

A New Beginning School of Massage Killeen

PHOENIX AWAKENING

MASSAGE

A New Beginning School of Massage Killeen Pre-Enrollment Catalog



Why A New Beginning School of Massage Killeen?

- Our MBLEx performance pass rate is above both state and national averages.
- We are Nationally Accredited through COMTA.
- We offer affordable tuition with 0% interest flexible payment plans.
- We are a veteran and family-owned school.
- Our program is a full-time, 7-month program with small class sizes.
- The school was opened in 2009, changed ownership in 2017 and continues to build successful, well-educated therapists engaged in forging new beginnings.



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CONTACT US

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Killeen, Texas 76543
www.MassageSchoolKilleen.com
Info@MassageSchoolKilleen.com
Texas License # MS1058
(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 600-hour programs.

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

Program: Accredited Massage Therapy Certification

Now enrolling for available upcoming classes

DAY CLASS MAS-600 - This class qualifies as full-time attendance. Duration is approximately 30 weeks depending on the number of holidays observed during the schedule.

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

NIGHT CLASS MAS-600 - This class qualifies as full-time attendance. Duration is approximately 30 Weeks depending on the number of holidays observed during the schedule.

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

500-hour mini programs conclude 5 weeks earlier than the 600-hour programs. All programs offered are Full-Time programs for benefit purposes.

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.

OUR SCHOOL HISTORY

A New Beginning School of Massage Killeen has been licensed (and regulated) by Texas Department of State Health Services/Texas Department of Licensing and Regulation to operate as a licensed massage therapy school under License #MS1018 from 2009 – 2017. In 2017, with the ownership change, the new license number changed to #MS1058. In 2022, the school became Nationally Accredited through COMTA (Commission on Massage Therapy Accreditation). A New Beginning School of Massage Killeen is focused on building successful, well-educated therapist engaged in forging new beginnings. Massage therapy is a professional and technical addition to a healthy lifestyle, while being an art through which students can express their own talents.

OUR MISSION STATEMENT

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 our mission is helping the student achieve success during classes and then in their pursuit of a rewarding career in massage therapy or adjacent fields.

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 with a successful career.

The school's staff wants each student to receive the very finest in training. We are committed to a high standard 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. In addition, the 600-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.

- ADMISSION PROCESS: A prospective student will complete a school orientation, an application, enrollment agreement, admission check list & financial meeting.
- 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.
 3. I have the right to request a criminal history evaluation letter from TDLR, which is explained in detail at www.tdlr.gov/crimhistoryeval.htm.
- 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 600-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 during the orientation 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 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.**
- FINANCIAL MEETING: A meeting to discuss financial obligations to the school. At this time, the applicant will complete an enrollment agreement for tuition and enrollment kits. Additionally, if applicable, paperwork such as MyCAA, TWS/VRS, Vocational Rehabilitation Program, Montgomery GI 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 - \$1030.00

Down payment is mandatory for all students. Amounts varies based on payment option.

*Enrollment kit fees plus sales tax must be paid by **all students**. Refunds for overpayments will be processed at the end of the program. Down payments are applied toward the account balance. 3rd parties will be refund first (ex. VA).*

500 Hour Mini Program – Not Accredited

Tuition: Our tuition is based on \$10.00 per hour X 500 hours. **\$5,000.00**

Enrollment Supply Kit: **\$1,030.23/1,116.83**

Student Insurance & ABMP/AMTA Student Memberships

1st Aid/CPR/AED Certification, (4) Student Uniforms

(4) Professional Sheets, Blanket, Holster, Massage Bottle, & Oil

Books:

Massage Therapy; Principles and Practice, 5th Edition

ISBN: 9780323239721

Trail Guide Series Essentials (Textbook & Workbook)

ISBN: 978-0-9968359-1-6

Trail Guide to Movement (Building the Body in Motion)

ISBN: 978-0-9914666-2-7

Massage Therapist Guide to Pathology, 6th Edition

ISBN: 9781496310828

Orthopedic Massage 2nd Edition

ISBN: 978-0443068126

Internship: **\$2,000.00**

This portion of the tuition is paid by the public during Internship. If the student does not complete the program, including internship, the balance of internship will be charged to the student

