



# PROGRAM CATALOG

## 2024

### Texas Massage Academy Campuses

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(325) 646-4272

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Abilene, Texas 79605  
(325) 480-1357

[www.texasmassageacademy.com](http://www.texasmassageacademy.com)

Approved by the Texas TDLR:  
MS1040 & MS1108

Office Hours: By Appointment Only  
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# Welcome to Texas Massage Academy

Dear Prospective Student,

We are so glad that you are considering Texas Massage Academy for your massage therapy education. We strive to offer the highest level of education to all of our students.

We began our massage career in San Antonio, Texas after Brandon began having severe back pain. He decided that it was time to change to a career where he could help people. This led us to massage school. We both took advanced course work with extended internships and were amazed during our clinical experience at the effect massage had on our clients.

After completing massage school, we moved back to our hometown of Brownwood, Texas to open Fancy's Day Spa in 2007. With our advanced training, our business quickly grew. With this growth, we knew we would need additional help to meet the growing demands. Before long, we realized that many of the new massage therapists in our area were unprepared to massage in the real world. Many of them lacked an understanding of anatomy to give the clients the type of massage they desired. Many of the massage therapists had little ability to do more than "spread lotion" on their clients. From this frustration of trying to find qualified massage therapists in Central Texas, we decided to open a Massage School to bring more qualified massage therapists to the area.

In 2010, we became Massage Instructors and began the process of opening our own massage school in order to bring advanced training to those looking to become massage therapists. At the beginning of 2012, Texas Massage Academy opened its doors with approval by DSHS to provide massage therapy training in Central Texas. In 2023, we opened our second campus in Abilene.

We hope you join our team!

Best Wishes,

Brandon and Kathleen Mazy, LMT, LMTI

## Mission Statement

Texas Massage Academy's mission is to empower students and optimize their full learning potential in a safe, caring, therapeutic environment while preparing them for a successful career path, embodying every aspect of business for success.

## Objectives:

- The objectives of the 500-hour Core and 500-hour Online Massage Therapy Programs are to teach students how to become effective and successful massage therapists.
- To empower therapists with proficiency and confidence in the realm of massage therapy.
- To educate each student to be not only skilled in successful massage therapy techniques, but business skills as well, for successfully operating a business in massage therapy.

## Why Texas Massage Academy?

Here at Texas Massage Academy, we strive to be the BEST, not only by teaching the most sought-after skills sets, but also preparing you for your career as a massage therapist. If you are excited and passionate about helping others and want to raise the bar to be the most sought-after massage therapist, Texas Massage Academy is the educational facility for you!

## Our Approach

Our approach is different from others you might find. We take our training and educational knowledge to a level that will prepare you for a successful career. Every aspect of your training at Texas Massage Academy will be of value for you in the years to come. We believe there is more to your career than a traditional massage. Our extensive knowledge of the human body and its adaptive nature will allow you to empower your future with the experience and passion of using our techniques and methods.

You will learn techniques such as: Deep Tissue Therapy, Trigger Point Therapy, Range of Motion Assessments, Client Assessments, Myofascial Release, and good body mechanics, to name a few!

Texas Massage Academy meets all State requirements, while focusing on our training and students. We have an internal process that allows each student the individual attention one needs. Our student-to-teacher ratio is far less than the state's requirements, which allows for a more conducive learning environment.

\*(Our ratio is NO more than 24 students per one instructor.)

## Dedicated Faculty

We are extremely proud of the faculty and staff at Texas Massage Academy. Each faculty and staff member bring a very special and unique insight to your training. Our instructors pour their hearts and souls into the training that is provided for you.

We firmly believe that massage should not be viewed from a "one size fits all" standpoint. Massages should be a tailored/customized experience to accommodate the specific needs of each individual: health, history, pain, etc.



## Superior Facilities

Texas Massage Academy offers all the resources required for an effective and enjoyable learning experience.

Our Massage Therapy Lab is sectioned by medical drapery to provide privacy, yet easily opened to allow for accurate teaching ability. Within the Massage Therapy Lab, there are 8 top-of-the-line massage tables and related accessories so that you may learn massage therapy on the best equipment available. This lab is specially designed to create a peaceful environment conducive for learning the art of massage, incorporating relaxing music, lighting, and ambiance.



