



Essentials School of Massage

Therapeutic Massage School

"We Teach What Works"

ESSENTIALS SCHOOL OF MASSAGE

5959 APPROACH ROAD

SARASOTA, FL

34238

(864) 787-5828

Volume 1 Catalog

School ID #10230



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General Information

MISSION

Essentials School of Massage is a private institution of higher education. The main goal of the school is to educate students to earn a certificate in massage therapy and to prepare them to pass the national examination through the Federation of State Massage Therapy Boards. We are committed to educating students on what works in the growing industry of massage therapy and to be successful employees or entrepreneurs.

PHILOSOPHY AND VALUES

Essentials School of Massage maintains a position of ethical standards and operates with a sincere level of integrity, networking within the community to maintain high visibility and growth to create employment opportunities.

- We believe in supporting the needs of our students because their success in our program will reflect our success as a school.
- We believe in educating on the importance of ethics through sound business practices and the importance of integrity and accountability in our program and in the community.
- We believe that proper education is the foundation for clinical excellence.
- We believe in educating on what works in the real world within a massage program.
- We believe our mission is to support our students' goals for massage therapy by providing a firm foundation in technique and philosophy that will translate into a successful and rewarding career.

PURPOSE AND OBJECTIVES

Realizing that the field of massage therapy is a fast growing and changing industry, the faculty and administration of Essentials School of Massage, are dedicated to accomplishing the following objectives:

- Essentials School of Massage's main objective is to successfully educate the students to achieve a certificate of completion and to prepare them for the national examination through the Federation of State Massage Therapy Boards.
- Graduate students reflecting a higher standard of excellence in order to provide prospective employers with quality job candidates.
- Place emphasis on educating on the importance of each individual client's therapeutic needs, therefore producing better trained therapists.



FACULTY

Founder, Program developer / Owner, Kim De Freitas, LMT, Alpha School of Massage, 2003.

Owner, CEO, Director Kalpesh Patel, MBA International Technological University 2011.

Massage Therapy Instructors:

Bruce Waldo, LMT: Certificate of Massage Therapy, Dr. Jay Victor Scherer's Academy of Natural Healing, 1988

Dr. Mark Olson, P.H.D, Neuroscience, University of Illinois, Urbana-Champaign 1998, M.A. Educational Psychology, University of Illinois, Urbana-Champaign 1992, Licensed Massage Therapist Big Island Academy of Massage, HI, 2000.

Anatomy and Physiology Instructor:

Dr. Lisa Anderson, Masters Degree, Acupuncture, Dragon Rises College of Acupuncture, Gainesville, FL 2011, Doctorate Degree, Atlantic Institute of Medicine, Ft. Lauderdale, FL, 2018, Degree of Chiropractic, Palmer School of Chiropractic, Port Orange, FL 2021.

HISTORY

Essentials School of Massage, EMF Sarasota Inc., Is currently owned, operated and controlled by Kalpesh Patel. The school was founded/developed in 2023 by Kim De Freitas, LMT and former owner and founder of a previous massage school in South Carolina who has been in the massage industry for over 20 years. She has owned her own massage therapy practice for over 20 years. She has developed a 500-hour program to teach students the importance of learning appropriate professional therapeutic massage techniques in order to be proficient, successful massage therapists and to pass the national examination for the Federation of State Massage Therapy Boards.

FACILITIES AND EQUIPMENT

Essentials School of Massage is a 2,495 square foot heated and air-conditioned facility. It is structured to provide air-conditioned, and heated classrooms that include large screen monitors and white boards for teaching, a student break area, administrative facilities, a library, and 10 massage tables for students to develop their skills in a clinical setting. The school's facility is custom designed to enhance the educational experience and to serve the current and future needs of the Essentials School of Massage student. The facility provides barrier-free entrances to the school to permit easy access for physically challenged students. Reserved parking spaces are also well defined and conveniently located. The classroom is currently designed to seat a maximum of 16 students in a classroom.

CURRICULUM

Essentials School of Massage has designed its curriculum to meet the needs of students who are career oriented. The students who make up the student body at Essentials School of Massage are seeking a non-traditional, structured education that can launch them into a successful career in massage therapy. The

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program at Essentials School of Massage provides instruction that will supply the students with qualifications for a more competitive standing and achievement of employment opportunities. Students who successfully complete the program will be prepared to pass the national examination for the Federation of State Massage Therapy Boards.

The certificate program offered by Essentials School of Massage is designed to meet the specific needs of the business community. Its certificate program is intended to be specific, which means the students should complete the program with the knowledge and skills necessary to be successful in their chosen type of business setting.

NON-DISCRIMINATION POLICY

Essentials School of Massage is committed to equal employment and educational opportunities. No person will be subject to discrimination based on age, race, color, national origin, sex, disability, sexual orientation or gender expression in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities. The following person has been designated to handle any questions regarding the schools' non-discrimination policies: Kim De Freitas, Director.

