S O L E I L

SCHOOL of THERAPEUTIC MASSAGE & WELLNESS

CATALOG – TABLE OF CONTENTS

TOPIC	PAGE #
1. INSTITUTION NAME & ADDRESS	PAGE 1
2. DATE OF PUBLICATION	PAGE 1-18
3. SCHOOL MISSION STATEMENT	PAGE 1
4. ADMISSION REQUIREMENTS	PAGE 1
5. NAME OF PROGRAMS	PAGE 1
6. LENGTH OF PROGRAMS	PAGE 1
7. FACILITY / EQUIPMENT DESCRIPTION	PAGE 2
8. SCHOOL GRADING SYSTEM	PAGE 2
9. GRADUATION REQUIREMENTS	PAGE 1
10. CERTIFICATE AWARDED UPON GRADUATION	PAGE 1
11. REFUND POLICY	PAGE 5, 6
12. EMPLOYMENT ASSISTANCE	PAGE 1
13. SCHOOL CALENDAR	PAGE 2
14. NON.DISCRIMINATION POLICY	PAGE 6
15. NAME OF OWNER	PAGE 2
16. STUDENT FILE ACCESS POLICY	PAGE 2
17. STUDENT FILE ACCESS & INFORMATION RELEASE POLICY	PAGE 7
18. STUDENTS WITH DISABILITIES	PAGE 8
19. STATE LICENSING AGENCY	PAGE 9
20. ATTENDANCE POLICY	PAGE 2
21. ADMINISTRATIVE STAFF	PAGE 2
23. COST OF PROGRAM	PAGE 1
24. COURSE DESCRIPTION	PAGE 3
25. STUDENT POLICY & CODE OF CONDUCT	PAGE 4
26. GRIEVANCE POLICY	PAGE 9
27. LICENSING REQUIRMENTS FOR MISSOURI MASSAGE THERAPISTS	PAGE 10
28. REQUEST FOR TRANSCRIPT POLICY	PAGE 10
29. SATISFACTORY ACADEMIC PROGRESS	PAGE 11, 12
30. STUDENT POLICY HANDBOOK	PAGE 13-18

S O L E I L

59 Grasso Plaza, St Louis MO 63123

(314) 723-6331

S O L E I L – our philosophy

We are organized as a NonProfit 501(c)(3) Public Charity, dedicated to the highest level of professionalism, by a teaching team with over a century of experience in compassionately training industry professionals.

Our Institutional History is established by our Executive Director. With over 30 years of industry experience, and having founded a For-Profit school in 2004, our Director left that institution to establish our 501(c)(3) Non-Profit school to more Effectively & Affordably deliver a quality educational program and establish a Safe & Supportive environment for Students & Teachers.

Our Mission

S O L E I L prepares students to successfully complete the Licensing Examination, while preparing students for successful careers as massage therapists.

Program

625 Hour Therapeutic HYBRID Massage Course

ADMISSION REQUIREMENTS

-Minimum Age Requirement is 18 years of age.
-Copy of High School Diploma or equivalency.
-Copy of PHOTO ID is required with proof of age.
-Person of Good Moral character, able to pass the Required criminal background check.

ADMISSION POLICY

The school, in its admission, enrollment, instruction, policies, enforces a strict non-discrimination policy, on the basis of sex, race, color, ethnic origin, gender, nationality, disability, sexual orientation, religion, handicap or veteran status.

PROCEDURE: All admission requirements must be met & students must interview with a School Director to complete admission process.

Transfer Hour Policy:

Transfer Hours: up to 150 hours may be accepted from a degree program from an accredited university or an esthetics program from an accredited school. An official transcript must be provided for evaluation.

Job Placement

The school works with local Salon/Spa's, Chiropactors, and fitness centers employers, as well as, the employer Job Boards specific to massage therapist placement. Although the school does not guarantee employment, students have ongoing counseling and placement assistance throughout their enrollment period, as well as, after graduation.

S O L E I L
does not accept Ability to Benefit students

Tuition

625HR HYBRID THERAPEUTIC MASSAGE PROGRAM
School Tuition is $11,550
Kit Cost is $2350
Kit includes: Massage Table, Student License, Therapeutic Massage Text Book & e.platform Trail Guide workbook/coloring book/Hoster
Tuition includes : Supplies/Products for Lab Practice
Student Estimated Expenses/Supplies:
Notepad/Binder/Scrubs/Sheets/Towels/Wraps
Pens/Pencils/Highlighters/Colored Pencils

Massage Therapist expenses prior to licensing:
First Aid + CPR Certification
National MBLEx Examination
current cost = $265
Background Check/Fingerprinting
current cost = $40.30
Evidence of Professional Liability Insurance
current cost = $89
MO Board Licensing Application
current cost = $125

METHODS OF PAYMENT

$1000 due at time of enrollment*
½ balance due the 1st day of class
+ remaining balance due at midpoint
Students may also request to make interest-free payment to the school via Cash or Check.
*3% convenience charge for credit payments
student payment plan as follows: $1000 deposit+
$1500 payment – due on the class start date
+6:payments for $1500 due on the 1st of the month
Final payment of $2400 *includes Kit Cost
**Students can request alternative payment plans

* Non-Refundable Kit Cost due 2 weeks prior to class start date

FINANCIAL AID Available to those who qualify

Graduation Requirements

Completion of all assignments
Theory testing at min 70% pass rate
Practical competencies min 70% pass rate
Successful completion of 625 hour program
*250 CIMA online hours + 375 in-person hours

CERTIFICATE OF COMPLETION is issued upon Graduation

Transcript is issued within 5 business days of graduation provided hours, projects, clinical are complete and tuition is paid in full.

Student Clinic Services
S O L E I L believes that your confidence and future success in your chosen field comes by practicing the skills you will learn. The school will promote services & events for supervised clinic practice on the public, but all students are expected to execute client-building activities to ensure that their individual clinic practice goals are met

STUDENT RECORDS
The school practices full compliance with the Family Educational Rights & Privacy Act of 1974 (Buckley Amendment) and will not release student records information to any third party without the student's written consent except where required by law.

RELEASE OF INFORMATION
Students may request to review their files on school grounds with 24 hour written notification to director.

ATTENDANCE POLICY
Students must be in the classroom prepared to begin class on time. Students are required to call in any tardies or absences prior to class start time. Students must have prior approval if absence is going to exceed 5 days. Students have 10 business days to make-up time missed. Students may request a corrective action plan to make-up hours. Failure to follow plan can result in termination. Make-up time is allowed during extended clinic hours. Students must clock 600 contact hours to graduate.

Program IN-PERSON Hours:
Tues&Thurs 10am-2:30pm
***clinic hours 3:30-7:30 + select Saturdays**
Independent ONLINE hours = average 10-12 hrs/week
*250 interactive online hours on MILADY CIMAPlatform

LEAVE OF ABSENCE POLICY
Students have the option of up to two:30 day approved LOA's, provided it is within a 180 day timeframe. The contract Period will be extended for the same period of the LOA.

