



Massage School & Therapeutic Bodywork of Fort Walton Beach LLC

License #3720

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INTRODUCTION

Source Institute was founded by Matthew Wilson and Christie Morgan in 2007 with the purpose of promoting Massage Therapy and to educate individuals aspiring for a career in this field. The institute blends eastern and western medical philosophies to meet the evolving needs of our community.

OWNERSHIP AND CONTROL

Source Institute is owned, governed, and controlled by Source Institute, a registered Florida proprietary school with the Department of State, Division of Corporations.

BOARD OF DIRECTORS

Matthew Wilson – Owner/Chief Executive Officer

LICENSURE AND ACCREDITATION STATUS

Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach is licensed by the Commission for Independent Education, Florida Department of Education. License No. 3720. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 323099-0400, toll-free telephone number (888)224-6684. We are also approved by the Florida Board of Massage.

ADMINISTRATION & FACULTY

Matthew Wilson, educated in emergency medicine from the United States Army Medical Training course at Fort Sam Houston, TX, and graduation from the Core Institute in Tallahassee, Florida in 2000, founded Source Institute. He has also instructed at Pensacola School of Massage Therapy and Health Careers. Matthew operates Source Institute LLC in Fort Walton Beach, FL, and Source Institute Massage School & Therapeutic Bodywork of Panama City Beach LLC. Both schools are licensed by the Florida Commission for Independent Education. Kaleb Wilson, instructor (License No. MA84088) is a graduate of Source Institute Massage School & Therapeutic Bodywork of Marianna. Christie Morgan, instructor (License No. MA50499) is a graduate of Pensacola School of Massage.

PROGRAM OBJECTIVES

The goal of the Massage Therapy and Massage Therapy Extended Program is to prepare students for the National Certification Board for Therapeutic Massage and Bodywork Exam or the MBLEX, which is required for a Massage Therapy License in Florida. Additionally, the program equips students with ethical and safety knowledge essential for professional standards in Massage Therapy.

SCHOOL HOLIDAYS

The following holidays are observed: Labor Day (September 2, 2024), Columbus Day (October 14, 2024), Veterans Day (November 11, 2024), Thanksgiving Holiday (November 28, 2024), Christmas Break (December 25, 2024), New Year's Day (January 1, 2025), Martin Luther King's Birthday (January 20, 2025), Washington's Birthday (February 17, 2025), Memorial Day (May 26, 2025), and Independence Day (July 4, 2025).

ADMISSION

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 the Massage Therapy Extended 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.

ADVANCED STANDING & PRIOR CREDIT

Credits for previously completed similar subjects at a postsecondary level may be granted if a "C" grade or better was earned within the last two years. At least 25% of credits/hours must be earned at Source Institute. Prior credits are recorded as "TP" and are not counted towards GPA.

TRANSFERABILITY OF CREDITS

Credits earned at Source Institute may or may not transfer to other institutions. While Source Institute will do everything in our power to facilitate the transfer of credits, it is ultimately up to the receiving school to accept them. Students must confirm transferability with the accepting school.

Massage Therapy Program Course Description

The Massage Therapy Program is a comprehensive 602-hour curriculum that encompasses a wide array of modern massage techniques and methodologies. This program is meticulously designed to provide students with a profound understanding of the human body, beginning from the cellular level and advancing to a holistic comprehension of the body as an integrated system. The

curriculum includes vital courses in Anatomy, Physiology, and Kinesiology, as well as ethics and legal guidelines pertinent to the massage therapy profession.

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

MT 101: Human Anatomy/Physiology/Kinesiology/MSA (153 hours) This foundational course delves into the structure and function of the human body. Students will explore major organ systems, medical terminology, and muscular movement (biomechanics). The course provides an in-depth study of the muscular and skeletal systems, covering the origins and insertions of muscles, arthrology (study of joints), and pathology. Additionally, 3 hours are dedicated to HIV/AIDS Health Education, focusing on the transmission and development of blood-borne pathogens/AIDS, and 40 hours are dedicated to pathologies.

MT 102: Basic Massage and Bodywork Assessment Theory and Application Instruction (325 hours) This extensive course introduces students to the core techniques of therapeutic massage. It includes:

- **Basic Swedish Massage Theory and History (100 hours):** Students learn the five fundamental strokes of therapeutic massage: effleurage, petrissage, tapotement, friction, and vibration. Emphasis is placed on promoting relaxation, flexibility, sore muscle relief, proper body mechanics, draping techniques, breathing, and grounding techniques. The course also explores the mind-body connection and the importance of intention in massage therapy.
- **Clinical Practicum (225 hours):** After completing 50 hours of Swedish massage, students engage in hands-on therapy sessions. They must complete at least 168 hours in a student clinic or during school-sponsored community services. This practical experience is crucial for building confidence and competence in client interactions. Clinics are held on Fridays and occasionally on weekends or after-hours, providing ample opportunities for students to gain real-world experience.

