**Serenity Now School of Massage**

**Serenity Now Massage & Bodywork, LLC**

**1015 N. 6th Street**

**Wausau, WI 54403**

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**SCHOOL CATALOG**

**Publishing Date: 7-1-24**

**Serenity Now School of Massage**

**Licensed Therapeutic Massage Therapy Program**

WELCOME!

Why should you begin your career path at Serenity Now School of Massage? Our experienced massage therapy instructors, and licensed medical professionals, are prepared to lead you to a meaningful and successful massage therapy career. The benefits of an education at Serenity Now continue past graduation with alumni and instructor support, as well as continuing education opportunities and possible room rentals for therapists just starting their careers.

At Serenity Now School of Massage you will receive a start to a new career in under a year! In addition to your massage therapy education, Serenity Now School of Massage will supply the necessary business education, along with innovative project-based learning techniques, so that you can develop into a successful massage therapist.

Our program is a hybrid consisting of both online and in-person. Project based learning (PBL) is an instructional method that provides students with tasks based on challenging questions or problems that involve students’ problem solving, decision making, investigative skills, and reflection that includes teacher facilitation, but not direction. PBL students learn from experiences, take them into account, apply them to the world outside their classroom and take ownership of their own success.

We do have weekly quizzes which you are required to complete online. An 80% passing grade is required with an option for two quiz retakes per unit (3 units total). This will help direct our instructors as to any information that may not be clear, and our students may need help with. This will also serve as a valuable study and exam taking resource in preparation for our students taking their national exam. Project-based learning also includes students sharing the additional information researched and presented in a newsletter format, which is shared to a closed Facebook student group. Each student is required to read and comment with a substantive response.

Massage therapy curriculum includes essential sciences. With such vital material, we rely on our licensed doctors to help instruct/lead many of these classes either in person or virtually. Another valuable aspect of having these educators is that you become familiar with, and develop a relationship with, other healthcare providers in our area, which you may need to refer current student clinical clients and future clients to. Referral opportunities are very important to quality client healthcare and community relationships.

Our student clinicals bring you the opportunity to not only receive therapeutic massage as you are learning but work on actual clients. The benefits of working on the public should not be underestimated. This is a unique opportunity to learn real-life client interaction and care, as well as build stamina, before you graduate. We believe these points set Serenity Now apart from other massage therapy educational institutions.

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**Letter from the Chief Administrator**

Dear Student,

Welcome to Serenity Now School of Massage, a licensed Wisconsin Educational Approval Program approved school, that is dedicated to quality learning through our **600 hour**, innovative, project-based training (PBL).

We are committed to providing the most complete education available. To assist learning, we use small classes, modern equipment, and qualified instructors including licensed doctors. Our objective is to offer you the quality instruction; competencies required by employers; standards of ethical behaviors; and successful business practices. Our graduates will set up a private practice or work with other healthcare specialists for the benefit of the community. Tuition includes your first massage table to help jump start your career.

At Serenity Now School of Massage you will get a balance of hands-on experience and education that employers require. You can benefit from our innovative curriculum and class schedules that are designed to help you shorten the time from education to career.

Rolling enrollment allows students to start their massage therapy program throughout the year with small introductory classes for more individualized attention.

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| A close-up of a trophy  Description automatically generated | Voted Best of Wausau Awards in the category of Massage Therapist Hall of Fame (multiple years in a row). |

My assurance to you is that you will find my 35 years of experience as a massage therapist, practice management coach, and successful business owner beneficial and most valuable. I have had the advantage and pleasure of working with many healthcare professionals over the years that have inspired me, but a special thank you goes to Scott Bautch D.C.

His years of dedication to the chiropractic profession, compassion and knowledge, without a doubt, saved my daughter’s life and then later…my own. His love of holistic healthcare and education has motivated me to share my passion for massage therapy with others. We are very blessed to have him visit our classroom as an adjunct instructor to share his knowledge and experience with our students.

Massage therapy is what we do. We aren’t a college that teaches and knows a little about many things. We are a massage therapy school, with over a decade of instructing massage, and we are experts in our field. There are many factors you need to take into consideration when deciding on what school to attend. Our students score above the national average in passing their national exam. We don’t have hidden fees. Experience, instructors, location, flexibility, price…these are all important. Even a refund policy is something you should look at. We don’t have a low refund “school policy”. We follow the state statute, which requires a very specific refund. We would love the opportunity to sit down with you one-on-one to discuss if this school is a good fit for you.

Sincerely,

|  |  |
| --- | --- |
| A person with blonde hair smiling  Description automatically generated  Dennise Pagel, WI LMT#4386-146; WI Instructor#178-74  Chief Administrator | A person with blonde hair  Description automatically generated  Melissa Panetta  Chief Compliance Officer |

**Mission Statement**

Serenity Now School of Massage provides a Massage Therapy program based on up-to-date material, knowledge, training, and best practices used in the field. Its all-inclusive approach to the art and science of massage **which** balances professional skill with personal development in a caring environment.

**Philosophy**

Our educational method is holistic. The holistic methodology integrates an understanding that there are physical, psychological and emotional/spiritual components that influence client treatment.

This provides Serenity Now School of Massage the conceptual structure for the business and structure of the massage therapy program, balancing practical studies and fundamentals in massage theory with the development of each student’s creativity, flowing movement and capacity for compassionate touch.

This philosophy has resulted in a curriculum that highlights the connection between the practitioner and client, as well as building knowledge and skill through deliberate, progressive educational activities. Students advance from simple to more complex techniques, in each section of material, gaining technical ability, knowledge of legal and ethical accountabilities, and critical thinking and problem-solving abilities. Students get ready for the clinical participation by understanding the skills and knowledge considered vital according to current practice and as mandated by state and local law. Our highly qualified and experienced faculty and staff work collectively to provide a learning atmosphere intended to train students according to the utmost professional principles in the massage therapy field.