PROGRAM LENGTH
Program = 20 hours per week for 30 weeks
*Maximum time to complete all graduation requirements is 45 weeks. Students who extend past 30 weeks of the regular program schedule, without an approved absence or leave of absence, must pay $18.50 per hour to make up missed time

Faculty: *Teacher:Student Ratio = 1:12*
Shelley Goeddel: Licensed Physical Therapist, LPT
Lori Wallis: Licensed Massage Therapist, LMT, LEI
Erin Pazderka: Licensed Massage Therapist, LMT
Terri C May: Licensed MO Instructor, LE, LEI

TEACHING METHODS utilize theory lectures/videos, demonstration, give & receive lab practice and clinical practice on the public.

2027 *CLASS START DATES*:

APRIL 13th
in-person schedule on Tues & Thurs
SEPTEMBER 14th
in-person schedule on Tues & Thurs

2027 Holiday Schedule *
Memorial Day : May 31
Labor Day : September 6
Thanksgiving : November 24 - 28
Holiday Break : Dec 20 – Jan 16
holiday schedule subject to change

INSTITUTION DESCRIPTION
The Institution is over 6000 square feet with multiple classroom areas, demonstration rooms, and a separate clinic area with 5 treatment rooms. The institution is conveniently located in south St Louis County with easy highway access. The school has a primary presentation classroom equipped with white boards & projector for power point presentations and dvd presentations. Demo/Technology areas are equipped with flat screen tv's & white boards for presentation. The Lab is equipped with three massage tables and professional massage therapy products

INSTITUTION GRADING SYSTEM
The following factors will be measured to determine academic progress:
THEORY & PRACTICAL WORK
Graded according to following scale

90-100	A	EXCELLENT
80-89	B	GOOD
70-79	C	SATISFACTORY
60-69	D	UNSATISFACTORY
Below 60	F	FAILING

Students must maintain a C Grade Average (minimum 70% in theory and practical work) to be considered making satisfactory progress.
*The Satisfactory Academic Progress Policy is distributed during Orientation and is available upon request to prospective students

S O L E I L Directors:
Terry C May
A Archdekin
Eileen Love

S O L E I L is a 501(c)(3)NonProfit Public Charity Educational Institution

COURSE DESCRIPTION
SCHOOL OF THERAPEUTIC MASSAGE – 625 HOUR PROGRAM

Program Objective

The School provides a Massage Course designed to meet state & national certification requirements. The course presents Therapeutic Massage and Bodywork content with Theory Lectures, Live Demonstrations, and Supervised Clinical Practice, to prepare graduates for successful personal and professional development. Certificate of Completions is awarded after successful completion of 625 contact hours, theory testing at a minimum 70% pass rate, practical competencies minimum 70% pass rate, and completion of all assignments.

Program Overview

The core curriculum of the Massage Course offers training in foundations of therapeutic massage, professional ethics, anatomy and physiology, kinesiology, pathology, sanitary and safety practices, universal precautions, advanced massage techniques, ethics & business practices, therapeutic relations, clinical charting, and other somatic therapies.

- Each clock hour consists of 50 minutes of classroom, lab, or clinic instruction.
- Students must demonstrate substantial progress and competency, as approved within the course of study, and pass their theory and practical testing with a minimum 70% average
- Students must pass the Massage & Bodywork Licensing Examination and submit to a Background Check in order to apply for licensing in the state of Missouri or Illinois. Students must also have received training and certification for First Aid CPR (cardiopulmonary resuscitation) prior to applying for licensing.
- Students should review the FSMTB MBLEx Exam requirements prior to enrolling in a massage therapy course.

Program Outline

Course Code:	Course Title	Hours
MT:101	Massage Therapy Foundations	100
MT:125	Sanitary and Safety Practices	50
MT:201	Advanced Massage Therapy Techniques	100
MT:210	Anatomy, Physiology, Pathology, & Kinesiology	100
MT:225	Ancillary Therapies	50
MT:250	Professional Ethics and Business Practices	50
MT:200	Student Therapeutic Massage Clinic	175
TOTAL COURSE HOURS		**625**

COURSE OBJECTIVES & DESCRIPTIONS

MT:101 **Massage Therapy Foundations**: this course provides a historical overview of massage and a description of the requirements for the practice of therapeutic massage. This course covers the effects, benefits, indications, and contraindications of massage, and includes information on equipment and products. Students will also learn body mechanics, proper client data collection, professional standards, to include, modesty and proper draping. Prerequisite: Acceptance into the Therapeutic Massage program

MT:125 **Sanitary and Safety Practices**: this course covers Universal Precautions, massage for special populations, HIV transmission and prevention, OSHA compliance and requirements for massage therapy business, basic first aid for commonly encountered acute injuries and illness. Prerequisite: Acceptance into the Therapeutic Massage program

MT:201 **Advanced Massage Therapy Techniques**: this course gives instruction on classical massage movements, application of massage techniques, complete body massages, massage in spa setting, massage in medicine, and clinical massage techniques. Prerequisite : MT101

MT:210 **Anatomy, Physiology, Kinesiology & Pathology**: this course provides a basic understanding of the human body in relation to the application of massage therapy, with an overview of all body systems and how massage applications affect the structure and function of these same body systems. Students learn the Wellness Model and develop a personal Self-Care Plan. Prerequisite : Acceptance into the Therapeutic Massage program

MT:225 **Ancillary Therapies**: this course gives instruction on ancillary therapies, such as: lymph massage, therapeutic procedure athletic/sports massage, hydrotherapy, and other somatic therapies.. Prerequisite : MT101

MT:250 **Professional Ethics and Business Practices**: this course is the study of state & federal regulatory requirements governing the practice of massage. It includes a study of professional ethics & standards of practice integral to the massage therapy profession. Students will also learn communications and therapeutic relations, documentation, legalities of the massage therapy profession, prepare a Code of Ethics & Business Plan. Prerequisite: MT101

MT:200 **STUDENT THERAPEUTIC MASSAGE CLINIC**: this course is designed to provide students with opportunities to apply skills obtained in the classroom in a clinic setting. Operations, client-building & retention, and the practice of skill sets is required. MBLEx preparation & review. Students will prepare a Professional Development Plan. Prerequisite: MT101 & MT102

STUDENT POLICIES & CODE OF CONDUCT

The S O L E I L Code of Student Responsibility and its policies exist to facilitate the educational process for you and the other students and to ensure a safe, fair, and successful experience for all students, staff, and faculty.

S O L E I L Code of Student Responsibility reads as follows: I understand that I am required to comply with policies and procedures of the school, and rules introduced during the orientation. I know that my behavior must respect the values and norms of the school while promoting the safety and wellbeing of other students and my school's faculty and staff. I will strive to ensure that my behavior supports the educational environment at all times.

EXPECTATIONS OF STUDENT CONDUCT:

Any student who engages in inappropriate conduct will be in violation of this Code of Student Responsibility and will be subject to a conduct review and possible termination.