MT 103: Related Areas of Study in Massage Therapy (122 hours) This course covers specialized modalities and complementary techniques in massage therapy:

- **Allied Modalities (76 hours):** Focuses on techniques like Myofascial Release, which addresses deep muscle spasms and fascia adhesions to alleviate chronic pain. Neuromuscular Therapy is also covered, teaching students about trauma, acute and chronic pain, and the development of palpatory skills to treat specific neuromuscular injuries.
- **Sports Massage:** Students learn techniques for treating clients active in sports, including pre-event and post-event massage, flexibility exercises, and rehabilitation methods. Opportunities for practice at community outreach events are included.

Additional Course Components:

- **Theory and Practice of Hydrotherapy (15 hours):** Students study the thermal effects of water and its integration with massage treatments. The course includes hot stone therapy,

paraffin wax treatments, and the application of ice and heat therapy, incorporating aromatherapy.

- **Florida Laws and Rules (10 hours):** Focuses on the legal framework governing massage therapy in Florida.
- **Professional Ethics (6 hours):** Discusses ethical standards, guidelines, and their distinction from legal regulations, ensuring students are equipped with the integrity and knowledge to practice ethically.
- **Business (15 hours):** Prepares students for the business aspects of massage therapy, including career planning, negotiating schedules and fees, and creating a business plan.
- **Prevention of Medical Errors (2 hours):** Teaches the importance of preventing medical errors, effective communication skills, proper documentation, understanding medical contraindications, and maintaining workplace safety and hygiene.

The comprehensive curriculum of 602 clock hours ensures that students graduate with a robust and well-rounded education in massage therapy, fully prepared for professional practice and licensure.

Massage Therapy Extended Program Course Description

The Massage Therapy Extended Program offers an expansive 802-hour curriculum designed to provide in-depth knowledge and skills across a variety of modern massage modalities. This program is structured to advance students' understanding of the human body from a cellular level to a holistic view, integrating essential courses in Anatomy, Physiology, and Kinesiology, alongside ethics and legal considerations in the massage therapy profession.

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

MT 101: Human Anatomy/Physiology/Kinesiology/MSA (153 hours) This foundational course provides an extensive study of human anatomy and physiology. It covers major organ systems, medical terminology, and biomechanics, offering a detailed exploration of the muscular and skeletal systems, muscle origins and insertions, joint structures (arthrology), and pathology. Additionally, it includes 3 hours dedicated to HIV/AIDS Health Education, focusing on the transmission and development of blood-borne pathogens/AIDS, and 40 hours on pathologies.

MT 102: Basic Massage and Bodywork Assessment Theory and Application Instruction (525 hours) This comprehensive course includes:

- **Basic Swedish Massage Theory and History (100 hours):** Students learn the five core strokes of therapeutic massage: effleurage, petrissage, tapotement, friction, and vibration. The course emphasizes relaxation, flexibility, muscle relief, body mechanics, draping, breathing, grounding techniques, and the mind-body connection.
- **Clinical Practicum (425 hours):** Following 50 hours of Swedish massage, students participate in therapy sessions. They complete at least 125 hours in a student clinic or during school-sponsored community services, gaining essential practical experience.

Clinics are on Fridays and occasionally on weekends or after-hours, offering valuable hands-on practice.

MT 103: Related Areas of Study in Massage Therapy (122 hours) This course includes advanced modalities and related studies:

- **Allied Modalities (76 hours):** Covers Myofascial Release for deep muscle spasms and fascia adhesions, and Neuromuscular Therapy, which addresses trauma, pain management, and the development of palpatory skills for treating neuromuscular injuries.
- **Sports Massage:** Focuses on techniques for athletes, including pre-event and post-event massage, flexibility exercises, and rehabilitation. Opportunities for practical experience at community outreach events are provided.