STUDENT RECORDS/RELEASE OF INFORMATION

In compliance with Public Law 93-083, "The Family Educational Rights and Privacy Act" (FERPA), which is Section 438 of the General Education Provision Act, the School has adopted policies and procedures which permit the student the opportunity to view his/her educational records upon request. Educational records mean those records, files, documents, and other materials that contain information directly related to a student. Educational records do not include working papers concerning students, such as informal notes, and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The School will not permit access to or release of confidential information to any individual or agency without written consent of the student, except for the following reasons: 1) Records are required by Essentials School of Massage officials in the proper performance of duties, 2) organizations conducting studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380 and state educational authorities, 4) accrediting agencies, 5) parents of dependent children as defined in the Internal Revenue Code of 1954, 6) appropriate persons in connection with an emergency, 7) in connection with the award of financial aid, and 8) in response to legal court orders.

All records will be retained at the physical location of Essentials School of Massage. All student records will be permanently held at the facility. Student records include:

- A copy of the enrollment agreement
- Student name, address, tuition payments or refunds, record of attendance, date of completion
- Date of termination, records of student grievances and subsequent resolution
- All correspondence related to each student including transcripts and certificate of completion

FACILITIES FOR THE DISABLED

Essentials School of Massage supports the tenets and spirit of the Americans with Disabilities Act (ADA). Accommodations include accessible water fountains and restroom facilities. It is the responsibility of the student to inform the school of any disabilities, physical and/or mental, which might in any way affect the



student's academic progress. Essentials School of Massage will make reasonable accommodations to meet the needs to any student with a disability.

Authorization Statement

Essentials School of Massage is licensed in Florida by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, and phone (850) 245-3200 or (888) 224-6684. Licensure indicates only that the minimum standards have been met and is not an endorsement or guarantee of quality. It is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education. Any additional information regarding this institution may be obtained by contacting the numbers listed above.

Licenses and Authorizations

Essentials School of Massage is not currently affiliated with any accrediting agency therefore title IV financial assistance will not be available to students who enroll in this program. Essentials School of Massage offers its own inhouse financing for those students who may qualify and need assistance.

ADDENDA AND SUPPLEMENTS

Addenda and supplements are placed in this catalog covering specific areas such as tuition, faculty, course outline and any other items that may change during any period of time the catalog is effective, pending approval of the Commission of Independent Education.

STUDENT SERVICES

Services are available by appointment and include academic, financial assistance for those who qualify, and personal advisement and are available through the Director. Placement services can be discussed, and a list of current job openings is available upon request and will also be displayed in the student break area.

TUITION

PROGRAM COST: \$8,000.00 PER STUDENT – APPLICATION FEE: \$100.00 (NON-REFUNDABLE) THERE IS A MINIMUM DEPOSIT REQUIRED TO ENROLL OF \$500.00. THIS DEPOSIT IS SUBJECT TO A REFUND IF THE STUDENT WITHDRAWS IN ACCORDANCE WITH OUR TUITION REFUND POLICY.

Tuition includes the cost of a background check, massage tables and massage chairs and other equipment to be used during school and clinics, 1 lotion bottle, and 1 holster.

TEXTBOOK/ FEE: STUDENTS WILL BE RESPONSIBLE FOR PURCHASING TEXTBOOKS ON THEIR OWN. (APPROXIMATELY \$150.00 TOTAL FOR BOTH)

The two textbooks can be purchased through: <https://evolve.elsevier.com/cs/store?role=student> or on amazon.com. and are required prior to the class start date. The two required textbooks are:

- Susan Salvo, Massage Principals and Practice, 5th edition, ISBN 978-0-323-23971-4
- Sieg and Adams, Illustrated Essentials of Musculoskeletal Anatomy, 5th edition, ISBN 13-978-0-935157-07-7

*Please note that additionally the student will be responsible for the purchase of scrubs for clinics, one relaxation cd, three sets of linens a bath towel, and bolster to be used for client support. Approximate total

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cost for the miscellaneous items that must be purchased is \$200.00. This total varies depending on the choice of the student's place of purchase and brand purchased.

CONDUCT

Any student who fails to make up missed work, quizzes, or tests within the required time period may be placed on probation (see page 7). Students will also be expected to adhere to the Code of Ethics established by the ABMP (Associated Bodywork and Massage Professionals) which will be covered as a part of the instructional program (Business Practices and Professionalism), and during orientation.

Massage therapy training requires strong motivation, perseverance, and integrity. Certain behaviors in the classroom may be considered misconduct and result in a notice of academic concern, academic probation or dismissal and possibly immediate expulsion.