**Approvals**

This program is licensed & approved by:

Educational Approval Program – Department of Safety & Professional Services

PO Box 8366, Madison, WI 53708-8366

608-266-7703

**Educational Goals**

By enrolling in Serenity Now School of Massage’s massage therapy program, students will become proficient in a range of applications and treatment strategies. They will acquire a strong understanding of the structure and functions of the body relevant to massage, the basic techniques of therapeutic massage, and the factors inherent in the operation of a successful massage business. A variety of specialized massage techniques will also be instructed, e.g., relaxation massage, oncology massage, deep tissue massage, Ashiatsu, Gua Sha, reflexology, sports massage, pregnancy massage and chair massage. While learning these specialized massage techniques, students are encouraged to schedule, free of charge and during clinical hours, a treatment for themselves. Learning the techniques includes receiving the techniques. It is up to the student to schedule these personal sessions.

**School Self-Evaluation Process**

The school self-evaluates its curriculum to ensure that it is providing the most up-to-date information to its students. This is accomplished by annually reviewing the Federation of State Massage Therapy Board’s current handbook section: Examination Development as well as their website <https://www.fsmtb.org/> which provides schools information on exam content and student scores. We also make sure that our students are using the most up-to-date edition of textbooks.

We also send current students and alumni an anonymous survey after special instructors and class completion to analyze its ability to effectively deliver the material. These are offered anonymously, therefore if a student is in a class less than 5 students, the class completion survey will be sent at a later date to insure anonymity. Survey results are shared with all instructors.

**Educational Objectives**

Serenity Now School of Massage will deliver the quality education and experience needed for students to:

• Acquire an understanding of the body and its functions; master a variety of techniques and skills in order to address the client’s treatment needs and goals.

• Become proficient with the location, appearance, and role of the major systems and anatomical structures of the human body and their functions including major muscles, bones and tissue with the emphasis on preventive and corrective therapies.

• Be able to perform various massage techniques targeted for muscular relaxation, stress reduction, pain management, rehabilitation procedures, etc.

• Be able to perform CPR and First Aid (obtained outside of class by student), rehabilitation procedures, proper usage of cold/hot packs, as well as daily body maintenance for overall wellness.

• Be able to perform a proper assessment, identify signs and symptoms and design a proper massage plan and/or refer to another healthcare professional.

• Understand medical terminology used in massage therapy applications and be able to communicate with other health care professionals and clients.

• Be able to represent the massage therapy profession with a high level of professionalism, integrity and compassion.

• Be ready for successful entry into the field of massage and bodywork healthcare through the application of contemporary practice management skills.

• Be able to enhance their education by taking continuing education courses to further career growth.

Program duration: 600 Clock Hours (Wisconsin requirement)

Length **of program**: **40 Saturdays (we have off from class the last Saturday of every month)**

In-person **practical & theory** clock hours **= 315 Total hours**

**Online clock hours = 285 (at your own pace during the week)**

Online hours estimated per week: **10** hours

\*Program Tuition: $8,000

There are no hidden fees in our program. No activity fees. No material fees.

State and National application and testing fees not included.

$60 State application for licensure fee is due ¾ of the way through the program and is paid directly to the state.

$75 State law exam fee is due ¾ of the way through the program and is paid directly to the state.

$265 MBLEx national exam fee is due within one year of application for licensure and is paid directly to the testing facility.

Credential: Certificate

**Program Outline**

Each program runs for a total of an estimated 40 weeks (depending on holidays). Our fast-tracked program is offered to meet the needs of our students with full-time jobs, families, and other obligations. Our program is scheduled to start **quarterly** throughout the year. In-person classes are scheduled Saturday 9:00 am- **5**:00 pm. Students can work at their own pace throughout the scheduled week. Application deadline for the upcoming program is two weeks prior to program start date.

Our rolling enrollment allows students the freedom to start the program when it makes sense for them.

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| Massage Therapy  Principles & Practice  Unit 1 **(17 weeks/chapters)** | Massage Therapy  Principles & Practice  Unit 2 **(13 weeks/chapters)** | Pathology for Massage Therapists  **(17 weeks/chapters)** |
| Module includes:  Foundations for practice, basic and complementary methods, and business practices.   * History of massage therapy * The therapeutic relationship * Tools of the trade * Self-care: Physical activity, Nutrition, and stress management * Research literacy and massage therapy * Massage therapy effects: Research-based * Body mechanics, client positioning, and draping * Massage techniques, joint mobilizations, and stretches * Infection control and emergency preparedness * Treatment planning: intake, assessment, and documentation * Special populations: pregnant women, infants, children and adolescents, elderly, clients with impairments, and near the end-of-life * Hydrotherapy: clinical applications, spa therapies, and aromatherapy * Foot reflexology * Clinical massage and sports massage * Seated massage * Energy-based bodywork therapy: shiatsu, Ayurveda, and Thai massage * Business, marketing, accounting and finance | Module includes:  Anatomy and Physiology   * Introduction to the human body: cells, tissues, and the body compass * Skeletal system * Muscular system * Kinesiology * Integumentary system * Nervous system * Endocrine system * Reproductive system * Cardiovascular system * Lymphatic system and immunity * Respiratory system * Digestive system * Urinary system | Module includes:   * Introduction to pathology and infection control * Treatment planning: intake, consent, and documentation * Pharmacology and massage therapy * Dermatologic pathologies * Musculoskeletal Pathologies * Neurologic pathologies * Endocrine pathologies * Cardiovascular pathologies * Lymphatic and immune pathologies * Respiratory pathologies * Gastrointestinal pathologies * Urinary pathologies * Reproductive pathologies, conditions, and sexually transmitted infections * Oncology massage * Mental disorders * Geriatric massage * Hospital-based massage therapy |

**\*Students must complete a 5-hour CPR/AED Certification class, not available through the school, in addition to classroom hours necessary for graduation.**

**Student Massage Therapy Clinic (\*20 Clock Hours)**

Our student massage therapy clinic provides the public with an opportunity to receive discounted massage and bodywork services from our students. The clinic gives our students real-world experience providing the kinds of treatments and services they will encounter in their profession before they even graduate. The clinic has on-premises supervision by a licensed massage therapist to ensure that students are applying and perfecting the techniques they are being taught.