While it is impossible to outline all forms of inappropriate conduct, what follows is a non-exclusive list of the more common examples:

1. Criminal or Violent Behavior or Violations of any policies or regulations – all published policies and posted notices
2. Violation of safety practices – action or inaction that might cause or lead to injury or death to oneself or any other person; threat or cause of harm; self-endangerment. Any activity expressly prohibited by the school or the terms of the school's insurance policy
3. Any conduct which threatens the school's ability to function or maintain positive relations, including but not limited to, inappropriate behavior or defamatory statements in blogs, social media, or other public media.
4. Failure to comply with reasonable directions from staff (or designees)
5. Theft – attempted or actual theft or possession of items belonging to another or unauthorized use of other's property.
6. Unauthorized entry – inappropriate use of keys or facilities.
7. Inappropriate use of school technology including but not limited to computers or wireless internet, and including but not limited to actions such as illegal downloading of copyrighted material, computer piracy, or using technology to threaten or cause harm.
8. Damage – causing damage to school property or the property of any vendor partners, any person, or the public domain.
9. Possession or use of any weapon, fireworks, incendiary device or explosive device.
10. Disorderly conduct – obstruction or distraction of the educational process, lewd or indecent behavior, breach of peace, physical abuse or threat, intimidation or coercion, etc. Also includes retaliation against any individual who reports any violations of the Code of Student Responsibility or any individual who participates in any investigation of such reports.
11. Stalking or Hazing – Behavior that is disturbing or distressing to others including but not limited to stalking or hazing. Stalking is defined as willful and unsolicited following or harassing of another individual through any means. Hazing is defined as any act which endangers the mental or physical health or safety of another person for the purpose affiliation with a group. Stalking or hazing can include actions in person, via social media, or through other electronic means.
12. Bias-related behavior or personal abuse – use of language, images, signs, symbols, threats, or physical behavior that directly or indirectly demonstrates hostility or contempt toward a person or group on the basis of actual or perceived identity. Behavior that exceeds the bounds of appropriate discourse and civil conduct. Harassment of another because of his/her race, sexual orientation, ethnic background, religion, expression of opinion, or other personal characteristics. Actions that would reasonably tend to cause alarm, anger, fear, or resentment in others, or that would endanger the health, safety, and welfare of another.

The School Director has full power and authority to prescribe rules and regulations to govern student life and to take emergency measures to protect the health and safety of students and/or school employees:

The following section describes sanctions available in response to violations of any Code of Conduct that applies to students. The listing is not inclusive of all options which the school may choose to exercise:

1. Reprimand: A written or verbal communication which gives official notice to the Student that any subsequent offense against a Code of Conduct may carry heavier penalties because of this prior infraction.
2. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty, and, if the individual errs again, further action will be taken. This probation will be in effect for no more than one (1) term.
3. Restitution: Students may be responsible for paying for damaging, misusing, destroying, or losing property belonging to the Institution, Institution personnel, visitors, or Students.
4. Suspension: Exclusion from all Institution privileges and activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must request and get specific written permission from the School Director before returning.
5. Termination: Dismissing a Student for an indefinite period of time.

STATEMENT OF ACADEMIC INTEGRITY

S O L E I L recognizes that the core value of academic integrity is essential to all activities of an academic community and provides the cornerstone for teaching and learning. It is characterized by upholding the foundational principles of honesty, equity, mutual responsibility, respect, and personal integrity. Advancing the principles of academic integrity is essential because doing so enhances academic discourse, the quality of academic work, institutional operations, and the assessment of educational goals.

Student Services do not include in-house counseling or campus housing, although, information on referrals for both are available at the front desk. Individual Tutoring is available upon request.

WITHDRAWAL AND SETTLEMENT POLICY

S O L E I L Withdrawal and Settlement Policy applies to all terminations for any reason, by either party, including student decision, program or course cancellation and school closure.

Any monies due applicant or student shall be refunded within 45 days of official cancellation or withdrawal: Official cancellation or withdrawal shall occur on the earlier of the dates that

1. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days, (excluding Saturdays, Sundays, and holidays) of the signing of the enrollment agreement. In this case all monies collected by the school shall be refunded. Withdrawal notice is to be sent to the attn: School Director.
3. A student notifies the School Director, in writing of his/her withdrawal.
4. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the school in writing that the student will not be returning (as indicated by date of postmark): or
5. A student is expelled by the school.
6. In type 2, 3, 4, or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
7. Any monies due a student who unofficially withdraws from school shall be refunded within 45 days of a determination by the school that the student has withdrawn without notifying the school. To determine unofficial withdrawals, the school will monitor each student's completion of class participation in learning activities (such as class assignments, examinations, tutorials, computer-assisted instruction, and participation in academic advisement or other academically-related activities). School will calculate attendance per scheduled hours from school start date to determine amount of student refund.
8. Mitigating circumstances may warrant a refund to the student that may exceed the minimum refund guidelines. A determination will be made by the School Director.

PROGRAM CANCELLATION POLICY

If the program is canceled subsequent to a student's enrollment, and before instruction in the program has begun, the school shall at its option:

1. Provide a full refund of all monies paid; or
2. Provide completion of the program

TERMINATION BY INSTITUTION

S O L E I L retains the right to terminate a student should it be discovered that a student is cheating on any tests, or if the student is stealing products, supplies, or monies from the school. A student will also be terminated if the student physically assaults another student or staff member.

NOTICE OF THE POLICIES

The enrollment agreement outlines the obligations of both the school and the student, and provides details of the cancellation and settlement policy of the school. A copy of the enrollment agreement and withdrawal and settlement policy is furnished to the applicant before payment is made. No enrollment agreement is binding until it has been accepted in writing by an appropriate official at the school. The school's cancellation and settlement policy is printed in the school catalog.

S O L E I L is approved by the U.S. Department of Education to participate in the Federal Financial Aid Program. Students can access PELL GRANTS and DIRECT STUDENT LOANS by filling out a Free Application at www.fafsa.gov Enter StLMT school code 042878-00. Students who would like to access Direct Student Loans must also go to: www.studentloans.gov and Complete Entrance Counseling, eSign the Master Promissory Note and complete an Annual Statement of Understanding **there is a $25 loan fee for Direct Student Loans*

More information from the school Financial Aid office

REFUND POLICY

The school's refund/collection procedures follow ethical business practices. The school's withdrawal and settlement policy is acknowledged in all refund/collection correspondence regarding cancellation and settlement form the school itself, banks, collection agencies, lawyers, or any third parties representing the institution.

TUITION ADJUSTMENT GUIDELINE

Percentage length scheduled to total length of program	Amount of Tuition owed to school
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Estimated Program Length : 30weeks (625 hours)
* Program cannot be longer than 1½ times the estimated 30 week class time frame
Education Contract is for maximum 45 week period
Additional tuition fees will apply if student extends past the 30 week contract period
Additional tuition fees are charged at $18.50 per hour for hours clocked after 30 weeks

Refunds are calculated based on Scheduled Hours contracted at time of termination

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NOTICE OF NONDISCRIMINATION

S O L E I L is committed to a policy or nondiscrimination involving equal access to education and employment opportunity to all regardless of sex, race, age, color, ethnic origin, gender, nationality, disability, sexual orientation, religion, handicap or veteran status. S O L E I L is a place where freedom of expression and civility are encouraged.

The administration further extends its commitment to fulfilling and implementing the federal, state and local laws and regulations as specified in Title IX and Section 504 of the Rehabilitation Act and the American with Disabilities Act. For assistance in these areas, contact the Executive Director, S O L E I L. 59 Grasso Plaza, St Louis MO 63123, 314-723-MED1, or director, Office of Civil Rights, HHS, Washington, D.C. 20201.