GROUND FOR IMMEDIATE DISMISSAL OR EXPULSION

Dismissal is the expulsion of a student from the program. Certain offenses may constitute grounds for immediate dismissal without a warning. Within 24 hours of dismissal, the student will receive written notification stating the cause of this action. Such conduct violations may include but are not limited to:

1. Dangerous or unsafe behavior
2. Aggressive, hostile or adversarial treatment of fellow students, faculty or staff
3. Disruptive or disrespectful behavior i.e., talking during demonstrations or lectures
4. Refusal to receive instruction or follow guidelines for class activities
5. Hazing (please refer to our anti-hazing policy on page 6)

A student dismissed without warning will be entitled to a refund of unused tuition in accordance with stated policy. Students dismissed for unsatisfactory academic progress may only be readmitted by written request and approval of the director.

OTHER GROUNDS FOR DISMISSAL

Students also may be dismissed for unsatisfactory attendance, unsatisfactory academic progress, unfulfilled financial obligations, or the following conduct: practicing massage with a communicable disease, promoting sexual behavior during a massage session. Failure to give true accurate information on the Essentials School of Massage application/enrollment agreement or during the enrollment interview may also result in dismissal. Such conduct violations may include but are not limited to:

1. Cheating on tests
2. Plagiarizing written material
3. Offensive or sexualized language
4. Sexual harassment
5. Drug or alcohol use during educational activities
6. Theft or vandalism of school property whether intentional or unintentional.

If any of the above is/are violated students will be given verbal warning and a written notice or possibly be expelled immediately depending on the severity of the offense.

ANTI-HAZING POLICY

At Essentials School of Massage there is a zero-tolerance policy in place in regard to any individual who joins or participates in any group that humiliates, degrades, abuses or endangers another person or themselves regardless of a persons' willingness to participate. Any student who is caught engaging in such activities will be immediately expelled from our program.



DISCIPLINARY POLICIES AND PROCEDURES

All students are expected to conduct themselves, both in and out of classes, in a professional and ethical manner. Conduct that is found by the administration to be detrimental to the individual, other students, the community, or the facility will result in the student being placed on probation for a period of two weeks. Further misconduct will result in the student's dismissal from the program.

In cases requiring **probation** or **dismissal**, not pertaining to expulsion, the procedure will be as follows:

1. Verbal warning will be given, and documentation will be made (student will be monitored for a two week period; if no progress is made a written warning will be given).
2. Written warning (student will be further monitored for an additional two-week period).
3. Written notice of dismissal if no progress has been made.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Statement of Intent

In order to afford full consideration to any student complaint, the following procedures are in place at Essentials School of Massage. This grievance procedure is intended to provide a framework within which complaints may be resolved. This procedure is not, however, a substitute for other informal means of resolving complaints or other problems.

Students are encouraged to communicate any concerns to a member of the school faculty, the Director, or the Owner or CEO. Appropriate measures will be taken to preserve the confidentiality of information that is reported.

PROCEDURE

All student complaints will be handled in the following manner:

The student must try to resolve the issues with his/her respective instructor. If the matter is not resolved, the student should schedule a meeting with the Director or the Owner.

A formal complaint form will be filed and remain in the student's file and the student will be given a copy.

ADMISSION REQUIREMENTS

Applicants who plan to enter the certificate program must:

1. Be 18 years of age or older.
2. Hold a High School diploma or Equivalent, or show proof of a college or Trade School transcript
3. Have received two one-hour massages from a Licensed Massage Therapist.

ADMISSION APPLICATION

Applicants should request an appointment for a personal interview with the Director/Owner/CEO. During the interview applicants will tour the facility and receive a program catalog and appropriate enrollment forms. At least three weeks before the program start date, applicants must submit:



- A. Application. (Nonrefundable \$100.00 fee).
- B. Deposit/down payment. (\$500.00 minimum requirement).
- C. Copy of driver's license and Social Security card.
- D. Massage verification forms (proof of two professional one-hour massages).
- E. Proof of a high school diploma, GED, or an equivalent diploma issued by a non-public high school, or a college or Trade School transcript. Applicants who hold a certificate of attendance or any other award issued in lieu of a diploma may be ineligible for admission.

Following confirmation that the applicant meets the admission requirements and decides to enroll, the applicant must also sign the enrollment and hold harmless agreements.

**Please note that a minimum student enrollment of six (6) students will be required for each session. Applicants understand that the school may reschedule a start date if applicants are not sufficient to hold a term or six-month session.*

CREDIT FOR PREVIOUS EDUCATION

Essentials School of Massage will consider granting credits or hours for previous education or experience and will be at the sole discretion of the Director.

TRANSFER OF ESSENTIALS SCHOOL OF MASSAGE CREDITS TO OTHER COLLEGES

Since the program offered at Essentials School of Massage is intended to be career-oriented and specialized, credits do not typically transfer to other programs. The decision to accept transfer credits is solely at the discretion of the receiving institution. Essentials School of Massage does not imply, promise or guarantee transferability to any other institution.

