



# Carolina School of Massage & Wellness Center

Health ▪ Relaxation ▪ Flexibility ▪ Circulation

## **Therapeutic Massage Training**

“We Teach What Works”

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**Carolina School of Massage  
& Wellness Center**

**1200 Woodruff Road, A9  
Greenville, South Carolina 29607**

**(864) 234-7191**

2016 Catalog

**Volume 9**

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## **General Information**

### **MISSION**

Carolina School of Massage & Wellness Center is a private institution of higher education. The main goal of the school is to educate students to earn a certificate in massage therapy and to prepare them to pass the national examination through the Federation of State Massage Therapy Boards. We are committed to educating students on what works in the fast growing industry of massage therapy and to be successful employees or entrepreneurs.

### **PHILOSOPHY AND VALUES**

Carolina School of Massage & Wellness Center maintains a position of ethical standards and operates with a sincere level of integrity, networking within the community to maintain high visibility and growth to create employment opportunities.

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

### **PURPOSE AND OBJECTIVES**

Realizing that the field of massage therapy is a fast growing and changing industry, the faculty and administration of Carolina School of Massage & Wellness Center (CSMWC) are dedicated to accomplishing the following objectives:

- CSMWC's main objective is to successfully educate the students to achieve a certificate of completion and to prepare them for the national examination through the Federation of State Massage Therapy Boards.
- Graduate students reflecting a higher standard of excellence in order to provide prospective employers with quality job candidates.
- Place emphasis on educating on the importance of each individual client's therapeutic needs, therefore producing better trained therapists.

## **FACULTY**

Owner/Chief Executive Officer/ Academic Dean: Kim Harrell LMT/Owner, Carolina Massage & Wellness Center, organized in 2004

- Certificate of Therapeutic Massage and Bodywork, Alpha School of Massage, 2003, 500 clock hours

Massage Therapy /Clinical Instructor: Kim Harrell, LMT

- Certificate of Therapeutic Massage and Bodywork, Alpha School of Massage, 2003, 500 clock hours

Massage Therapy/ Clinical Instructor: John Morgan, N.D., L.M.T.

- Southeastern school of Massage and Neuromuscular Therapy
- Herbal Healer Institute Mountain View, Arizona, February 2001

Massage Therapy Instructor: Joe Gay,

- Certificate of Therapeutic Massage and Bodywork, Carolina School of Massage, 2014

Anatomy and Physiology Instructor: Curtis Ballard

- Master of Education, 1983, Clemson University
- Bachelor of Science, 1978, Clemson University

Anatomy and Physiology Instructor: S. Kerry Benjamin

- Master of Science, 2012, Long Island University
- Bachelor of Arts, 2006, CUNY Lehman College

## **BOARD OF DIRECTORS**

### **Kerry Brooks**

- Retired from the financial industry

### **Charles Brantley**

- Master of Business Administration, Webster University, 1997
- Bachelor of Science, Business, University of California, Sacramento, 1973

### **Karen Leonard**

- Master of Science in Communications, Grand Valley State University, 2006
- Bachelor of Business Administration, Grand Valley State University, 1996

### **Bradley Filter**

- Massage Therapy Diploma, Greenville Technical College, 2008, 750 clock hours, Greenville, SC
- RN

### **Steve Hodo**

- Fire Fighter/EMT, Local 2, Chicago, IL

### **David Johnson**

- Retired Fire Fighter, Local 2
- Real Estate Investor
- IV Local 134, Government Electrician

## **HISTORY**

Carolina School of Massage & Wellness Center was founded in 2004 and offers a 500 clock hour program.

## **FACILITIES AND EQUIPMENT**

Carolina School of Massage & Wellness Center is structured to provide air-conditioned classrooms, a student break area, full administrative facilities, a library, and massage tables for students to develop their skills in a clinical setting. The School's facility is custom designed to enhance the educational experience and to serve the current and future needs of the Carolina School of Massage & Wellness Center student. The facility provides barrier-free entrances to the School to permit easy access for physically challenged students. Reserved parking spaces are also well defined and conveniently located for physically challenged students. The classroom is designed to seat a maximum of 20 students in each classroom.

