

# AMERICAN MASSAGE THERAPY INSTITUTE, LLC

## 2023-24 PROGRAM CATALOG

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## **WELCOME**

### **WELCOME TO AMERICAN MASSAGE THERAPY INSTITUTE, LLC (AMTI)**

In just 25 weekends you will be on your way to an exciting career in the natural health field as a Michigan licensed massage therapist!

We are an educational facility approved by the State of Michigan offering a 700-hour curriculum for Massage Therapy.

The 700-hour program consists of 500 in-classroom hours, and participation in a 200-hour supervised non-paid student clinic. This course prepares you to pass the MBLEX test and apply for a Michigan Massage Therapy State License.

Our Program is affiliated with ABMP, a national massage association.

Massage therapy is becoming recognized as a key component in today's health care system, accepted as a valid approach to reduce stress and maintain optimal health performance (i.e. increasing circulation, decreasing pain and stress etc.).

Our Program offers an education based on a balance of clinical massage and holistic principles - we recognize and acknowledge the integration of body and mind for maintaining optimal health and happiness.

Over twenty three years of practicing massage and building two successful massage businesses have prepared us to create a well-balanced massage school program to give you the necessary information to pass the MBLEX test and to obtain a state license.

We invite you to make an appointment for a free consultation and review of our program.

Marian Lyko, B.S. LMT, RYT, Director

American Massage Therapy Institute, LLC

# **PHILOSOPHY & MISSION**

## **PHILOSOPHY**

**Our belief is massage therapy is one of the best antidotes and natural way to help a person who is suffering from stress and pain.** We have designed our Program to be in alignment with a holistic philosophy by bridging ancient healing cultures like reflexology, Thai Bodywork, and European massage, with philosophies in western clinical approaches, thus obtaining a template for wholeness and balance in Body and Mind. Massage has been around for centuries, and we can learn from ancient wisdom as well as current applications.

## **MISSION STATEMENT**

***Our mission is to prepare students to pass their MBLEX test necessary to receive a license in the state of Michigan. In addition, to help them confidently create a successful massage practice by giving them a strong foundation in technical skills, ethics and prepare them for whatever business career they choose.***

# **PROGRAM INFORMATION**

## **PROGRAM GOALS**

- To prepare our students to pass the Michigan Licensure exam. (MBLEX)
- To provide our students with a strong foundation in holistic concepts, theories, and applications of technical/clinical bodywork.
- To inspire students to be creative and use their intuition as well as clinical knowledge in their flow of bodywork.

- To help our students develop the business knowledge and skills necessary to responsibly draw and retain a full clientele, regardless of what employment opportunity they choose.
- Students will have the opportunity to practice all different massage modalities.
- Help students develop the interpersonal skills needed to successfully and professionally provide care for others.

## SPECIAL FEATURES

- We offer a solid, concrete curriculum **focused on massage** applications. The students will learn how to problem solve with clinical applications to meet the needs of the client.
- Our total Program consists of 700 hours which includes:
  - 500 classroom contact hours where students will learn anatomy, physiology, massage related topics and hands on massage applications with each other.
  - 200-hour supervised non-paid student clinic allows students to actually experience being part of a business and all of its components, answering phones, taking appointments, talking with clients, performing massage. The public is charged for the massages they receive in the student clinic. Hippocrates quotes “the physician must be experienced in many things, but most assuredly rubbing” Skill in massage he believed came not from a book but through extensive practice, so having both makes for an optimal program.
- We hold **high standards** for our instructors, as well as our guest lecturers. Instructors are highly motivated, full-time massage practitioners with over 5 years in the field and/or instructors who are experts in their related field.
- Classes are designed to teach to different, individual learning styles.
- American Massage Therapy Institute, LLC is approved by the State of Michigan.
- Our class schedule **easily adapts to busy lifestyles by holding classes on weekends.** A full day allows lecture from the book and hands on afterwards to reinforce the subject taught. Our classes are limited to 6 students to allow for **specialized, individualized attention.**
- Upon completion of our 700-hour program you will be awarded a Diploma certifying 700 hours’ attendance in the Program and fulfilling the necessary requirements to take the MBLEX. Upon passing the test you can apply for a license from the State of Michigan.