Student clinic is open to the public on Saturdays from 9:00 a.m. – 2:00 p.m. with our students. Students will be expected to provide the following number of massages within the hours provided for clinical rotation. Set-up, take-down and sanitation clean-up for each service is not included in clinical hour totals. Each open box on the recording sheet below will be filled in with the date the service was provided. Faculty will keep record of student therapies provided, but we request the student to record as well.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Classic (relaxation) massage |  |  |  |  |  |  |  |  |  |  |
| Ashiatsu (barefoot) massage |  |  |  |  |  |  |  |  |  |  |
| Raindrop therapy or Aroma Touch Technique (aromatherapy with massage) |  |  |  |  |  |  |  |  |  |  |
| Hot stone massage |  |  |  |  |  |  |  |  |  |  |
| Deep tissue massage |  |  |  |  |  |  |  |  |  |  |

Our prices are approximately 50% of what is charged at a professional facility. These prices cover administrative and overhead costs.

Student massage therapy clinic is located at our School at 1015 N. 6th Street, Wausau, WI. Please be assured that we make every effort to secure our clients’ privacy by providing individual treatment rooms. We also will protect their confidentiality by speaking in hushed tones and only in treatment rooms.

Students are not expected to bring clients to the clinic for services. The school will advertise accordingly and schedule all appointments for the students. Student massage therapy clinic appointments can be made by phone. As part of learning business, students are asked to contact clients in the event they have not shown up for their appointment.

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|  | \*Please note we never want any misunderstanding. Students are not allowed to accept money for services rendered. |

**Course Descriptions**

**Approved training program minimum classroom hours of study and shall include the following subject areas:**

[Chapter MTBT 3 Education](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjV7JWag5DQAhVG1WMKHR87DUAQFggbMAA&url=https%3A%2F%2Fdocs.legis.wisconsin.gov%2Fcode%2Fadmin_code%2Fmtbt%2F3&usg=AFQjCNH05XdddboS1wtk0Lzxqro3UU2L_g&bvm=bv.137904068,d.eWE) **\*required by law**

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**Anatomy, Physiology, Pathology & Kinesiology (\*125 Clock Hours)**

This course will cover the structure and function of the human body and its parts. Content includes: anatomy, structure and function of body systems and special senses, fundamental concepts and principles of body organization, and basics of histology and hematology. It also includes the study of cells, tissues, and integumentary, skeletal, muscular and nervous systems.

An introductory course in the concepts of pathology, which includes causes, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

Kinesiology is the study of movement of muscle in the body, through an emphasis on origins, insertions, and actions of muscles. This portion of the course curriculum provides a greater understanding of what behaviors create the problems massage clients might bring to a session. Weekly quizzes are given to assure competence.

**Business, Law & Ethics (\*50 Clock Hours)**

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Practice management course allows students to understand the differences between having their own practice and working for someone else. They learn how to market their businesses, write a business plan, set goals, and network with others from health-related fields.

Massage therapy is a profession where the benefits of retail are often overlooked. Retail products can be a great tool in both accentuating your work for the client at home, but also as a source for clients to take accountability and control of their wellness, in addition to being a source of revenue. Allowing clients the opportunity to get involved in their own wellness is one of the greatest tools we have available to us in this industry. Having products available to sell them will naturally increase your income as a licensed massage therapist, and we can appreciate the work they do and the results that come from their involvement at home as we both work to create a better state of overall wellness for our clients.

Professionalism outlines effective communication skills needed to manage the therapeutic relationship and to work with colleagues in the health care community. Emphasis is placed on supporting the emerging therapist to create a successful career.

Ethics discusses the awesome responsibility of the massage therapist to provide a safe and comfortable practice regarding client care.

**Medical Terminology**

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An understanding of basic medical terminology is necessary for any education in the health sciences. Students will learn general medical terminology related to anatomy, physiology, pathology, treatments and medical specialties, including basic Latin and Greek roots, prefixes and suffixes.

**Relaxation/Classic** **Massage (\*300 Clock Hours)**

Students learn techniques for a full-body massage, including palpation skills. Students are introduced to correct body mechanics, injury prevention, table management and draping methods. Students are introduced to principles of documentation for the health care setting including charting using the SOAP format.

**Chair Massage**

Students learn techniques for a seated, on-site, massage.

**Energy Work**

Students are offered knowledge and experience in practicing the natural healing systems such as Reiki and other energy work.

**Aromatherapy**

Students learn a powerful, non-invasive, technique for assisting the body in correcting defects. Aromatherapy uses a sequence of essential oils that are immune-enhancing; support the body’s natural defenses, as well as the circulatory, respiratory, endocrine, digestive, nervous, and other body systems. These oils, which are high in antioxidants, are also mood elevating and antiseptic, creating an unfavorable environment for harmful viruses and bacteria.

**Special Needs Massage**

Visually impaired, hearing impaired, and oncology massage: This course will cover special needs massage as well as cover cancer related pathology, treatment side effects, massage contraindications and precautions. The benefits of massage and session adaptations for the patient with cancer are discussed. Students will learn to design a massage treatment plan based on the presentation of the patient, whether in active cancer treatment, in the advanced stages or later in survivorship.

**Reflexology**

Students will learn how to integrate Reflexology with a massage therapy session or to use it as an independent modality. Students will learn the history, philosophy and principles of Reflexology, a reflex map of the feet related to reflexology, specific reflexology techniques, as well as pathology and contraindication as they relate to the technique.

**Ashiatsu Massage**

Students will learn the technique of using barefoot massage. Course consists of theory and hands-on-training.

**Kinesio Taping**

The K-Taping method is a definitive rehabilitative taping technique that is designed to facilitate the body’s natural healing process while providing support and stability to muscles and joints without restricting the body’s range of motion, as well as providing extended soft tissue manipulation to prolong the benefits of manual therapy administered within the clinical setting.

**Deep Tissue Massage**

Students will learn the technique of using sports and deep tissue massage. Course consists of theory and hands-on training.

**Gua Sha**

A healing technique of traditional East Asian medicine. Sometimes called ‘coining, spooning or scraping, Gua sha is defined as instrument-assisted unidirectional press-stroking of a lubricated area of the body surface to intentionally create transitory therapeutic petechiae called ‘sha’ representing extravasation of blood in the subcutis.

