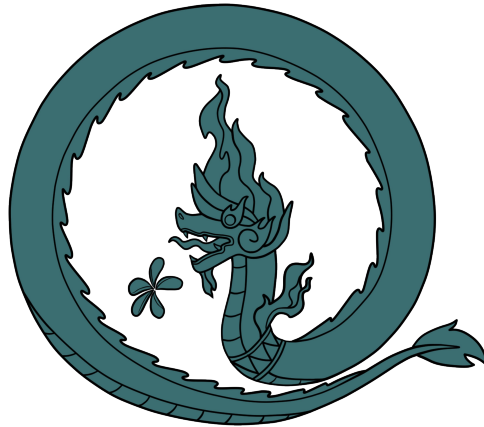


Thai Esan Muscular Arts, T.E.M.A



2024 - 2025

Hawaii State Massage Therapy Licensing Program

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Table of Contents

General Information.....	1
Mission.....	1
Philosophy and Values.....	1
Purpose and Objectives.....	1
Faculty.....	2
History.....	3
Facilities and Equipment.....	3
Curriculum.....	3
Non-Discrimination Policy.....	3
Student Records/Release of Information.....	3
Facilities for the Disabled.....	4
Authorization Statement.....	4
Licensing and Authorizations.....	4
Addenda and Supplements.....	4
Student Services.....	4
Tuition.....	5
Student Conduct	5
Anti-Hazing Policy.....	6
Disciplinary Policies and Procedures.....	6
Student Complaint/Grievance Procedure.....	6
Statement of Intent Procedure.....	6
Admission Requirements.....	7
Admission Application.....	7
Credit for Previous Education.....	8
Transfer of Credits to other Colleges.....	8
Academic Information/Program Length	8-9
Attendance/Make-Up Policy.....	9
Tardiness Policy.....	9
Absence / Leave of Absence Policy.....	9

Make up Work.....	10
Sexual Harassment.....	10
Grade/Progress Reporting.....	10
Grade Appeal Policy.....	10
Grading System.....	10
Academic Probation and Suspension Policy.....	11
Standards of Satisfactory Progress.....	11
Certificate Program.....	11
Academic Progress.....	11
Graduation.....	11
Job Placement Assistance.....	11
Transcripts.....	11
Refund / Cancellation Policy.....	12
2023 Academic Calendar	12
Disclosures.....	12
Enrollment Packet.....	14
Admission Application	page 1 of 6
Health and Education	page 2 of 6
Massage Verification Form	page 3 of 6
Book Fee/Tuition Form	page 4 of 6
Background Consent Form	page 5 of 6
Declaration Page	page 6 of 6
Enrollment Agreement	page 1 of 7
Refund Table	page 2 of 7
Truth in Lending Disclosure	page 4 of 7
Hold Harmless Statement	page 5 of 7
Signature Page	page 6 of 7
Tuition Payment Agreement	page 7 of 7

General Information

MISSION

Thai Esan Muscular Arts, T.E.M.A is a private institution of higher education. The main goal of the school is to educate students to earn a certificate in massage therapy and to prepare them to pass the Hawaii State Massage Therapy Licensing Exam. We are committed to educating students on what works in the growing industry of massage therapy and to be successful employees or entrepreneurs.

PHILOSOPHY AND VALUES

Thai Esan Muscular Arts, T.E.M.A maintains a position of ethical standards and operates with a sincere level of integrity, networking within the community to maintain high visibility and growth to create employment opportunities.

- We believe in supporting the needs of our students because their success in our program will reflect our success as a school.
- We believe in educating on the importance of ethics through sound business practices and the importance of integrity and accountability in our program and in the community.
- We believe that proper education is the foundation for clinical excellence.
- We believe in educating on what works in the real world within a massage program.
- We believe our mission is to support our students' goals for massage therapy by providing a firm foundation in technique and philosophy that will translate into a successful and rewarding career.

PURPOSE AND OBJECTIVES

Realizing that the field of massage therapy is a fast growing and changing industry, the faculty and administration of Thai Esan Muscular Arts, T.E.M.A, are dedicated to accomplishing the following objectives:

- Thai Esan Muscular Arts, T.E.M.A's main objective is to successfully educate the students to achieve a certificate of completion and to prepare them for the Hawaii State Massage Therapy Licensing Exam.
- Graduate students reflecting a higher standard of excellence in order to provide prospective employers with quality job candidates.
- Place emphasis on educating on the importance of each individual client's therapeutic needs, therefore producing better trained therapists.

