



OUR MISSION STATEMENT

To meet the growing needs of the healthcare field and spa industry through the education of highly skilled, competent and successful licensed massage therapists.

ABOUT OAK TREE MASSAGE SCHOOL

Owned and operated by Oak Tree Massage School, LLC, the school is located in a 2500 square foot facility, with a classroom, 6 treatment rooms and another large classroom for massage theory demonstrations. School Administrator is Renee Mason. Head Instructor is Renee Mason.

Oak Tree Massage School
225 South Main Street
Rice Lake, WI 54868
715-257-0757
www.oaktreemassageschool.com

PROGRAMS

- **Massage Therapist Program (Certificate)**
Start Date: 09/14/2019 Estimated End Date: 04/14/2020 Days/Times: Saturdays 9am-5pm
Start Date: 01/18/2020 Estimated End Date: 12/12/2020 Days/Times: Fridays 9am-5pm

MASSAGE THERAPIST PROGRAM CURRICULUM

600 hours of in-class time:

- **125 hours of Anatomy, Physiology, Pathology and Kinesiology:** In Anatomy & Physiology you will learn about the various systems in the body such as endocrine, nervous, circulatory, etc.; in Kinesiology, you will learn about the functions of muscles, bones and the mechanics of body movements; In Pathology you will learn about some of the more common diseases and disorders, how massage can help and when you should not give massages./
- **50 hours of Business, Law and Ethics:** You will learn business basics, such as creating a logo, purchasing a url, building a website, business name registration, how to design business cards, creating a resume, and strategies to help you succeed in any type of work setting. You will learn about the Wisconsin massage statute and how it relates to the profession. You will learn about the ethics involved in massage, dual relationships, how to create privacy and policy statements.
- **300 hours of Massage Therapy, Technique and Practice:** Instructors will teach a Swedish/American routine, a chair massage routine and Deep Tissue massage techniques. After each demonstration, you will pair off and practice the techniques under direct supervision of the instructors. Other types of massage are not taught in this program.

- **20 hours of Student Clinic:** Once you have learned an entire massage routine, clinic will begin. Community members will be recruited for students to practice on.
- **5 hours of Adult CPR/AED and First Aid:** This class will instruct you in basic CPR, First Aid and the use of AEDs.
- **100 hours** of additional classes such as various massage modalities, the history of massage therapy, body mechanics, infection control, client intake, assessment and documentation. Students may take optional classes such as medical terminology, accounting, advertising in social media, etc.

No advanced standing will be given for these courses taken elsewhere.

This program will give you the knowledge that you need to pass the MBLEX exam and the skills to succeed as a Massage Therapist.

SCHOOL SELF-EVALUATION PROCEDURES

Individual class evaluations will be passed out and completed by students after each class, course evaluations will be passed out and completed by students after each course, and programs evaluations will be handed out at the end of each program. Evaluations will be reviewed by school administration and the program, courses, and classes will be modified as necessary.

ADMISSION REQUIREMENTS

Prospective Students must meet the following requirements:

- Be 18, or turn 18 prior to graduation.
- Have a copy of high school diploma or GED certificate.
- Be able to meet Wisconsin's requirements for licensure.
- Be able to meet the school's Functional Abilities Statements of Understanding.

HOW TO APPLY

CHOOSE YOUR PROGRAM & DATE

Choose which program you would like to apply for and pick a start date.

SIGN UP ONLINE

Online enrollments are accepted up to three days before the start of a program. Programs are filled as enrollments are received and may be filled before application deadlines. To provisionally enroll, the student must complete an online enrollment and an application fee of \$50 must be paid online.

Enrollments are reviewed and students are contacted by phone to set up meeting at the school to for an interview and to go over class requirements and financing or payment terms. This must be done prior to the first day of class.

NOTIFICATION OF ENROLLMENT STATUS

Enrolled students will receive, by e-mail, confirmation of their enrollment. Students are added to the program roster as their tuition deposits are received on a first-come, first-served basis. If a class is full, a potential student may request to be placed on a wait list for the desired program. Programs may also come open immediately after the start date if students withdraw due to funding or attendance issues, in which case, wait-listed students will be notified according to the same first-come, first-served policy.

HOW MUCH DOES IT COST?

TUITION FOR THE WISCONSIN 600 Hour MASSAGE THERAPIST PROGRAM

Tuition of \$7725 includes all textbooks, holster with lotions/oils, CPR class, state testing and licensing fees, AMTA student membership and practice exam fees, national exam fees, a starter table with knee bolster, massage chair, and first year of AMTA professional liability insurance. Upon graduation, students will have everything they need to start their career in massage therapy!

APPLICATION FEE

A non-refundable application fee of \$50 is due by credit card at the time of online enrollment.

TUITION DEPOSIT

A \$500 tuition deposit is required at the time of the first meeting. This must be in cash, cashier's check from a nationally recognized bank, or a postal money order. No credit cards, personal checks or two-party checks are accepted for this \$500 deposit.

TUITION PAYMENT PLAN

The tuition can be paid in installments. A tuition payment plan can be made with each student based on their financial situation. Students will not be able to attend classes until payment is made. A \$50 late fee will be assessed for each payment that is not made on time. If payment is more than seven days late, students will be dropped from the program. The tuition payments may be made by credit card (a 5% fee will be added to the payment amount), or with cash, cashier's check from a national bank, or a postal money order. No personal checks or two-party checks are accepted.

TUITION FINANCING

Tuition can be financed through the school's servicing partner. Students must have a credit score of 700, or have a co-signor who has a credit score of 700 to qualify for financing. Students apply for their loans through Paramount Capital Group and final approval is made by the school. Students will not be able to attend classes until payments are current. If payment is more than seven days late, the students will be dropped from the program.

PAYMENT INFORMATION

For tuition financed through the school via our loan processor, payment must be made online through the student portal. For tuition payment plans, Cash, cashier's checks (from a local bank), USPS money orders or non-reward visa/mastercard credit cards are the only form of payment that will be accepted. A 5%

charge will be added to credit card payments to cover credit processing fees. No personal or two-party checks are allowed.

NOTICE OF CANCELLATION

Students may cancel their enrollment agreement and financing contract without any penalty or obligation, within three business days from the initial signature date. Upon cancellation, any payments made by the student will be refunded within 10 business days following receipt of the cancellation notice. Students must return any equipment or materials provided by the school. Further details are listed on the Notice of Cancellation form that students are given at the time of enrollment.

OUTSIDE LENDING SOURCES AND GRANTS

- **E Student Loan** www.studentloan.com
This service compares a range of alternative loans (nonfederal loans) through a search engine that matches the student's needs with a short list of available and appropriate loans.
- **FinAid** www.finaid.com
A comprehensive source of student financial aid information, advice, and tools. Access is free for all users and there is no charge to log in.
- **Next Student** www.nextstudent.com
NextStudent offers a comprehensive portfolio of products, including-cost federal student loans and private loan products, for undergraduate and graduate students and parents.
- **Sallie Mae** www.salliemae.com
The company primarily provides federal and private student loans for undergraduate and graduate students and their parents. In addition, Sallie Mae offers comprehensive information and resources to assist students, parents and guidance professionals with the financial aid process.
- **StudentLoans.com** www.studentloans.com
StudentLoans.com is a loan comparison website that provides students with a simple and effective way of searching for rates on school loans from the most trusted names in educational lending.
- **StudentCredit.com** www.studentcredit.com
StudentCredit.com offers information regarding credit cards for high school and college students and consumers, along with information about credit management skills.

- **United States Department of Education** www.ed.gov
The United States Department of Education "distributes financial aid to eligible applicants throughout the nation for elementary, secondary, and college education; for the education of individuals with disabilities and those who are illiterate, disadvantaged, or gifted; and for the education of immigrants, American Indians, and people with limited English proficiency."
- **American Association of University Women (AAUW)** www.aauw.org
The AAUW Educational Foundation funds educational and professional opportunities for women, in the United States and abroad, opening opportunities for women to access educational opportunities through the fellowships, grants, and special awards made possible through the contributions of AAUW members.
- **College Connection** www.collegescholarships.com
College Connection, "founded by a group of parents who went through the college financial aid process with their children and saw a need to improve the process," posts scholarship information and offers a customized scholarship search service. Their services draw from databases including scholarships and grants offered by corporations, non-profit agencies, and associations.
- **Jeanette Rankin Foundation** www.rankinfoundation.org
This non-profit organization offers scholarships for low-income women—with financial and/or other hardships or disabilities—ages 35 and older.
-

REFUND POLICY

- Our refund policy is dictated by the Wisconsin Education Approval Board.
- The \$50 application fee is not refundable.
- A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the program will receive a pro-rated refund which is calculated as follows:
- Total number of program hours minus class hours attended, divided by total number of program hours, giving a percentage. This percentage is rounded downward to the nearest 10%, to calculate % of classes remaining. This percentage is subtracted from 100% to find the percentage of classes attended. Refund will be reduced by the cost of any supplies provided that are not returned in usable condition, (as determined by the school) such as books, sheets, etc.
 - **Tuition paid in full at the start of program—an example:**

$$600 \text{ hrs of the program} - 20 \text{ hrs of class attended} = 580 \text{ hrs}$$

$$580 \text{ hrs} \div 600 \text{ hrs of the program} = 0.875 \text{ (87.5\%)}$$

$$87.5\% \text{ rounded down to } 80\% \text{ (80\% of classes remaining, 20\% attended)}$$

$$\$7725 \text{ tuition paid in full (includes tuition deposit)} \times .8 \text{ (80\%)} = \$6180 \text{ refund minus equipment}$$
 - **First Tuition Payment made – an example:**

600 hrs of the program – 20 hrs of class attended = 580 hrs
 580 hrs ÷ 600 hrs of the program = 0.875 (87.5%)
 87.5% rounded down to 80% (80% of classes remaining, 20% attended)
 \$7725 tuition (includes tuition deposit) x .8 (80%) = \$6180
 \$7725 total tuition - \$6180 = \$1545 (this is the tuition due after attending 20% of the program)
 \$1600 in tuition paid (includes tuition deposit) - \$1545 = \$55 refund minus equipment

- No refund will be paid to any student who withdraws or is dismissed after completing 60% of the program, unless withdrawal is due to mitigating circumstances beyond the student's control, i.e.: documented hospitalization. These documented circumstances must be those that directly prohibit pursuit of the program and which are beyond the student's control. In these instances, the student will be issued a prorated amount determined by the same formula as above.
- **NOTIFICATION OF WITHDRAWAL** may be done in any manner desired, by the student or their next-of-kin as listed in their application. Upon notification of withdrawal, the refund will be issued by check made payable to the student via certified mail within 40 calendar days. If no notice of withdrawal is provided by the student, after 7 missed class meetings the school will dis-enroll the student, and issue a refund, based on rules listed above, considering missed meetings as attended, by check made payable to the student via certified mail to student's last known address, student's address or next-of-kin address as listed in application.
- Any refunds due will be paid to sponsors furnishing grants, loans, scholarships or other financial aids to students, in conformity with federal and state laws, regulations and rules and requirements of financial aid sponsors, after any refund disbursements to financial aid sponsors have been made, the student shall receive the balance, if any.

ATTENDANCE POLICY

- Attendance will be taken by the Instructor at the start of every class and documented. Online courses access and completion will be tracked by Instructors.
- There are no excused absences during massage instruction and practice. These absences cannot be made up, because of the need for student pairing during massage practice. Ill students must attend masked and medicated and use proper hand and mouth hygiene. Massage instruction will not be re-taught by the instructor, but recordings of the instruction will be posted online by Sunday after class, by midnight. Unexcused absences are not eligible for makeup work or exams.
- The online instruction portion of the program has benchmarks in each class that must be completed by the deadlines. All educational materials provided online must be accessed and completed by the student according to the deadlines, and will be tracked by the Instructors. Each instance of failure to access the educational materials and each incomplete assignment, quiz and test will be considered an unexcused absence.
- Students are only allowed excused absences during student clinic with documented fever over 100.5, a documented highly contagious illness (such as viral bronchitis), documented hospitalization, or

documented death of an immediate family member (mother/father/brother/sister/child/grandparent). An original doctor's note must be brought or emailed to the school by the doctor's office, by close of business that school day.

- Any student arriving 10 minutes late for class or leaving early, without prior permission of the instructor will be considered absent.
- If a student accrues 3 absences, either excused or unexcused, the student will be put on Attendance Probation. The student will remain on Attendance Probation until the end of the program. A student who is absent while on Attendance Probation will be dismissed from the program.
- Leaves of Absence are not granted.
- If a student fails a total of 4 tests, and is also on attendance probation, the student is dismissed from the program. The student may be allowed to re-enter the program during the next term.

