



MAIDSTONE MASSAGE SCHOOL & CLINIC

Clinical Excellence & Holistic Care



A CAREER • AN EDUCATION • A LIFESTYLE

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PROGRAM SCHEDULE & STRUCTURE

MESSAGE THERAPY LICENSING PROGRAM

SCHEDULE OF OPERATIONS

School Office Hours: By appointment Monday through Saturday. Schedule via Tammy White, LMT at 509-392-2411.

Classroom Instruction Hours: Mondays, Wednesdays, and Fridays from 9:30 AM to 2:30 PM (August Start).

Student Clinic Hours: Commences after the 3rd month in the program (December). Requires fifty-five (55) documented clinical sessions. Operates on a variable schedule: Mondays, Wednesdays, and Fridays from 4:00 PM to 7:00 PM, and the 2nd Saturday of each month from 9:30 AM to 6:00 PM.

PROGRAM OBJECTIVES & CREDENTIALS

The **Massage Therapy Licensing Program** provides a 650-hour robust technical and clinical pathway designed to prepare students for successful careers in massage therapy and bodywork. Upon successful completion, students are awarded a **Massage Therapy Certificate of Completion** and are fully qualified to sit for the Washington State board exam (MBLEx) required for professional licensure.

Classroom Ratio 8:1

Clinical Ratio 6:1

*A clock hour is defined as a 60-minute block of time consisting of a minimum of 50 minutes of direct instruction with appropriate breaks. First Aid/CPR certifications must be obtained independently outside of school operational hours prior to starting clinical rotations.



Anatomy • Kinesiology • Pathology

CURRICULUM BREAKDOWN

Anatomy & Physiology

90 Hours

Provides a deep foundational comprehension of the human body, its complex physiological systems, and the integrated relationships across biological functions.

Introduction to the Human Body	5 hrs
Integumentary System	5 hrs
Skeletal System & Nomenclature	20 hrs
Muscular System & Nomenclature	30 hrs
Nervous System	10 hrs
Endocrine Glands & Hormones	5 hrs
Circulatory & Respiratory Systems	10 hrs
Digestive, Urinary, & Metabolic Systems	10 hrs

Kinesiology

60 Hours

A highly focused analytical study of kinesiology structural biomechanics, muscle actions, and the active science of human movement.

Pathology

70 Hours

Explores common systemic clinical pathologies, identifying disease signs, underlying causes, injury mechanisms, and absolute/relative contraindications for manual safety.

Theory & Practice of Massage Therapy

275 Hours

Comprehensive training covering foundational Swedish strokes, wellness integration, advanced body mechanics, structural ergonomics, table mechanics, and multi-modal methodologies.

History of Massage & Somatic Practices	5 hrs
Fundamental Swedish Massage Techniques	140 hrs
Advanced Massage Modality Variations	50 hrs
Practitioner Body Mechanics & Injury Prevention	20 hrs
Medical Treatments & Integrated Protocols	10 hrs
Hydrotherapy Systems & Practical Safety	5 hrs
Health, Hygiene, Sanitation, & Clinical Safety Standards	5 hrs
The Science of Structural Table Mechanics	15 hrs
Remedial Gymnastics & Movement Therapy	5 hrs
Introduction to Asian Medicine Traditions	5 hrs

Student Clinic

55 Hours

Hands-on interactive training requiring 55 documented 60-minute massage sessions delivered to the public within our operational outpatient student clinic facility.

Clinical / Business Practices

55 Hours

Professional tools and entrepreneurial skills essential to safe practice. Includes 10 hrs of Client Intake/Documentation, 15 hrs of Adaptive Massage/Management, 25 hrs of Clinical Application, and 5 hrs of Business Development.

Professional Ethics

45 Hours

Establishes vital professional boundaries. Covers Standards & Relationships (30 hrs), The Educated Heart frameworks (10 hrs), and Health Equity mandates (5 hrs).

