

Program Catalog // May 2026

Peace...In Your Hands



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Thank You

for your interest in massage therapy. We look forward to being with you and sharing an experience in which awareness, sensitivity, knowledge and skills may help bring about greater health, happiness and peace.

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Welcome

A Letter from the Owners

Dear Prospective Student,

We hope this catalog serves as a window into the experience of the Florida School of Massage that helps inform you as you choose your educational path.

Self-awareness and communication are foundational in our programs. When offered in a context of awareness, massage can be a vehicle for personal growth and transformation. Through touch we are invited to inquire into the process of our tension and when we attend to that process, we change. Massage can be an empowerment, opening the doors to greater clarity and creativity in our lives. Our charter as massage therapists is to provide a safe space for our clients to let go and reorganize themselves as happier, more functional beings. Our charter as a school is to provide the nurturance and guidance that facilitates our students in creating that space.

We learn to cultivate the sensitivity and skill to offer touch in a way that empowers, invites inquiry and is available without being intrusive. The way to develop this kind of skill is to touch and be touched with awareness and sensitivity, creating a safe space for personal awareness. Through the sense of community that arises out of mutual caring, you may discover your own potential for growth. If you come here, you may leave changed.

We are located on ten acres in the raised hammock area that borders Paynes Prairie. The hardwood canopy is the home for barn owls, bald eagles, red-tailed hawks, peacocks and armadillos. There are gardens, wooded walking paths, a fire pit, and picnic tables under live oaks draped with Spanish moss, with a little "cracker" house in the middle of it all. This is where we eat and play together. Dancing and drum circles around the fire, frisbee in the open field, introspection and meditation along the trails all nourish the sense of community that is the ground for awareness and transformation.

We've been helping people to change their lives through massage education for 40 years. If you'd like to make us part of your personal path, we hope that you will join us as we continue in our process together as sensitive, caring and whole human beings subject to the magic that can occur when individuals agree to touch with healing intention and consciousness.



Best Wishes,

Paul and Josie Davenport

Note: Paul Davenport passed away July 28, 2016. Josie continues on as owner and steward.

About Florida School of Massage

Mission Statement

The mission of the Florida School of Massage is to enhance the quality of life through the vehicles of touch and awareness.

OUR VALUES

Safety

Safety is essential for personal growth and learning, and is a foundation of the Florida School of Massage community. We invite students to join us in open communication and therapeutic touch, based on awareness, compassion, honesty and trust.

Respect

The FSM community holds respect as a cornerstone value. We are committed to mindful communication and compassionate touch with empathy and acceptance.

Mindfulness

Mindfulness is a commitment to cultivating self-awareness by exploring the qualities of our human experience. By embracing our vulnerabilities and strengths we foster personal-growth and expand into a fuller range of being alive.

Empowerment

FSM encourages empowerment. Our community inspires students to realize their potential and skills. We support an individual's self-discovery, passion, and learning process. This foundation enables our graduates to empower their clients to participate in their own health and wellbeing.

Accountability

Accountability is the ability to self-reflect on the effects of one's actions within the community. We want people who willingly commit to do the right thing and to take responsibility for it.

Integrity

We value integrity as an essential part of our community. This includes the ability to practice awareness, accountability, honesty and a clear sense of ethical boundaries.

Purpose and Philosophy

Over 2,000 years ago, Hippocrates, the Father of Medicine, used massage extensively in the treatment of pain and disease. The science and art of massage have continued to expand and be a valuable tool in human wellness. Massage promotes greater circulation, lymphatic flow and muscular relaxation, and can be valuable in reducing or eliminating musculoskeletal pain. Through the practice of massage we can also become aware of lifestyle and emotional patterns which may be causing or perpetuating painful or limiting ways of being.The Florida School of Massage (FSM) offers a variety of programs utilizing touch as a vehicle for awareness. At FSM, students learn to offer massage in a context of personal inquiry and empowerment. It is the exploration of this context on a variety of levels that is our major contribution to the field of massage.When we talk about massage as a vehicle for awareness, we mean this on many levels. The first level is the awareness of tension and where it exists in the body. Second, through touch we can communicate how to let go of these habitual patterns of tension. At the third level of awareness the client and therapist can challenge the belief system around which the tension is organized.The therapist provides a safe place

for clients to explore potentially threatening parts of their bodies and their selves, so that they might choose to let go of unnecessary tension. Massage offers a unique possibility for personal empowerment seldom found elsewhere in the field of health care. Clients may potentially leave a massage with more awareness and more control of their bodies and their lives. To provide a safe space for our clients, it is essential that our work be nonviolent in nature and that the goals be the client's rather than the therapist's. We respect our client's threshold of pain, both physical and emotional, exploring how we can be available as therapists without being intrusive. Massage therapists can be skillful facilitators, empowering and inviting clients to awareness.We strive to cultivate this context of awareness in all our basic and advanced programs, and to bring this perspective to the community- at-large through outreach programs that include working with such groups as cancer patients and their families, women recovering from domestic violence, the homeless, and the elders.We are happy that you are considering massage in your life. When offered in a caring, mutually respectful environment, we have found massage therapy to be a very nourishing practice that helps promote health, understanding, acceptance and peace.

History and Ownership

FSM has 40 years of experience providing massage education as a vehicle for personal growth and empowerment, cultivating compassionate touch in a nurturing community experience. The Florida School of Massage enrolled its first students in 1973. The American Institute of Natural Health, Inc. and the Florida School of Massage, Inc. merged their programs of massage therapy and allied holistic health training in September 1979. The merger of these two Gainesville schools produced a vocational training center with outstanding instructional faculty and equipment resources for expanded and advanced programs of massage therapy and natural health care. The Florida Institute of Natural Health was formed in the summer of 1980 and during the next seven years a new and larger facility was developed and several new programs were added to the curriculum of the Florida School of Massage. In the spring of 1987 The Florida Institute of Somatic Health (FISH) was formed, becoming the owner-operator of the Florida School of Massage. In 2008, the corporate name of FISH was changed to Florida School of Massage. Upon the death of her husband Paul in July 2016, Josie Davenport became the sole owner of the Florida School of Massage, a chartered corporation.

Licensing and Accreditation

The Florida School of Massage is:

- Licensed by the Commission for Independent Education, Florida Department of Education (License #446). Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, Florida 32399-0400, toll-free phone number 888-224-6684;
- Approved by the Florida Board of Massage Therapy;
- Accredited by the Commission on Massage Therapy Accreditation (COMTA). 5335 Wisconsin Ave. NW, Suite 440, Washington, DC 20015, phone (202) 895-1518;
- Approved to offer Title IV Federal Financial Aid to eligible students;
- Approved as a vocational training school

by the State Department of Vocational Rehabilitation, the Florida Department of Veteran's Affairs (for Veteran's Training), and the Division of Blind Services;

- Approved by the United States Immigration and Naturalization Service to enroll international students;
- A founding member of the Alliance for Massage Therapy Education (AFMTE), a school member of the Florida State Massage Therapy Association (FSMTA), the American Massage Therapy Association (AMTA), the Association of Bodywork and Massage Professionals (ABMP) and a member of the Academic Consortium for Complementary and Alternative Health Care (ACCAHC);
- Approved as a continuing education provider by the Florida Board of Massage Therapy.