Additional Course Components:

- **Theory and Practice of Hydrotherapy (15 hours):** Studies the thermal effects of water and its integration with massage treatments, including hot stone therapy, paraffin wax treatments, and ice and heat therapy, with an introduction to aromatherapy.
- **Florida Laws and Rules (10 hours):** Provides a comprehensive overview of the legal regulations governing massage therapy in Florida.
- **Professional Ethics (6 hours):** Discusses ethical standards and guidelines, distinguishing them from legal requirements, ensuring students practice with integrity.
- **Business (15 hours):** Prepares students for the business aspects of massage therapy, including career planning, negotiating schedules and fees, and developing a business plan.
- **Prevention of Medical Errors (2 hours):** Emphasizes the prevention of medical errors, effective communication, proper documentation, understanding medical contraindications, and maintaining workplace safety and hygiene.

This detailed 802-hour program equips students with advanced skills and knowledge, ensuring they are thoroughly prepared for professional practice and licensure in the massage therapy field.

GRADING

A: 100-90 (4.0 points) B: 89-80 (3.0 points) C: 79-70 (2.0 points) F: Below 70 (0 points) P: Pass (0 points) TP: Transfer Pass (0 points) I: Incomplete (must be converted to a grade by next grading period or three weeks) W: Withdrawal before mid-course WP: Withdraw Passing after mid-course WF: Withdrawal Failing after mid-course. Repeat courses for the highest grade; the lower grade is removed from transcripts.

REQUIREMENTS FOR SATISFACTORY PROGRESS

To ensure academic excellence and maintain high standards, Source Institute requires students to achieve and maintain a minimum Grade Point Average (GPA) of 2.0 throughout their enrollment. The GPA is a measure of a student's academic performance, calculated by assigning a numerical value to each grade received and averaging these values over a specific period. The

GPA scale ranges from 0.0 to 4.0, with higher values indicating better performance. Here is the conversion of GPA scores to percentage ranges and their corresponding letter grades:

- **4.0 GPA:** 90-100% (A)
- **3.0-3.9 GPA:** 80-89% (B)
- **2.0-2.9 GPA:** 70-79% (C)
- **1.0-1.9 GPA:** 60-69% (D)
- **0.0-0.9 GPA:** Below 60% (F)

A minimum GPA of 2.0, equivalent to a 70% (C) average, is required to pass courses at Source Institute. This ensures that students demonstrate satisfactory understanding and competence in their coursework. Students failing to maintain the required GPA may be placed on academic probation or face other consequences as outlined in the institution's academic policies.

DESCRIPTION OF DIPLOMA

Upon fulfilling all required hours, achieving an average score of seventy or higher on all examinations, and successfully passing the exit exams, a student will be awarded a diploma. Furthermore, graduation is formally recognized once the student has successfully completed the MBLEx exam.

APPLICATION FEE

No charge for admission application.

REGISTRATION FEE

\$150 non-refundable registration fee upon acceptance.

TUITION AND FEES

Tuition must be paid in full before graduation. Outside financing may be available.

Tuition:	\$5,400.00
Registration Fee:	\$150.00 (non-refundable)
Book Fee:	\$75.00 (non-refundable)
Supply Fee:	\$75.00 (non-refundable)
Total Cost:	\$5,700.00

Massage Therapy Extended Program

Tuition:	\$8,000.00
Registration Fee:	\$150.00 (non-refundable)
Book Fee:	\$75.00 (non-refundable)
Supply Fee:	\$75.00 (non-refundable)
Total Cost:	\$8,300.00

REPETITION FEES

\$25 per class hour and \$35 per clinic hour for repeating courses.

SHORT COURSE CHARGES

Equal to the per-hour cost times class hours. No application fee. Charges must be paid before classes start. The Cancellation and Refund Policy applies.

ADDITIONAL EXPENSES

MBLEX Exam: \$265 Florida Massage Therapist License Fee: \$155

STUDENT FINANCIAL ASSISTANCE

Financial aid is available for qualified Military Spouses under the MYCAA program. Details are on the MYCAA website. Financial aid is available to all students who enroll in our 802-hour program. Students who utilize this financial aid must agree to volunteer their massage services to healthcare providers and emergency crews in the event of a natural disaster within a 50-mile radius of the school. This commitment entails at least 6 hours of volunteer service per year for the first three years following their graduation date. For each year that a graduate declines to participate when their services are needed, they will be required to repay one-third of the financial aid they received for each year they fail to participate. The repayment amount will be consistent with the terms outlined in their enrollment agreement. However, graduates may defer their year of service if they are unable to participate in a particular year, provided that they fulfill their volunteer commitment within the deferred time frame. In-house payment plans are available.

