listed below. Please remember in all instances, the more you communicate with your instructor as soon as you know you'll be late or absent, the easier it is for the school to support you.

Call all instructors at KCHA or at home, until you reach them in person. ***Leaving a message does not handle it.*** Connecting with your instructors in person handles it and gives you a next step.

Late Arrivals: If you are going to be tardy or absent, let your instructor know as soon as you know. If a student is not in their seat and ready to begin class (personal needs attended to, all items put away, etc.) at the designated start KCHA he/she will be marked tardy. Three (3) tardies will constitute one hour of absence from class or the sum of KCHA late, whichever is greater. This KCHA missed will be counted toward the student's overall absences for that class.

Absences: If you must be **absent** for part or all of any class, let your Instructor know as soon as you know. **You may not return to class after an absence until you have connected with your instructor directly.**

In the event of an absence that can be made up, no more than 10% of the course content can be made up and still result in completion of the course. You may not miss more than 10% of the course hours. Missing more than 10% of the course hours will result in an automatic incomplete.

If you have an emergency that will affect your attendance or participation in the course in any way, please let the Instructor know as soon as you are able. We are willing to work with you to handle the situation for the highest good of everyone.

Make Up: An hourly fee will be assessed to make up missed course content. Details of the make up will be arranged with the instructor and/or the Student Affairs Liaison. Make up fees **MUST** be paid at the KCHA of the make up. NO exceptions will be allowed. The fee is \$35/hour for lectures or exercises. The fee for tablework is \$70/hour.

The Program consists of 625 hours of supervised instruction. Required student clinic sessions are held on Fridays.

15. Leave of Absence. A student may request a **Leave of Absence** due to an emergency or life-changing situation, e.g., death in family. The 'Leave of Absence' agreement will be decided between each student and KCHA. The agreement will be written and signed by the Director of Education and the student. There is no fee for a Leave of Absence. A Leave of Absence extending beyond six (6) months requires re-application to the program.

When the reason for the 'Leave of Absence' is a medical reason, it is then called a 'Medical Leave of Absence'. The same process applies as above.

If a student is out of class for 30 days or longer without prior arrangements, they will be withdrawn from the program and will need to reapply to the program to re-enter.

Students on leave of absence must continue making tuition payments to maintain their level of absence status.

Withdrawal: If a student withdraws from a course, the course must be retaken and completed for a student to receive credit for that course. If a student wishes to reapply to KCHA he or she must complete a re-entry application indicating what the circumstances were that led to their withdrawal, and what has changed to support a different outcome. A meeting with the Director of Education is scheduled to gather information and begin the assessment process regarding courses still required, level of performance of massage, and financial agreements.

Expulsion: KCHA reserves the right to expel a student where the school determines, in its sole discretion, that a student is conducting him/herself inappropriately and it is affecting the student's or other students' performance and/or safety in the program. Students expelled are not eligible for a tuition refund.

Incompletion of Program: If the student is unable to successfully complete the program within the maximum time frame of 18 months, the student is not eligible for graduation. The student may reapply to retake the complete program at current tuition rates.

16. Refund Policy: The State of Michigan states that *"All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An applicant fee of not more than \$25.00 may be retained by the school if the applicant is denied. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days."* Note: KCHA has no application fee.

For students enrolled in KCHA Massage Training Program: We will refund 100% tuition (less \$300 deposit) of all classes not started up to 30 days from start of program. After 30 days of program start, no refunds are granted. KCHA agrees to refund tuition within 90 days of receiving a letter of withdrawal from the student.



Initial that you have read and understand the refund policy.

17. Class Schedules. KCHA reserves the right to change class dates as needed and all date changes will be agreed upon in writing by all parties involved; i.e., instructor(s) and enrolled students.

In the event that KCHA needs to cancel or terminate any course, all tuition collected will be refunded. Students will be notified no less than five (5) business days prior to the start of the course.

18. Student Clinic. Students understand that the State of Michigan allows a fee to be charged by KCHA for massages given in student clinics. Students will be required to perform these services. The fee charged will be retained by KCHA
19. Default. Student understands that his/her failure to comply with any of the terms and conditions contained in this Agreement constitutes an event of default. Any event of default entitles KCHA to the full amount of Student's tuition, the full amount of Student's deposit, to prohibit Student from further participation in the Program and to any of KCHA other remedies at law. In the event that KCHA is required to take legal action against Student for delinquencies or any other event of default, Student shall be liable for the full amount of KCHA's actual attorney fees, court costs and other expenses.
20. Disclosure Agreement. I give permission to KCHA to share any and all financial, enrollment, attendance and progress documents, as required and/or requested by a lending institution.



Initial that you have read and understand the above statements.

While graduates of KCHA are in high demand, we do not guarantee placement.

I, the undersigned, have read, understand, and agree to abide by all the terms & conditions set forth in the foregoing enrollment agreement. I have also received, read, and understand the current school catalog.

Student Signature	Date

I, **Shawn Compau**, hereby certify that the foregoing enrollment agreement contains all the above conditions made between the above-signed applicant and that said applicant is now officially enrolled in KCHA program for massage therapy training for the course and term specified within.

Shawn Compau, Director of Education	Date
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	Student Initials that they have received a signed copy of this agreement.
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References/Emergency Contacts

In the event that we're unable to contact you, please supply KCHA with two References/Emergency Contacts who do NOT live in the same household.

1.

Name	Relationship
Address	City, State Zip
Email	Phone

2.

Name	Relationship
Address	City, State Zip
Email	Phone

Leave of Absence

Student Name: _____

Today's Date: _____ Last date of class attended: _____

Type of Leave of Absence: _____ Medical
_____ Other: _____

If this is a Medical Leave of Absence,

1. A signed statement from the student's physician is required for this to be valid and honored.
2. A signed Medical Release Form is required for the student to re-enter the school.

Details regarding this Leave of Absence (please be specific regarding what led up to this):

Courses Completed: (include course numbers):

Next Courses:

Proposed Schedule (may be completed upon return):

Estimated return date to classes:

In the event that this agreement is modified in any way, it must be agreed upon by all parties in writing.

Student Signature

Date

Director

Date