



Student Catalog

Medical Massage International, LLC

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Introduction

Medical Massage International, LLC (hereinafter referred to as the School) offers you the student the opportunity to become a health care practitioner practicing the art of Massage. Our field offers careers that cannot be exported and real life hands on opportunities in a growing market. We endeavor to train independent contractors to work within Drs Offices and in their own offices. Unfortunately in our industry there is very little difference in pay offered to a recent graduate or a therapist with years of experience. Recent employment offers have only ranged from \$12.00 to \$17.00 per hour depending on experience. Until you are in business for yourself, where you set the pay rate you cannot earn as much or as little as you desire.

Traditionally, medically based massage pays the highest in our industry. We have years of experience charting paths through the insurance and legal systems to document the need for pain relief massage as well as the more traditional , much needed, stress relief.

Through our innovative work study program you apply tomorrow what you learn today. The first fifty hours is a deep immersion into the direct relief you can give your patients. Anatomy terminology and knowledge through the text book *Trail Guide to the Body* will give you a running start. After the first fifty hours you will be ready to start your clinic hours.

The clinic is designed to give you a real life look at the massage industry. The joy the patient feels from your concerned touch to the disappointment of a patient that rudely does not show. Our school is not concerned with student retention, we are concerned about graduating students that have a chance to succeed in an expanding industry and do so with a sharply focused business mind that has a clear path to success.

We are not a 'feel good' school, although that is a phrase you will hear from your patients. I am looking for self starters. The anatomy tests are open book, so you can educate yourself and your patients from day one. You are tested every two weeks as we move through the body, reading ahead is encouraged. There is a self paced business management program that is part of clinic on how to greet the patient and what to say to get them to rebook after your evaluation of their needs. In order to graduate in the least amount of time you will be directed in online booking procedures, open discussions and anatomy reviews. Also in clinic practices and what documentation insurance companies need. Everything is revealed ahead of need so you can be fully prepared for a career. At the end of it all, you will graduate without student loans or debt. Your only competition is yourself.

You will graduate debt free. The table we provide for you will be purchased free and clear from a student or practitioner whose training didn't prepare them for the real world of massage. Your table will not gather interest over a ten year student loan long after you have left massage. Even if you determine that massage isn't for you, you can sell it for the same amount you paid and have money in your pocket. Or I will buy it for another student.

This is as truthful a look and experience of the massage industry as possible thus giving you the best chance to succeed with minimal financial risk and great financial reward. The patients you will touch and that will touch you will be a great reward in itself.

The School is owned by John Larkin RMT 576 co- owner of Colorado Injury Care, LLC with offices in Denver and Centennial Colorado. John is the sole owner and instructor, but utilizes his industry knowledge and contacts to enhance your learning experience. I have been in the massage industry since 1994. Most massage therapists last less than five years in our industry.

Programs/Courses Offered

Diploma/Certificate Programs:

Massage Therapy 800 Hour program

Occupational Objective: The graduate should be able to acquire an entry-level position in either a massage therapy office or in their own practice.

15 minute neck pain relief Stand alone class (one day)

Occupational Objective: The graduate should be able to access and manage patient neck pain

30 minute low back relief Stand alone class (one day)

Occupational objective: The graduate should be able to access and address patients' low back pain within the 30 minute time frame

97001 Ortho assessment: Stand alone class (two days)

The graduate should be able to accurately assess pain needs for insurance billing and general pain management.

Program/Course Costs

	<u>Tuition</u>	<u>Registration</u>	<u>Total Tuition/Fees</u>	+	<u>Books/Supplies</u>	+	<u>Equipment</u>
Massage therapy 800 hour program	\$9200	\$200.00	\$9200.00		mrkt rate about \$50.		0
15 minute neck pain relief	\$ 250.00	\$50.00	\$250.00		handouts provided		0
30 minute low back relief	\$250.00	\$50.00	\$250.00		handouts provided		0
97001 ortho assessment	\$250.00	\$50.00	\$250.00		mrkt rate		0

Makeup classes are given at an additional tutoring charge of \$35.00/ hour.

Class Schedule

Full time Students: Tuesday, Wednesday, Thursday 9 am to 1 pm with 10 minute breaks each hour.

The student determines their own clinic hours. Evenings, Saturdays and Sundays are available according to student availability to fulfill those hours.

Stand alone students: according to scheduled classes offered 4 times per year, all stand alone classes are included in the 800 hour program at no additional charge.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or TV who provide closure information as a public service.

Classes are not held on the following holidays:

Spring break last week of March, Memorial day weekend, July 4th, Labor day weekend, fall break last week of October, Thanksgiving day, last two weeks of the year until Jan 2nd.