FACILITIES, EQUIPMENT & ADMISSIONS

CAMPUS INFRASTRUCTURE & ENROLLMENT CRITERIA

CAMPUS FACILITIES & EQUIPMENT RESOURCES

Maidstone Massage contains a custom-designed single classroom suite meticulously configured for integrated lecture instruction, therapeutic bodywork training, and active outpatient student clinics. The professional facility includes an onsite greeting reception waiting room, private conference/examination space, separate restrooms, and a fully equipped student breakroom with a refrigerator, microwave, and wash sink. Comprehensive clinical training equipment includes:

<ul style="list-style-type: none">• 5 Premium Massage Tables & ergonomic operator stools• 1 Specialized Desktop Massage Chair• 6-8 Positioning Bolsters (varying shapes & dimensions)• Orthopedic Table Wedges & targeted massage tools• Commercial Towel Warmers & Hydrocollator heat/cold packs• Plush Clinic Pillows, Linens, Blankets, & Fleece covers	<ul style="list-style-type: none">• HD Digital Projector, training media, & targeted flashcards• Full-scale structural anatomical wall chart systems• Hypoallergenic massage oils, custom lotions, gels, & creams• Life-sized articulated skeletal model with removable components• Integrated sound system with multi-zone ambient speakers• Well-lit parking lot with close public transit connections
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Accessibility Notice: This campus is fully ADA compliant, featuring modern access ramps and customized accessible lavatories. Reasonable accommodations are actively coordinated upon individual request to the administrative director.

ADMISSION REQUIREMENTS

Prospective applicants are evaluated based on readiness for intensive professional training. The following components are required for catalog consideration:

1. **School Application Form:** Fully completed institutional document submitted directly to admissions.
2. **Oral Interview:** Face-to-face or digital structured assessment regarding individual career objectives and readiness.
3. **Application Fee:** A non-refundable \$150 processing fee due at submission (applied directly to tuition upon successful enrollment).
4. **Professional Experience Verification:** Receipt or signed attestation proving applicant has received a professional massage.
5. **Educational Credentials:** Official high school diploma copy or verified GED certification.
6. **Financial Matrix Statement:** Brief written overview outlining funding strategies. Institutional payment plans are available.

7. **Statement of Professional Goals:** Short personal statement detailing somatic career intentions and expectations.
8. **Class Registration Deposit:** A \$1,900 seat deposit required immediately upon acceptance to reserve cohort position.
9. **Official Enrollment Contract:** Comprehensive legally binding execution of the enrollment framework prior to Day 1.

TUITION, FEES & FINANCIAL MATRIX

COST BREAKDOWN & ACADEMIC PROGRESS FRAMEWORK

TUITION COMPONENT	FINANCIAL VALUE (USD)
Base Institutional Tuition Cost	\$9,900.00
Washington State Sales Tax (Statutory 8.7%)	\$860.00
Total Gross Tuition Obligation	\$10,760.00

ESTIMATED INCIDENTAL & EXTERNAL PROGRAM COSTS

- **Required Academic Textbooks:** \$350.00 – \$450.00
- **Personal Clinical Linens (Twin sheets, towels, clinical blankets):** \$50.00 – \$100.00
- **Somatic Lubricants (Professional Oils, specialized gels, creams):** \$50.00 – \$100.00
- **Personal Professional Massage Table & Mobile Field Equipment:** \$300.00 – \$1,000.00
- **Mandatory CPR / First Aid & Certified HIV/AIDS Education:** \$85.00
- **Professional Umbrella Liability Insurance Policy:** Approx. \$240.00 annually
- **Washington State Professional Licensing Application Fee:** \$160.00+
- **Federated Board Examination Fee (MBLEx):** \$200.00

ACADEMIC GRADING & STANDARDS OF PROGRESS

To secure formal graduation status and maintain safe professional preparation thresholds, all students must stringently fulfill the following evaluative benchmarks:

GRADE METRIC	PERCENTAGE SPREAD	STATUS INTERPRETATION
A	90% – 100%	Excellent / Passing
B	80% – 89%	Good / Passing
C	70% – 79%	Minimum Satisfactory / Passing
F	Below 70%	Failing / No Academic Credit

- **Testing Thresholds:** A minimum average of 70% must be maintained on general lesson quizzes. Students must secure a minimum of 70% independently on both the comprehensive Midterm and Final examinations.
- **Practical Case Studies:** Verification of 3 independent clinical case studies, each tracking 10 distinct 60-minute massage profiles (30 sessions total).
- **Clinical Rotations:** Accurate completion of 55 public client sessions inside the active clinical environment.

- **Weekly Feedback Architecture:** Appraisals are delivered weekly. Transcripts are issued upon graduation in good standing.

INSTITUTIONAL POLICIES

ATTENDANCE, PROBATION, & CODE OF CONDUCT

ATTENDANCE REQUIREMENTS & ATTENDANCE CAPS

Daily student presence is systematically logged. **Absenteeism exceeding 20% of total program hours constitutes immediate cause for formal dismissal.** Any student exceeding the 20% cap triggers a mandatory profile review by the School Director with a high probability of program separation.

REMEDiation, INCOMPLETES & ACADEMIC PROBATION

Probation Parameters: Students falling below a aggregate 70% (C) standard enter a structured probation window characterized by mandatory, instructor-led clinical assistance. Failure to elevate performance metrics will result in dismissal.

Incomplete Structuring: Temporary incomplete grades are granted strictly for documented illness or critical emergency. Arrangements for missed testing must occur immediately; final exam absences require contact within 24 hours to coordinate make-up evaluations.

Make-up Hour Assignments: All missed lectures and assignments must be fulfilled within 10 business days of return. Missing hours must be completed to release graduation certificates.

Tardiness Guidelines: Arriving more than 30 minutes late interrupts class flow and is automatically computed as 1 full hour of absence, requiring formalized hour remediation.

CODE OF STUDENT CONDUCT

The following specific actions violate institutional integrity and trigger immediate disciplinary or dismissal procedures:

- All forms of explicit bias, prejudice, or discrimination targeting race, religion, ethnicity, gender, disability, creed, or military status via written, verbal, or physical manifestation.
- Sexual harassment, hostile environment construction, or coercive behavioral patterns.
- Academic dishonesty, plagiarism, falsification of institutional files, or document forgery.
- Disruption of academic instruction, administrative activities, or community clinical procedures.
- Theft, property damage, unauthorized entry, or vandalism of school premises.
- Criminal acts, presence of weapons, or physical threats putting campus personnel in danger.
- Violation of municipal, state, or federal laws on campus, including the possession/consumption of alcohol or illicit substances.

DISMISSAL, GRIEVANCE & REFUNDS

INSTITUTIONAL PROTECTIONS & FINANCIAL COMPLIANCE

SEPARATION & RE-ENTRY FRAMEWORK

Dismissals are issued in writing by the School Director, detailing the effective date and specific cause. For separations stemming from attendance or financial disruptions, re-entry within the active cohort may be evaluated. For conduct violations, comprehensive administrative review is required. Director decisions are absolute, delivered within 5 business days of written petition.

STRUCTURED GRIEVANCE & APPEAL PROCEDURE

Students may formally appeal a dismissal or log a dispute by submitting a signed, dated letter within 10 business days including their complete contact details, explicit timeline of events, and three available interview dates. The director coordinates an administrative review, potentially convening an instructor panel. Outcomes are delivered in writing within 5 business days. *Note: Nothing in this policy prevents a student from contacting the state regulatory Workforce Board directly at any time.*

CANCELLATION & COMPREHENSIVE REFUND POLICY

Fully compliant with the strict statutory standards of **WAC 490-105-130**. The refund structure applies to both official and unofficial student withdrawals:

WITHDRAWAL TIMELINE THRESHOLD	INSTITUTIONAL RETENTION POLICY
Within 5 business days of contract execution (prior to class start)	100% Refund of Tuition (Application Fee is non-refundable)
Within Week 1 or up to the first 10% of the course (whichever is less)	School retains 10% of gross tuition cost
Exceeding Week 1 / 10% threshold, but under 25% of course length	School retains 25% of gross tuition cost
Fulfillment between 25% and 50% of the complete curriculum length	School retains 50% of gross tuition cost
Withdrawal occurring after completing 50% or more of the curriculum	School retains 100% of total tuition obligation

*All compiled refunds are legally disbursed to the student's account within thirty (30) calendar days of the formal date of termination.

STUDENT RECORDS & ACADEMIC PROTECTIONS

Records Retention: Secure student files, transcripts, and completion metrics are permanently maintained by the institution for fifty (50) years. In the event of closure, records are safely transferred to the state Workforce Board. Transcripts are issued directly to the student upon successful graduation.

Financial Aid Disclosure: Maidstone Massage School does not currently participate in or offer federal/state financial aid assistance programs. Private customizable payment plans are handled directly via the administrative office.

Externships & Placement Assistance: No formal externships are integrated into the 650 hours. Active job opportunities, local clinic openings, and professional networks are consistently posted on the student resource board; however, formal placement guarantees are not provided.

