

Therapeutic Bodywork Learning Center (TBLC)

POLICY MANUAL

Therapeutic Bodywork Learning Center

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A copy of this policy manual will be maintained in the classroom for reference by teachers and students as needed.

Students will be given an electronic or hard copy of this policy manual at the start of each new school year.

Therapeutic Bodywork Learning Center (TBLC)

Admissions and Enrollment Policy

Non-Discrimination:

It shall be the policy of Therapeutic Bodywork Learning Center (TBLC) to admit students based on their demonstrated interest and ability to participate in its 500-hour Massage Therapy Training Program. TBLC will not discriminate regarding race, skin color, national origin, age, gender, sexual orientation, gender identity, marital status, or religion. Individuals with intellectual and/or physical disabilities may be admitted if the individual and/or a medical professional deems the individual capable of meeting the academic and physical demands of the program.

Prerequisite education:

All applicants must have earned a high school diploma or GED and provide a copy of such.

Receipt of Applications:

Applications will be accepted throughout the year and admissions will be made on a rolling basis until all available slots are filled within the upcoming years class.

The successful applicant will:

- Be at least 18 years of age and have obtained a high school diploma or GED.
- Be in good physical health.
- Be able to lift 50lbs or ¼ of body weight.
- Be available to attend regularly scheduled weekend intensive classes from 8am-6:30pm four or more days per month for the entirety of the program.
- Have sufficient mental and physical stamina to participate in regularly scheduled weekend intensive classes as described above.
- Possess a positive attitude, a caring demeanor, and an ability to get along well with others in a cooperative manner in the learning environment.
- Possess mental maturity, healthy boundaries, and good communication skills.
- Possess the ability to pay for tuition and fees as described in the tuition and fees schedule.
- Be able to read and write or have access to assistance with reading and writing.
- Submit a completed application form, along with the required application fee, prior to the class being filled.
- Visit the school to observe a class in session.
- Interview with the director of TBLC during their visit to the school, or by other arrangement.

Enrollment Agreement:

Following application to the program, visitation of the school and interview with the Director a potential student may be invited to complete and enrollment agreement.

The enrollment agreement is a contract between the student and TBLC. The agreement ensures that:

- The student has reviewed all TBLC policies and has had an opportunity to ask questions.
- The student agrees to adhere to TBLC policies to the best of their ability throughout their time in the program.
- The student agrees to pay tuition and fees as outlined in the tuition and fees schedule in a timely manner.
- The student agrees to communicate with the director immediately if, at any time, they become unable to meet the conditions of the agreement.
- The director agrees to communicate with the student immediately if, at any time, the student is not meeting the conditions of the agreement.
- The director agrees, upon completion of the enrollment agreement, to hold a place for the student in the upcoming class.
- Signing of the enrollment agreement by both the student and the director and the director's acceptance of the student's enrollment fee constitutes acceptance/admission into TBLCs 500 hour Massage Therapy Training Program.

Admission to the program is at the sole discretion of the owner and director of TBLC.

Requirements for Program Completion/Graduation Requirements Policy

Successful candidates for graduation from TBLCs 500-hour Massage Therapy Training Program will:

- Attend all scheduled weekend intensives, or complete make up work and hand on make-up hours with equivalent academic content.
- Complete 100 hours of hand-on practice, with accompanying written documentation, prior to graduation.
- Maintain a grade point average of 70% or better.
- Provide documentation of current CPR/First Aid Training.
- Provide documentation of having received two professional massages.
- Complete and pass in all assigned tests, homework, special projects and reports as required in a timely manner.
- Attend two hands-on private tutorial sessions with the Director for skills assessment.
- Attend scheduled hands-on public clinic opportunities as scheduled, or available make up sessions as approved by the Director.
- Complete and present a professional business plan.
- Complete a final hands-on practical skills assessment.
- Pay all tuition and fees in full prior to graduation.

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Student Complaints Policy

It shall be the policy of TBLC to accept and respond to all student concerns and complaints. Concerns and complaints should be addressed to the owner and director and will be considered whether communicated verbally or in writing.