- Classrooms are equipped with all the necessary equipment to hold classes including massage tables, overhead projector and charts, massage supplies and internet access.

**CURRICULUM 700 Hour Program Includes:**

**PRIMARY STUDIES**

|  |                  |
|--|------------------|
| Anatomy, Physiology, Kinesiology           | 125 hours        |
| Massage Assessment, Theory and Application | 200 hours        |
| Pathology                                  | 40 hours         |
| Reflexology                                | 48 hours         |
| Thai Massage                               | 48 hours         |
| <b>Total.....</b>                          | <b>461 hours</b> |

**RELATED STUDIES**

|   |                  |
|---|------------------|
| Business Concepts                       | 16 hours         |
| Aromatherapy/Carrier and Essential oils | 6 hours          |
| Interpersonal Skills                    | 7 hours          |
| Ethics                                  | 10 hours         |
| <b>Total.....</b>                       | <b>39 hours</b>  |
| <b>Total Classroom Hours .....</b>      | <b>500 hours</b> |
| <b>Student non-paid clinic.....</b>     | <b>200</b>       |

**Total Program.....700 hours**

# COURSE DESCRIPTIONS

## PRIMARY STUDIES

**Anatomy, Physiology, Kinesiology–Massage-Related** (125) hours) The therapeutic application of massage requires the therapist to have a thorough knowledge of the body and its systems, structures and functions. Biomechanics basics, different body systems and how they work and relate to massage will be thoroughly investigated. Muscle and stress theories studied. Medical terminology will be identified/ Muscle testing procedures applied.

**Massage Assessment, Theory and Application** (200 hours)

**Our presentation slides are incorporated from AMBP instruction massage design and also Trail guide for the body and AMTI slides**

This segment of the course provides a strong foundation in learning muscle terminology, actions, referral areas and locations. Origin and Insertions are identified and palpations if applicable. Different types of massage applications are presented such as, but not limited to, Chinese acupressure, Therapeutic and deep tissue massage techniques, Thai bodywork, Reflexology and others. Draping, sanitary practices, and body mechanics are woven into all bodywork classes for professional bodywork application. This segment of the course also provides hands-on instruction in advanced massage techniques that can help the massage practitioner access problem areas and develop a treatment plan based on these advanced massage skills. Such skills include, but are not limited to, palpatory skills, postural assessment techniques, and positional release, and strain-counter strain theories. Different types of massage applications for specific purposes are identified, such as sports, pregnancy, medical, cancer protocol, and rehabilitation/injury massage. Students are presented with different approaches to developing client plans. In most classes, the student will have the opportunity to practice the techniques presented on each other within the same session in which they are presented.

**Pathology** (40 hours)

Our resource book will be, Anatomy & Physiology by Archer and Nelson. Studies of all the different body systems pathologies a massage therapist should be aware of.

**Reflexology** (48 hours)

This course covers the concepts, theories and applications of reflexology. It includes an in-depth study of foot reflexology, with foot anatomy, physiology, specific protocols and contraindications in great detail.

**Thai bodywork** (48 hours)

Differs from traditional massage, whereas instead of a table the client lies on a mat on the floor while the therapist manipulates your body in certain ways to stimulate organs and improves flexibility. The bodywork is part of traditional Thai medicine. This bodywork combines

functional anatomy and therapeutic vibration in a dynamic new way to relieve stress and pain quickly.

## **RELATED STUDIES**

**Each of the following studies will be the sole focus for the specified number of class hours. However, as many of these are integral to massage, they will also be woven throughout other classes, as appropriate.**

### **The Business of Massage** (16 hours)

This course prepares students to succeed in any massage endeavor they pursue, whether independent contractor, employer/employee, or business entrepreneur. All aspects of business are covered so that the student is aware of all factors involved as they make future career decisions. Students are guided in developing solid business principles and personal ethics, learning basic accounting principles and financial strategies, setting goals, and accessing useful resources. Licensing issues and certifications are also addressed in this course.

### **Aromatherapy/Carrier and Essential Oils** (6 hours)

This course provides class instruction in the use of essential and carrier oils to enhance your massage and choose the appropriate medium for your clientele. More important than acting as a lubricating medium, specific oils can aid in promoting healing to the muscle tissues and body systems. This course will cover the effects of oils on skin, processing of oils, chemical constituents of oils, healing properties of oils, and the application of specific medicinal oils. Because of the volume of oil used, it is of vital importance that a massage practitioner be educated in this area.