Academic Information/Program Length/Course Outline

Essentials School of Massage's program length is 500 hours, six months long, 20 hours per week. A minimum of 500 in class recorded hours are mandated by the Florida Board of Massage Therapy and are broken down as follows: (The courses are numbered in a way that can be easily identified on the student's transcript).

150 hours of in-class, supervised instruction on the body's systems and anatomy, physiology and kinesiology. (AP 101) 150

The objective in this class is to teach the students all the systems in the body to include the skeletal system, muscular system, integumentary system, nervous system, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system in addition to teaching kinesiology, the study of principals and mechanisms of movement in the human body.

Basic Massage Theory and History (MT 101) 100



This course will discuss a historical perspective of massage therapy and the various influences. The specific techniques and massage modalities studied will be, the application of Swedish massage, deep tissue massage, hot stone massage, sports massage, reflexology, pre-natal massage, couples massage, seated (chair) massage, myofascial release, trigger point therapy and the use of essential oils during massage.

Clinical Practicum (CL110)

125

In this course, students will learn and demonstrate proper body mechanics and proper draping of the client. Students will be able to describe massage anatomy and physiology including research, effects, indications, contraindications, and endangerment sites during a massage. Students will be able to demonstrate the skills and modalities that they learned in the course MT101, by effectively applying them on the public. Students will be able to describe and discuss client assessment and treatment planning by properly documenting their sessions (soap notes).

Allied Modalities (AM 102)

76

In this course, students will learn other types of modalities from other countries, for example: Shiatsu, Tuina Thai massage. Lomilomi, Ayurvedic massage, Balinese massage. These special techniques will address how they will enhance the well being of the general population as well as the special needs population.

Business (BZ103)

15

Students will be responsible for developing a business plan and a resume. Students will be able to understand the difference between an employee and an independent contractor as well as the differences between a limited liability corporation, limited liability partnership and an incorporation. Students will be able to learn valuable marketing skills and go on a marketing field trip. They will gain the knowledge to obtain the appropriate license and insurance for business.

Hydrotherapy (HD 104)

15

In this course, the students will learn the application of water to treat a variety of symptoms throughout the body. They will learn how heat and cold therapy is applied through different methods such as: hydrotherapy baths, saunas, hot packs, and the application of cold packs, Ice, and the difference between Vasodilation and vasoconstriction. They will learn when it is most appropriate to apply each.

Florida Laws and Rules (CH 456,480, F.S., 64B7, F.A.C.)

10 (FL LAW 105)

In this course students will learn the current Florida laws and rules as it applies in the massage therapy industry as well as what the license renewal requirements are and what the time frame for renewing their license is.

Professional Ethics (ETH 106)

4

The objective of this course is to teach students right and wrong behavior and to conduct themselves in a moral way by teaching appropriate boundaries through effective communication with their clients. They will learn to adhere to the ABMP code of ethics.

HIV/AIDS Education (HIV 107)

3

This is a separate 3-hour course that will teach students about what HIV/AIDS is and how to use universal precautions in order to protect themselves from exposure.

Prevention of Medical Errors (ME 108)

2



This course will teach students to have a thorough understanding of indications and contraindications, pathologies and medications and communicating with clients in order to avoid medical errors while the client is in their care.

ATTENDANCE/MAKE-UP POLICY

Regular attendance is essential. All students are expected to be present and on time for all scheduled classes and clinicals. We have a no cellphone policy during class instruction.

When a student's absences exceed 25 percent of the class time, his/her attendance may be defined as unsatisfactory, and the student may be considered administratively withdrawn from the class or classes. Absences will count from the first official day of classes. Excused absences, such as military, illness, work, personal, and family emergency, does not eliminate the absence from the student's record. Approved excuses for any absence allow the student to make up missed work and classroom hours. At the discretion of the director/instructor, students may not be allowed to make up work for unexcused absences.

It is our policy to allow instructors to monitor student attendance and classroom behavior. Students must sign in and out each day. Instructors have the responsibility of seeing that their students are aware of the importance of the recorded 500 hour minimum in order to graduate from the program.

TARDINESS POLICY: ANY STUDENT WHO IS TARDY (I.E., 15 MINUTES LATE) MORE THAN THREE (3) TIMES MAY BE PLACED ON PROBATION (REFER TO PAGE 6).

ABSENCE / LEAVE OF ABSENCE: ANY DAYS THAT ARE MISSED MUST BE MADE UP PRIOR TO GRADUATION AND AT THE DISCRETION OF THE DIRECTOR/INSTRUCTOR. IF A LEAVE OF ABSENCE IS NECESSARY, A MEETING WILL NEED TO BE SCHEDULED WITH THE DIRECTOR AND INSTRUCTORS TO DISCUSS THE AMOUNT OF TIME NEEDED AND THE COURSEWORK/HOURS THAT WILL NEED TO BE MADE UP. EVERY EFFORT WILL BE MADE TO ACCOMMODATE THE STUDENT'S REQUEST.