NONDISCRIMINATORY POLICY : S O L E I L admits students of any sex, race, age, color, ethnic origin, gender, nationality, disability, sexual orientation, or religion.to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, age, color, ethnic origin, gender, nationality, disability, sexual orientation, or religion. in its administration of its educational policies, scholarship and loan programs, and other school-administered programs.

S O L E I L maintains a STRICT POLICY AGAINST SEXUAL HARASSMENT and is committed to providing a safe environment for all its employees and students, free from discrimination on any ground and from harassment at school, including sexual harassment. We will treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint. Sexual Harassment is defined by behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a workplace or other professional or social situation. Our school has a sexual harassment zero-tolerance policy.

STUDENT FILE ACCESS AND RELEASE OF INFORMATION POLICY

STUDENT RECORDS
Personal student files will be held in confidence and only disclosed to appropriate school administrative personnel as needed. All pertinent information will be held during enrollment and for one month after graduation.

RELEASE OF INFORMATION
Students may request to review their files on school grounds with 24 hour written notification to director.

RELEASE OF INFORMATION TO THIRD PARTY
A Release of Student Information Form MUST be completed EACH time the school wants or has a need to release information from the student file to a third party.

Notification of Student's Rights Under FERPA Law
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
A student should submit to the Executive Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901 (212) 401-2057

Release of Information Policy: ***pursuant to the Family Educational Rights and Privacy Act of 1974*** The FERPA is a Federal law designed to protect the privacy of the student's educational records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and formers students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. St. Louis Med Tech is not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school charges $.10/page for copies.
- Parents and eligible students have the right to request that the school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.
- Generally, the school must have written permission from the parent or the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
  - School employees who have a need-to-know
  - Other schools to which a student is transferring
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to a student
  - Organizations doing certain studies for the school
  - Accrediting organizations
  - Individuals who have obtained court orders or subpoenas
  - Persons who need to know in cases of health and safety emergencies
  - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Directory Information Public Notice
S O L E I L, at its discretion, may provide directory information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory information is defined as information that would not generally be considered harmful or an invasion of privacy if disclosed.
Designated directory information at S O L E I L includes the following:
student's name, school address, school telephone number, school e-mail address, field of study, enrollment status, grade level, date of birth, participation in officially recognized activities and sports, dates of attendance, degrees, honors and awards received, and most recent education agency or institution attended.
Students may request to withhold directory information by notifying the Executive Director in writing. Note that withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a directory hold prior to filing such a request.

Policies and Procedures for Students with Disabilities

It is the policy of S O L E I L to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, which are Federal laws that prohibit discrimination on the basis of disability. St Louis MED TECH does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program of S O L E I L. This applies to all students and applicants for admission to the school. S O L E I L will provide reasonable accommodations to students with disabilities.

The School's Responsibilities to Students with Disabilities

The school must provide academic adjustments, auxiliary aids and reasonable accommodations to students with disabilities, that are necessary to ensure students are not denied the benefits of, or excluded from participation in, the school's program. The school must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. The school must ensure that it provides physical access to students with disabilities. It is also the responsibility of S O L E I L to permit students with disabilities to use service dogs on each campus.

The person responsible for implementing these responsibilities at S O L E I L is Terry May, Executive Director. Phone: (314) 723-6331

PROCEDURE FOR STUDENTS AND THE SCHOOL

Documentation of disability by students

Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the Executive Director. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker.

This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who conducts an assessment of the student. It may be documentation from the student's past educational records such as reports from teachers or school psychologists, or records that show the student's educational history, disability assessment, and the accommodations the student previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs. Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions and historic documentation will be sufficient. Some disabilities are readily apparent and observable and thus little or no documentation will be needed. The documentation of disability is kept at all times in a locked, private file at the school. To protect privacy, direct access to this documentation is by written consent only. The School Director will determine what information needs to be shared with S O L E I L staff and learning leaders, on an "as needed basis," in order to facilitate academic accommodations or other services.

Students who plan to request accommodations should contact the School Director promptly, so there is time for the Director to review the student's documentation and discuss accommodations with the student before the student begins the class or program for which the accommodation is being requested. When a student contacts the Director; the Director will keep a record of the dates and contacts with the student, including a record of the accommodations student. Students who have questions about the type of documentation they need to provide should contact the Director to discuss this.

The student and the school director will discuss how the student's impairment impacts the student, how the student expects the impairment to impact the student in the school's program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from the school. The director and the student should discuss accommodations needed during all phases of the program (Theory and Practical), and for classroom instruction, skills based instruction and skills practice.

Decision about accommodations, and ensuring implementation of accommodations

The Director will decide the accommodations to be provided to the student. The Director will consider any past accommodations for the student, and will give primary consideration to the type of accommodation requested by the student. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the student.

Additional factors

The school is not obligated to provide accommodations that would result in a fundamental alteration of the school's program. In this case, the Director will promptly search for an equally effective alternate accommodation for the student that would not fundamentally alter the program. The Director will offer the alternate accommodation to the student.

The school is not obligated to provide accommodations that would result in an undue financial or administrative burden on the school. If the Director decides that a requested accommodation might impose such a burden, the Director will make the final decision, in accord with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If the Director determines that the requested accommodation would be an undue burden, the Director will promptly search for an equally effective alternate accommodation for the student and offer the alternate accommodation to the student.

Appeals by Students

A student may appeal any accommodation decision made by the Director if the student disagrees with the decision. Here are some examples: A student may appeal the Coordinator's decision to deny a requested accommodation. A student may appeal a decision by the Director to provide an alternate accommodation rather than the specific accommodation requested by a student. A student may appeal a decision by the Director that the student has not presented sufficient documentation to support the requested accommodation. A student may also file an appeal when a school staff member fails to provide an approved accommodation, and the Director has not effectively addressed the situation.

GRIEVANCE PROCEDURES FOR STUDENTS WHO HAVE COMPLAINTS ON THE BASIS OF DISABILITY POLICY

S O L E I L is responsible for providing a grievance procedure to students who feel they have been discriminated against on the basis of disability. The grievance procedure provides students the opportunity to file a complaint. The school then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If the school determines that discrimination occurred, The school must take appropriate steps to correct the discrimination and prevent it from reoccurring.

U.S. DEPARTMENT OF EDUCATION

Students or The school staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to post-secondary educational institutions.

The OCR headquarters is located at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481 FAX:202-453-6012; TDD:877-521-2172
Email: OCR@ed.gov

OCR has regional offices located throughout the country. To find the office for our state, you can check the OCR website at: http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm, or call the telephone number above.

**for more information : request a complete copy of the policy and procedures for Students with Disabilities at the front desk*

S O L E I L Grievance Policy:

Complaint & Conflict Resolution Process

Students are encouraged to be their own best advocate as it relates to their experience while at school, and to ensure that their expectations are being met within the framework of what the school curriculum and professional code of conduct prescribes.

However, the school acknowledges the importance of providing a prompt and efficient procedure for fair and equitable resolutions of grievances with the school without fear of prejudice or reprisal for initiating a grievance or participating in its settlement. To the extent possible, all grievances should be settled through informal discussions at the lowest administrative level, and disputed matters should be processed as formal grievances only when either party feels that a fair and equitable solution has not been reached in the informal discussions.