**Prenatal Massage**

Students will learn the technique of administering a massage to pre-natal and post-natal clients. Class consists of theory and hands-on training.

**Clinical Rotation** (\*20 Hours Clinical Rotation + \*100 Hours technique and practice)

Experience is achieved through on-premises, supervised massage sessions with members of the public. Students will work with clients who are asked to critique the work received and offer constructive criticism. Supervisor provides an environment of open communication to allow students the chance to review their experience and to improve their skills at each session.

At the end of every student clinical day, we will meet as a group to discuss what our day involved and any wins or challenges that may have occurred. This will include going over clinical client evaluations as well as SOAP note critiques. This will take approximately 15 minutes.

Clinicals involve not only client treatment care, but duties that would be included in keeping a safe and sanitary environment for students and their clinical clients. All duties will follow Wisconsin State Law: [Sanitation & Safety](https://docs.legis.wisconsin.gov/code/admin_code/cos/4)

**Faculty**

Serenity Now School of Massage faculty is experienced professionals with extensive teaching and consulting expertise in their field. Instructors are chosen based on the optimum combination of prior teaching experience, subject knowledge, and employment experience in their field.

Faculty not only teaches you the knowledge required to be successful in your field, but also how to apply your newly acquired knowledge to real life practice. Our instructors are licensed massage therapists and health professionals who continually update their skills to keep in step with the changing demands of the massage and bodywork field. Instructors are encouraged to become a registered member of a professional organization related to their teaching specialty.

**Faculty/Instructor Directory**

Dennise Pagel, LMT#4386-146

Licensed Instructor #178-74

Certified AromaTouch Practitioner

Chief School Administrator

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Melissa Panetta

Compliance Officer, Student services

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Brittany Alwes, LMT#14754-146

Licensed Massage Therapist

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**Debby Gallenberg, LMT# 15739-146**

**Licensed Massage Therapist**

**Malia Polacek, LMT# 15646-146**

**Licensed Massage Therapist**

**Facilities**

All classes are taught at 1015 N. 6th Street, Wausau, WI 54403.

Serenity Now School of Massage is conveniently located in downtown Wausau. We have ample, free parking as well as well-lit and air-conditioned/heated classrooms.

The building complies with all Wisconsin commercial property Safety and Buildings Division Administrative Codes as well as ADA Accessibility for needs of individuals with or without disabilities. ADA amenities include first level entrance access, restroom accessible facilities, and other "reasonable" accommodations upon request.

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

**Administrative Hours**

Serenity Now School of Massage administration office is open, by appointment only, for student services.

**Admission Information**

General Admission Requirements

Serenity Now School of Massage advises students of the criteria required under the Wisconsin ACT 355 for a license to practice as a massage therapist in Wisconsin. <http://www.legis.state.wi.us/2009/data/acts/09Act355.pdf>

The admission process takes into consideration academic history and career objectives. To enroll into the Massage Therapy program applicants must be at least 18 years of age, of good moral character, and provide proof of a high school diploma or GED.

Since massage therapy is a licensed profession through the Wisconsin Department of Safety and Professional Services, applicants considering a career as a massage therapist, are advised of the State’s criteria:

1. Application for massage or bodywork therapist
2. Successful completion of required examinations
3. Proof of approved CPR/AED training

Approved CPR and AED Providers and Courses: https://www.dhs.wisconsin.gov/ems/licensing/cpr.htm

1. Proof of liability insurance coverage

**\***Please be aware that a criminal background check will be done by the State prior to obtaining a license.

**Admission and Registration**

Acceptance is contingent on the applicant meeting the following prerequisites:

1. Applicants must be at least 18 years of age
2. High school diploma or GED
3. Applicant must receive, and provide proof of, one professional massage

All applicants must send in an Application along with $100 application fee. A personal interview with the program director or chief school administrator will be scheduled after receipt of Application. During the interview, the following topics will be discussed:

• Applicant's career goals and interests;

• General admissions requirements;

• Contents of School Catalog;

• Career opportunities and Wisconsin Department of Safety and Professional Services licensing requirements;

• Licensing requirements and massage regulatory agencies of all other states in the USA;

• Highlights of the program's academic performance; e.g., numbers enrolled, numbers completed, numbers achieving licensing, numbers employed, and so forth;

• Description of program, including hours of class instruction and of homework as applicable.

• Total cost, including books and fees and the applicant's right to cancel;

• Serenity Now School of Massage’s tuition payment plans and refund policy;

• Serenity Now School of Massage’s complaint and conduct policies; and

• Availability of employment assistance.

Following the interview, the prospective student must also submit any documentation requested for verification of the admissions requirements, such as high school diploma or equivalent. Following the evaluation of the submitted documentation, applicants will be notified of acceptance or denial within two weeks of interview via e-mail.

**Transfer and Re-Admitted Students**

The program does not accept transfer of credits and offers no advanced standing.

**Tuition and Fees**

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| --- | --- | --- |
| Tuition | \*Textbooks  \*Massage table \*Materials | Application Fee |
| $8000 | Included in Tuition | $100 |

The $100 non-refundable application fee is required with application.

**Payment is accepted in the form of cash, money order, or check.**

Checks returned for insufficient funds will be assessed a fee of $35.00.

**Tuition Payment Policy**

A $1000 deposit is required three weeks after receiving notification of acceptance to secure your place on the class roster. This deposit is applied toward tuition.

Total cost for the course is $8000. The remaining balance, after the $1000 deposit is applied, is $7000.

The 1st of every month, following your deposit, will be your monthly payment due date. The monthly payments will be a minimum of $500 until paid in full but must be paid in full prior to graduation.

**Delinquent Tuition**

If tuition is not paid as scheduled, a reminder will be e-mailed to the student on the 5th day of the month as well as personally served at the following class. If the tuition remains unpaid, a second and final reminder will be e-mailed to the student on the 10th day of the month. If the balance remains unpaid by the 15th day of the month, the student shall be administratively withdrawn from the program.

No student will receive a certificate of completion until full payment is made.

