



THE WELLNESS SCHOOL

School Catalog

2023 – 2024

Date of Publication: 04/10/2023

Volume: 1.3

Welcome from the Founders

Welcome to The Wellness School - on behalf of the Faculty, Staff and Board of Advisors we welcome you to your new or continuing pursuit of a rewarding wellness career! We invite you to read this School Catalog fully and reflect on how our program can contribute to your professional and personal goals. Please let us know at any time if we can answer any of your questions or provide any information that can help you pursue your path in Wellness.

Meet our Founders:



Deborah Adams is an Entrepreneur, Thought Leader, and Wellness Expert. Founder and Chief Executive Officer of The Wellness Spa, Inc. since 1994, co-owner Qi Garden Salt Spa and Water Dragon Inn. Creator of Camp Goddess retreats for empowerment of women. She is a Master Qigong and Tai Chi Instructor, and since 2006 has trained, travelled, and taught across the United States and China. She is the author of "The Horse, The Dragon & The 10,000 Things" and leads certification programs that train others to become teachers of her 1 Qi method. Deborah was a licensed massage therapist for over 25 years, personal trainer, dancer, and Human Performance coach and brings her acquired knowledge to her educational delivery, speaking engagements, and retreats.

She is a co-Founder of The Wellness School and serves as its Program Director and Master Instructor.



Dave Scheer is a versatile and engaging leader with 29 years of experience in management, information technology, human resources, entrepreneurship, and operations. He helps education, government and corporations get things done and plot solutions to complex business problems. He is an expert in building deep, lasting relationships, and is a catalyst for change - bridging the gap between organizational needs and business solutions.

His expertise has included tenures as Entrepreneur, Professional Development Director, Information Technology Director, Human Resources Director, IT Consultant and Program and Project Manager. He has held a strong interest in Education for 30 years including periods as an adjunct instructor. Dave is the founder of multiple Wisconsin based small businesses. He holds a Master's degree in Education (M.S.Ed.), and is a certified Project Management Professional (PMP).

He has a deep interest in leveraging his experience to provide transformational experiences that help others come alive and grow. He is a co-founder of The Wellness School and serves as both its President and Chief Administrator.

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Mission Statement

Vision: The Wellness School will be a national leader in Wellness education.

Mission: The Wellness School empowers individuals to thrive by providing transformational experiences.

Values: Honesty, Integrity, Authenticity, Transparency, Respect, Consistency, Love

The Mission of The Wellness School is to empower individuals to thrive by providing transformational experiences. The Wellness School does this by creating and delivering exceptional academic and hands-on educational programs. Currently, the school awards Diplomas in Clinical Massage Therapy, and continuing education hours and certificates in Advanced Massage Therapy techniques and other wellness content areas for health and wellness practitioners and instructors.

School History

Deborah Adams created The Wellness Spa on August 18, 1994, in a small 400 sq. ft. rental space next to the post office in downtown Stevens Point. In that small massage space, there was one spa treatment room, a reception area with one loveseat, a side chair, and a tiny desk. And on that August day in 1994, Deborah and her mom, Dee, sat and waited for customers to try out this new type of business that had arrived in Central Wisconsin. Though many thought it was a place to purchase hot tubs and saunas, (the 'spa' word was not known as it is today), after just one year, over 1000 clients came through the doors and one employee was added.

After another year passed, business tripled, and The Wellness Spa moved into an additional 400 sq. ft. More employees were added, and the little massage business was taking off. With another expansion in the existing rental building two years following, it was apparent that this was not just a phase but an actual business worth growing . . . and the small team needed more space. After searching for several years for the right place, Deborah found the real estate that is now 3916 Water St. As soon as she stepped onto the grounds, she knew this location was someplace special, someplace unique and intriguing. After touring the old historical home, it was clear that this space would be the perfect setting for the future Wellness Spa she envisioned.

The home was sold to The Wellness Spa in July of 1999 and after an intense three months of hard work – The Wellness Spa moved from downtown to its current location on Highway HH.

The grounds which had some large trees, and a few big stones were transformed into courtyards, pathways, and a seasonal blast of color which attracts visiting birds, butterflies, and small animals year-round. Ospreys and eagles fly overhead, deer wander the field and adjacent woods and a token red fox visit almost daily. Ducks from McDill pond below the spa come up and wait to be fed by anyone willing to give a hand-out on early morning visits. Doves nest in the columns on the front porch each spring and share their offspring that sweetly sit and coo on the railings on the walking ramp. Sparrows share their chattering song as they sing along with the outdoor spa music from our front entrance way.

The spring brings the aroma and incredible vibrant color of lilac trees which surround the property – drivers even slow down and roll down their car windows in the spring to get a whiff of that glorious first smell of summer to come. Summer at The Wellness Spa can be enjoyed by guests as they can wander the property, sit by one of the outdoor fountains, have lunch in the gazebo or simply sit and rock on the front porch of the spa. Fall is filled with a variety of color and the enjoyment of a complimentary community Tai Chi class in the back field

overlooking natural preserved parkland. Guests can hop on the adjacent 30 miles of the Green Circle trail to hike or bike or enjoy a try at kayaking just below The Wellness Spa on the river.

The Wellness Spa is a retreat, a place of rest, relaxation and of self-discovery. Pulling into the spa driveway entrance and passing through a pair of one hundred-year-old stone columns, you can start to imagine how special your journey will be. Once you enter this historical building and become encompassed with the calming aromas and soothing sounds, you begin to feel the relaxation over-come you and your body begins to let go of the outside world – you begin to escape, breathe, just be you.

With signature Wellness Spa treatments, many of which Deborah and her staff designed through many years of listening closely to guest. From these guest comments and wishes, The Wellness Spa has created treatments that are uniquely special and not only enjoyable but truly therapeutic in nature. The Wellness Spa has always been more than a 'Day Spa' of fluff and buff services – it has been a goal-oriented, therapy-based spa to help guests recover and get well in whatever form they need.

Massage therapy has always been The Wellness Spa's focus since Deborah's background came from rigorous massage training and practice beginning over 29 years ago. Deborah guarantees every massage to be delivered in a manner that attains the utmost quality, ethics, and standards because she believes deeply in The Wellness Spa's team of massage therapists. Each massage therapist at The Wellness Spa brings their own unique qualities and techniques and merges them into The Wellness Spa's signature massages. This approach provides our guests the consistency and assurance they depend on visit after visit. In 2005 the spa added onto the existing historical home with a large expansion to provide updated and larger treatment rooms, beautiful locker rooms, a relaxation area, and other facilities. The Wellness Spa has grown significantly since its beginning in 1994, and now has over 80,000 guests in its book and in life's journey, it continues to be a magical place of healing and discovery. Letting yourself go and being taken care of by a professional, knowledgeable, and caring staff is your only responsibility at The Wellness Spa – to set yourself free, give yourself permission to let the world go for a while, restore your body, revive your mind, and replenish your soul.

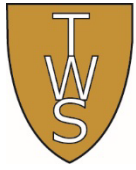
In 2014, a new kind of spa was added The Wellness Spa . . . the Qi Garden Salt Spa. A unique therapy designed to help those with respiratory issues, and as just a cool place to relax, the Salt Spa and its legal entity, Qi Garden, Inc. (owned by both Deborah and husband Dave) grew to serving over 4600 guests. Then in 2018, Qi Garden added wellness-based overnight accommodations as Deborah and Dave purchased a 1941 stone cottage sitting on 5-acres of land a mere 1 mile from The Wellness Spa. With the renovation of that cottage in 2020, Water Dragon Inn was born, which now serves as a quiet, healing overnight accommodations space to many visitors each year.

As the family of companies continued to expand, one long standing opportunity kept presenting itself: What if we started a Massage Therapy school that focused on training massage therapists rigorously in therapeutic massage. This, combined with the fact that Dave had previous work in education, timing aligned, and Deborah, Dave and Ella Adams launched The Wellness School in 2023.

The school facilities are built as an expansion to one of the buildings on The Wellness Spa property and Wellness Spa customers and others from the general public serve as exceptional clients in The Wellness School's student clinic. In total, the school facility offers 4700 sq ft to students which includes classroom spaces, student clinic suites and a large shared multipurpose room inside The Wellness Spa main building.

Program Curriculum

Program Overview and Objectives



The Wellness School Clinical Massage Therapy Program

The Wellness School's Clinical Massage Program provides results-oriented massage training that goes beyond core therapy principles into effective, thorough bodywork practices and techniques that can be used in a wide range of applications and facilities. Our students learn advanced therapeutic massage skills with a deep understanding of human anatomy and function, while learning key self-care methods that build sustainable, long-term habits that ensure longevity and vitality in body, mind, and spirit throughout their careers.

Importantly, the students in our program rigorously explore the "why" of techniques, connecting the external methodologies with the deeper reasons and purposes of those modalities.

Our Clinical Massage Program focuses on developing students into experts with ample applied experience to prepare them to be exceptional practitioners on Day-1 of their careers.

Credentials Granted:

- Diploma in Clinical Massage Therapy (Requirements for MBLEx Exam and WI State Licensure)
- Certificate in CPR
- Certification as Qigong Community Leader
- Certifications in various Clinical Massage Therapy protocols
- CEUs for other health and wellness professional certifications

The Wellness School's Clinical Massage Therapy Program prepares students to be exceptional professional practitioners and leaders in the Massage Therapy industry.

The program focuses on an intense understanding and rigorous applied experience of Deep Tissue Massage, Trigger Point Therapy, Myofascial Release and Anatomy and Physiology. Complementary study of Traditional Chinese Medicine provides additional modalities and Eastern philosophies.

The Wellness School's program totals 750 hours, exceeding the 600-hour standard licensing requirement set by the state of Wisconsin that students need to sit for the Massage and Bodywork Licensing Examination (MBLEx) administered by the Federation of State Massage Therapy Boards (FSMTB). Passing the MBLEx is required for licensure in Wisconsin. It is also a requirement for all states requiring a state licensing exam to become licensed in Massage Therapy and Bodywork Therapy.

Educational Learning Objectives of the Program

Educational Learning Objectives have been designed to align with the Commission on Massage Therapy Accreditation (COMTA) Competency Model. The Wellness School's Clinical Massage Therapy Program will:

1. For each student, demonstrate attainment of the following 6 Competencies of the COMTA Competency Model:
 - a. Plan and organize an effective Massage and Bodywork session.
 - b. Perform massage therapy and bodywork for therapeutic benefit.
 - c. Develop and implement a self-care strategy.
 - d. Develop successful and ethical therapeutic relationships with clients.
 - e. Develop a strategy for a successful practice, business, or employment situation.
 - f. Identify strategies for professional development.
2. Prepare students for the MBLEx Licensure Exam and the Wisconsin Laws and Statutes Exam.
3. Integrate complementary treatments of modern Western medical knowledge and traditional Eastern healing techniques.
4. Prepare students to integrate their education and practice in a manner that is consistent with their roles as therapists and healers within the broader community.
5. Prepare students to achieve these competencies and objectives within a Sustainability framework that highlights sustainable care of self, others, and the community.

Educational Outcomes

The above Learning Objectives will guide and direct the Educational Outcomes below that have also been designed to align with the Commission on Massage Therapy Accreditation (COMTA) Competency Model.

By the End of The Wellness School Clinical Massage Therapy Program, students will be able to:

- 1. PLAN AND ORGANIZE AN EFFECTIVE MASSAGE AND BODYWORK SESSION**
 - a. Related to Structure and function of the human body in health and disease:
 - i. Identify and describe the anatomical organization and general physiological principles of the human body.
 - ii. For all systems of the body, identify, locate, and describe the structures (anatomy), functions (physiology) and pathologies commonly encountered in the practice of massage therapy and bodywork.
 - iii. Define, identify, and describe the following elements of Asian anatomy, physiology, and pathology.
 - b. Related to effects of touch, massage, and bodywork techniques:
 - i. Identify and describe the physiological effects of touch and specific massage or bodywork techniques.
 - ii. Identify and describe potential emotional effects of touch and specific massage or bodywork techniques.
 - iii. Identify specific indications, contraindications, and precautions to touch, massage and bodywork, considering pathologies and various populations.
 - iv. Apply the concepts of Yin/Yang.

- c. Related to Healthcare and body work terminology:
 - i. Use healthcare and bodywork terminology to communicate treatment findings and therapeutic results.
- d. Related to the Therapeutic environment:
 - i. Define and describe the interpersonal and physical components of a therapeutic environment.
- e. Related to the Wellness model:
 - i. Define and describe a wellness model.
 - ii. Identify the scope of practice of massage and bodywork in relation to a wellness model.
- f. Related to client assessment and data collection:
 - i. Describe the purpose of assessment and data collection.
 - ii. Perform assessment and data collection.
- g. Related to Clinical reasoning and treatment planning:
 - i. Develop a safe and effective initial session and on-going treatment plan, based on client goals, assessment findings, and understanding of effects of massage and bodywork.
 - ii. Write clear, concise, and accurate notes of client treatment sessions.

2. PERFORM MASSAGE THERAPY AND BODYWORK FOR THERAPEUTIC BENEFIT

- a. Related to organization and management of the client session:
 - i. Communicate the plan and rationale for a treatment session to the client.
 - ii. Obtain informed consent from the client prior to beginning a treatment session.
 - iii. Modify the plan and therapeutic approach used during a treatment session based on client response.
 - iv. Manage time within a treatment session.
 - v. Develop and implement strategies to address challenging client-therapist interactions.
- b. Related to application of techniques:
 - i. Demonstrate techniques that are within the scope of training and practice of commonly recognized massage therapy or bodywork disciplines.
 - ii. Identify and apply principles and protocols for massage and bodywork sessions.
 - iii. Vary the choice and application of techniques as appropriate to the client's needs, including those of special populations.
 - iv. Demonstrate techniques that are appropriate for each body area, including endangerment sites.
 - v. Identify and practice appropriate methods of sanitation and personal hygiene in the performance of massage and bodywork sessions.
 - vi. Describe and demonstrate standard precautions.
- c. Related to Equipment and Supplies:
 - i. Demonstrate safe and effective use of equipment (such as massage tables, massage chairs, bolsters) and supplies (such as linens, products, gloves).

- d. Related to Hydrotherapy:
 - i. Describe various hot and cold hydrotherapy techniques (such as hot or cold packs, immersion baths, paraffin, ice massage).
 - ii. Identify the indications, contraindications, precautions, effects, and uses of hydrotherapy techniques.
 - iii. Identify the physiological principles and mechanisms involved in the effects of hydrotherapy.
 - iv. Describe appropriate methods of hygiene and sanitation for hydrotherapy applications.

3. DEVELOP AND IMPLEMENT A SELF-CARE STRATEGY

- a. Related to Self-assessment and stress management:
 - i. Assess personal needs, behaviors, beliefs, attitudes, and knowledge relevant to the practice of massage therapy and bodywork.
 - ii. Identify how personal and cultural values, attitudes, and ethics influence professional values, attitudes, and ethics.
 - iii. Identify the physiological and psychological effects of stress.
 - iv. Identify various stress reduction techniques and their benefits.
- b. Related to self-care and performance:
 - i. Identify and describe the effect of physical fitness and lifestyle habits on the performance of massage and bodywork techniques.
 - ii. Define and describe the effect of centering, focusing, grounding, and breathing on the performance of massage and bodywork techniques.
 - iii. Identify and demonstrate biomechanical skills necessary for the safe and effective performance of massage and bodywork techniques.

4. DEVELOP SUCCESSFUL AND ETHICAL THERAPEUTIC RELATIONSHIPS WITH CLIENTS

- a. Related to communication in the client-therapist relationship:
 - i. Define and demonstrate active listening, rapport, empathy, and feedback.
 - ii. Identify strategies to effectively deal with emotional and behavioral client responses to massage therapy and bodywork treatment.
 - iii. Describe the principles of conflict resolution and apply conflict resolution skills effectively in the client-therapist relationship.
- b. Related to Professional Boundaries:
 - i. Identify the qualities and characteristics of boundaries.
 - ii. Identify cultural differences related to boundary issues.
 - iii. Define and discuss the differences between a personal and a professional relationship.
 - iv. Discuss the importance of professional boundaries.
 - v. Define and discuss transference and counter transference.
 - vi. Describe techniques for establishing and maintaining safe and respectful boundaries with clients.
 - vii. Discuss and demonstrate the use of draping during treatment as a professional boundary.

- c. Related to Professional Ethics:
 - i. Identify and describe the purpose of a code of ethics.
 - ii. Identify and describe the purpose of Standards of Practice specific to massage therapy and bodywork.
 - iii. Identify confidentiality principles related to massage therapy and bodywork practice, including requirements for HIPAA compliance.
 - iv. Identify common ethical situations in massage therapy and bodywork.
 - v. Describe processes by which to effectively resolve ethical issues.

5. DEVELOP A STRATEGY FOR A SUCCESSFUL PRACTICE, BUSINESS OR EMPLOYMENT SITUATION

- a. Related to Basic Business Practices:
 - i. Identify common business practices and structures in massage therapy and bodywork practice.
 - ii. Identify and design effective methods for time management, client scheduling, and maintenance of the work environment.
 - iii. Create a business plan or outline an employment strategy, including short and long-term professional goals.
 - iv. Identify the basic aspects of legal agreements, contracts, employment agreements and professional insurance.
 - v. Identify basic principles of accounting and bookkeeping suitable for various business structures.
 - vi. Create, maintain, and identify legal requirements for retaining client, financial and tax records.
 - vii. Demonstrate knowledge of federal, state, and local regulations as they pertain to massage therapy and bodywork practice.
 - viii. Demonstrate knowledge of ADA requirements and their implication for massage therapy and bodywork practice.
- b. Related to Job Search and Marketing:
 - i. Identify the elements of effective job search and marketing materials (such as resumes, brochures, business cards).
 - ii. Identify and discuss common methods of marketing for massage therapy and bodywork.
 - iii. Identify strategies to develop and maintain a client base.
- c. Related to Professional Referrals:
 - i. Identify strategies for effective communication with other professionals regarding client care and referrals.
 - ii. Describe the process used to identify the scope of practice of allied health professions.
 - iii. Describe the appropriate use of medical release and consent forms.
- d. Related to Professional Relationships:
 - i. Discuss the process for establishing and maintaining professional relationships in the workplace.
 - ii. Discuss strategies for establishing and maintaining professional relations with peers and with other professionals.
 - iii. Identify strategies for conflict resolution with other professionals, including the need for documentation.

6. IDENTIFY STRATEGIES FOR PROFESSIONAL DEVELOPMENT

- a. Related to History of the Profession:
 - i. Describe the history of massage therapy and bodywork.
 - ii. Identify the role of professional associations for massage therapists and bodyworkers.

- b. Related to Continuing/Ongoing Education:
 - i. Discuss the value of ongoing education and skill development as a professional.
 - ii. Describe methods for identifying advanced training programs to enhance performance, knowledge and skills.

- c. Related to Research Literacy:
 - i. Explain the value of research to the profession.
 - ii. Identify sources of published research literature on therapeutic massage and bodywork.
 - iii. Critically read and evaluate a published research article in the field of massage therapy and bodywork.

Program Options

The Wellness School's Clinical Massage Therapy Program leads to a diploma certifying completion of 750 hours Clinical Massage Therapy Theory and Techniques. Currently, only Full-Time enrollment is available.

Our program consists of three 12-week terms, equaling 36 weeks of course work and a total duration of approximately 9 months. Students attend approximately twenty-four (24) hours of classroom instruction per week (9:00 am - 6:00 pm, Monday, Tuesday, and Wednesday) with additional days or evenings depending on scheduling requirements or accommodating student needs. In addition to classroom instruction, students fulfill hands-on integration coursework, detailed further in the catalog, and meet outside classroom as required.

The Wellness School program delivery is residential.

Requirements

Licensed Massage Therapist (LMT) Requirements – Wisconsin Minimums vs. The Wellness School Program

The chart below shows the comparison of the clock hours required by the State of Wisconsin for a Licensed Massage Therapist (LMT) credential, and the hours offered by The Wellness School's Clinical Massage Therapy Program in satisfaction of those requirements.

School's Reqmt Abbrev	Description	Clock Hours Required by Wisconsin	The Wellness School Clinical Massage Therapy Program	Hours Above Min
APPK	1 Anatomy, Physiology, Pathology, Kinesiology	125	145	20
BLE	2 Business, Law, and Ethics - Includes at least 6 classroom hours in the laws of the State of Wisconsin and rules of the Department relating to the practice of massage therapy or bodywork. Student has taken and passed the Wisconsin State Law and Administrative Rules examination.	50	50	0
MTTP	3 Massage Therapy and Bodywork Theory, Technique & Practice	300	300	0
SC	4 Student Clinic	20	150	130
CPR	5 Adult CPR/AED and Standard First Aid (5 hours required)	5	5	0
ELEC	6 Additional Course Offerings Meeting Massage Therapy or Bodywork Course Objectives (The Wellness School's Number includes all hours that exceed the above required minimums)	100	→	150
	Total Required	600	Total in Program	750

Course Outline

Category	Number	Course Title	Clock Hours	Prerequisite
MTPP	SCTS-100	Self-Care, Body Mechanics and Sustainability	35	
APPK	HBS-101	Musculoskeletal Anatomy	32	
APPK	HBS-102	Anatomy and Physiology	56	
APPK	HBS-103	Practical Anatomy - Anatomy in Clay	20	
APPK	HBS-104	Kinesiology	35	HBS-102
ELEC	HBS-105	Medical Terminology	7	
MTPP	TCM-100	Traditional Chinese Medicine Theory	24	
MTPP	TCM-200	Traditional Chinese Medicine Practical	48	
MTPP	MT-100	Swedish Massage Techniques	45	
MTPP	MT-103	Chair Massage Techniques	8	
APPK	HBS-106	Pathology	12	
APPK	MT-104	Special Populations	12	
ELEC	E-101	Psychology of Client Personalities	4	
MTPP	MT-201	Deep Tissue Massage/Trigger Point Therapy I	32	MT-100
MTPP	MT-202	Deep Tissue Massage/Trigger Point Therapy II	21	MT-201
MTPP	MT-203	Deep Tissue Massage/Trigger Point Therapy III	28	MT-202
MTPP	MT-204	Myofascial Release	14	
MTPP	MT-205	Therapeutic and Spa Protocols & Techniques	32	MT-100, TCM-200, MT-201
ELEC	E-102	Qigong Community Leader	50	
MTPP	MT-206	Workshopping - Clinic Peer Reviews	8	
BLE	BLE-101	Business	32	
BLE	BLE-102	Ethics and Law	18	
ELEC	E-103	MBLEx and Wisconsin Exam Prep	14	
CPR	CPR-101	CPR	5	
MTPP	MT-207	Integrative Massage	8	
SC	A-101	Student Massage Clinic	142	
SC	A-102	Chair Massage Clinic (onsite)	8	

Course Descriptions

SCTS-100 Self-Care, Body Mechanics, and Sustainability

This course introduces the concepts, methods, and techniques for analyzing movement, body compensation patterns, and postural distortions in a massage therapist's own movement, posture, and body. Students learn how to strengthen, stretch, prevent injury, and discover how to use their own bodies effectively in a healthy, sustainable way to ensure longevity in their massage career. This course will continue throughout the training program to ensure students build into their lifestyle daily patterns of self-care, injury prevention, and healthy, habitual body mechanics. Strength training, full body stretching, Qigong, hand/wrist exercises, and more will be taught to provide principles of 'Care of Self' while caring for others.

HBS-101 Musculoskeletal Anatomy

Musculoskeletal Anatomy presents an overview of the muscle and skeletal system of the body. This course provides a functional education for the Massage Therapist. Lecture and demonstration are followed by students discussing, identifying, and palpating components of the human musculoskeletal system in class with chapter tests and final exam as part of the training.

HBS-102 Anatomy and Physiology

This course includes lecture, discussion, demonstration, and identification of the components of the organ systems that make up the human body. Students learn medical terminology while studying anatomy and physiology pertaining to individual organ systems and to the human body as a whole, with chapter tests and final exam as part of the training.

HBS-103 Practical Anatomy - Anatomy in Clay

Practical Anatomy emphasizes the study of the most common anatomical areas of the human body which a Massage Therapist will analyze and treat through hands-on review of musculoskeletal anatomy. Students solidify their knowledge of muscle origin, insertion, and action in a practical working format, preparing students for clinical interactions with clients. Work with anatomical models utilizing clay representing muscles is emphasized. Origin and insertion quizzes and testing will be a regular portion of this class, ensuring students have a deep understanding of the human musculoskeletal system.

HBS-104 Kinesiology

Kinesiology is an introduction to the study of human movement. Classes include lecture, discussion, demonstration, and identification of the components of the human musculoskeletal system as it relates to movement. The class combines kinesiology, theory, and hands-on practice. Students are given tools for posture and gait analysis. This in-depth body structure assessment allows students to begin analyzing abnormalities in body structure. Chapter tests and final exam is a part of this training.

Prerequisite: HBS-102 Anatomy and Physiology

HBS-105 Medical Terminology

This course discusses the importance of medical language and introduces basic word parts, concepts, vocabulary, and lexicon as applied to medical terminology. Students also learn about common organization and

terms used in Massage Therapy record keeping including system-specific terms used in massage therapy practice.

TCM-100 Traditional Chinese Medicine (TCM) Theory

This course introduces the historical, theoretical, and philosophical concepts of Traditional Chinese Medicine (TCM). Students will learn about meridians, commonly used acupressure points, Chinese medicine organ theory, and the restoration of yin yang balance. Organ physiology and causes of disease in TCM is reviewed as well as the inner connections between body, mind, and spirit. Traditional Chinese Medicine (TCM) Theory is based on treating the root of a problem rather than just symptoms or disorders. TCM includes an overview of acupressure, herbal medicine, TuiNa, Nutrition, and TaiChi/Qigong exercise. This course also covers an introduction to herbology and an overview of herbal medicine as it fits into the framework of TCM.

TCM-200 Traditional Chinese Medicine Practical

The course teaches students the methods and techniques used in applying Traditional Chinese Medicine principles to professional Massage Therapy. Hands-on techniques include an introduction to TuiNa, Cupping, Reflexology, Gua Sha, and Nutrition & Homeopathics.

MT-100 Swedish Massage Techniques

Swedish Massage Techniques is the basis of most of massage done around the world. Students will learn the history, proper terminology, and effects of massage techniques based on traditional Swedish Massage. Students develop skills for assessment and massage session planning based on client intake, histories, assessment findings, client goals, and client response to application of massage and bodywork techniques. Students learn about flow and congruency while learning self-care strategies and body mechanics to enhance bodywork and massage therapy skills. Swedish massage hands-on exam and written exams will ensure competency.

MT-103 Chair Massage Techniques

Chair Massage is often used to provide fully clothed massage therapy to people at work or their office, at sporting events, conferences or in other public settings. It is also a valuable way to build your client base and market your professional massage therapy services and skills. Chair massage requires a unique set of skills that differs from a traditional table-based massage. This course covers the concepts, methods and techniques that teach students how to perform an exceptional chair massage protocol with varying duration options, while ensuring the Massage Therapist's safety with an emphasis on healthy body mechanics. Hands-on exam includes a pre-arranged 'on-site chair massage clinic' event to practice and work with actual clients at an off-site location.

HBS-106 Pathology

Pathology is the study of dysfunction within the body. Students learn signs and symptoms of various conditions encountered in the clinical setting. Building on knowledge and skills of anatomy and physiology, students learn to identify and analyze common conditions. Pathology provides the skills to assess the appropriateness of massage for the client.

MT-104 Special Populations

This course gives an introduction of the benefits, effects, indications, and contraindications of massage to special population clients such as pregnant women, veterans, people with disabilities, or cancer patients. Specific massage techniques and methods related to special populations will also be covered in this class.

E-101 Psychology of Client Personalities

This course provides a brief overview of the traits and characteristics of personality, and how these traits can inform and optimize professional therapeutic massage practice. Application of concepts to customer service and marketing to specific personality types is also discussed. Students will have an opportunity to participate in a fun and interactive exercise that helps them discover new ideas about their own personalities while learning how to relate more effectively with their clinic/practice clients, fellow students or co-workers, and the development of professional relationships with their future clients.

MT-201 Deep Tissue Massage/Trigger Point Therapy I

This hands-on course will take the student into the core of clinical massage therapy. Training will focus on neuromuscular massage and trigger point therapy by manipulating soft tissues of the body using specific hands-on techniques the aim to alleviate chronic muscle pain, nervous system disorders and acute problems. Theory and map of trigger points, muscle function, physiological laws, and anatomy palpation of the full back and posterior neck comprise the core of this Deep Tissue massage course. Students expand their knowledge by increasing their understanding of anatomy and physiology as applied to deep tissue work. They learn how to assess and analyze their client's posture, spinal extension/flexion, range of motion, gait, and overall body symmetry. Students will engage in a case study assignment for Deep Tissue Massage/Trigger Point Therapy I, II, III courses.

Prerequisite: MT-100 Swedish Massage

MT-202 Deep Tissue Massage/Trigger Point Therapy II

This hands-on course is a continuation of clinical massage therapy techniques. Continuing with training in neuromuscular massage and trigger point therapy to alleviate chronic muscle pain, nervous system disorders and acute problems. Theory and map of trigger points, muscle function, physiological laws, and anatomy palpation of the hips and lower extremities. Students expand their knowledge by increasing their understanding of anatomy and physiology as applied to this area of deep tissue work. They learn how to assess and analyze their client's flexibility, range of motion, gait, and overall symmetry pertaining to the hips/lower body, legs, and feet.

Prerequisite: MT-201 Deep Tissue Massage/Trigger Point Therapy I

MT-203 Deep Tissue Massage/Trigger Point Therapy III

This hands-on course is a continuation of clinical massage therapy techniques and advancement into full body assessment and outcome of techniques learned so far. Continuing with training in neuromuscular massage and trigger point therapy to alleviate chronic muscle pain, nervous system disorders and acute problems with the focus on the upper extremities, chest and anterior neck and head. Theory and map of trigger points, muscle function, physiological laws, and anatomy palpation continues while using knowledge and hands-on learning from MT-201 and MT-202 to continue into this final course adding in focused areas as mentioned above. Students expand their knowledge by increasing their understanding of anatomy and physiology as applied to this area of deep tissue work as they learn how to assess and analyze their client's range of motion, flexibility, dexterity, and overall symmetry pertaining to the upper body, arms, hands, chest, neck, and head.

Prerequisite: MT-202 Deep Tissue Massage/Trigger Point Therapy II

MT-204 Myofascial Release

This course examines different applications of manual therapy and enhances knowledge of this unique and gentle type of pain-relief therapy. Students learn and apply these special techniques to treat chronic pain, migraines, fibromyalgia, sports injuries, adhesions, sciatica, and many of women's health issues. Students gain a basic understanding of the principles of the Myofascial system and techniques for whole body and/or site-specific treatment.

MT-205 Therapeutic Protocols and Spa Protocols

Central to any solid professional Massage Therapy practice is the ability to deliver consistent, quality massage services and treatments. Technical skills alone do not offer clients the experience they are searching for. To address both of these needs in this course, the principles and practices of both therapeutic and spa related protocols (hands-on forms) are explored and practiced. Some examples of the Spa treatments discussed or taught are: Hot Stone Massage, Thalassotherapy, Hydrotherapy, Body Scrubs and Dry Brushing. Some of the examples of Therapeutic treatments discussed or taught are Sinus Relief Protocols, Headache Relief Protocols, Carpal Tunnel and/or Hand Injury Protocols, Gua Sha Facial Toning Protocol.

Prerequisite: MT-100 Swedish Massage Techniques, TCM-200, MT-201 Deep Tissue/TPT 1

E-102 Qigong Community Leader

The Qigong Community Leader certification course is a training program consisting of a thorough introduction to Qigong as used for therapeutic purposes, structural improvement, personal self-care and as a product to share for local or community wellness sustainability. At the end of this course, students who demonstrate proficiency will be awarded the Qigong Community Leader certification. This certification is useful for people who wish to lead Qigong classes in their community, medical center, office, or school. Qigong Certification (along with the Massage Therapist Licensure) also offers options to work with individuals in private Qigong or Massage Therapy sessions with the goal to improve specific conditions related to their physical, emotional, or mental state. Study during this certification helps achieve this improvement through movement, meditation, and breath components, expanding the student's capacity for treatment offerings as a Massage Therapist.

MT-206 Workshopping - Clinic Peer Reviews

Critical to developing exceptional massage therapy skills is the ability to give and receive feedback and constructive criticism. This course offers students, throughout their clinical work, a forum with which to discuss their client's conditions (anonymously with no identifying information). Student's will present conditions to the class group, and under an instructor/facilitator, "workshop" the challenging condition, working toward a solution that is more efficient, effective, and elegant which all students can then apply to their next clinic clients. This workshop course is an invaluable tool to increase students' proficiency and confidence as a Massage Therapist.

BLE-101 Business

This course focuses on the importance of a sound business practice and professional image. Marketing, advertising, customer service, business plans, resumes, risk management, job seeking, mock interviews, and how to start a new practice are also covered.

BLE-102 Ethics and Law

This course explores the importance of professional boundaries and complexities of ethical considerations in the hands-on healing service professions. Learn to establish a robust, appropriate framework for therapist and client

professional relationships. Legal aspects of clinical practice are discussed along with current regulations and state laws.

E-103 MBLEx and Wisconsin Exam Prep

This class provides a structure for students to navigate and complete the application process for Wisconsin licensure in Massage Therapy and Bodywork Therapy (WI LMT). This class facilitates students completing and submitting their Wisconsin License Massage Therapist (LMT) application and helps them prepare for the two exams required for licensure: 1) WI Jurisprudence Exam, and 2) The Massage and Bodywork Licensing Examination (MBLEx). Passing both exams are required for Wisconsin State Licensure.

CPR101 First Aid/CPR/AED Training

The American Red Cross will provide their structured First Aid/CPR/AED training to students. Their revolutionary approach combines a new, game-changing educational model with the latest science-based advancements in lifesaving care. The goal of this course is to immerse students in an interactive and hands-on environment, so students leave with an understanding and mastery of lifesaving techniques and the confidence to act when moments matter.

MT-207 Integrative Massage

This course serves as the point at which students bring together the various massage methods, modalities, techniques, and practices learned up to this point in their program. The course teaches students how to combine the techniques they've learned into one cohesive whole and/or form with which they can grow. This includes Swedish massage, Traditional Chinese Medicine (TCM) techniques, deep tissue massage, neuromuscular therapy, trigger point therapy, and body assessment. The course is designed to help students develop a clear understanding of progressive massage therapy combined with their own creativity for client efficacy.

A-101 Student Massage Clinic

This course begins with a review and study of student clinic guidelines, policies, and procedures in preparation for required clinical hours. Students perform Swedish, relaxation and/or therapeutic deep tissue massage in clinic, cohesive to where they are in the program, and implement learned massage techniques in a professional setting. Under instructor supervision, this real-world experience helps students develop clinical massage skills, self-confidence, communication, etiquette, professional recommendations, and marketing skills. Students will be graded on and/or evaluated by client review (feedback sheets completed by clients at the end of their student/clinic massage), as well as with SOAP Notes, supervisor review, and overall performance.

A-102 Chair Massage Clinic (Onsite)

Students will perform a seated massage routine at a special off-site event within the local community under instructor supervision. This practical experience helps students further develop their public communication skills while providing an important service to the local community.

Prerequisite: MT-103 Chair Massage Techniques

School Admissions and Entrance Requirements

Non-Discrimination

The Wellness School admits all students regardless of age, race, creed, disability, gender, sexual orientation, sexual preference, religion, color, national ancestry, political affiliation, or any other factor prohibited by law.

School Admission & Entrance Requirements

Admission to The Wellness School programs is open to all applicants who are over 18 years of age (prior to the first day of class) who have completed high school education (see below for specific requirements). All applicants are required to pass a criminal background check.

Parents, children, and/or significant others are encouraged to tour the school facilities and attend school events. This provides applicants and their families opportunities to see and learn about the school and ask questions that relate to curriculum and educational objectives.

Applicants desiring admission should apply as promptly as possible. To be accepted for a specific start date, applicants should be aware of the following: For each group, Enrollment is limited. Applications are due 3 weeks prior to the start of class. Enrollment less than two weeks prior to the beginning of class is considered late, and those applications will be considered for a specific start date only if enrollment is available.

1. Applicants who wish to pursue our Clinical Massage Therapist Program may be admitted to The Wellness School if they complete an application form and include the following documents:
 - a. A completed school application.
 - b. A Letter of Recommendation from a guidance counselor, teacher, work supervisor or other adult not related to you.
 - c. A letter from a health professional stating you are physically, mentally and emotionally capable of giving and receiving massage (including deep tissue massages).
 - d. Proof of graduation from high school. Any of the following will be accepted:
 - i. Official high school transcripts.
 - ii. A copy of high school diploma
 - iii. General Educational Development (GED) documentation
 - iv. A statement signed by the applicant that attests to graduation and includes the date of graduation and name of high school last attended.

Please Note: Graduation from high school or equivalency is required to obtain Wisconsin State Massage Therapist licensure. The Wellness School may verify the validity of a high school diploma by checking with the Department of Education of the state in which the high school is located.

- e. \$100 Application Fee. This fee is non-refundable unless the applicant cancels the application within 3 business days. Applicants have until midnight of the third day, excluding Saturdays, Sundays, and

legal holidays. If an applicant cancels their application within the 3 business day time window, the application fee will be refunded in full within 10 days of receiving the cancelation notice.

Please Note: The Wellness School reserves the right to reject applicants if the items listed above are not successfully completed.

2. As part of the admissions process, The Wellness School conducts a criminal background check for each student. Convictions of certain crimes or pending charges may be grounds for denial of license if the circumstances of the conviction or charge are substantially related to professional practice. Applicants should check the following websites or call for more information:

<http://dhfs.state.wi.us/caregiver> or call (608) 266-5764 or contact the Wisconsin Department of Safety and Professional Services: <http://dsps.wi.gov> or call (608) 266-2112. If you are liable for delinquent state taxes or child support, contact the Wisconsin Department of Safety and Professional Services, as this may also impact your ability to obtain a Massage Therapy License.

3. Once an applicant has completed and submitted: the application form, the required documentation, the application fee, and has passed the criminal background check, The Wellness School will review all information and inform the applicant of enrollment status. Notification is by electronic mail and/or post mail. If an applicant is not accepted, the application fee is not refunded.
4. Once an Applicant has been notified of acceptance, complete the enrollment process by paying a \$500 deposit. The deposit is refundable according to The Wellness School's refund policy.

Additional Program Admission Requirements

All applicants to The Wellness School must:

1. Attend an orientation session prior to the start of class.
2. Sign a Student Disclosure form relating to the Health Information Portability Accountability Act (HIPAA).
3. Any applicants for whom English is a second language must demonstrate proficiency through assessments established by The Wellness School. Further information will be provided by the School Administrator or Admissions Representative.
4. Have internet access and a computer/device that has a web browser.

Re-Entering Students

Students who have previously attended The Wellness School will be subject to the same admissions requirements and procedures as new applicants. This also includes the requirement that they are charged the current Tuition amount at time of re-entry to the school.

Non-Regular Students

Occasionally an individual who is not enrolled in The Wellness School for a full program, desires to attend single class or specific course at The Wellness School. For example, a Non-Regular Student may be a faculty member

who audits a course, a previous The Wellness School student, a Wisconsin Massage Therapy applicant who has an educational deficiency for licensure, or a licensed massage therapist who is continuing their education. These individuals must receive written approval by the School Administrator or the Program Director, to attend a single course as a Non-Regular Student. Non-Regular Students must comply with all policies and procedures contained in the catalog and handbook. Non-Regular Students are given a certificate of completion for the specific course hours and a grade compliant with school grade policy. A Non-Regular Student who later wishes to enroll in a full Program, may apply to have completed course hours counted towards the program. However, any courses taken more than six months prior to enrollment will not be considered for credit in the program. Fee charges for Non-Regular Students are determined on a class-by-class basis.

Transfer of Credits/Advance Standing

The Wellness School may grant credit for prior school or program related experiences from an institution accredited by an agency recognized by United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Credit determination is established by comparing course content to The Wellness School courses. Proficiency examination(s) are also required. The School Administrator will make the final determination to grant transfer credits/advanced standing.

1. All transfer credit considerations need to be in writing and received at least three weeks prior to the beginning of class. The transfer student will meet with the School Administrator for an interview and pay a \$100 transfer credit consideration fee.
2. The first step for consideration is to provide the School Administrator with their written request, accompanied by official transcripts and a catalog containing course descriptions for comparison with The Wellness School coursework.
3. The second step is to complete all relevant proficiency tests. Students will need to pass all examinations with a minimum score of 75% to “test out” of coursework. If all examinations are passed with a 75% score, the course requirement will be filled by transfer credits, the course grade will be that earned on the proficiency examinations, and clock hours will be awarded. Students will not receive a discount, partial discount or credit, or a refund on tuition, books, and supplies costs.
4. Transfer students must complete all hands-on and clinical classes and hours in attendance at The Wellness School.
5. A maximum of 200 hours may be transferred.
6. Granting of transferred credits/advanced standing does not reduce tuition cost or length of program.
7. Advance standing may be granted to a Non-Regular Student who has taken courses in the past six months with The Wellness School. Full tuition will be charged to the student at the time of enrollment in their Program. Advanced standing must be approved by the School Administrator and the instructor for the course taken prior to enrollment in the program. The Wellness School does not give credit for experiential learning.

Tuition and Fees

Tuition and Fees Schedule

Please refer to The Wellness School’s Catalog Addendum for Tuition, Fees and other costs as well as the Tuition Installment Policy.

Refund Policy

Refunds are determined by the date of withdrawal or termination from the program. The date of determination of withdrawal or termination from the school is either the date that the school receives notice of the student’s intention to discontinue the training program, the date that the school has determined that the student has withdrawn from the program, or the date the student has been dismissed due to violating published school policy. The Wellness School may declare a student withdrawn from the program after absences for two consecutive weeks without contacting the school, or failure to return from a Leave of Absence (LoA). The withdrawal date is determined as the student’s last day of attendance (the last day a student participated in class, projects, student clinic, or examination). Refunds will be made within 40 days of the notice to withdraw or date of determination of withdrawal by the school.

The student will receive a full refund of all money paid if the student:

1. Cancels within the three-business-day cancellation period under SPS 406.03;
2. Accepted was unqualified and the school did not secure a disclaimer under SPS 409.04;
3. Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

At Least		But Less Than		Refund of Tuition
1 unit/class		10%		90%
10%		20%		80%
20%		30%		70%
30%		40%		60%
40%		50%		50%
50%		60%		40%
60%		No Refund		No Refund

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student’s control, the school may refund a pro rata amount.

A written notice of withdrawal is not required.

For Veterans Benefits

The nonrefundable portion of registration fees will not exceed \$10. All other charges to the student (including tuition, books and supplies issued by the school, registration fees more than \$10 and other fees) will not exceed the prorated portion of total charges that the length of the completed portion bears to the total length of the course. This policy is in compliance with the requirements of 38CFR21.4244.

Cancellation, Withdrawal and Termination Policy

Cancellation of Program by the School

If the school cancels or discontinues the program, the student shall have all tuition, fees and other charges refunded.

In the case of school closure, The Wellness School will notify students in writing at least 30 days prior to closing date and designate a permanent custodian for all student records. Refunds of all tuition and fees, including returning Federal Student Financial Aid funds to the U.S Department of Education (if the school becomes eligible for Federal Student Aid), will be provided within 45 days of the date of school closure.

Schedule and Curriculum Revision

The school reserves the right to revise the course schedules and curriculum as necessary. The school shall provide notice of any changes within seven business days of the schedule change.

Weather

Cancellation of class due to weather will be made up on an arranged date and time. Make-up of all classes missed is required.

Official Withdraw or Termination

An official withdrawal is determined as the date the school receives notice of the student's intention to discontinue the training program, and an official termination is the date the student has been dismissed due to violating published school policy. For refund calculations, the withdrawal date is determined as the student's last day of attendance (the last day a student participated in class, projects, student clinic, or examination).

Unofficial Withdraw

If a student wishes to Withdraw, The Wellness School encourages formal notification by the policies outlined in this document. However, The Wellness School may administratively declare a student Withdrawn from the program after absences for two consecutive weeks without contacting the school, or failure to return from a Leave of Absence (LoA). The withdrawal date is determined as the student's last day of attendance (the last day a student participated in class, projects, student clinic, or examination).

Student Supplies

Required textbooks, massage equipment and supplies, and any other course materials may be purchased from the school, or other available sources as long as these materials comply with school requirements. For complete information regarding required materials and supplies for courses and student clinic, please refer to the program syllabus.

Career Services

The Wellness School does not offer formal Career Placement services and cannot guarantee employment after completion of a student's program. However, The Wellness School has a very close partnership with The Wellness Spa and can often explore the possibility of employment there immediately after graduation. Even if the employment at our employment partners is limited, students may discover that their reputation is of great value when seeking further employment. Students/trainees that receive Massage Therapy training from The Wellness Spa staff, some who serve as our faculty, consistently excel in the massage therapy industry. We assist in career success through The Wellness School's Business and Law courses, Community Outreach, job search strategies, interviewing skills, resume preparation, and career planning.

The Wellness School will survey graduates and employers to effectively monitor our student's success and the effectiveness of the curriculum. We also provide graduates help with career development by posting continuing education opportunities. The Wellness School will offer alumni professional and career development assistance after graduation. Students will become part of The Wellness School family from their first day in the program.

Student referrals to prospective employers (other than The Wellness Spa, Inc.) are not based on direct contact with the employer regarding current job openings.

Tutoring

There may be occasions when a student needs to receive tutoring from an instructor as a result of missing class, poor class performance, or a student request. Students must pay the instructor a \$40 per hour tutoring fee. If multiple students are making up the same class time, they may split this per hour tutoring fee. In addition, if a student is experiencing financial hardship or who has a situation that the \$40/hour fee would be unachievable, the student can contact the School Administrator and request a waiver of the fee. The School Administrator can, at their discretion deny the request, or grant the request in whole or in part.

Accessibility for Students with Disabilities

The Wellness School is dedicated to the success of all students that demonstrate an ability to benefit from this education. Student services are available for students with disabilities, including special accommodations regarding testing, learning, and health issues. The Wellness School is committed to making all reasonable accommodations for students with disabilities. Please see the School Administrator for more information.

Stress Support

The Wellness School is committed to supporting each student to achieve a positive educational experience. Students who are experiencing stress for any reason (personal, family, financial, or academic difficulty) are encouraged to contact the School Administrator to schedule a meeting to map out a strategy for addressing the stress so it doesn't negatively impact the student's education.

Student Representative

Each class may elect a Student Representative to occasionally meet with the School Administrator to facilitate cooperative student/administration communication. The Student Representative must be comfortable discussing student concerns with staff and staff concerns with classmates. Student Representatives must be in good academic standing in all classes. It is the Student Representative's responsibility to meet at least once per term with the School Administrator. The meeting will be documented. If resolution of a student issue is not found with the School Administrator, the issue will be forwarded to the Board of Directors for resolution.

Student Conduct

Professionalism is of the utmost importance to prepare students for a career in Massage Therapy. Respect for and cooperation with fellow students, faculty, administration, staff, and clients is expected to achieve an environment that is pleasant and conducive to learning. Students are expected to follow all conduct policies as detailed below, while in class, student clinic, and in the community. Inappropriate conduct will result in a meeting with the School Administrator who will determine consequence relative to the conduct in question and in accordance with school policies.

Abusive Situations

Abuse in any form will not be tolerated at The Wellness School and will be dealt with swiftly and professionally (see Abusive Situations under Grievance Procedure) and is grounds for dismissal.

Academic Misconduct

Academic honesty and personal integrity are fundamental to a student's personal and intellectual growth. Academic misconduct may include and is not limited to cheating, impeding, and damaging the work of others, use of unauthorized materials, or falsifying documents or records. Any student caught in an act of academic misconduct will be reprimanded and disciplined. The student may be asked to repeat the work involved, receive a lower or failing grade, or another appropriate disciplinary action. The student will receive an oral reprimand and/or a written reprimand will be placed in the student's records. If a student is caught cheating on an exam, the student will be dismissed from class, receive a 0/F on the exam and not have the opportunity to retake the exam. A second incident of academic misconduct is grounds for dismissal from the program.

Dress Code

Professional appearance is important to the student's success and to the reputation of the school. This school is a professional clinical environment. Students will come to class appropriately attired for the practice being done that day in class. Hands-on work done in class requires loose, comfortable clothing to be worn.

Classroom temperature can vary considerably during the day and evening. Dressing in layers is helpful. Inappropriate clothes include pajamas, slippers, those that do not cover the midriff, see-through or revealing, soiled, or advertise offensive material. Inappropriate, derogatory, or sexually offensive language on clothing will not be tolerated on school premises.

Drug-Free Environment

Smoking and vaping are prohibited on campus, and the use of alcohol or illegal substances on The Wellness School campus is strictly prohibited and will not be tolerated. Any student who is found to be using or under the influence of alcohol or any illegal or controlled substance will be immediately dismissed from class. The School Administrator and Program Director will meet with the student to discuss their behavior and issue a warning per policy. Any incident of on-campus alcohol or illegal substance use will be grounds for automatic dismissal from the program. For any incident that involves illegal behavior, law enforcement will be contacted.

Harassment/Inappropriate Conduct

The most productive and satisfying academic environment is one in which learning is accomplished in the spirit of mutual trust and respect. The learning environment at The Wellness School is expected to be free from inappropriate conduct and harassment, including sexual harassment. It is the policy of The Wellness School to provide students with a learning environment free of harassment and other inappropriate conduct. The Wellness School encourages reporting any perceived incidents of harassment, regardless of the offender's identity or position. It is the policy of The Wellness School investigate all such reports. The Wellness School prohibits retaliation against any person who reports harassment or inappropriate conduct or who participates in any investigation of such reports.

Students are expected to be familiar and comply with The Wellness School's policy prohibiting harassment, retaliation, or other inappropriate conduct.

Sexual harassment may involve individuals of the same or different gender. Sexual harassment includes, but is not limited to:

1. Unwelcome sexual advances or requests for sexual favors.
2. Unwelcome verbal, physical, or visual conduct of a sexual nature.
3. Making submission to (or rejection of) such conduct as a factor in academic decisions involving students.
4. Conduct that interferes with a student's performance or creates a hostile, intimidating, or offensive learning environment or permitting such conduct on The Wellness School's campus or at any The Wellness School's sponsored events.
5. Making sexual jokes and innuendos.
6. Improper commenting about an individual's body, sexual prowess, or sexual deficiencies.
7. Leering, whistling, or inappropriate touching.
8. Making insulting or obscene comments or gestures.
9. Displaying sexually suggestive objects or pictures on campus.

It is the policy of The Wellness School to prohibit other forms of unlawful harassment, including but not limited to harassment on the basis of race, religion, age, national origin, and sexual orientation. Examples of this type of harassment are name-calling, slurs, or offensive jokes.

Relationships

The Wellness School encourages personal growth in our students, faculty, administration, and staff. Students may experience difficulties and stress related to school or their professional or personal life. It is important for each student to be supported by their classmates, the administration, staff, and faculty in positive and productive ways. The School Administrator, faculty, and clinic supervisors can help with any concerns or problems that may occur during a student's education at The Wellness School. All situations are handled with respect and confidentiality.

While attending The Wellness School's programs, the student may feel a personal connection with another student, a faculty or staff member, or a member of the administration.

Personal relationships, beyond platonic ones, between students are prohibited, as they may interfere in the learning environment. Personal relationships beyond the platonic between a student and faculty member, staff member or a member of the administration will not be tolerated. Both individuals will be dismissed.

Gratuities, Charging Clients

The Wellness School's students are not allowed to charge any fee for any massage services they provide, whether during practice/homework massages, Student Chair Massage or Student Massage Clinic. Students are not professional massage therapists and should not represent themselves as such. Because of liability issues, and in compliance with state laws, we strongly discourage students from providing massage at any massage organization or company. The Wellness School is not responsible for any incidents or inappropriate conduct that may occur off campus. If such complaints are received, disciplinary action will be taken, and any incident may be grounds for dismissal from the program.

Conduct Warning and Dismissal

Students who violate the above policies related to Student Conduct will receive a written Conduct Warning and a corrective action plan will be discussed with the student. If a second violation occurs, the student will be dismissed from the program at the discretion of the School Administrator, the Program Director or the School Chief Administrator. The School Administrator or their designee will implement the dismissal. Refunds will be applied per the refund policy. A student who has been dismissed may apply for re-admission to a future group cohort, but acceptance is not guaranteed.

Conduct Dismissal Appeal

If a student who has been dismissed from the program due to violating Conduct Policies wishes to appeal the determination, they must do so in writing and submit their appeal to the School Administrator within 3 calendar days of receiving notification of dismissal. The student must explain the circumstances regarding their conduct and how they will improve future performance. The Review Committee will consist of three members that includes the School Administrator, Program Director, and either The Chief Administrator or one Advisory Board member.

Federal Financial Aid

Currently, The Wellness School does not offer Federal Financial Aid.

Academic Policies

Grade Policy

Grades are based on the following numerical system:

Letter Grade	Numerical Grade
A	90 - 100%

B	80 - 89%
C	70 - 79%
D	60 - 69%
F	59% or less

Students receive both In-Progress Grades and Final Grades. In-Progress Grades are issued to students in writing at minimum at the end of each quarter. In-Progress Grades are based on class participation, exams, hands-on techniques, written tests, homework, special projects, attendance, and timely completion of assignments and clinical sessions, etc. as indicated on the course syllabus. Note that because some courses are limited in duration (as short as 4 hours), Final Grades may be delivered prior to the quarterly In-Progress Grades depending on course timing and schedule alignment.

Final Grades are issued to students in writing at the completion of each course and are also based on class participation, exams, hands-on techniques, written tests, homework, special projects, attendance, and timely completion of all assignments and clinical sessions, etc. as indicated on the course syllabus. Grades provide feedback on progress toward graduation. These grades affect Grade Point Average (GPA). Grades that do not affect GPA are Incomplete (I) and Withdraw (W). Because The Wellness School does not offer remedial courses, or Pass/Fail in any of its graded programs, so they do not affect GPA.

Satisfactory Academic Progress

While The Wellness School does not currently offer Federal Financial Aid, the school follows the same rigorous standards of Satisfactory Academic Progress that are required by the Federal Financial Aid Programs.

Maximum Time Frame

The maximum timeframe to complete the program is 150% of program length.

Satisfactory Academic Progress and Monitoring

The Wellness School monitors the progress of all matriculated students toward completion of their program (graduation) unless enrolled in Continuing Education or Personal Enrichment courses. The Satisfactory Academic Progress (SAP) policy is enforced in conjunction with all other school policies and procedures.

Satisfactory Academic Progress is defined as a passing grade of 70% (C) cumulative GPA and an appropriate rate of progress towards completion of the program. The School Administrator monitors grades and attendance periodically, and Satisfactory Academic Progress at the end of every month.

Please reference the Grade Policy section in this catalog for more information on Grade Policies and Grading Definitions.

Course Incompletes

Incomplete grades ('I') do not affect GPA. Completed grades earned and course hours attended will be used to calculate Satisfactory Academic Progress (SAP) and Grade Point Average (GPA) at the end of that term. Incomplete grades must be completed by the end of the next quarter. Incomplete grades that are not completed by the end of the next quarter will be assigned an 'F'. Both the 'F' earned, and the attended course hours will be used to calculate SAP & GPA at the end of the term.

Course Repeats

Students who do not pass a course (achieve 60% or higher), and who, for their own purposes may wish to repeat a course (rather than perform the makeup work) while still within the 150% maximum time allotment. This is allowable with approval of the School Administrator, and the student may repeat a course with the next cohort group at their own cost. The new grade earned will replace the previous grade and be used to calculate SAP & GPA. Students are not allowed to repeat a course that they have successfully completed.

Course Withdrawal

Students who withdraw from a class due to modification of their enrollment or by going on approved Leave of Absence (LoA), may be required to repeat a class or classes. Class withdrawals ('W') do not affect Satisfactory Academic Progress. Class hours completed before a student withdraws will be used in the calculation of Satisfactory Academic Progress (SAP), and maximum time frame definitions. Students who withdraw from a class with a passing grade may have the option to continue the class where they left off at the discretion of the School Administrator as course timing and schedule alignment permit.

Transfer of Credit

Transfer of credit granted for a course (See Transfer of Credit/Advanced Standing) requires demonstration of having previously taken and passed a comparable class and passing a proficiency exam. The grade for the class assigned transfer credit is the grade earned on the proficiency exam and is used in calculation of Satisfactory Academic Progress (SAP). The clock hours for the class assigned transfer credit will be used in the calculation of Satisfactory Academic Progress (SAP).

Academic Monitoring, Warning, Probation, and Dismissal

From time-to time, students may experience academic difficulty while completing work in their program. For those students who experience this difficulty, The Wellness School endeavors to provide assistance and resources in the form of academic advising, referrals to faculty and other interventions as deemed appropriate by the school. Regardless of these efforts, students whose performance or progress fail to comply with school standards may be subject to Academic Warning, Academic Probation or Dismissal. Please see below for the school's related standards and procedures.

Grades will be checked at the end of each month and any students meeting the below criteria will be issued an Academic Warning in writing by the 10th of the following month:

Students will be given an Academic Warning when:

- a) A student obtains an F in any course;
- b) A student's cumulative Grade Point Average (GPA) falls below 2.0 within any given monitoring period;

- c) A student's progress toward diploma completion is determined by the School Administrator to be at risk of meeting the maximum 150% timeframe.

Warning Remedy: A student will be removed from Academic Warning and returned to regular status if the student meets or exceeds the academic standards indicated above by the end of the month in which the Academic Warning was issued. In the case of an F for any course, the student must arrange either 1:1 tutoring at \$40/hour with appropriate faculty to re-do coursework or re-take the class during the next cohort group as defined in the Course Repeats section above.

Academic Probation: Students who do not meet the academic standards defined above by the end of the warning month will be placed on Academic Probation. Academic Probation is considered a serious status and the student is at risk of successfully completing the program. Students on Academic Probation will be required to complete Academic Advising with school staff, and develop a formal plan to move from Academic Probation to regular status.

Academic Dismissal: If a student still has not improved grades or rate of progress to meet academic requirements by the end of the month in which the student is placed in Academic Probation status, the student may be dismissed from The Wellness School. The School Administrator will notify the student of Academic Dismissal in writing. The Wellness School reserves the right to dismiss a student for failure to maintain satisfactory academic progress as described in the above sections.

Dismissal for Other Reasons – In addition to Academic Dismissal, The Wellness School reserves the right to dismiss a student for:

- Failure to pay school fees and/or tuition by applicable deadlines
- Posing a danger to the health or welfare of students, clients, faculty, or other members of The Wellness School community
- Failure to comply with the policies and procedures of The Wellness School.
- Academic dishonesty or cheating
- Engaging in criminal activity as defined by federal, state and local laws and regulations.

Depending on the circumstance, a tuition refund may be due in accordance with The Wellness School's policy.

Because program graduation requires all courses be 100 % completed (or make-up work completed), and because a Warning or Probation status does not impact a student's ability to complete work, Academic Warning and Academic Probation statuses on their own have no effect on the 150% maximum time frame requirement. For an F in a course, the 1:1 tutoring, or the Course Repeat described above, however does, as these remedies must be completed within the 150% maximum timeframe.

[Academic Warning, Probation and Dismissal Appeals](#)

A student who has been put on Academic Warning, Probation or Dismissed for any reason, may appeal the

determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the School Administrator within 15 calendar days of receiving notification of Warning, Probation or Dismissal. The student must explain the circumstances that contributed to unsatisfactory academic performance or dismissal criteria, and how he or she will improve future performance. The Review Committee will consist of three members that including the Chief Administrator, the Program Director, and a member of the faculty.

Reinstatement

A student who did not complete the program and was academically dismissed may apply for reinstatement to the school by submitting a written request to the School Administrator. The request should be in the form of a letter explaining the reasons the student feels they should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to completing the program. Re-admittance is not guaranteed. Dismissed students who are readmitted will be charged tuition consistent with the current published rate at time of readmission.

Attendance and Absence Policy

To ensure educational continuity and appropriate completion of program requirements, The Wellness School discourages missing any class time. Students are required to sign in using the school's sign-in procedure (either in writing or electronically) for every class they attend. No student is allowed to sign in for another student. Student attendance records are maintained electronically. Students are required to attend 100% of their classes to successfully complete the full program. Regular absence can lead to a variety of negative consequences up to and including dismissal from the program. Students are required to make up all missed class hours, class work, and exams (See the Academic Makeup section).

Tardiness

Students who are 15 or more minutes late for class or who return late from a scheduled break, including lunch will be considered tardy. Any occurrence of three tardies in any classes will equal one absence, and one hour will be deducted from a student's total contact hours and a makeup class will be required. After three tardies the School Administrator will meet with the student regarding tardiness and develop a written corrective plan.

Academic Make-up

Students are required to makeup all missed class hours, class work, exams, student clinic and any other required work. If a student misses a class, or accumulates 3 tardies, the student is responsible for making up the course work and paying any associated make-up charges. It is the student's responsibility to make arrangements with the instructor or schedule to attend make-up sessions to make up all hours missed and complete any missed work. The student will complete the assigned make-up work, verify completion and approvals of any relevant forms and turn them in to the School Administrator. Classes must be made up prior to graduation and within the allotted 150%-time frame for the program. For classes that are prerequisites for other classes, make-ups for the prerequisite class must be completed by the second week of the subsequent class or within a reasonable time as determined by the School Administrator. Missing classes may postpone graduation due to enrollment and scheduling of classes. Students are strongly encouraged to meet with the

School Administrator regarding any absences and their effect on progress through the program.

Leave of Absence, Withdrawal, and Re-Enrollment Policy

Leave of Absence

Students may be granted a Leave of Absence (LOA) during their enrollment period. A leave of absence may be granted for family emergencies, major health issue, or severe learning challenges, with an expectation of returning to active enrollment at The Wellness School. Students interested in a Leave of Absence must complete a written request and meet with School Administrator to have the request approved.

Short-term LOAs are granted for planned absences of at least 2 weeks with the expectation that the student will make up and complete all appropriate coursework upon returning and will complete their program as scheduled. Students may request multiple short-term LOAs during their program, not to exceed 180 days total. Long-term LOAs are granted when the student needs to temporarily suspend their attendance, with the expectation that they will resume their program and graduate with the next class.

Upon The Wellness School receiving future Accreditation, for students who are recipients of Federal student aid, all financial aid will be put on hold until the student returns to active enrollment. If a student does not return to active enrollment within 180 days, the student is considered to have voluntarily withdrawn from the program. A refund calculation, including return to title IV calculation, will be done according to The Wellness School's Refund Policy including any applicable Return to Title IV Policy. Students do not return from leave of absence and considered withdrawn from the program who then wish to return to the program must follow the withdrawal and re-enrollment policy as listed below.

Please Note – The Wellness School will notify students when the school becomes eligible for Federal Student Aid. Currently, The Wellness School is not an eligible institution until we complete the Accreditation approval process.

Withdrawal and Re-Enrollment Policy

Students who choose to withdraw from their program at The Wellness School may do so at any time.

Please reference the Cancellations and Refunds Policy, for information on how refunds are calculated (including any appropriate return to Title IV, once the school is eligible for Title IV).

Once The Wellness School becomes eligible for Federal Aid, any students who have withdrawn from the program that have incurred any student loan debt as per NSLDS is advised to complete Exit Loan Counseling.

Students who wish to return to the program must apply for re-enrollment within 12 months (365 days). To do so, they must submit a letter to administration requesting re-enrollment, pay the \$100 application fee and any remaining unpaid charges owed to The Wellness School. If the student re-enrolls within 6 months, the \$100.00 application fee will be waived.

Students who re-enroll to the program within 6 months of withdrawing may have the option to continue where they left off in the program. Students do not repeat courses that they have successfully completed before withdrawing. Students will be required to repeat a class in its entirety that they did not complete before withdrawing from the program.

Students who re-enroll into the program after withdrawing must apply for Federal Student Aid (once The Wellness School becomes eligible for Federal Student Aid) with the US Department of Education newly if they are re-enrolling in a different academic year than their initial enrollment. All coursework completed before withdrawal and after re-enrollment will be used in the calculation of maximum time frame (150% length of program). Students are not eligible to receive Federal Student Aid beyond 750 clock hours, and no additional financial aid will be awarded. Once The Wellness School becomes eligible for Financial Aid, the school will post contact information for any questions students may have.

Students who leave the program for more than 12 months (365 days) must retake the entire program. To do so, they must submit a new application, pay the current application fee, have a successful interview with the School Administrator, and pay full current tuition.

Graduation Requirements

Students must complete all graduation requirements to graduate. Upon successful completion of The Wellness School Clinical Massage Therapy Program, students will receive a diploma from The Wellness School certifying that they have successfully completed the minimum number of hours as described in the program outline.

All non-classroom hour documentation and materials for a student's file must be completed and given to the School Administrator by the fourth week of the student's final term. If a student is experiencing difficulty with this provision, the student must request an extension by completing a course work extension form and giving it to the School Administrator. The School Administrator has the right to grant or deny the request.

Graduation Requirements List

1. 100% class attendance or appropriately documented and approved excused absences.
2. Complete course work within 150% of the length of the course.
3. Demonstrate an average proficiency of at least 70% or higher for each class.
4. Successfully complete all required coursework and hours classified as hands-on integration coursework (i.e., Student Clinic, etc.).
5. Comply with all school policies and procedures at all times.
6. Develop, demonstrate, and maintain professional ethics.
7. Return all school materials borrowed: library materials, tools, equipment, supplies or other learning resources in good condition. If borrowed school materials are not returned, payment for those materials must be made to the school.
8. Show proof of liability insurance.
9. Show proof of current certification in CPR/AED and First Aid as outlined by the Wisconsin Massage Therapy licensure requirements.
10. Complete the Massage and Bodywork Licensing Exam (MBLEx).
11. Successfully submit the Wisconsin Licensed Massage Therapist application.

12. Pass the Wisconsin Jurisprudence Exam. A copy of the test feedback report must be on file prior to graduation.
13. Participate in a program evaluation.
14. All fees, tuition and any other monetary commitments have been paid to the school in full.

Student Records

Student Records Identified

The Wellness School maintains several student records while the student is enrolled and when the student is no longer enrolled. The school maintains, at a minimum, the following information in a secure location either electronically or in paper form:

- a) A copy of the student's instruments relating to payment for educational services;
- b) Student information including student name, the student's permanent or other address, records relating to financial payments and refunds, and record of attendance;
- c) Date of student's completion or termination and the reason thereof;
- d) Record of any student grievance and subsequent resolution;
- e) Records related to classes taken and the period those classes are taken;
- f) Student grades and other performance information related to completion of instructional programs;
- g) Transcripts and Diplomas or information that provides the school capability to reproduce Transcripts and Diplomas.

Transcripts/Diploma

To receive a diploma at graduation, students must submit all required paperwork four weeks prior to the day of class. Any student not meeting this requirement is encouraged to participate in the graduation ceremony but will not receive their diploma or transcripts until all required paperwork is complete and processed by The Wellness School, and only if the student was granted an extension. The completion date on the transcripts and diploma will be the date all required documents are received and may be picked up from the school within 30 days. When all graduation requirements have been met, a graduate will receive a diploma and two copies of their final transcripts. Additional transcripts are available upon request for a fee. Please see the current catalog addendum for the fee schedule.

Honors and Certificates

1. The Wellness School recognizes high student achievement for its graduates.
2. The Wellness School develops and practices an ongoing award program that will evolve and change from time to time. Students who demonstrate exceptional achievement, service, and character will be recognized periodically in their respective program.

Records Retention

Student records are maintained in a secure manner and will be kept for a period of seven years or as stipulated by the appropriate laws and regulations. After the seven-year period, only transcripts and graduate records will be kept. Copies of student transcripts will be available for a fee of \$15. With a written request to the school administration, students will have the ability and access to review their own files. Information will not be released to any persons or agencies without the written consent of the student.

HIPAA Privacy Statement

The Wellness School pledges to keep both student and clinic information and records private and protected in the school and student clinic. All records are kept in a secured software system accessible only by authorized school staff or faculty.

Grievance Procedure

Abusive Situations

Abuse in any form will not be tolerated at The Wellness School and will be dealt with swiftly and professionally.

If a student is the victim of abuse from a fellow student, instructor, staff person or massage therapist, the student is required to inform the School Administrator, Student Massage Clinic Director or Supervisor, or instructor within a 24-hour period of the incident. Similarly, if a student becomes aware of any abusive situations regarding a fellow classmate, instructor, or anyone else connected to The Wellness School or its affiliated companies, vendors or partners, we urge the student to report the abuse within 24 hours. Such reports will be handled confidentially, professionally, and with respect to the privacy of all parties.

Any student accused of abuse will be immediately suspended from classes until a thorough investigation has been concluded. If the student has been found guilty of such abuse, then the student will be formally expelled from the program and will not be eligible to reapply at any point in the future.

If the complaint is not resolved to the reporting student's satisfaction, or if the student feels that school authorities will not act upon a complaint, the student may submit a written complaint to the Wisconsin Department of Safety and Professional Services - Educational Approval Program (EAP).

Educational Approval Program - Department of Safety and Professional Services
4822 Madison Yards Way
Madison, WI 53705
Phone: (608) 266-2112, option 8
Fax: (608) 264-8477
Email: DSPSEAP@wisconsin.gov

Website: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/Default.aspx>

As a health care practitioner, it is a legal requirement in Wisconsin that a Massage Therapist reports any knowledge of abuse to the proper authorities within 24 hours of gaining such knowledge. Failure to do so can lead to the therapist having their massage license revoked.

Student Complaints

Student Complaint Procedure

If a student wishes to file an official complaint against another student, a faculty member, or a staff person, the student should follow the official complaint procedure instituted by the school to preserve students' rights and safety. Students should file an official complaint with a faculty member, the School Administrator or one of the Student Massage Clinic Supervisors within 24 hours of the incident of complaint.

Filing a complaint means completing an official complaint form and meeting with a member of The Wellness School administrative staff or a clinic supervisor. The complaint forms are located online and in the administrative offices. The complaint will then be reviewed and investigated. Any necessary action will be determined in accordance with the school's written policies, as well as municipal, state, and federal law. A written response to the complaint will be issued within five working days.

The safety, health, and well-being of our students are concerns of the administrators, faculty, and staff of The Wellness School. All complaints will be handled confidentially, professionally, and expediently.

If the complaint is not resolved to student's satisfaction, or if the student feels that school authorities will not act upon a complaint, the student may escalate the complaint to the Wisconsin Department of Safety and Professional Services - Educational Approval Program (EAP):

Educational Approval Program - Department of Safety and Professional Services

4822 Madison Yards Way

Madison, WI 53705

Phone: (608) 266-2112, option 8

Fax: (608) 264-8477

Email: DSPSEAP@wisconsin.gov

Website: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/Default.aspx>

The Educational Approval Program (EAP) has the authority, under SPS 404.08(2), to investigate a student complaint, negotiate a settlement, or dismiss a complaint if it is found to be inappropriate. The following information is intended to help students file a complaint about a school that the EAP regulates.

Before filing a complaint with the EAP, state law requires students to try to resolve the matter with the school. Every EAP approved school has a process to resolve student complaints. If the matter is not resolved, a complaint may be filed with the EAP using the Student Complaint Form provided on the EAP website.

Complaints must be filed within one year after the student's last recorded date of attendance. Upon receiving a complaint, it will be investigated by the EAP. If there is a finding of a violation by a school, the EAP will attempt, through mediation, to resolve the complaint. If an agreement cannot be reached with the school, the EAP may

dismiss the complaint or conduct a hearing. Please note that under Wisconsin's Open Records Law (Wis. Stats., Ch. 19), complaints will generally be available for review on request from a member of the public after the EAP has acted. Please contact the EAP at (608) 266-2112 with questions about the complaint process.

General Information

Description of School's Facilities, Equipment and Location

The Wellness School is located on The Wellness Spa's property near McDill Pond in the village of Whiting, between Stevens Point and Plover, WI. The Wellness School enjoys newly renovated and constructed classrooms and student clinic space (to be completed in summer of 2023), housed in a dedicated building adjacent to/adjoined to The Wellness Spa. These new facilities are built specifically for The Wellness School and adhere to the exceptionally high standards under which The Wellness Spa is built. Equipment for the program is new and is designed with the needs of the Clinical Massage Therapy Program students in mind.

Traveling Distances (Approximate Miles) from:

- WAUSAU, WI 39 Miles
- APPLETON, WI 73 Miles
- GREEN BAY, WI 98 Miles
- EAU CLAIRE, WI 115 Miles
- MADISON, WI 117 Miles
- ST PAUL, MN 203 Miles
- CHICAGO, IL 263 Miles

Statement of Ownership

The Wellness School is a Trademark of Qi Garden, Inc. owned by Deborah Adams and David Scheer. The owners can be reached at:

3916 Water St.
Stevens Point WI 54481
E-Mail: dscheer1@tds.net
Phone: 608-658-3335

School Chief Administrator

The Wellness School President and Chief Administrator's Contact Information:

David Scheer, M.S.Ed., PMP
President and Chief School Administrator
3916 Water St.
Stevens Point WI 54481
E-Mail: dscheer1@tds.net
Phone: 608-658-3335

Holiday Break Policy

Generally, The Wellness School observes the following holidays and breaks. Specific dates are outlined in the Catalog Addendum for each class group or term. Any discrepancies between this list and the Addendum, the Addendum shall supersede since it is updated each quarter.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Faculty Members and Qualifications

Please reference the Catalog Addendum for a list of Faculty Members and their qualifications.

School Self-Evaluation Process

The Wellness School continually strives to improve its programs through an evaluation process involving feedback from students, alumni, employers, staff, faculty, and our Advisory Board. The Wellness School will measure effectiveness by administering online surveys and data collection methods with these and other groups that may vary from time to time. The feedback will be used as input to an annual curriculum review cycle that will occur during the late Spring and early summer. The Chief Administrator will review the data along with staff, faculty, and the Board of Advisors, and will determine if adds or updates will be made to the program.

Approvals

The Wellness School and its Clinical Massage Therapy Program is currently being reviewed for initial approval by the State of Wisconsin DSPS Educational Approval Program (EAP).

WI DSPS EAP Contact Information is:

Educational Approval Program - Department of Safety and Professional Services

4822 Madison Yards Way

Madison, WI 53705

Phone: (608) 266-2112, option 8

Fax: (608) 264-8477

Email: DSPSEAP@wisconsin.gov

Website: <https://dsps.wi.gov/Pages/Programs/EducationalApproval/Default.aspx>

Advisory Board Members

The Wellness School is currently assembling a Board of Advisors representing various perspectives of the professional and public communities to ensure a cycle of continuous improvement. The list of Advisory Board members and their roles can be found in the Catalog Addendum.

Institutional/Program Accreditation

The Wellness School is currently pursuing Institutional Accreditation appropriate for its current and future programs.

Memberships

The Wellness School will be applying for membership to the American Massage Therapy Association (AMTA).

Disclaimers

Photographs - While not all photographs in this publication may have been taken at The Wellness School, they represent the general type and quality of equipment and facilities found at The Wellness School.

This catalog is current as of the date of publication shown on the Title Page. The Wellness School reserves the right to make changes at any time to any part and/or provision of this catalog, including tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, school calendar and dates, and any other provisions as necessary.



Catalog Addendum - 2023-2024 Cohort #1

Academic Calendar for Cohort #1

Program Dates September 25, 2023 – May 24, 2024

(Updated 09/08/2023)

Fall 2023 Quarter

8/20/2023	Sunday	Initial Application Deadline for Fall Quarter
8/20/2023	Sunday	Application Deadline for WAI Grant
8/20/2023	Sunday	App Deadline for Spa Scholarship
9/11/2023 – 9/15/2023	Mon-Fri	Orientation Week
9/25/2023	Monday	Fall Quarter Begins
9/25/2023	Monday	All Payment Plans - 1 st Payment Due
10/9/2023	Monday	Add/Drop Deadline
10/31/2023	Monday	Withdrawal Deadline
11/22/2023	Wednesday	Payment Plan C – 2 nd Payment Due
11/22/2023	Wednesday	Fall Quarter Ends
11/23/2023	Thursday	Thanksgiving Holiday/Closed
11/24/2023	Friday	Thanksgiving Holiday/Closed

Winter 2024 Quarter

11/27/2023	Monday	Winter Quarter Begins
12/23/2023 - 1/1/2024	*	Christmas Holiday Break/Closed
1/26/2024	Friday	Payment Plan B – 2 nd Payment Due Payment Plan C – 3 rd Payment Due
2/24/2024	Saturday	Winter Quarter Ends

Spring 2024 Quarter

2/26/2024	Monday	Spring Quarter Begins
3/29/2024	Friday	Payment Plan C – Final (4 th) Payment Due
5/25/2024	Saturday	Spring Quarter Ends
6/1/2024	Saturday	Cohort #1 Graduation Day

Tuition and Fees

Tuition, Fees, and Payment Plans are subject to change.

Cost for Academic Term	Plan A (Pre-Pay)	Plan B (2 Payments)	Plan C (4 Payments)
Application Fee (Non-Refundable)	\$100	\$100	\$100
Tuition	\$12,900	\$12,900	\$12,900
Textbooks	\$600	\$600	\$600
Credentialing Fee (MBLEx and WI State Exam)	\$450	\$450	\$450
Payment Plan Fee	N/A	\$500	\$1000
Total	\$14,050	\$14,550	\$15,050

Tuition and Fee Due Dates

Tuition and Fee Due Dates are subject to change.

Payment Plan	Due Date	Description
PLAN A – Pre Payment	9/25/2023	First Day of Class
PLAN B – 2 Payments	1 st = 9/25/2023 2 nd = 1/26/2024	1 st = First Day of Class 2 nd = End of 5 th Week of Winter Quarter
PLAN C – 4 Payments	1 st = 9/25/2023 2 nd = 11/22/2023 3 rd = 1/26/2024 4 th = 3/29/2024	1 st = First Day of Class 2 nd = End of Fall Quarter 3 rd = 5 th Week of Winter Quarter 4 th = 5 th Week of Spring Quarter

Payment Plans and Terms

Plans B (2 Payments) and C (4 Payments) are payment plans which include an additional payment plan fee. All fees are payable by cash, personal check, or credit card. An additional 3.5% processing fee will be charged if tuition is paid by credit card.

Supplies and Other Expenses

Supplies and Other Expenses are subject to change.

Cost for Academic Term	Required	Value	Cost to Student
Student Membership to American Massage Therapy Association (AMTA)	X	Free	Included
Student Liability Insurance (Included at no charge with AMTA Membership)	X	Free w/AMTA	Included
Linens: Sheets, Blankets and Towels	X	\$456	Included
Massage Product (Oil, etc.)	X	\$180	Included
CPR/AED & First Aid Certification	X	\$90	Included
Total Value Included in Tuition	X	\$726	Included
Optional Books, Workshops, Seminars, Supplies, Tools, and Accessories	Optional	Optional	Optional

Administration Charges

Description of Charge	Cost to Student
Transcript Requests	\$15
Schedule Modification	\$100
1:1 Makeup Classes with Instructor	\$40/hr
Items Paid by Credit Card	3.5% Processing Fee
Items Paid by eCheck	0.8%, \$5.00 Maximum
Check Return	\$25
Tuition Fee Payment Late Fee after 5 business days	\$100

Collection of Unpaid Tuition and Fees

Nonpayment of tuition, fees, or any other amount due to The Wellness School, may result in the student being obligated for interest, collection agency costs, additional collection costs, and legal costs. The Wellness School reserves the right to report the student's failure to pay amounts owed to one or more national credit bureau organizations and not release the student's academic transcript until all debts to the school are paid in full.

Students falling behind in payments for more than 30 days, as per the signed Tuition Agreement, may be suspended from the program, and/or be asked to withdraw from The Wellness School until all payments are made current.

Students falling behind in payments for more than 60 days may be dismissed from the program. Students with delinquent tuition balance at initiation of credentialing (LMT application, MBLEx registration) will have their applications withheld until payments are brought current. The diploma and official transcript will only be awarded to students upon satisfactory completion of all graduation requirements including payment in full to the school of all tuition, fees, and other monetary obligations.

Staff

School President, School Chief Administrator	David Scheer, M.S.Ed., PMP. Master's degree in Education, Certified Project Management Professional. Occupational Experience: 37 years.
Program Director, Master Instructor	Deborah Adams. Occupational/Teaching Experience: 38 years, Massage Experience: 33 years, Master Qigong Instructor
School Administrator	Ella Adams, LMT

Faculty

Please see the list of The Wellness School Faculty. Below the list of Faculty is the teaching matrix identifying which courses they teach.

Deborah Adams	Occupational/Teaching Experience: 33 years, Massage Experience: 30 years. Co-Founder of The Wellness School, Founder and Owner of The Wellness Spa (29 years), The Wellness School Master Instructor and Head of Programs
Ella Adams, LMT	School Administrator of The Wellness School. The Wellness Spa Massage Therapist
David Scheer, M.S.Ed, PMP	Co-Founder of The Wellness School. Master's degree in Education, Certified Project Management Professional. Occupational/Teaching Experience: 32 years
Dr. Holly Schmies	Ph.D. in Education, 30 years of Experience, Athletic Trainer
Danelle Smith, MA	Master's in Athletic Training, 30 years of Experience
Dr. Cheryl Meltzer, OMD	Doctor of Oriental Medicine, Licensed Acupuncturist, 30+ years of experience
Rhonda Koch, LMT	Licensed Massage Therapist, 14 years of Massage experience
Dr. Jen Rockwood, D.C.	Doctor of Chiropractic, Owner – True Health Medical and Wellness Center, Illinois
Angela May	Certified Yoga Instructor
Thomas Betram, M.S.	Certified Qigong Instructor

Course/Instructor Matrix

Number	Course Title	Instructor(s) and Backups as Needed
SCTS-100	Self-Care, Body Mechanics, and Sustainability	Various including Deborah Adams, Ella Adams, David Scheer and guest instructors
HBS-101	Musculoskeletal Anatomy	Dr. Holly Schmies; Danelle Smith, MA
HBS-102	Anatomy and Physiology	Dr. Holly Schmies; Danelle Smith, MA
HBS-103	Practical Anatomy - Anatomy in Clay	Deborah Adams, Ella Adams
HBS-104	Kinesiology	Dr. Holly Schmies; Danelle Smith, MA
HBS-105	Medical Terminology	Ella Adams
TCM-100	Traditional Chinese Medicine Theory	Dr. Cheryl Meltzer
TCM-200	Traditional Chinese Medicine Practical	Deborah Adams, Ella Adams, Dr. Jen Rockwood
MT-100	Swedish Massage Techniques	Deborah Adams, Rhonda Koch, Ella Adams
MT-103	Chair Massage Techniques	Deborah Adams
HBS-106	Pathology	Dr. Holly Schmies; Danelle Smith, MA
MT-104	Special Populations	Rhonda Koch
E-101	Psychology of Client Personalities	Deborah Adams
MT-201	Deep Tissue Massage/Trigger Point Therapy I	Deborah Adams, Ella Adams
MT-202	Deep Tissue Massage/Trigger Point Therapy II	Deborah Adams, Ella Adams
MT-203	Deep Tissue Massage/Trigger Point Therapy III	Deborah Adams, Ella Adams
MT-204	Myofascial Release	Deborah Adams, Ella Adams, Dr. Aberle
MT-205	Therapeutic and Spa Protocols & Techniques	Rhonda Koch, Ella Adams
E-102	Qigong Community Leader	Deborah Adams, Tom Bertram
MT-206	Workshopping - Clinic Peer Reviews	Ella Adams
BLE-101	Business	David Scheer
BLE-102	Ethics and Law	Ella Adams, David Scheer
E-103	MBLEx and Wisconsin Exam Prep	Ella Adams
CPR-101	CPR	American Red Cross
MT-207	Integrative Massage	Deborah Adams and Ella Adams
A-101	Student Massage Clinic	Ella Adams, Rhonda Koch
A-102	Chair Massage Clinic (onsite)	Ella Adams, Rhonda Koch

Classes are held on the following days and times:

Days of the Week	Time	Subject
Monday, Tuesday, Wednesday	9:00 a.m. - 6:00 p.m.	Massage Therapy Classroom, Student Clinics

Student Classroom:	Students participate in classroom lectures, activities and discussions Monday, Tuesday, Wednesday.
Student Clinic:	Students participate in supervised Student Clinics at the school once prerequisites have been completed. Occasional additional days (Thurs or Fri or Sat or Sun) may be added to Student Clinic to accommodate schedules of all students.
Student Chair Massage:	Students participate in supervised chair massage events in the community.

Board of Advisors

The Wellness School is currently assembling the Board of Advisors. Please refer to this section for members as we complete the board.

Name	Experience
Don Madelung, M.S. Counselor Education & College Administration	Current President & CEO Pierce Mortuary Colleges, Former President Madison & Minneapolis Media Institutes, Former President Herzing University (21 years)
Dr. James Ford, D.C.	Doctor of Chiropractic, Owner – Ford Chiropractic
Dr. Beth Kinslow, D.Sc., ATC	UW Stevens Point Health Science and Wellness Program Director
Dr. Jen Rockwood, D.C.	Doctor of Chiropractic, Owner – True Health Medical and Wellness Center, Illinois
Dan Haapala	Business Owner, Community Representative