Success of this procedure is contingent upon the good faith effort of all participants. It is the responsibility of the school administration to ensure that the procedure is followed in its entirety in it spirit as well as letter. The School Directors will be responsible for ensuring that the determination reached in a grievance is implemented.

If a student has a problem or issue of concern, that student is to initiate a conversation with an instructor or administrative staff member to specifically receive information pursuant to the issue that is being presented. If the matter is a curriculum or classroom issue, it should be addressed to the instructor responsible for that function. If the matter is a function of student administrative processing, then the administrative staff member responsible for that area should have the opportunity to correct or address the concern. In the event that the matter has not been resolved to the student's satisfaction, after having been discussed with the instructor or other administrative staff, then the student is instructed to request an appointment with a School Director to explain the situation and allow the Director the opportunity to present a mutually agreeable corrective action plan or resolution.

If this informal conversation does not satisfy the student expectation of resolution, the next step would be for the student to put into writing the details and all pertinent information regarding the situation, including two or more possible ways to resolve the situation to the student's satisfaction and give to Director.

The Director will read the written description, and respond within 5 business days. The Director will request an appointment with the student where a written corrective action plan will be presented to the student which will outline what the school is prepared to commit to as a resolution to the student's concern.

If the corrective action plan meets with the student's satisfaction, both parties will sign to indicate their mutual agreement.

If after the formal meeting with the Director, the student is still not satisfied with the outcome, the student may contact the following state agency in the next step in filing a formal grievance:

Missouri Department of Higher Education	Commission on Massage Therapy Accreditation
P.O. Box 1469	2101 Wilson Blvd suite 302
Jefferson City, Missouri 65102	Arlington, Virginia 22201
573.751.2361	202.888.6790

S O L E I L has as its core agenda to meet and exceed the educational expectation for every student. The school only asks that students communicate their needs and commit to the resolution process to allow the school to make every attempt to resolve all issues and give reasonable remedy to every student.

S O L E I L is LICENSED by : THE MISSOURI BOARD OF THERAPEUTIC MASSAGE
& IS APPROVED TO OPERATE by THE MISSOURI DEPARTMENT OF HIGHER EDUCATION
& INSTITUTIONALLY ACCREDITED BY THE COMMISSION ON MASSAGE THERAPY ACCREDITION
& IS APPROVED BY THE U.S. DEPARTMENT OF EDUCATION TO PARTICIPATE IN THE FEDERAL FINANCIAL AID PROGRAM – OPEID# 042878-00 and participated with PELL GRANT AND DIRECT STUDENT LOAN PROGRAMS

NOTE REGARDING STATE & NATIONAL REGULATORY AGENCIES:
Most States have regulations regarding licensure of massage therapists. In the absence of state law, local municipal ordinances may apply. The Missouri State Board of Therapeutic Massage requires a minimum of 625 hours of study from a licensed school, a background check, CPR certification, and successfully passing the MBLEx, to apply for state licensure. Licensing requirements vary by state. For additional information on state licensing requirements, refer to the American Massage Therapy Association, at www.amtamassage.org. Refer to www.idfpr.com for detailed information on Illinois state requirements.

MISSOURI STATE BOARD CONTACT INFORMATION:
MISSOURI STATE BOARD OF THERAPEUTIC MASSAGE, 3605 Missouri Blvd, Jefferson City, MO 65109. (573) 522-6277.

NOTICE REGARDING LICENSING REQUIREMENTS FOR MISSOURI MASSAGE THERAPISTS

STUDENTS ARE REQUIRED COMPLETE A FINGERPRINT AND BACKGROUND CHECK PRIOR TO APPLYING FOR STATE APPROVAL:

CRIMINAL BACKGROUND CHECK REQUIRED FOR MISSOURI LICENSING

An applicant for licensure must submit to a criminal background check pursuant to section 324.267RSMo of the licensure law that states, "Any applicant for a license to operate a massage business or a license to practice massage therapy shall authorize the board to conduct a criminal background check...The cost of such background check shall be paid by the applicant."
If an applicant submitted a criminal background check while provisionally licensed and the results are less than one year old, a second criminal background check is not required.
Section 43.543 RSMo of Missouri law authorizes state agencies to conduct a background check with the Missouri State Highway Patrol and the Federal Bureau of Investigation. Effective July 1, 2012 Missouri's vendor for digital fingerprinting will change. The company, Cogent, will have approximately fifty (50) non-mobile fingerprint service sites located in United Parcel Service (UPS) stores throughout Missouri and the cost will be $40.30. Cogent will accept debit or credit cards or on-site payment by check, money order, or cash. If cash is to be paid, an applicant must have the exact amount $44.80 as the vendor will not have change available.

With the new registration system, all applicants will log into the Missouri Automated Criminal History Site (MACHS) at www.machs.mo.gov. Effective July 1, 2012 an appointment to be fingerprinted must be made online via MACHs. The automated registration system walks an applicant through the steps to make an appointment. If an applicant does not have internet access, s/he can call 877/862-2425 and a representative will make the online appointment.

An applicant must have the four digit registration number. This registration number is 5407 for individuals applying for student, provisional, full, or business licensure in massage therapy. The registration number ties all agency identifying information together to insure the background check response is returned to the correct agency.

Once the registration process is complete, an applicant will receive a Transaction Control Number (TCN) that is used to track the appointment. Applicants need to take the transaction control number document to the fingerprinting site along with a current photograph.

Applicants must have a recent photograph to present to the vendor prior to being fingerprinted. At the fingerprinting appointment, applicants will be fingerprinted and have their photos taken. A receipt containing the TCN is provided after printing is completed. A copy of this receipt is to be sent to the board office to verify the background check is in process. The results of the fingerprinting will be sent directly to the agency office.

**Prospective Missouri massage therapists seeking licensure in MO will be required to undergo a criminal background check and failure of the check may adversely affect licensure in the state. Current cost $40.30.*

Prospective Missouri massage therapists are required to successfully pass the National Examination in order to apply for Missouri or Illinois Licensing. Current approximate testing fee is $265.00.

Applicants must provide evidence of liability insurance when applying to the Board for Licensing. Current AMTA cost $89.00.

The current application fee for applying for licensing through the Missouri State Board for Massage is $125.00.

**Students should review the FSMTB MBLEx Exam requirements prior to enrolling in a massage therapy course.*

S O L E I L TRANSCRIPT REQUEST POLICY:

The S O L E I L Transcript Request Policy states that students who wish to request a transcript must do so utilizing the S O L E I L Transcript Request Form. If the student cannot execute the form in person, the student will need to request that a form be emailed, faxed, or mailed to them. The school will then execute the transcript request upon receipt of the completed and signed Transcript Request Form. 2018 Policy states that there is currently no charge for transcripts.
Transcripts are issued within 5 business days of student's completion of hours, projects, clinicals, and tuition paid in full.
**Transcripts will be withheld if a student has an outstanding financial obligation to the school. Students who fail to make tuition payments as outlined in the enrollment agreement can result in the student being barred from additional coursework until the student's account is up to date.*

All Tuition Fees Must be Paid In Full before Final Transcripts can be released.