FACULTY

Owner / Chief Executive Officer / Director: Sathiporn Songsorn

- LMT, Practitioner

Massage Therapy Instructor: Sathiporn Songsorn, LMT

- Certificate of Massage Therapy, Thai Issan Massage Academy
- Esan Thai Manipulation ETM Certification
- Advanced Training, Thai Esan Muscular Arts, T.E.M.A

Anatomy and Physiology Instructor : Sathiporn Songsorn, LMT

- Certificate of Massage Therapy, Thai Issan Massage Academy
- Advanced Training, Thai Esan Muscular Arts, T.E.M.A

HISTORY

Thai Esan Muscular Arts, T.E.M.A, is legally owned, operated and controlled by Sathiporn Songsorn. It was founded in 2023 by Sathiporn Songsorn who has been in the Massage Therapy Industry and has owned her own massage therapy practice for 20 years. She has developed a 570-hour program to teach students the importance of learning appropriate professional therapeutic massage techniques in order to be proficient, successful massage therapists and to pass the Hawaii State Massage Therapy Licensing exam.

FACILITIES AND EQUIPMENT

The school's facility is custom designed to enhance the educational experience and to serve the current and future needs of the Thai Esan Muscular Arts, T.E.M.A student. Reserved parking spaces are also well defined and conveniently located. The classroom is currently designed to seat a maximum of 12 students in a classroom.

CURRICULUM

Thai Esan Muscular Arts, T.E.M.A has designed its curriculum to meet the needs of students who are career oriented. The students who make up the student body at Thai Esan Muscular Arts, T.E.M.A are seeking a non-traditional, structured education that can launch them into a successful career in massage therapy. The program at Thai Esan Muscular Arts, T.E.M.A provides instruction that will supply the students with qualifications for a more competitive standing and achievement of employment opportunities. Students who successfully complete the program will be prepared to pass the Hawaii State Massage Licensing exam.

The certificate program offered by Thai Esan Muscular Arts, T.E.M.A is designed to meet the specific needs of the business community. Its certificate program is intended to be specific, which means the students should complete the program with the knowledge and skills necessary to be successful in their chosen type of business setting.

NON-DISCRIMINATION POLICY

Thai Esan Muscular Arts, T.E.M.A is committed to equal employment and educational opportunities. No person will be subject to discrimination based on age, race, color, national origin, sex, disability, sexual orientation or gender expression in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities. The following person has been designated to handle any questions regarding the schools' non-discrimination policies: Sathiporn Songsorn, Director.

STUDENT RECORDS/RELEASE OF INFORMATION

In compliance with Public Law 93-083, "The Family Educational Rights and Privacy Act" (FERPA, which is Section 438 of the General Education Provision Act, the School has adopted policies and procedures which permit the student the opportunity to view his/her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. Educational records do not include working papers concerning students, such as informal notes, and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The School will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons: 1) Records are required by

All records will be retained at the physical location of Thai Esan Muscular Arts, T.E.M.A. All student records will be permanently held at the facility. Student records include:

- A copy of the enrollment agreement
- Student name, address, tuition payments or refunds, record of attendance, date of completion
- Date of termination, records of student grievances and subsequent resolution
- All correspondence related to each student including transcripts and certificate of completion

Authorization Statement

Thai Esan Muscular Arts, T.E.M.A is licensed in Hawaii by the Department of Education, 1390 Miller St Honolulu, HI 96813 (808)586-3400. Licensure indicates only that the minimum standards have been met and is not an endorsement or guarantee of quality. Any additional information regarding this institution may be obtained by contacting the numbers listed above.

Licenses and Authorizations

Thai Esan Muscular Arts, T.E.M.A is not currently affiliated with any accrediting agency therefore title IV financial assistance may not be available to students who enroll in this program. Thai Esan Muscular Arts, T.E.M.A offers its own inhouse financing for those students who may qualify and need assistance.

ADDENDA AND SUPPLEMENTS

Addenda and supplements are placed in this catalog covering specific areas such as tuition, faculty, course outline and any other items that may change during any period of time the catalog is effective, pending approval of the Commission of Independent Education.

STUDENT SERVICES

Services are available by appointment and include academic, financial assistance for those who qualify, and personal advisement and are available through the Director. Placement services can be discussed, and a list of current job openings is available upon request and will also be displayed in the student break area.

TUITION

PROGRAM COST: \$9,970.00 PER STUDENT – APPLICATION FEE: \$35.00 (NON-REFUNDABLE) THERE IS A MINIMUM DEPOSIT REQUIRED TO ENROLL OF 40% . THIS DEPOSIT IS SUBJECT TO A REFUND IF THE STUDENT WITHDRAWS IN ACCORDANCE WITH OUR TUITION REFUND POLICY.

Tuition includes the cost of a background check, massage tables and massage chairs and other equipment to be used during school and clinics, 1 lotion bottle, and 1 holster.

TEXTBOOK/ FEE: STUDENTS WILL BE RESPONSIBLE FOR PURCHASING TEXTBOOKS ON THEIR OWN. (APPROXIMATELY \$25.00)

The textbooks can be purchased online on amazon.com. and are required prior to the class start date. The required textbooks are:

- Susan Salvo, Massage Principals and Practice, 5th edition, ISBN 978-0-323-23971-4
- Students will be provided a digital studies curriculum by Thai Esan Muscular Arts, T.E.M.A

*Please note that additionally the student will be responsible for the purchase of scrubs for clinics, three sets of linens a bath towel, and bolster to be used for client support.