## **CURRICULUM**

Carolina School of Massage & Wellness Center designed its curriculum to meet the needs of students who are career oriented. The students who make up the student body at Carolina School of Massage & Wellness Center are seeking a non-traditional, structured education that can launch them into a successful career in massage therapy. The program at Carolina School of Massage & Wellness Center includes training that will supply the students with qualifications for more competitive standing and achievement of employment opportunities. Students who successfully complete the program will be prepared to pass the national examination for the Federation of State Massage Therapy Boards.

The certificate program offered by Carolina School of Massage & Wellness Center is designed to meet the specific needs of the business community. Carolina School of Massage & Wellness Center's certificate program is intended to be specific, which means the students should complete the program with the knowledge and skills necessary to be successful in their chosen type of business setting.

## **NON-DISCRIMINATION POLICY**

Carolina School of Massage & Wellness Center is committed to equal employment and educational opportunities. No person will be subject to discrimination on the basis of age, race, color, national origin, sex, disability, sexual orientation or gender expression in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities. The following person has been designated to handle all inquires regarding the School's non-discrimination policies: Kim Harrell, owner/director.

## **STUDENT RECORDS/RELEASE OF INFORMATION**

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

The School will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons: 1) Records are required by Carolina School of Massage & Wellness Center officials in the proper performance of duties, 2) organizations conducting studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380 and state educational authorities, 4) accrediting agencies, 5) parents of dependent children as defined in the Internal Revenue Code of 1954, 6) appropriate persons in connection with an emergency, 7) in connection with the award of financial aid, and 8) in response to legal court orders.



All records will be retained at CSMWC. All student records will be maintained for a minimum of six years. Transcripts will be held for fifty years. Student records include:

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

## **FACILITIES FOR THE DISABLED**

Carolina School of Massage & Wellness Center supports the tenets and spirit of the Americans with Disabilities Act (ADA). Accommodations include accessible water fountains and restroom facilities. It is the responsibility of the student to inform the School of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. Carolina School of Massage & Wellness Center will make reasonable accommodations to meet the needs to any student with a disability.

### **Authorization Statement**

Carolina School of Massage & Wellness Center is licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, and phone (803) 737-2260. Licensure indicates only that minimum standards have been met and is not an endorsement or guarantee of quality. It is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

### **Licenses and Authorizations**

Licensure documents may be reviewed at the school, online, and the South Carolina Commission on Higher Education website at [https://www.che.sc.gov/CHE\\_Docs/AcademicAffairs/License/List\\_licensed\\_MT\\_schls.pdf](https://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/List_licensed_MT_schls.pdf)

## **ADDENDA AND SUPPLEMENTS**

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

## **Student Services**

Advising services are available at Carolina School of Massage & Wellness Center and are considered a vital part of the total School program and are available through the Owner/CEO, director and instructors.

## **TUITION**

### **PROGRAM COST: \$6,000.00 PER STUDENT**

Tuition includes the cost of background check, lotions and oils needed during school and clinics, lotion bottle, and holster.

### **TEXT BOOK/S FEE:\$150.00. PER STUDENT \*non-refundable**

The two text books can be purchased through the school at a discounted rate or individuals may go to <https://evolve.elsevier.com/cs/store?role=student> to purchase their own prior to the class start date are:

- Susan Salvo, *Massage Principles and Practice*, 5<sup>th</sup> edition, ISBN 978-0-323-23971-4
- Sieg and Adams, *Illustrated Essentials of Musculoskeletal Anatomy*, 5<sup>th</sup> edition, ISBN 13-978-0-935157-07-7

\*Please note that additionally the student will be responsible for the purchase of a massage table, scrubs for clinics, one relaxation cd, three sets of linens, bath towel, and bolster to be used for client support. Approximate total cost for the miscellaneous items that must be purchased is \$500.00. This total varies depending on the choice of the student's place of purchase and brand purchased.

When a student is applying for WIOA/SC Works or any other scholarships, the student must obtain eligibility of funding in writing before he or she begins training.