**Cancellation and Refund Policy**

The student will receive a full refund of all money paid if the student:

1. Cancels within the three-business-day cancellation period under Wis. Admin. Code § SPS 406.03;
2. Accepted, was unqualified, and the school did not secure a disclaimer under Wis. Admin. Code § SPS 409.04;
3. Enrollment was procured as the result of any misrepresentation in the written materials used by school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows per [Wis. Admin. Code § SPS 408](https://www.bing.com/ck/a?!&&p=c851ab7e83c9692dJmltdHM9MTY4OTgxMTIwMCZpZ3VpZD0wNzdmMWYwNi04ZWM4LTZmYzUtMmYzZi0wZGE2OGZlMzZlYjkmaW5zaWQ9NTQ1NQ&ptn=3&hsh=3&fclid=077f1f06-8ec8-6fc5-2f3f-0da68fe36eb9&psq=Wis.+Admin.+Code+%c2%a7+SPS+408&u=a1aHR0cHM6Ly9jYXNldGV4dC5jb20vcmVndWxhdGlvbi93aXNjb25zaW4tYWRtaW5pc3RyYXRpdmUtY29kZS9hZ2VuY3ktZGVwYXJ0bWVudC1vZi1zYWZldHktYW5kLXByb2Zlc3Npb25hbC1zZXJ2aWNlcy9lZHVjYXRpb25hbC1hcHByb3ZhbC9jaGFwdGVyLXNwcy00MDgtcmVmdW5kLXN0YW5kYXJkcy9zZWN0aW9uLXNwcy00MDgwMy1mdWxsLXJlZnVuZCM6fjp0ZXh0PVNlY3Rpb24lMjBTUFMlMjA0MDguMDMlMjAtJTIwRnVsbCUyMHJlZnVuZCUyMEElMjBzY2hvb2wlMjdzLHNjaG9vbCUyMGRpZCUyMG5vdCUyMHNlY3VyZSUyMGElMjBkaXNjbGFpbWVyJTIwdW5kZXIlMjBzLg&ntb=1)

At Least But Less Than Refund of Tuition

1 unit/class 10% 90%

10% 20% 80%

20% 30% 70%

30% 40% 60%

40% 50% 50%

50% 60% 40%

60% no no refund

As part of this policy, the school may retain a one-time application fee of no more than $100. The school will make every effort to refund prepaid amounts for unused books, supplies and other charges per Wis. Admin. Code § SPS 408.05(2) – All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier. The student should have the opportunity to return the unopened/unused textbooks and table if they withdraw or was withdrawn.  If the student does not return the textbooks and table, then the school can charge $300.

A student will receive the refund within 40 days of termination date.

If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student’s control. The school may refund a pro rata amount.

A written notice of withdrawal is not required.

Students missing 3 consecutive days of instruction will be administratively withdrawn.

**Transcript Policy**

Transcripts are available to students who have completed the program and have met all financial obligations to the school. A student must request a copy of their transcript with a written request. [Transcript Request Form](http://www.serenitynowbodywork.com/student-transcript-request-form)

The student must allow five business days for processing, and may choose to pick up the transcript in person, or have it mailed or e-mailed to them. The first requested transcript is free of charge, and $10 fee is assessed for each additional copy of the transcript.

**Graduation**

Serenity Now School of Massage awards a certificate of completion confirming that all educational and administrative requirements have been met to those students who complete the Massage Therapy Program.

A student must achieve a performance value of 3 (Developing) at the end of the normal program. In addition, students must also maintain a cumulative minimum attendance of 100% of the total scheduled hours. Students must also meet their financial obligations to the school.

**Employment Assistance**

Serenity Now School of Massage is committed to a proactive strategy for assisting students to secure employment.

The Director coordinates all employment assistance activities, which includes self-directed job search and job readiness preparation on a one-on-one or group basis. These services include:

1. Assistance with resume writing;

2. Practice with completing job applications;

3. Development of interviewing skills;

4. Help with completing licensing applications; and

5. Issuing letters of recommendations.

Serenity Now School of Massage has ties with numerous companies that are always looking for qualified massage therapists. Notices of job openings are posted to alert students to available opportunities.

Although every effort is made to help graduates find jobs, Serenity Now School of Massage does not guarantee that students will obtain employment following successful completion of classes and state licensing.

[Wis. Admin. Code § SPS 409.03(2)](https://www.bing.com/ck/a?!&&p=a8d2fb50ae8b59c1JmltdHM9MTY4OTgxMTIwMCZpZ3VpZD0wNzdmMWYwNi04ZWM4LTZmYzUtMmYzZi0wZGE2OGZlMzZlYjkmaW5zaWQ9NTE4Mw&ptn=3&hsh=3&fclid=077f1f06-8ec8-6fc5-2f3f-0da68fe36eb9&psq=Wis.+Admin.+Code+%c2%a7+SPS+409.03(2)&u=a1aHR0cHM6Ly9jYXNldGV4dC5jb20vcmVndWxhdGlvbi93aXNjb25zaW4tYWRtaW5pc3RyYXRpdmUtY29kZS9hZ2VuY3ktZGVwYXJ0bWVudC1vZi1zYWZldHktYW5kLXByb2Zlc3Npb25hbC1zZXJ2aWNlcy9lZHVjYXRpb25hbC1hcHByb3ZhbC9jaGFwdGVyLXNwcy00MDktcGxhY2VtZW50LXNlcnZpY2VzL3NlY3Rpb24tc3BzLTQwOTAzLXN0dWRlbnQtdW5kZXJzdGFuZGluZy1vZi1wbGFjZW1lbnQtc2VydmljZS1yZXByZXNlbnRhdGlvbnM&ntb=1)

Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings. Placement services provided by the school is offered as an assistance in working out the student’s placement but is not offered as an assumption of the responsibility for finding the student a job.

**Code of Student Conduct**

All students are expected to observe standards of social conduct, courtesy, and appropriate attire such as scrubs. Any behavior disrupting classroom activities or interfering with other students’ studies may be grounds for suspension or termination. The use of profanity, alcoholic beverages, illegal drugs, or violence on school property is not permitted. Smoking is not allowed anywhere on the school property. All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, forgery, alteration, or providing false information for official Serenity Now School of Massage documents is prohibited. Each student is held responsible for compliance with the rules and regulations contained in this catalog or risk withdrawal from program.