SATISFACTORY ACADEMIC PROGRESS POLICY

S O L E I L Satisfactory Academic Progress Policy applies to all students:

NOTICE
Satisfactory progress in attendance and academic work is a requirement for all students enrolled in S O L E I L
NOTE: The Satisfactory Progress Policy is available to the public upon request, and each student is given a copy of this Satisfactory Progress Policy in their Orientation Folder. The Satisfactory Progress Policy is consistently applied to all students enrolled at the school. The policy complies with the guidelines established by the federal regulations established by the United States Department of Education.

EVALUATION PERIODS
Students are evaluated for Satisfactory Progress as follows:
School of Therapeutic Massage : 313 hours and fifteen scheduled weeks completion, 625 clocked (actual) hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS
Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME
The maximum time (which does not exceed 150% of the course length) allowed for students to complete the course at satisfactory progress is stated below:

THERAPEUTIC MASSAGE COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
FULL TIME 20 hours per week for 30 weeks - 625 Hours	45 weeks	625

*approved Leave of Absence will extend the contract period and maximum time frame by the same number of days as are in the LOA

ACADEMIC PROGRESS EVALUATIONS
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a minimum theory testing at a 70% pass rate. Practical competencies must be achieved at a minimum 70% pass rate.

Numerical grades are considered according to the following scale:

90-100	A	EXCELLENT
80-89	B	GOOD
70-79	C	SATISFACTORY
60-69	D	UNSATISFACTORY
Below 60	F	FAILING

DETERMINATION OF PROGRESS STATUS
Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress will be placed on warning or probation status.

WARNING
Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

PROBATION
Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and may appeal the negative determination at the beginning of the probationary period. Students will be considered to be making satisfactory progress during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS
Students may re-establish satisfactory progress, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS
If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within 180 calendar days of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE
If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed; such as, death of a relative, an injury or illness, or other allowable circumstance as determined by the school. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed.

NONCREDIT AND REMEDIAL COURSES
Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

TRANSFER HOURS
With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours

<u>EMPLOYMENT INFORMATION / GAINFUL EMPLOYMENT DATA</u>
S O L E I L Massage Program /CIP CODE#51.3501
For additional important information, please visit:
http://bls.gov/soc
http://onetonline.org/crosswalk
http://nces.ed.gov/ipeds/cip2010
http://nces.ed.gov
*visit the Net Price Calculator Information Center

STUDENT POLICY HANDBOOK

RULES OF CONDUCT ON S O L E I L PROPERTY & AT INSTITUTION FUNCTIONS
All S O L E I L students must conform to Federal, State and Local Laws.
They must conduct themselves in a manner conducive to the educational purposes of the school.
The school will suspend or dismiss any student who violates safety regulations, interferes with others students work, is boisterous, obscene or under the influence of alcohol or drugs. If suspension or dismissal occurs, the school will follow traditional discipline and due process procedures. Any student found stealing from another student or any school property will be dismissed immediately. S O L E I L maintains the right to inspect student lockers and bags at the discretion of the educator for security and sanitary purposes.

No gum chewing or smoking is permitted at any time in any area of the S O L E I L campus.
No food or drinks in classrooms other than lunch periods. No food or drinks in the student salon/spa area. Classrooms are to stay nice and clear of student personal items. All personal electronic devices are to be left at home or used off S O L E I L premises.
EXCEPT when using the Ipad or cell phone for researching projects, writing papers, or per the educators directions.
The use of cell phones is limited to scheduled breaks and lunchtimes.
Any act of vandalism on S O L E I L property may result in immediate termination.

COPYRIGHT INFRINGEMENT
The Copyright Act is a form of protection provided by the laws of the United States for "original works of authorship" including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations. "Copyright" literally means the right to copy, but has come to mean that body of exclusive rights granted by law to copyright owners for protection of their work. Copyright protection does not extend to any idea, procedure, process, system, title, principle, or discovery. Similarly, names, titles, short phrases, slogans, familiar symbols, mere variations of typographic ornamentation, lettering, coloring, and listings of contents or ingredients are not subject to copyright.

S O L E I L prohibits the unlawful use of copyrighted material without the copyright holder's permission, for personal, professional use and/or entertainment. This includes but not limited to downloading and sharing copyrighted images, music, movies, television shows, games, e-books, and any othern copyrighted material. This policy extends to all S O L E I L students. Violation of copyright materials may result in restriction of access to information technology and/or additional disciplinary action from S O L E I L. Illegal distribution of such materials may also be subject to criminal and civil penalties.

Students have access to the Milady On Line Learning system. This is a protected password site. The CIMA Milady Online Platform is interactive and delivers the course online. Audio & Visual Textbook, Reviews, and Online Chapter Testing is done with CIMA.
This site is protected under the Copyright & Infringement law.

SPECIAL EVENTS
Special field trips and guest speakers/artists are scheduled for students. Students may participate in these events at no additional charge. Student's transportation is the student's responsibility. These events are a practical extension of the training and serve as a link between education and the work environment.

DRESS CODE
Your success depends on attracting the business of those who wish to improve their wellbeing. Consequently, it is extremely important for you to be concerned about your professional appearance.
S O L E I L expects you to be well groomed: to wear neat, wrinkle free and clean clothing, have pride in the way you look, and to practice the highest standards of personal hygiene daily.
All students must come to school appropriately dressed with professional attire, makeup and manicured nails. Students are required to keep an appearance that is in keeping with the beauty and wellness industry image.
The school expects you to look professional at all times.
Prior to arriving at school, all students should dry and style their hair, apply a natural makeup look, apply deodorant, and be in professional dress attire. A check- in may be done every morning to assure students are properly attired. Students may be sent home if they do not meet dress and hygiene requirements. S O L E I L takes pride in always increasing standards and expectations to assist students in becoming a successful beauty & wellness professional.
Dress code guidelines to follow:
Personal grooming: Hair is expected to be styled. Makeup applications are important to portray a flawless complexion. Makeup includes mascara and lip color or gloss. Facial hair must be clean, well-trimmed, and neat. Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs are discouraged, but if worn, they must be in good taste and not negatively impact your performance or participation. Negative or derogatory tattoos are not allowed to show and must be covered.

DRESS CODE POLICY NOTICE:
Students are encouraged to wear black scrubs, or black slacks with black t-shirt, flat close-toed shoes, no jewelry, natural make-up, with hair pulled back, and demonstrate a commitment to excellent hygiene at all times.
*Students will receive a warning if they are not wearing scrubs or black slacks and solid black or grey t-shirt.
Upon the 3rd warning, students may be sent home and required to be in uniform before returning to school.
**Students who miss class time due to repeated uniform violations must make-up class time during clinic hours within 10 days.
Tops: When not wearing a scrub top, any shirt or blouse worn should completely cover the back, top of shoulders (no arm pits showing), and stomach. Any top that allows the midriff, cleavage and undergarments to be exposed is unacceptable. T-shirts with writing or casual graphics are not approved. This does include industry related T-shirts, unless otherwise noted.
No jackets, winter coats are allowed to be worn during school hours in the student clinic area and the classroom (please dress in shirt layers if you tend to be cold).
Pants and Skirts: Students are encouraged to wear scrub pants, but when not in scrub pants, students are required to wear black from the waist down, which includes pants, skirts, dresses and Capri's (no pants above the knee). Walking shorts are not allowed. No jean material or denim, sweat pants, or wind suits pants. All skirts must be appropriate length, mid-thigh. All pants and skirts must be worn no lower than the hips, no sagging or dragging the ground. Undergarments must be covered. Long colored dresses are not allowed. If a colored shorter dress is worn black leggings must be worn. Spandex and other form fitting pants can only be worn with appropriate tops and flattering to the student's body type. Fish-net tights, holes in tights or leggings are not acceptable.
Shoes: Shoes must be professional in appearance. Closed toed shoes or boots need to be worn. All shoes must be clean and polished. Tennis shoes, look-a-like tennis shoes, canvas shoes of any kind, Birkenstocks, Doc Martens, Ugg or Ugg look-a-likes are not allowed. If a student has doctor's orders to wear special orthopedic footwear, it must be an all-black shoe.