Educational Objectives

There are many ways in which learning and growth take place. We focus on three areas—development of knowledge and skills, professional preparation, and personal growth. Our intention is:

- To provide students with safe and supervised learning experiences which promote the health and well-being of themselves and their clients.
- To provide a thorough working knowledge of the structure and function of the human body, and the theory and practice of therapeutic massage modalities.
- To prepare students to become qualified massage therapists.
- To help students develop professional work habits.
- To help students understand their scope of practice and to help them develop appropriate referral skills.
- To model a professional attitude with a commitment to ethical practices toward clients and fellow practitioners.

Location and Facilities

The Florida School of Massage is located in Gainesville. This growing city is a dynamic college town with two large hospitals, a college of health-related programs at Santa Fe College, and the University of Florida's Medical School and School of Veterinary Medicine. All possess extensive library facilities. Gainesville is a progressive city with many opportunities to explore spirituality, health and wellness. The city features many yoga, tai chi and meditation classes, two colleges of Oriental medicine, a traditional midwifery school, four health food stores, several health clubs, and numerous massage therapists, psychotherapists, chiropractors and alternative health care practitioners. Gainesville also offers numerous churches and spiritual centers of every tradition. The city is close to the natural beauties of North Central Florida: state parks for hiking and camping, fresh cold water springs for tubing and canoeing, and several miles of developed hiking and biking trails. The school's facilities occupy over 11,000 square feet of space, providing lecture rooms, practicum and exercise areas, private massage treatment rooms, a library and multimedia collection, offices, advisor meeting rooms, a sauna and whirlpool, and a sun deck. The school is conveniently located just south of the University of Florida in a wooded and open setting within four miles of the heart of the city and adjacent to Paynes Prairie State Preserve, a 21,000-acre wildlife sanctuary.

Our Program

Program Summary by Hours	Hours
MAS101: Massage Therapy Techniques - Foundations/Swedish	63
MAS102: Massage Therapy Techniques - Connective Tissue Therapy	55
MAS103: Massage Therapy Techniques - Polarity Therapy	41
MAS104: Massage Therapy Techniques - Neuromuscular Therapy	55
MAS105: Massage Therapy Techniques - Sports Massage	39
MAS106: Allied Modalities	80
MAS107: Supervised Clinical Practicum	45
ANA101: Anatomy & Physiology/Pathology/Medical Errors	100
KIN101: Kinesiology/Pathology/Medical Errors	93
BUS101: Business and Professional Development	25
BE101: Boundaries and Professional Ethics	10
HIV101: Living with AIDS	3
CS101: Awareness and Communication Skills	26
HYD101: Hydrotherapy	25
CC101: Community Circle	10
TOTAL PROGRAM HOURS	670

Each course has an alpha-numeric indicator. The prefix tells the subject area; the number indicates the degree of difficulty. MAS101, MAS102, MAS103, MAS104, and MAS105 includes 25 hours of Pathology - Massage Related.

Therapeutic Massage and Hydrotherapy Program

Program Calendar

Our six-month program is offered three times per year starting in January, May, and September. Please see page 19 for more information about specific dates.

Program Hours

FSM's Massage and Hydrotherapy Licensing Program consists of 670 clock hours of training. One hour is equal to 50 minutes in class and a ten minute break. The program integrates three areas of work: the development of knowledge and skills, professional preparation, and working with our own self-understanding. Please be aware that the course offerings and hours listed below are estimates based on the current program at the time of this printing, and are subject to revision.

Teacher/Student Ratio

We accept approximately 60 students each class. To provide individualized attention and a quality educational experience, this group splits into two smaller groups of 30. These students then work in 15 pairs for the hands-on bodywork classes. The teacher/student ratio in these classes varies from 1:4 to 1:8. In lecture classes we usually utilize one or two instructors, making the teacher / student ratio 1:30 or 1:15. The Florida School of Massage sets a high standard for instructors. All teachers, in addition to meeting state requirements, have completed a teacher's assistant program through the school. Nearly all instructors at FSM are graduates of the program themselves and are thus uniquely able to embody the philosophy of the program in all classes. Our modalities are staffed with instructors who are specialists in their teaching area and generally exceed 10 years experience as massage educators and therapists.

Class Times

The program class hours are from 8:00 a.m.- 2:30 p.m. Monday through Friday with a one-hour break for lunch. Students will be provided a monthly schedule indicating the educational content of each class. Additional time is scheduled for special presentations, massage practice, electives, outreach and student clinic. Optional seminars and weekend workshops are scheduled throughout the length of the program.

Course Descriptions

Massage Therapy Techniques

Massage classes follow a general format of lecture, demonstration, and paired practice. There are 15 pairs practicing at a given time with two or three instructors present for individual attention. Massage therapy training includes the following techniques: Foundations of Bodywork/Swedish Massage (63 hours), Connective Tissue Therapy (55 hours), Polarity Therapy (41 hours), Neuromuscular Therapy (55 hours) and Sports Massage (39 hours). For related Allied Modalities (80 hours) see description below.

We begin with **Foundations of Bodywork/ Swedish Massage**, a general flowing technique designed to move blood and lymph and to relieve aching muscles while increasing relaxation and general well-being. Body mechanics and the context of sensitivity and trust that continues throughout the program are introduced in Foundations of Bodywork/ Swedish Massage (MAS101). Prerequisite: None.

Connective Tissue Therapy (CTT) focuses on lengthening the fascial component of chronically shortened muscles allowing the muscles to return to a relaxed state. Chronic postural habits can also be addressed. Clients who receive CTT can enjoy greater range of motion along with increased ease when standing and moving. Prerequisite: MAS 101 or with approval.

Polarity Therapy is based on principles drawn from Chiropractic and Osteopathic medicine, as well as the healing arts of China and India. This unique synthesis addresses the concept and experience of life energy as it manifests at physical, emotional, and mental levels. Relatively light physical contacts are utilized with the intention of drawing the client's awareness to the patterns of life energy that form the body/ mind continuum. Prerequisite: MAS 101 or with approval.

Neuromuscular Therapy (NMT) is a form of deep tissue massage that stimulates neurological reflexes related to chronic muscle contraction and pain patterns. Pressure is applied to specific trigger points in the bellies of muscles, causing them to relax, reducing pain and increasing body awareness. Prerequisite: MAS101 or with approval.

Sports Massage integrates Swedish Massage, NMT, flexibility guidelines and other sports massage techniques in ways specifically appropriate to working with athletes. Prerequisite: MAS 101 or with approval.

Pathology - Massage Related

See details under "Anatomy and Physiology."

Allied Modalities

Intro to Awareness-Based Massage/ Orientation

The intention of the first three days of the program is to introduce the students to awareness based bodywork through short talks and experiential exercises. The students begin the program with sensitivity and perceptivity exercises which help form the base for contacting our clients with safety and respect. Students are introduced to communication and language skills that will be used throughout the program, as well as exercises for strengthening and stretching the legs, back, and hands as preparation for the physical nature of the massage program. Prerequisite: none.

