



A New Beginning School of Massage Killeen Pre-Enrollment Catalog



Why A New Beginning School of Massage Killeen?

- We offer affordable tuition with 0% interest flexible payment plans.
- We are a veteran and family owned school.
- This program was created in 2009 by Ted & Debbie Kennett using over 30 years of combined experience in the field of Massage Therapy and adjacent fields. In 2017, Heather Nusbaum and Eric Johnson acquired the school and continue to build successful, well-educated therapists engaged in forging new beginnings.
- Our 6-month programs and small class sizes lead to an excellent student pass rate.

TABLE OF CONTENTS

OFFICE & SCHOOL HOURS, CONTACT INFORMATION	2
UPCOMING CLASSES	2
SCHOOL HISTORY & PHILOSOPHY	3
OUR OBJECTIVE	3
ADMISSIONS	4
TUITIONS & ASSOCIATED COSTS	5
PAYMENT FLEXIBILITY	6
PAYMENT SCHEDULE	6
FINANCING	7
CANCELLATION & REFUND POLICY	8
PREVIOUS EDUCATION	9
ENROLLMENT	9
PROGRAM OUTLINE & CLASS DESCRIPTIONS	10
DESCRIPTION OF FACILITY	11
ATTENDANCE & MAKE-UP POLICY	12
INTERNSHIP ATTIRE & APPEARANCE	13
CLASS PARTICIPATION	14
PROGRESS POLICY	14
WITHDRAWAL OR TERMINATION	15
STUDENT CONDUCT & APPEARANCE	15
DISRUPTIVE BEHAVIOR/TERMINATION POLICY	16
ALCOHOL/DRUG-FREE SCHOOL STATEMENT	16
GRIEVANCE POLICY	17
CELL PHONE USAGE	17
STUDENT SERVICES	18
DIPLOMAS & TRANSCRIPTS	18
GRADUATION REQUIREMENTS	18
AFTER GRADUATION	18
HELPFUL INFORMATION (MyCAA-VA-TWS/VRS & PAYMENT PLANS)	19

All Massage Therapy Instructors at A New Beginning School of Massage Killeen are affiliated with Associated Bodywork and Massage Professionals (ABMP), an international body workers association or The American Massage Therapy Association (AMTA) and are Texas Licensed Massage Therapist.

Contact Us & School Hours

A New Beginning School of Massage Killeen
2201 South W.S. Young Drive Ste. 114-B
Killeen, Texas 76543
www.MassageSchoolKilleen.com
Info@PhoenixAwakeningMassage.com
Texas License # 1058
(254) 616-2255

SCHOOL OFFICE HOURS: Monday – Friday, 9:00AM-5:00PM

CLASSROOM AND INTERNSHIP HOURS: Will extend past office hours as shown on the officially published class schedules for the 500-hour program.

ENROLLMENT & SCHOOL TOURS: *Appointments are recommended for the best tour experience.*

PHONE: (254) 616-2255

***Now enrolling for available upcoming classes**

NIGHT CLASS MAS-500 will begin August 12, 2019 and will run through February 22, 2020.

This class qualifies as full-time attendance. Duration is approximately 25 Weeks depending on the number of holidays observed during the schedule.

Classes held Monday through Thursday, 5:00 p.m.-10:00 p.m.

DAY CLASS MAS-500 will begin September 23, 2019 and will run through March 31, 2020. This

class qualifies as full-time attendance. Duration is approximately 25 weeks depending on the number of holidays observed during the schedule.

Classes held Monday through Thursday, 8:30 a.m.-1:30 p.m.

Holidays observed are as follows: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, and Veterans Day, Thanksgiving, and Christmas. Exact dates will vary per class session.

SCHOOL HISTORY & PHILOSOPHY

A New Beginning School of Massage Killeen has been licensed (and regulated) by the Texas Department of Licensing and Regulation to operate as a licensed massage therapy school under License # MS1018 from 2009 – 2017. In 2017, with our ownership change, our new license # changed to MS1058. We are building successful, well-educated therapist engaged in forging new beginnings. We view massage therapy as a professional and technical addition to a healthy lifestyle, while being an art through which students can express their own talents.

The theory, technique, and scientific knowledge of massage therapy are presented by a highly-qualified staff with a commitment to excellence. The school recognizes its responsibility to assist students to be the best they can be, by setting high standards beginning at enrollment and continuing after graduation, thus helping the student achieve success during classes and then in their pursuit of a rewarding career in massage therapy.