*Brownwood, Texas Location*

## Becoming a Professional Massage Therapist

There are several reasons that a career as a professional massage therapist has become so appealing over the last decade and a half. In a fast-paced, high-tech culture such as ours, massage therapy can be a very rewarding choice for those interested in helping people slow down, take stock, and improve the quality of their lives. As the mechanization of our society becomes more pervasive - digitized voices answering phones, solitary on-line shopping and banking, self-checkout aisles at the grocery store and the like - individuals who enjoy interacting with others on a uniquely personal basis will find the focused, one-on-one nature of massage therapy very compelling.

The public demand for massage has been steadily rising. The American Massage Therapy Association analyzed a study on the use of alternative medicine in 2018 estimating that massage therapy was an \$18 billion industry in the United States.

Massage therapists find work in a variety of settings: massage therapy clinics, chiropractors and physicians' offices, airports, health clubs, cruise ships, shopping malls, convention centers, professional sports team clubhouses, salons and spas, hospitals, alternative medicine centers, and nursing homes, just to name a few. Many practitioners take advantage of the latest in cleverly designed portable massage equipment to provide on-site massage at office buildings or in a client's home.

Because massage therapy is now so prevalent at so many different venues, it offers an alluring range of choice in working environments and conditions—from the security of hiring on as an employee or subcontractor for an established massage provider, to the freedoms in scheduling and business practices that self-employment can provide. Many therapists maximize their income opportunities by opening their own clinics and serving as employers for other massage therapists.

The profession also offers an abundance of choices for those wishing to specialize. As scientific research continues to prove the validity of massage as a therapeutic agent, the spectrum of techniques and modalities available for the practicing therapist to learn only expands. Some focus on relaxation massage, while others take years of advanced training to master specific clinical applications or qualify to teach a particular discipline. Other therapists will choose to work with a special segment of the population, becoming experts in the use of massage to meet the needs of the elderly, pregnant women, athletes, infants, or those suffering the effects of a particular disease.

Reference: <http://www.thehighschoolgraduate.com/editorial/CC/massage.htm>



## Our Program(s)

The state of Texas requires a minimum 500-hour course of instruction for licensure as a massage therapist including the following subjects: Massage Therapy Technique, Anatomy & Physiology, Kinesiology, Health & Hygiene, CPR & First Aid, Hydrotherapy, Business Practices, Professional Ethics, Massage Therapy Law and a Clinical Internship.

Texas Massage Academy offers the most innovative, comprehensive massage program available. Our programs include the following core subjects:



### **Massage Technique – 200 Hours**

#### **Massage Technique I – 150 Hours**

This subject allows us to teach the basic principles of massage therapy. We begin with basic Swedish (effleurage, petrissage, friction and tapotement) gradually working students into providing a wonderful relaxing massage. Our goal of this subject is to impart the science and art of massage therapy to every student in order to provide a relaxing massage, while also acknowledging the fact that every client is an individual and has individual needs in their massage. In addition, you will also learn effective spa and clinical massage therapies. At least 125 hours of massage technique instruction will be on Swedish massage.

#### **Massage Technique II – 50 Hours**

This subject allows the student to refine their skills in massage and expand on their knowledge of massage therapy.

### **Health & Hygiene – 20 Hours**

#### **Health & Hygiene I – 12 hours**

Students will study to understand indication and contraindications to massage, the effects of stress, the benefits of massage, the importance of proper body mechanics, disease recognition and understanding, the importance of good personal hygiene practices, and universal precautions.

#### **Health & Hygiene II – 8 hours**

CPR & First Aid



## **Anatomy, Physiology, & Kinesiology – 125 Hours (50/25/50)**

### **Anatomy & Physiology I – 58 hours**

Understanding the structure and function of the human body with an emphasis on the muscular and skeletal systems is of utmost importance to the skilled massage therapist. We utilize animated video, exercise, and class projects to help students better comprehend the structure and function of the human body. Additionally, our textbooks are specifically designed for students of massage therapy and correspond with full-color, animated presentations used in class.

### **Anatomy & Physiology II – 17 Hours**

This class brings an understanding of all the body's systems to the student, and how massage affects those systems

### **Kinesiology – 50 Hours**

Kinesiology is the study of movement. During this course, the students will learn the interaction of the bones, joints and muscles. With this understanding, they will be able to better identify which specific structures are involved in an area of pain when working with clients.

## **Business Practices & Professional Ethics – 45 Hours**

### **Business Practices & Professional Ethics I – 5 Hours**

This introductory class to Business Practices and Professional Ethics will focus on professional ethics and standards within the massage field.