Entrance Requirements

The school does not discriminate based on race, sex, religion, ethnic origin, or disability. However we do reserve the right to make sure you can pass a criminal background check for sexual offenses prior to starting clinic since we are holding a public clinic. If your religion does not allow you to massage or touch members of the opposite sex your clinic may be extended and your ability to enter into your own practice may be impaired. Massage is also strenuous so if your disability tires you easily and you cannot reach all areas the patient needs massaged, this may not be the course for you. Disabilities will be decided on a case by case basis with the criteria of the student's chances to succeed in the work force the main emphasis. Basically, if we can't give you full value for your money we would rather not waste your time.

All classes are taught in American English, the national tests are given in both English and Spanish, and proficiency in both reading and writing English is needed to acquire your Massage Registration.

Prospective students must have a high school diploma or equivalency (GED) to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test. The school does not administer the test, but will provide information on availability when requested. Students must be over 18. Sexual offenders will not be admitted. Other offenses are evaluated on a case by case basis according to Department of Regulatory Agency Guidelines. If DORA wouldn't approve your license there is no need to take the time to learn the skill.

Drug Policy

Medical Massage International has a zero tolerance drug/ alcohol policy both for the student and patient. It is simply too difficult to evaluate pain levels when a patient is sedated and it is difficult to evaluate both pressure and time when the student is on medication. This policy is in force regardless of whether or not the drug is legally obtainable. Prescriptions will be evaluated on a case by case basis based on effect.

Enrollment

Prospective students may enroll anytime. Late enrollments will be accepted only one week into the course, depending on length of the course.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Placement Assistance

Current law prohibits any school from guaranteeing job placement as an inducement to enroll students. The School does provide tuition assistance up to \$250 dollars for either class at Rocky Mountain Microfinance or Mi Casa business plan course. Our students are being trained to be independent contractors or business owners so we have a heavy emphasis on self sufficiency and marketing. What we concern ourselves with is return on investment for example:

Breakdown of Return on investment for students based on 10% interest

School type	tuition	1 year	5 years	10 years
Trade school Associates degree	15 to 20 k	-18,556.55	-\$12,116.83	2022 balance is 0 total paid <u>\$31,716.18</u>
9 month program	6500 to 10,000	-\$9,278.27	-\$6,058.41	2022 balance is 0 total paid <u>15,858.09</u>
MMI	9200 with initial 200 from student	0	+\$150,000 based on part time work of 10 massages per week and a 50 week year times 5 years	+\$300,000 five years doubled

It is easy to see that your return on investment is a little higher the way we do things.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 85% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 80%. The student needs to treat the program as a job.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Hands on classes are pass/ fail so attendance is a large part of your grade. Every six weeks you must massage the instructor for a progress check. Massage school is a teamwork event, if you miss a day it impacts not only your learning, but that of your classmates, without their lab partner they cannot succeed. Without them, you cannot succeed.

Progress Policy

Students must maintain an 80% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision. Our anatomy tests are open book so that they dovetail into the practice management clinic program.

Grading System

96 – 100 = A	Excellent
86 – 95 = B	Above Average
80 – 85 = C	Average
00 – 79 = F	Unsatisfactory

Every six weeks, progress reports with grades will be issued to students throughout the program. Students enrolled in short-term courses will be issued grades at course end.

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school. Ours is a trust based industry, within 5 minutes we must build enough trust that the person can remove their clothing without fear of being disrespected or harmed. Truthfulness and respect of boundaries are core values to develop in our program. Be trustworthy.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

Facilities

The school is located at 2050 So Oneida suite 230 Denver, CO 80224 on the second floor. All massage tables and supplies are furnished for clinic and class work. After 100 clinic hours the school provides a massage table/ chair depending on student preference and at 200 clinic hours the school provides tuition assistance for business development classes.

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. However we do offer, for a \$100.00 fee, the chance to test out of Anatomy and Physiology by taking the final exam. Potential students must pass with an 85% or higher. We have no need to let in students that fall below our standards.

Medical Massage International does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution. No such agreements are under discussion. The school is providing basic education for the students to become health care practitioners practicing the art of massage. We only offer basic, debt free instruction in the world of massage.

Student Grievance Procedure

If a problem arises or you feel you are not getting full value, start by putting your complaint in writing and set a time to meet with the Educational Director. Usually problems can be resolved in one or two meetings. Come to the director with your ideal solution in mind. If the grievance is with another student it might take longer to determine the whole situation, but if justice is not obtained we can move quickly to the state level outlined below.

Student Complaints

Student Complaints should be brought to the attention of the School Director to attempt resolution. The Director and student are to follow the grievance procedures according to school policy printed in the school catalog. If satisfactory resolution cannot be reached between the student and the school, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at higherred.colorado.gov/dpos or by requesting a complaint form at (303) 866-2723. All student complaints submitted to the Division must be in writing and shall be filed within two years after the student discontinues training at the school.

This school does not require exhaustion of its internal grievance/ appeal process before filing a complaint of any nature including, but not limited to a claim of a deceptive sales or trade practice, with the State of Colorado and through the division of Private Occupational Schools.

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract. Email is a valid cancelation method.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence

is the earlier of the date the school determines the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.