OUR OBJECTIVE

At A New Beginning School of Massage Killeen, each student is encouraged to develop and master the skills necessary to become an effective massage therapist. Classes are limited in size to maximize interaction between the teacher and students. We try to instill a lifetime-learning attitude to help guarantee a successful massage career.

The school's staff wants each student to receive the very finest in massage training. We are committed to a high standard of excellence and draw upon our many years of experience to motivate students to achieve their own success. We have more than one teacher for each class, thus giving more than one perspective to the training; this allows the student to decide which technique works best for them. Positive reinforcement techniques are utilized throughout the coursework and beyond. In addition, the 500-hour program is designed to provide a strong foundation upon which to build, should the student decide to pursue advanced training in a specific modality or specialty.

ADMISSIONS

A New Beginning School of Massage Killeen does not discriminate based on sex, race, religion, nationality, ethnic origin, or sexual orientation in the admissions process or administration of its educational policies.

- INELIGIBLE STATUS: A prospective student is ineligible for state registration if he or she has been:
 1. Convicted of or entered a plea of nolo contendere, was found guilty to or received deferred adjudication to any crimes or offenses that have involved prostitution or sexual offenses.
 2. Convicted of a violation of the act within the past five years.
- AGE REQUIREMENT: Student must be 18 years of age by the completion of the program. Photo ID is required.
- PREGNANCY GUIDELINES: A New Beginning School of Massage Killeen will enroll a pregnant student in the 500-hour massage program; however, for the safety and peace of mind of all concerned she must have written permission from her physician indicating that she may participate in class and can lift at least 30 pounds. If while enrolled and the program becomes too intense for the student, they may opt to take a leave of absence from the class in which they are enrolled. After the birth, we will be happy to have student re-apply and continue in a later class, with no loss of money already paid toward the program cost.
- TOUR OF THE SCHOOL: The purpose of the tour is to familiarize the student with the equipment used at the school, the administration, the facility, and the policies and procedures. Staff will also answer any questions the student may have concerning massage and massage-therapy training. The tour also gives us everyone an opportunity to meet in person. Because the school strongly commits to each student's success, we do, in turn, look for each applicant to have a sufficient emotional maturity, academic and economic stability, and the motivation to satisfactorily pursue massage-therapy training. However, the tour prior to enrollment is optional and is not a condition of enrollment.
- FINANCIAL MEETING: The applicant may schedule a meeting to discuss financial obligations to the school. At this time, the applicant will complete a contract for tuition, books, supplies, and administrative fees. Additionally, if applicable, paperwork such as MyCAA, TWS/VRS (Formerly DARS), Montgomery Bill, or Post 9-11 will be discussed and processed with the appropriate fees needed to initiate the process of enrollment.

TUITION & ASSOCIATED COSTS

Down Payment:	\$200.00
<i>Down payment is mandatory for all students.</i>	(-200.00)
<i>After class begins, it will be applied toward open balance.</i>	
Tuition: Our tuition is based on \$9.00 per hour X 450 hours.	\$4,050.00
Enrollment Supply Kit:	\$846.16/932.89
<i>Student Insurance</i>	
<i>ABMP/AMTA Student Memberships</i>	
<i>1st Aid/CPR/AED Certification</i>	
<i>(1) Blanket & (4) Professional Sheets</i>	
<i>Holster, Massage Bottle, & Oil</i>	
<i>(4) Student Uniforms</i>	
Books:	
<i>Massage Therapy; Principles and Practice, 5th Edition</i>	<i>ISBN: 9780323239721</i>
<i>Trail Guide Series Essentials (Textbook & Workbook)</i>	<i>ISBN: 978-0-9968359-1-6</i>
<i>Trail Guide to Movement (Building the Body in Motion)</i>	<i>ISBN: 978-0-9914666-2-7</i>
<i>Massage Therapist Guide to Pathology, 6th Edition</i>	<i>ISBN: 9781496310828</i>
Internship: 50 hours	\$1750.00
<i>This portion of the tuition is paid by the public during Internship.</i>	(-\$1,750.00)
Total Cost of the program without Tax:	\$4,845.00/4,935.00
Approximate Total Cost with Tax:	\$4,896.16/4,982.89
<i>Prices may vary per market prices & does not include tax.</i>	
<u>Potential Additional Fees:</u>	
Cancellation Fee	\$50.00
Late Payment Fee (per day if full payment due is late.)	\$5.00
Make-up Hours (after first 25 missed, per hour)	\$9.00
Make-up Hours (scheduled no show)	\$15.00
Internship No Show (per session scheduled and not present or late)	\$35.00
NSF on checks	\$35.00
Partial Program Fee (per hour)	\$10.00 - \$60.00
Re-enrollment Fee	\$100.00
Tutoring (Private, per hour)	\$40.00
Massage Oil Refills	\$6.00
Missed Internship Appointment Fee	\$35.00
Alternative Medium Lubricants	Varies
Massage Table or Chair	Varies
Misc. Classroom Supplies	Varies
Additional Diploma or Transcript Fee	\$25.00
<u>Recommended Book(s):</u>	
Basic Clinical Massage Therapy	\$76.99