CONDUCT

Any student who fails to make up missed work, quizzes, or tests within the required time period may be placed on probation (see page 7). Students will also be expected to adhere to the Code of Ethics established by the ABMP (Associated Bodywork and Massage Professionals) which will be covered as a part of the instructional program (Business Practices and Professionalism), and during orientation.

Massage therapy training requires strong motivation, perseverance, and integrity. Certain behaviors in the classroom may be considered misconduct and result in a notice of academic concern, academic probation or dismissal and possibly immediate expulsion.

GROUND FOR IMMEDIATE DISMISSAL OR EXPULSION

Dismissal is the expulsion of a student from the program. Certain offenses may constitute grounds for immediate dismissal without a warning. Within 24 hours of dismissal, the student will receive written notification stating the cause of this action. Such conduct violations may include but are not limited to:

1. Dangerous or unsafe behavior
2. Aggressive, hostile or adversarial treatment of fellow students, faculty or staff
3. Disruptive or disrespectful behavior i.e., talking during demonstrations or lectures
4. Refusal to receive instruction or follow guidelines for class activities
5. Hazing (please refer to our anti-hazing policy on page 6)

A student dismissed without warning will be entitled to a refund of unused tuition in accordance with stated policy. Students dismissed for unsatisfactory academic progress may only be readmitted by written request and approval of the director.

OTHER GROUNDS FOR DISMISSAL

Students also may be dismissed for unsatisfactory attendance, unsatisfactory academic progress, unfulfilled financial obligations, or the following conduct: practicing massage with a communicable disease, promoting sexual behavior during a massage session. Failure to give true accurate information on the Essentials School of Massage application/enrollment agreement or during the enrollment interview may also result in dismissal. Such conduct violations may include but are not limited to:

1. Cheating on tests
2. Plagiarizing written material
3. Offensive or sexualized language
4. Sexual harassment
5. Drug or alcohol use during educational activities
6. Theft or vandalism of school property whether intentional or unintentional.

If any of the above is/are violated students will be given verbal warning and a written notice or possibly be expelled immediately depending on the severity of the offense.

ANTI-HAZING POLICY

At Thai Esan Muscular Arts, T.E.M.A there is a zero-tolerance policy in place in regard to any individual who joins or participates in any group that humiliates, degrades, abuses or endangers another person or themselves regardless of a persons' willingness to participate. Any student who is caught engaging in such activities will be immediately expelled from our program.

DISCIPLINARY POLICIES AND PROCEDURES

All students are expected to conduct themselves, both in and out of classes, in a professional and ethical manner. Conduct that is found by the administration to be detrimental to the individual, other students, the community, or the facility will result in the student being placed on probation for a period of two weeks. Further misconduct will result in the student's dismissal from the program.

In cases requiring **probation** or **dismissal**, not pertaining to expulsion, the procedure will be as follows:

1. Verbal warning will be given, and documentation will be made (student will be monitored for a two week period; if no progress is made a written warning will be given).
2. Written warning (student will be further monitored for an additional two-week period).
3. Written notice of dismissal if no progress has been made.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Statement of Intent

In order to afford full consideration to any student complaint, the following procedures are in place at Thai Esan Muscular Arts, T.E.M.A. This grievance procedure is intended to provide a framework within which complaints may be resolved. This procedure is not, however, a substitute for other informal means of resolving complaints or other problems.

Students are encouraged to communicate any concerns to a member of the school faculty, the Director, or the Owner or CEO. Appropriate measures will be taken to preserve the confidentiality of information that is reported.

PROCEDURE

All student complaints will be handled in the following manner:

The student must try to resolve the issues with his/her respective instructor. If the matter is not resolved, the student should schedule a meeting with the Director or the Owner.

A formal complaint form will be filed and remain in the student's file and the student will be given a copy.

ADMISSION REQUIREMENTS

Applicants who plan to enter the certificate program must:

1. Be 18 years of age or older.
2. Submit a consent form for a criminal background check and be clear of felony convictions.
3. Hold a high school diploma or equivalent.
4. Have received two one-hour massages from a Licensed Massage Therapist.

ADMISSION APPLICATION

Applicants should request an appointment for a personal interview with the Director/Principle.

During the interview applicants will tour the facility and receive a program catalog and appropriate enrollment forms. At least three weeks before the program start date, applicants must submit:

- A. Application. (Nonrefundable \$35.00 fee)
- B. Deposit/down payment.
- C. Copy of driver's license and Social Security card.
- D. Massage verification forms (proof of two professional one-hour massages).
- E. Proof of a high school diploma, GED, or an equivalent diploma issued by a non-public high school. Applicants who hold a certificate of attendance or any other award issued in lieu of a diploma may be ineligible for admission.
- F. Consent form for a criminal background check.

Following confirmation that the applicant meets the admission requirements and decides to enroll, the applicant must also sign the enrollment and hold harmless agreements.