### **Business Practices & Professional Ethics II – 40 Hours**

From advertising practices to maintaining your zeal for massage therapy, this dynamic and insightful course will equip you to build a massage practice you can be proud of, and in which you can enjoy. In addition, we will discuss in detail the scope of practice for massage therapy, laws pertaining to massage therapy, and many more business practices in general.

## **Pathology – 40 Hours**

### **Pathology I – 5 Hours**

Pathology is the study of human diseases and the effects of the disease. This information is important to the massage therapist because there are conditions where massage would require caution, or perhaps not recommended.

### **Pathology II – 35 Hours**

This course has a more in-depth focus on different diseases and their effects, as well as how different medications react to massage.



## **Hydrotherapy – 20 Hours**

Students will learn to use hydrotherapy in a safe and effective manner through demonstrations and hands-on practice. Types of hydrotherapy to be discussed include whirlpool, hot and cold packs, paraffin, steam, body wraps, and body scrubs.



## **Clinical Internship**

**Internship – 50 Hours/150 Hours/225 Hours (Based on Program)**

This portion of the program allows you to put all of the classroom theory into real practice. We believe strongly that the learning is truly in the doing. Your clinical internship will be the most rewarding part of your massage therapy education. Students will be eligible for clinical internship after successfully completing 250 hours of classroom and lab training.

## **Online Program**

We are excited to be able to allow our students to take their classroom hours online. To complete your program, you must attend one of our scheduled onsite Lab sessions (219 hours) and complete your internship hours at our Brownwood or Abilene, Texas Campuses.

**Online Classroom Hours – 231 Hours**

**Semester 1 – 87 Hours** Includes the following subjects: Health & Hygiene I, Anatomy & Physiology I, Pathology I, Hydrotherapy, and Business Practices & Professional Ethics I

**Semester 3 – 144 Hours** Includes the following subjects: Health & Hygiene II, Anatomy & Physiology II, Kinesiology, Pathology II, and Business Practices & Professional Ethics II

**Onsite Lab Hours – 219 Hours**

**Semester 1 – 163 Hours**

**Semester 3 – 56 Hours**

**Internship Hours – 50 Hours (Core Program), 150 Hours (Advanced Core Program), or 225 Hours (Elite Mastery Program)**

# Lab Breakdown

## ***Semester One***

Lab - 163 hours of your program will be completed according to the lab chosen.

Online - 87 hours of online will be completed at your own pace, and it is recommended to have it completed before attending Semester 1 Lab. They must be completed before starting Semester 2 or 3.

## ***Semester Two (Clinical Internship)***

At your own pace, you will complete the 50 hours of your Core Program, and if registered for the Advanced or Mastery Programs, you will complete the additional Advanced or Mastery Clinical Internship hours.

## ***Semester Three***

Lab - The final 56 hours of your lab. It will be completed according to the lab chosen.

Online - 144 hours of online will be completed at your own pace. You may begin Semester 3 online after completing at least 50 hours of internship.

A clock hour is at least 50 minutes of instruction in each hour. Breaks of 10 minutes may be given each hour or combined. Break time for hours taught consecutively in one sitting (i.e., in one evening) may be aggregated into a single break time during those consecutive hours. The 10 minutes of break time may not be accumulated and used in lieu of lunch or dinner breaks.

## **Observed Holidays:**

New Year's Day      Easter      Thanksgiving      Christmas

# Dates ~ Brownwood Campus

## **Night Lab**

January 15, 2024 to June 20, 2024

### ***Semester One***

January 15, 2024 to April 56, 2024

163 hours of your program will be completed according to the schedule below:

Class Days and Times:      Monday, Tuesday, Thursday 6:00 pm – 10:00 pm

### ***Semester Two (Clinical Internship)***

April 24, 2024 to Completion

Clinical shifts scheduled based on availability.

Sunday to Saturday 8:00am – 10:00pm

### ***Semester Three***

May 13, 2024 to June 20, 2024

The final 56 hours of your lab. It will be completed according to the schedule below:

Class Days and Times:      Monday, Tuesday, Thursday 6:00 pm – 10:00 pm

# Dates ~ Abilene Campus

## Weekend Lab

January 20, 2024 to June 30, 2024

### ***Semester One***

January 20, 2024 to May 5, 2024

163 hours of your program will be completed according to the schedule below:

Class Days and Times: Saturday and Sunday 1:00 pm – 7:30 pm

### ***Semester Two (Clinical Internship)***

May 6, 2024 to Completion

Clinical shifts scheduled based on availability.

