

## School Policies

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a) Admission Requirements To enroll in the Massage Therapy School, the student must have a High School Diploma or a High school Graduation Equivalency certificate (GED). The student must also be at least 18 years old and have a good moral character.

b) Tuition and Fee Registration Fee: \$100.00 Books and Supplies: \$200.00 Tuition costs: \$6,200.00 Total: \$6,500.00

c) Tuition Refund Policy When a student gives written notice of cancellation, Rosel School of Massage Therapy shall provide a refund using the following guidelines:

1. An applicant not accepted by the school shall receive a refund of all moneys paid.
2. A student will receive a full refund of all moneys paid, including registration fees, tuition, and all other charges, regardless of whether or not the student has started training, if he or she gives written notice of cancellation to the school within 5 business days of the initial day of enrollment. The postmark determines the date of cancellation or by the date the written notification is hand-delivered to the school.
3. When written notice of cancellation is given after the 5 business following enrollment, but before completion of the student's first day of class, the school may retain no more than the \$100.00 application fee plus the cost of any books or materials which have been provided by the school and retained by the student.
4. When notice of cancellation is given after the student's completion of the first day of class but prior to the student's completion of 5% of the course, the school will retain the \$100.00 application fee, the cost of any books and supplies used and/or retained by the student, plus \$300.00 of instructional (tuition) charges.
5. When the student has completed more than 5% of the course, the school will retain the \$100.00 application fee, the cost of books and supplies provided to the student, and a percentage of the instructional (tuition) charges according to the following table:

Amount of Course Completed	Amount of Tuition Retained by School	5.0% - 9.9%
40%	45%	70%
15% - 24.9%	25% - 49.9%	50% or more

6. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the date the student notified the school of his or her withdrawal.
7. Any refund owed to the student upon his or her cancellation will be made within 30 calendar days from the date of the student's written notice of cancellation.
8. The unexplained absence of a student from school for more than 30 consecutive days shall be considered withdrawal from the school. The cancellation date shall be the last day of attendance. Student's who do not return from a leave of absence will be terminated from the program using the documented date of return as the termination date.
9. Any student withdrawal from the program is entitled to an official transcript of all hours completed, providing that no monies are owed.
10. If a course is cancelled after a student has enrolled, but prior to initiation of instruction, the student shall receive a full refund of all monies paid to the school. If a course is cancelled after the student has begun instruction, the refund policies outlined in #4 and 5 above will be used to calculate tuition owed to the school.

d) Evaluation Procedures Students will be evaluated based on their theoretical and clinical knowledge. There will be a variety of tests, oral quizzes, and text book chapter exams to evaluate both the theoretical and practical aspects of being a Massage Therapist.

e) Required Level of Achievement All massage students are required to maintain a minimum of a 70% grade point average in both theory and practice and a maintain at least 67% attendance of schedule hours. Students will be evaluated on academic and attendance every 100 hours. Students whose grades fall below 70% or whose attendance falls below 67% will be placed on probation for the next 14 school days. Termination from the program may result if the student has not met the necessary requirements of satisfactory progress. A minimum score of 85% must be achieved on the comprehensive practical and the theory final exam for a diploma to be issued. Students are required to notify the school if they are absent. Absences for more than three days requires a doctor's note or other valid documentation. For missed classes, please contact the instructor. Students arriving 15 minutes after theory class has begun are considered tardy. Excused tardiness will be granted with a doctor's note or other valid written document. Unexcused tardiness that occurs more than three times in a month will result in placement on probation. After being placed on probation, if the student does not correct their tardiness within the next 14 school days, the student may be withdrawn from the program.

f) Graduation Requirements In order to graduate, students must complete the required hours of coursework within 150% of the state timeframe of the entire program. They must also earn a score of 85% or higher on both the theoretical and practical section of the final exams. Payment of the tuition must also be made in full with no outstanding debts owed to the school. Upon successful completion of all graduation requirements, student will be issued a Massage Therapy certificate. Students may enroll either part-time (15-23 hours a week) or full-time (24-40 hours a week). There is no set date to enroll. You may start classes any time during the year, and you are responsible for adhering to the class schedules.

g) Rules and Regulation During your attendance at Rosel School of Massage Therapy, you are in training and it is imperative that you always do your best and project a spirit of cooperation and personal enthusiasm. The following rules must be followed to facilitate your potential to learn and grow:

1. Upon arriving at school, students must sign their full name in the SIGN-IN-BOOK. Please do not have someone else sign your name for you. This is an official book, and only your signature will be valid. Please sign in accurately to the nearest half-hour. Have an instructor sign you out when you leave school.