**Please note that a minimum student enrollment of six (6) students will be required for each session. Applicants understand that the school may reschedule a start date if applicants are not sufficient to hold a term or six-month session.*

CREDIT FOR PREVIOUS EDUCATION

Thai Esan Muscular Arts, T.E.M.A does not grant credits for previous education or experience.

TRANSFER OF THAI ESAN MUSCULAR ARTS, T.E.M.A's CREDITS TO OTHER COLLEGES

Since the program offered at Thai Esan Muscular Arts, T.E.M.A is intended to be career-oriented and specialized, credits do not typically transfer to other programs. The decision to accept transfer credits is solely at the discretion of the receiving institution. Thai Esan Muscular Arts, T.E.M.A does not imply, promise or guarantee transferability to any other institution.

Academic Information/Program Length/Course Outline

Thai Esan Muscular Arts, T.E.M.A's program length is 570 hours, 10 hours per week. A minimum of 570 in class recorded hours are mandated by the Hawaii Board of Massage Therapy and are broken down as follows:

Anatomy, Physiology and Kinesiology. 50

The objective in this class is to teach the students all the systems in the body to include the skeletal system, muscular system, integumentary system, nervous system, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system in addition to teaching kinesiology, the study of principals and mechanisms of movement in the human body.

Basic Massage Theory and Demonstration 100

This course will discuss a historical perspective of massage therapy and the various influences. The specific techniques and massage modalities studied will be, the application of Thai Level, Swedish massage, deep tissue massage, sports massage, reflexology, pre-natal massage, cupping, special populations massage and the use of essential oils during massage.

Clinical Practicum 420

In this course, students will learn and demonstrate proper body mechanics and proper draping of the client. Students will be able to describe massage anatomy and physiology including research, effects, indications, contraindications, and endangerment sites during a massage. Students will be able to demonstrate the skills and modalities that they learned in the course, by effectively applying them on the public. Students will be able to describe and discuss client assessment and treatment planning by properly documenting their sessions (soap notes).

Hawaii Laws and Rules

In this course students will learn the current Hawaii laws and rules as it applies in the massage therapy industry as well as what the license renewal requirements are and what the time frame for renewing their license is.

Professional Ethics

The objective of this course is to teach students right and wrong behavior and to conduct themselves in a moral way by teaching appropriate boundaries through effective communication with their clients.

Prevention of Medical Errors

This course will teach students to have a thorough understanding of indications and contraindications, pathologies and medications and communicating with clients in order to avoid medical errors while the client is in their care.

ATTENDANCE/MAKE-UP POLICY

Regular attendance is essential. All students are expected to be present and on time for all scheduled classes and clinicals. We have a no cellphone policy during class instruction.

When a student's absences exceed 25 percent of the class time, his/her attendance may be defined as unsatisfactory, and the student may be considered administratively withdrawn from the class or classes. Absences will count from the first official day of classes. Excused absences, such as military, illness, work, personal, and family emergency, does not eliminate the absence from the student's record. Approved excuses for any absence allow the student to make up missed work and classroom hours. At the discretion of the director/instructor, students may not be allowed to make up work for unexcused absences.

It is our policy to allow instructors to monitor student attendance and classroom behavior. Students must sign in and out each day. Instructors have the responsibility of seeing that their students are aware of the importance of the recorded 570 hour minimum in order to graduate from the program.

TARDINESS POLICY: ANY STUDENT WHO IS TARDY (I.E., 15 MINUTES LATE MORE THAN THREE (3) TIMES MAY BE PLACED ON PROBATION (REFER TO PAGE 6).

ABSENCE / LEAVE OF ABSENCE: ANY DAYS THAT ARE MISSED MUST BE MADE UP PRIOR TO GRADUATION AND AT THE DISCRETION OF THE DIRECTOR/INSTRUCTOR. IF A LEAVE OF ABSENCE IS NECESSARY, A MEETING WILL NEED TO BE SCHEDULED WITH THE DIRECTOR AND INSTRUCTORS TO DISCUSS THE AMOUNT OF TIME NEEDED AND THE COURSEWORK/HOURS THAT WILL NEED TO BE MADE UP. EVERY EFFORT WILL BE MADE TO ACCOMMODATE THE STUDENT'S REQUEST.

MAKEUP WORK

Makeup work is the responsibility of the student; quizzes and tests should be made up within one week.

SEXUAL HARASSMENT

Sexual harassment can take the form of overt harassment, in which a student feels he/she must submit to unwanted sexual behavior in order to participate in school program, pass a class, etc., or simply in the creation of a hostile environment through the use of language, action or attitude, to the point at which it affects the participation of the student or staff member in our program. Be advised that sexual harassment of any type will not be tolerated at Thai Esan Muscular Arts, T.E.M.A and may be cause for dismissal. Should a student or staff member be accused of sexual harassment, the policy of Thai Esan Muscular Arts, T.E.M.A, upon receiving a formal complaint, is to suspend the suspected party until such time as a final investigation can be made, said investigation being made as expeditiously as possible.