Headwear: Fashion hats and scarves are acceptable. No ball caps or winter caps or hats are allowed.
Scrub colors consist of black, white, lite blue or grey.
A white long sleeved shirt may be worn underneath any color of scrub top.

SALON/SPA SERVICE AREA
1. All services performed in the student salon/spa area are to be checked by an educator prior to beginning the service, then upon completion.
2. All services are to be done according to procedure.
3. At NO time is a student to leave a client during a chemical service.
4. All State of Missouri Rules of Sanitation must be followed at all times.
5. At No time will a student accompany a smoking client during a service.
6. Students must maintain a professional appearance while performing services
7. Students must conduct themselves with high professional ethics while working on clients.
8. Unprofessional conduct or language will not be tolerated while in the presence of our clientele.
9. No food, drink or personal items left in your treatment rooms.

STUDENT HAVING SALON/SPA SERVICES
1. Students may have services; instructor permission is required. Personal services have to be approved prior to the starting of the service. All services will be marked off on the appointment book. Student services may be moved or cancelled for a guest. No student services will be given on Friday or Saturdays, without permission, and students pay full price when receiving services on Friday or Saturday.
2. Any student not maintaining satisfactory progress or while on LOA, may not receive student services at a discounted price or on the time clock. Students may come in during nonscheduled hours and pay full price for services rendered.
3. All services must be paid in advance of the service or full price will be charged

PERSONAL TELEPHONE USAGE
Our phones are for business use only, therefore, personal phone calls will not be accepted by students. The front desk will take messages and the call may be returned on break. Students may use their cell phone only on breaks and only in the student lounge.

PARKING
Student parking is available in the third and fourth row of the parking lot located in the front of the building, and the far row facing Gravois Road. Parking is also available in the lower lot located behind the school, in designated areas, during daylight hours.
Please do not park in the first two rows in front of the school or near the post office end of the lot.
Do not leave valuable items in your car. The school is not responsible for any lost or stolen property
Students are required to enter and leave from the front entrance during the day and clock in upon entry and clock out upon exiting.
During the evening, students are to move their cars around to the front parking lot after 6:00pm.

DUTIES

1. A small housekeeping duty is to be done before you leave daily. These are posted. If you leave early, make sure your duty is done, either by you or someone else.
2. rooms are to be thoroughly cleaned and sanitized each day. Everything is to be stored in your locker, and all appliances are to be unplugged and put away before leaving each night.
3. Pick up after yourself, whether it is the student lounge, classroom, or on the service floor. It is your responsibility to take care of your personal belongings. All personal belongings may be stored in your locker. Do not carry any more money than you can afford to lose. No personal belongings are allowed on the service floor.

NO purses allowed in classrooms, student lounge area, desk or dispensary.

4. Students are responsible for keeping any area, where a guest is being worked on, clean
5. Put all items used back in their proper place. Pick up coffee cups, candy wrapper, magazines, used towels, etc. Facial area and reception areas are not lounging areas. Smoking, eating, drinking, and gum chewing are not allowed on the service floor or classrooms. This includes the desk and dispensary areas.

Smoking is not permitted in any area within the school.

Students may have drinks in classroom areas with lids only.

EQUIPMENT AND SUPPLIES

Students are provided with a locker. Equipment and personal items should be stored in these lockers.

Equipment should have your name or initials marked on it. Students are not permitted to leave their equipment or books in the classroom or locker area unattended. The school is not responsible for lost or stolen articles. Before class, bring text, notebook, and pen.

Any time a student takes their equipment or supplies off the school premises, including the last day, it could be inspected to insure you have only the equipment that belongs to you.

LIBRARY

A library of therapeutic massage related materials is available for your convenience, during regular school hours, to further your education. All books and videos are to be checked out by an Instructor. Books and videos must not leave the building.

TIPPING

Students are allowed to receive tips, but it is at the prerogative of the guest as to how much they wish to give. A student may not bait guests (example: jar of coins, piggy bank, etc) for a tip. Tips are given directly to students from the guest. We are not responsible for tips and do not process transactions for tips. Staff members will not handle tips.

STUDENT CAFÉ

Our student café has a refrigerator and microwaves for students who wish to bring their lunch. The café is for the use of enrolled students, guests are not to be directed to the student café. Guests and clients are to be directed to the client service area. Students are not to leave personal items unattended in the café. Students are to ensure that the café area is clean at all times. There should never be any dirty dishes in the sink, tables must be clean and orderly, and all refrigerated food must be cleaned out by Thursday at 3:00pm or it is subject to being disposed of.

MISCELLANEOUS

The use of profanity and vulgarity is prohibited on school premises and is cause for disciplinary action.

Students are responsible to check ALL bulletins boards in the café and classrooms for announcements, updates, grade postings and scheduled changes.

Marketing items are provided for student use. All reproductions of school logos or use of the S O L E I L name must be authorized in writing by the Campus Director. No Privately made business cards can be allowed.

Should equipment be damaged, due to carelessness, neglect or vandalism, that student will be held responsible for repairs.

DRUG POLICY

AS required by the Drug-free schools and Communities act Amendments of 1989, which added section 1213 to the Higher Education Act, and implemented at 34 C.F.R. Part 86, the undersigned Institution certifies that it has adopted and implemented a drug prevention program for its students and employees that, at a minimum includes the following:

S O L E I L prohibits the unlawful possession, use or distribution, of illicit drugs and alcohol by students, on its property or as part of any of its activities.

Any student found in violation of this rule will be immediately terminated.

If someone is struggling with a drug or alcohol addiction, please call 1-877-335-HOPE (4673)

FAMILY EDUCATIONAL RIGHTS/PRIVACY ACT/STUDENT FILE ACCESS

S O L E I L fully complies with the Family Educational Rights and Privacy Act of 1974 (FERPA).

This act provides that students and former students may inspect and review their educational records maintained by the school. All students are guaranteed the right to access to their grades and records accumulated in their student file (a parent/guardian would afford the same right if the student were still a minor). At the time of such access and review, the Director or Business Office Administrator shall be present for interpretation of the records. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person as published in the "Guidelines for post-secondary institutions for implementation of the family educational rights and privacy act of 1974 as amended", Revised edition 1995, a publication of the American Association of Collegiate Registrars and Admissions Officers.

A student, parent/guardian must request in writing that the school Director make the file available for such inspection. To review records, students and former students may go to the Business Office Administrator or Director, present valid photo ID, and ask to review the record.

S O L E I L will give students information concerning their rights under the Act through the distribution of an information sheet at orientation. Student records will be maintained for a minimum of five years.

