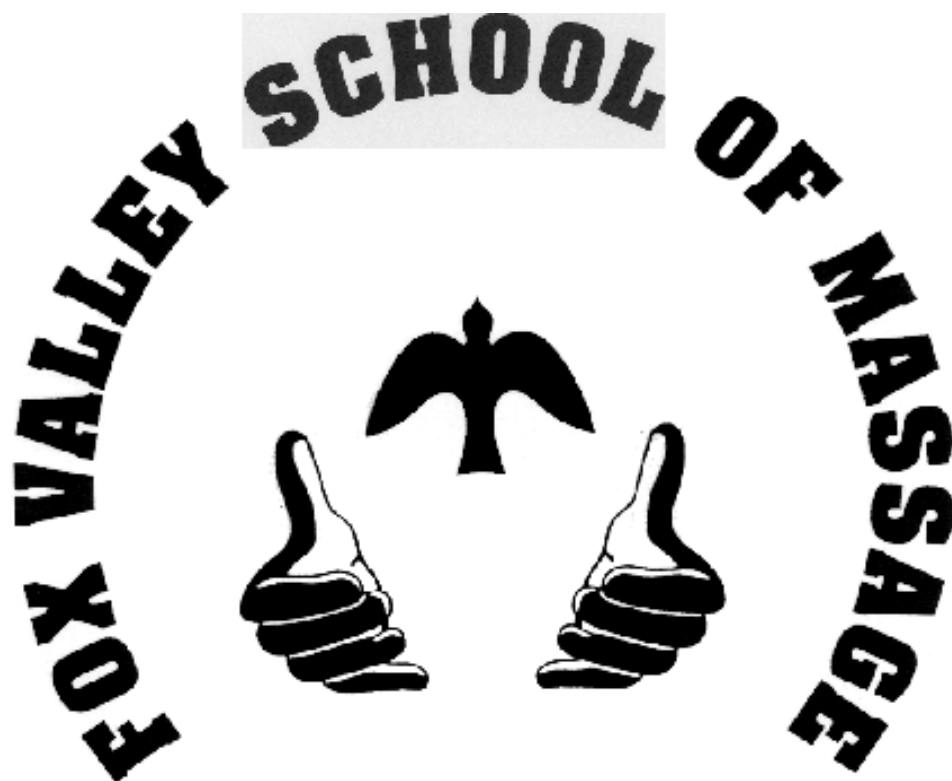


FOX VALLEY SCHOOL OF MASSAGE

Celebrating 16+ Years of Excellent Education



Est. 1996

“The Art & Science of Massage”

PROFESSIONAL MASSAGE TRAINING PROGRAM

2012 CATALOG August 2012 – June 2013

VOLUME #39

526 WEST WISCONSIN AVENUE

APPLETON, WI 54911

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Fox Valley School of Massage

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WELCOME TO FOX VALLEY SCHOOL OF MASSAGE

Dear Fox Valley School of Massage Applicant,

Thank you for your interest in Fox Valley School of Massage. Congratulations on your decision to consider training in massage therapy!

Massage therapy is a rapidly growing field and our program will provide you with all the tools and education necessary to be successful as a massage therapist.

At FVSM, we have a unique program that is both challenging and rewarding. The demands of our course require a special commitment to learning all the aspects of massage therapy. Our quality hands-on education will provide you with the skills and confidence you need to effectively work with your clients as well as having several employment opportunities in the health care field.

Our graduates find meaningful careers in hospitals, chiropractic offices, health clubs, salons, spas, and general offices providing massage services. Others choose to be self-employed working out of their own offices or homes.

Fox Valley School of Massage has a wonderful facility with spacious classrooms and a private clinic for the public. FVSM uses only state of the art educational equipment. We have the most up to date and innovative massage tables on the market and a wide variety of styles for students to use. We use models, skeletons, and hands on demonstration to facilitate learning the body in the most efficient and effective manner.

All of us at Fox Valley School of Massage are excited about our program and would like to share more information with you. After reading the enclosed literature, please feel free to call with any questions or to set up a school tour. We look forward to hearing from you and to helping you obtain the career you want as a massage therapist.