PAYMENT FLEXIBILITY

If the prospective student signs up early and wishes to prepay a portion of the total, similar to a layaway plan, it lowers the balance figured in the contract and will lower the monthly payment amount.

We calculate any books that the student may wish to purchase, and any additional supplies separate from the tuition. The student may choose one (1) of four (4) payment options for student tuition and may break down books/supplies and fees into a separate monthly payment amounts for up to four (4) months.

The student will need to fill out a credit application prior to acceptance into the program. If the prospective student is not creditworthy or if it is doubtful that the prospective student would be able to pay on their own, the school will accept a credit-worthy co-signer for the payment plan. An additional \$10 per month fee will be added to payment plans each month.

The student may wish to seek outside financing through a private lender, *MyCAA, the *V.A., or *TWS/VRS (Formerly DARS), if eligible.

*Students that are attending under the GI bill, MyCAA, or TWS/VRS (Formerly DARS) should understand that payment obligation is still theirs if the VA, MyCAA, or TWS/VRS (Formerly DARS) does not pay their entire portion of the cost the program.

Monthly Payments made to the school may be made with cash, check, money order, or credit/debit card.

*All internship fees received from the public are the property of A New Beginning School of Massage Killeen.

PAYMENT SCHEDULE

Payments are always due on the 15th of each month, any payments received after the 15th are considered late and will be accrue a \$5.00 late fee per day.

If after 14 days, payment has not been paid, including all late fees, the student will be denied admittance to class until payment arrangements have been satisfied. This action may incur absences that must be made up before completion of the program.

If you have not made the payment and late fee by the next payment due date, you will be dropped from the school.

If collection activity must be pursued, the student is responsible for collection fees and reasonable attorney costs. If a student is more than 30 days late with a monthly payment, then the student agrees to and understands that their school tuition account may be turned over to a collection agency.

FINANCING

Early Cash Payment:

- a. **Option T1** – Full Payment Prior to Start of School – \$4,500 (includes tuition, books, fees, & supplies; does **not** include tax, where applicable).

Tuition Only:

- b. **Option T2** – 6 Payments \$675, first payment due prior to the first day of class (does **not** include books, supplies, or fees).
- c. **Option T3** – 3 Payments \$1,350, first payment due prior to the first day of class (does **not** include books, supplies, or fees).
- d. **Option T4** – 6 Payments, \$300 payment due prior to the first day of class; 5 payments \$750 (does **not** include books, supplies, or fees).

Enrollment Supply Kit (Supplies, Books, & Fees):

All supplies, books, & fees can be paid upfront or over a 6-month period. If not paid in full upfront, all supplies & books will not immediately be available to the student.

- a. **Option E1** – Books are included with full tuition payment.
- b. **Option E2** – 4 Payments \$212, first payment due prior to the first day of class (does not include tuition).
- c. **Option E3** – 5 Payments \$169, first payment due prior to the first day of class (does not include tuition).
- d. **Option E4** – 6 Payments \$141, first payment due prior to the first day of class (does not include tuition).

GI BILL:

Post 9-11 GI Bill will pay the \$4050 tuition & \$846 Enrollment Package directly to the school (Enrollment Package Payment Pending Approval).

The veteran will need to set up their own personal information on VA Once and give us their letter of eligibility and will need to supply us with all military or secondary transcript from their past to attend under the GI Bill.

MyCAA:

The MyCAA program will pay up to \$4000.00, depending on your eligibility, thus leaving approximately \$895.00. The student may pay this up front or with monthly payments to the school. The monthly payment would depend on the total amount financed.

CANCELLATION & REFUND POLICY

All monies paid by an applicant will be refunded if requested, but only within the first three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid less a \$50 cancellation fee, if all supplies and books are returned unopened.

If a student enters the school and is terminated or withdrawn, the school will charge the student for the fees, books, and supplies.

