

Kansas City Massage Institute

Student Handbook

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www.KansasCityMassageInstitute.com
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Mission Statement

Kansas City Massage Institute strives to educate and inspire knowledgeable, compassionate and confident therapists who positively impact the community. We pledge unwavering dedication to excellence in education, ethics and professionalism in the massage industry

Kansas City Massage Institute Contact Information

Address: 2 E Gregory Blvd, Suite 302, Kansas City, MO 64114

Phone: 252-696-4086

Email: kansascitymassageinstitute@gmail.com

Website: www.KansasCityMassageInstitute.com

Administrative and Instructional Staff

Director of Operations: Jennifer Meents

Administrative Assistant: Elizabeth Rusinko, LMT

Instructors: James Gold, LMT, Margaret Nunn, LMT, Kathryn Gladstone LMT

Responsibility for Handbook Information

Each student who enrolls is responsible for reading and becoming knowledgeable of the information contained in this handbook. Kansas City Massage Institute reserves the right to change policies, as well as to revise the curriculum.

Program Description

The primary purpose of Kansas City Massage Institute's Therapeutic Massage and Bodywork Program is to train and ensure students have the competency and understanding in basic Modalities, Techniques, Manual Manipulation, Applied Science, Communication, Documentation, Professionalism, Ethics, CPR/First Aid Laws, History, Business Practices, appropriate Client Assessment and quality service and treatment for a variety of Clientele. Each student is to possess proper work habits, and desirable attitudes that are necessary to pass the MBLEx examination. The following represents the Objectives and Subjects.

Course Objectives

The major goal of this course is to prepare students to administer a professional massage in a clinical environment. This implies a thorough understanding of the human body, its anatomy, and its physiology. In addition, you will be expected to practice various allied modalities that may enhance your ability to succeed in the field of massage therapy. To this end, you are encouraged from the outset to assume an extremely professional attitude in regard to the practice of therapeutic massage. You will learn that the most important phase of any good massage happens before the practitioner's hands ever touch the client. Clear communication is essential. High ethical standards are required. The most important requirement is the desire to help others feel better via safe, nurturing touch.

Learning Objectives

Having completed this course, students should:

- Comprehend the foundational elements of human anatomy, massage history, theory, and effects.
- Demonstrate the hands-on and people skills necessary to excel in the field of therapeutic massage.

At the end of this course, the student will be able to:

- Demonstrate knowledge of:
 - Massage history and theory
 - Professional massage therapy ethics
 - Human anatomy and physiology as it relates to massage

- Effects, benefits, and contraindications to massage therapy
- Equipment and product use
- Practice proper hygiene, infection control and safety measures and effective communications skills and visual poise
- Massage therapy techniques
- Allied modality theory and techniques
- Successful business practices
- Demonstrate the ability to:
 - Communicate in a clear, professional manner
 - Establish rapport with a client
 - Use critical thinking practices to determine therapeutic courses of action
 - Practice sound, safe, healing massage technique
 - Perform the basic assessment skills to determine proper treatment and quality service to each client
 - Project a positive attitude and a sense of personal integrity and self-confidence.
 - Confidentially provide massage therapy services to improve the health and well being of clients.

Curriculum

Kansas City Massage Institute is a hybrid program that offers 50% Distance Learning and 50% On-Site Learning. Kansas City Massage Institute utilizes Milady online curriculum, which is the same curriculum that is in the textbook *Theory and Practice of Therapeutic Massage 6th Edition* by Mark Beck. Milady online curriculum tracks all time spent, quizzes and grades. The hands-on portion of training will occur on-site.

A lack of internet connection may adversely affect the student's ability to complete the program.

Course Texts

1. Mark Beck, *Theory & Practice of Therapeutic Massage 6th Edition*, Clifton Park, NY: Cengage Learning, 2017
2. Andrew Bile, *Trail Guide to Human Body*
3. The course may involve additional readings, Internet-based tutorials, and exercises.

Courses

Introduction to and Overview of Massage

The student will learn an overview of massage, requirements for the practice today. The code of ethics, educational and legal requirements for massage therapy as well as professional standards for practicing therapeutic massage will be discussed.

Human Anatomy and Physiology

Students will extensively study the human body and all its functions which is the foundation for understanding and practicing therapeutic massage. Students will be able to comprehend dysfunction as it affects the human body. This comprehensive course will include the musculoskeletal anatomy, the 11 body systems, pathology, cells and tissues. Students conclude this module with an understanding and appreciation for the core systems that contribute to the structure and function of the human body and recognize origin, insertion, and actions of muscles through palpation. Memorization of muscles and bones is required to identify the functions of each.

Medical Terminology

This course is designed to give students the ability to identify, pronounce and spell medical terms. It will also focus on organization of the body systems, prefixes and suffixes of medical terms.

Effects and Tools of Massage

This course is designed to give students an understanding of effects, benefits, indications and contraindications. As well as understanding equipment, products, environment and infection control and safety practices.