HYGIENE AND DRESS CODE

- Students will maintain excellent personal hygiene while on the school grounds or representing the school on an externship or at a student clinic event. This includes: brushing and flossing teeth, washing and styling hair, keeping fingernails clipped extremely short, keeping feet clean, wearing antiperspirant/deodorant, showering or bathing every morning before massage practice/student clinic event.
- Students must be dressed appropriately in the following well-maintained uniform and manner:
 - A black, solid-color scrub top and khaki pants or khaki crop pants
 - Athletic shoes or other shoes that provide support and complete foot coverage
 - Long hair must be pulled back or put up in a professional looking way, no earrings, rings, bracelets, perfume or scented lotions
 - No form-fitting or overly tight clothing,
 - Females must wear a padded bra
 - Males and females must wear appropriate undergarments.
- An example of a properly dressed student:



- Examples of improperly dressed students:



GRADING POLICIES AND PROCEDURES

- Grades are as follows: **A** 90 -100% **B** 80 - 89% **C** 70 - 79% **F** 69% or below **I** Incomplete
- Below 70% is a failing grade. If a student is showing signs of difficulty an instructor may counsel the student to determine what needs to be done to rectify the situation.
- Academic Probation occurs when a student is failing in any class. A student on Academic Probation is encouraged to arrange tutoring and the administration will assist in this process. The costs of tutoring will be the responsibility of the student. The student will remain on academic probation until the failed class is successfully completed.
- Incompletes must be completed prior to the end of the programs' final meeting.
- Students are given a final comprehensive exam for each course.
- Grades will be given after every exam and test, mid-way through each class and at the end of each class.
- All examinations and practical class hours for each class must be completed before a student can progress to the next class or subsequent period of training.
- If a student fails a total of 4 tests, and is also on attendance probation, the student is dismissed from the program. The student may be allowed to re-enter the program during the next term.

CONDUCT POLICY

Students are required to conduct themselves in a manner which reflects well on the school and the massage profession in general, during the program, both on and off the school grounds. Unsatisfactory conduct includes but is not limited to:

- Dishonesty
- Vandalism or theft of school or student property
- Willful destruction of school property or the property of a fellow student
- Verbal Assault, Harassment, Intimidation, Bullying, Defamation, and Threatening or Abusive Behavior of students, faculty, or clientele described as:
 - Verbal abuse is defined as the use of any language or behavior that seeks to coerce its victim to doubt their perceptions or their abilities and subjugate themselves to the abuser and being threatening, insulting, or humiliating toward someone. This includes but is not limited to name calling, judging and criticizing, [minimisation](#), discounting, [trivializing](#), [undermining](#) [threatening](#)
 - Physical abuse includes, but is not limited to: personal injury, physical restraint against a person's will, and holding or transporting an individual against their will, causing physical harm to another person.
 - "Bullying" is defined as inappropriate, unwelcome behavior (through various means of communication or physical contact) which targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may also be the result of repeated behavior of an intimidating nature. Or, if direct, may also meet this definition and can occur through verbal, physical, electronic or other means.
 - Conduct constitutes prohibited "Bullying" when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.
 - Prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:
 - Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
 - Verbal or physical conduct of a threatening, intimidating, or humiliating nature;
 - Sabotaging or undermining an individual or group's work performance or education experience;
 - Inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property

- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, social media, website, and/or online chat rooms in a threatening, intimidating, or humiliating manner.
- Fighting or threatening violence
- Possession/sale/distribution or consumption of drugs or alcohol on school premises and possession /sale/distribution or consumption of drugs outside of the program
- Activity that infringes on the rights of others
- Use of threatening/abusive/foul language or gestures
- Failure to maintain HIPAA rules of client confidentiality ((Health Insurance Portability and Accountability Act of 1996) is United States legislation that provides data privacy and security provisions for safeguarding medical information.)

(CONDUCT POLICY CONTINUED)

- Defamation of the school, the faculty, or other students. “Defamation” is defined as the oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person’s reputation as to deter others from associating with her or him.
- Using intimidation tactics and making threats.
- Sabotaging another's work, to include constant correction or arguing with Instructors
- possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Cheating, plagiarism, or other forms of academic dishonesty
- Furnishing false information to any school official, faculty member, or office
- Providing false information on the admissions application
- Derogatory social media postings about the school, its employees or any student
- Videos or audio recording of students, instructors, educational material, classes, or clients.

