

AMERICAN MASSAGE THERAPY INSTITUTE

2023-24 PROGRAM APPLICATION

ADMINISTRATION OFFICE:

6447 INKSTER
BLOOMFIELD HILLS, MI 48301
PHONE: 248-790-2578

WWW.AMERICANMASSAGETHERAPYINSTITUTE.COM

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American Massage Therapy Institute

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

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**

and mail to:

American Massage Therapy Institute

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

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 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, 2023nd #2 installment due February 15 , 2024, #3rd installment May 15,2024.**
- 4. Deposit of \$3950 and 12 payments of 837.50 due the 1st 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 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. 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

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 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 POLICIES and PROCEDURES

The following policies and procedures are used in the American Massage Therapy Institute 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 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. 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 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 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.***

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 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, 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 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 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 assumes no responsibility for loss of personal property of any individual associated with the Program in any manner. American Massage Therapy Institute 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 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

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

Marian Lyko, Program Director

Date

Student #