MAKEUP WORK

Makeup work is the responsibility of the student; quizzes and tests should be made up within one week.

SEXUAL HARASSMENT

Sexual harassment can take the form of overt harassment, in which a student feels he/she must submit to unwanted sexual behavior in order to participate in school program, pass a class, etc., or simply in the creation of a hostile environment through the use of language, action or attitude, to the point at which it affects the participation of the student or staff member in our program. Be advised that sexual harassment of any type will not be tolerated at Essentials School of Massage and may be cause for dismissal. Should a student or staff member be accused of sexual harassment, the policy of Essentials School of Massage, upon receiving a formal complaint, is to suspend the suspected party until such time as a final investigation can be made, said investigation being made as expeditiously as possible.

Should sexual harassment have been determined to have occurred (on the part of a student, instructor or staff member), the guilty party will be disciplined, up to (but not limited to) immediate dismissal.

GRADE/PROGRESS REPORTING

The scholastic progress is reported in grade reports issued to students (mid-term and graduation).



GRADE APPEAL POLICY

Final grades will be issued at the end of the term. In the absence of mistake, unfair treatment, or other extenuating circumstances, the determination of the student's grade by the instructor shall be final once filed. A student may appeal a final grade by following the established procedure:

1. Student must arrange a meeting with the instructor to address any questions or concerns regarding grades.
2. If the student is not satisfied after meeting with the instructor, then a meeting with the Director and Instructor will be scheduled. Within five days, the Director will provide the student with a written notification of any decision made. A copy will also be placed in the student's file.

GRADING SYSTEM

The academic grading system utilized by Essentials School of Massage is based on a standard percentage/letter grade system (see below), with the final grade calculated from the total of all quizzes, tests and clinical evaluations. Grades will be given at midterm and a final grade computed for each course. Please note that the minimum passing grade is a D or at least 60 percent. Please review the chart below.

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 or below	F

An incomplete will be assigned if a student fails to have the required, recorded 500 clock hours or if a student fails to complete any required course work by the end of the program. Any student who does not meet the passing grade minimum requirement of a 60 or above will receive an F on their transcript. They also will not receive a certificate of completion.

ACADEMIC PROBATION AND SUSPENSION POLICY

Any student in an individual class whose grade falls below a 'D' or a 60% will be on academic probation for a period of 14 days. If his/her grade is not raised to a 'D' or above and there is no possibility of raising the grade to the minimum requirement following the stated probationary period, the student will be suspended from the program. The same procedures as the student conduct policy will apply (refer to page 5 and 6).

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Certificate Program

Students must maintain satisfactory academic progress in order to remain eligible to continue as regular students at Essentials School of Massage. A regular student is one who is enrolled for a six-month term for the purpose of receiving a certificate of completion.



Academic Progress

Academic progress will be monitored throughout of course. If a student does not have a D average or a 60% or above, the student conduct policy will apply. If satisfactory academic progress has not been made, a mandatory meeting with the instructors and the director will be scheduled for an evaluation. Depending on the reason for academic suspension and the individual situation, reentry is at the sole discretion of the director and instructors. Please refer to page 10, grading system and page 6 under disciplinary policies and procedures.

GRADUATION

The school will award a diploma or certificate of completion to students maintaining a passing grade of at least a "D" or a 60% or above, completing all clinical hours and coursework, and paying tuition in full.

JOB PLACEMENT ASSISTANCE

Essentials School of Massage does not guarantee nor imply job placement upon completion of the program; however, the school will refer students to area businesses that are in search of licensed massage therapists. Students who wish to seek help finding job placement can schedule an appointment with the Director or Owner.

TRANSCRIPTS

A complete set of each student's records, including a transcript of grades, is maintained in a permanent file. Two copies of the transcript is available free of charge to each graduate; additional copies may be ordered from Essentials School of Massage for \$12.00 each. Requests must be in writing by the student. Transcripts will be withheld until all financial obligations to the school are satisfied.

Tuition Cancellation and Refund Policy:

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- Cancellation can be made in person, by electronic mail, by certified mail or by termination.
- Cancellation after the third (3) business day but before the first class, will result in a refund of all monies paid except for the application fee of \$100.00.
- Cancellation after attendance has begun, through 40% completion of the program will result in a pro rata refund computed on the number of hours completed to the total program hours.
- Cancellation after completing more than 40% of the program will result in no refund.
- Termination date: In calculating the refund due to a student, the last date of actual attendance by the student is used to determine the total refund due.
- Refunds will be made within 30 days of termination or receipt of cancellation notice.