Sunday to Saturday 8:00am – 10:00pm

### ***Semester Three***

May 25, 2024 to June 30, 2024

The final 56 hours of your lab. It will be completed according to the schedule below:

Class Days and Times: Saturday and Sunday 1:00 pm – 7:30 pm

## Evening Lab

April 15, 2024 to March 14, 2024

### ***Semester One***

April 15, 2024 to July 21, 2024

163 hours of your program will be completed according to the schedule below:

Class Days and Times: Monday, Tuesday, Thursday 6:00 pm – 10:00 pm

### ***Semester Two (Clinical Internship)***

July 21, 2024 to Completion

Clinical shifts scheduled based on availability.

Sunday to Saturday 8:00am – 10:00pm

### ***Semester Three***

August 12, 2024 to September 22, 2024

The final 56 hours of your lab. It will be completed according to the schedule below:

Class Days and Times: Monday, Tuesday, Thursday 6:00 pm – 10:00 pm

# Tuition/Programs

## Core Program

500-Hour Program

**Total Tuition:** \$4500.

**Registration Fee:** \$50 (Due at enrollment)

**Books and Supplies:** \$606.79

**Additional Supplies:** Estimated \$100 (Purchases Separately)

## Advanced Core Program

600-Hour Program

**Total Tuition:** \$2500.

**Registration Fee:** \$50 (Due at application)

**Books:** \$606.79

**Additional Supplies:** Estimated \$100 (Purchases Separately)

Payment Options:

1. Pay in Full
2. Pay-as-you-go plan (See Below for schedule)

### Pay-as-you-go plan for online

#### Semester 1

BOOK 1 - \$140  
 HEALTH1P1 - \$120  
 HEALTH1P2 - \$120  
 BOOK 2 - \$121.13  
 A&P1P1 - \$100  
 A&P1P2 - \$100  
 A&P1P3 - \$100  
 A&P1P4 - \$160  
 A&P1P5 - \$60  
 A&P1P6 - \$80  
 A&P1P7 - \$60  
 A&P1P8 - \$100  
 A&P1P9 - \$60  
 A&P1P10 - \$80  
 A&P1P11 - \$60  
 A&P1P12 - \$80  
 A&P1P13 - \$100  
 A&P1P14 - \$20  
 PATHOLOGY1 - \$100  
 BUSINESS1 - \$100  
 HYDRO - \$140  
 ONSITE LAB - \$760

#### Semester 2

Internship – No Charge

#### Semester 3

BOOK 3 - \$84.38  
 A&P2P1 - \$50  
 A&P2P2 - \$50  
 A&P2P3 - \$60  
 A&P2P4 - \$10  
 BOOK 4 - \$88.71  
 PATHOLOGY2P1 - \$50  
 PATHOLOGY2P2 - \$70  
 PATHOLOGY2P3 - \$60  
 PATHOLOGY2P4 - \$60  
 PATHOLOGY2P5 - \$50  
 PATHOLOGY2P6 - \$50  
 PATHOLOGY2P7 - \$10  
 HEALTH2 - \$20  
 KINESIOLOGYP1 - \$70  
 KINESIOLOGYP2 - \$70  
 KINESIOLOGYP3 - \$70  
 KINESIOLOGYP4 - \$50  
 KINESIOLOGYP5 - \$40  
 KINESIOLOGYP6 - \$50

KINESIOLOGYP7 - \$50  
 KINESIOLOGYP8 - \$20  
 KINESIOLOGYP9 - \$30  
 KINESIOLOGYP10 - \$40  
 KINESIOLOGYP11 - \$10  
 BUSINESS2P1 - \$30  
 BUSINESS2P2 - \$70  
 BUSINESS2P3 - \$70  
 BUSINESS2P4 - \$30  
 BUSINESS2P5 - \$50  
 BUSINESS2P6 - \$60  
 BUSINESS2P7 - \$50  
 BUSINESS2P8 - \$20  
 BUSINESS2P9 - \$10  
 BUSINESS2P10 - \$10  
 BOOK 5 - \$66.95+tax  
 ONSITE LAB - \$560



**FACT SHEET**

**Core and Online**

**Massage Therapy**

**Program**

Texas Massage Academy  
400 Center Ave.