Basic Massage

An introduction to the procedures of massage including consultation and documentation, classification of massage movements, preparing for a session and procedures for providing a clinical complete body massage. Students will also learn self-care techniques and body mechanics.

Clinical Massage Techniques and Procedures

Presentation of various techniques and procedures including clinical massage techniques, cold, heat and hydrotherapies, and massage in a spa setting.

Specialized Massage Topics

This course gives instruction to further develop techniques for lymph massage, therapeutic procedures, athletic/sports massages, massage for special populations, massages in medicine and deep pressure techniques.

Cardiopulmonary Resuscitation (CPR) and First Aid

Basic Life Support taught by a Certified Red Cross Instructor. First Aid techniques are learned with competency. Demonstration is required. Students that currently hold certification in CPR and First Aid must show proof.

Business Practices & Law

The code of ethics, educational and legal requirements for massage therapy as well as professional standards for practicing therapeutic massage will be discussed. Students will learn bookkeeping, advertising, marketing, office management, business plan development and other aspects of running a business.

Clinical Time and Student Required Massages

Kansas City Massage Institute will provide students with an evaluation form. This form will be filled out by the individual receiving the massage to evaluate the student's massage skill set.

Course Timetable

Course Schedule (Overview)

Course Schedule (Overview)

Week	Chapter	Topic
1	4	1. Overview of Human Anatomy and Physiology 2. Medical Terminology

2	5.0	1. Levels of Complexity of Living Matter, Cells, Enzymes, and Tissues 2. Anatomical Planes of the Body, Body Cavities and Organs, The Regions of the Human Body, and The Structure of the Human Body
3	5.1 & 5.8	1. The Integumentary System 2. Digestive System
4	5.9 & 5.4	1. The Urinary System 2. Circulatory System
5	5.7 & 5.5	1. Respiratory System 2. Nervous System
6	5.6 & 5.10	1. Endocrine System 2. Reproductive System
7	5.2 & 5.3	1. The Skeletal System 2. The Muscular System
8	1, 2, & 6	1. Historical Overview of Massage 2. Requirements for the practice of Therapeutic Massage 3. Effects, benefits, Indications, and Contraindications
9	7, 8, & 11	1. Equipment, Products, and Environment 2. Infection Control and Safety Practices 3. Preparations for the Practitioner
10	10 & 12	1. Classification of Massage Movements 2. Procedures for Complete Body Massage
11	12, 13, & 14	1. Procedures for Complete Body Massage 2. Cold, Heat, and Hydrotherapies 3. Massage in the Spa Setting
12	15 & 16	1. Clinical Massage Techniques 2. Lymphatic Drainage Massage
13	16 & 17	1. Lymphatic Drainage Massage 2. Therapeutic Procedure
14	9, 18, & 21	1. Consultation and Documentation 2. Athletic/Sports Massage 3. Other Therapeutic Techniques
15	21 & 19	1. Other Therapeutic Techniques 2. Massage for Special Populations
16	20 & 3	1. Massage in Medicine 2. Professional Ethics for Massage Practitioners
17	22	1. Business Practices
18 - 24		Clinic and Technique Training

Please keep in mind that the course outline is only a guide. Topics for sessions are subject to adjustment at the discretion of the instructor.

Distance Learning

Distance Learning will be tracked in CIMA. Additional opportunities may include, but are not limited to, reading an alternate and pre-approved text, watching relevant and pre-approved videos, practicing massage technique. Distance Learning outside of CIMA must be tracked by the Student and submitted to Administration weekly.

Course Grades and Requirements

Exams, Quizzes and Attendance

Your performance in this course will be evaluated on the basis of the following criteria:

1. Quizzes: 50 percent of the total grade
2. Exams: 50 percent of the total grade

Quizzes (50%)

The quizzes are designed to give you an opportunity to demonstrate knowledge of the learning objectives. Each quiz will be recorded as a percentage, and the average of all scores will be recorded. Quizzes may be taken two times. Students may petition the instructor for a make-up quiz.

Exams (50%)

There will be exams along the way. Each exam will be recorded as a percentage, and the average of both scores will be recorded. Exams cannot be retaken

Attendance & Class Participation

Attendance at all on-site class sessions is required and will be tracked. Weekly distance learning hours are also required and will be tracked electronically. If you miss an in-person class, you have two weeks to make up that time by attending a different class. If you miss distance learning hours, you have two weeks to make up that time. In massage therapy, if you don't show up for an appointment, you don't get paid. If you show up late for appointments, you will lose clients. If you don't participate fully in a treatment, you will quickly find that you are no longer working in the massage therapy career field. Punctuality, attendance, and participation are extremely important in this program.

Active participation is required throughout the course. You are expected to participate in all hands-on training by working with a partner. In addition, completed homework will be counted toward your graduation requirements.

Graduation Requirements

- Program required on-site and distance learning attendance requirements must be successfully completed.
- All assignments including tests and projects must be completed
- Minimum of a 70% or Grade of C
- Final tuition payment must be paid by the end of week 18.

If you have a disability

If you have a disability for which you require accommodation so that you can give your best academic performance in this course, please notify the instructor. You should also consult or register with the Office so that together you can work to develop methods of addressing needed accommodations in this class.

Class Attendance and Distance Learning

On-site attendance at each class is required unless excused by your instructor or otherwise permitted in accordance with the school's academic calendar for the semester. Regular on-site class attendance will be taken. If you must miss an on-site class, notify your instructor in advance of the class or as soon as possible. Any missed days must be made-up at an alternate class within two weeks of the class you missed. You must notify the instructor of the class and an administrator of the day you plan to make class up on. Weekly distance/online learning hours are also required and will be tracked electronically. If you cannot fulfill the 14 hour distance learning requirement during a particular week, you must notify the administrative assistant. Any missed distance learning time must be made-up within two weeks.

Professional Behavior

To foster class participation, interactive dialogs entailing the exchange of ideas pertaining to course content will be respected and encouraged throughout the course. However, chatting or sharing notes with fellow students about topics unrelated to course content during the class period will be seen as distracting from course goals. Moreover, cell phone use is banned while the class is in session, unless instructed by the educator. If you must make or receive a phone message, do so before class, during the class break, or after class. Failure to abide by these basic classroom courtesies may result in Academic Probation.

Plagiarism

Plagiarism is often considered to be one of the worst forms of behavior in academia. Plagiarism refers to the use of another person's expressed thoughts, ideas, writing, or data without properly acknowledging the source of the material. Using the work of another person and trying to pass it off as one's own without attributing the source is an act of plagiarism. Students caught plagiarizing may face severe consequences—from failure in the course to dismissal from the school. When producing any work for this course, you must properly attribute the source or sources when you quote, paraphrase, or convey ideas, concepts, theories, or other data.

Civility and Courtesy

You are expected to behave in a mature, responsible, and civil manner during the course. Please do not engage in any behavior that will be disruptive to the class or that might affect other students' efforts to pay attention. Cell phones should be turned off during class, unless instructed otherwise by the educator. In keeping with the school's policies, there will be no tolerance of any behavior that is intimidating, harassing, or discriminatory.

Timeliness and Promptness

The course aims to cover a lot of material and will move at a swift pace. Please make sure you are in class and settled before a session begins. Group presentations and assignments must also be ready by their due dates. Delays can be disruptive to the entire class. Attendance and Participation are part of your graduation requirements.

Satisfactory Academic Progress (SAP)

SAP is defined as reaching each weekly on-site and distance learning hours requirements and having a minimum cumulative 70% average. When individual circumstances require, Kansas City Massage Institute enforces each policy: Incomplete, Inadequate Grades, Academic Probation, On-Site Attendance Probation, Distance Learning Probation, Suspension and Dismissal/Termination.

SAP is monitored at each evaluation period. Evaluation is done weekly and presented on Tuesday each week. All students will be emailed their SAP at the time of each evaluation.

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same SAP status as prior to the leave of absence. The timeframe elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same timeframe taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will be required to re-enroll, re-pay all fees and tuition and complete all lessons as required at the time of re-enrollment.

If at one of the above evaluation periods, the student is not making SAP, the student will be advised by the

Administration that she/he is being placed on probation. If a student is dismissed due to unsatisfactory progress, the student may appeal the determination within ten calendar days. The student must submit a written appeal to the school explaining why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination of dismissal should be reversed. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the appeal is approved, the student will be readmitted to the institution. The student will return to the same SAP status as at the time of dismissal. The student must achieve SAP by the next evaluation period to remain enrolled at the institution.

Incompletes

Students may receive an Incomplete from an Instructor when the Student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given timelines to complete the work and a description of the work yet to be completed.

Inadequate Grades

Inadequate grades may indicate lack of student ability, motivation or organizational skills. When the student is struggling in one or more areas of study or skill level, an administrator or instructor will advise the student, weekly following the evaluation period, on how the deficiency can be successfully completed. Instructor will determine a revised deadline for the work to be completed satisfactorily. Instructors work closely with Students throughout the course to encourage, educate and validate that this profession is the best course for the Student.

Academic Probation

If a Student falls below 70% GPA for the program, Student will be placed on Academic Probation and may be dismissed from the program. Academic Probation will last the length of time it takes for the student to meet requirements with at least a 70% passing grade. Any student in Academic Probation for 2 or more weeks will be dismissed from the program.

On-Site Attendance Probation

The Kansas City Massage Institute course requires Students to be accountable to their commitments. Student progress, activity and program engagement is recorded. A Student will be placed on On-Site Attendance Probation if the Student misses any days or more than an hour of on-site class. To be removed from on-site attendance probation, students will need to make up missed hours by attending another class(es). Probation for more than 3 weeks will result in the student being dismissed from the program.

1. If you are going to be absent contact your instructor. If you cannot get a hold of your instructor, **email elr.kcmi@gmail.com or call or text 252-696-4086** and leave a message with your name, class day and time, instructor and date of absence.
2. Kansas City Massage Institute tracks attendance to the nearest 15 minutes. Please keep in mind that being late is disruptive to the other students and the instructor. We ask students to make every attempt to be in class on time. You must login and out using the Homebase software, or the designated tracking process.
3. Extreme cases with extenuating circumstances may be evaluated on an individual basis by the instructor.
4. When a student is absent from school for 5 consecutive class days, Kansas City Massage Institute will dismiss the Student.

Distance Learning Probation

Students are required to log 14 hours per week for Distance Learning. This time is recorded in CIMA. Students are responsible for reporting any distance learning time not recorded by CIMA. A Student will be placed on Distance Learning Probation if the student falls behind the 14 hours per week program requirement.

To be removed from Distance Learning Probation, students will need to have logged enough time to be on track with the program's required distance learning hours. Any student in Distance Learning Probation for 2 or more weeks will be dismissed from the program.

Suspension

Students may be suspended for tardiness, absences, or for inappropriate behavior with a peer, staff member. If a student is suspended, the student will be advised by staff about the existing problem and what the student must do to correct the problem. It is Kansas City Massage Institute's intention is to establish professional behavior for the likelihood of success in the industry. Kansas City Massage Institute accepts the responsibility to inform the student about the deficiencies and how to correct the problem.

Dismissal Policy

Kansas City Massage Institute reserves the right to dismiss any student for violation of School policies and/or regulations, including but not limited to: failure to meet academic and/or attendance requirements, failure to fulfill financial agreements; failure to comply with Kansas City Massage Institute rules or policies (including, but not limited to, refusal to follow directions of educators; violation of State Laws or Regulations; failure to demonstrate professionalism, ethical behavior and maturity at all times; stealing or destroying property; breaking and entering locked areas of School; any public or private solicitation and/or distribution of any products or promotional materials at School without prior approval from the School administration; attendance at a School function while under the influence of or in possession of alcohol or illegal drugs; possession of a weapon on School premises; any behavior creating a safety hazard; boisterous, obscene or disrespectful behavior; any behavior that might harm the reputation of the School and/or the bodywork and personal training profession; excessive tardiness or absenteeism; and/or inappropriate use of School property or assets. The student who is in policy violation may be asked to leave the School premises immediately depending on the offense. All dismissed students will receive a letter of dismissal from the School. **No refunds** will be issued.

Appeal Process

Dismissed Students

Reinstatement forms are available from Kansas City Massage Institute Administration. Dismissed students wishing to appeal their dismissal and be reinstated to the program must complete a form for review. The Board will review the reasons for your dismissal as well as your academic records. This process may require the dismissed student to appear in front of the school administrators to ensure that previous enrollment issues and/or challenges have been addressed. The Board will make a final determination. If the appeal is approved, the student will be readmitted to Kansas City Massage Institute. However, the student will still be on academic monitoring upon re-entry. The student must achieve SAP by the next checkpoint to remain enrolled at Kansas City Massage Institute.

Withdrawn Students

A Student who wishes to re-enter a program must first meet with Administration to discuss the reason for initial withdrawal, and to determine if a return to school is right for you. Re-entry to the program may require a student to retake the entire program and pay the entire tuition. Determination will be made after the meeting with Administration.

Terms of Re-entry

See "ADMISSIONS REQUIREMENTS."

Complaint Procedure

If the student has a complaint that needs to be addressed, the student should discuss the situation or concern with an educator. If further action is desired, the student should submit a written complaint in accordance with the complaint procedure policy that is given to students during orientation.

Grievances

In accordance with Department of Education rules, we are including below the contact information

for filing complaints with the Missouri Department of Higher Education. **Prior to contacting these agencies, students should exhaust all avenues available to them to solve the issue at the lowest level possible, starting with the procedure described above.**

State Officials: The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at <http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf>. This webpage contains information about the complaint process and includes instructions for how to file a formal complaint.

Missouri Department of Higher Education:

205 Jefferson Street
Jefferson City, MO 65101
573-526-1577

Certificate of Degree

Upon successful completion of the program, graduates will be awarded a certificate of completion of the Kansas City Massage Institute massage therapy program and a transcript.

Transcripts

If students need program completion documentation prior to graduation, that documentation will be available upon request. Students can request the documentation from the Office of Student Services or Registrar. Please note that the Missouri Department of Higher Education recognizes our non degree programs as awarding Certificates.

Graduates will receive one official transcript upon completion of their program. To obtain any additional transcripts, students must make a verbal request or submit a written request for the transcript along with a transcript fee of \$20. The request must indicate to whom the transcript should be sent. Transcripts sent to MBLEX or Missouri licensing board are free. Transcripts sent to any licensing agency or needed for obtaining a job will have the fee waived for the first six months after graduation. Transcripts will be mailed within 14 days of the date the request is received. Transcripts may be delayed at the end of a term pending the posting of final grades for that term. Any transcripts that are requested to be delivered sooner than that may incur additional fees. Transcripts will not be provided to students with an outstanding tuition balance or an account sent to an outside collection agency.

Curriculum Verification Form

In some instances, a graduate may move and need to become licensed in another state. Should a student need to change the state in which they are licensed as a massage therapist, there will be a \$75 fee for the completion of a curriculum verification form. Please note this form may not be necessary in all instances. The form is specific to certain states and their requirements.

Disclosure of Educational Records

Information contained in student files is considered confidential and shall be released to other individuals only upon a student's prior written consent and authorization, with the following exceptions:

1. Kansas City Massage Institute officials who have a legitimate educational interest in the records
2. Officials of another school upon request if the student seeks or intends to enroll at that institution
3. Organizations conducting certain studies for, or on behalf of, the school
4. Accrediting Commissions to carry out their functions
5. Comply with a judicial order or lawfully ordered subpoena
6. Appropriate parties in health or safety emergencies.

All communication regarding a student will be directed exclusively between the student and school administrators. All communications will be kept confidential. Dialogue initiated by a third party will not be addressed by Kansas City Massage Institute.

Tuition/Fees

Enrollment fee: \$1,000

Tuition: \$9,000

Students must be in good financial standing with the school or their access to online courses may be rescinded and they may be dismissed from the program

Payment Options

Checks, Cash, Credit Card, Paypal, Venmo, Square or Third Party financing are acceptable for any payment. The school can facilitate conversations with companies for available scholarships.

Cancellation

An enrollee may cancel his/her enrollment within three business days of signing their enrollment agreement (Excluding Saturday, Sunday and holidays) and receive a refund of all monies paid. If the student cancels after three business days from the signing of the enrollment agreement but before the first day of the course, none (\$0) of the **enrollment fee** will be refunded. In the event a program is canceled by Kansas City Massage Institute due to a lack of enrollment or any other reason, all students will be placed within another course. If this is not possible, a full tuition refund of classes not attempted will be issued. In the unlikely event of a catastrophic event or if Kansas City Massage Institute is unable to reschedule the program in the 120 business day time period or chooses to cancel the program, the student will be due a refund of all monies paid.

Withdrawal Policy

To withdraw from the program, contact the administrator's office in writing and include the following: full name; address; date of withdrawal from program; reason for withdrawal. It is highly encouraged that you contact your advisor prior to submitting the information.

If a student withdraws from the program after courses begin, they may be eligible for a partial **tuition** refund, according to the following schedule:

Day 1 to Day 9 of the program	75% of tuition only (\$6,750)
Day 10 to Day 18 of the program	50% of tuition only (\$4,500)
Day 19 to Day 25 of the program	25% of tuition only (\$2,250)
After Day 26 of the program	No refund (\$0)

The accepted official withdrawal date is considered the date a student has officially withdrawn using the published policy, or 10 calendar days after the last date of academically related activity including projects, clinical experience, or examination. The withdrawal date for a student on leave of absence will be the scheduled return date if the student fails to return to the program by that agreed upon date. Tuition balance will be returned within 30 days of the official withdrawal date. If a student is withdrawn from the program due to not meeting Satisfactory Academic or Attendance Progress due to exceeding the maximum time frame policy, the student would not be readmitted in the future to the same program and would not receive a refund.

Students who have failed a course will not receive a refund for that course and will be required to pay to retake the course during the next session or coordinate make-up or tutoring time with the school . In the event of a medical emergency that causes a student to withdraw from the program, the student may be eligible to transfer the tuition paid for their course to another course. The determination will be at the discretion of the Kansas City Massage Institute Administration.

Refund Policy

If an applicant is not accepted into the program by the course start date, a full refund of all tuition and fees paid will be given.

Refunds will be returned within 30 business days of the official withdrawal date via check or an electronic transaction.

Admissions Requirements

The school is an equal opportunity employer and follows the same policies in accepting applications from potential students. The school is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status. To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements:

For admission, applicants must:

1. Be at least 18 years of age;
2. Submit a complete application packet;
3. Complete a criminal background check without any history that is prohibited by the Missouri Board of Massage Therapy, City of Lenexa, City of Overland Park, City of Leawood, or City of Olathe;
4. Be physically, mentally and psychologically able to participate in massage therapy training; and
5. Participate in an admissions interview with an Admissions Advisor and/or other designated staff.
6. Have access to a reliable internet connection.
7. Have access to an electronic device, such as tablet, laptop, computer, that can be used to access distance/online learning.

Applicants must submit:

1. a completed and signed application;
2. a current driver's license with photo and/or a photo;

Change of Personal Information

Students who have a change of address, telephone number, emergency contact, or other information while enrolled at Kansas City Massage Institute should complete a Change of Address Form. Forms are available at the school office, or students may send an email with their name, new information, and old information to KansasCityMassageInstitute@gmail.com or to any current staff member.

Students who wish to change the name on their records must complete a Change of Name Form with the school office. Forms are available at the school office, or students may send an email with their new name, old name, reason for change and legal documents displaying their new name to Kansas City Massage Institute.

Classroom and Student Policies

Classroom Policy

Kansas City Massage Institute is a vocational school. As such, our programs are designed to train students to be eligible for licensing and to become successful massage therapists. Conducting oneself in a professional manner is critical in this industry and in this school.

Be mindful of your speech in the classroom, on premises and in public and while representing the school or industry. Swearing or other offensive language and comments sexual or inappropriate in nature will not be tolerated. Examples of misconduct include, but are not limited to, disruptive talking at inappropriate times while on-site, eating and/or drinking in the classroom, sleeping or other inappropriate activities in the classroom, inappropriate touch, cheating, or passing exam information to other students. The way you dress is also expected to be professional.

Failure to abide by these or other requirements will be grounds for reprimand and/or dismissal from the Kansas City Massage Institute.

Service Animal Policy

Kansas City Massage Institute has a policy regarding service animals. Only service animals will be allowed in the school. Pets are not allowed in the classroom. Service animals must be registered with the Administration and must qualify as a service animal under the Kansas City Massage Institute service animal policy. The policy can be obtained upon request from the Administrator. Requirements in the policy for using a service animal at Kansas City Massage Institute must be completed and approved by Administration prior to use of the service animal in a classroom environment.

Code of Ethics

The following Code of Ethics was implemented as the standard of expected ethical behavior to be followed by students, faculty and staff at Kansas City Massage Institute. Students, faculty and staff shall:

- Be responsible for the possible impact of their public behavior upon the credibility and professional image of their colleagues and the profession.
- Protect the confidentiality of all client and student information, unless disclosure is required by law, court order or is absolutely necessary for the protection of the public.
- Treat all people with respect and dignity.
- Determine, acknowledge and respect boundaries of touch, privacy, disclosure, exposure, emotional expression, beliefs and fulfill reasonable expectations of professional behavior. Student therapists shall respect clients' rights to refuse, modify or terminate treatment, regardless of prior consent given.
- Learn, follow and comply with all laws governing massage therapy and all policies, guidelines, codes and requirements set forth by Kansas City Massage Institute.

Online Resources

Half of the coursework will be completed online through a website. The URL, login, password and contact information for support will be provided on the first day of class.

Eating/Drinking

Eating, drinking (other than water in a sealable container), and chewing gum are not permitted in classrooms. Eating and drinking are permitted only in the break area unless approved by the instructor.

Cell Phones

It is the student's responsibility to turn off all cell phones and other personal devices during class unless approved by the instructor. If these devices become disruptive, instructors may confiscate the device until the end of class.

Personal Laptops/Tablets

Students are allowed to use their personal laptop or tablet for taking notes in class. However, if the student is found to be surfing the internet or other activities not related to class on their computer, this privilege will be taken away.

Video, Audio Taping & Cameras

To protect the privacy and confidentiality of students and the proprietary information of Kansas City Massage Institute, videotaping by students is not allowed in the classrooms at any time. Audio taping or cameras are allowed with the approval of and at the discretion of the instructor. Special consideration for disabled students may be given with prior consent of Administration.

Tobacco-Free Policy

All Kansas City Massage Institute, offices and break rooms are cigarette and smokeless tobacco-free environments. Smoking and use of smokeless tobacco are only permitted in designated locations on school property.

Technique Classwork

During technique classwork, it is every student's responsibility to ensure massage tables, face cradles and other equipment are clean and ready for the next person by being wiped down with a cleansing solution after each use. Lotion or oil left on massage tables is unsanitary and damages the upholstery.

Dress & Grooming Standards

Classroom and Clinic Dress

As a professional environment, students are required to present themselves in the following manner:

- Clean, odor-free black Kansas City Massage Institute shirt and black pants. One such shirt will be provided and additional shirts can be purchased for \$20 each.
- Appropriate underclothing must be worn for the student's body type and to prevent inadvertent exposure.
- After receipt of the Kansas City Massage Institute t-shirt, said t-shirts must be worn at all times.
- Long black pants must be appropriate and loose enough for non-restrictive movement while practicing bodywork.
- Flat, comfortable, non-slip shoes with enclosed toes are required.
- Long hair must be pulled back so that it does not come into contact with the client while working.

If a student fails to adhere to this professional dress code, s/he will not be allowed to attend class or clinic until dress is acceptable. Time away from class to correct this would count against student attendance.

Grooming Standards

- Skin must be clean and free of offensive odors.
- Hair must be clean and styled appropriately for the profession.
- Fingernails must be clean and trimmed to working length.
- Hands must be washed before and after every bodywork and fitness session.
- Due to possible allergy sensitivities of students and clients, avoid the use of perfumes, colognes, body gels and heavily scented lotions or gels.
- Breath should be odor-free. Please use some type of breath freshener if necessary.
- Tobacco smoke gives a contradictory impression of a healthcare provider and is highly discouraged. If a student chooses to smoke prior to class or working in the clinic, they must take extra precautions by removing the smoke from their clothing, hair, skin and mouth prior to giving or receiving bodywork.
- Jewelry is discouraged, as it interferes with giving and receiving massage and providing fitness training or medical assistance.

Please use good judgment when determining the appropriateness of your school attire. Students inappropriately dressed and/or improperly groomed will be asked to leave class or clinic and will be marked absent.

General Policies

Non-discrimination Policy

Kansas City Massage Envy complies with Title VII of the Civil Rights Act and the American Disabilities Act. Kansas City Massage Envy is committed to the education, healing and care of all human beings. This school prohibits discrimination, including harassment, on the basis of sex, race, color, religion, nationality, sexual orientation, ethnic origin, physical/mental disability or age in employment, educational programs and activities, or admissions. We welcome diversity in the student body, as the work we do transcends any type of discrimination. Kansas City Massage Envy facilities are accessible to persons with disabilities, offering ramps and elevators, and restrooms are in compliance with ADA regulations. The Campus Director works closely with students with disabilities to ensure that appropriate accommodations are made.

Massage Clinic

Each massage therapy student completes time in Clinical Internship and Lab, including orientation & hospitality training. The clinic provides students with the opportunity to work on various types of clients with a variety of issues, further enhancing their skills, knowledge base and confidence. It is an opportunity for students to practice skills learned in courses and get real work experience in a supervised setting. To prepare the student for professional work, the students are expected to handle the complete process including the initial interview/assessment, conducting the massage and overseeing business aspects of the session. A supervisor will be on-site to provide guidance and answer any questions that may arise. The intangible characteristics of customer service involving communication skills in writing, in person and on the phone are also developed at this time.

Missouri law prohibits students from receiving compensation or tips from clients who are served in the clinic. Tips are not accepted in the student clinic, however, a client may contribute to a student fund if they choose. All funds are used to benefit the students in multiple programs.

Kansas City Massage Institute will provide the massage medium for use in class and in the clinic. Students may request permission from the instructor or clinic manager to use a different massage medium. When in Clinic, it is required that **ONLY** unscented crème/lotion be used—no unapproved aromatherapy products. This is in consideration of clients/other students who may have sensitivities/allergies to certain aromas.

Licensing for Massage Therapists

In the State of Missouri, and most major municipalities in Kansas, massage therapists must complete a massage therapy certificate program of at least 500 hours of education in specific areas and pass the Massage Board Licensing Exam (MBLEx) for licensure. This exam is recognized in over 40 states across the country.

For students entering the Massage Therapy Program, the Missouri Board of Therapeutic Massage requires a background check in order to acquire a student license. The student license is necessary for every student to participate in the student clinic portion of the training. Students with felony convictions are typically denied such a license. Please contact the Board directly for information regarding a criminal record and licensing.

Students caught practicing without a license or before graduating from the program will be immediately dismissed from the program.

Tutoring & Special Needs

We strongly encourage students with special needs to inform us of their particular requirements. For those students who are learning challenged or would like extra help with a subject, tutoring opportunities are available at an additional cost to the student. The instructor is responsible for coordinating all tutoring efforts, so students who wish to pursue a tutor must meet with the instructor to discuss options.

Due to the physically demanding nature of massage therapy, fitness training or medical assisting, in particular, physically challenged applicants are evaluated on a case-by-case basis. Please contact the Program Manager/Director before program enrollment to discuss any possible physical and/or mental limitations to work as a massage therapist, personal trainer or medical assistant.

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements.

Sexual Harassment Policy

Kansas City Massage Institute reaffirms the principle that its students, faculty and staff have a right to be free from sexual harassment by any member of the academic community. Sexual harassment is a form of employee or student misconduct which undermines employment and

instructional or peer relationships, debilitates morale, and interferes with the productivity and well-being of its victims. Sexual harassment is banned by Title VII of the 1964 Civil Rights Act (concerning employees) and Title IX of the Education Amendments of 1972. In addition, various other statutes, constitutional provisions and common law causes of action prohibit sexually harassing conduct. Kansas City Massage Institute enforces these laws among its employees and students.

Definition – Sexual harassment is a form of sex discrimination. It is defined as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, or to create a sexually intimidating, hostile or offensive working or educational environment.

Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations to unequal, demeaning treatment of students or employees based on gender. Some examples that may constitute sexual harassment include, but are not limited to:

- subtle pressure for sexual activity
- demands for sexual favors accompanied by threats
- requests for sexual favors accompanied by promises
- unnecessary brushes or touches
- offensive sexual graffiti, stickers, logos or drawings
- disparaging remarks about gender
- physical aggression such as pinching and patting
- sexual innuendos
- verbal sexual abuse disguised as humor
- whistling
- obscene gestures
- leering at or ogling a person's body
- questions about a person's personal sexual activity
- sexual remarks about a person's body or clothing
- spreading stories about a person's sexual conduct
- sexual stereotyping.

Sexual harassment in any situation is reprehensible. It is particularly damaging when it exploits the educational dependence and trust between students and faculty. When the authority and power inherent in faculty relationships to students, whether overtly, implicitly or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the person complained of, and to the educational climate of the institution. In order to be defined as harassment, a particular interaction must be offensive and un-consented. It is the responsibility of faculty and other administrators to be sensitive to questions about mutuality of consent and to conflicts of interest that are inherent in personal relationships where professional and education relationships are also involved.

Weather-Related Cancellations

The student body will be notified of any weather cancellations at least two (2) hours before the start of class in the following ways:

- a. Cancellations will be texted to the student body.
- b. Cancellation information will be available by calling the main office at 252-696-4086.

If no cancellation information is posted, then you can assume classes will run as scheduled.

Make-Up Days

If class is canceled either because of weather, instructor illness or other unforeseen circumstances, it will be up to the instructor and the students to determine the best day and time to make up the class. This make-up class will likely occur at the end of the course on the designated make-up days. Whenever possible, the class should be made up before the end of the course, but at most within two weeks of the end of the course.

Waiver of Liability

On occasion, students will be asked to participate in activities which occur off campus. Kansas City Massage Institute and any supervisors, teacher's assistants, faculty or staff waive any and all liability arising out of or connected in any way with a student's participation in activities that occur off of Kansas City Massage Institute's grounds. Students agree to assume all risks and to release and hold harmless all of the persons or entities mentioned above.

Important Phone Numbers

As always, in case of an emergency, dial 911. For on-campus, non-emergency assistance, dial the main line of the Kansas City Massage Institute office.

Drug and Alcohol Abuse Policy

Abuse of alcohol and drugs is inconsistent with the vision of Kansas City Massage Institute. Education and learning are especially impaired by alcohol and drug abuse. Attendance at a school function while under the influence of or in possession of alcohol and/or illegal drugs will not be tolerated. A student who is in violation of the policy will be asked to leave the school premises immediately and is subject to dismissal from the school. See Dismissal Policy in this handbook.

Below is important contact information if you are concerned about someone you know being involved with drugs, alcohol or other crime-related activity:

Kansas City Police Department 816-234-5520

Kansas Crisis Hotline(Sexual Assault and domestic abuse crisis hotline) 888-363-2287

Drug Addiction of Missouri & Kansas 800-876-6378

Alcohol Referral Hotline 800-ALCOHOL

Cocaine Referral Hotline 800-662-HELP

Alcoholics Anonymous Missouri 816-254-1408

Narcotics Anonymous 816-531-2250

National Association for Drug Abuse, Washington, D.C. 202-293-0090

Missouri's blood alcohol level limit is .04. A first-time offense of exceeding this limit results in the state revoking the perpetrator's driver's license for 30 days and a Class-B misdemeanor. A second offense results in 48-hour imprisonment or 10 days community service, as well as a Class-A misdemeanor or Class-D felony.

Drug and Alcohol Prevention Program

Kansas City Massage Institute strictly adheres to the federal and state laws which prohibit the distribution, sale or use of controlled substances. Students illegally possessing, distributing, or using a controlled substance or paraphernalia will be subject to immediate disciplinary action including suspension or dismissal.

The possession and/or use of narcotics or drugs, other than those medically prescribed, properly used and in the original container, by students or Kansas City Massage Institute staff on Kansas City Massage Institute property or while on Kansas City Massage Institute business is prohibited. The distribution and/or sale of narcotics or drugs by students or Kansas City Massage Institute staff on Kansas City Massage Institute property or while on Kansas City Massage Institute business is strictly prohibited.

Classroom Equipment

Classrooms are equipped with massage tables, tables, chairs, projectors and whiteboards.

Career Forecasting

Placement

Kansas City Massage Institute networks and maintains contact with massage clinics, chiropractors and hospitals in order to assist students in employment opportunities. Although Kansas City Massage Institute does not guarantee job placement, every effort is made to help graduates find

employment opportunities. As part of their training, students are advised on how to seek employment. Job openings are posted on the student bulletin board. Follow up interviews with Kansas City Massage Institute alumni and their employers are conducted to help Kansas City Massage Institute to continually prepare for future employment opportunities for Kansas City Massage Institute graduates.

Licensing Requirements

As a graduate of the Massage Therapy Certificate Program, I understand I will be awarded a certificate and am eligible to sit for a certification exam – the national Massage & Bodywork Licensing Examination (“MBLEx”) administered by the Federation of State Massage Therapy Boards (“FSMTB”) and to apply for licensing in most states, including Kansas, Missouri, and municipalities in the Kansas City area. However, Kansas City Massage Institute does not guarantee that its certificate will create eligibility or be a sufficient basis to apply for licensing or testing in every city, state, or similar governmental jurisdiction in the United States of America.

Career Opportunities

Licensed massage therapists have many work opportunities available to them in the industry. Kansas City Massage Institute prepares all graduates for entry-level positions in massage clinics,

Job availability and employment potential

The demand for massage therapists has expanded significantly in the past ten years, and currently that demand exceeds the supply. Graduates are employed in an incredibly wide range of practice areas, including private practice, hospitals, chiropractic offices, day spas, fitness centers, wellness centers, physical therapy offices, rehabilitation centers, sports teams, and corporate offices.

Statistics concerning average salaries in the area can be verified with the Department of Labor.