Should sexual harassment have been determined to have occurred (on the part of a student, instructor or staff member), the guilty party will be disciplined, up to (but not limited to) immediate dismissal.

GRADE/PROGRESS REPORTING

The scholastic progress is reported in grade reports issued to students (mid-term and graduation).

GRADE APPEAL POLICY

Final grades will be issued at the end of the term. In the absence of mistake, unfair treatment, or other extenuating circumstances, the determination of the student's grade by the instructor shall be final once filed. A student may appeal a final grade by following the established procedure:

1. Student must arrange a meeting with the instructor to address any questions or concerns regarding grades.
2. If the student is not satisfied after meeting with the instructor, then a meeting with the Director and Instructor will be scheduled. Within five days, the Director will provide the student with a written notification of any decision made. A copy will also be placed in the student's file.

GRADING SYSTEM

The academic grading system utilized by Thai Esan Muscular Arts, T.E.M.A is based on a standard percentage/letter grade system (see below), with the final grade calculated from the total of all quizzes, tests and clinical evaluations. Grades will be given at midterm and a final grade computed for each course. Please note that the minimum passing grade is a D or at least 60 percent. Please review the chart below.

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 or below	F

An incomplete will be assigned if a student fails to have the required, recorded 570 clock hours or if a student fails to complete any required course work by the end of the program. Any student who does not meet the passing grade minimum requirement of a 60 or above will receive an F on their transcript. They also will not receive a certificate of completion.

ACADEMIC PROBATION AND SUSPENSION POLICY

Any student in an individual class whose grade falls below a 'D' or a 60% will be on academic probation for a period of 14 days. If his/her grade is not raised to a 'D' or above and there is no possibility of raising the grade to the minimum requirement following the stated probationary period, the student will be suspended from the program.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Certificate Program

Students must maintain satisfactory academic progress in order to remain eligible to continue as regular students at meet the passing grade minimum requirement of a 60 or above will receive an F on their transcript. They also will not receive a certificate of completion. . A regular student is one who is enrolled for a six-month term for the purpose of receiving a certificate of completion.

Academic Progress

Academic progress will be monitored throughout of course. If a student does not have a D average or a 60% or above, the student conduct policy will apply. If satisfactory academic progress has not been made, a mandatory meeting with the instructors and the director will be scheduled for an evaluation. Depending on the reason for academic suspension and the individual situation, reentry is at the sole discretion of the director and instructors. Please refer to page 10, grading system and page 6 under disciplinary policies and procedures.

GRADUATION

The school will award a diploma or certificate of completion to students maintaining a passing grade of at least a "D" or a 60% or above, completing all clinical hours and coursework, and paying tuition in full.

JOB PLACEMENT ASSISTANCE

Thai Esan Muscular Arts, T.E.M.A does not guarantee nor imply job placement upon completion of the program; however, the school will refer students to area businesses that are in search of licensed massage therapists. Students who wish to seek help finding job placement can schedule an appointment with the Director or Owner.

TRANSCRIPTS

A complete set of each student's records, including a transcript of grades, is maintained in a permanent file. Two copies of the transcript is available free of charge to each graduate; additional copies may be ordered from Thai Esan Muscular Arts, T.E.M.A for \$12.00 each. Requests must be in writing by the student. Transcripts will be withheld until all financial obligations to the school are satisfied.

Tuition Cancellation and Refund Policy:

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

- All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- Cancellation can be made in person, by electronic mail, by certified mail or by termination.
- Cancellation after attendance has begun, through 40% completion of the program will result in a pro rata refund computed on the number of hours completed to the total program hours.
- Cancellation after completing more than 40% of the program will result in no refund.
- Termination date: In calculating the refund due to a student, the last date of actual attendance by the student is used to determine the total refund due.
- Refunds will be made within 30 days of termination or receipt of cancellation notice.

2024 - 2025 ACADEMIC CALENDAR*

January 22, 2024 - July

April 1, 2024 - Sept.

July 2, 2024 - Dec.

Oct 1, 2024 - Feb. 2025.....

***School calendar is subject to change.**

Classes are held Tuesday and Thursday, 9:00 am - 2:00 pm, utilizing lectures, books, computers, handouts, and props.

DISCLOSURES

Students who perform massage as part of their curriculum (whether on or off school premises must wear a nametag identifying themselves as students and naming the school that enrolls them. Students cannot charge or accept tips and cannot advertise.

As part of their coursework, students will perform 420 hours within a clinical setting on the public. This will consist of a combination of clinical massage sessions and will be monitored by the clinical massage therapy instructor staffed during each clinical day. Participation in the clinical portion will be graded. This part of the curriculum is one of the keys to a students' success. In addition, students will learn how to manage an office setting, which will be performed on site. On site massages will be supervised by an onsite supervisor who will insure that required hours are met and that proper procedures are adhered to according to the guidelines set by Thai Esan Muscular Arts, T.E.M.A. The students will be evaluated and graded by the instructor and will also be evaluated by the clients while completing their clinical hours. Remaining hours will be used to train the students in proper documentation (soap notes, office management and learning effective marketing skills.