### **Interpersonal Skills** (7 hours)

The more you learn about yourself, the better you can relate to others. The students learning styles differ based on their thinking preference. Some students learn better by demonstration, others by lecture. Both modes of communication are offered so each student is learning and retaining knowledge at optimal levels. Each student is encouraged to keep a journal of their experiences throughout the Program – what works and what does not, adjustments made, successes, failures, and the relation of each of these to their personal profile.

### **Ethics** (10 hours)

This course covers professional and ethical boundary issues, ethical practices, safety issues and body psychology. In addition, a review of sex trafficking and bias training, a requirement to renew your license.

## **PRACTICAL REQUIREMENTS**

### **Student Clinic** (200 hours)



As part of the 700 approved state hour's program, the student is required to perform 200 hours in a supervised non-paid student clinic. The public is charged a reduced price for the massage that they receive from the students, in the student clinic. This clinic experience provides the student with first-hand experience in the inner workings of such a business. Working with experienced massage practitioners and business owners allows the student to identify the rewards, challenges, requirements, and expectations involved in the massage business. The overall development of the student is enhanced through this process. Based on instructor approval, students can start the clinic 3 months into the Program curriculum. American Massage Therapy Institute, LLC will schedule placing students where there is an instructor-supervisor available.

## PROGRAM CALENDAR

Registration Deadline: August 1,2023

Program Starts /Orientation: September 8, 2023

Program Ends August 25,2024

## CLASS SCHEDULE

### FRIDAY EVENING HOURS:

6:00 p.m. - 10:00 p.m. Evening Session

### SAT.-SUN. WEEKEND HOURS:

9:00 a.m. - 1:00 p.m. Morning Session

1:00 p.m. - 2:00 p.m. Lunch

2:00 p.m. - 6:00 p.m. Afternoon Session

AMTI 2023-2024 Schedule of classes

| Week | Weekend Schedule   |
|------|--------------------|
| 1    | September 8-9-10   |
| 2    | September 22-23-24 |
| 3    | October 6-7-8-     |
| 4    | October 20-21-22   |
| 5    | November 3-4-5     |
| 6    | November 17-18-19  |
| 7    | December 1-2-3     |
| 8    | December 15-16-17  |

|    |                           |
|----|---------------------------|
| 9  | <b>January 5-6-7 2024</b> |
| 10 | January 19-20-21          |
| 11 | February 2-3-4            |
| 12 | February 16-17-18         |
| 13 | March 1-2-3               |
| 14 | March 15-16-17            |
| 15 | April 5-6-7               |
| 16 | April 19-20-21            |
| 17 | May 3-4-5                 |
| 18 | May 17-18-19              |
| 19 | May 31-June1-2            |
| 20 | June 14-15-16             |
| 21 | June 28-29-30             |
| 22 | July 12-13-14             |
| 23 | July 26-27-28             |
| 24 | August 9-10-11            |
| 25 | August 23-24-25           |

## **BOOKS/SUPPLIES**

Furnished by American Massage Therapy Institute, LLC.

**Textbooks:**

- Massage Therapy, Principles and Practice by Susan Salvo 6th edition
- Memmler's Structure and Function of the Human Body  
by Barbara Johnson and Jason James Taylor
- Applied Anatomy and Physiology by Pat Archer and Lisa Nelson
- Trail Guide to the body Andrew Biel
- Class handouts

**Other:**

- Individual workbooks and handouts (as relate to subjects covered)
- Charts (applicable to subject)
- Recommended reading list (distributed at Orientation)
- One custom program t-shirt
- Student liability insurance (through reputable professional organization (ABMP))
- Massage tables are furnished for students during class schedule.
- Sheets
- All oils and creams

## **ADMINISTRATION & FACULTY**

Primary Instructor, Owner and President

**Marian Lyko, B.S. L.M.T, RYT**

Marian mission is to provide his students with the knowledge and experience he has learned over 20+ years as a massage therapist and instructor of massage. Marian has studied extensively, including mastery of European massage techniques and Thai massage. He continues to learn and push himself to new levels of expertise believing someone can always become more skillful.