### **CONDUCT**

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

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

### **Grounds for Immediate Dismissal or Expulsion**

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

1. Dangerous or unsafe behavior
2. Aggressive, hostile or adversarial treatment of fellow students, faculty or staff
3. Disruptive or disrespectful behavior i.e. talking during demonstrations or lectures
4. Refusal to receive instruction or follow guidelines for class activities

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

### **Other Grounds for Dismissal**

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

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

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

## **DISCIPLINARY POLICIES AND PROCEDURES**

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

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

1. Verbal warning will be given and documentation will be made (student will be monitored for a two week period; if no progress is made a written warning will be given).
2. Written warning (student will be further monitored for an additional two week period).
3. Written notice of dismissal if not progress has been made.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

### **Statement of Intent**

In order to afford full consideration to any student complaint, the following procedures are in place at Carolina School of Massage & Wellness Center. This grievance procedure is intended to provide a framework within which complaints may be resolved. This procedure is not, however, a substitute for other informal means of resolving complaints or other problems.

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

### **Procedure**

All student complaints will be handled in the following manner:

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

**Step Two:** If the complaint has not been resolved by Carolina School of Massage & Wellness Center to the satisfaction of the student, the student may file a complaint with the South Carolina Commission on Higher Education. The complaint form is available at the following link. [http://www.che.sc.gov/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf)

\*In either case, a formal complaint form will be filed and remain in the student's file and the student will be given a copy.

## **ADMISSION REQUIREMENTS**

Applicants who plan to enter the certificate program must:

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

## **Admission Application**

Applicants should request an appointment for a personal interview with the Director/Owner/CEO. During the interview applicants will tour the facility and receive a program catalog and appropriate enrollment forms. At least three weeks before the program start date, applicants must submit:

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

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

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

### **CREDIT FOR PREVIOUS EDUCATION AND TRAINING**

Carolina School of Massage & Wellness Center does not grant credits for previous education, training, or experience.

### **TRANSFER OF CAROLINA SCHOOL OF MASSAGE & WELLNESS CENTER CREDITS TO OTHER COLLEGES**

Since the program offered at Carolina School of Massage & Wellness Center is intended to be career-oriented and specialized, credits do not typically transfer to other programs. The decision to accept transfer credits is solely at the discretion of the receiving institution. Carolina School of Massage & Wellness Center does not imply, promise or guarantee transferability to any other institution.

## **Academic Information/Program Length**

CSMWC's program length is 500 hours, six months with a minimum of 500 in class recorded hours broken down as follows:

155 hours of in-class, supervised instruction on the body's systems and anatomy, physiology and kinesiology

195 hours of in-class, supervised instruction in massage and bodywork assessment, theory, and application

40 hours of in-class, supervised instruction in pathology

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90 hours of clinical work/business, office training

10 hours of in-class business and ethics (a minimum of 6 hours in ethics)

10 hours of modality and marketing skills

### **ATTENDANCE/MAKE-UP POLICY**

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

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

It is the policy of Carolina School of Massage & Wellness Center to allow instructors to monitor student attendance and classroom behavior. Students must sign in and out each day. Instructors have the responsibility of seeing that their students are aware of the importance of the recorded 500 hour minimum.

### **TARDINESS POLICY**

Any student who is tardy (i.e. 15 minutes late) more than three (3) times may be placed on probation (refer to page 7).

### **ABSENCE**

Any days that are missed must be made up prior to graduation and at the discretion of the director/instructor.

### **MAKEUP WORK**

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

### **SEXUAL HARASSMENT**

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

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

### **GRADE/PROGRESS REPORTING**

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

## **GRADE APPEAL POLICY**

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

1. Student must arrange a meeting with the instructor to address any questions or concerns regarding grades.
2. If the student is not satisfied after meeting with the instructor, then a meeting with the owner/CEO/director will be scheduled. This meeting will include at least three board members to discuss the issue/s. Within five days, the owner/CEO/director will provide the student with a written notification of any decisions made. A copy will also be placed in the student's file.