DISMISSALS

- The school reserves the right to dismiss a student who engages in conduct including, but not limited to: violation of conduct policy, absenteeism; unsatisfactory grades or progress, failure to comply with hygiene and uniform/dress standards. A student who is dismissed for reasons other than absenteeism, grades or progress (i.e., will not be allowed to appeal or be re-admitted to the current or future programs.

RE-ADMISSION POLICY

- A student who withdraws voluntarily or who is dismissed for poor attendance or unsatisfactory grades must re-apply and pay any applicable fees as a new applicant. Tuition will be charged at the current tuition rate upon re-entry. No advanced standing will be granted for prior attendance. Due to the nature of massage therapy school, and the need for an even number of students to practice the massage techniques, a re-entry student will need to attend the entire massage theory and practice classes again.
- A student dismissed for unsatisfactory conduct will not be considered for re-admission.
- Re-entry students may be given priority placement, depending upon their withdrawal circumstances, but this is not guaranteed.

COMPLAINT/APPEAL PROCEDURES

- Students with complaints must first talk to their instructor. If a student feels that this has not resolved their issue, the student may talk to the school's Administrator. The Administrator may investigate the complaint by talking to other students and the instructor and make a decision.
- If a student has a harassment complaint about the Instructor specifically, they must talk to the school's Administrator directly.
- A student may appeal their dismissal by submitting the school's appeal form to administration. It will then be reviewed by a panel of school employees and a response will be mailed by certified mail to the student's home address on record.
- If a student feels that their complaint or appeal is still not satisfactorily resolved, they may contact the Wisconsin Educational Approval Program:

State of Wisconsin, DSPS

(608)

266-1996

Educational Approval Board

www.dsps.wi.gov

P.O. Box 8366, 822 Madison Yards Way

dspseap@wisconsin.gov

Madison, WI 53705

STUDENT RECORDS

- The school maintains files of students' transcripts indefinitely.
- Requests for official transcripts must be submitted in writing and cost \$20. Student account must be paid in full, to include Paramount loan contracts.
- OTMS maintains strict records confidentiality. Access to records is limited to instructors, administrators, and regulating and accrediting bodies.

GRADUATION / CERTIFICATION REQUIREMENTS

- All financial obligations to the school must be met prior to graduation, to include payment plans. Paramount loan accounts must be current.
- Any equipment borrowed from the school must be returned.
- Diplomas are not issued until the student's tuition is paid in full (for example, any Paramount loan accounts must be paid in full).

EQUAL OPPORTUNITY

In accordance with Federal and State Regulations, Oak Tree Massage School does not discriminate against any person with regards to race, color, religion, gender, age, national origin, sexual orientation, disability or other as protected by law and provides each with the same rights, privileges, programs and activities generally accorded or made available to students of post-secondary institutions. OTMS does not tolerate any form of sexual harassment by its staff, faculty or students.

STATE OF WISCONSIN LICENSURE & MBLEX EXAM

Our curriculum at OTMS meets the requirements of the state of Wisconsin and has been EAB approved. State requirements such as CPR training are met in the classroom by approved providers, liability insurance fees and licensing fees are included in tuition, and students apply for Wisconsin licensure prior to graduation. All state and national testing fees are also included in the tuition, practice exams are part of the curriculum, and students schedule their exam while in class. This ensures that the common outcome of traditional massage school education, where students do not take the exam on their own, and never become licensed, does not occur. We are invested in ensuring student success and employment and want 100% placement and employment for our students!

EMPLOYMENT OUTLOOK

The field of massage therapy is growing every year. Opportunities exist in hospitals, physical therapy offices, hospice programs, spas, health clubs, gyms, and many other venues, including working independently. We will teach you the skills to succeed in any employment situation you choose.

EMPLOYMENT ASSISTANCE

Practice interviews and resumes/applications are completed in class. Individual assistance for interviews and employment is available anytime, even after graduation. We cannot guarantee employment but can help you put your best foot forward. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings

HOLIDAYS & SCHOOL CLOSURES

School will not be open and classes will not be in session on federal holidays, for one week around Christmas, Easter, Independence Day, Labor Day and Thanksgiving. These dates vary by year and will be given to students at the start of their program. School will be closed from Memorial Day to Labor Day each year.