Administrative Assistant

**Jennifer Bayer**

Her vision for AMTI is to provide a safe and comfortable environment for students. She is available to answer any questions on administrative procedures and processes. She can be reached at 248-790-2578. Jennifer has been a personal trainer, professional chef for healthy living, is proficient in Thai massage and reflexology and is enrolled and pursuing her hours in massage to apply for a Michigan State license.

**Along with the primary instructors there will be guest lecturers throughout the program to bring their clinical expertise and years of experience.**

## **FACILITIES**

- American Massage Therapy Institute, LLC subleases space and is located within the Spa Mariana. The business is closed during school hours.
- Our classes are limited to 6 students. Classes are held in a spacious 14x14 ft. classroom with access to kitchen facilities and 1 bathroom, with shower facilities. The classroom easily accommodates 6 students.
- Our environment is a “welcoming and supportive” atmosphere.
- There is a very large, well lit, and secure parking area, providing ample parking spaces. Students will not leave alone or unattended.
- Instructional Equipment The room will be equipped with massage tables, overhead computer with access to the internet, lotions, creams, charts and comfortable seating.
-

Please feel free to visit our facility – we ask that you call for an appointment so that someone is available to give you a tour and answer your questions.

## **POLICIES & PROCEDURES**

### **ADMISSION REQUIREMENTS**

Applicants must meet the following **minimum qualifications** in order to be considered for admission:

- Be 18 years of age or older (by date of first class meeting).
- Earned a High School diploma or equivalent (Verification required).
- Be in sufficient health to perform massage therapy, including, but not limited to, the absence of any communicable disease.
- Possess the emotional maturity required to participate in an adult learning environment.

### **ADDITIONAL CONSIDERATIONS**

- All qualified applicants will be considered for admission. Applicants will not be refused admission on the basis of race, color, religion, national origin, ethnicity, age, gender, marital status or occupationally irrelevant disabilities.
- All course materials are written in English. All correspondence and tests are written in English. All required work, including tests and thesis must be submitted in English. Therefore, all applicants should have a good grasp of the English language.
- Class size is limited to 6 students. Qualified students are accepted on a first-come, first-served basis. We reserve the right to cancel the course if the enrollment does not exceed our minimum requirements.

### **ADMISSION PROCESS**

An application form is located in the forms section at the end of the catalog. Applications for admission to the 2023 Program must be postmarked by the registration deadline of August 15<sup>TH</sup> 2023. The application fee and copy of High School diploma (or equivalent) must accompany the admissions application.

Once an application has been received by American Massage Therapy Institute, LLC, the applicant will be contacted within 5 business days to schedule a personal interview.

Once interviewed and accepted to the Program, registration must be finalized by submitting a signed student contract (copy located in forms section of catalog), and down payment in full

(tuition and book/lab fees). Registration must be finalized within two weeks of acceptance to the Program.

## TUITION/FEES

A current Tuition/Fee Schedule for all-Program related costs can be obtained through contacting American Massage Therapy Institute, LLC.

There is a \$40.00 fee for returned checks. Any check returned for NSF (non-sufficient funds), all future payments MUST be made with a money order or certified check.

## REFUND POLICY

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by American Massage Therapy Institute, LLC before enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with American Massage Therapy Institute, LLC. All refunds shall be returned within 30 days.

**After the three business days have elapsed, the following refund policy will apply:**

In the event that a student withdraws from the Program prior to graduation, American Massage Therapy Institute, LLC will retain the application fee, the book and lab fee, and a pro-rated portion of tuition based on the schedule outlined below.

(For further details, see the Withdrawal/Dismissal section below)

|   |     |     |           |
|---|-----|-----|-----------|
| <u>Number of class weekends elapsed</u> | 1-5 | 6-8 | 9-24      |
| <u>Percent of tuition refunded</u>      | 50% | 30% | No refund |

In the event that a student is dismissed from the Program due to any breach of contract and/or stated code of conduct/ethics and policies/procedures, there will be no money refunded.

(For further details, see the Withdrawal/Dismissal section)

## **ATTENDANCE**

A student **MUST** attend at 100% of official in class hours in order to fulfill graduation requirements. While this policy does allow for up to 72 hours of class time to be missed, the student remains responsible for making up any missed classes that fulfill 500 hours on in class instruction requirements, including tests and quizzes, at their own expense. It is mandatory to notify American Massage Therapy Institute, LLC, preferably ahead of time, of any class time that you will be missing.

All students are expected to be on time for each class, unless prior arrangements are made with the instructor. All unexcused tardiness will be deducted from hours of attendance at a rate of 15 minutes of tardiness equaling 1 hour of absence.

Requests for leave of absence from the Program will be considered on a case-by-case basis. Depending on the circumstances, one can revert to the refund policy or arrange to make-up missed work at his/her own expense.

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct & Ethics for American Massage Therapy Institute, LLC is to be reviewed and a signed written agreement will be required from the student at the time of registration. A copy of this agreement can be found in the forms section at the end of the catalog.

## **WITHDRAWAL & DISMISSAL**

In the event that a student withdraws from the Program prior to graduation, arrangements will be made on a case-by-case basis as to possibilities for completion of the Program at a later time. The student must notify American Massage Therapy Institute, LLC in writing of their intent to withdraw and the official withdrawal date will be the date of receipt of such notification. American Massage Therapy Institute, LLC will retain the application fee, the book/lab fee, and a pro-rated portion of tuition based on the schedule outlined in the refund policy.

Any breach of the conditions outlined on the student contract, student conduct & ethics form, and/or the policies and procedures compliance form can serve as grounds for immediate and indisputable dismissal. The Program director, adhering to the following disciplinary procedure, has sole discretion as to the dismissal of a student from the Program, for reasons including, but not limited to, those on the above specified forms. In the event of gross misconduct, the Program director has the right to bypass the disciplinary procedure by dismissing the student



immediately. In the event that a student is dismissed from the Program, for whatever reason, there will be no money refunded.

## **DISCIPLINARY PROCEDURE**

The disciplinary procedure is as follows.

- In the event of a problem with the student’s behavior and/or performance, the student will receive an oral explanation and the opportunity to rectify the situation within a specified time frame.
- In the event that the problem continues beyond this time frame, the student will receive a written warning, including the actions required within a specified timeframe in order to continue in the Program. During this time frame, the student will be on probationary status.
- In the event that the problem continues beyond this time frame, the student will be dismissed from the Program.

## **GRADING & ASSESSMENT**

The grading scale is as follows:

|               |   |     |         |
|---------------|---|-----|---------|
| 100%          | - | 95% | A       |
| 94%           | - | 85% | B       |
| 84%           | - | 70% | C       |
| 69% and below |   |     | Failing |

There will be 8 written/graded tests given throughout the Program. In order to graduate; students must have at least a 70% average score. Students that score below 70% on any test will have a one-time opportunity to re-take the test and achieve a passing grade. Any test re-taken will be assessed a \$25 re-take fee.

In addition to written tests, each student will be observed and assessed quarterly on the basis of their clinical performance. Following these clinical observations, verbal progress reports will be given.

The final exam will consist of both a written test and a clinical observation. A student must achieve passing status on both portions of the final exam in order to graduate.

American Massage Therapy Institute, LLC maintains all academic files and records. Each student’s progress is tracked on a computer and kept in a student file. A student can review their file upon request of the administrative office.

Each student will receive an official transcript upon graduation. Any additional transcript requests will be subject to a \$5.00 fee per transcript. Students are advised to keep copies of

transcripts, certificates of completion, and diplomas. In the event of the closure of American Massage Therapy Institute, LLC all student transcripts will be available from the Michigan Department of Career Development upon request for transcripts from closed Programs.

## **PLACEMENT**

American Massage Therapy Institute, LLC will take into consideration and issue partial credit for prior attendance of former classes documented from a state licensed program. The transcript will be reviewed, and credit will be issued on an individual basis.

American Massage Therapy Institute, LLC does not serve as a job placement agency for its graduates and assumes no responsibility for professional employment other than providing transcripts upon written request by the student for possible placement.

## **LIABILITY**

American Massage Therapy Institute, LLC assumes no responsibility for loss of personal property of any individual associated with the Program in any manner. American Massage Therapy Institute, LLC does not assume any responsibility for the results of a student's voluntary participation during massage applications, self-guided meditation, yoga, tai chi, or any other self-guided relaxation applications. It is recommended that a student check with their physician before engaging in any of the above-mentioned activities.