## **GRADING SYSTEM**

The academic grading system utilized by Carolina School of Massage & Wellness Center is based on a standard percentage/letter grade system (see below), with the final grade calculated from the total of all quizzes, tests and clinical evaluations. Grades will be given at midterm and a final grade computed for each course.

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

An incomplete will be assigned if a student fails to have the required, recorded 500 clock hours or if a student fails to complete any required course work by the end of the program. Any student who does not meet the passing grade requirement of a 60 or above will receive an F on their transcript. They also will not receive a certificate of completion.

## **ACADEMIC PROBATION AND SUSPENSION POLICY**

Any student in an individual class whose grade falls below a 'D' or a 60% will be on academic probation for a period of 14 days. If his/her grade is not raised to a 'D' or above and there is no possibility of raising the grade to the minimum requirement following the stated probationary period, the student will be suspended from the program. The same procedures as the student conduct policy will apply (refer to page 7).

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

### **Certificate Program**

Students must maintain satisfactory academic progress in order to remain eligible to continue as regular students of Carolina School of Massage & Wellness Center. A regular student is one who is enrolled for a six month term for the purpose of receiving a certificate of completion.

### **Academic Progress**

Academic progress will be monitored at the end of each course. If a student does not have a D average, the student conduct policy will apply. If satisfactory academic progress has not been made then a mandatory meeting with the instructor and the director will be scheduled for an evaluation. Depending on the reason for academic suspension and the individual situation, reentry is at the sole discretion of the director and instructors.

## Graduation

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

## JOB PLACEMENT ASSISTANCE

Carolina School of Massage & Wellness Center does not guarantee nor imply job placement; however, the school will refer students to area businesses that are in search of licensed massage therapists. Completion of the program does not guarantee or promise employment.

## TRANSCRIPTS

A complete set of each student’s records, including a transcript of grades, is maintained in a permanent file. One copy of the transcript is available free of charge to each graduate; additional copies may be ordered from CSMWC for \$12.00 each. Requests must be in writing by the student. Transcripts will be withheld until all financial obligations to the School are satisfied.

## CANCELLATION/REFUND POLICY

An applicant may cancel the enrollment agreement without penalty by notifying the school within three (3) business days excluding Saturday, Sunday, and legal holidays, after signing the agreement. After the third day, but before classes begin, the school will retain an administrative fee of \$100.00 if the student withdraws. Carolina School of Massage & Wellness Center will issue refunds within 40 calendar days after the effective date of written notice of cancellation.

## Tuition Refund Table per CHE Regulation 62-18 based upon \$6000, 500 hour course, 5 hours per day:

\*\*\*Based upon pre-payment of full tuition

\*\*\*Please note that if you are on a payment plan the refund amount will vary. You may still be responsible for a balance due.

Hours Attended	Percent Refund	Amount of Refund less \$100 Administrative Fee
Prior to the first day of the term	100%*	\$6,000-\$100= \$5,900
1-50 Hours	90%*	\$5,400-\$100= \$5,300
51-100 Hours	80%*	\$4,800-\$100= \$4,700
101-150 Hours	70%*	\$4,200-\$100= \$4,100
151-200 Hours	60%*	\$3,600-\$100= \$3,500
201-250 Hours	50%*	\$3,000-\$100= \$2,900

251-300 Hours	40%*	\$2,400-\$100= \$2,300
301-500 Hours	No Refund Due	No Refund Due

\*Less \$100 Administrative Fee

## 2016-2017 ACADEMIC CALENDAR \*

### Spring- Summer Night Class Schedule 2016

May 16.....Classes Begin  
 May 30.....Memorial Day  
 July 4.....Independence Day  
 September 5.....Labor Day

### Summer- Fall Day Class 2016 (Days)

Scheduled to begin June 20, 2016



### **Fall-Winter Class 2016 (Nights)**

Scheduled to begin August 1, 2016

### **Fall-Winter Class 2016 (Days)**

Scheduled to begin September 26, 2016

### **Winter Class 2017 (Nights)**

Scheduled to begin January 16, 2017 (day and night classes)

\*School calendar is subject to change

Classes are held Monday through Thursday, 9:00 am - 2:00 pm as well as evening classes from 5:00 pm - 10:00 pm utilizing lectures, books, computers, handouts, and props. Clinicals will begin around mid-term.