Brownwood, Texas 76801

Phone(325) 646-4272

[www.texasmassageacademy.com](http://www.texasmassageacademy.com)

MS1040

## Mission Statement:

Texas Massage Academy's mission is to empower students and optimize their full learning potential in a safe, caring, therapeutic environment. All while preparing them for a successful career path, embodying every aspect of business for success.

## Objectives:

- The objectives of our massage therapy programs are to teach students how to become effective and successful massage therapists.
- To empower therapists with proficiency and confidence in the realm of massage therapy.
- To educate each student to be not only skilled in successful massage therapy techniques, but business skills as well, for successfully operating a business in massage therapy.

## Program Outline:

We offer a 500-hour Core Program and a 620-hour Advanced state approved Massage Therapy Training programs including:

	<b>500-Hour Program</b>	<b>620-Hour Advanced Program</b>
<b>Massage Technique</b>	200 Hours	200 Hours
<b>Health &amp; Hygiene, CPR &amp; First Aid</b>	20 Hours	20 Hours
<b>Anatomy</b>	50 Hours	50 Hours
<b>Physiology</b>	25 Hours	25 Hours
<b>Kinesiology</b>	50 Hours	50 Hours
<b>Hydrotherapy</b>	20 Hours	20 Hours
<b>Business Practices &amp; Professional Ethics</b>	45 Hours	45 Hours
<b>Pathology</b>	40 Hours	40 Hours
<b>Internship</b>	50 Hours	170 Hours

## Admission Requirements:

- Toured the School
- Completed the Texas Massage Academy Application
- Have a Valid Photo Identification
- Have a Social Security Number (Valid Proof includes a social security card, W-2, or tax return)
- Must be physically, mentally, emotionally, and financially capable of completing the course work
- Must be at least 17 years of age at start of program
- Must be free of criminal convictions (A student is ineligible for licensing if he/she been convicted of, entered a plea of nolo contendere or guilty to, or received deferred adjudication for an offense under Chapter 20A, Penal Code, or Subchapter A, Chapter 43, Penal Code or another sexual offense, or convicted of violation of Chapter 455 Occupations Code Massage Therapy Act is ineligible for a license as a massage therapist until the fifth anniversary of the date of conviction) If you are concerned that your criminal history may preclude you from becoming licensed, you may submit a \$25 fee and the Criminal History Evaluation Form to TDLR. TDLR will run a criminal history and provide you with a written evaluation of eligibility for licensure. Information may be found at <http://www.tdlr.texas.gov>

## Faculty & Staff:

We are extremely proud of the faculty and staff at Texas Massage Academy. Each faculty and staff member bring a very special and unique insight to your training. Our instructors pour their hearts and souls into the training that is provided for you. To provide a more individualized training to our students, we have a student to teacher ratio of 18 to 1.

### **Kathleen Mazy, LMT, LMTI, Founder, School Director**

Kathleen attended the University of Texas in Austin after high school and graduated with a Bachelor of Science in Education. After marrying Brandon, they decided to embark on a new journey together to help others. After meeting the standard state requirements with honors, Kathleen decided to extend her education by taking additional course work in Trigger Point Therapy and Spa Services. This in turn made her a marketable asset when opening her day spa, Fancy's Day Spa, in 2007. Soon after opening, Brandon and Kathleen were inundated with clients, even having clients drive from all over Texas just to see them. Their availability became very limited, as many clients booked recurring appointments



filling up their schedule months in advance. They realized the need for additional quality Massage Therapists in the area which led to the creation of Texas Massage Academy.

Kathleen and Brandon refined their technique of massage. This is the approach to massage that all employees of Fancy's Day Spa use to ensure the best assessment of clients, techniques for client satisfaction, and to lessen the likely hood of injury to the massage therapist.

Kathleen teaches Massage Technique, Health & Hygiene, Anatomy, Physiology, Kinesiology, Hydrotherapy, Business Practices & Professional Ethics, and Pathology. She also helps to supervise and support the Clinical Internship.

**Brandon Mazy, LMT, LMTI, Marketing Director, Admission Director**

Brandon spent many years in the corporate environment after graduating from the Art Institute of Dallas. While in the media field, Brandon gained extensive knowledge of marketing, graphics, programming and computer-based training. This will aid in the visual and interactive elements within the classroom training to create a more engaging learning environment.

While attending massage school, Brandon found his niche in problem solving and looking at massage not just from a therapeutic standpoint, but from a wellness standpoint as well, focusing on the pre-assessment. Daily, Brandon not only works with severe pain management cases, but also educates his clients about self-awareness.