Integrative Massage/Transitions

Offered in the concluding weeks of the program, Integrative Massage/Transitions accentuates the highlights of the program and helps the student integrate what they have learned. A few days are also reserved for additional job preparation through the use of personal empowerment exercises and business classes. Good body mechanics, communication skills, and self-care techniques are also reinforced. Other subjects addressed through integrative

classes include exam preparation and study skills, research, massage for special populations, chair massage, and Thai Foot Reflexology. These classes are designed to help the student deepen theoretical understanding and application of massage techniques in various situations and client populations. Prerequisite: MAS 101 or with approval.

Review/Final Exam

Throughout the program students will have access to the Association for Bodywork and Massage Professionals' "Exam Coach," plus study skills classes, and several other learning tools in preparation for the final cumulative exam. This exam is given for students to be able to evaluate their knowledge and skills in preparation for the Massage and Bodywork Licensing Exam (MBLEx) which Florida and many other states now use as the approved entry-level exam credential. Please contact a school administrator for more information about licensing in your state. Prerequisite: MAS101 or with approval.

Anatomy and Physiology, Kinesiology, and Pathology

This is a systemic **Anatomy and Physiology** program that seeks to establish an understanding of the human body as an internal experience rather than abstract data to be memorized. Discussions include the physiology of musculoskeletal pathology, maintenance of health through prevention, and an introduction to the principles of nutrition. Program material includes the development of tissues from a cellular level to organ systems with special emphasis on the relationship between muscle, nervous and connective tissues. Emphasis is also given to the physiology of emotional experience and the role of belief systems in the maintenance of chronic tension. A variety of innovative teaching tools are employed including visualization, prepared program notes, and noncompetitive testing to provide immediate feedback and to facilitate understanding.

Kinesiology classes help students gain a greater understanding of the relationship and functions of muscles. Students gain knowledge of the origins, insertions, and actions of over 100 muscles through the use of lecture, palpation, Maniken™ clay modeling, stretching, exercise, and body painting. Students also gain an understanding of muscle relationships and movement to specific pathologies and bodywork techniques.

Pathology: In both the massage-related modalities and linear classes, human pathology is introduced as it relates to the practice of massage therapy. Students will understand the cause, nature, and origin of diseases. Students will also gain the ability to notice any variant conditions or deviation from normal. Our

graduates will be able to adapt their massage techniques to a wide range of conditions they may see in their practices. Prerequisite: None.

Hydrotherapy

Therapeutic applications of heat and cold, icepacks, saunas, whirlpools and other therapeutic tools and procedures are discussed and practiced. Also covered are the uses, effects and chemical ingredients of powders, oils, and other products used in the practice of massage therapy, as well as the hygienic principles followed in the use of such treatments. Prerequisite: None.

Supervised Clinical Practicum

Students are required to complete multiple massage sessions outside normal classroom hours. These massage experiences are recorded in massage journals provided to the student. Medical history and information about the client is recorded in the journal and the client is requested to give the student written feedback on their work. A credit of 1.5 clock hours is granted for each supervised massage. Currently, at least 45 hours are supervised. Prerequisites: Must be complete in all previous class work, or with approval.

Supervised massages are completed primarily in the student clinic and during after-school instructional practice sessions, with additional opportunities for outreach at the Ronald McDonald House, the Alachua Nursing Center, and at various area events. Students also give and receive one massage from a staff member for individual instruction and feedback. Prerequisites: MAS101, Introduction to Clinic class, and/or with approval.

In addition, students will provide several unsupervised massage practice sessions. The intent of this unsupervised massage practice is to encourage students to promote themselves within the community and to develop communication and bodywork skills. Students may complete their unsupervised practice by contacting different groups or agencies throughout the community and working with clients at their homes and offices. Students are not permitted to receive compensation for any massages provided. Note that unsupervised practice hours are in addition to the 670 in-class program hours and are not counted for transcript credit.

Professional Development

Awareness and Communication Skills: A variety of classes in communication give students therapeutic verbal skills to support them to be available for clients as sensitive, caring human beings without judging or advising. Classes in group dynamics, conflict resolution and personal awareness range from group play to the use of personal journals, art, movement, sound, stillness and silence. Prerequisite: None.

Business and Professional Development: Instruction includes career planning and goal setting; obtaining employment; record keeping and tax strategies for the self-employed; marketing and promotional ideas for creating a successful massage practice; insurance billing and SOAP documentation. Prerequisites: None.

Florida Laws and Rules: Business class discussions include Florida Statutes 456, 480 and Florida Administrative Code 64B7. Prerequisite: None.

Boundaries and Professional Ethics: Students are introduced to some of the ethical issues regarding sexual boundaries and ethical conduct in the therapeutic relationship. Prerequisite: None.

Living with AIDS

Discussions include defining and understanding the terms AIDS and HIV, understanding the pathogenesis and epidemiology of AIDS, exposure, control of spread, prevention of exposure, current treatments, and behavior and attitude changes surrounding HIV. Prerequisite: None.

Medical Errors Prevention

The intention of this class time is to stimulate thought and discussion regarding information and procedures that will help massage therapists prevent medical errors. Discussion throughout the program will include massage scope of practice, communication skills, workplace safety, documentation, and medical contraindications for massage. Prerequisite: None.

Community Circle

This class meets on Friday mornings, bringing students together to announce upcoming events or changes in the class schedule. This forum also provides an opportunity for dialogue and feedback about the program, or to give the students an exercise in awareness such as a guided meditation, a communication exercise, or a Feldenkrais® lesson. Prerequisite: None.

Elective Classes

Optional

The elective classes are provided in addition to the massage therapy program and give students a brief introduction to a variety of topics. The elective program is entirely optional. Students may participate in a variety of classes ranging from Movement, Yoga, and Meditation, to Infant Massage, Thai Massage, and Self-care. Electives and optional classes are held in the afternoons and on weekends. Please note that most elective classes carry a nominal additional charge. Prerequisite: None.

Advanced Trainings

The Florida School of Massage offers a wide variety of advanced trainings and continuing education workshops throughout the year. Many of the courses are available to students in the Massage and Hydrotherapy program for an additional cost, and frequently at a discount. If you are planning to practice in a state that requires more than 670 hours, please contact the school to discuss how you may combine our massage therapy program with various advanced trainings to increase your hours and meet the requirements of your state. It is possible to meet the licensing requirements of most states in this way.

All advanced trainings and weekend workshops offered at FSM strive to further develop the awareness and personal growth potential of massage therapy brought forth in the 670-hour Massage and Hydrotherapy Program.

Offerings include comprehensive advanced trainings that provide students or Licensed Massage Therapists the opportunity to

explore a modality of massage therapy in depth. Also offered are courses of shorter duration (generally a weekend) that focus on developing skills in a specific area of massage or a related topic.







About Massage Therapy

Career Opportunities

Massage therapy has become a recognized approach to wellness, stress relief, and injury recovery in mainstream healthcare. With the establishment of state regulatory agencies and the development of licensing laws for massage therapy, the profession has moved toward recognition and credibility among healthcare providers. This means the massage therapy profession is one with many opportunities.