## **South Carolina Commission on Higher Education Disclosures**

To be licensed as a massage therapist in South Carolina, a person must: (1) be at least 18 years of age and have received a high school diploma or graduate equivalency diploma; (2) have completed a 500-hour course of supervised study at an appropriate school and (3) have received a passing grade on an approved examination. (Section 40-30-110, South Carolina Code of Laws, 1976, as amended (the Massage/Bodywork Practice Act, Act 387 of the 1996 General Assembly). Under Title 8, US Code Section 1621, you must provide proof of citizenship/authorized alien/immigrant status. For additional information and application for licensure, contact the SC Department of Labor, Licensing and Regulation (LLR), Office of Business and Related Services. P.O. Box 11329, Columbia, SC 29211-1329; telephone (803) 896-4494.

<http://www.llr.state.sc.us/POL/MassageTherapy/> LLR accepts for licensing test the Federation of State Massage Therapy Boards (FSMTB) <http://www.fsmtb.org>.

The massage therapy program curriculum at Carolina School of Massage & Wellness Center is designed to prepare students to take the *FSMTB Massage and Bodywork Licensing Examination (MBLEx)*.

For information on the MBLEx, contact FSMTB, 150 Fourth Avenue North, Suite 800, Nashville, TN 37219 (P.O. Box 198689, Nashville, TN 37219-8689) <http://www.fsmbt.org>

Conviction, guilty plea, or nolo contendere plea involving a crime involving drugs, moral turpitude, or other criminal charges may prohibit licensure or employment.

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

As part of their coursework, students will perform a minimum of ninety hours within a clinical setting. This will consist of a combination of hands on clinical massage sessions and will be monitored by the clinical massage therapy instructor staffed during each clinical day, in addition to learning how to manage an office setting, which will be performed on site. On site massages will be supervised by an onsite supervisor who will (1) insure that required hours are met and (2) that proper procedures are adhered to according to the guidelines set by Carolina School of Massage & Wellness Center. The students will be evaluated and graded by the instructor and will also be evaluated by the clients while completing their clinical hours. The remaining twenty five hours will be used to train the students on marketing, and basic business management.

Students may not practice massage outside of school unless supervised by a massage therapy instructor from Carolina School of Massage & Wellness Center and may not practice for remuneration until they finish the course, take and pass the national certification exam, and receive licensure from LLR.

## Application For Admission

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

PLEASE PRINT OR TYPE

Date \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First M.I.

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Area Code and Phone # \_\_\_\_\_ Social Security # \_\_\_\_\_

Email Address \_\_\_\_\_

Female \_\_\_\_\_ Male \_\_\_\_\_ Occupation \_\_\_\_\_

I am applying\* for (please check one):

\_\_\_ Days (9 AM-2 PM)  
 \_\_\_ Nights (5 PM-10 PM)

\*Tuition \$6000 plus cost of books and supplies

\*Completed applications are due three weeks prior to the start of the program. Tuition deposit and text book fee/s are due three weeks prior to the start of the program. A completed application submitted after the deadline may be accepted only at the discretion of the director. Acceptance letters from SC Works, SC Vocational Rehab, or verification of any other scholarships or funding must be submitted with the enrollment agreement before student will be accepted into the program.