Brandon teaches Massage Technique, Health & Hygiene, Anatomy, Physiology, Kinesiology Hydrotherapy, Business Practices & Professional Ethics, and Pathology. He also helps to supervise and support the Clinical Internship.

**Jeremiah Russell, LMT, LMTI** teaches Massage Technique, Health & Hygiene, Anatomy, Physiology, Kinesiology Hydrotherapy, Business Practices & Professional Ethics, and Pathology. He also helps to supervise and support the Clinical Internship.

**Gabrylle Barron, LMT, LMTI** teaches Massage Technique, Health & Hygiene, Anatomy, Physiology, Kinesiology Hydrotherapy, Business Practices & Professional Ethics, and Pathology. She also helps to support the Clinical Internship.

**Morgan Martin, LMT, Future LMTI** teaches Massage Technique, Health & Hygiene, Anatomy, Physiology, Kinesiology Hydrotherapy, Business Practices & Professional Ethics, and Pathology. She also helps to support the Clinical Internship.

**Chad Onstead** along with Red Cross and/or the American Heart Association will be utilized to teach CPR & First Aid.

## Progress and Grades:

### Progress Evaluations:

Students are graded on daily written, oral, practical and class participation. Students will be evaluated during the program six times (Three times during Semester 1, Once during Semester 2, and Twice during Semester 3) as per state guidelines, and must demonstrate satisfactory progress at each evaluation.

Semester	1			2	3	
Grading Period	1	2	3	4	5	6
# of Hours	87	84	79	<b>Internship 50, or 170 Hours</b>	144	56

**Satisfactory Progress** is a passing grade of 70% average or higher for each subject, grading period, and overall program.

**Unsatisfactory Progress** is not achieving a passing grade of 70% average or higher for each subject, grading period, or overall program.

### Academic Probation:

- Students with unsatisfactory progress will be placed on Academic Probation for the next grading period. When a student is placed on academic probation that student will be counseled prior to returning to class, and the date, action taken, and terms of the academic probation shall be clearly indicated on the appropriate permanent records.
- A failing grade will be removed when the student retakes the test(s) and passes.
- If the student on academic probation achieves satisfactory progress for the subsequent grading period but has not achieved overall satisfactory progress for the program, the student may be continued on probation for one more grading period.
- Students may be on academic probation for only two successive grading periods and then, by state law, must be terminated. The cancellation and refund policy shall apply to a student terminated under this section. The effective date of termination for purposes of refunds shall be the last date of attendance.

### **Re-Enrollment following Academic Termination:**

- A student whose enrollment was terminated for unsatisfactory progress may re-enter after a minimum of one grading period. A student who returns after the enrollment was terminated for unsatisfactory progress shall be placed on academic probation for the next grading period. The student shall be advised of this action and the student's file documented accordingly. If the student does not maintain satisfactory progress during, or at the end of, this academic probationary period, that student will be terminated.

### **Honor Student:**

- Honor students must maintain a 95% or better grade average, pass each subject with a 90% or better, miss less than 10 hours of the course, and consistently adhere to professional conduct standards. A special certificate will be awarded to each student who meets these standards.

### **Onsite Late Testing & Examination:**

- A student who misses a scheduled test or exam will be assessed a 5% grade reduction for every class period that passes between the original test date and the date that the exam is made up. This is not punishment for missing the test, but rather, it is to encourage those students who were present and prepared to take the exam on the scheduled date.

### **Graduation Requirement:**

- For Core Program: Complete all 450 Hours of Classroom Instruction, and 50 Hours of Internship
- For Online Program: Complete all 450 Hours of Classroom Instruction, and 50 Hours of Internship
- For Advanced Program: Complete all 450 Hours of Classroom Instruction, 170 Hours of Advanced Internship
- For All Programs:
  - Successfully completed all assignments
  - Pass all tests
  - All financial obligations must be paid in full before transcript is released.

## Attendance:

The school will keep a master record of attendance for both online and onsite class hours. This record will indicate the number of scheduled hours for each subject, and the hours present and/or absent. Each student is required to attend all scheduled classes. Students will be credited for hours actually attended. School holidays, leaves of absence, and suspensions, are not considered absences. See your class schedule for school holiday information.

- A partial absence will be charged if the student misses more than 10 minutes of lecture or practical time in a subject.
- A full absence will be charged if the student misses the entire day of class.