Sincerely,

Thomas E. Finch, President & Founder, Wisconsin-LMT, NCTMB, NASM-CPT
Wisconsin Licensed Massage Therapist & Nationally Certified
National Academy of Sports Medicine CPT, Registered Yoga Teacher, E-RYT

FOX VALLEY SCHOOL OF MASSAGE

HISTORY OF FOX VALLEY SCHOOL OF MASSAGE

Tom Finch founded Fox Valley School of Massage on February 19, 1996, in response to a growing demand for professionally trained massage therapists. He applied for and received approval from the State of Wisconsin Educational Approval Board (a state agency that oversees and regulates private secondary educational schools).

The school was originally located on the second floor of a building at 2003 N. Meade Street in Appleton. Then, in need of more space, the school moved downstairs and took over most of the first floor of that building. In the summer of 2001, the school once again expanded and relocated to its current location in the spacious 526 W. Wisconsin Avenue building in central Appleton.

Since the beginning, Fox Valley School of Massage has continually improved its educational program by expanding classroom hours, teaching more modalities of massage and increasing the quality of its instructors. With a solid science foundation and complementary course work in the art of massage, students completing our program have shown an excellent passing rate on both the National Certification Exam for Massage & Bodywork and the Wisconsin State Exam.

FOX VALLEY SCHOOL OF MASSAGE MISSION STATEMENT

Fox Valley School of Massage is dedicated to meeting the evolving health care needs of the public through the education and training of highly skilled massage therapists.

FOX VALLEY SCHOOL OF MASSAGE: GOAL FOR OUR STUDENTS & ALUMNI

FVSM's goal is to provide the best education at a tuition that is affordable so all graduates can be successful and enjoy a rewarding career in the health care field.

THE MASSAGE PROFESSION: REWARDING AND EXCITING

Massage therapy is a rapidly growing field. People from all walks of life are discovering the health-enhancing benefits of massage. With the training provided at Fox Valley School of Massage, students will have all the skills and knowledge necessary for a career in massage therapy. A few of the places that massage therapists are employed are: sports & wellness clinics, fitness centers, physical therapy clinics, chiropractic offices, health clubs, spas, salons, resorts, cruise ships, hospitals, airports and yoga studios. Many students choose to open their own practices and some students use the training as a stepping stone to study physical therapy, nursing or athletic training.

FOX VALLEY SCHOOL OF MASSAGE CREDENTIALS

- Approved by The Wisconsin Educational Approval Board (WEAB)
- Approved by the Wisconsin State Approving Agency (SAA)
- Approved by National Certification Board for Therapeutic Massage & Bodywork NCBTMB
- Member of the Associated Bodywork & Massage Professionals (ABMP) Alliance of Schools
- Member of the Upledger Institute Registry of Schools

FVSM FACULTY: EXPERIENCED, EDUCATED, MOTIVATED FOR YOUR SUCCESS

We are exceptionally proud of our staff. FVSM is comprised of individuals who put education and experience first. Massage instructors are both nationally and state certified therapists who practice massage therapy in addition to teaching. All instructors of anatomy, physiology, kinesiology, pathology, hydrotherapy, nutrition, and sociology have earned recognized post-secondary degrees.

ADMISSION REQUIREMENTS

Any person may attend Fox Valley School of Massage who meets the following requirements:

1. A completed application and a typed essay with the \$50.00 application fee.
2. Two letters of recommendation. These can be mailed with the application or separately.
3. Complete the admissions interview.
4. Applicant must be at least 18 years of age.
5. Holds a high school diploma or its equivalent (verification required).
6. Has the physical capability of providing massage as verified by a physician.
7. Has experienced at least one (one hour) professional massage (verification required).
8. Ability to meet financial obligations of tuition and supplies. (*Visa / Master Card accepted*)
9. Attend the Introduction to Massage Workshop within 1 year of enrollment.

APPLICATION POLICY

Applications are accepted up to the start of a term. Terms are filled as applications are received and may be filled before application deadlines. Applications are reviewed and applicants are notified by phone for an interview. Applications will remain on file for a period of one year. The admissions interview fee must accompany the application and is non-refundable.

ADMISSIONS INTERVIEW

Upon receiving your application, essay, and your two letters of recommendation, you will be interviewed by a member of the school's staff. At this time, you will have the opportunity to ask questions about the program and the school. The interviewer will discuss your interest in massage training and your future goals. Term schedule, rules and regulations will also be discussed.

NOTIFICATION OF APPLICATION STATUS

Accepted applicants will receive, by e-mail, an acceptance letter within two weeks following the interview. Prospective students must then indicate which term they wish to participate in and send either a tuition deposit or full payment. **Students are added to the class roster as their tuition deposits are received on a first come, first serve basis.** If the said term has been filled when the tuition deposit is received, the deposit will be returned in full.