2. To receive credit, students are required to attend school at least three hours a day.

3. Prior permission must be obtained to leave the school at any time except during lunch breaks. Any student remaining in school more than 5 hours in single day is required to take a lunch break and will have half an hour subtracted from

their total daily hours for their lunch break.

4. Students are always responsible for securing their own supplies and books. If any of these items are lost or stolen, the student is fully responsible for the replacement at his or her own expense. This includes all kit items that are given to the student at the beginning of the course.

5. No smoking, eating, or drinking is allowed on the clinic floor or in the classroom. Smoking is permitted outside of the school only, and all cigarette butts must be placed in trash receptacles.

6. Tuition payments must be made in a timely manner as agreed upon at the time of your enrollment. All tuition and personal charges must be paid before 600 hours are completed or your graduation diploma and application will not be granted to you. 7. Students performing services for clients or fellow students are always responsible for proper cleaning and sanitation of the area. 8. Talking or cheating will not be tolerated during examinations. 9. Students are required to participate in fire drills. A fire drill will take place two times a year.

**Guideline for Suspension or Termination** We reserve the right to suspend or dismiss any student whose conduct is disruptive or in any way interferes with the learning process. The school further reserves the right to suspend or terminate the enrollment of any student not abiding by the rules and regulations as set forth in writing by the school.

Since there are a wide variety of unpredictable and individual situations, the following is a list of examples of unacceptable conduct. This list is not meant to be all-inclusive. **Conduct Guidelines**

- Fighting or using profanity
- Willful abuse of the clinical site's building, equipment or other property
- Smoking in unauthorized areas
- Excessive absenteeism or tardiness.
- Absence without proper notification or adequate explanation.
- Leaving assigned work without permission
- Violation of the clinical site's safety rules.
- Failure to report an accident involving a client, visitor, student or self.
- Theft, regardless of value.
- Possessing or using alcohol.
- Use, sale, solicitation, unauthorized possession of, or being under the influence of illegal drugs, including narcotics and/or controlled substances.
- Falsification of information.
- Discourteous treatment or abusiveness toward fellow students, associates client, visitor or guest of clinical site.
- Physical violence or threats.
- Possession of firearms, explosives, knives or other lethal weapons.
- Indecent conduct.
- Cheating on exams.
- Sexual harassment.
- Failure to maintain satisfactory progress.
- Failure to comply with attendance policy.
- Disruptive, boisterous, vulgar or obscene behavior.
- Violation of draping standards or violation of appropriate touch as taught in class.

h) **Nondiscrimination Clause** Rosel School of Massage Therapy practices no discrimination in its admission, instruction and graduation policies on the basis of age, race, sex, creed, religion, financial status, or country or area of origin or residence. i) **Internal Complaint Procedure** Student with complaints regarding any aspect of the school may complete the school's internal complaint process to attempt to resolve the problem. The student should fill out an Internal Complaint Report Form, describing in detail the nature of the complaint and the suggested solution to the problem. This form must be submitted to the President. She will review the complaint, and within 10 working days of its receipt, will meet with the plaintiff to attempt to resolve the problem. The plaintiff will be given a copy of the original Internal Complaint Report with documentation of the meeting discussion.

j) **External Complaints** Complaints against the school may register with the Illinois State Board of Education by sending a letter to either of following addresses: Illinois State Board of Education Private Business and vocational School Unit 100 North First Street Springfield, Illinois 62777-0001(217) 782-7120

Illinois State Board of Education Private Business and vocational School Unit 100 West Randolph Street, Suite 1-300 Chicago, Illinois 60601-3407 (312) 814-5317

k) **Job Placement Assistance** Rosel school of Massage Therapy will assist student in obtaining employment. We will supply information about available position and will provide letters of recommendation for students. We, however, do not guarantee employment. l) **Student Privacy Act** Federal law states that students may examine their files and Rosel School of Massage Therapy allows students to inspect their files upon request. If the student is under 18 years of age, the student's parent or guardian also has the right to inspect the file. We require the student's written permission before releasing information from the file to outside parties, except in special circumstances where authorities may have legal rights. m) **School Hours** Tuesday through Thursday, 9 a.m. until 9 p.m. Friday through Saturday, 9 a.m. until 5:30 p.m. Sunday and Monday the school is closed. The school will be closed the following holidays: New Year's Eve, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day. Students will be notified by phone of unexpected closures due to unforeseen circumstances. n) **Brush-Up Course** Individuals needing 100 hours to renew their license can enroll for 100 hours. Those who are seeking to obtain their license under the Gradfather Law are eligible to complete 100 hours of training to secure the requirements for their license.