STUDENT REFUND POLICIES

Refunds are made per the following schedule: Cancellation must be made in person, by email, certified mail, or written termination. A full refund is given if canceled within three business days after signing the enrollment agreement. A refund minus the registration fee is given if canceled after three business days but before the first class begins. A pro-rata refund is given for cancellations up to 40% of program completion. No refund is given after 40% of the program's completion. Refunds are made within 30 days of termination or cancellation.

DESCRIPTION OF PHYSICAL FACILITIES

Source Institute LLC is located at 30 Beal Parkway SW, Ft. Walton Beach, Florida, 32548. The facility spans approximately 2200 square feet, featuring two classrooms, one administrative office, a break area with library facilities, and two bathrooms. Our location is conveniently near Hwy 98, between Destin and Navarre, Florida. The equipment in our facility matches the standards of the workplace.

STUDENT SERVICES

Our institution assigns trained individuals for student services including academic advisement, financial aid advisement, personal advisement, and placement services, tailored to the institution's size and specific to Massage Therapy.

STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL

Attendance is crucial for success and graduation. Respect towards oneself, classmates, and faculty is mandatory, as good attendance instills professional standards. The following policy applies every six weeks: perfect attendance is expected. Excessive absenteeism (more than 20%) is grounds for disciplinary action, including termination. Notification of absences or tardiness is required. Students may miss up to five days in a six-week period; on the sixth absence, students may be dropped from the class and must retake it. Legal holidays and breaks are not counted as absences. Students who are late within ten minutes of class start are marked tardy; after ten minutes, they are marked absent for the hour. Three instances of tardiness in a month count as one absence. Continued tardiness after initial counseling may result in suspension or termination unless the director deems progress unaffected.

Leave of absence requests must be in writing, including start and return dates. Unnotified absences result in termination and a refund per the Cancellation and Refund Policy. Students may take up to two leaves of absence per enrollment; a third requires program drop and re-enrollment later.

Make-up work for absences must be approved by the campus director. It is the student's responsibility to inform instructors of missed hours and required make-up work. Missed hours must be made up on campus. Students must pay \$25 per make-up hour unless excused due to sickness (with a doctor's note), death in the family, or injury. Unapproved clinic absences cost \$35 per hour to make up. Clinic make-up hours must be approved by the director. Students must attend all scheduled clinics. Absence without valid reason requires providing their own clients until consistent attendance is shown. Missed tests must be made up within a week, with a 10-point deduction. Make-up tests must be taken during school hours, not scheduled class times.

Professional behavior and respect for instructors and peers are required. Attendance under the influence of alcohol or intoxicating substances is prohibited. Smoking is prohibited in school facilities. Participation in all activities is mandatory; failure to participate results in being marked absent. Source Institute reserves the right to dismiss students for unsatisfactory conduct. Mandatory participation in all activities; lack of participation or minimal effort results in being marked absent. Comfortable, respectable attire conforming to professional standards is required; scrubs are encouraged. All courses are taught on campus. Class size is monitored for quality instruction, typically up to 12 students per instructor for lectures and labs, and up to 10 students per instructor for off-campus clinical massages. Source Institute may use copies of student work for promotions without prior consent. Cheating and dishonesty result in expulsion from the class and possibly the school. Suspected cheating without proof may require test retakes under controlled conditions.

STUDENT APPEAL PROCEDURES

If the student is not satisfied with the resolution, they may appeal the decision in writing to the School's Board of Directors within 10 business days of receiving the initial resolution. The Board will review the appeal, conduct any necessary further investigation, and provide a final written decision within 30 days. The decision of the Board of Directors is final.

All complaints and resolutions will be documented and maintained in the school's records for a minimum of three years. Throughout this process, the school will handle all complaints with the utmost confidentiality and ensure that no retaliatory actions are taken against any student filing a complaint. Students may contact the school's administrative office for guidance or assistance at any stage of the complaint process. This procedure is designed to address and resolve complaints fairly and promptly, ensuring that students have a positive educational experience at Source Institute.

COMPLAINT PROCEDURE

At Source Institute, we are dedicated to fostering a positive and productive learning environment. To address any concerns or grievances, we have established a clear and thorough complaint procedure to ensure timely and effective resolution. If a student has a concern, they are encouraged to first attempt an informal resolution by discussing the issue directly with the involved party, such as an instructor or staff member. If the issue remains unresolved or the student feels uncomfortable addressing it directly, they should submit a written complaint to the school's Director. This complaint should include a detailed description of the issue, names of individuals involved, dates and times of occurrences, and any supporting documentation.