EQUAL OPPORTUNITY POLICY

In accordance with Federal and State Regulations, FVSM does not discriminate against any person with regards to race, color, religion, gender, age, national origin, sexual orientation, disability or other as protected by law and provides each with the same rights, privileges, programs and activities generally accorded or made available to students of post-secondary institutions. FVSM does not tolerate any form of sexual harassment by its staff, faculty, students, or public.

STATE OF WISCONSIN LICENSURE & NATIONAL CERTIFICATION

The curriculum at FVSM exceeds the requirements of both the State & National Board. Effective December 1, 2010, the State of Wisconsin began licensure for Massage Therapists. The state of Wisconsin requires 600 hours of training in massage therapy at an EAB approved school as well as a passing score on the National Certification Exam before being licensed by the State. FVSM will prepare you with the necessary paperwork to take both the state and national exams.

MASSAGE THERAPY PROGRAM

In order to complete the massage therapy training, all courses need to be taken at Fox Valley School of Massage as advanced standings for classes previously taken is not granted.

August 2012 – June 2013 Tuesday Program.

This class will meet on Tuesdays beginning on August 28, 2012, and will graduate the last Tuesday in June 2013.

This class will meet from 9:00 a.m – 9:55 p.m. with a lunch and a dinner break.

Additionally, this class will meet approximately one Saturday per month beginning in September. Class time on Saturdays is 9:00am – 5:00pm.

****Fox Valley School of Massage Student Internship / Massage Theory & Practice II**

All students are required to complete Massage Theory & Practice II. This is on Tuesday evenings.

ACADEMIC CALENDAR 2012

Class	Class Start Date	Graduation
Tuesday Class	August 28, 2012	June 2013
Vacation Dates		
Tuesday	December 25, 2012	
Tuesday	January 1, 2013	

COURSE OF STUDY AND HOURS OF INSTRUCTION

FVSM provides training in massage therapy and related modalities that exceeds the State requirements and includes, but is not limited to, the courses listed below. All clock hours are fifty minutes in duration.

Anatomy & Physiology	68 hours
Anatomy & Kinesiology	60 hours
Pathology for Massage Therapists	44 hours
Business Marketing & Wisconsin State Laws & Ethics	50 hours
Massage Therapy or Bodywork Theory, Technique & Practice	300 hours
Additional Course Offerings, Massage & Bodywork, Internship	125 hours
<u>Adult CPR-AED & Standard First Aid</u>	<u>5 hours</u>
Total Hours	652 hours

STUDENT TO INSTRUCTOR/TEACHING ASSISTANT RATIOS

Fox Valley School of Massage maintains a teacher / student ratio of twelve students per faculty member for bodywork courses. Circumstances beyond our control may affect this ratio on occasion.

COURSE DESCRIPTIONS – BODYWORK & ADDITIONAL MODALITIES

Swedish Massage - Massage Theory & Application I (MTA – 101)

This course will cover the history & theory of massage therapy. Major topics covered in this class include proper draping techniques, Swedish / relaxation massage, and the physiological effects of massage. In addition, the endangerment sites and the proper communication skills to work with clients will be taught. This course contains lecture material & interactive, hands-on learning. Wellness & Self Care techniques also included.

Massage Internship - Massage Theory & Practice II (MTA – 201)

Each student will have the opportunity for hands on experience through working on the public in this supervised massage internship. Students will greet, massage, complete proper documentation, and book future appointments to obtain the knowledge & experience of what it is like to either work for someone else or run your own massage therapy clinic.

Chair Massage (MTA – 202)

Students will learn proper body mechanics and how to implement massage techniques learned in MTA – 101 on the massage chair. In addition, learn about different styles of massage chairs, employment opportunities & marketing strategies for growing your practice.

Clinical Massage (MTA – 301)

Learn techniques to increase palpation skills and utilize your body to allow you as the therapist to use more pressure with less effort. Look more closely at how the body moves & postural patterns and learn how to correct poor posture habits and relieve pain for clients.

Treatment/Deep Tissue- Massage Theory & Application III(MTA – 401)

Learn advanced massage techniques for the purpose of learning specific treatment methods. Learn treatment theory, trigger point therapy, treatment techniques and the use of treatment tools. This class is mostly hands-on with some supplemental lecture material. This class will teach specific treatment routines for the back, neck, shoulders and hips and the techniques to apply treatment to the entire human musculoskeletal system.