2026 ACADEMIC CALENDAR*



Essentials School of Massage

Winter/Spring Class Schedule CALL FOR DETAILS...

864-787-5828

DISCLOSURES

The massage therapy program curriculum at Essentials School of Massage is designed to prepare students to take the *FSMTB Massage and Bodywork Licensing Examination (MBLEx)*.

For information on the MBLEx, contact FSMTB, 150 Fourth Avenue North, Suite 800, Nashville, TN 37219 (P.O. Box 198689, Nashville, TN 37219-8689) <http://www.fsmbt.org>

Conviction, guilty plea, or nolo contendere plea involving a crime involving drugs, moral turpitude, or other criminal charges may prohibit licensure or employment.

Students who perform massage as part of their curriculum (whether on or off school premises) must wear a nametag identifying themselves as students and naming the school that enrolls them. Students cannot charge or accept tips and cannot advertise.

As part of their coursework, students will perform 100 hours within a clinical setting on the public. This will consist of a combination of a minimum of 75 hands on clinical massage sessions and will be monitored by the clinical massage therapy instructor staffed during each clinical day. Participation in the clinical portion will be graded. This part of the curriculum is one of the keys to a students' success. In addition, students will learn how to manage an office setting, which will be performed on site. On site massages will be supervised by an onsite supervisor who will (1) insure that required hours are met and (2) that proper procedures are adhered to according to the guidelines set by Essentials School of Massage. The students will be evaluated and graded by the instructor and will also be evaluated by the clients while completing their clinical hours. The remaining 25 hours will be used to train the students in proper documentation (soap notes), office management and learning effective marketing skills.

Students may not advertise or practice for remuneration until they graduate from the course, take and pass the national certification exam, and receive licensure from the Florida Board of Massage Therapy.

ENROLLMENT PACKET

The enrollment packet is included in the next several pages.



Application For Admission

Please answer all questions. We cannot process an incomplete application. A school representative will contact you as soon as we process your application.

PLEASE PRINT OR TYPE

Name _____ Date _____
Last First M.I. Date of Birth _____
Address _____
City _____ State _____ Zip _____
Area Code and Phone # _____ Social Security # _____
Email Address _____
Female _____ Male _____ Occupation _____

I am applying for:

___ Day Class

___ Night Class

*Completed applications, tuition deposit (\$500.00 minimum) and application fees are due three weeks prior to the start of the program. A completed application submitted after the deadline may be accepted only at the discretion of the director.

CHECKLIST – Your application is complete when all the following are submitted:

- ☐ Application for Admission including a nonrefundable fee of \$100.00.
- ☐ Deposit/Down Payment _____
(\$500.00 minimum, due 3 weeks prior to start date).
- ☐ High School Transcript, GED or College or Trade School Transcript
- ☐ Copy of Driver's License and Social Security Card

EMERGENCY

In case of emergency, please contact:

Name _____ Relation to Student _____

Address _____ Phone _____



HEALTH

Do you have any physical conditions that could inhibit your ability to perform the physically challenging work of massage? ____ NO ____ YES

If YES, please explain:

Have you ever been treated for any condition requiring hospitalization? ____ No ____ Yes

If yes, please give dates and describe:

Do you currently have, or have you had during the last two years a communicable disease? ____ No ____ Yes. If yes, please describe _____.

Are you currently on any medications? ____ No ____ Yes. If yes, please list medication or physical condition being treated: _____

EDUCATION

Name of High School: _____ Date Graduated: _____

Address _____

Name Recorded on Transcripts (if different) _____

Name of College or University _____

Graduation Date _____ Degree _____

**I grant the school named above my permission to release my high school transcript to:
Essentials School of Massage at 5959 Approach Rd., Sarasota, FL 34238**

Name, please print while a student: _____ date: _____

Name, please sign: _____ date: _____

LEGAL

Have you ever been convicted of a crime? ____ No ____ Yes

If yes, please give details and include information about litigation, if any. Do not include traffic violations or misdemeanors. (Use a separate piece of paper if necessary.) ***Please note that felony charges and/or conviction may prevent you from obtaining a license.**



DISREGARD THIS PAGE N/A

Massage Verification

All applicants must receive at least two full-body massages, of at least 50 minutes, from a Licensed Massage Therapist as part of the admission process. Please ask your therapist to verify your treatment.

Applicant's Name _____

Massage # 1

Therapist's Name _____

Therapist's License Number _____

Address _____

City _____ State _____ Zip Code _____

Telephone (_____) _____

Therapist's Signature _____

Date of Massage _____

Massage # 2

Therapist's Name _____

Therapist's License Number _____

Address _____

City _____ State _____ Zip Code _____

Telephone (_____) _____

Therapist's Signature _____

Date of Massage _____



Application Fee / Tuition / Down Payment

Your application is not complete without the application fee of \$100.00 Please specify how you will be paying for this fee:

<input type="checkbox"/>	Payment by check or money order. (Please print a copy of this form and submit it with your payment.)
<input type="checkbox"/>	Payment by credit card. (Please complete the information on this form.)