Each student submitting a concern or complaint will be given an opportunity to meet privately with the director to discuss the concern/complaint and work toward a mutually agreeable resolution.

Therapeutic Bodywork Learning Center (TBLC)

Remote Learning Policy

It shall be the policy of TBLC to expect students to attend, in person, all scheduled intensive weekend school hours.

It shall further be the policy of TBLC to allow remote learning access to students who are unable to attend class in person due to inclement weather or other health and safety concerns. Remote learning is reserved for those extenuating circumstances only and will not be used as an alternative to in person learning on a regular/planned basis.

It is the student's responsibility to have access to equipment necessary for remote learning. TBLC will not provide equipment to students but will maintain equipment in the classroom to accommodate remote learning as the need arises.

Remote learning will be confined to academic portions of the program, demonstrations, and lectures. Hands on learning can not practicably be completed and evaluated through remote learning.

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Attendance Policy

It shall be the policy of TBLC to expect students to attend, in person, all scheduled intensive weekend school hours.

Attendance will be recorded at the beginning of each class session. Students not present will be marked as "Absent". Students who present with a pattern of frequent absences may be issued a warning and placed on academic probation.

Students who arrive more than 15 minutes late for the start of class will be marked "Late". Students arriving late will be expected to make up their missed time. Teachers will document time missed by students who arrive late. Students who present with a pattern of late arrival may be issued a warning and placed on academic probation.

If a student anticipates being absent or late, they are expected to notify the director and/or the teacher on duty of their late arrival or absence. Students who present with a pattern of failure to notify the director or teacher of late arrivals or absences may be issued a warning and placed on academic probation.

Students needing to leave class early are expected to notify the director and/or teacher and hours missed will be recorded by the teacher. Students who present with a pattern of leaving class early may be issued a warning and placed on academic probation.

Therapeutic Bodywork Learning Center (TBLC)

Making up missed program hours Policy

It shall be the policy of TBLC to allow students to make up missed program hours within reason.

It shall be the policy of TBLC to provide a variety of avenues for making up missed program hours. These avenues may include and may not be limited to the following:

- Participating in scheduled hours via remote learning when unable to attend in person.
- Scheduling one on one or small group tutorials with the teacher to cover material missed. Fees for individual and group tutorials can be found in the Schedule of Tuition and Fees Policy.
- Completing assigned academic make up work packets provided by the teacher.
- Completing a research project with written report to the teacher and/or oral presentation to the class.
- Participating as a teacher assistant with students from the incoming class (typically in September just prior to graduation).
- Completing a special project, such as a game or anatomical model for class use on a related topic to content missed.

Teachers will work with students to create a mutually agreeable plan for making up missed program hours.

Teachers will assign a due date for each batch of make up work assigned. Work turned in on time will receive full credit. Work turned in late may be given full or partial credit if extenuating circumstances exist (such as severe illness or family emergency). Work turned in late without extenuating circumstances may receive partial or no credit, depending upon how late it is. All work assigned is expected to be turned in on time.

Academic Probation/Dismissal Policy

Students who consistently fail to meet program requirements may be issued with a warning and placed on academic probation.

Notice of warning and academic probation status will be made to the student verbally and in writing by the director.

A plan of correction will be discussed, documented, and agreed upon between the student and the director with time frames for expectations to be met.

Failure to meet the terms of academic probation will result in dismissal from the program.

Students may be issued a warning and be placed on academic probation for any of the following:

- Repeated absences resulting in excessive missed program hours.
- A consistent pattern of late arrivals resulting in missed class content.
- A consistent pattern of failing to return from scheduled breaks in a timely manner resulting in missed class content.
- A consistent pattern of early departures resulting in missed class content.
- A consistent pattern of failure to notify the director and/or teacher of late arrivals, early departures, or absences.
- A consistent pattern of failure to pay tuition and fees.
- Failure to maintain a grade point average of 70% or above.
- A consistent pattern of failure to adhere to the enrollment agreement.
- A consistent pattern of negative attitude, disruptive behavior, lack of respect for others, lack of consideration for the needs of others or any other behavior that has a negative impact on the learning environment.