A student will be terminated from the program if the student accumulates absences of 10 consecutive school days or more than 50 hours of the program. The cancellation and refund policy shall apply to a student terminated and shall be applied to the last date of absence according to the policy on page 9. Students dismissed for excessive absences may re-enroll after one calendar year from dismissal.

A student may not enter the program once 10% of the program has been taught unless they have been appropriately credited for previous education and training.

## Leave of Absence:

According to the TDLR, a leave of absence for reasonable purposes acceptable to the massage therapy educational program shall not exceed the lesser of 30 school days or 60 calendar days.

The termination date for a student who fails to return after a leave of absence is the last day of the absence. The cancellation and refund policy on page 9 shall then apply to the student.

## Onsite Make Up Hours:

All hours which are part of the 500-hour Core Program or the 620-hour Advanced Program must be attended as per state rules. Therefore, if a student is absent, the absence must be made up. Making up an absence does not remove or excuse that absence. Make-up and remedial work will be offered to students at a rate of \$18.00 per hour. Make-up and remedial hours must be paid for prior to the make-up session. Make-up hours may be completed by:

- 1) Attending a designated Make-Up Session, available the 1<sup>st</sup> Friday of every month from 9 am to 9 pm (excluding Texas Massage Academy holidays).
- 2) Attending class in a different section to make up work that was missed due to an absence. (Written approval from an instructor must be obtained by the student prior to attending another class.)

## Student Conduct:

Students of Texas Massage Academy must abide by all policies, rules, regulations, and procedures of Texas Massage Academy. Students are expected to conduct themselves in a manner that is mature and professional. Respect should be given to all fellow students, faculty, staff members, and clients. School is the time to develop and refine your interpersonal skills. You will not succeed as a Massage Therapist if you cannot treat people with care, concern and compassion.

Texas Massage Academy reserves the right to dismiss students prior to graduation as determined by the school director for the following reasons:

1. Absence in excess of 50 hours of the program or 10 consecutive class days.
2. Failure to achieve satisfactory progress for two successive grading periods.
3. Breaking school policies/procedures.
4. Cheating on tests, quizzes, or projects.
5. Displaying sexually inappropriate behavior.
6. Violating the enrollment agreement.
7. Being on school property while under the influence of a controlled substance or alcohol.
8. Bringing a controlled substance or firearm onto the school premises.
9. Behaving in a manner that is consistently non-professional.
10. Behaving in a manner that presents a danger or threat to others.
11. Removing or damaging school property.
12. Tampering with or removing school documents and records.
13. Behaving in a manner that may be harmful to the reputation of Texas Massage Academy or the profession.
14. Engaging in any business practice such as selling of products, vitamins, etc. without the expressed, written consent of the school director.
15. Working for hire prior to state licensing.
16. Soliciting or accepting tips during the intern clinical.
17. Entrance into restricted areas of the school.
18. Failure to pay tuition in compliance with the enrollment agreement without prior arrangement with the program director.

19. Engaging in or discussing any “health care” practice, spiritual practice, medical or non-medical treatment, whether proven or non-proven other than those practiced, which are taught during the course of instruction. This includes other licensed health care providers which may be enrolled in the school.

Students who are dismissed according to the above listing may be eligible for re-entrance. Each case will be reviewed individually and all of the circumstances surrounding the event(s) which led to the dismissal of the student will be considered. A student may or may not be allowed to re-enter the school, depending on the offense. The Director’s decision for dismissal will be final.

## Cancellation and Refund Policy:

If tuition payment(s) are made in advance of the commencement of the program:

- A student will receive a full refund if he/she cancels the enrollment agreement, in writing, within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed by the prospective student; or
- If, after the expiration of the 72-hour cancellation privilege, the student does not enter the program, not more than \$200 of the tuition shall be retained by the school; or
- If a student enters the Texas Massage Academy’s Core Program or Advanced Core Program and is terminated or withdraws, the school may retain \$200 of the tuition paid and the minimum refund of the remaining tuition will be as outlined below. Hours attended are hours which were offered prior to official termination or withdrawal.
  - during the first week or one-tenth of the program, whichever is less, 90% of the remaining tuition;
  - after the first week or one-tenth of the program, whichever is less, but within the first three weeks of the program, 80% of the remaining tuition;
  - after the first three weeks of the program, but within the first quarter of the program, 75% of the remaining tuition;
  - during the second quarter of the program, 50% of the remaining tuition;
  - during the third quarter of the program, 10% of the remaining tuition; and
  - during the last quarter of the program, the student may be considered obligated for the full tuition;

**During the last quarter of the program, the student may be considered obligated for the full tuition.**

- Refunds will be made within 30 days of the earliest of:
  - The effective date of termination if the student is terminated, or
  - The date of receipt of written notice of withdrawal, or
  - Ten instructional days following the first day of the program if the student fails to enter.