Students may not advertise or practice for remuneration until they graduate from the course, take and pass the national certification exam, and receive licensure from the Hawaii Board of Massage Therapy.

Application For Admission

Please answer all questions. We cannot process an incomplete application. A school representative will contact you as soon as we process your application.

PLEASE PRINT OR TYPE

Name _____ Date _____
Last First M.I. Date of Birth _____
Address _____
City _____ State _____ Zip _____
Area Code and Phone # _____ Social Security # _____
Email Address _____
Female _____ Male _____ Occupation _____

I am applying for:

____ 2024/2025 Fall/Winter Day Class

*Completed applications, tuition deposit (\$500.00 minimum) and application fees are due three weeks prior to the start of the program. A completed application submitted after the deadline may be accepted only at the discretion of the director.

CHECKLIST – Your application is complete when all the following are submitted:

- Application for Admission including a nonrefundable fee of \$100.00.
- Deposit/Down Payment _____
(\$500.00 minimum, due 3 weeks prior to start date).
- High School Transcript or GED (w/official seal) (Please contact your school or board of education if you do not have this).
- Copy of Driver's License and Social Security Card
- Massage Verification Form
- Background Consent Form

EMERGENCY

In case of emergency, please contact:

Name _____ Relation to Student _____

Address _____ Phone _____

HEALTH

Do you have any physical conditions that could inhibit your ability to perform the physically challenging work of massage? ____ NO ____ YES

If YES, please explain:



Have you ever been treated for any condition requiring hospitalization? ____ No ____ Yes
If yes, please give dates and describe:



Do you currently have, or have you had during the last two years a communicable disease? ____ No ____ Yes. If yes, please describe _____.

Are you currently on any medications? ____ No ____ Yes. If yes, please list medication or physical condition being treated: _____

EDUCATION

Name of High School: _____ Date Graduated: _____

Address _____

Name Recorded on Transcripts (if different) _____

Name of College or University _____

Graduation Date _____ Degree _____

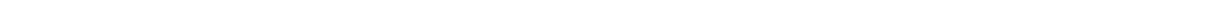
I grant the school named above my permission to release my high school transcript to: Thai Esan Muscular Arts, T.E.M.A

Name, please print while a student: _____ date: _____

Name, please sign: _____ date: _____

LEGAL

Have you ever been convicted of a crime? ____ No ____ Yes
If yes, please give details and include information about litigation, if any. Do not include traffic violations or misdemeanors. (Use a separate piece of paper if necessary.) ***Please note that felony charges and/or conviction may prevent you from obtaining a license.**



Massage Verification

All applicants must receive at least two full-body massages, of at least 50 minutes, from a Licensed Massage Therapist as part of the admission process. Please ask your therapist to verify your treatment.

Applicant's Name _____

Massage # 1

Therapist's Name _____

Therapist's License Number _____

Address _____

City _____ State _____ Zip Code _____

Telephone (_____) _____

Therapist's Signature _____

Date of Massage _____

Massage # 2

Therapist's Name _____

Therapist's License Number _____

Address _____

City _____ State _____ Zip Code _____

Telephone (_____) _____

Therapist's Signature _____

Date of Massage _____

Application Fee / Tuition / Down Payment

Your application is not complete without the application fee of \$35.00 Please specify how you will be paying for this fee:

?		Payment by check or money order. (Please print a copy of this form and submit it with your payment.)
?		Payment by credit card. (Please complete the information on this form.)

Please specify how you will be paying for tuition deposit:

?		Payment by check or money order. (Please print a copy of this form and submit it with your payment.)
?		Payment by credit card. (Please complete the information on this form.)

Credit Card Billing Information

First Name _____ Last Name _____

Billing Address _____

City _____ ST _____ Zip Code _____

Telephone _____

Email _____

Type of Credit Card: VISA MasterCard Discover Other

Credit Card Number _____ Sec. Code _____

Expiration Date: Month _____ Year _____

Name as it appears on card _____

Total Amount Billed to Credit Card: \$ _____

I authorize Thai Esan Muscular Arts, T.E.M.A to charge my credit card in the amount listed above.

Card Holders Signature: _____ Date: _____

Background Check Consent Form

I understand that an offer of enrollment from Thai Esan Muscular Arts, T.E.M.A will be contingent on the receipt and evaluation of the background check report. If offered enrollment, I will provide the school with my driver's license, social security number and date of birth to permit a background check to occur. This will consist of a criminal history check and a sex-offender registry check to be used solely for enrollment-related purposes. Failure to provide consent or the required information after receipt of an offer of enrollment will result in a withdrawal. If the school enrolls me, it may request such additional reports about me for enrollment-related purposes during the term of my enrollment. I understand that if Thai Esan Muscular Arts, T.E.M.A accepts my application, my consent will apply throughout my enrollment to the extent permitted by law. Please note that by signing this consent form, you are aware and understand that you may not be able to obtain a license to practice massage therapy if you have a conviction of a felony.