Upon receipt of the written complaint, the Director will acknowledge it in writing within five business days. The Director will then conduct a thorough and impartial investigation, which may involve interviewing the student, involved parties, and any witnesses. This investigation will be conducted with respect for the confidentiality of all parties. Within 30 days of receiving the complaint, the Director will provide a written response outlining the findings and any actions to be taken to resolve the issue. If more time is needed, the Director will inform the student in writing, explaining the delay and providing an expected date of resolution.

Complaints must be submitted in writing to the director. While we strive to resolve complaints immediately, we reserve the right to resolve the issue within 30 days. If the issue remains unresolved, further assistance can be sought by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 323099-0400, or by calling the toll-free telephone number (888) 224-6684.

NAME OF INSTITUTION

"Source Institute" is an abbreviated name used in this catalog in place of the full name, Source Institute Massage School & Therapeutic Bodywork of Fort Walton Beach LLC. While both names refer to the same entity, "Source Institute" is utilized for brevity and ease of reference throughout this catalog.

MISSION

At Source Institute, our mission is to provide exceptional education and training in the field of massage therapy, blending Eastern and Western medical philosophies to cultivate skilled, compassionate, and ethical massage therapists. We are dedicated to empowering our students with comprehensive knowledge, practical skills, and professional integrity, preparing them to excel in their careers and meet the evolving needs of the healthcare community. Through a commitment

to excellence in education, we strive to promote the therapeutic benefits of massage and contribute to the overall well-being of individuals and the community.

HOURS OF OPERATION

Full-time day students: Monday – Friday, 8:00 AM to 2:00 PM. Part-time day students: Monday, Wednesday, and Friday, 8:00 AM to 2:00 PM. Part-time evening students: Monday through Thursday, 5:30 PM to 9:30 PM.

AUDITED AND REFRESHER CLASSES

Audit classes receive no grades or credit hours. Tuition is the same as for credit classes. Graduates can take refresher classes without tuition charges. Non-graduates pay standard tuition rates. Graduates and students may use facilities for educational purposes during regular hours.

EMPLOYMENT PLACEMENT SERVICES

Assistance is provided but not guaranteed. Job postings are available on campus.

TRANSCRIPTS

Transcripts are available upon request unless financially indebted to the school. Official transcripts are issued upon graduation; subsequent transcripts cost \$2. Government agencies requiring transcripts for progress checks are exempt from this fee. Academic records are permanently kept.

GRADUATION REQUIREMENTS

To graduate, students must maintain a 2.0 GPA, pass required courses with a “C” or better, be in good financial standing, complete additional program criteria, pass an exit exam covering 12 key areas, and complete 602 hours for the massage program or 802 hours for the extended program.

CLOCK HOURS

One clock hour equals 50 minutes of instruction.

TERMINATION

Reasons for termination include: Unfavorable behavior, interference with others' progress, possession of weapons, influence of alcohol/drugs, class disruptions, dress code violations, lack of punctuality/attendance, non-cooperation, disrespect towards instructors, unauthorized removal of school property, cheating/plagiarism, poor academic standards, profanity/abusive language, and harassment.

SECURITY POLICIES AND PROCEDURES

The facility is monitored during operating hours. Crimes are reported to local authorities and school officials. Visitors must check in at reception.

CRIME PREVENTION

Alcohol and illegal drugs/weapons are prohibited. Violators will be expelled or terminated.

NOTIFICATION OF CHANGES

Notify the Business Office and Dean of Education of any changes in marital status, address, etc.

EXAMINATION OF STUDENT RECORDS

Student records are permanent and available upon request. Records are released with the student's written consent, except for specified reasons (school officials, government agencies, etc.).

LIBRARY, LEARNING RESOURCES, AND INFORMATION SERVICES

Resources appropriate to the program level are updated every six months. Staff support is required. The library includes a current unabridged dictionary, thesaurus, and relevant handbooks.

ADVISING

Staff and faculty are available for assistance during regular hours.

VETERAN'S POLICIES

Refund Policy: Pro-rata refund for the unused portion of tuition, fees, and charges. Attendance Policy: Termination of VA benefits for exceeding 20% absences. Academic Progress: Maintain a 2.0 CGPA. Probation and potential termination for failing to meet standards. Credit for Previous Education: Credit evaluation and proportionate tuition reduction.

ALLOWANCE FOR VETERANS TO ATTEND PENDING VA PAYMENT

Veterans using Chapter 31 or 33 benefits can attend without penalty for 90 days or until VA payment. No late fees or denied access due to delayed VA funding.