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

- Application for Admission
- Payment for text books purchase (due 3 weeks prior to start date)
- Deposit/Down Payment \_\_\_\_\_ (due 3 weeks prior to start date)
- High School Transcript or GED (w/official seal) (Please contact your school or board of education if you do not have this)
- Copy of Driver's License, Social Security Card, and Birth Certificate
- Massage Verification Form
- Background Consent Form

### EMERGENCY

In case of emergency, please contact:

Name \_\_\_\_\_ Relation to Student \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

### HEALTH

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

If YES, please explain:

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Have you ever been treated for any condition requiring hospitalization? \_\_\_\_ No \_\_\_\_ Yes

If yes, please describe:

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

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

### EDUCATION

Name of High School: \_\_\_\_\_ Date Graduated: \_\_\_\_\_

Address \_\_\_\_\_

Name Recorded on Transcripts (if different) \_\_\_\_\_

Name of College or University \_\_\_\_\_

Graduation Date \_\_\_\_\_ Degree \_\_\_\_\_

**I grant the school named above my permission to release my high school transcript to Carolina School of Massage. Please mail it to: 1200 Woodruff Rd. A-9 Greenville, SC 29607**

Name, Please print while a student: \_\_\_\_\_ date: \_\_\_\_\_

Name, please sign: \_\_\_\_\_ Date: \_\_\_\_\_

### LEGAL

Have you ever been convicted of a crime? \_\_\_\_ No \_\_\_\_ Yes

If yes, please give details and include information about litigation, if any. Do not include traffic violations or misdemeanors. (Use a separate piece of paper if necessary.) **\*Please note that felony charges and/or conviction may prevent you from obtaining a license.**

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Please note that a four (4) student minimum will be required for each session. Applicants understand that the school may reschedule a start if applicants are not sufficient to hold a term or six month session.

### **Massage Verification**

All applicants must receive at least two full-body massages, of at least 60 minutes, from a Licensed Massage Therapist as part of the admission process. Please ask your therapist to verify your treatment.

**Applicant's Name** \_\_\_\_\_

#### **Massage # 1**

Therapist's Name \_\_\_\_\_

Therapist's License Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Therapist's Signature \_\_\_\_\_

Date of Massage \_\_\_\_\_

#### **Massage # 2**

Therapist's Name \_\_\_\_\_

Therapist's License Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Therapist's Signature \_\_\_\_\_

Date of Massage \_\_\_\_\_

### Book Fee/Tuition Payment

Your application is not complete without the payment of \$150 for the purchase of text books. Please specify how you will be paying for this fee:

- Payment by check or money order. (Please print a copy of this form and submit it with your payment.)
- Payment by credit card. (Please complete the information on this form.)  
**\*\*Please note that text book fees are nonrefundable**

Please specify how you will be paying for tuition deposit:

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

### Credit Card Billing Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Type of Credit Card: VISA MasterCard Other \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Sec. Code \_\_\_\_\_

Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

**Total Amount Billed to Credit Card: \$** \_\_\_\_\_

I authorize Carolina School of Massage & Wellness Center to charge my credit card in the amount listed above.

Card Holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Background Check Consent Form**

I understand that an offer of enrollment from Carolina School of Massage will be contingent on the receipt and evaluation of the background check report. If offered enrollment, I will provide the School with my social security number and date of birth to permit a background check to occur. This will consist of a criminal history check and a sex-offender registry check to be used solely for enrollment-related purposes. Failure to provide consent or the required information after receipt of an offer of enrollment will result in a withdrawal. If the school enrolls me, it may request such additional reports about me for enrollment-related purposes during the course of my enrollment. I understand that if Carolina School of Massage & Wellness Center accepts my application, my consent will apply throughout my enrollment to the extent permitted by law. Please note that by signing this consent form, you are aware and understand that you may not be able to obtain a license from the SC LLR if you have a conviction of a felony.

I have carefully read and understand this Background Check Consent statement and, by my signature below, consent to the release of criminal history and sex-offender registry reports to Carolina School of Massage & Wellness Center within the terms of this statement. This background check consent statement in original, faxed, photocopied, or electronic form will be valid for any such reports that Carolina School of Massage & Wellness Center may request

Name (Please Print)

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Driver's License No. \_\_\_\_\_

Social Security No. \_\_\_\_\_

Signature: \_\_\_\_\_

## SCHOOL START DATES

Carolina School of Massage requires a minimum of four (4) students for a class session to start. If that minimum number is not met, the school may reschedule a start date until enough students are enrolled. If a start date must be changed, the student will be notified by email and certified letter. A written confirmation must be received from the student stating whether they wish to continue with the application or withdraw from the program. If the student wishes to withdraw, a full refund of monies paid less the administrative fee will be made within 40 days of the written notice of intent to withdraw.

## DECLARATION

I have completed this application to the best of my knowledge and I state that the information I have given is true and correct. I understand that providing false information is grounds for dismissal from the program. I have read, understand and agree to all policies, including policies regarding conduct, of Carolina School of Massage and Wellness Center as set forth in this catalog

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Applicant's Signature

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Date

Mail or deliver this application to:

Director of Admissions  
Carolina School of Massage  
1200 Woodruff Road (A9)  
Greenville, SC 29607

(864) 234-7191

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

***Carolina School of Massage and Wellness Center does not discriminate against any applicant.***

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### FOR OFFICE USE ONLY

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



## Enrollment Agreement

Student Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Area Code and Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

I \_\_\_\_\_ am entering into this enrollment agreement on \_\_\_\_\_ at Carolina School of Massage for the program of Massage Therapy. I agree to attend the school for its 500 hour program to attain a certificate of completion in Massage Therapy. The anticipated start date of my attendance will be \_\_\_\_\_ and anticipated end date will be \_\_\_\_\_. I acknowledge and understand that if there are fewer than 4 students prior to the start of class, my start date will be postponed to a future date in which enrollment is sufficient.

I understand that the costs associated with the program are

**Program Cost:** \$6000.00 per student

Tuition includes the cost of background check, lotions and oils needed during school and on-site clinicals, lotion bottle, and holster.

**Textbook/s Cost:** \$150.00 per student

CSMWC uses two text books, which the student is responsible for purchasing through the school. This cost is subject to change as pricing changes. Student will be notified of any changes in cost.

\*Please note that additionally the student will be responsible for the purchase of a massage table, scrubs for clinicals, 1 relaxation cd, 3 sets of linens, bath towel, and bolster to be used for client support. Estimated additional cost that a student may incur is \$500.

I agree that I have these following payment options

1. Payment in full
2. In house financing available for up to 12 months at 15% interest (see attached payment agreement, which will be completed during orientation)
3. WIOA funding (for those who qualify. I understand that if I qualify and am approved for funding from this organization, I must provide written verification of approval for acceptance into this program.)
4. SC Vocational Rehabilitation (for those who qualify. I understand that if I qualify and am approved for funding from this organization, I must provide written verification of approval for acceptance into this program.)

\*Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

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

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

An applicant may cancel the enrollment agreement without penalty by notifying the school within three (3) business days excluding Saturday, Sunday, and Legal Holidays, after signing the agreement. After the third day, but before classes begin, the school will retain an administrative fee of \$100.00 if the student withdraws. Carolina School of Massage & Wellness Center will issue refunds within 40 calendar days after the effective date of written notice of cancellation.

**Tuition Refund Table per CHE Regulation 62-18 based upon \$6000, 500 hour course, 5 hours per day:**

**\*\*\*Based upon pre-payment of full tuition**

**\*\*\*Please note that if you are on a payment plan the refund amount will vary. You may still be responsible for a balance due.**

Hours Attended	Percent Refund	Amount of Refund less \$100 Administrative Fee
Prior to the first day of the term	100%*	\$6,000-\$100= \$5,900
1-50 Hours	90%*	\$5,400-\$100= \$5,300
51-100 Hours	80%*	\$4,800-\$100= \$4,700
101-150 Hours	70%*	\$4,200-\$100= \$4,100
151-200 Hours	60%*	\$3,600-\$100= \$3,500
201-250 Hours	50%*	\$3,000-\$100= \$2,900
251-300 Hours	40%*	\$2,400-\$100= \$2,300
301-500 Hours	No Refund Due	No Refund Due

\*Less \$100 Administrative Fee

**Transfer of Carolina School of Massage & Wellness Center Credits to Other Colleges**

Since the program offered at Carolina School of Massage & Wellness Center is intended to be career-oriented and specialized, credits do not typically transfer to other programs. The decision to accept transfer credits is solely at the discretion of the receiving institution. Carolina School of Massage & Wellness Center does not imply, promise or guarantee transferability to any other institution.