Employment areas for professional massage therapy services include: health service centers and athletic clubs, private spas, beauty and tanning salons, hotel and resort fitness facilities, cruise ships, private practices and clinics, medical and chiropractic practices and hospitals. Many practitioners do outcalls or set up their own clinics and many pursue more than one opportunity simultaneously. For example, a massage therapist may be employed at a spa or medical office and also provide an outcall service or rent space in a massage therapy clinic. The massage therapist has many choices.

In our business classes, students learn proven formulas for contacting related professionals for career opportunities as well as formulas for letter writing and phone follow up that will insure that they have a choice in the job market. Our intention is to empower our students to create their career on their own terms. Please note that while the school provides limited placement assistance, there can be no guarantee of employment.

Placement Assistance

The school provides career advisement. We keep a file of available positions sent to the school from all over the country.

The advising service and career opportunities file is available to any graduate of the school at any time in their career. Job placement is approached from the angle of empowering students to create careers on their own terms. Our business classes emphasize how to: find employment in any community; write winning resumes and effective proposals; build a massage practice and keep appropriate records; and how to operate within the legal and ethical boundaries of a profession in healthcare. Graduates use the skills they learn in business classes to effectively create employment and self-employment opportunities in the massage therapy profession. Please note that we cannot guarantee employment.

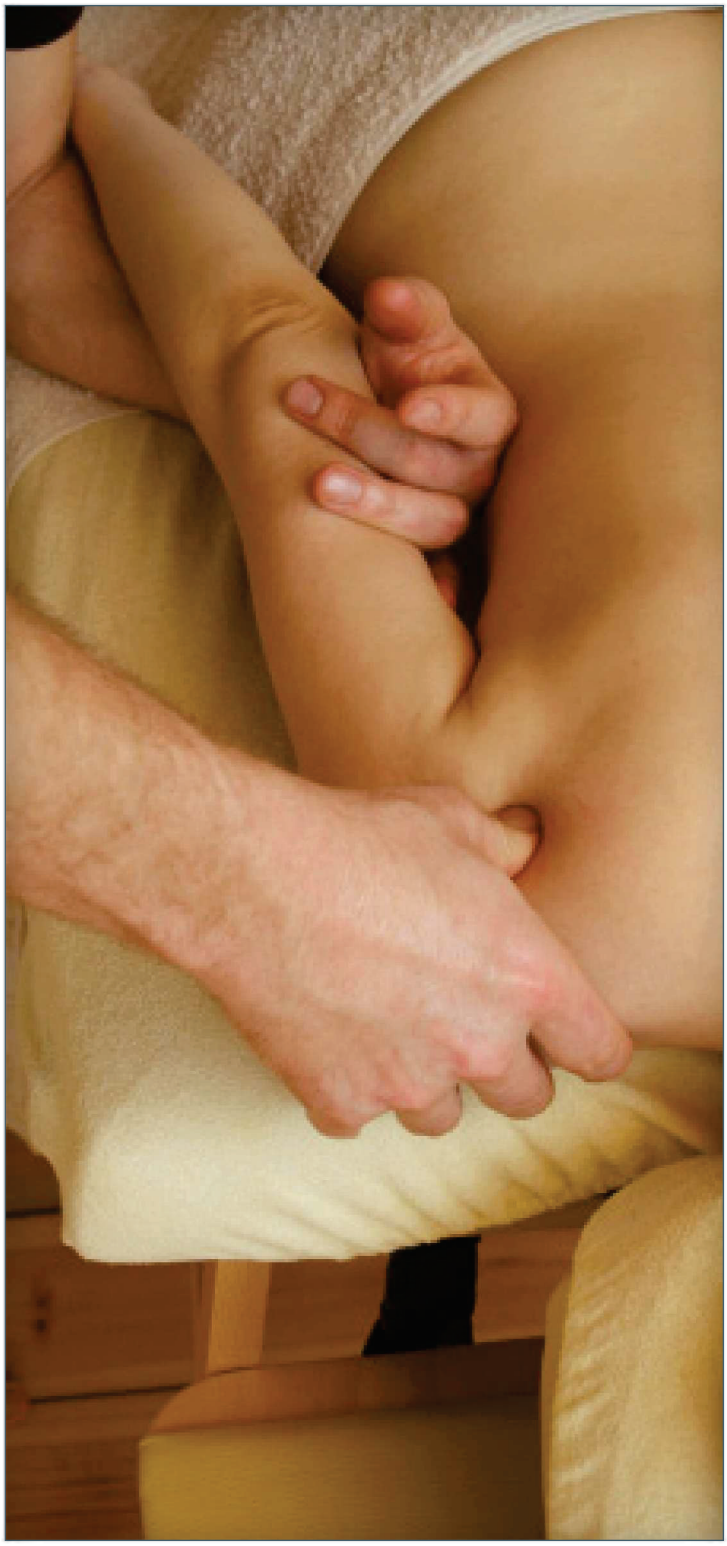
Licensing Information

The completion of the 670-hour Massage and Hydrotherapy Program prepares participants to take the entry level exam provided by the Federation of State Massage Therapy Boards (FSMTB). If you are from out of state, we can assist you in familiarizing yourself with the requirements of the state in which you plan to practice before enrolling in the program. FSM is committed to meeting the increasing standards of massage education throughout the nation. We work with students to provide flexible course alternatives that will allow them to fulfill these increased state requirements. By creatively combining our 670-hour Massage and Hydrotherapy Program with a variety of advanced trainings, graduates of FSM have met the licensing requirements of most states. Fulfilling state requirements in excess of our 670-hour Program will involve additional cost and time. We are happy to meet with prospective students to discuss the details of licensing.

State Licensing Information Resources

The names and addresses of the appropriate state regulatory agencies and a list of the states regulating the practice of massage therapy and bodywork can be found through the following associations and/or related links. Please also understand that local municipal ordinances may apply in the absence of state law.

- ABMP.org or go to www.massagetherapy.com/careers/stateboards.php
- AMTA.org or go to www.amtamassage.org/regulation/index.html
- FSMTB.org or go to fsmtb.org/content/?id=59





Admissions

Admission Requirements and Procedures

A prospective student applying for the Massage and Hydrotherapy Program must:

- Be 19 years of age (may be waived through a personal interview with the director).
- Submit an application along with the following materials:
  - ◊ A brief statement explaining your motivation for training in massage and your philosophy of health care.
  - ◊ A brief description as your best friend might describe you.
  - ◊ An identifiable, original and recent photograph of yourself.
  - ◊ One of the following: High School transcripts showing graduation date, High School Diploma, GED certificate or college transcripts. NOTE: College transcripts must show at least 60 semester credit hours.
  - ◊ A copy of your valid driver's license.
  - ◊ A $100 non-refundable application fee made payable to the Florida School of Massage.
- Participate in a tour of the school and an interview with an admissions representative.
- Receive at least three professional massages before the program begins. Satisfaction of requirement is on an honor system; documentation is not necessary.
- Upon registration, anyone with a tuition balance will be required to pay a deposit and agree to a payment plan. Students whose financial aid packages exceed tuition do not need to make a deposit.
- Submit a signed enrollment agreement as required by the Commission for Independent Education prior to the start of the program.