(-\$2,000.00)

Approximate Total Cost with Tax: **\$6,080.23/\$6,175.15**

Prices may vary per market prices

600 Hour Program – COMTA Accredited Program

Tuition: Our tuition is based on \$10.00 per hour X 600 hours. **\$6,000.00**

Enrollment Supply Kit: **\$1,030.23/1,116.83**

Student Insurance & ABMP/AMTA Student Memberships

1st Aid/CPR/AED Certification, (4) Student Uniforms

(4) Professional Sheets, Blanket, Carry Bag, Holster, Massage Bottle, & Oil

Books:

Massage Therapy; Principles and Practice, 5th Edition

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Trail Guide Series Essentials (Textbook & Workbook)

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Massage Therapist Guide to Pathology, 6th Edition

ISBN: 9781496310828

Orthopedic Massage 2nd Edition

ISBN: 978-0443068126

Internship/Clinicals: **\$2,000.00**

This portion of the tuition is paid by the public during Internship. If the student does not complete the program, including internship, the balance of internship fees will be charged to the student

(-\$2,000.00)

Approximate Total Cost with Tax: **\$7,080.23/\$7,175.15**

Prices may vary per market prices

ADDITIONAL ASSOCIATED PROGRAM COSTS

Late Payment Fee (per day if full payment due is late.)	\$5.00
Make-up Hours (after first 25 missed, per hour)	\$10.00
Make-up Hours (scheduled no show)	\$15.00
Internship No Show (per session scheduled and not present or late)	\$40.00
NSF on checks	\$40.00
Partial Program Fee (per hour)	\$15.00 - \$60.00
Re-enrollment Fee	\$100.00
Tutoring (Private, per hour)	\$40.00
Massage Oil Refills	\$6.00
Alternative Medium Lubricants/ Misc. Classroom Supplies	Varies
Massage Table or Chair	Varies
Additional Diploma or Transcript Fee	\$25.00
Uniform Size Change Fee	\$25.00

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 and enrollment kits.

The student will need to complete a financial meeting to be accepted into the program with a payment plan. 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, TWS/VRS, Vocational Rehabilitation Program, Montgomery GI Bill®, or Post 9-11, if eligible.

*Students that are attending under the MyCAA, TWS/VRS, Vocational Rehabilitation Program, Montgomery GI Bill®, or Post 9-11 should understand that payment obligation is still theirs if the VA, MyCAA, or TWS/VRS does not pay their entire portion of the cost the program. If a student becomes ineligible after they are deemed eligible for the program by the outside organization, they could be required to pay funds that were previously noted as paid.

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

Veterans Benefits/GI BILL® :

GI Bill® benefits can only be used for the 500-hour mini program. The GI Bill® does not cover the additional tuition for the 600-hour fully accredited program or the up to \$2,000 fee if the student does not successfully complete their internship/clinic section of the program.

Chapter 33 will pay directly to the school any funds approved.

Chapter 35 payment is made to the student and payments must be made to the school by the student each month per the student's payment plan.

The veteran will need to provide their letter of eligibility and provide 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. The student may pay the remaining amount 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 \$200 cancellation fee.

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

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 maximum refund will be:

1. During the first week or one-tenth of the program, whichever is less, 90% of the remaining tuition.
2. 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.
3. After the first 3 weeks of the program but within the first period of the program, 75% of the remaining tuition.
4. During the second period of the program, 50% of the remaining tuition.
5. During the third period of the program, 10% of the remaining tuition.
6. During the fourth period, 0% of 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 will be charged instead of the standard tuition to complete their program. **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 program begins approximately four months before the start of each class. The day and night programs are approximately 7 months including the internship. Late enrollment for these courses is possible up to the time 20 hours of the class has been taught unless the student has been given previous education credit hours by TDLR. 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.

500/600 HOUR PROGRAM OUTLINE & CLASS DESCRIPTIONS

No prerequisites are necessary for these classes

Once the student has reached completion of the first 450 hours of classwork & 50 hours of internship, they are eligible to sit for the licensure test.