Any student, except those dismissed for conduct violations, may apply for re-admission. The student must execute a new enrollment agreement and pay a $100 enrollment fee. Students dismissed for non-payment must pay the balance owed before being allowed readmission.

**Sexual and Other Harassment**

Harassment may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, violence or threat of violence, and racial, gender or ethnic slurs. Harassment is not always sexual in nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing his/her duties. Faculty, staff and students may not engage in any form of verbal, physical, or emotional abuse, harassment, intimidation, violence, or threat of violence, toward any student, clinic, client, instructor or staff member. Penalty includes termination or withdrawal from program.

Individuals wishing to report a complaint of this, or any, nature should request a copy of the Student or Employee Complaint Policy and Complaint Forms. Submit the written complaint directly to the Compliance Officer.

**Student Grievances/Complaint Procedure/Regulatory Agencies**

Serenity Now School of Massage has established complaint procedures for grievances pertaining to grades, treatment by faculty, and academic action, as well as appeals of decisions concerning these matters. Examples of the kinds of matters that can be appealed include:

• Admission to Serenity Now School of Massage program.

• Certification decisions.

• Course requirements/satisfactory progress.

• Course grades.

• Academic or other involuntary drops.

• Code of Conduct violations.

• Harassment violations.

**Complaint and Grievance Procedure**

Serenity Now School of Massage encourages informal resolution of grievances as a first step. We suggest that the student try conflict resolution with the individual involved. If the matter cannot be resolved, we recommend contacting the chief school administrator.

If no resolution, a written complaint can be registered by contacting:

Department of Safety and Professional Services / Educational Approval Program

P.O. Box 8366 / 4822 Madison Yards Way

Madison, WI 53705

www.dsps.wi.gov; [dspseap@wisconsin.gov](mailto:dspseap@wisconsin.gov)

(608) 266-1996.

**Student Appeal Process**

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress.

Only extraordinary circumstances will be considered, such as a death or severe illness in the immediate family.

The Director will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the school’s receipt of the appeal. The decision of the Director is final.

Students reinstated on appeal are on a 60-day probationary status during which time they must meet the terms and conditions set out in the Director’s letter granting the appeal. At the end of the 60-day probationary period, the student’s academic status will be reviewed.

**General Academic Information**

Program Duration is 600 clock hours over a 4**0**-week period.

Serenity Now School of Massage uses hours to measure instructional (contact) time. A minimum of 600 hours, over a 4**0**-week period, will be the basis against which attendance will be measured. The instructor determines when a class shall break.

**Grading Policy, Assessments, and Evaluations**

The following example of a rubric outlines scoring tools for assessment of core competencies:

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance**  **Value** | **Performance Rating** | **Quality** | **Criteria** |
| 5 | Proficient | In command of stroke | Effectively accesses and mobilizes tissues, identifies areas of restriction |
| 3 | Developing | Some hesitation | Effectively accesses tissues with some mobilization; unsure of areas of restriction |
| 1 | Emerging | Tentative | Accesses tissue with no attempt to move or mobilize |
| 0 | Not present | Unskilled | Did not perform; does not know technique |

Course evaluations will be made with quizzes and one-on-one evaluation with instructor(s).

Practical course work will be evaluated with hands on application, rubrics for core competencies, and instructor comments.

**ATTENDANCE POLICY**

**Minimum Requirements**

Serenity Now School of Massage expects students to attend every scheduled class session. Full-time enrollment constitutes of **8** hours per week classroom instruction/practical as well as **an estimated 10** hours per week home study/project work throughout the academic year.

A student must attend 100% of the scheduled class hours in order to meet satisfactory academic progress and graduation requirements. If a student is unable to attend a class due to illness or emergency, make-up hours are available at a cost of $40 per scheduled hour. If a student does not complete 300 hours within 26 weeks, the student risks withdrawal. If a student has more than 3 absences in a 3-month term, the student risks withdrawal. One written warning will be given and the student will be placed on probation for a period of 30 days. If the student does not follow through on probation obligations, the instructor may grant another 72-hour notice prior to withdrawal. Any further unexcused absences within the probationary period will mean the student will be terminated.

**Absences, Tardiness and Early Departure**

Serenity Now School of Massage uses the following definitions when evaluating student attendance:

Absence: The student does not attend the assigned class session.

Tardiness: A student enters the class more than 15 minutes after the designated start time.

Early departure: A student leaves the class 15 minutes or more prior to the class being dismissed.

Unexcused absence: A student misses a class without contacting the school, or has two tardies, which equal an unexcused absence.

Absences, tardiness and early departures will be recorded by the instructor, along with timeclock attendance cards, with times noted as appropriate. Arriving late and leaving early affects the determination of a student’s attendance requirement. Students are required to make-up missed hours.

Attendance is taken in every class period by the instructor, to the nearest quarter hour. Each day the class rosters are recorded in the student’s electronic records. The cumulative attendance information is contained in student progress reports for each term.

Excused absences, or leave of absence, may be arranged in emergency situations, such as death in family or illness, with the director, not to exceed 6 days. Students are expected to call the school or e-mail prior to the start of class. Unexcused absences need to be made up and arranged with director within 7 days.

**Attendance Probation and Termination**

Students are placed on a 30-day probation period and are sent probation letters if they fail to meet the attendance benchmark set forth in the Attendance Policy. Students who fail to raise the attendance requirement to 100% at the end of the probationary period will be dismissed. A student who misses 3 consecutive days of classes will be terminated. Students administratively withdrawn may reapply to the program after one-year.

**Satisfactory Academic Progress**

To be making satisfactory academic progress, a student must attend 100% of the scheduled class hours and to have a minimum performance value of 3 (Developing).

For the purpose of determining overall satisfactory progress, and completion of the program, each student will receive performance evaluations at the end of each course. To be considered satisfactory, a student must achieve a minimum performance value of 3 (Developing), by the end of each term.