Please specify how you will be paying for tuition deposit:

<input type="checkbox"/>	Payment by check or money order. (Please print a copy of this form and submit it with your payment.)
<input type="checkbox"/>	Payment by credit card. (Please complete the information on this form.)

Credit Card Billing Information

First Name _____ Last Name _____

Billing Address _____

City _____ ST _____ Zip Code _____

Telephone _____

Email _____

Type of Credit Card: VISA MasterCard Discover Other

Credit Card Number _____ Sec. Code _____

Expiration Date: Month _____ Year _____

Name as it appears on card _____

Total Amount Billed to Credit Card: \$ _____

I authorize Essentials School of Massage to charge my credit card in the amount listed above.

Card Holders Signature: _____ Date: _____



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SCHOOL START DATES

Essentials School of Massage requires a minimum of six (6) students for a class session to start. If that minimum number is not met, the school may reschedule a start date until enough students are enrolled. If a start date must be changed, the student will be notified by email and certified letter. A written confirmation must be received from the student stating whether they wish to continue with the application or withdraw from the program. If the student wishes to withdraw, a full refund of monies paid less the application fee will be made within 30 days of the written notice of intent to withdraw.

DECLARATION

I have completed this application to the best of my knowledge and state that the information I have given is true and correct. I understand that providing false information is grounds for dismissal from the program. I have read, understand and agree to all policies, including policies regarding conduct, of Essentials School of Massage as set forth in this catalog.

Applicant's Signature		Date

Please email this application to: essentialsschoolofmassage@gmail.com or mail this application to:

Director
Essentials School of Massage
5959 Approach Rd.
Sarasota, FL 34238

It is advisable for prospective students to file this application with the appropriate fees as soon as possible as classes can fill quickly. Completed applications, documents, application fee and tuition deposit fees are due three weeks prior to the start of the program.

Essentials School of Massage does not discriminate against any applicant.

FOR OFFICE USE ONLY

- ☐ Application for Admission
- ☐ Payment for application fee
- ☐ Deposit/Down Payment _____ (due 3 weeks prior to start date)
- ☐ High School or College Transcript or GED (with official seal)
- ☐ Copy of Driver's License and Social Security Card
- ☐ Enrollment Agreement
- ☐ Hold Harmless Agreement



Enrollment Agreement – Essentials School of Massage

5959 Approach Rd., Sarasota, FL 34238 (864-787-5828)

Student Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Area Code and Phone #: _____

Email address: _____

I _____ am entering into this enrollment agreement on _____ with Essentials School of Massage, for the program of Massage Therapy. I agree to attend the school for its 500-hour program to attain a certificate of completion in Massage Therapy. The anticipated start date of my attendance will be _____ and anticipated end date will be _____. I acknowledge and understand that if there are fewer than 6 students prior to the start of class, my start date will be postponed to a future date in which enrollment is sufficient.

I understand that the costs that are associated with the program are:

Program Cost: \$8,000.00 per student

Tuition includes the cost of a background check, equipment such as massage tables and chairs needed during school training and on-site clinicals, 1 lotion bottle, and 1 holster.

Application fee: \$100.00 per student (nonrefundable)

Essentials School of Massage uses two Textbooks. The student is responsible for purchasing their own books online and approximate costs are \$150.00. This cost is subject to change as pricing changes. Student will be given the websites to order the needed books and are also listed in our program catalog.

*Please note that additionally, the student will be responsible for the purchase of scrubs for clinicals, their own lotion/oil, 1 relaxation cd, 3 sets of linens, 1 bath towel, and 1 bolster to be used for client support. Estimated additional cost that a student may incur is \$200 depending on their preferred choice of vendor and purchase method.

I agree that I have these following payment options:

1. Payment in full
2. 6 monthly payments (paid during the term student I am enrolled in 6-month program)
3. In house financing available for up to 12 months at 15% interest (see attached payment agreement, which will be completed during orientation) Please note that if you choose this method of payment, you will not receive your transcript until payment in full has been made).



4. Other method of payment, please describe: _____

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*Third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

I understand that I will be given a copy of the school's program catalog. I understand that I will receive a copy of this signed enrollment agreement.

I agree and understand the cancellation/refund policy outlined below:

Tuition Cancellation and Refund Policy

Should a student's enrollment be terminated or cancelled for any reason all refunds will be made according to the following refund schedule:

- All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- Cancellation can be made in person, by electronic mail, by certified mail or by termination.
- Cancellation after the third (3) business day but before the first class, will result in a refund of all monies paid except for the application fee of \$100.00.
- Cancellation after attendance has begun, through 40% completion of the program will result in a pro Rata refund computed on the number of hours completed to the total program hours.
- Cancellation after completing more than 40% of the program will result in no refund.
- Termination date: In calculating the refund due to a student, the last date of actual attendance by the student is used to determine the total refund due.
- Refunds will be made within 30 days of termination or receipt of cancellation notice.