If a student enters the program and is terminated or withdrawn, the minimum refund of the remaining tuition will be as outlined below based on the number of clock hours of the program completed. Tuition is charged for all hours scheduled prior to official termination or withdrawal. The minimum refund will be:

1. Less than 72 hours after the enrollment agreement is signed by the prospective student (until midnight of the third day, excluding Saturdays, Sundays, and legal holidays, 100% of the tuition, or;
2. During the first week or one-tenth of the program, whichever is less, 90% of the remaining tuition, or;
3. After the first week or one-tenth of the program, whichever is less, but within the first 3 weeks of the program, 80% of the remaining tuition, or;
4. After the first 3 weeks of the program but within the first quarter of the program, 75% of the remaining tuition, or;
5. During the second quarter of the program, 50% of the remaining tuition, or;
6. During the third quarter of the program, 10% of the remaining tuition, or;
7. During the last quarter, 0% of the remaining tuition. During the last quarter of the program, the student may be considered obligated for the full tuition.

REFUNDS WILL BE MADE AVAILABLE WITHIN 30 DAYS OF THE EARLIEST:

1. The effective date of termination if the student is terminated, or;
2. The date of receipt of written notice of withdrawal from the student, or;
3. 10 instructional days following the first day of the program if the student fails to enter.

PREVIOUS EDUCATION AND TRAINING

A student wanting to receive credit for previous training must submit an official transcript to the:
Texas Department of Licensing and Regulation
P O Box 12157
Austin, TX 78711

Evaluation and approval must be prior to enrollment in our program so we may calculate how many hours are still needed in each subject.

Upon written confirmation of approval for coursework from the Texas Department of Licensing and Regulation, the student should provide the school with a copy of the written confirmation to be placed in the student's file. If coursework is approved, this may result in the program length being shortened and, in some cases, the overall cost of the program being reduced.

If a student has previous experience that has been approved by the Texas Department of Licensing and Regulation and only needs a partial program, the partial tuition fee of \$10.00 per hour will be charged instead of the standard tuition to complete their 500 hours for licensure, plus fees, books, & supplies. **All coursework to be used for credit must be submitted to the school at the time of enrollment or prior to the beginning of classes. Once a student has attended the class, they will not be refunded or discounted.**

ENROLLMENT

Enrollment for the 500-hour program begins approximately four months before the start of each class. The day and night programs are approximately 6 months including the internship. Late enrollment for these courses is possible up to the time 40 hours (10%) of the class has been taught unless the student has been given previous education credit hours by the TDSHS. Depending on how many hours have been taught the student may have to complete their missed hours either in class that is already in progress or complete the hours at the start of the next classes. Partial programs are handled on an individual basis. We have set the maximum student: teacher ratio at 14:1. The school emphasizes small classes to maximize student learning and participation. Upon occasion a student from another class may need to do makeup. Under these circumstances, by utilizing the ability to have 3 students per massage table, we will allow up to 7 students for makeup hours at one time, for a maximum total of 21:1.

Students are given a 10-minute break approximately every 1 hour, making a clock hour 50 minutes of instruction in a 60-minute period.

PROGRAM OUTLINE & CLASS DESCRIPTIONS

Massage Theory Technique - 200 Hours: A Swedish massage format will be taught, including the manipulation of soft body tissue. Techniques will include effleurage, pétrissage, tapotement, friction, and vibration and joint movement (125 hours minimum). Emphasis will be placed on harmonious flow and nurturing touch derived from the Swedish format. 75 hours for the following additional techniques are also included. Myofascial release, trigger points, and cross-fiber work that are designed to help clients who have specific needs, chair massage techniques, and learning how to perform massage techniques from the seated position. Clinical and sports massage. Palpation skills. Limited Spa techniques. Massage for senior citizens. Passive and Active Stretching techniques.

Anatomy - 50 Hours: We will study the structure of the human body including the bones, joints, muscles, skin, blood and blood vessels, cells, tissues, membranes, glands, hormones, heart, brain, the spinal cord, nerves, the lymphatic system, digestive system, respiratory system, urinary system, and reproductive system.

Physiology – 25 Hours: A study of the normal vital processes of the human body including the processes of cells, tissues and organs, the contractibility of muscle tissue, coordination through the nervous system, digestion, circulatory processes, and secretions.

Kinesiology – 50 Hours: Kinesiology is the study of human movement, performance, and function by applying the sciences of biomechanics, anatomy, physiology, psychology, and neuroscience. Students learn the kinesiology of everyday movement, including sports activities. The actions of the muscles and how they work together to create movement will be emphasized. The methodologies will be applied to a client massage session.