Students not meeting satisfactory progress will be placed on a 30-day probation period and are sent probation letters. Students who fail to raise the progress to a satisfactory level at the end of the probationary period will be dismissed.

If the student is determined by the director to have raised academic progress to the satisfactory progress, the student will be informed, in writing, of the re-admittance from probation.

**Review of Student Records**

The Director, in conjunction with the instructor, will review student performance with the student at the end of each module. This review is conducted to identify individual and group difficulties and to initiate appropriate action to address the problem of unexcused absences or lack of satisfactory academic performance. All student records will remain the property of the school and will be stored for a minimum of six years. All student transcripts and student certificates are kept permanently. All student records are kept confidential on a secure server electronically.

**Methods of Teaching**

The massage therapy program is an integrated curriculum that enables students to develop the complex behavior patterns required of professional massage therapists. Specific skill sets (e.g., legal responsibilities, massage process, technical competencies) form threads that are learned and reinforced throughout the program. Students are able to acquire a comprehensive understanding of industry requirements as well as specific skills.

Theoretical content is presented in lecture, textbook assignments, group discussions, study handouts, website referents, and enhanced materials such as videos.

The hands-on clinical components, as well the theory components, move from simple to complex. Clinical learning is an essential part of the curriculum. Students prepare for the clinical experience by mastering essential skills related to specific massage techniques. Guidance from the instructor, skill demonstrations, hands-on practical training and roleplaying using another student as the client are the primary experiential learning methods. Every effort is made to coordinate theory and clinical experience.

Project-based learning (PBL) uses classroom projects to facilitate learning and assess student competence. PBL is an instructional method that provides students with complex tasks based on challenging questions or problems that involve the students’ problem solving, decision making, investigative skills, and reflection that includes teacher facilitation, but not direction. As our students are going through the courses, they will have interest in something specific. We teach our students how to complete further research and then share with the group.

**Class Size and Equipment**

Serenity Now School of Massage is located at 1015 N. 6th Street, Wausau, WI 54403. Classes are held in a large room that is able to accommodate up to 12 students. There are multiple restrooms located in public common areas.

Serenity Now School of Massage can provide the following accommodations at the school location for students with disabilities who are otherwise qualified: wheelchair entrance ramp access, restroom accessible facilities, special testing accommodations (e.g., extended time for tests), and other "reasonable" accommodations.

Serenity Now School of Massage will maintain a maximum student to instructor ratio of 10:1 for all practical components of the program.

**Job Settings**

Because massage therapy is practiced in a wide variety of settings, a single job description is not sufficient. Massage therapists generally work one-on-one with clients in a quiet setting. Depending on the depth of his or her training, a massage therapist's purpose may vary from providing stress reduction / health enhancement to working cooperatively with other health care providers in pain management and injury rehabilitation. Massage therapists may see as few as one or two clients a day in private practice, to as many as ten or more in a health club or spa. Sessions may range from fifteen minutes to two hours in length, depending on the purpose of the massage.

Due to the physical and emotional demands of massage therapy, massage therapists commonly work less than 35 hours a week – though each individual’s capacity will vary. Thus, a large percentage of therapists practice part-time, generally less than 10 hours a week.

National statistics compiled by the U.S. Department of Labor, Bureau of Labor Statistics, indicate that almost 70 percent of all massage therapists are self-employed, either in an office or in the home. About 10 percent of those in private practice are on a part time basis. About 13 percent work in the personal care services field, which includes health clubs, hotels, YMCAs and YWCAs, fitness centers, massage centers, sports clinics, resorts and spas, and beauty salons. Another 8 percent work in nursing homes, chiropractic offices, or with physicians and physical therapists. Other locations may be airports, malls, and as a corporate benefit in many small and large businesses.

**Salaries**

Earnings vary with geographic location, type of practice, work situation (self-employed, own business, employee), size of clientele, and experience.

Locally, according to salary.com https://www.salary.com/research/salary/benchmark/massage-therapist-salary/wi, the average Massage Therapist salary in Wisconsin is **$55,290** as of **5/1/24**. Self-employed massage therapists typically charge $25-$50 per hour in rural communities and $50-$70 in urban areas. More than two-thirds of all massage therapists are normally self-employed. Some work as contract employees for health practitioners or fitness clubs and earn 40-80% of the massage fees charged.

**Training and Other Qualifications and Advancement**

Requirements for education and training vary among states that license massage therapy, and unlicensed states, which regulate massage through municipal ordinances. Most massage therapists learn their skills in schools that teach massage. These vary in length from 600 to 2,200 hour curricula taught over a period of six to twenty-four months.

Massage practitioners do not have the classic career ladder, in that advancements are not achieved through promotion to positions of higher responsibilities. Instead, a therapist can take additional courses to add additional specialization and enhance competencies. By expanding skills, the therapist is usually able to increase clientele and fees. Wisconsin requires continuing education

[Requirements for Renewal](http://docs.legis.wisconsin.gov/code/admin_code/mtbt/4) of license includes 24 hours of [continuing education](https://docs.legis.wisconsin.gov/code/admin_code/mtbt/7):

[**Licensing Requirements**](https://dsps.wi.gov/Pages/Professions/MassageTherapistBodyworkTherapist/Default.aspx)

In accordance with the Massage Therapist and Bodywork Therapist ACT of Wisconsin (ACT355) persons engaged in massage therapy for compensation must be licensed by the Department of Safety and Professional Services.

The Department shall issue licenses to individuals who have successfully completed a minimum of 600 clock hours of supervised and/or online classroom; supervised hands-on instruction; and passed a massage therapist licensing examination.

[**Academic Holiday Calendar**](https://www.calendardate.com/year2023_holidays.php)\*If holiday falls on a scheduled class day

\*New Year’s Day

Easter Weekend

Memorial Day Weekend

\*Independence Day

Labor Day Weekend

Thanksgiving Weekend

\*Christmas Eve/\*Christmas

**Rolling Admission Policy**

Serenity Now employs a rolling admission policy. Students have a larger window of time during which they can apply and are notified of their acceptance or rejection within two weeks of applying. Applications are accepted as long as spaces are available. Application deadline is two weeks prior to the start of the program. The application process opens up four times per year. Please call to inquire as to enrollment months, as they change from year to year.