If there is still space available, a student may be accepted for admission to the program any time prior to the beginning of a new class. Please note that the program commonly fills and goes to a waiting list. By applying early, you will ensure your place in the program.

Student Handbook

A downloadable copy of this catalog is available on our website at http://floridaschoolofmassage.com/links/

Statement of Nondiscrimination

The Florida School of Massage does not discriminate on the basis of race, gender, religion, nationality, age, disability, sexual orientation, or any other status protected by law.

Tour and Interview

A tour of the school and an interview with an admissions representative are required for admission. Our intention in providing a tour and interview is to give you an opportunity to explore our program and to experience our community environment, facilities, and educational philosophy. Please contact the school to schedule a tour.

Program Schedule and Tuition

FSM offers three Massage and Hydrotherapy Programs per year. These programs begin in January, May, and September. The program classes are scheduled from 8:00 a.m. - 2:30 p.m. on Monday through Friday.

Electives, student clinic, and required massages are scheduled after these class hours. Tuition, fees, and all dates are subject to change. Please contact the school to confirm cost and dates.

Tuition investment includes:

- All instruction and classes
- Course manuals and class notes
- ABMP Exam Coach

Additional costs not covered in tuition:

- Books and Supplies - Approximately $400.
- Massage table (not required) – $500-$700.
- Florida Board of Massage Therapy license fee – $155.
- Livescan background check - approximately $80
- MBLEx Exam Fee - $265
- Administrative Fee - $75
- A student's personal living expenses.
- Optional electives and workshops.
- Any administrative fees associated with a student's non-compliance with school attendance policies.
- Service charges or late payment fees associated with a student's payment plan agreement.
- Tutoring fees.

Program Dates and Holidays

Course	Dates	Tuition
January 2027	01/27/2027 - 07/23/2027	$11,100
May 2026	05/20/2026 - 11/13/2026	$11,100
September 2026	09/16/2026 - 03/12/2026	$11,100

2026-2027 Breaks and Holidays:

January 2027	04/26/2027 - 05/07/2027
May 2026	08/03/26 - 08/14/2026
September 2026	12/21/2026 - 01/01/2027

In addition to the above breaks, holidays will include Martin Luther King Day, Memorial Day, Labor Day, and Thanksgiving.

Financial Aid

Tuition and Financing

It is preferred that tuition be paid in full at or before registration with check, money order, or credit card. The first step to becoming a professional massage therapist is to have a clear plan for meeting the financial requirements for the investment you are making. We strongly encourage you to explore all the possibilities for funding, including savings, employment, bank loans, gifts and loans from family, and low interest credit cards. Once you have a clear sense of how much of the expense you might be able to procure up front, call us to schedule an appointment (in person or by phone) with an administrator. FSM students may qualify for the following financial assistance opportunities and programs:

- Title IV Federal Financial Aid:
  - ◊ Pell Grants
  - ◊ Stafford Subsidized Loans
  - ◊ Stafford Unsubsidized Loans
  - ◊ PLUS Loans (For parents of dependent students)
- Private signature loans
- Florida Prepaid College Program *
- Florida Workforce Investment Act Grants (WIA)
- FSM Payment and Prepayment Plans
- Work study through FSM
- Veteran's Educational Benefits
- Florida Department of Blind Services
- Florida Department of Vocational Rehabilitation

If you feel you may be qualified for any of these programs, please contact us toll-free at (877) 589-2713, and we would be happy to answer your questions.

Please see page 19 for a schedule of tuition costs and additional expenses. Fees are subject to change as reasonable fiscal requirements dictate.

*While the benefits of the Florida Prepaid College contract may be used at this institution, the Florida Prepaid College Board does not endorse any particular educational institution.

Applying for Federal Financial Aid

Financial Aid may be available to those students who qualify. To Apply for Federal Student Aid:

1. Contact the Financial Aid Administrator (FAA) at the school before beginning the Federal Student Aid process. The FAA can provide you with an overview of Federal Student Aid.
2. To apply for loans and grants, go to the Free Application for Federal Student Aid website at www.studentaid.gov
3. Fully complete the Free Application for Federal Student Aid (FAFSA) and sign it electronically. The Florida School of Massage school code is 041299.
4. Complete any verification requirements and complete an Entrance Counseling and Master Promissory Note (if required).

All disbursements of Federal Aid will come to the school, provided the student is attending and continues to make Satisfactory Academic Progress, and will be applied toward current charges for tuition. FSM will then disburse any credit balance to the student or parent. Parent PLUS loan credit balances are required to be paid to the parent unless the parent authorizes in writing to pay the credit directly to the student.

Financial Assistance

The Florida School of Massage is accredited by the Commission on Massage Therapy Accreditation (COMTA), which is recognized by the US Department of Education as an approved accrediting agency. Title IV Federal Financial Aid is available to those who qualify. Grants are considered gift aid (no repayment required) and are awarded to students showing the greatest financial need. Loans, by definition, must be repaid.

Scholarship Program

FSM offers two merit scholarships in the amount of $1000 and $500. Scholarships, unlike federal loans and grants, are funded and administered by the Florida School of Massage. Qualified students would demonstrate financial need and an exceptional commitment and potential to provide massage as a vehicle for personal growth and empowerment. Applications for the scholarship program are available online at: http://floridaschoolofmassage.com/scholarship-application/

Grading Procedures

Student progress is evaluated by written examinations, practical observations and attendance. All classes are graded on a Pass/Incomplete basis.

Attendance and Make Up Policy

We encourage students to attend every class and we also understand that absences may occur. Each student's hours will be recorded and students are required to attend or make up 90% of all scheduled hours and 100% in MAS107 and HIV101.

It may be possible to make up missed classes by reviewing videos, attending school Q&A's, attending preapproved electives and/or workshops, participating in tutorials, repeating with a future class, or by other means at the discretion of the Director. Some of these options may require additional costs to the student. Failure to make up missed classes or excessive absences may, at the discretion of the Director, result in withdraw from the program. See "Conditions for Dismissal" on page 30.

Satisfactory Academic Progress

All students of the Florida School of Massage are required to maintain SAP. To be eligible for federal student aid and to maintain good academic standing at the Florida School of Massage, students must maintain satisfactory academic progress (SAP) as outlined below.

To be making SAP students must:

- Maintain a minimum of a 70% average in each of the academic classes in which numeric grades are given.
- Attend or make up 90% of scheduled hours in the following categories: MAS101, MAS102, MAS103, MAS106, ANA101, KIN101, BE101, HYD101, BUS101, and CS101.

The maximum time frame in which students may receive federal student aid cannot exceed 150% of the approved program hours and cannot exceed nine calendar months from initially starting the program.

FSM has two payment periods of 13 weeks for the program. For the purpose of determining SAP, each student's progress will be reviewed at the end of the first scheduled payment period, regardless of the student's attendance within the payment period. In order to ensure completion of the program within the maximum time-frame, FSM requires students to successfully complete 67% of the clock hours attempted in each payment period.