**Job Placement Assistance**



Carolina School of Massage & Wellness Center does not guarantee nor imply job placement; however, the school will refer students to area businesses that are in search of licensed massage therapists. Completion of the program does not guarantee employment.

## TRUTH IN LENDING DISCLOSURE STATEMENT

<p style="text-align: center;"><b>Lender:</b></p> <p style="text-align: center;">Carolina School of Massage 1200 Woodruff Rd. Suite A9 Greenville, SC 29607 864-234-7191</p>	<p style="text-align: center;"><b>Applicant Name:</b></p>  <p style="text-align: center;"><b>Mailing Address:</b></p>  <p style="text-align: center;"><b>Physical Address:</b></p>  <p style="text-align: center;"><b>Phone number:</b></p>  <p><b>Home:</b></p> <p><b>Cell:</b></p> <p><b>Work:</b></p>		
Preparation Date:	Deposit Amount Paid: Date of Deposit Paid: First payment due:		
<input type="checkbox"/> Initial Disclosure Estimated At Time of Application	<input type="checkbox"/> Final Disclosure Based on Contract Terms		
<p style="text-align: center;"><b>ANNUAL PERCENTAGE RATE</b></p> <p style="text-align: center;">The cost of your credit as a yearly rate.</p>  <p>Estimated      15 %</p>	<p style="text-align: center;"><b>FINANCE CHARGE</b></p> <p style="text-align: center;">The dollar amount the credit will cost you.</p>  <p>Estimated \$</p>	<p style="text-align: center;"><b>AMOUNT FINANCED</b></p> <p style="text-align: center;">The amount of credit provided to you or on your behalf.</p>  <p>Estimated \$</p>	<p style="text-align: center;"><b>TOTAL OF PAYMENTS</b></p> <p style="text-align: center;">The amount you will have paid after you have made all payments as scheduled.</p>  <p>Estimated \$</p>

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

**LATE CHARGES:** If your payment is more than 5 calendar days late, you will be charged a late charge of \$50 will be assessed to your balance due.

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

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

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

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Borrower Name Printed

Date

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Borrower Signature

Date

#### **HOLD HARMLESS STATEMENT**

Carolina School of Massage & Wellness Center and student acknowledge that there is some risk of accident or injury associated with use of equipment and other aspects of the course of study, including but not limited to direct care and contact of other students or clients at the clinical or training site. Student does hereby waive, release, and discharge Carolina School of Massage & Wellness Center of any and all liability and all claims for damages for death, personal injury, or property damage which I may have or which hereafter accrue to me as a result of participation in the program whether or not caused by negligence or fault of Carolina School of Massage & Wellness Center.

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

Knowing risks exist, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all persons or agencies mentioned above that might otherwise be liable to me or my heirs or assigns for damages. I further understand and agree that this waiver, release, and assumption of risk is to be binding on my heirs and assigns.

In addition, I give permission to receive, if necessary, emergency medical services by authorized personnel, and that any cost incurred as a result of such medical treatment will be my responsibility.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Applicant Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Carolina School of Massage Tuition Payment Agreement**

I \_\_\_\_\_, am a student currently enrolled in the massage therapy training program at Carolina School of Massage & Wellness Center located in Greenville, SC. I am enrolled in the \_\_\_\_\_ term for six months. I acknowledge and have agreed to a payment plan of \$\_\_\_\_\_ per month beginning on \_\_\_\_\_, and ending on \_\_\_\_\_. I also acknowledge and agree that if payment is not made as agreed and becomes more than 5 calendar days past due then a late fee of \$50.00 will be added to the balance due. If the payment is not made within 30 days I acknowledge and agree that I will be suspended from the program at Carolina School of Massage & Wellness Center until all obligations under this agreement have been made by me. If the terms are not followed I understand that my account will be turned over to a collection agency.

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

Thank you for your business. It is our goal to see your success in our program and together as a team we all can attain success.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_

By: \_\_\_\_\_

(Student)

Kim Harrell, LMBT, CEO, Board Member