Rolling admission offers a student several perks:

* Applicants may receive a decision long before the regular admission notification
* Applying early can improve an applicant’s chance of being accepted
* Allows an applicant to weigh all options
* A student who applies early and is rejected may still have time to apply to other programs
* Program improvements can be made regularly

After completing and returning the application and application fee, the school administration will contact you for a personal interview. After your personal interview, you will be notified as to your acceptance within two weeks via e-mail.

$8,000 tuition includes the following:

* Books (approx. $150)
* Your own personal massage table (approx. $140)
* Classroom materials
* Oil Holster & Oil/Lotion (approx. $10)

Required supplies not provided by the school:

* Scrubs (approx. $30) Scrub top (any color/design) and yoga pants work well
* Linens (approx. $20) One set of full-size, white sheets
* [Student insurance](https://www.abmp.com/students/insurance-massage-students) ($0) such as ABMP but not limited to ABMP: ABMP offers student membership, which combines the protection of liability insurance, outstanding academic resources, business development tools, and the many benefits of belonging to an organization with 80,000+ members.

\*Student insurance is a 12-month policy. Please have your insurance applied for before your first day of class.

FAQ’s

Q: When are classes?

A: Classes are held every Saturday **except the last Saturday of every month** from 9:00 am – **5**:00 pm unless class falls on a holiday. These classes are mostly hands-on practical. Textbook work is done online using our [Moodle](https://docs.moodle.org/402/en/About_Moodle) software system.

Q: How much time do I need to invest at home studying?

A: **Estimated 10** hours per week seems to be what works for most. Our best students practice their hands-on routine 3-4 times the first couple of weeks at least.

Q: What happens if I miss a class?

A: 100% attendance is required, but if something happens that cannot be helped, you can makeup hours.

Q: What do we wear?

A: We wear scrubs. Yoga pants are acceptable as well. Any color is fine.

Q: How big is the class?

A: We can have up to 10 students per instructor, but we like our classes small. Rolling enrollment is four times per year. Each rolling enrollment we accept about three new students. They join the already existing students, which can range from 5-8.

Q: How soon do I start working on clients?

A: This depends on the individual, but it is anywhere between 4-8 weeks, but hands-on learning begins with instructor right away.

Q: What if I don’t need a massage table?

A: Great – just let us know at the interview and we will credit you for the cost of the table.

Q: I have a family vacation scheduled already, is that ok?

A: As long as we have the prearranged dates before you start classes, that’s fine.

Q: Can I apply for financial aid?

A: Financial aid is money that is lent to students to help pay for their tuition. This is not grant money; therefore it needs to be repaid. Schools that offer financial aid are accredited. Accreditation companies greatly increase the tuition. Our goal is to keep tuition low and to be able to do this, we chose to not be accredited. With that being said, the WI Department of Safety’s Educational Approval Program renews our license yearly after doing virtually the same job an accreditation company does. They look at our curriculum, our outcomes, our finances, etc. The DSPS requested we do not use an accreditation company to keep tuition affordable for our part-time students. We do offer flexible payment plans as long as all tuition is paid in full before graduation (pg 13).

Q: Can I work ahead?

A: Absolutely – just never fall behind. **You can even start the theory work (online) before your start date.**

Q: I think I am interested in the program. What is my next step?

A: Print out the Application (at the end of this catalog). Complete Application, including attachments requested, and mail. You will be contacted to set up an in-person meeting, which will take about an hour.

**Serenity Now Massage & Bodywork, LLC**

**d/b/a** Serenity Now School of Massage

1015 N. 6th Street, Wausau, WI 54403 Tel: 715-842-1772

Email: Serenity\_Now\_School\_of\_Massage@yahoo.com

**APPLICATION FOR ADMISSION**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. PERSONAL DETAILS | | | |
| Gender: | | Date of Birth: MM/ DD/ YY/ | |
| Last Name: | | Other Names: | |
| First Name: | | Social Security #: | |
| 2. CONTACT DETAILS | | | |
| Email Address: | Home Telephone Number: | | Cell Number: |
|  |  | |  |
| Residential Address: | | Mailing Address: | |
|  | |  | |
| City: | | City: | |
| State/Zip: | | State/Zip: | |
| 3. ACADEMIC BACKGROUND | | | |
| Date | Institute | | Documentation |
|  |  | | □Attached □To Follow |
|  |  | | □Attached □To Follow |
|  |  | | □Attached □To Follow |
|  |  | | □Attached □To Follow |
| 4. STUDENT DECLARATION | | | |

I would like to start the program in the following month:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that **the** information entered above is correct and complete. I understand that false information will invalidate this application. I have read and understand the school catalog. I understand the refund policy and that I may cancel my application by notifying the school within 3 business days of submission for a full refund of all tuition paid.

This application for admissions must be accompanied by:

* $100 application fee
* Copy of your high school diploma, GED, etc.
* Statement from a medical professional that you can safely participate in this massage therapy course.
* Résumé or short statement including your educational and employment history.
* Cover letter introducing yourself and your reason(s) for choosing to enter a massage therapy program.
* Proof of professional massage.

\*All class dates and times are subject to modification depending on enrollment.

Buyer’s Right to Cancel:

The student has the right to cancel the initial application agreement until midnight of the fifth business day after the student has been accepted into the program (i.e., the date the school has co-signed the enrollment agreement). If the information about the Buyer’s Right to Cancel is not provided in writing to the prospective student, the applicant has the right to cancel enrollment at any time and receive a refund of all monies paid to date within 10 days of cancellation. [Student Right to Cancel Document](https://dsps.wi.gov/Documents/EAStudent%27sRighttoCancel1.07.doc)

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant’s Signature**

**Acknowledgment of receipt of School Catalog dated 7/1/24**

**X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant’s Signature**

OFFICE USE ONLY

|  |  |
| --- | --- |
| Date of Interview: | Interviewed By: |

|  |
| --- |
| Comments: |

|  |
| --- |
| Accepted: □Yes Into our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ program  Comments: |