The Director will place any student who is not maintaining SAP on financial aid warning. The Director will notify the student, in writing, of the student's placement on financial aid warning. The notification will include all required actions to be removed from financial aid warning.
In the event of course withdraws, incomplete grades,and repeated courses a student's academic progress will be affected as described below.

Course withdraws – If a student withdraws, for any reason, a SAP evaluation is conducted based on hours attended. No credit will be given for any class that has not been completed. For more information please see the Withdrawal and Re-Entry policy on page 24.

Incomplete grade – At the point of SAP determination, as described above, a student with an incomplete in a class must complete the required actions and complete the class within the time-frame provided by the Director. Once assigned work is completed the student will be given a grade of Pass.

Course Repetitions – If a student successfully repeats a course due to receiving a grade of incomplete, the new grade will replace the previous grade of incomplete and the student will be removed from financial aid warning.

Clock Hours that are accepted toward the student's educational program will be counted as both attempted and completed hours

Appeals

Students may appeal a determination based on any academic policy mentioned herein. All appeals must be in writing and submitted to the Director within seven calendar days of the administrative decision or action that is being appealed. An appeal must fully explain the reason for the petition and, focusing on the pertinent issues, state why the administrative decision/policy should be changed. The appeal must include all appropriate documentation to support the appeal. All appeals will be decided within five school days and the appellant will be notified in writing of the results of the appeal and of any restrictions or conditions pertaining to their appeal.

Graduation Requirements

Students must have completed all programs of study and have all tuition and fees paid in full to be eligible for graduation. Upon graduation, a diploma will be granted. An incomplete fee of up to $250.00 may be assessed for all students incomplete at graduation.

For students who are incomplete at the end of the six-month program, they may opt-in to an Academic Plan which extends their completion time to no more than 150% of the time it normally takes to complete the program (as measured in clock hours). Students must submit this appeal in writing to the Director and Office of Student Services for approval. Students placed on an Academic Plan must be able to meet the requirements set forth in the Academic Plan by the end of the next evaluation period, as outlined in the Academic Plan. Students who are progressing according to their specific Academic Plan will be considered as making Satisfactory Academic Progress (SAP). The student will be advised in writing of the actions required for SAP by the next evaluation date. If at the end of the first evaluation period the student has not met the academic requirements required for SAP as outlined in the Academic Plan, s/he will be determined as not making SAP, voiding the agreement set forth in the Academic Plan and the student will be withdrawn from the program.

Return of Title IV Funds Policy

The Florida School of Massage Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or fail to return from an approved leave of absence agreed upon date prior to completing 60% of a payment period. The federal Title IV financial aid programs must be recalculated in these situations. The calculation must be performed even if the student has completed 60% of the payment period to show that FSM determined that the student withdrew. The date of determination for the calculation shall be the last date of attendance prior to the leave of absence.

If a student leaves the program prior to completing 60% of a payment period, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:
Percentage of payment period completed = the number of clock hours scheduled to be completed on the withdrawal date divided by the number of total clock hours in the payment period.

Funds are returned to the appropriate federal program based upon the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period.

If the student earned less aid than was disbursed, FSM would be required to return a portion of the funds and the student may be required to return a portion of the unearned funds. Keep in mind that when Title IV funds are returned, the borrower may owe a debit balance to FSM.

If a student earned more aid than was disbursed to the student, FSM would owe the student a post-withdrawal disbursement. From the date FSM determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order, as they apply:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant

Leave of Absence

All requests for a leave of absence (LOA) from the program must be submitted in writing, include the reason for the request, be signed and dated. This request must be submitted in advance unless unforeseen circumstances prevent doing so. In cases where the student was not able to request the LOA in advance, the written request must be submitted as soon as possible. The school will determine based upon the information provided whether a LOA will be granted and the date the student will return. For students using financial aid, any LOA approved together with any other leaves of absence will not exceed a total of 180 days. A student who is granted an approved LOA is required to return by the approved return date. If the student does not return by that date, the student will be withdrawn effective the last date of attendance prior to the start of the LOA.

Withdrawal and Re-Entry Policy and Fees

Students withdrawing from the program are asked to have an interview with the Director and sign a statement documenting the date of the withdrawal for their academic records. Students who voluntarily, or otherwise, withdraw for any reason, with the intent to re-enter with a later program, may be required to pay up to a $500 administrative restart fee. Restarting students will only be admitted to the next preferred class if there is space available and at the discretion of the Director. An evaluation of the student's skill level may be required. At the discretion of the Director a student may receive credit toward the later program for completed hours and tuition paid. Any student that stops attending the program, after five days of non-attendance, will undergo a status determination. The Director will contact the student to determine the student's reason for non-attendance. Administrative withdrawal will occur after the Director has exhausted all resources for contacting the student and not more than ten days of non-attendance.

Refund Policies

The following policies apply to all programs offered by the Florida School of Massage:

- If for any reason an applicant is not accepted by the Florida School of Massage, a full refund will be made of all monies paid.
- For applicants who cancel within three business days after signing an enrollment agreement and making initial payment, all monies will be fully refunded except the application fee.
- For applicants who are accepted but fail to enroll, tuition is fully refunded except the application fee.
- Students who cancel, or who are terminated after beginning instruction, but prior to 50% of course completion, shall receive a prorated refund based upon the number of clock hours completed to the number of total course clock hours and the amount of monies paid minus the application fee. Withdrawing students receiving Federal Student Aid are entitled to refunds only after the Return of Title IV Funds Policy has been satisfied.
- No refunds will be made after 50% of the program is completed.
- All refunds will be made within 30 days after the cancellation or termination.
- Cancellation by the student should be in writing by certified mail or in person.
- Official date of withdrawal from the program is the last date of attendance unless the school receives written notification indicating earlier withdrawal from the program.











Community

The FSM Staff Community

The FSM community employs over 40 dynamic and unique individuals to fulfill administrative and teaching functions. Most staff are licensed massage therapists and nearly all are graduates of FSM's massage and hydrotherapy program. Our teachers have extensive experience practicing and teaching massage therapy - ranging from 3 to 30 years - and all teaching staff must complete our comprehensive Teacher's Assistant Program prior to teaching at the school. All staff are committed to a path of personal growth and community development and support the same self-empowerment process for our students.

Faculty credentials

All of our instructors received either a certificate of completion or a diploma in Massage and Hydrotherapy from the Florida School of Massage.