TRANSFER OF CREDITS TO OTHER COLLEGES

Since the program offered at Essentials School of Massage is intended to be career-oriented and specialized, credits do not typically transfer to other programs. The decision to accept transfer credits is solely at the discretion of the receiving institution. Essentials School of Massage does not imply, promise or guarantee transferability to any other institution.



Essentials School of Massage

JOB PLACEMENT ASSISTANCE

Essentials School of Massage does not guarantee nor imply job placement; however, the school will refer students to area businesses that are in search of licensed massage therapists. Completion of the program does not guarantee employment.



TRUTH IN LENDING DISCLOSURE STATEMENT			
Lender: Essentials School of Massage 5959 Approach Rd. Sarasota, FL 34238 864-787-5828		Applicant Name: Mailing Address: Physical Address: Phone number: Home: Cell: Work:	
Preparation Date:		Deposit Amount Paid: Date of Deposit Paid: First payment due:	
€ Initial Disclosure Estimated at Time of Application		€ Final Disclosure Based on Contract Terms	
ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate. Estimated at 15%	FINANCE CHARGE The dollar amount the credit will cost you.	AMOUNT FINANCED The amount of credit provided to you or on your behalf.	TOTAL OF PAYMENTS The amount you will have paid after you have made all payments as scheduled



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REQUIRED DEPOSIT: The annual percentage rate does not take to account your required deposit.

LATE CHARGES: If your payment is more than 5 calendar days late, you will be charged a late fee of \$50.00. This will be added to your balance due. A \$25.00 fee will be added for any returned checks.

PREPAYMENT: If you prepay this loan in full during the 6 months of attending the program you will not be assessed interest charges.

See your payment agreement document for any additional information regarding non-payment, default, and payment refunds and penalties.

I/We hereby acknowledge reading and receiving a complete copy of this disclosure. I/We understand there is no commitment for the creditor to make this loan and there is no obligation for me/us to accept this loan upon delivery or signing of this disclosure.

Borrower/s/Name/s Printed

Date

Borrower/s/ Signature/s

Date

HOLD HARMLESS STATEMENT

Essentials School of Massage and student acknowledge that there is some risk of accident or injury associated with use of equipment and other aspects of the course of study, including but not limited to direct care and contact of other students or clients at the clinical or training site. Student does hereby waive, release, and discharge Essentials School of Massage of any and all liability and all claims for damages for death, personal injury, or property damage, and any lawsuits may arise as a result of my misconduct while a student at Essentials School of massage.

This release is intended to discharge the school, and its officers, employees, representatives, students, volunteers, and agents from and against any and all liability arising out of or connection in any way with my participation in the training, internship/externship, hands-on activities, practice, or other activities.

Knowing risks exist, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all persons or agencies mentioned above that might otherwise be liable to me or my heirs or assigns for damages. I further understand and agree that this waiver, release, and assumption of risk is to be binding on my heirs and assigns. In addition, I give permission to receive, if necessary, emergency medical services by authorized



personnel, and that any cost incurred as a result of such medical treatment will be my responsibility.

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Applicant Signature: _____ Date: _____

All signers of this agreement have received and read a copy of this binding document and catalog.

Applicant Printed Name: _____ Date: _____

Applicant Signature: _____ Date: _____

Administrator Printed Name: _____ Date: _____

Administrator Signature: _____ Date: _____



Essentials School of Massage

Tuition Payment Agreement

I _____, am a student currently enrolled in the massage therapy training program at Essentials School of Massage located in Sarasota, Florida. I am enrolled in the _____ term for six months. I acknowledge and have agreed to a payment plan of \$_____ per month beginning on _____ and ending on _____. I also acknowledge and agree that if payment is not made as agreed and becomes more than 5 calendar days past due then a late fee of \$50.00 will be added to the balance due. I agree to pay a fee in the amount of \$25.00 for any checks returned by my bank for insufficient funds. If the payment is not made within 30 days, I acknowledge and agree that I will be suspended from the program at Essentials School of massage until all obligations under this agreement have been made current according to our agreement. If the terms are not followed, I understand that my account will be turned over to a collection agency.

I further understand and agree that upon graduation, transcripts will only be released if payment has been received in full according to our agreement during the term of enrollment and furthermore agree to continue to make payments as agreed upon in this acknowledgment or my account will be turned over to a collection agency.

Signed on this _____ day of _____

By: _____

(Student)

Director or Owner: _____ Date: _____



Essentials School of Massage

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