I have carefully read and understand this Background Check Consent statement and, by my signature below, consent to the release of criminal history and sex-offender registry reports to Thai Esan Muscular Arts, T.E.M.A within the terms of this statement. This background check consent statement in original, faxed, photocopied, or electronic form will be valid for any such reports that Thai Esan Muscular Arts, T.E.M.A may deem appropriate.

Name (Please Print)

Last Name please include any alias/previously used names:

First Name: _____

Middle Name: _____

Driver's License No. _____

Social Security No. _____

Signature: _____

SCHOOL START DATES

Thai Esan Muscular Arts, T.E.M.A requires a minimum of six (6) students for a class session to start. If that minimum number is not met, the school may reschedule a start date until enough students are enrolled. If a start date must be changed, the student will be notified by email and certified letter. A written confirmation must be received from the student stating whether they wish to continue with the application or withdraw from the program. If the student wishes to withdraw, a full refund of monies paid less the application fee will be made within 30 days of the written notice of intent to withdraw.

DECLARATION

I have completed this application to the best of my knowledge and state that the information I have given is true and correct. I understand that providing false information is grounds for dismissal from the program. I have read, understand and agree to all policies, including policies regarding conduct, of Thai Esan Muscular Arts, T.E.M.A as set forth in this catalog.

Applicant's Signature		Date

Please email this application to: enrollment@temapractice.com or mail this application to:

Administration enrollment
Thai Esan Muscular Arts, T.E.M.A
1210 Artesian St Ste 102
Honolulu, HI 96826

(808) 979 - 6553

It is advisable for prospective students to file this application with the appropriate fees as soon as possible as classes can fill quickly. Completed applications, documents, application fee and tuition deposit fees are due three weeks prior to the start of the program.

Thai Esan Muscular Arts, T.E.M.A does not discriminate against any applicant.

FOR OFFICE USE ONLY

- Application for Admission
- Payment for application fee
- Deposit/Down Payment _____ (due 3 weeks prior to start date)
- High School Transcript or GED (with official seal)
- Copy of Driver's License and Social Security Card
- Massage Verification Form
- Enrollment Agreement
- Hold Harmless Agreement
- Background Consent Form

Enrollment Agreement – Thai Esan Muscular Arts, T.E.M.A

Student Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code and Phone #: _____

Email address: _____

I _____ am entering into this enrollment agreement on _____ with Thai Esan Muscular Arts, T.E.M.A, for the program of Massage Therapy. I agree to attend the school for its 570-hour program to attain a certificate of completion in Massage Therapy. The anticipated start date of my attendance will be _____ and anticipated end date will be _____. I acknowledge and understand that if there are fewer than 6 students prior to the start of class, my start date will be postponed to a future date in which enrollment is sufficient.

I understand that the costs that are associated with the program are:

Program Cost: \$9,970.00 per student

Tuition includes the cost of a background check, equipment such as massage tables and chairs needed during school training and on-site clinicals, 1 lotion bottle, and 1 holster.

Application fee: \$35.00 per student (nonrefundable)

Thai Esan Muscular Arts, T.E.M.A uses Textbooks and Digital Curriculum. The student is responsible for purchasing their own books online and approximate costs are \$25.00. This cost is subject to change as pricing changes. Student will be given the websites to order the needed books and are also listed in our program catalog.

*Please note that additionally, the student will be responsible for the purchase of scrubs for clinicals, their own lotion/oil, 1 relaxation cd, 3 sets of linens, 1 bath towel, and 1 bolster to be used for client support.

I agree that I have these following payment options:

1. Payment in full
2. 6 monthly payments (paid during the term student I am enrolled in 6-month program)
3. In house financing available (Please note that if you choose this method of payment, you will not receive your transcript until payment in full has been made).
4. Other method of payment, please describe: _____

I understand that I can obtain a copy of the school's program catalog by visiting online at www.temapractice.com. I understand that I can receive a copy of this signed enrollment agreement upon my request.

I agree and understand the cancellation/refund policy outlined below:

Tuition Cancellation and Refund Policy

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

- All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- Cancellation can be made in person, by electronic mail, by certified mail or by termination.
- Cancellation after the third (3) business day but before the first class, will result in a refund of all monies paid except for the application fee of \$100.00.
- Cancellation after attendance has begun, through 40% completion of the program will result in a pro Rata refund computed on the number of hours completed to the total program hours.
- Cancellation after completing more than 40% of the program will result in no refund.
- Termination date: In calculating the refund due to a student, the last date of actual attendance by the student is used to determine the total refund due.
- Refunds will be made within 30 days of termination or receipt of cancellation notice.

TRANSFER OF CREDITS TO OTHER COLLEGES

Since the program offered at Thai Esan Muscular Arts, T.E.M.A is intended to be career-oriented and specialized, credits do not typically transfer to other programs. The decision to accept transfer credits is solely at the discretion of the receiving institution. Thai Esan Muscular Arts, T.E.M.A does not imply, promise or guarantee transferability to any other institution.