DISCLOSURE INFORMATION

The school will disclose personally identifiable information from the student's record without written consent if the disclosure is:

1. To Federal and State authorities as listed in the Family Educational Rights and Privacy Act of 1974
2. To accreditation organization in order to carry out their accreditation function.
3. To comply with a judicial order or subpoena if the academy makes a reasonable effort to notify the student of the order or subpoena prior to the release of the information.
4. To persons responsible for determining eligibility for financial assistance for which the student has applied or received.
5. To protect the health or safety of another person.
6. To organizations sponsoring this student by paying the full cost of tuition directly to the school.

The school will not disclose information to any third party without the written consent of the student, (parent/guardian if the student is a minor) unless otherwise required by law. Each request must specify the person/organization to whom the disclosure may be made and information that may be disclosed and timeframe for disclosure period.

For further information concerning your FERPA rights, please contact the school director.

CAREER ADVISEMENT/JOB PLACEMENT

1. Placement assistance, such as resume writing, mock job interviews, salon exposure, distributor and manufacturer job requirements is available to our students during enrollment. S O L E I L cannot guarantee employment.
2. Students may consult with the Admissions office for assistance with roommate needs, part-time job placement, scholarship assistance, etc. All personal problems are strictly confidential and will be directed to the proper support groups, family or assisting agencies.
3. S O L E I L places heavy emphasis on job placement for its graduates. Although the school cannot guarantee any student a job, past successful placements of students indicates S O L E I L focuses on this area. The school maintains close contact with medical offices, salons and spas through its association with a national beauty supply and equipment distributors within a professional network comprised of cosmetologist, estheticians, nail technicians and massage therapists. As well as additional contacts through professional beauty partners, such as Milady, American Massage Therapy Association and the Association of Massage Therapy and Bodywork Professionals.

RECORD MAINTENANCE

1. S O L E I L shall maintain and make available for inspection by the Department of Education student records in the Director's office. Records are maintained for a duration of 5 years.
2. S O L E I L enrollment agreement, student progress report, plus the exit interview all provide the Department with the necessary information listed in Title 92, Chapter 41, 004, 11.

FACULTY

In an effort to ensure the highest quality of training possible, the S O L E I L teaching staff is selected on the basis of academic and technical training and practical professional experience. The teaching staff is drawn from qualified persons in the educational community and from professional organizations, S O L E I L rigorous faculty selection process ensures that its faculty represents a blend of theory and practical experience essential to meeting the learning needs of students preparing for careers in therapeutic massage.

EMERGENCY EVACUATION/LOCKDOWN PROCEDURES

S O L E I L has implemented and trained our staff on procedures should an emergency event occur at the Campus. Students are to listen to the faculty and follow instructions during such an event. The school Emergency Evacuation and Lockdown Procedures are reviewed at orientation and again twice a year during Daylight Savings Time. If you would like additional information please see the Director.

CRIME AWARENESS AND CAMPUS SECURITY

S O L E I L 's Campus Crime Report and Statistics are available in the administrative offices. Our report and statistics are updated annually and distributed to staff and students as well as published in our manuals and catalogs

1. The school does not employ private security personnel. Therefore, all incidents of a criminal or emergency nature are reported to the local agency of jurisdiction. 911 should always be used in emergency situations.
2. Any employee witnessing any form of criminal action or other emergency should report it to a Campus official on duty. The official on duty will investigate the incident and report it to the local police department. The official will prepare a memorandum regarding the incident and submit to the Campus Director.
3. All facilities are locked during non-business hours. During non-business hours only authorized personnel are permitted on the premises.
4. During orientation, student gatherings and staff meetings, students and employees are reminded that they can assist in crime prevention by ensuring that all doors are locked; that they do not walk alone to automobiles or public transportation facilities and that they report any suspicious situations to a school official.
5. Whenever any of the following crimes occur on campus, the information is reported to local police agencies and recorded in a memorandum. These statistics are disclosed to students and employees every year.

2025 2026

A. Murder 0 0
B. Non-Negligent manslaughter 0 0
C. Negligent manslaughter 0 0
D. Forcible sex offenses 0 0
E. Non-Forcible sex offenses 0 0
E. Robbery 0 0
F. Aggravated Assault 0 0
G. Burglary 0 0
H. Motor vehicle theft 0 0
I. Arson 0 0
J. All hate crimes involving injury 0 0

Whenever an arrest is made for the following violations stated below, the school records the incident and reports the statistics to students and employees every year.

A. Liquor Violations 0 0
B. Drug Violations 0 0
C. Weapon Possessions 0 0

6. The sale/use of alcohol and illegal drugs are not permitted in this school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumer will be referred to local police authorities.

The school has in place a Drug and Alcohol Abuse Prevention Program as required under Public Law 101-226.

7.Students and Faculty are encouraged to be knowledgeable about their surroundings. Information regarding registered sex offenders can be obtained at the following site: Http://www.nsopr.gov

8. Firearms of any kind are prohibited on campus property. Reports of individuals in possession of any type of dangerous weapon should be made to the county police immediately.
9. The campus will post Notices/Warnings on the student and Faculty bulletin boards, make public announcements, send e-mail notifications (text message when available) when information on a situation that may be dangerous to students, faculty, or guests is made known to us so they may take appropriate precautions.
10. In the event of an emergency lock down, St Louis MED TECH will notify students and staff within 30 minutes of the event.
11. Student may view a copy of the :

- Violence Against Women Act - Administrative Office, Orientation Material
- Additional information on Sex and Drug abuse – Admnistrative Office
- Emergency Evacuation and Lock Down Procedure – Administrative Office

AVAILABILITY OF GED PROGRAMS

S O L E I L DOES NOT administer GED testing. However, we can recommend off-site facilities for additional information.

S O L E I L admits students who have a high school diploma/GED that is recognized by the Missouri State Board of Therapeutic Massage.

VACCINATION POLICY
S O L E I L does not require vaccinations for admission into our program. However, S O L E I L does encourage each student to take responsibility for his or her individual health and wellness. Anyone interested in getting more information about vaccinations or free or reduced price clinics offering vaccinations and other health services should contact their local public health department or consult with their health care provider.

VOTER REGISTRATION
S O L E I L does not require students to be registered and to vote for admission into our program, but the school encourages students to embrace their civic duty and vote.

STATEMENT OF OWNERSHIP
S O L E I L is a 501(c)(3) public charity under the direction of a Board of Directors.
S O L E I L assumes full responsibility for the agreement between the school and the student.

AFFILIATIONS AND LICENSING :
The school is Licensed by the MISSOURI STATE BOARD OF THERAPEUTIC MASSAGE, 3605 Missouri Blvd, Jefferson City, MO 65109. (573) 522-6277, is Approved to Operate by the MISSOURI DEPARTMENT of HIGHER EDUCATION, and INSTITUTIONALLY ACCREDITED by The COMMISSION ON MASSAGE THERAPY ACCREDITATION.

POLICY ACKNOWLEDGEMENT

I _____, hereby have had the opportunity to review and read the student policy handbook as dated, and I understand and agree to abide by the contents of this student catalog and handbook. I agree to abide by the Institution rules and policies for the duration of my tenure as a student of S O L E I L .

_____
Student Name (printed)

_____
Student Signature

_____
Date