The Director may elect to dismiss any student at any time who:

- Fails to meet the agreed upon terms of academic probation.
- Threatens the health and safety of others.
- Uses illegal or unprescribed drugs or alcohol during school hours.
- Uses tobacco products within the school grounds.
- Brings weapons of any kind on to school grounds.
- Sexually harasses others.

Dismissal from the program shall be at the sole discretion of the owner and director of TBLC.

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Transfer of Academic Credits Policy

It shall be the policy of TBLC to keep a record of student progress toward completion of all elements of the 500-hour program.

Students transferring out of TBLC and into another Massage Therapy Training Program will have access to their academic record to facilitate transfer of credit to the receiving program. TBLC cannot guarantee that another program will accept credits for transfer from TBLC.

Applying students who have relevant equivalent education, training and/or experience may be given credit toward completion of TBLC's 500-hour program. Documentation of equivalent education/training/experience must be presented to the director prior to enrollment and number of hours of credit to be given calculated and agreed upon between the director and the applicant. A transfer of credit agreement will be added to the enrollment agreement as appropriate.

Transfer of credit hours is at the sole discretion of the owner and director of TBLC.

Therapeutic Bodywork Learning Center (TBLC)

Cancellation of Classes Policy

It shall be the policy of TBLC to always consider the health and safety of students and teachers. In person classes may be cancelled for the following reasons:

- Inclement weather/unsafe travel conditions
- Instructor emergency or illness
- Lack of attendance
- Unsafe conditions, such as pandemic surge with accompanying business and school closures
- Unsafe conditions, such as natural disaster or building safety issues
- Other unforeseen circumstances

In the event of class cancellation students will be notified giving as much advance notice as possible. Program hours lost due to class cancellation will be made up at no additional cost to students.

Therapeutic Bodywork Learning Center (TBLC)

Conduct and Professionalism Policy

It shall be the policy of TBLC to maintain high standards of conduct and professionalism for students and teachers.

Students and teachers are, when at school, expected to:

- Arrive at school on time and prepared for class.
- Treat one another with kindness, respect, and consideration.
- Be supportive of one another.
- Demonstrate a positive attitude.
- Dress in a modest, professional manner keeping upper thigh, abdomen and breast areas covered.
- Wear an apron while performing bodywork to keep clothing from contacting the client.
- Style long hair in a manner to keep it from contacting the client during bodywork.
- Demonstrate appropriate personal boundaries and respect for the personal boundaries of others.
- Stay home when ill.
- Stay home if you have had a fever within the last 24 hours.
- Stay home if others in your household have a communicable illness.
- Be willing to use a mask when working in proximity with one another if public health officials recommend or if others are at risk for serious illness should they contract a communicable disease.
- Refrain from using perfumes and strongly fragranced products, including smoking materials.
- Keep fingernails clean and short.
- Practice good personal hygiene.
- Bring with you all required books, homework, and supplies.
- Refrain from using strong, harsh, or profane language that others may find offensive.
- Speak up, ask questions and give feedback.
- Have socks, slippers or clean/non-street shoes available as bare feet and street shoes are not permitted in the classroom.
- Alcohol, illegal drugs, smoking materials and weapons are not permitted on school grounds.
- Adherence to all school policies is expected.

Therapeutic Bodywork Learning Center (TBLC)

Tuition and Fees Policy

It shall be the policy of TBLC to work with students to develop a plan of payment that works both for the school and for the student.

Payment Plans:

Payments for fees associated with application, enrollment, book purchases and tuition deposits must be made as indicated on the tuition and fees payment schedule.

Tuition payments may be made in full in advance or in any number of installment plans.

Installment payment plans are available on a quarterly, monthly, or twice monthly basis. Installment plans can be customized to meet student needs on a case-by-case basis. Once an installment plan is agreed upon payments must be made on time.