Administrative Staff

Gerald Padgett, LMT
Director
BA Anthropology, Southern New Hampshire University

Josie Davenport, LMT
Owner
MCSW Social Work, Florida State University

Sarah Fischer, LMT
Financial Aid
BA Business Administration

Jennifer Greenwood, LMT
Administrative Assistant, Reception
BA Political Science, University of Florida

Elizabeth Hernandez, LMT
Financial Aid
BA Film and Media
College of Liberal Arts and Sciences, University of Florida

David Ledesma, LMT
Student Services
AA Culinary Arts, Oregon Coast Culinary Instutiute

Charlotte Loomis, LMT
Bookkeeper
BA English, Regis College

Carmen (CJ) Marrero, LMT
Admissions Representative
BA Japanese, University of Florida

Chrissy Martinez, LMT
AIV Library & Media Services Specialist
AA Art, Santa Fe Community College

Christina Polnyj, LMT
Consultant/Facilitator
BA Sociology & German, Rutgers University

Cece Schulz, LMT
Outreach Coordinator
BA Psychology, University of South Florida

Cathy Snyder, LMT
Bookstore Manager
BA Elementary Education, University of Florida

Gordon Tanner, LMT
Grounds and Maintenance
Diploma, Jordan Elbridge Central High School

Faculty

Sarah Abruscato, LMT
BS Psychology, University of Florida

Cristian Arroyo, LMT
AA Liberal Arts, Santa Fe College

Salina Briseno, LMT
BS Psychology, University of Florida

Valerie Broas, LMT
Diploma, Miami Beach Senior High School

Joseph Cosenza, LMT
BA Sociology, State University of New York at New Paltz

Jennifer Greenwood, LMT
BA Political Science, University of Florida

Kristina Harmon, LMT

BS Behavioral Science, University of Deleware

Doug Loeb, LMT
BA Broadcast Communications
BA Computer Science, State University of New York at Oswego

Frank Merillat, LMT
BA English, Elementary Teaching Credential, Sonoma State College

Keith Mulford, LMT
Diploma, Platte Canyon High School

Madi Moyer,LMT
MA Teaching, Brooklyn College

Natalie Nix, LMT
BA, University of Florida

Christina Polnyj, LMT
BA Sociology & German, Rutgers University

Mary Reis, LMT
BA Psychology, University of California at Davis

Cecilia Schulz, LMT

BA Psychology, University of South Florida, Tampa FL

Thomas Scoggins, LMT

AS in biological sciences, Santa Fe Community College

Ashley Spence, LMT

AA Early Childhood Education, Santa Fe Community College

Laura Tehennepe, LMT
BA Philosophy, Carleton College

Susie Vought, LMT
BA Communications, Mars Hill University

Ariela Grodner, LMT
Certificate, Seven Song School of Botanical Medicine

Policies and Procedures

School Hours

The Florida School of Massage is open Monday through Friday except for the following holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving, Thanksgiving Friday, and Christmas Day.

Administrative staff are available 10AM - 4PM Monday through Friday and by appointment outside of these hours. Bookstore and Reception staff are available 9AM - 8PM Monday through Thursday, 9AM - 5PM Fridays, and 10AM - 2PM Saturdays. These times may be subject to change due to unforeseen events or circumstances. Please call the school before visiting to verify we are open. See page 10 for scheduled massage program Class Times.

Enrollment Policy: Statement of Intent

It is the intention of the enrollment department to fill the class with students who are able to participate in such a way that a safe and productive learning environment can be maintained. We are professional massage teachers who teach massage in the context of compassion and awareness. While we encourage individuals to set their own standards, this can be a tricky process where an individual has to learn to make their standards compatible with the community and conducive to a learning environment. A program where people are touched and they touch other people on a daily basis can be challenging and evocative on many levels. We do everything we can to create a safe environment. When students continually draw attention to themselves and away from the subject material in the classroom, we consider that an unworkable situation. It is neither our intention nor our purpose to provide a rehabilitation program or milieu therapy. To this end, we have established an enrollment policy in which we try to address the readiness and willingness of prospective students to participate fully in our program.

The following situations raise questions about the appropriateness or readiness of the prospective student to participate in our program. We look closely at past records for possible problems that may reflect potential harm to staff, other students, and/or the profession of massage therapy. This may include, but are not limited to, the following:

- Drug or alcohol problems - past or current
- Incarceration - criminal background
- Past poor academic history
- Learning disabilities
- Attention difficulties
- History of abuse - Physical or sexual or perpetrator
- Post-traumatic stress

We look at the student's current state/ situation:

- Physical limitations/impairment
- Current or recent illness
- Financial capability to pay for the program
- Financial capability to meet living expenses while in school
- Transportation problems
- Antagonistic or unmotivated attitude
- List of all medications student is taking and reason for medication
- Medical concerns or conditions (previous, current, or forthcoming)

At the discretion of the enrollment department, a student's circumstances could call for an interview with the Director.

Lateness, absences, or any disruptive behavior could also be the basis for an interview with the Director.

The purpose of the above interview is to discuss the student's circumstances and determine whether or not participation or continuation in the program is in the best interests of the school or the student. We recognize that students with the greatest potential for change may have difficult histories or have problems with their participation. The primary intention, therefore, is to help the student make changes to support their best interests as well as those of their fellow students and the teaching staff. In any case, students will be required to make a signed agreement of changes to be made during a short (2-3 week) probation period. If the student is unable to make the necessary changes, he or she may be required to leave the program.

Conditions for Dismissal

A student may be dismissed for any of the following reasons:

- Failure to fulfill the requirements of academic probation or any written academic or attendance contracts made with the Director.
- Failure to keep tuition payments up to date as per the enrollment agreement.
- Attending classes under the influence of alcohol or drugs.
- Having three absences within a one month period.
- Having four days of lateness within a one month period.
- Behaving in any manner that may be harmful/disruptive to the learning environment or reputation of the school.
- Failure to demonstrate competency in one or more modalities.

Confidentiality of Student Records

Student records are confidential and are accessible only to the individual student, administrative and teaching staff, or to state or federal officials when appropriate. Release of records for any other purpose must be requested by the student in writing along with the required fee. The school permanently maintains records of academic progress.

Student Guidance

Personal Growth and Professional Development Advisement is available after school from select staff. Other arrangements may be necessary (at student's expense) if ongoing professional counseling is needed.

Policy Prohibiting Harassment and Discrimination

It is the policy of FSM to maintain an academic and work environment free from discrimination and harassment (including sexual harassment), where staff, faculty and students treat each other with respect, dignity and courtesy.

This policy explicitly prohibits sexual harassment and discrimination and applies to harassment related to a person's race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy explicitly prohibits sexual harassment and discrimination.

Any person who believes that this policy is being violated should notify the Director or any staff that the student deems most appropriate at the Florida School of Massage (see Complaint Procedure on next page). All cases will be discreetly investigated, and FSM

will not tolerate any retaliation directed at an individual as a result of bringing forward a complaint. Please note that our staff members are required to report any received complaint if the conduct concerns a breach of FSM policy or anything illegal.

Prohibited Behavior

Conduct toward our students that could be characterized as harassment is prohibited.

Definition: The term harassment includes, but is not limited to: slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification, that interferes with a person's academic performance or creates an intimidating, hostile learning environment.

Sexual Harassment

The context of this policy is one of compassion. We believe that a person who is not able to respect sexual boundaries may not be able to successfully practice massage, may bring emotional or psychological harm to themselves and others, or may themselves be held legally accountable for their actions. It is our hope that any of these outcomes might be prevented by the implementation of this policy.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- Unreasonably interferes with an individual's academic performance by creating an intimidating, hostile or offensive learning environment.