In accordance with the refund policy on the above, please be aware of the following:

- If tuition payments(s) are not made in advance of the commencement of the Texas Massage Academy's Core Program or Advanced Core Program, and is terminated or withdraws, the student is obligated for tuition as follows:
  - Less than 72 hours after the enrollment agreement is signed, 0% of the tuition, or
  - during the first week or one-tenth of the program, whichever is less, 10% of the tuition;
  - after the first week or one-tenth of the program, whichever is less, but within the first three weeks of the program, 20% of the tuition;
  - after the first three weeks of the program, but within the first quarter of the program, 25% of the tuition;
  - during the second quarter of the program, 50% of the tuition;
  - during the third quarter of the program, 90% of the tuition; and
  - during the last quarter of the program, the student may be considered obligated for the full tuition;

**You will not receive your transcript until you have completed your financial obligation to Texas Massage Academy.**

To switch programs, you must withdraw from your current program and re-enroll, prior to the start of Semester 2. After the start of Semester 2, you will be required to stay within your current program.



## Credit for Previous Course Work:

The Texas Department of Licensing and Regulation may approve previous course work for the program. Students who attended a Department-licensed Texas massage school may be credited for previous coursework. Students who attended an out of state massage school, a college or university, or community or junior college, must submit their transcript and school catalog with course descriptions to the Department for evaluation. The Department will provide the students with a written response listing any hours they may be credited with.

Contact the TDLR at (800) 803-9202 for information regarding your Transcript Evaluation. They will provide you with the information necessary to have your transcripts evaluated.

Texas Massage Academy must receive a copy of all transcripts and TDLR transcript evaluation forms prior to enrollment in order for a tuition discount to be granted. The approval by the department may take weeks, so plan ahead.



## Grievance Procedure:

If a student has a grievance, the student must try to get it resolved with the individual involved. If the student is unable to find a resolution in this manner, then the student must make a formal complaint to the school director.

This must be done in writing and must include the following:

- The name of the individual with which a grievance lies
- The date of the complaint
- The signature of the person filing the complaint
- The desired outcome of the situation

Grievances will only be addressed if the student follows this procedure. The school director will review the grievance and render a solution to the situation. The Director's decision is final.

Complaints may be made to:

The Texas Department of Licensing and Regulation

Attention: Enforcement Division

P.O. Box 12057

Austin, Texas 78711

(800) 803-9202



## Things To-Do Checklist

Student's Name: \_\_\_\_\_

Class Days: \_\_\_\_\_ Time From: \_\_\_\_\_ To: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_

- Purchase School Supplies**
  - Linens ≈ @ \$20 per Set = \$140
    - Sheets (*1 set to start, you'll need about 7 sets by the end of Semester 1*)
      - 200 thread count, White, Linen or Ivory Color
      - Twin Size, (flat sheet, fitted sheet, and pillowcase)
  
- Purchase Uniforms**
  - Scrubs (2 Pair) ≈ @ \$20.00 per set = \$40.00
    - Solid Black, Short Sleeve
  - Athletic Shoes ≈ \$20.00
  
- Optional/Recommended Items**
  - **Books**
    - Massage tables may be purchased for practice at home but are not required. Approximate Cost \$350.00
    - Beck's Theory and Practice of Therapeutic Massage 6<sup>th</sup> Edition Exam Review (milady.cengage.com) = \$39.95
    - Trail Guide to the Body 6<sup>th</sup> ed Flashcards Vol I & II (booksofdiscovery.com) = \$45.90
  - **School Supplies**
    - Pens and Pencils ≈ \$4.00
    - Colored Pencils (Minimum 8 colors) ≈ \$3.00
    - Highlighters ≈ \$3.00
    - 3-Ring Binder ≈ \$10.00
    - Large Rolling Duffel Bag ≈ 14.00
  - **Personal Care Items**
    - Deodorant ≈ \$3.00
    - Mints ≈ \$3.00
    - Nail Clippers ≈ \$4.00
    - Nail File ≈ \$3.00
    - Hair Ties ≈ \$2.00
    - Facial Tissues ≈ \$2.00

**If you have any questions, please call us at (325) 646-4272**