American Massage Therapy Institute, LLC will furnish student liability coverage during the course of the Program. Individuals cannot accept payment for any massage services rendered while being insured as a student. We encourage all our students to acquire their own liability coverage before they begin their own practice. We will provide information about the various professional organizations one can join and through which such coverage can be acquired.

## **GRIEVANCE**

***Any Program issue or grievance by a student should be handled by first contacting the Program administrator and or "Students wishing to file a complaint with the State of Michigan" may do so at [www.Michigan.gov/pss](http://www.Michigan.gov/pss).***

## GRADUATION REQUIREMENTS

In order to graduate and receive a “Certificate of Completion” diploma in **Massage Therapy** the student must have:

- Attended 500 hours of official in class instruction and completed all requirements, including but not limited to tests and quizzes, in an acceptable and timely fashion.
- Completed all reading and homework assignments.
- Completed all written tests and quizzes, achieving 70% average or above.
- Achieved passing status on final clinical observation.
- Satisfactorily completed 200-hours in the supervised non-paid student clinic.
- Paid all tuition, fees and other Program-related fees in full.

All conditions above **MUST** be met in order for a student to receive their diploma. In the event that a student does not complete all the above requirements they will receive a letter identifying exactly what requirements need to be fulfilled, and by when, in order to receive their diploma. Once all requirements have been met, the student will receive his/her certificate.

# **American Massage Therapy Institute, LLC**

## **Application for Admission**

Applicants must meet these minimum qualifications in order to be considered for admission - be 18 years of age or older, have earned a High School diploma or equivalent, possess sufficient health to perform massage therapy, and possess the emotional maturity to participate in an adult learning environment.

All qualified applicants will be considered for admission and will be contacted within 5 business days of receipt of application to arrange for a personal interview. Applicants will not be refused admission on the basis of race, color, religion, national origin, ethnicity, age, gender, marital status or occupationally irrelevant disabilities.

All course materials are written in English. All correspondence and tests are written in English. All required work, including tests and thesis must be submitted in English. Students are responsible for their own translators.

Class is limited to 6 students. Qualified applicants are accepted on a first-come, first-served basis. If you intend to enroll, we highly recommend that you do so as soon as possible in order to secure your space. We reserve the right to cancel the course if the enrollment does not exceed our minimum requirements and any deposit will be refunded to student.

**Any Program issue or grievance by a student should be handled by first contacting the Program administrator and or "Students wishing to file a complaint with the State of Michigan" may do so at [www.Michigan.gov/pss](http://www.Michigan.gov/pss)**

**All requested information is required in order to process this application. Applications for admission to the Program must be postmarked by August 1,,2023.**

Send completed form, copy of High School diploma or equivalent,

and **[check made payable to American Massage Therapy Institute, LLC](#)**

**[and mail to:](#)**

**American Massage Therapy Institute, LLC**

6447 Inkster Bloomfield Hills, MI 48301

**General Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone - home \_\_\_\_\_ work/cell \_\_\_\_\_

*(Please circle the number you prefer us to call)*

EMAIL \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

*(required for MBLEX testing)*

In case of emergency, please contact:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone(s): \_\_\_\_\_

Three personal references (name, relationship and phone numbers):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education:**

Name of High School: \_\_\_\_\_

*(Attach a copy of transcript or diploma - **REQUIRED** with application)*

List College or other courses related to massage: *(Attach copies of verification - REQUIRED with application)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Student Contract

## American Massage Therapy Institute, LLC

I agree to complete the 700 -hour Program, which includes 500 contact hours, and a 200 hour supervised non-paid student clinic. The public is charged for the massages that they receive from the students in the student clinic. I agree to meet per the attached class meeting schedule. I agree to arrive at least 15 minutes prior to the scheduled class starting time. I realize that these dates/times are subject to change in the event of extenuating circumstances and that any resulting re-scheduled class meetings are part of the required Program.

I understand that once I have completed the Program and have satisfactorily met all graduation requirements, I will receive a "Certificate of Completion" diploma certifying attending and completion of a 700-hour Program as **Massage Therapist** and will be qualified to perform massage and reflexology for a professional fee in the allied/alternative health field after passing the MBLEx and acquiring a license from the State of Michigan. I understand that as a graduate of American Massage Therapy Institute, LLC I am required to follow all city and state laws and ordinances required for massage therapy in the city I practice in.

- I understand that the full tuition of \$14,000-which includes book and lab fees is required along with signing and submitting this contract.

### Payment Options:

1. Pay and full and receive \$1000 off tuition
2. Deposit of \$3950 due at signing and the balance in 3 payments of \$3350
3. #1 installment due November 15, 2023<sup>nd</sup> #2 installment due February 15 , 2024, #3<sup>rd</sup> installment May 15,2024.
4. Deposit of \$3950 and 12 payments of 837.50 due the 1<sup>st</sup> of each month.

- **Books will be distributed on the day of orientation.**
- **Certificate will be given after full completion of the program.**

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by American Massage Therapy Institute, LLC before enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with American Massage Therapy Institute, LLC. All refunds shall be returned within 30 days.

**Any Program issue or grievance by a student should be handled by first contacting the Program administrator and or "Students wishing to file a complaint with the State of Michigan" may do so at [www/Michigan.gov/pss](http://www/Michigan.gov/pss)**



I have read and fully understand all the conditions specified on the attached Student Code of Conduct & Ethics form. I have read and fully understand the policies and procedures outlined on the attached document. I agree to adhere to all the above-stated and attached terms and conditions of this agreement while participating in American Massage Therapy Institute, LLC and I understand that any violation of this agreement on my part will constitute immediate grounds for dismissal from the Program and a forfeit of the right to collect any monetary refund. In the case of such a violation, the Program director has sole discretion as to whether dismissal is warranted. No amendments or changes will be made to this contract during the term of the Program..

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Date Tuition/Lab Fee Received

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

School Director \_\_\_\_\_ Date \_\_\_\_\_

Marian Lyko

## **American Massage Therapy Institute, LLC**

### **POLICIES and PROCEDURES**

The following policies and procedures are used in the American Massage Therapy Institute, LLC in order to minimize the time needed to address administrative needs. All students, staff and personnel are required to follow these policies and procedures. Be sure to read each section carefully and, before signing the student contract, give prior consideration as to your ability and willingness to adhere to these policies and procedures.

#### **REFUND POLICY:**

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by American Massage Therapy Institute, LLC before enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with American Massage Therapy Institute, LLC. All refunds shall be returned within 30 days.

After the three business days have elapsed, the following refund policy will apply:

In the event that a student withdraws from the Program prior to graduation, American Massage Therapy Institute, LLC will retain the application fee, the book and lab fee, and a pro-rated portion of tuition based on the schedule outlined below.

(Refer to Withdrawal/Dismissal section below for further details.)

|                                  |               |     |         |
|----------------------------------|---------------|-----|---------|
| The grading scale is as follows: | 100% -        | 95% | A       |
|                                  | 94% -         | 85% | B       |
|                                  | 84% -         | 70% | C       |
|                                  | 69% and below |     | Failing |

In the event that a student is dismissed from the Program due to any breach of contract and/or stated code of conduct/ethics and policies/procedures, there will be no money refunded. (See the Withdrawal/Dismissal section below for further details.)

#### **ATTENDANCE:**

A student MUST attend 500 in class instruction to graduate. While this policy does allow for up to 72 hours of class time to be missed, the student remains responsible for making up any missed requirements, classes, including tests and quizzes, at their own expense. It is mandatory to notify the Program director, preferably ahead of time, of any class time that you will be missing.

All students are expected to be on time for each class, unless prior arrangements are made with the instructor. All unexcused tardiness will be deducted from hours of attendance at a rate of 15 minutes of tardiness equaling 1 hour of absence.

Requests for leave of absence from the Program will be considered on a case-by-case basis. Depending on the circumstances, one can revert to the refund policy or arrange to make-up missed work at his/her own expense.

### **WITHDRAWAL/DISMISSAL:**

In the event that a student withdraws from the Program prior to graduation, arrangements will be made on a case-by-case basis as to possibilities for completion of the Program at a later time. The student must notify the Program director in writing of their intent to withdraw and the official withdrawal date will be the date of receipt of such notification. American Massage Therapy Institute, LLC will retain the application fee, the book/lab fee, and a pro-rated portion of tuition based on the schedule outlined in the refund policy.