JOB PLACEMENT ASSISTANCE

Thai Esan Muscular Arts, T.E.M.A does not guarantee nor imply job placement; however, the school will refer students to area businesses that are in search of licensed massage therapists. Completion of the program does not guarantee employment.

TRUTH IN LENDING DISCLOSURE STATEMENT			
<p style="text-align: center;">Lender:</p> <p style="text-align: center;">Thai Esan Muscular Arts, T.E.M.A 1210 Artesian St Ste 102. Honolulu, HI 96826 808- 979-6553</p>		<p style="text-align: center;">Applicant Name:</p> <p style="text-align: center;">Mailing Address:</p> <p style="text-align: center;">Physical Address:</p> <p style="text-align: center;">Phone number:</p> <p>Home:</p> <p>Cell:</p> <p>Work:</p>	
Preparation Date:		Deposit Amount Paid:	
		Date of Deposit Paid:	
		First payment due:	
€ Initial Disclosure Estimated at Time of Application		€ Final Disclosure Based on Contract Terms	
<p>ANNUAL PERCENTAGE RATE</p> <p>The cost of your credit as a yearly rate.</p> <p>Estimated at 15%</p>	<p>FINANCE CHARGE</p> <p>The dollar amount the credit will cost you.</p>	<p>AMOUNT FINANCED</p> <p>The amount of credit provided to you or on your behalf.</p>	<p>TOTAL OF PAYMENTS</p> <p>The amount you will have paid after you have made all payments as scheduled</p>

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REQUIRED DEPOSIT: The annual percentage rate does not take to account your required deposit.

LATE CHARGES: If your payment is more than 5 calendar days late, you will be charged a late fee of \$50.00. This will be added to your balance due. A \$25.00 fee will be added for any returned checks.

PREPAYMENT: If you prepay this loan in full during the 6 months of attending the program you will not be assessed interest charges.

See your payment agreement document for any additional information regarding non-payment, default, and payment refunds and penalties.

I/We hereby acknowledge reading and receiving a complete copy of this disclosure. I/We understand there is no commitment for the creditor to make this loan and there is no obligation for me/us to accept this loan upon delivery or signing of this disclosure.

Borrower/s/Name/s Printed

Date

Borrower/s/ Signature/s

Date

HOLD HARMLESS STATEMENT

Thai Esan Muscular Arts, T.E.M.A and student acknowledge that there is some risk of accident or injury associated with use of equipment and other aspects of the course of study, including but not limited to direct care and contact of other students or clients at the clinical or training site. Student does hereby waive, release, and discharge Thai Esan Muscular Arts, T.E.M.A of any and all liability and all claims for damages for death, personal injury, or property damage, and any lawsuits may arise as a result of my misconduct while a student at Thai Esan Muscular Arts, T.E.M.A

This release is intended to discharge the school, and its officers, employees, representatives, students, volunteers, and agents from and against any and all liability arising out of or connection in any way with my participation in the training, internship/externship, hands-on activities, practice, or other activities.

Knowing risks exist, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all persons or agencies mentioned above that might otherwise be liable to me or my heirs or assigns for damages. I further understand and agree that this waiver, release, and assumption of risk is to be binding on my heirs and assigns. In addition, I give permission to receive, if necessary, emergency medical services by authorized personnel, and that any cost incurred as a result of such medical treatment will be my responsibility.

Applicant Signature: _____ Date: _____

I have read, understand and agree to the terms set forth in this enrollment agreement.

Applicant Printed Name: _____ Date: _____

Applicant Signature: _____ Date: _____

Administrator Printed Name: _____ Date: _____

Administrator Signature: _____ Date: _____

Thai Esan Muscular Arts, T.E.M.A

Tuition Payment Agreement

I _____, am a student currently enrolled in the massage therapy training program at Thai Esan Muscular Arts, T.E.M.A located in Honolulu, HI. I am enrolled in the _____ term for six months. I acknowledge and have agreed to a payment plan of \$_____ per month beginning on _____ and ending on _____. I also acknowledge and agree that if payment is not made as agreed and becomes more than 5 calendar days past due then a late fee of \$50.00 will be added to the balance due. I agree to pay a fee in the amount of \$25.00 for any checks returned by my bank for insufficient funds. If the payment is not made within 30 days, I acknowledge and agree that I will be suspended from the program at Thai Esan Muscular Arts, T.E.M.A until all obligations under this agreement have been made current according to our agreement. If the terms are not followed, I understand that my account will be turned over to a collection agency.

I further understand and agree that upon graduation, transcripts will only be released if payment has been received in full according to our agreement during the term of enrollment and furthermore agree to continue to make payments as agreed upon in this acknowledgment or my account will be turned over to a collection agency.

Signed on this _____ day of _____

By: _____

(Student)

Director or Owner: _____ Date: _____