Pathology – 40 Hours: Focuses on pathology for each body system, medical terminology, and basic pharmacology. Explores the effects of physical, emotional use, and abuse/trauma. Also examines emotional states (anxiety, grief, depression, etc.). Contraindications and indications discussed, along with diseases, injuries, and how they relate to massage.

Human Health and Hygiene - 20 Hours: Recognized methods of sanitation and cleanliness will be used, including disease prevention as applied to massage therapy. Elements of a healthy lifestyle will be discussed. Health maintenance practices for the therapist to insure longevity as a Licensed Massage Therapist will be discussed. First Aid, CPR, and AED 2-year certification will be offered.

Hydrotherapy – 20 Hours: Students learn hydrotherapy principles and techniques, including uses of hot and cold water, salt glows, mud packs, paraffin baths, herbal wraps, brushing, steam and various baths, and spa techniques.

Business Practices and Professional Ethics – 45 Hours: The emphasis is on teaching the student how to begin, maintain, and nurture a successful and ethical relationship in their massage practice. Goal setting, time management, marketing skills, advertising, bookkeeping, office design, and business planning are covered in the course. The student will design their own business plan to use as a guide in their practice or do a research project. Massage therapy laws and rules will be discussed. Ethical standards set by the massage industry and their role in massage therapy will also be highlighted.

Internship Program - 50 Hours: The internship program is the ‘bridge’ between the formal classroom setting and beginning a practice as a massage therapist. We operate the internship like a business, as opposed to a classroom format. Students will be given the opportunity to utilize the skills learned during their massage therapy training by making appointments, discussing client needs, and performing massage therapy on clients from the public. All internship massages are given at the school, under the supervision of a licensed massage therapy instructor. Internship must be completed by the posted end date. To begin the internship portion of study, you must have attended 100 hours of Swedish and a total of 250 hours of instruction, have all make-up hours completed to date, and have a 70% or above in all classes.

If there is an internship term that is progressing slower than expected, the school may have the option to extend the end date and postpone the start for the next group of classes that are scheduled to begin internship a reasonable amount of time, still allowing enough time to complete the program. **Students will attend internship during hours, not in class, and it will be mandatory to be available for a minimum of 4 appointments per week. There is a specific dress code for the student during their internship, just as there would be if they were being employed at a salon or clinic after becoming a Licensed Massage Therapist.**

DESCRIPTION OF THE FACILITY AND EQUIPMENT

A New Beginning School of Massage Killeen is conveniently located directly across from the Killeen Mall – a short distance from the city center, in the S. W.S. Young Plaza, in Building B, Suite 114, away from road noise on WS Young and between Grandon Drive and A.J. Hall Blvd. The school has a massage room for instruction and internship complete with privacy curtains around each massage table, atmosphere lighting, and music to simulate the atmosphere of a private practice room. It doubles as a lecture classroom with plenty of room for the students, and an adjacent indoor break area, when entering the school there is the front counter with ample waiting area for clients, 2 restrooms (ADA), there are 2 private massage rooms for our professional massages by our well-trained instructors. There is a student store featuring Oakworks and EarthLite massage tables and chairs, oils, lotions, massage table linens, tools, books, videos, etc. Adjacent to the school, there is plenty of parking for students. Student parking should be on the south side of the lot, ideally in the spaces facing AJ Hall Blvd. This leaves parking available for all business in the area and the internship clients. EarthLite & Oakworks massage tables are used at the school. Full size skeletons, upper torso, arm and leg models, numerous wall charts, videos and power point presentations are utilized throughout the course of instruction.

ATTENDANCE POLICY & MAKE-UP

Class Attendance is critical both to the continuity of the course and for compliance with state requirements for licensure. Students are responsible for regular, punctual attendance. A master record of attendance indicating the number of scheduled hours for each class session and the hours' present are maintained by the instructor on a daily attendance sheet for each student enrolled in the class. The students' attendance is recorded in the school computer, listing any missed time, makeup, tardiness, absence, left early or exemption from class. Attendance is recorded 10 minutes after the first hour of class begins and continuing in 15-minute intervals. Time is recorded in all attendance records in $\frac{1}{4}$ hour increments (.25). Example: If the start time is 8:30 A.M. and the student is not in their seat ready to begin class by 8:30 A.M. they will be recorded as tardy (.25 hours), if they arrive at 8:46 A.M. they will be recorded as tardy (.50 hours). There are no exceptions to this recording policy. A tardy shall be entered for a partial day when the student attends a portion of the scheduled classes on that day. A full day of class missed amounts to 5 hours absent. Each hour of class time is made up of 50 minutes of instruction and 10 minutes of break time. In the event chronic tardiness develops (four times in a calendar month) into a habit of being late, the student will be counseled.

Make-up Hours: The first 25 hours missed may be made up at no charge to the student. All hours over the first 25 hours will need to be made up at the per hour rate of, \$9.00 per hour. Make-up costs for hours over the first 25 are not included in the regular tuition charged. Payment for the additional make-up hours must be paid at the time of makeup; payment will not be deferred to a later date in the program. Make-up hours created in a quarter will need to be made up in the same quarter and may not accumulate into the next quarter of the program. Time missed is cumulative, meaning the time missed accumulates even after it has been made up. Make up time must be scheduled, no walk-ins for makeup hours. Make-up work shall not be authorized for removing an absence. All course work needs to be made up prior to the end date of the student's program. Adequate time will be available for students to make up their missed time and tests. Students who miss tests because of an absence need to make them up in the same quarter missed, or a zero (0) grade will be given. Not passing a class or completing make up, may result in a later begin time for internship and ultimately no diploma issued to the student.

We do not accept transfer credits. If, however, a student has a valid license from another state and is required by TDLR to complete specific coursework, partial-credit programs are available. Keep in mind that requesting a transcript evaluation through TDLR is the student's responsibility and must be completed prior to enrollment. Speak to a school official for additional information.

By state regulations the student cannot reach 15% (75 hrs.) of the total clock hours for which the student is enrolled, if he/she does, the student will be dropped from the school and money for the time accrued in the program is still due per the catalog and contract for enrollment.

A student will be terminated from the program if the student accumulates absences of more than 10 consecutive school days or more than 15% (75 hrs. for a student completing the full 500 hr. program) of the total clock hours for which the student is enrolled per the enrollment agreement. All classes will have a start date and a completion date for the 500 hours.

Internship: If a student is absent or late for their clients' appointment the student will accumulate time missed equal to the amount of time for an appointment. If the student is a no show for their internship appointment after they had been notified of the appointment, the student will be given a formal write up and charged the \$35 fee for a missed appointment. If the student is late more than (1) one time for their appointments they must be at the school always when they are on the schedule, as opposed to coming in for appointments once they are made. If a student is not open for a scheduled internship day no absences will accrue, the absence applies only for missed appointments. The student should make every effort to be available as much as they can. If the student doesn't make the required 4 openings per week for internship, and it results in not finishing in the allotted time of their program they will be dropped and will receive a failing grade and will then need to re-enroll and incur a reenrollment fee in order to finish and receive a passing grade in the internship portion of the program. The re-enrollment fee is based on the partial program fee of \$10.00 per hour to complete any of the program 500-hour requirement including the internship portion. The fee option is to the discretion of school administration, and will be based on history of class participation, and conduct while at the school. Once the student completes all hours, he/she will be given a full transcript showing the hours completed during the entire enrollment.

INTERNSHIP ATTIRE & APPEARANCE

- Students must wear school uniform while attending classes and internship hours (student t-shirt and black scrub bottoms). Clothing must be clean and free of odors, such as perfume, smoke, body odor or other offense odors.
- Closed toe shoes always for safety reasons.
- No excessive perfumes or colognes will be worn by students.
- Makeup should be professional and conservative in appearance.
- Jewelry should be kept to a minimum during classes.
- Natural hair colors.
- Nails not beyond the end of your fingers.
- NOTE: During normal class times, we are lenient for hair and makeup; however, we do stress conservative, professional attire during internship hours.
- Your safety as a massage student is of utmost concern always.
- All students will sign an internship expectations sheet prior to starting internships.

If the student's attire is inappropriate the student will receive a verbal or written warning and asked to leave. A second instance will constitute grounds for dismissal. A student that is terminated from the program for any disruptive behavior that resulted in any disciplinary action may not enroll in a future program unless approved by the school officials.

CLASS PARTICIPATION

Illness: Students are expected to participate in all class activities and internship as they are part of the curriculum, if the student feels they are too ill to participate in Swedish technique class or any other portion of the program they will need to leave and take an absence for the missed time.

Pregnancy: A pregnant student in the 500-hour massage program must have written permission from her physician indicating that she may participate in classes and internship and can lift at least 30 pounds. If while enrolled the program becomes too intense for the student they may opt to take a leave of absence from the class in which they are enrolled. After the birth we will be happy to have them re-apply and continue in a later class, with no loss of money already paid toward the program cost.