Any breach of the conditions outlined on the student contract, student conduct & ethics form, and/or the policies and procedures compliance form can serve as grounds for immediate and indisputable dismissal. The Program director, adhering to the following disciplinary procedure, has sole discretion as to the dismissal of a student from the Program, for reasons including, but not limited to, those on the above specified forms. In the event of gross misconduct, the Program director has the right to bypass the disciplinary procedure by dismissing the student immediately. In the event that a student is dismissed from the Program, for whatever reason, there will be no money refunded.

### **DISCIPLINARY PROCEDURE:**

The disciplinary procedure is as follows.

- In the event of a problem with the student's behavior and/or performance, the student will receive an oral explanation and the opportunity to rectify the situation within a specified timeframe.
- In the event that the problem continues beyond this timeframe, the student will receive a written warning, including the actions required within a specified timeframe in order to continue in the Program. During this timeframe, the student will be on probationary status.
- In the event that the problem continues beyond this timeframe, the student will be dismissed from the Program.
- ***Any Program issue or grievance by a student should be handled by first contacting the Program administrator and or "Students wishing to file a complaint with the State of Michigan" may do so at [www/michiganps.net](http://www/michiganps.net).***

**GRADING and ASSESSMENT:**

The grading scale is as follows:

|               |         |
|---------------|---------|
| 100% - 95%    | A       |
| 94% - 85%     | B       |
| 84% - 70%     | C       |
| 69% and below | Failing |

There will be 7 written tests given throughout the Program, approximately one every 5 weeks. Non-graded quizzes will be given every other week in order to help students keep on track and assess their own progress. In order to graduate, students must have at least a 70% score on each written test. Students that score below 70% on any test will have a one-time opportunity to re-take the test and achieve a passing grade. Any test re-taken will be assessed a \$25 re-take fee.

In addition to written tests, each student will be observed and assessed quarterly on the basis of their clinical performance. Following these clinical observations, progress reports will be distributed.

The final exam will consist of both a written test (the last of 6) and a clinical observation (the last of 4). A student must achieve passing status on both portions of the final exam in order to graduate.

American Massage Therapy Institute, LLC maintains all academic files and records. Each student's progress is tracked on a computer and kept in a student file. A student can review their file upon request of the administrative office.

Each student will receive an official transcript upon graduation. Any additional transcript requests will be subject to a \$5.00 fee per transcript. Students are advised to keep copies of transcripts, certificates of completion, and diplomas. In the event of the closure of American Massage Therapy Institute, LLC, all student transcripts will be available from the Michigan Department of Career Development upon request for transcripts from closed Programs.

**PLACEMENT:**

American Massage Therapy Institute, LLC does not grant students advanced placement status for prior studies and/or experience. In order to graduate from the Massage & Reflexology Program, the entire Program must be taken as a whole.

American Massage Therapy Institute, LLC does not serve as a job placement agency for its graduates and assumes no responsibility for professional employment other than providing transcripts upon written request by the student for possible placement.

**LIABILITY:**

American Massage Therapy Institute, LLC assumes no responsibility for loss of personal property of any individual associated with the Program in any manner. American Massage Therapy Institute, LLC does not assume any responsibility for the results of a student's voluntary participation during massage applications, self-guided meditation, yoga, tai chi, or any other self-guided relaxation applications. It is recommended that a student check with their physician before engaging in any of the above mentioned activities.

American Massage Therapy Institute, LLC will furnish student liability coverage during the course of the Program. Individuals cannot accept payment for any massage services rendered while being insured as a student. We encourage all our students to acquire their own liability coverage before they begin their own practice. We will provide information about the various professional organizations one can join and through which such coverage can be acquired.

Sample Diploma

## American Massage Therapy Institute, LLC

awards

*Your name goes here*

### Certificate of Completion

Has successfully completed a 700-hour state approved massage therapy program.  
This includes 500 in class contact hours with studies in anatomy, physiology, pathology,  
kinesiology, massage assessment, business principles and massage & reflexology related studies  
plus participating in a 200 hour student clinic and is hereby declared the title of

**Massage Therapist**

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Marian Lyko, Program Director

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Date

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Student #