Massage Theory Technique – 200/240 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. 135 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. Advanced techniques and training in injury prevention and recovery, (Included only in the 600-hour program) examples of areas covered are frozen shoulder, tennis/golf elbow, whiplash, syndromes, injuries, shin splits, plantar fasciitis, etc.

Anatomy – 50/65 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 – 25/25 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 – 50/50 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 – 40/45 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 – 20/30 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 ensure longevity as a Licensed Massage Therapist will be discussed. First Aid, CPR, and AED 2-year certification will be offered.

Hydrotherapy – 20/30 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 – 45/65 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. Advanced business, ethics, marketing & advertising are included only in the 600-hour program.

Internship/Clinic Program – 50/50 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 roughly day 51 of the program, 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 internship hours, not during class hours, and should 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 2 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. They double 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. 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, & Master 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.

STAFF & FACULTY

- | | |
|--|----------------|
| • Heather Nusbaum, CMA, IOM, MBA, LMT, MTI | CEO/Instructor |
| • Eric Johnson, LMT/MTI | COO/Instructor |
| • Wenona Carr | Exec. Admin |
| • Kacie Owens, LMT/MTI | Instructor |
| • Susanne Luckey-Rimberg, LMT/MTI | Instructor |
| • Jacquetta Malcom, LMT | Instructor |
| • Dana Gregory, LMT/MTI | Instructor |

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 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 8:45 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.

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, \$10.00 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 period will need to be made up in the same period and may not accumulate into the next period 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 2 days 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 certificate issued to the student.

By state regulations the student cannot miss 10 consecutive days of class. If the student misses 10 consecutive days of class or 15% of the total clock hours for which the student is enrolled, 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% of the first 450 hours of the 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 600 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 \$40 fee for a missed appointment. If the student is late more than (1) one time for their appointments they may be required to be at the school whenever 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 600-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 600-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.

General Participation: We are a massage school. The individual receiving the massage, Student or Client, will be undressed. This is necessary for multiple forms of massage. The individual receiving the massage will remain modestly draped.

PROGRESS POLICY

At the end of each period of the program (every 110 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 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 scores for each subject are averaged at the end of each period 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 period, and will remain on probation till the score for that subject is 70% or above. At end of each period 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 period 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 2 days of the date 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 period 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. The program is a cohort and requires completion of the program to earn a graded 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. Sexual harassment is not acceptable and is defined as unwelcome sexual advances, requests of sexual favors, or verbal or physical harassment of a sexual nature. 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 administration. 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 students 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 student.

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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The school must have written permission from the parent or eligible student in order to release any information from a student's education record.

GRIEVANCE/COMPLAINT POLICY

All grievances must be filed in a written statement to the school administrative staff and are private. Anyone may file a complaint against a massage therapist, instructor, CE Provider, establishment, or school at any time regarding any concerns. Grievances will be promptly addressed by the appropriate administrative staff member. Refer to Section III for complete list of policies and procedures.

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 childcare people the school office number in case of an emergency (254) 616-2255. To protect the privacy of all students and internship clients, student cell phones may not be in the classroom at any time there is massage being done in the classroom. There are cellphone cubbies to store cell phones.

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.

TRANSCRIPTS & CERTIFICATES

As stated throughout this catalog certificates and transcripts 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 certificates and transcripts will be awarded. Records of student attendance (transcript) is available for request by the student indefinitely.

GRADUATION REQUIREMENTS

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

1. Completed all assignments and/or paperwork.
2. Completed the required 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 training program with a minimum of 70% in all courses, passing the Jurisprudence exam, the MBLEx examination, and the TDLR background check with fingerprints, as well as, fulfilling all financial requirements, the graduate may apply for state licensure through the TDLR. 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 Killeen is a nationally accredited entry-level program that provides a strong background in the theory and practice of massage. Completion of any program does not guarantee employment. National accredited schools allow the opportunity for the student to transfer their completed credits to a different school for additional training.

Licensure requirements in other states may vary. Contact the local or state licensing agency or contact AMTA or ABMP to determine current licensure requirements per state. Individual municipalities may have additional or separate requirements depending on the state regulatory structure.

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 upon completion of the program.*

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>