The types of conduct covered by this policy include demands or subtle pressure for sexual favors accompanied by a promise of favorable treatment or a threat concerning academic achievement. Specifically, it includes sexual behavior such as:

- Repeated sexual flirtations, advances or propositions.
- Continued and repeated talk of a sexual nature.
- Sexually related comments and joking, graphic or degrading comments about a student's appearance.
- Displaying sexually suggestive objects or pictures, including cartoons and vulgar email messages.
- Uninvited physical contact or touching, such as patting, pinching, or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between staff and students, between students and other students, or directed at students by non-employees conducting business with FSM, regardless of gender or sexual orientation.

Harassment by Non-employees

FSM will also endeavor to protect students, to the extent possible, from reported harassment by non-employees in the learning environment, including customers, clients and suppliers.

Complaint Procedure & Investigation

Any student who believes that this policy is being violated or wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination - or any student who becomes aware of possible sexual harassment or other illegal discrimination against others - should promptly report the matter to the Director or a member of the

staff with whom the student deems most appropriate.

If you are unsure of the appropriateness of an interaction with another student or staff member, or if you are encouraged or pressured to become involved with a customer or staff person in a way that makes you feel uncomfortable and is unwelcome, you should contact the Director or a member of the FSM staff for guidance.

If you feel comfortable asking the person engaging in the offending behavior to stop, you can certainly do so; however, this is not a requirement or something you have to do prior to contacting the Director of a member of the FSM staff.

All cases will be promptly, thoroughly and discreetly investigated. During the investigation, confidentiality will be preserved to the fullest extent possible without compromising FSM's ability to conduct a good faith and thorough investigation. Students are expected to cooperate with any investigation. All complaints must be investigated if they are a breach of FSM policy or illegal.

When the investigation is complete, a determination regarding the reported harassment will be made and communicated to the student who complained and to the person who was accused.

Anyone found to have violated this policy will be subject to appropriate discipline, which may include withdrawal from the program.

Retaliation

FSM will not tolerate retaliation against any student who – in good faith – files a complaint of sexual harassment or other discrimination, and/or cooperates, or takes part in an investigation of any kind.

Anyone who engages in retaliation will be subject to appropriate discipline, up to and including withdrawal from the program.

False Complaints or Information

It is a violation of this policy to knowingly or recklessly allege a false complaint of discrimination, harassment or related retaliation or provides false information during the course of an investigation.

Any individual who provides information that is demonstrated to be intentionally false will be subject to discipline, up to and including withdrawal from the program.

Consensual Relationships

Relationships between staff (or staff in training, including participants in the Teacher Assistant Program) and students are prohibited.

Drug and Alcohol Abuse Prevention Policy

It is not the intention of Florida School of Massage (FSM) to dictate anyone's lifestyle or interfere with anyone's freedom of choice. It is our belief that entering into a therapeutic relationship with someone under the influence of mind-altering substances is a breach of trust and compromises the learning experience for students in the role of both therapist and client.

FSM is committed to providing an environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. FSM has adopted and implemented programs that seek to prevent the illicit use of drugs and the abuse of alcohol by FSM community members.

Standard of Conduct: The unlawful possession, use, or distribution of drugs and alcohol is prohibited on property owned and controlled by FSM. No employee or student is to report to work or class while under the influence of illegal drugs or alcohol.

The complete Drug and Alcohol Abuse Prevention Policy is a part of the FSM Campus Security Policy available online at http://floridaschoolofmassage.com/links/

Campus Security Policy

The Florida School of Massage wants to provide a safe environment for all students, staff, and visitors to the campus. We encourage everyone to be vigilant and to report all suspicious or criminal activity immediately by dialing 911 or reporting the activity to the front desk, administrative office or to any faculty member. When notified of the activity, the FSM employee will immediately report the activity to the local law enforcement agency, if not already reported.

For more information on the Campus Security Policy and the Annual Report of Crime Statistics at the Florida School of Massage, go to http://floridaschoolofmassage.com/links/

This report includes a log of all crimes that have occurred at Florida School of Massage and the surrounding public lands over the prior three years. In addition, the report includes the full Campus Security Policy, the Drug and Alcohol Abuse Prevention Policy, and the Sexual Assault PreventionPolicy.

Program Complaint Procedure

Should a student develop a complaint concerning the massage program they will have the opportunity to express that complaint to those involved. Students are encouraged to resolve their grievances on an individual basis when possible. In addition, a variety of options are available for problem resolution:

- The student may speak individually with the student(s) or staff member(s) involved.
- The student may seek guidance with an advisory staff member. This guidance is available on a regular basis at no cost to the student.
- Should the student and advisor deem it necessary to meet with the affected parties, there may be a third party observer present to assist in facilitating discussion and clarifying issues.
- The student may choose to meet with the Director should all available options fail to provide a resolution.
- If none of the above options are feasible, there is also a complaint form available for those who prefer to express their concerns in writing.
- Formal complaints received by the school will be responded to within seven business days.
- If a student complaint is not resolved through the above administrative procedures, a student may file a complaint directly to the Commission on Massage Therapy Accreditation, 2101 Wilson Blvd, Ste 302 Arlington, VA. 22201, (202) 895-1518. Contact the administrative office for a copy of the COMTA complaint procedure and form. Alternatively, a student may contact the Florida Depart of Education via http://www.fldoe.org/policy/cie/file-a-complaint.stml

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5920

Credit for Previous Training/ Transfer Credit Policy

Transfer Credit is not awarded for previous education unless the candidate has completed a program of study more stringent than or equivalent to the 670-hour Massage and Hydrotherapy Program. Candidates for transfer credit must provide documentation

that includes: official transcripts, a copy of the diploma, and a school catalog or statement providing the course descriptions of each class completed. Students requesting transfer credit must take and pass an exam to qualify for transfer credit. The maximum number of hours transferred is 50 hours. If credit is granted, training time will be shortened and tuition may be reduced proportionately.

Credit Transfer to Another Institution

Transferability of credit earned at FSM is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept credits earned at FSM.

International Students

FSM is approved by the US Immigration and Naturalization Service to accept and enroll international students. After an international student applies for our program, we send them the required paperwork (the I-20M form) that they then take to the US embassy in their country. A student visa will be issued on approval from the US embassy. International students pay an addtional $120 to apply for a student visa. Please contact the school for more information on requirements for international students.

Veterans Policy

Veterans Standards of Progress

Students falling below a "C" average on class work will be put on academic probation for one month. At the end of the month, the VA will be notified to terminate benefits if the student has not attained a "C" average.

Veterans Attendance Policy

Early departure, class cuts, tardies, etc., for any portion of a class will be counted as one hour of absence. Students exceeding 20% total unexcused absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

Veterans Reentrance Policy

After one month's time, students who have been dismissed for unsatisfactory progress may be reinstated only after an interview with an administrator. Reinstatement is up to the discretion of the administration.

Veterans Refund Policy

The refund of the unused portion of tuition, fees and other charges for veterans or the eligible persons who fail to enter a program, or withdraw or discontinue prior to completion, will be made for all amounts paid which exceed the pro rata portion of the total charges for the length of the program. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the program.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school will evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Veterans Standards of Progress

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Within **90 days** of the date when the school certifies the student's VA Certificate of Eligibility (COE), this school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies