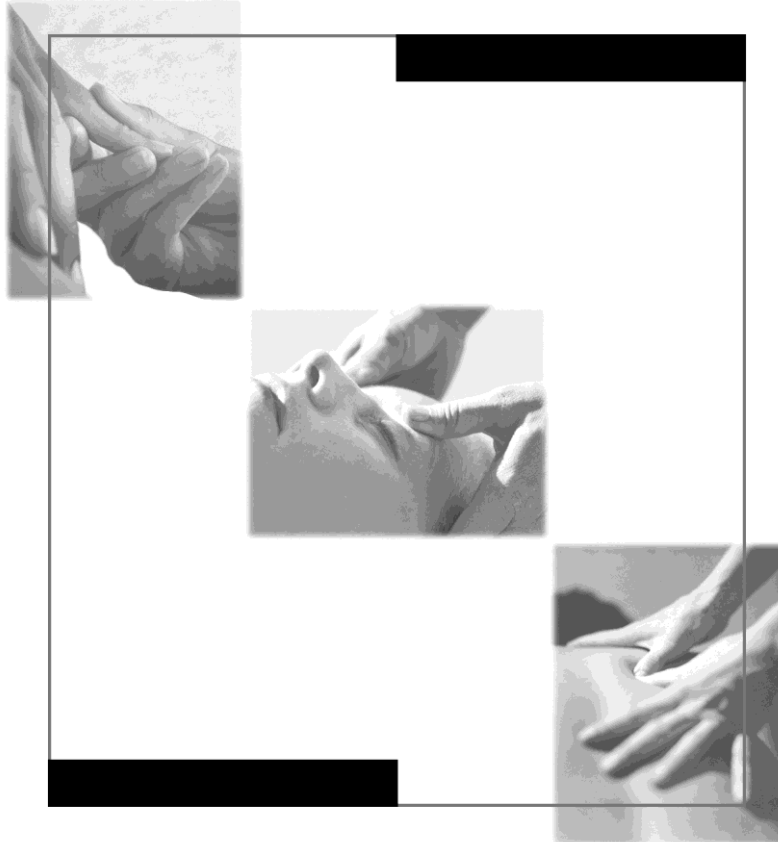




**THE NEW SCHOOL FOR MASSAGE<sup>SM</sup>**  
B O D Y W O R K & H E A L I N G



**Catalog & Handbook  
School Year 2016-2017**

**June 2017**

**747 N. LaSalle Blvd, 3<sup>rd</sup> floor  
Chicago, IL 60654  
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[www.newschoollmassage.com](http://www.newschoollmassage.com)**

**Certificate of Approval To Operate Issued By the Division of Private Business and  
Vocational School of Illinois Board of Higher Education**

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**WELCOME**

Welcome to the New School for Massage, Bodywork & Healing.

This catalog and student handbook is intended to detail our policies and to explain the nature and scope of our Massage & Bodywork Diploma program.

For over eleven years, the Massage & Bodywork Diploma program has been the flagship product of our school. Hundreds of students have taken this program and entered the massage therapy profession. They have landed jobs in spas, clinics, wellness centers, hospitals, and resorts. Some have taken the path of private practice, some have started their own businesses, and some have continued on to advanced degrees in acupuncture, chiropractic, physical therapy, and other healthcare professions. Some work locally, while others have taken their skills to other states and abroad.

Our students come from different educational, ethnic, and professional backgrounds and age groups. Yet, they all have something in common: the desire to make a positive impact in their lives and the lives of the people around them while embarking in a rewarding and fulfilling career. If you share that same desire, our Diploma program has been created for you.

Please take the time to review the content of this booklet and to visit our website at [www.newschoolmassage.com](http://www.newschoolmassage.com) for answers to frequently-asked questions. You may also call us at 888-461-0114 if you have questions about the profession or need additional information. We hope to be part of your journey.

In health and prosperity,

The Director and Faculty

## **A. THE NEW SCHOOL FOR MASSAGE, BODYWORK, AND HEALING**

### **History and Founding Principles**

The New School for Massage, Bodywork & Healing was founded in early 2002 by Emmanuel Bistas, B.S., M.B.A., L.M.T. based on his research on how massage therapists were trained and educated, and how schools prepared students for the future. Having received massage training in the oldest massage school in the country as well as smaller, skill-based massage programs, he saw a void in the skills most schools taught. Using his prior service sector experience, his entrepreneurial credentials and his passion for advancing the healing arts, he decided to create a new learning environment.

The school was a product of extensive massage industry analysis and reviews of massage therapy schools around the country. Discussions were held with massage therapy students from area schools to find “likes” and “dislikes”, and focus groups were conducted with practicing massage therapists and employers. The idea was simple: make the old “new”. Take the best that old schools had to offer and overlay it with new concepts, new ideas, and a new focus not only on massage skills, but also on long-term career success.

This new philosophy encompassed everything: the curriculum; the scheduling; the instructors; the academic and administrative policies. Furthermore, the facility had to be one that was consistent with alternative therapies: a warm, nurturing space with positive energy that brings out the best in students, instructors, and guests.

The vision brought to the school some amazing students and some of the country’s most talented instructors. It also drew to the school people who could contribute their time and resources to make the dream reality.

Since its inception, the school has continued to innovate and expand its curriculum and offerings. It has also kept abreast of industry and regulatory changes with its participation in various organizations and advocacy groups.

The key milestones below illustrate that the meaning of the word “New” in the school’s name implies a continuous evolution and renewal:

Late 2001: Market research conducted by Emmanuel Bistas showed a fragmented and inefficient massage education sector that is ready for a competitive priced, well-rounded, massage therapy program. Over a period of 6 months, the core faculty was appointed with instructors representing the three largest area schools at the time, proprietary computer systems were developed to support a lean and efficient administration, and the lease was signed at the 800 N. Wells location, a beautiful loft space with 22-ft ceilings and large windows right in the heart of the gallery district.

Early 2002: The New School for Massage became approved by the Illinois State Board of Education as private vocational school. The Massage and Bodywork Diploma Program became the first massage therapy program in the Chicago area to offer an extensive professional development component alongside massage and science coursework. The program was also the first in the area to be offered with all-inclusive pricing and small classes limited to twelve students.

The school joined the Associated Bodywork & Massage Professionals (ABMP), American Massage Therapy Association (AMTA), and AMTA Council of Schools, and received an assigned school code by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) so that graduates can take the National Certification Exam.

Late 2002: The school facilities expanded with the addition of the student and professional clinic, which has been featured in Chicago Tribune, and “Chicago’s Best” as the “best that Chicago has to offer”. The student clinic allows the students to polish their professional, business, client-interaction, and hands-on skills under the supervision of a skilled instructor. As of the time of this writing, over 60,000 treatments have been performed on 15,000 clients in the student clinic, offering students a solid experience of working with the public.

Early 2003: The school launched its community outreach program.

2004: The New School for Massage obtained the services of an accreditation consultant to become ‘accreditation-ready’ and to determine whether participation in federal financial aid would benefit the students. The decision was made that students would be best served by state approval, instead of private-agency accreditation. This decision has been pivotal in the school's ability to offer a market-focused program all these years.

2005: The state of Illinois started regulating massage therapy.

2006: The Massage and Bodywork Licensing Exam (MBLEx) was created by the Federation of Massage Licensing Boards. The New School for Massage spearheaded a petition to the State of Illinois Licensing Board to accept MBLEx as a licensing exam, and became the first Illinois massage school to include preparation for the MBLEx in the Diploma program’s educational objectives. As of the time of this writing, 45 states, including the state of Illinois, require the MBLEx for the purpose of licensure.

2008: The New School for Massage expanded its Asian Bodywork curriculum and became the first massage school in the area to devote an equal number of hours to Eastern and Western foundation classes.

2009: The New School for Massage became a founding member of the Alliance for Massage Therapy Education (AFMTE), an independent organization involved in teaching standard initiatives.

2011: To better target its resources to the development of new educational offerings due out in early 2012, The New School for Massage span off management of its student clinic, outreach activities, and introductory workshops and started marketing those services as River North Massage Therapy Center.

Early 2012: The school's founder and Director, Emmanuel Bistas, was appointed to the Illinois Massage Licensing Board.

2012: The school relocated to 747 N. LaSalle St, Suite 300, Chicago, IL 60654.

2014-2016: The school's founder, Emmanuel Bistas, was appointed to the Professional Development Standards Task Force, MBLEx Examination Committee, and MBLEx Eligibility Committee by the Federation of State Massage Therapy Boards. Emmanuel Bistas also served as the Illinois State Delegate at the FSMTB Annual Meetings in 2014, 2015, and 2016.

2017: The New School for Massage received COMTA-Endorsed Curriculum status by the Commission on Massage Therapy Accreditation (COMTA) upon review of the massage therapy program's length, content, competencies, faculty qualifications, and institutional and program eligibility. This recognition ensures that our program teaches the body of knowledge and skills to develop competent, successful therapists. We were the first school in the country to receive this designation by COMTA.

The New School for Massage has always stood ahead of the pack on every topic affecting the massage profession. From introducing a fast-track program at a time when everyone said it could not be done, to offering an all-inclusive pricing model and comprehensive curriculum, to promoting the cause of an advanced certification exam, to advocating the use of a new licensing exam, to teaching at the 600-hour level as baseline for state license reciprocity, the school has placed education and the student ahead of everyone else.

As of the time of this writing, the school has graduated over one hundred classes. In the last reporting period, as reported to the Illinois State Board of Education, 100% of graduates who were available for employment reported employment with an average starting rate of \$39 per hour.

The New School for Massage strives to use the most current learning techniques to supply students with the most comprehensive massage and bodywork training, and to prepare them to operate a successful business in today's marketplace.

With small classes, caring instructors, innovative curriculum, and professional development classes, The New School for Massage brings to bodywork education the one-on-one approach that the students will eventually bring to their practice. The results of this approach are reflected in the school's exceptional job placement and licensing exam statistics and the excellent reputation it has gained in the community.

The school treats the students just like they would want their students to treat the people they will one day serve: with compassion, respect, and a sense of personal responsibility.

To The New School for Massage, the word "New" is both a name and a commitment.

*"The New School for Massage creates an environment in which the graduates not only have excellent knowledge and skill, but a kindness of heart and a respect for themselves and others rarely seen. For us, employers, this winning combination translates into huge benefits for our companies and the clients we serve..."*  
*Massage Business Owner, Chicago, IL*

## **Mission**

The mission of the school is to create the proper learning environment for developing exceptional, compassionate massage therapists with a solid understanding of basic and advanced techniques of massage and bodywork, professional ethics, and with the necessary business and entrepreneurial training to assist in the development of a successful career.

## **Memberships and Accreditation**

- Approved by the Illinois Board of Higher Education as a Private Vocational School
- ABMP Institutional member
- Founding member of Alliance for Massage Therapy Education
- COMTA-Endorsed Curriculum
- NCBTMB Code-Assigned School

New School for Massage and its Diploma program meet or exceed the requirements set forth by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education, COMTA Endorsed-Curriculum requirements, the institutional membership requirements of Associated Bodywork and Massage Professionals (ABMP), the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) for the purpose of graduate eligibility to take the National Certification Exam, the Federation of State Massage Therapy Boards (FSMTB) for the purpose of graduate eligibility to take the Massage & Bodywork Licensing Exam, and the Illinois Department of Financial and Professional Regulation (IDFPR) for graduate eligibility to apply for licensing. The New School for Massage is a founding member of the Alliance for Massage Therapy Education (AFMTE). The New School for Massage and the Diploma program meet or exceed the hourly and/or educational requirements of most states and jurisdictions regulating massage therapy. Prospective students interested in pursuing massage therapy in other states should research licensing requirements in those states by contacting the appropriate agency.

## **Faculty**

Our faculty consists of some of the best and most talented massage and bodywork professionals who are committed to sharing their academic and professional expertise with our students.

To offer a truly well-rounded, comprehensive diploma program, the faculty brings to the classroom a wide range of knowledge, including Eastern and Western modalities, and spa and clinical experience.

In the course of the program, each student is exposed to five or six different instructors thus enhancing the learning experience and synthesizing a unique style and approach to bodywork.

The faculty list and biographical summaries appear on the school's website, at [www.newschoolmassage.com](http://www.newschoolmassage.com)

## **Location and Facilities**

The New School for Massage classrooms and administrative offices are located in a spacious 4,700 square feet facility, at 747 N. LaSalle Dr, in Chicago.

This convenient location can be easily accessed by automobile and public transportation.

Classrooms are fully equipped with massage tables and chairs, marker boards, charts, skeletal models, and audiovisual equipment.

*“I want to thank you for the opportunity to study massage therapy at The New School for Massage. I feel I’ve been given a tremendous education and appreciate the breadth and range of the entire faculty. The individual strengths and varied backgrounds of [the instructors] have given me many, many ways to think about how to apply what I have learned and how to integrate them with the other experiences I have had.”*

*S.A. – Class 113D*



## **B. THE MASSAGE AND BODYWORK DIPLOMA PROGRAM**

### **Program Description**

Our comprehensive, integrated Diploma curriculum is organized in three units: Human Sciences for Massage Therapists and Bodyworkers, Massage and Bodywork, and Professional Development. Material is presented in an innovative, integrated fashion intended to maximize students' retention of knowledge and technique. The curriculum is challenging, creative, and achievable, and empowers the students with confidence to achieve their goals of National Certification, licensing, employment, or personal and professional enrichment.

The Diploma program is 600 clock hours long, as required by the State of Illinois Licensing Law and well above the 500 hours that are required by AMTA, ABMP, National Certification Board, and the Federation of Licensing Boards' Massage and Bodywork Licensing Exam (MBLEx).

The effectiveness of the Diploma program is illustrated by the school's statistics in completion rates, job placement, and National Certification results. Graduates are fully trained to find positions in spas, health clubs, health clinics, or to develop a private practice.

### **Vocational Objective**

The objective of the Diploma program is threefold: a) to provide students with the necessary coursework and experience that will give them the skills to enter the field of massage therapy and bodywork, b) to provide students with the knowledge required for passing the Massage and Bodywork Licensing Exam (MBLEx) offered by the Federation of State Massage Therapy Boards which is prerequisite for licensing in most states regulating massage therapy, and c) to provide credentialed training that will allow graduates to pursue Board Certification offered by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB).

*“Happy to be one of your first grads. Nine years later and still working!”*

*J.H. – Class 118W*

## Program Content

### General Requirement

#### **INTRO - Introduction to Key Concepts and Medical Terminology** - 10 hours

Introduction to key concepts surrounding massage therapy, professional development, and human sciences for bodywork. This class is a prerequisite for all other segments of the program. History and benefits of massage, career transitioning concepts, professional conduct, and medical terminology are discussed.

Prerequisite: None.

### Human Sciences for Massage Therapists and Bodyworkers

#### **HSNT – Musculoskeletal Anatomy and Kinesiology – Spine, Thorax, Head, and Neck** - 35 hours

This is one of three segments integrating the study of musculoskeletal anatomy with the study of movement. Bones and bony landmarks, muscle origins, insertions, and actions, biomechanical principles, and mechanical considerations of injury are discussed. This segment focuses on the spine and thorax, head, neck and face.

Prerequisite or Concurrent: INTRO.

#### **HSSAH – Musculoskeletal Anatomy and Kinesiology – Upper Extremities** - 35 hours

This is the second of three segments integrating the study of musculoskeletal anatomy with the study of movement. This segment focuses on the shoulder, upper arm, forearm, and hand. Bones and bony landmarks, muscle origins, insertions, and actions, biomechanical principles, and mechanical considerations of injury are discussed.

Prerequisite or Concurrent: INTRO.

#### **HSPLF – Musculoskeletal Anatomy and Kinesiology – Pelvis and Lower Extremities** - 35 hours

This is the third of three segments integrating the study of musculoskeletal anatomy with the study of movement. Bones and bony landmarks, muscle origins, insertions, and actions, biomechanical principles, and mechanical considerations of injury are discussed. This segment focuses on the pelvis, thigh, leg, and foot.

Prerequisite or Concurrent: INTRO.

#### **HSPHA - Physiopathology - Module A - 30 hours**

This is one of three segments integrating the study of anatomy, physiology and pathology. The structure, function and associated disorders of each human body system are discussed. Upon completion of this course, students will be able to use critical thinking skills to make informed

decisions about the safety and applicability of massage for clients diagnosed with specific conditions. This segment focuses on the structures and systems that allow the human body to maintain boundaries and protect itself from environmental stressors. Topics covered: Cells and body tissues, and integumentary, lymphatic, immune systems, and related pathologies.

*Prerequisite:* INTRO.

### **HSPHB - Physiopathology - Module B - 30 hours**

This is one of three segments integrating the study of anatomy, physiology and pathology. The structure, function, and associated disorders of each human body system are discussed. Upon completion of this course, students will be able to use critical thinking skills to make informed decisions about the safety and applicability of massage for clients diagnosed with specific conditions. This segment focuses on the structures and systems that allow the human body to move and respond to changes in the internal and external environment. Topics covered: Musculoskeletal, nervous, and endocrine systems, and related pathologies.

*Prerequisite:* HSPHA.

### **HSPHC - Physiopathology - Module C - 30 hours**

This is one of three segments integrating the study of anatomy, physiology and pathology. The structure, function and associated disorders of each human body system are discussed. Upon completion of this course, students will be able to use critical thinking skills to make informed decisions about the safety and applicability of massage for clients diagnosed with specific conditions. This segment focuses on the structures and systems that regulate metabolism, excrete wastes and facilitate reproduction & development. Topics covered: Cardiovascular, respiratory, digestive, urinary, and reproductive systems, and related pathologies.

*Prerequisite:* HSPHA.

## **Massage & Bodywork**

### **MBFND1 - Fundamentals of Therapeutic Massage 1** – 48 hours

In-depth study of the theory and hands-on techniques utilized in Western Therapeutic Massage. This class provides the foundation for the skills utilized throughout the program. Students will learn the science of massage, factors affecting quality of touch, communication and interviewing skills, treatment documentation, draping and positioning the client, use of lubricants and tools, proper body mechanics, client-therapist boundaries, benefits of and contraindications to massage, hydrotherapy, and massage techniques appropriate for a general, wellness massage treatment. By the end of the course, students will be able to perform an hour-long, full-body relaxation massage.

*Prerequisite:* INTRO.

### **MBFND2 - Fundamentals of Therapeutic Massage 1** – 24 hours

Continuation of MBFND1. Concurrent with MBCL1 or MBCL2

*Prerequisite:* MBFND1.

### **MBCND - Applications of Therapeutic Massage to Musculoskeletal Conditions - 60 hrs**

This segment builds on the skills students have gained in their Fundamentals of Therapeutic Massage course. Students will integrate their knowledge of anatomy, physiology and pathology and gain insight into common conditions, treatment protocols and interventions appropriate for a massage therapist. Students will learn posture analysis, muscle testing, trigger point theory and techniques, indications and contraindications, muscle specific techniques, and apply them throughout the body while focusing on balancing the body and addressing specific conditions and complaints.

Prerequisite: MBFND. Concurrent: HSHNT, HSPLF, HSSAH

### **MBWM - Other Western Modalities - 40 hours**

This course consists of several topics intended to educate the student in various bodywork modalities. Topics include:

- **Seated Massage.** Students will learn to apply massage techniques to a fully clothed, seated client. Development of an efficient and effective chair massage routine will be explored.
- **Sports Massage.** The role of massage therapy in sports will be explored in this course. Students will learn about pre-event and post-event treatments, indications and contraindications, specific conditions related to sporting events (e.g., thermal conditions, injuries, etc.), and how to apply appropriate techniques.
- **Cranial Sacral Therapy.** An introduction to the theory and practice of Cranial Sacral Therapy. Discussion will involve the craniosacral system, indications and contraindications, and treatment techniques. Students will learn introductory cranial sacral techniques and how to integrate them into their practice. The New School for Massage is a member of Upledger Institute's Registry of Schools. Upon completion of this class, students may enroll in Upledger's Craniosacral Therapy programs at significantly discounted prices.
- **Myofascial Release.** An introduction to the theory and practice of myofascial release techniques. Discussion will involve the anatomy and common pathology involving superficial and deep fascia, indications and contraindications and treatment techniques. Students will learn introductory myofascial release techniques and how to integrate them into their practice.

Prerequisite: MBFND

### **MBEM - Eastern Modalities - 60 hours**

An introduction to the theory and hands-on skills associated with various forms of Eastern therapies with the focus on traditional Asian bodywork techniques (Thai-Shiatsu). The course will cover a basic understanding of energy movement in the body, Yin Yang and 5 Element Theory, the classic 14 energy channels of the body (meridians) and acupressure points (tsubos) and how those can be incorporated into other forms of massage therapy. By the end of this course, students will be able to perform an hour-long, full-body Thai-Shiatsu massage.

Prerequisite: none.

### **MBCLS - Clinic Skills – 8 hours**

Discussion and hands-on preparation for entering the student clinic. Topics covered include

guidelines, clinic forms, client interaction, and review of documentation. Students will need to demonstrate competency in the areas of client interviewing and communication, ethics, draping, body mechanics, and various techniques prior to entering the student clinic.

Prerequisite: MBFND1.

### **MBCL1 - Student Clinic 1** – 60 hours

Hands-on practice of massage therapy focused on the general public. Students will have the opportunity to integrate all of their skills in providing appropriate therapeutic massage to clients in the student clinic under the supervision of our faculty.

Prerequisite: MBFND1, PDE1, MBCLS

### **MBCL2 - Student Clinic 2** – 40 hours

Hands-on practice of massage therapy focused on the general public. Students will have the opportunity to integrate all of their skills in providing appropriate therapeutic massage to clients in the student clinic under the supervision of our faculty. The focus of MBCL2 is on musculoskeletal conditions and clinical protocols.

Prerequisite: MBCL1

## **Professional Development**

### **PDE1 - Professional Ethics 1** – 8 hours

This class covers the nature of professional ethics, practitioner/client relationship, professionalism, scope of practice, client interaction, sexuality and human relationships, informed consent, and ethical dilemma resolution.

Prerequisite: INTRO.

### **PDE2 - Professional Ethics 2** – 7 hours

Case studies related to professional ethics and the law. Topics include but are not limited to scope of practice, professional boundaries, professional standards, psychological concepts applicable to therapeutic relationships, client communications, and advertising claims.

Prerequisite: PDE1.

### **PDC - Competing in the Marketplace** – 30 hours

The focus of this class is on marketing, attracting and retaining clients, communication skills, professionalism, and developing a clear plan for a rewarding career as an employee, private practitioner, or business owner. This class also offers practical skills and advice about how to compete in the marketplace.

Prerequisite: INTRO

### **PDL - Preparation for Licensing** – 4 hours

Discussion and practical exercises preparing the student to take the licensing exam. Topics discussed are: Difference between License and Certification, Path to licensure, State licensing law, MBLEx review and application process, test taking skills.

Prerequisite: INTRO

### **PDR – Research Literacy** – 6 hours

This class explores the importance of research in massage therapy and guides students to critically evaluate available massage therapy research.

Prerequisite: INTRO.

## **C. SCHEDULING OPTIONS AND CLASS SCHEDULE**

### **Scheduling Options**

The Diploma program is offered on a full-time (fast-track option) or part-time (extended-track option) basis.

Fast-Track option: Classes meet 3 days a week, on Mondays, Wednesdays, and Thursdays, from 8:45AM to 5:05PM, for 6.5 to 7 months. Students are expected to allocate an additional 10-20 hours of time for homework. Students who work more than 20 hours per week may not be admitted into the fast-track program.

Extended-track option A: Classes meet 3 evenings per week, on Mondays, Wednesdays, and Fridays, from 5:45PM to 9:35PM, for 10.5 to 11 months.

Extended-track option B: Classes meet 2 afternoons/evenings per week, on Tuesdays from 1:15PM to 9:35PM, and on Thursdays from 5:45PM to 9:35PM, for 10.5 to 11 months.

Note: During the second half of the program, students must complete their clinic preparation and clinical practice. Clinic preparation consists of five four-hour sessions; clinic practice consists of twenty four-hour shifts. Clinic prep and practice is typically on Tuesdays, Fridays, Saturdays, and Sundays.

Classes start every month. Each new group is limited to 14 students. Call 888-461-0114 to start your exciting journey or attend one of our information sessions.

The exact class schedule is available as a supplement to this catalog and is modified from time to time in response to market demand.

For the most current version of our class schedule, please visit our website, at [www.newschoolmassage.com](http://www.newschoolmassage.com)

*“I just wanted to let you all know that I got my first job in massage!! [...] The people that I interviewed with [...] were extremely interested in the program at The New School for Massage. They were impressed with what they heard and what I had to offer just being a graduate from the school. I was eager to tell them a lot of wonderful things and they responded well to what I had to share with them. [...] Thank you all again for the great experience.”*

*H.F., Class 114D*

## **D. ACADEMIC AND ADMINISTRATIVE SCHOOL CALENDAR**

### **Academic Holiday Schedule**

Holiday observance does not affect the number of instruction hours. If a holiday falls on a class day, the program duration is increased so that students receive the correct number of instruction hours. As a result, holidays may increase the duration of the program by as much as two weeks. Classes are not held on the following days:

Martin Luther King Birthday  
Memorial Day  
Independence Day Holiday (July 3 and July 4)  
Easter Holiday Weekend (Friday through Sunday)  
Labor Day  
Thanksgiving Weekend (Thursday through Sunday)  
End of Year Break (Dec.24 - Jan.2)

### **Administrative Holiday Schedule**

The administrative offices are open throughout the year, except on the following days:

Memorial Day  
Independence Day Holiday (July 3 and July 4)  
Labor Day  
Thanksgiving Weekend  
Christmas Day  
New Year's Day

## **E. ADMISSION POLICY**

### **Admission Requirements**

The requirements for admission into the Massage and Bodywork Diploma program are:

- 18 years of age.
- High school completion or GED.
- U.S. citizenship, permanent residency, or lawful admissions in the U.S.
- Completion of an Application for Admission including a short essay explaining why the applicant wants to pursue a career in massage therapy.
- An interview with an admission officer.
- Familiarity with massage therapy as a profession and must have a) received a professional massage, b)attended a school tour or monthly information session
- Good physical and mental health, ensuring the candidate is capable of meeting the physical and emotional demands of performing therapeutic massage.
- Financial preparedness
- Good moral character (\*)

(\*) In determining "good moral character", we consider conviction of any crime, whether felony or misdemeanor, or any crime that is directly related to the practice of the profession.



## **Admission Process**

An online Application for Admission should be submitted by the applicant well in advance of the program start date. The applicant should clearly indicate the desired class. Submitting an Application for Admission does not guarantee admission or reserve a space in the class. There is no cost for submitting an Application for Admission.

Once the application is received, applicants are invited for a school tour and an interview with an admissions officer. If the student has already visited with an admissions officer or has attended any of the school's monthly information sessions, the interview can be conducted over the telephone.

To ensure objectivity in the admissions process, a scoring algorithm (rubric) is used to rank applicants in the following areas: academic aptitude, maturity, commitment, communication skills, professionalism, health, character, understanding of massage therapy as a profession, and financial preparation.

Acceptance is determined following this interview. Upon acceptance, applicants receive an Enrollment Agreement. To register for class, the student must return to the school the signed Enrollment Agreement along with the initial payment (see "Tuition, Fees and Expenses").

Once the enrollment agreement and initial deposit have been received, the student is added to the class roster. Classes are limited to 14 students, and enrollment is closed when classes are full. Applicants are strongly advised to complete the application process as soon as possible.

All applications and associated documents become the property of the school.

## **Transfer Students**

Applicants who, at the time of their admission into the program, have successfully completed relevant coursework at a state-approved institution are eligible to test out of one or more of the following components of the Diploma program: Human Sciences for Massage Therapists and Bodyworkers, and Foundation of Therapeutic Massage.

There is a \$35 fee for each examination. Applicants who pass the examination will be exempt from the particular coursework, a grade of "T" (transfer credit) will be assigned to their student record, and their tuition will be adjusted based on the number of hours being transferred into the program.

## **International Students**

The New School for Massage accepts international students who are lawfully admitted in the U.S.

## **Non-Discrimination Policy**

The New School for Massage does not discriminate on the basis of race, gender, religion, national origin, age, sexual orientation, disability, or marital status. This applies to the selection of students, vendors, faculty, and staff.

## **Students with Disabilities**

The New School for Massage provides reasonable accommodations for students with documented disabilities, as required by applicable municipal, state, and federal law. Reasonable accommodations are determined on an individual basis. However, some physical or mental disabilities are not suitable for massage therapy and bodywork and may disqualify some students from entering the program.

## **Student Privacy and Student Records**

The New School for Massage does not release student records, or information regarding a student, to anyone without the written consent of the student.

Admission documents and academic records are maintained by the school indefinitely. Attendance and grades are entered in an electronic database. Attendance and grade sheets are scanned into their electronic versions and safely stored offsite for a period of 5 years. Hard-copy exams and quizzes are kept for a period of 3 months after an individual's completion of the program. All electronic records are backed-up and stored safely off-site.

While enrolled at the school, students can monitor their progress records online by accessing a portion of the school's website. A unique, encrypted code is used to protect student confidentiality. Students are expected to safe-keep this code and bring it to the Director's attention immediately if this code is lost or misplaced.

Transcripts for the Illinois Department of Financial and Professional Regulations (IDFPR) for the purpose of licensure, FSMTB for the purpose of taking the MBLEx, or the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) for the purpose of certification must be requested by sending an email to [support@newschoolmassage.com](mailto:support@newschoolmassage.com), or by submitting a written request to the school at: The New School for Massage, 747 North LaSalle Dr, Suite 300B, Chicago, IL 60654, Attention: Records. Transcripts for all other purposes must be requested online at [www.newschoolmassage.com](http://www.newschoolmassage.com). The school will validate all emailed and online requests with a telephone call. There is no cost for transcripts issued to IDFPR, FSMTB, or NCTMB; there is an administrative fee for all other transcripts (See "Other Fees" section).

## **F. TUITION, FEES, AND REFUND POLICY**

### **Tuition and Fees**

Tuition is \$9,600. This price includes:

- Application/registration fee.
- Instruction offered in a small group setting, at state of the art facilities, by knowledgeable instructors with real-life experience
- Materials, Supplies, and Fees as follows:
  - Books
  - ABMP membership
  - Student Liability Insurance
  - Free access to the best MBLEx study guide, Exam Coach.
  - Polo shirt for clinic use
  - Lotions and creams for classroom and clinic use
  - Sheets for clinic use
  - Free transcripts for FSMTB and the Illinois Department of Professional Regulation
  - Cost of either the MBLEx licensing exam, as long as the exam is passed within 15 days of the last day of classes

Students are expected to own or have access to a massage table for home use.

### **The New School for Massage Payment Plan**

This interest-free payment plan tuition consists of minimum down payment of \$500 and up to eleven monthly installments. The down payment is due upon registration and the first installment is due on the first day of classes. Subsequent installments are due monthly. The New School for Massage Payment plan is serviced by TFC Tuition Financing.

### **Extended Payment Plans**

These plans are a great way to get the training you want with monthly payments that fit your budget. With these plans you can expect low interest, option to add a co-signer, and option to pay by credit, debit or check. Our extended payment plans are serviced by TFC Tuition Financing.

### **Early payment discount**

If tuition is paid in full prior to the first day of classes a 30% discount applies.

### Work Study

Up to 50% of the program can be paid by working at the school. Subject to availability.

### Scholarships

Merit-based or need-based scholarships are available, courtesy of our affiliate company, River North Massage Therapy Center. Please indicate in your essay why you would like to be considered for a scholarship. Subject to availability.

### Veteran's Administration Programs

The New School for Massage is approved by the Illinois State Approving Agency for GI Bill Education Benefits.

### Major Credit Cards Accepted

The school accepts American Express, Mastercard, Visa, and Discover.

### **Late Payments, Delinquency, Financial Hold, and Financial Default Status**

Under the New School for Massage Payment Plan, payments are due as specified on the retail installment agreement and application/registration agreement. If the due date is an administrative holiday, payment is due on the next business day. If a payment has not been received by the due date, a late fee of 10% of the payment amount or \$50, whichever is greater, will be assessed.

Any account that carries a past due balance for 10 calendar days will be placed on "financial hold" status and the student's name will be removed from the class roster. No attendance or grades can be credited to the student's record if the student comes to class. At that point, the student has a ten calendar-day period during which the account must be brought up-to-date. After the end of this period (20 calendar days from the original due date), the account will be considered in default and the student may not attend classes again until any past due and remaining balance under the enrollment agreement is paid.

Graduates of the program who financed their education using The New School for Massage Payment Plan are expected to continue making payments after they have completed the program until the balance under the enrollment agreement is paid in full. No transcripts or diploma will be issued until tuition is paid in full. Any account that carries a past due balance for 10 calendar days will be placed on "financial hold" status and all services available to the graduates such as transcript release, job counseling, job postings, continuing education classes, etc will become unavailable to the graduate. At that point, the graduate has a ten-day period during which the account must be brought up-to-date. After the end of this period (20 calendar days from the original due date), the account will be considered in default and will be forwarded to an outside agency for collection.

## **Other Fees**

The following fees are to the student's discretion and are not covered in the all-inclusive price:

NSF Checks - \$25

Instructor-led Tutoring (1 student) - \$35/hour

Instructor-led Tutoring (multiple students)- \$25/hour per student

Class Audits - \$40

Sheet rental - \$20

Transcripts - \$10 per transcript (transcripts to NCBTMB and IDFPR are provided free of charge)

Make-up exams - \$35 each

## **Transfer Students**

For students who transfer credit into The New School for Massage, tuition is prorated based on the number of hours transferred into the program (see "Transfer Students").

## **Refund Policy**

Withdrawing from school has both academic and financial consequences. The school earns its tuition over the course of the program. If a student cancels enrollment or withdraws from the program prior to completing 50% of the duration of the program (measured in number of weeks from start date to end date above), the student may be entitled to a refund. The following rules pertain to tuition and refunds:

- Deposits or down payments are part of tuition.
- Interest paid that is part of a loan agreement is not considered part of tuition
- The school will provide the student with a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
- A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance. If the student is absent for longer than 15 days but has expressed to the school that they will return at a later day, the student's is considered active.
- Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days of determination of non-acceptance is made.
- The school shall refund all monies paid to it in any of the following circumstances:
  - The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
  - The school cancels or discontinues the course of instruction in which the student has enrolled;
  - The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

In the event of cancellation or withdrawal, the following refund schedules apply:

### REFUND SCHEDULE - CANCELLATION PRIOR TO FIRST DAY OF CLASS

| <u>When cancellation notice is ...</u>  | <u>School has earned</u> | <u>Refund to paying party</u>  |
|---|--------------------------|--|
| ...before the fifth business day after the date of enrollment but prior to the first day of class   | \$0                      | All funds paid as of the time of cancellation  |
| ... after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance | \$25                     | All funds in excess of amount in "school earned column". Interest paid under a payment plan is not considered in this calculation. |

### REFUND SCHEDULE - WITHDRAWAL AFTER FIRST DAY OF CLASS

| <u>When withdrawal date is ...</u>   | <u>School has earned</u>  | <u>Refund to paying party</u>   |
|--|---|---|
| ...after the student's completion of the first day of class, but prior to the students completion of 5% of the program duration expressed in weeks | \$325, plus the cost of any books or table which have been provided by the school   | Any funds paid to the school less amount in "school earned column" that have been paid to the school.                             |
| ...after 5% of the course of instruction, but prior to the students completion of 50% of the program duration expressed in weeks                   | Prorata Tuition + fees under enrollment agreement<br>Plus<br>Penalty of 10% of Tuition<br>Plus<br>cost of any books and tables which have been provided by the school | All funds paid to the school less amount earned by the school, less any interest paid under a payment plan under this agreement . |
| Cancellation notice is given after 50% of the program duration as shown by start and end date above, calculated in number of weeks                 | All tuition and fees, plus cost of any books and table which have been provided by the school   | No refund.  |

## **G. ACADEMIC AND ADMINISTRATIVE POLICIES**

### **Academic Integrity**

Students are expected to adhere to the school's standards of attendance and learning and to succeed on their own merit.

Plagiarism, falsification of information, copying from others, and methods intended to increase one's academic standing without doing the required work will not be tolerated and will result in disciplinary procedures, which may include probation and/or dismissal from the school.

### **Professional Conduct**

Students are expected to value their classmates, instructors, and clinic clients for the unique individuals that they are; respect and protect their own and others' confidentiality; respect and protect their classmates' and clients' boundaries, *as well as their own*; adhere to the principles of academic integrity outlined by the school; adhere to school policies; and promote a safe learning environment.

Students of The New School for Massage are expected to adhere to the following code of ethics:

### **Code of Ethics**

- I will value myself, my classmates, faculty and staff, and clients for the unique individuals that we all are, and for the diversity of backgrounds and experiences that we all bring to the classroom
- I will maintain clear and honest communication with my classmates, faculty and staff, and clients. I will not engage in gossiping nor will I talk about others in a demeaning or disapproving manner
- I will respect and protect my classmates' and clients' confidentiality, except as required by law or when one's boundaries have been violated or when intervention is required
- I will respect and protect my own and others' boundaries in all my interactions with students, faculty and staff, and clients
- I will not utilize any form of sexual suggestiveness or language in the classroom that will conflict with the non-sexual nature of massage and bodywork
- I will not utilize language or engage in behavior in the classroom or school facilities which will cause some students to feel isolated or threatened
- I will support the concept of academic integrity and will succeed on my own merit
- I will dress in a professional manner and consistent with school policy

- I will refrain from using any mind altering drugs, alcohol, or intoxicants prior to or during class
- I will respect and protect the school resources and intellectual property
- I will acknowledge the limitation of my skills and knowledge when viewed in light of the vast array of bodywork modalities and disciplines and will always seek to attain new knowledge and understanding.
- I will adhere to school policies
- I will not falsely claim to be a massage therapist or bodyworker and will not perform treatments in exchange for money unless I am licensed or legally allowed to do so
- I understand that who I am in the classroom and in my treatment room is who I am “inside”; for this reason, I will strive to apply the principles of this Code of Ethics in my everyday life

### **Satisfactory Academic Progress**

Students enrolled in the Diploma at The New School for Massage must be making satisfactory progress toward the completion of the program.

Satisfactory academic progress is defined by the following parameters:

- Completion of all courses with a minimum grade of 70%.
- Attendance of at least 80% of clock hours for all courses
- A student may repeat a failed course once
- Completion of the program in a maximum timeframe of 15 months

### **Academic Probation and Dismissal**

A student who has fallen below the 70% grade mark or below the 80% attendance mark in any of the segments of the Diploma program is said to be in probationary status. The probationary period starts at the time the grade and/or attendance dropped below the threshold and can last up to two months for the extended-track schedule and up to one month for the fast-track schedule. A student who does not bring the grade and attendance levels above the required threshold during that period will be dismissed from the program.

Other causes for dismissal from the program include failing a class twice, taking longer than 15 months to complete the program (except for students on an extended-track schedule) excessive absenteeism, unprofessional behavior, violation of the policy on draping, cheating on quizzes or exams, failure to meet financial obligations to the school, and falsification or omission of pertinent information from the application and/or admissions interview which if accurate or present would had led to denial of admission.

Students who are absent from attending school for 15 consecutive days and who has provided no notice of his/her absence will be automatically dismissed from the program.

The school is not required to offer a verbal or written warning prior to dismissal.



## **Grades and Attendance**

### Attendance requirements

Because of the extensive hands-on component of the massage therapy training and the integrated nature of the program, regular attendance is expected and required.

Attendance is taken in 15 minute increments, that is, a student who is absent for longer than 15 minutes during a clock hour will be marked absent for the entire hour.

Students can miss up to 20% of class hours in each program course with the exception of student clinic, which has a 100% attendance requirement. Students must keep in mind that if they miss classes within the allowable limits, they are still responsible for taking any quizzes or exams that were part of those classes or their grade will be impacted.

### Making-Up Missed Classes

Regardless of reason of absence, students are responsible for all class material covered, including handouts and announcements. A student with a number of absences within the allowable limits may elect to make-up a missed class; a student whose absences exceed the allowable limit or who is on academic probation due to absenteeism must make-up missed classes to ensure that the attendance requirements are met.

There are two methods for making-up missed classes:

a) Class Audit. A student may make-up the missed topic by auditing a regularly scheduled class (i.e. morning, evening, weekend) with a different cohort, preferably by the same instructor. A student who audits a class receives attendance credit for the class, but cannot receive a grade for any exams or other graded activities taking place in the class being audited. Students must sign up for class audits at the web portal, [www.newschoollmassage.net](http://www.newschoollmassage.net). There is a fee to audit a class (See "Other fees" section).

b) Instructor-led Tutoring. A student may make-up the missed topic in a tutoring session led by an instructor. All tutoring sessions must be scheduled through the web portal, [www.newschoollmassage.net](http://www.newschoollmassage.net), and are subject to instructor and classroom availability. Scheduling tutoring sessions directly with an instructor creates dual relationship and conflict of interest scenarios, and is in against the school's policy. There is a fee for instructor-led tutoring (See "Other fees" section).

A 24-hour advanced notice is needed to schedule a class audit or tutoring session. A 48-hour notice is required to cancel a class audit or tutoring session request; in the event that the 48-hour cancellation policy is not observed, the students forfeits the administrative fee.

## Grade Requirements and Grading System

Students receive a grade for each segment in the Diploma program. The grade for each segment is calculated based on the grading structure of that segment as outlined in the segment's syllabus.

The New School for Massage uses the following system for grading student performance:

- A Excellent (Range: 93-100)
- B Good (Range: 85-92.9)
- C Satisfactory (Range: 75-84.9)
- D Poor (Range: 70-74.9)
- F Failure to meet minimum requirements
- T Transfer
- I Incomplete
- W Withdrawal

## Making-Up Missed Exams

There are two methods for making-up missed exams:

a) By scheduling an "exam make-up" session. Make-up sessions may be scheduled through the web portal, [www.newschoollmassage.net](http://www.newschoollmassage.net), Monday through Friday, from 8AM to 6PM, subject to instructor and classroom availability. An administrative fee is charged (see "Other Fees") to cover the costs of scheduling the exam, printing it, grading it and entering into the system.

B) During an instructor-led tutoring session, as shown under "Making-Up Missed Classes".

A 24-hour advanced notice is needed to schedule a make-up or tutoring session. In case of a 'hands-on' exam the student must bring someone to practice on. A 48-hour notice is required to cancel a make-up or tutoring session; in the event that the 48-hour cancellation policy is not observed, the students forfeits the administrative fee.

## **Graduation Requirements**

To graduate from The New School for Massage and Bodywork Diploma Program, students must meet the criteria outlined in section 'satisfactory academic progress and be current on their financial obligations toward the school.

## **Credential Awarded**

The New School for Massage awards its graduates a Diploma in Therapeutic Massage and Bodywork. The diploma indicates that a graduate has mastered all the elements of the academic program and that he/she is fully qualified to enter the expanding field of complementary health care.

## **Incomplete Work**

No credit will be granted for incomplete work. Students unable to complete a course and who do not meet attendance and grading requirements within two weeks from the last day of class of that course, will receive an “F” for the course.

## **Reinstatement/Re-enrollment Policy**

A student who has been dismissed or has withdrawn from the program for any reason other than transfer to another cohort may re-apply for admission by submitting a new Application for Admission no sooner than two months and no later than six months from the time of dismissal or withdrawal.

The Application for Admission must include a statement indicating the problems and situations that led to the dismissal or withdrawal and a statement explaining why the former student is better qualified to enter the program at this time.

The process of re-entering the program is similar to that of new students, that is, a personal interview is required and a new enrollment agreement must be completed. In the case the student is re-admitted into the program, any coursework already completed successfully will be carried over to the current enrolment.

## **Transferring to another cohort**

Because of the small size of the classes, students are encouraged to stay with the group with which they started.

If it is necessary for a student to transfer to another cohort, the transfer is handled as a withdrawal and re-enrollment, except that a two-month waiting period is not required. The student must provide a written statement explaining the reasons for the transfer request.

In the case the student transfers to another cohort, any coursework already completed successfully will be carried over to the current enrolment. A new enrollment agreement must be completed for the new cohort.

## **Student Grievance Procedure**

Students who have a complaint or wish to register a grievance against another student, instructor, school official or staff, or school policy, must do so in writing. The following protocol should be followed in registering a complaint:

- If the complaint involves another student, it should be communicated *in writing* to the class instructor or the Director.
- If the complaint involves an instructor or staff, it should be communicated *in writing* to the Director.
- If the complaint is related to school policy, it should be communicated *in writing* to the class instructor or the Director.

The Director and/or, depending on the nature of the complaint, a faculty committee will review the complaint and respond in due time. No adverse action will be taken against any student for filing a complaint.

Complaints which cannot be resolved by direct negotiation with the school in accordance to the written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org).

### **Dress Code**

The dress code for all classes is casual, unless otherwise defined in a course syllabus. The dress code for the clinic is discussed in the clinic manual.

Guidelines have been established and must be followed for dressing and undressing in the classroom during hands-on classes.

### **Draping**

Proper draping protects the client and stresses the non-sexual nature of massage therapy and is, therefore, required during the massage treatment. Failure to adhere to proper draping can lead to probation and/or dismissal from the program.

### **Class Size**

New cohorts are limited to 14 students. Lecture classes may be shared by multiple cohorts up to a maximum of 18 students per class. Hands-on classes may be shared by multiple cohorts up to a maximum of 14 students per class. Student to instructor ratio is 14:1 in hands-on classes, 18:1 in lectures, and 6:1 in clinic.

### **Drug and Alcohol Policy**

The possession, transfer, sale, use or solicitation of illegal drugs or alcohol on school premises, or being under the influence while on school premises, is prohibited and can lead to probation and/or dismissal from the program. This policy also prohibits students from being under the influence of any legal drug, including legally prescribed drugs, while on school premises to the extent that such use or influence interferes with the school's commitment to promote a safe learning environment.

### **Weapon Policy**

With the exception of military or law enforcement personnel engaging in security activities, students are prohibited from carrying guns, stunt guns, knives, or other weapons, on their person or in their belongings while on school premises. Violation of this policy will lead to immediate dismissal from the program.

## **Use of School Resources**

Use of school resources is limited to the use of classroom and common areas of the school during class times. Students are not allowed to use the school's telephones, computers, copier, electronic equipment. Students may not use the school's classrooms outside of class times.

## **Distribution of books and materials**

Books, if purchased through the school, will be distributed throughout the program on the first day of the course utilizing them. The clinic shirt is distributed prior to entering clinic.

## **Use of Mobile Phones**

Mobile phones have become an indispensable part of one's life, however, they cannot be allowed to disrupt the learning environment. Please turn your mobile off while in class and during exams and quizzes. Students who need to use their phone must do in the downstairs lobby.

## **Access to Email and Online Resources**

The New School for Massage uses email and the internet extensively for the purpose of communication with students. Some classes may require use of online material, such as e-textbooks or other reference. Class schedules, syllabus and homework assignments, grades and attendance, job postings, and miscellaneous notices are posted online. Additionally, the school maintains a list of many free, online resources that can help students learn better and become part of the large massage and bodywork community. Students are required to maintain access to email and the internet throughout enrollment and to check their email accounts and monitor academic progress frequently. Students are not required to own a computer; free email and internet access can be obtained at a local library.

*".....she is an excellent caring therapist, and we are happy to have her on our staff. We look forward to working with more graduates from The New School for Massage..."*

*Massage Clinic Owner, OAK Park, IL,*

## H. SCHOOL STATISTICS (7/1/2015-6/30/2016)

|   |         |
|---|---------|
| 1) Number of students who were admitted in the program or course of instruction as of July 1 of this reporting period.  | 32      |
| 2) Number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:   |         |
| a) New starts   | 39      |
| b) Re-enrollments   | 0       |
| c) Transfers into the program from other programs at the school   | 0       |
| 3) Total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).                         | 71      |
| 4) Number of students enrolled in the program or course of instruction during the 12-month reporting period who:  |         |
| a) Transferred out of the program or course and into another program or course at the school  | 0       |
| b) Completed or graduated from a program or course of instruction   | 33      |
| c) Withdrew from the school   | 9       |
| d) Are still enrolled   | 29      |
| 5) Number of students enrolled in the program or course of instruction who were:  |         |
| a) Placed in their field of study   | 12      |
| b) Placed in a related field  | 0       |
| c) Placed out of the field  | 0       |
| d) Not available for placement due to personal reasons  | 2       |
| e) Not employed   | 1       |
|   |         |
| B1) Number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.   | 30      |
| B2) Number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.  | 29      |
|   |         |
| C) Number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence. | 15      |
|   |         |
| D) Average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.  | \$39/hr |

## **I. MISCELLANEOUS**

### **Licensing and Certification Information**

The State of Illinois regulates massage therapy practice and requires licensing for all practicing massage therapists. Licenses are issued by the Illinois Department of Financial and Professional Regulations. Other states and jurisdictions may have different licensing requirements or may have no licensing requirements at all.

The Massage and Bodywork Diploma program from The New School for Massage, Bodywork, and Healing satisfies Illinois educational requirements for licensing, as a State-approved vocational program with a minimum of 600 hours of massage therapy training.

The school's program and training provide students with the education that is necessary to take the Massage & Bodywork Licensing Exam which is accepted for licensing in Illinois.

The New School for Massage Bodywork & Healing makes no representation that a student who completes the Diploma program will receive a license by the State of Illinois or any other state.

Prospective students are encouraged to discuss licensing requirements with an admissions representative prior to entering the Diploma program.

### **Transferability of credit**

Students or graduates of The New School for Massage who wish to transfer credit to another institution of higher education should be aware that it is completely at the discretion of the other institution whether to accept credits from The New School for Massage. Students are advised to consult with the institutions they wish to transfer to determine whether coursework can be transferred.

### **Complaints**

Complaints against the school may be registered with the Illinois Board of Higher Education by sending a letter to either of the following addresses:

Illinois Board of Higher Education  
Private Business and Vocational Schools  
1 N. Old State Capitol Plaza, Suite 333  
Springfield, IL 62701  
(217) 782-2551

## **J. COPYRIGHT INFORMATION**

The contents of this catalog and any other accompanying information are considered intellectual property of The New School for Massage, and may not be duplicated, copied, or used for any purpose except as authorized by The New School for Massage, Bodywork & Healing.

## **DATE OF PUBLICATION AND STATEMENT OF ACCURACY**

All information published in this catalog is current as of June 7, 2017. The New School for Massage reserves the right to change course content, tuition and fees, schedules, admission standards, and school policies without notice subject to approval by the Illinois Board of Higher Education.

*“Never doubt that a small group of committed people can change the world. Indeed, it’s the only thing that ever has.”*  
*- Margaret Meade*