PROGRESS POLICY

At the end of each quarter of the program (every 125 hours of class time), the student will receive a written progress evaluation of their performance to date. The written progress evaluation is handed out during class, read and signed by the student, placed in the student's permanent file. The student's average grade in every subject is available by checking with the office daily, if desired, in order to help keep the student from falling behind in their grades. There are one or more tests given in each subject at the school. Students are also graded on their hands-on performance in the Massage Therapy Technique class. The hands-on portion are based on body mechanics, techniques, fluidity, and willingness to take an active part in the activity. The cumulative numeric test scores for each subject are averaged at the end of each quarter of the program. A student is not considered to be passing if they are below 70% in any subject and will be placed on probation, for the next quarter, and will remain on probation till the score for that subject is 70% or above. At end of each quarter the average of the cumulative numeric test scores for each subject will be converted to letter grades as shown below. The student will receive a letter grade on the quarterly evaluation for each subject.

A = 90 – 100

B = 80 – 89

C = 70 – 79

F = 69 & Below

W = Withdrawal

WP – Withdrawal Passing

WF = Withdrawal Failing

If a student is absent from the school and is unable to take a test, then the student will be given a test grade of zero, (0) they will need to take the test to raise the grade to passing within the quarter that the test was missed before the grade will be changed. A test that receives a failing grade may be retaken once to raise the grade to passing, if the average grade is not increased to passing by the end of the program it will result in a failure in that subject and require the student to take the entire subject again.

A student who is making unsatisfactory progress at the end of a grading period shall be counseled and placed on probation for the next grading period. If the student on probation has not achieved the required grades for overall satisfactory progress for a second quarter the student may be continued on probation for one more grading period, again with counseling. If the student on probation fails to achieve satisfactory progress for the next probationary grading period, the student's enrollment may be terminated. A student who is terminated from the program may request enroll in a later program, under a new agreement, and under any new terms in a new agreement.

When a student is placed on probation, the student will be counseled prior to returning to class, and the date, action taken, and terms of the probation shall be clearly indicated on the student's permanent records. Anytime a student needs to repeat a class in our Program for any reason, then the previous grades received in the subject will be erased in favor of the new grades.

VOLUNTARY WITHDRAWAL OR TERMINATION

If a student voluntarily withdraws from the program, then the student may come back to the school at a future date by enrolling with a new class. The student will be given full credit for all coursework successfully completed and the student's tuition will be adjusted accordingly to reflect the partial program needed to complete the course. If the tuition or cost within the program has changed the student will complete a new and current agreement. A student that is terminated from the program for any disruptive behavior that resulted in any disciplinary action may not enroll in a future program unless approved by the school administrator.

The cancellation and refund policy shall apply to a student terminated under this section. The effective date of termination for purposes of refunds will be the date of termination from the program. Should the student be terminated or dropped from the program all outstanding money due the school will need to be paid prior to receiving an official transcript.

STUDENT CONDUCT

Since part of the program focuses on business and ethics, and the fact that our students are identified as part of our school it is imperative that all students abide by all policies, rules, regulations of A New Beginning School of Massage Killeen. A student that is behaving in a manner that is harmful to the reputation of A New Beginning School of Massage Killeen. While on or off the school's premises, either during or after school hours, or any conduct which might endanger the health or safety of any person will be considered disruptive behavior. Any display of sexually inappropriate behavior or language, or any behavior exhibited by a student that interferes with another student's work or the teacher's ability to teach the class will be considered disruptive behavior. In all instances, the school officials shall have the final say in deciding whether or not certain behavior is disruptive. On the first instance the student may receive a verbal or written warning. A second instance will constitute grounds for dismissal.

DISRUPTIVE BEHAVIOR TERMINATION

A student that is terminated from the program for any disruptive behavior that resulted in any disciplinary action may not enroll in a future program unless approved by the school officials. All students are expected to observe high standards of moral conduct, modesty, personal hygiene and respect for others while at the school.

ALCOHOL / DRUG-FREE SCHOOL

It is strictly prohibited to be inebriated or under the influence of an illegal or controlled substance or any other drugs while in any of A New Beginning School of Massage Killeen, facilities or on any school property. Additionally, the following are explicitly prohibited:

1. The use, possession, manufacture, distribute, solicitation for, or sale of narcotics or other illegal drugs, controlled substance, alcohol, or prescription medication without a prescription on or in proximity of the school.
2. Being impaired or under the influence of legal or illegal drugs or alcohol away from the school's premises, if such impairment or influence adversely affects the student's performance, the safety of other students, or puts at risk the school's reputation.
3. Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the school's premises, if such activity or involvement adversely affects the student's performance, the safety of the student or of others, or puts at risk the School's reputation.
4. The presence of any detectable amount of prohibited substances in the employee's system while at school, while on the premises of the school, or while on school business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

All students must abide by this policy and notify A New Beginning School of Massage Killeen, school official, of any violations. Any violation of this policy is subject to disciplinary action, including immediate termination.

A New Beginning School of Massage Killeen, reserves the right to request a student to submit to drug/alcohol testing if they have reason to believe that the individual is under the influence of drugs and/or alcohol. Authorization and coordination for drug/alcohol testing must be obtained through the School Administrator. Refusal to submit to such testing will result in immediate termination. Specifically, A New Beginning School of Massage Killeen, may conduct drug and/or alcohol testing under any of the following circumstances:

1. RANDOM TESTING: Students may be selected at random for drug and/or alcohol testing at any interval determined by the School.
2. FOR-CAUSE TESTING: The Company may ask a student to submit to a drug and/or alcohol test at any time it feels that the student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the student's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness. If a student is asked to submit to a drug and or alcohol test, it will be at the expense of the student.
3. POST-ACCIDENT TESTING: Any student involved in an at school accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. Involved in an "at school accident or injury" means not only the one who was or could have been injured, but also any student who potentially contributed to the accident or injury event in any way.

GRIEVANCE POLICY

All grievances must be filed in a written statement to the school director and are private. Anyone may file a complaint against a massage therapist, instructor, CE Provider, establishment, or school at any time regarding any concerns.

Texas Department of Licensing and Regulation
P O Box 12157, Austin TX 78711
(512) 463-6599

https://www.tdlr.texas.gov/complaints/default_Licensed.aspx

CELL PHONES & ELECTRONIC DEVICES

Cell phones ringing or being used in the classroom during lecture, videos is a distraction and annoyance to the instructor and to others in the class. Students may use cell phones outside the school during breaks only. Students may give family members or child care people the school office number in case of an emergency (254) 616-2255. To protect the privacy of all students and internship clients, cell phones therefore cannot be on at any time there is massage being done in the classroom.

STUDENT SERVICES

The school, on an individual basis, may make copies of appropriate student records to any prospective employer with the student's written consent. The school will not write a letter of recommendation and does not guarantee employment.

DIPLOMAS & TRANSCRIPTS

As stated throughout this catalog diplomas and transcript will be issued when all financial and program obligations have been met. If the student has completed all requirements on time, meaning by the end date of the program, the diploma and transcripts will be awarded. If the student has not completed all obligations by the end date the school has up to 30 days to award the diploma and transcripts.

GRADUATION REQUIREMENTS

To graduate from A New Beginning School of Massage Killeen and receive a diploma and program transcripts, a student must have:

1. Completed all assignments and/or paperwork.
2. Completed the state requirement of 500 hours of training and maintained a satisfactory grade average of 70% or better in each subject of the program.
3. Met all financial obligations to the school as stated in their agreement with the school.

AFTER GRADUATION

After graduating from the 500-hour training program, passing the Jurisprudence exam, passing the MBLEx examination, and fulfilling all financial requirements, the graduate may apply for state licensure through the Texas Department of Licensing and Regulation. We promote licensure in Texas and do not offer programs leading to individual subject certifications. The training provided at A New Beginning School of Massage is an entry-level program that provides a strong background in the theory and practice of massage.

HELPFUL INFORMATION FOR APPLICANTS & GRADUATES

MyCAA – <https://myseco.militaryonesource.mil> 800-342-9647

Must be submit contract to MyCAA a minimum of 15 days prior to class starting.

GI Bill – www.gibill.va.gov 800-827-1000 888-442-4551

**TWS/VRS Texas Workforce Solutions/Vocational Rehabilitation Services
(Formerly DARS) – <https://twc.texas.gov/jobseekers/vocational-rehabilitation-services>
254-200-2000**

**Money paid prior to enrollment or receipt of payment from the VA will be refunded to the veteran when their internship begins.*

Texas Department of Licensing and Regulations:

Main Office Street Address: 920 Colorado, Austin, Texas 78701

Telephone: (512) 463-6599, 1-(800) 803-9202

Main Office Mailing Address: P.O. Box 12157, Austin, Texas 78711

Fax: (512) 463-9468

Facebook: www.facebook.com/TDLRLicense

Twitter: www.twitter.com/TDLRLicense



Federation of State
Massage Therapy Boards

MBLEx Testing Information: <https://www.fsmtb.org/mblex/application-process/>
<https://www.fsmtb.org/>

Jurisprudence Testing Information:
<https://txn.esslearning.com/catalogs/tldr/mtlp.html>