Late Payment Fees:

Late payments will be accepted without a late fee up to thirty days beyond the due date. Payments made more than thirty days after the due date may be assessed a late fee.

Financial Aid:

As a small private school TBLC does not qualify for the large federal financial aid programs or grants.

GI bill:

In some circumstances the GI bill may pay for a veteran to participate in the program. Each veteran should check in with the Department of Veterans Affairs to determine whether their plan will cover TBLC tuition and fees.

Forms of Payment accepted:

Payments will be accepted in the following forms:

- cash
- personal or bank check
- Debit or Credit card
- Venmo
- Facebook pay
- other forms of electronic payment may be possible as well

Payment due dates:

Tuition prepayments of any amount will be accepted at any time.

Quarterly plan payments are due September 1st, December 1st, March 1st, June 1st, September 1st.

Monthly payments are due on the 1st of the month.

Bimonthly payments are due on the 1st and 15th of the month. For student convenience these payments may be taken in the classroom during weekend intensives. However, if for any reason weekend intensives are cancelled, or the student does not attend, payments are still due.

For specific tuition and fees information see "Schedule of tuition and fees"

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Refunds Policy

It shall be the policy of TBLC to issue refunds of tuition and fees paid under the following circumstances:

Withdrawal from the program

When a student withdraws from the program for any reason tuition payments made in advance will be refunded for the portion of the program not completed at the time of withdrawal. Tuition payments made for the part of the program the student has already completed will not be refunded.

If a student withdraws after enrolling but before the program begins, any tuition prepayment, book fees paid, and the tuition deposit will be refunded. Application and enrollment fees are non-refundable.

Refunds will be paid within 30 of the student's withdrawal from the program.

Unforeseen termination of the program

If an unforeseen event or circumstance causes the need for the school to permanently close students will be refunded any payments made in advance for portions of the program not completed. Payments made for the completed portion of the program will not be refunded.

Lending Library fee

If paid, the student lending library fee will be refunded at the end of the program (or upon withdrawal from the program) if all books, DVDs, or other materials are returned in good condition.

Therapeutic Bodywork Learning Center (TBLC)

Infection Control, Safety and Sanitation Policy

It shall be the policy of TBLC to provide a safe, clean environment for student learning.

Further, TBLC will comply with the strictest local, state, and federal mandates and recommendations regarding infection control and prevention of the spread of infection.

- Frequently touched surfaces will be sanitized and disinfected before and after each class.
- Bathrooms will be sanitized and disinfected before and after each class.
- Students and teachers will wash their hands thoroughly after bathroom use prior to returning to the classroom.
- Students will be responsible to sanitize and disinfect their hands, aprons, and massage tables after each bodywork session.
- Students and teachers will wash or sanitize their hands before and after touching others.
- If recommended, students and teachers will mask when in proximity to one another (within six feet for more than 15 minutes).
- If recommended, students and teachers will use additional person protective equipment when practicing bodywork, such as shields, goggles, etc.
- Gloves will be worn when practicing bodywork whenever the giver or receiver has non-intact skin, nail fungus, rash, or other skin lesions.
- If recommended, temperatures will be taken prior to each class to assure that no students or teachers are presenting with a fever.
- If recommended, contract tracing forms will be completed prior to each class.
- Students or teachers who have signs and symptoms of communicable disease should stay home.
- Students or teachers who are caring for someone at home who has signs and symptoms of a communicable disease should consider staying home, or masking while in school. *See further current CDC guidelines for close contacts of persons who test positive with Covid-19 illness.
- Outerwear and street shoes and boots will be stored outside of the classroom in the space provided to prevent slips, trips, and falls.
- Students will keep all books and supplies safely stowed under their massage table in a neat pile next to a wall to prevent slips, trips, and falls in the classroom.
- Students will use freshly laundered, clean linens each class weekend for bodywork trades.
- Students and teachers will ensure that fingernails are neatly trimmed and clean for each class. Nail brushes will be provided, one per student. Students are responsible for maintaining and using their nail brushes.
- A first aid kit will be located in the classroom at all times.