Sports Massage (MTA – 402)

This course will cover sports massage and the different techniques used to help people succeed in the activity they are participating in. Pre and post event massage will be discussed and practiced.

Pregnancy & Infant Massage (MTA – 203/4)

Learn the physiological changes that occur with pregnancy and the alterations that need to be made to massage a pregnant woman by learning to perform side-lying massage. Learn pregnancy massage techniques and applications for bodywork and safe positioning. Learn how newborns, infants, & young children respond to touch and massage. Appropriate massage techniques and tips on educating the parents on touch will be discussed.

Documentation: Health History Forms (DOC – 101)

Health History Forms help massage therapists gain an understanding of the clients health and needs. In this course the student will learn how to read and complete health history forms and also learn how to create their own health history forms for professional use.

Documentation: SOAP Charting (DOC – 102)

SOAP Charting enables the massage therapist to keep an accurate record of the client's response to massage by utilizing a universal system that incorporates both what the client tells the therapist and what the therapist may notice while working with the client. In this course the student will learn how to read and complete SOAP charts and learn how to create their own for professional use.

Anatomy and Physiology (CLS – 101)

Anatomy & Physiology is the study of the body, its components and how they function. Students will study each of the body systems to learn how they work together to function as a whole. Additionally, the skeletal and muscular systems will be taught through a variety of hands-on teaching methods.

Pathology (CLS - 201)

Students will study how disease affects the human body and what impacts can be made with massage. Students will learn how to discern whether a massage is indicated or contraindicated and if contraindicated, which health care professionals should be consulted to help the client.

Anatomy & Kinesiology I (ANK – 101)

Anatomy is the study of the structures of the human body. Kinesiology is the study of the movement of the human body. This course involves an in-depth study of the human musculoskeletal system as it pertains to the movement of the body and its parts. Along with lectures, this course includes hands-on activities such as tracing muscles on a human body and sculpting on skeletons.

Anatomy & Kinesiology II (ANK – 201)

This course builds on the foundation learned in Anatomy & Kinesiology I and takes it to a deeper level of understanding. This course will involve an even deeper study of the human musculoskeletal system as it pertains to the movement of the body and its parts. Along with lectures, this course also includes hands-on activities such as tracing and sculpting the muscles.

Hydrotherapy (HYD - 302)

Hydrotherapy is utilizing water as a source for increasing the body's natural ability to recover from overuse or injury. Learn when it is appropriate to use ice, heat, sauna, steam, & hot / cold showers.

Hot Stone Massage - Thermotherapy (STT – 303)

Learn how to give a one hour hot stone massage. Students will be taught how to use hot and cold stones during a massage session. In addition, paraffin treatments and spa tools will be covered.

Lymph Massage (MTA – 206)

This course will review the workings and importance of the Lymphatic System and focus on techniques designed to improve the flow of lymph of the upper body, face & neck. Students will learn a one hour routine that can be offered as a stand alone service for clients or can be incorporated into your massage services.

COURSE DESCRIPTIONS – BUSINESS MARKETING AND MODALITIES

Wellness & Self Care for the Massage Therapist (FIT – 101)

This class spans the entire curriculum at FVSM. Students will learn multiple ways to keep themselves healthy by learning self-awareness skills and proper body mechanics for daily activities as well as for massage. Learn how to prevent injuries by learning stretching techniques, yoga poses, breathing exercises & other preventive methods and practices.

Ethics & The Massage Profession (EBL – 101)

This course will outline acceptable behaviors, ethical practices, confidentiality and integrity. Also, this course will define professional hygiene and health habits for massage therapists.

Business Marketing and Professional Practice (EBL – 201)

This course covers how business relates to massage therapy. Students create a resume, a cover letter, business cards and brochures. Profits / Expenses and interviewing skills are covered as well as how to find employment. Students also learn about advertising and marketing strategies.

Wisconsin State Laws (EBL – 301)

This course will assist the student in learning and understanding the state laws. Students will cover the laws, rules, regulations, limitations and obligations concerning massage therapy.

Aromatherapy (MOD – 101)

Learn the benefits of aromatherapy & how to use oils in a massage practice. The history, theory & blending techniques will be taught. Learn how oils affect the mind & body and make a blend in class.

Reflexology (MOD – 102)

Learn the techniques and theory of Reflexology and how direct pressure applied to specific areas on the feet can stimulate corresponding areas in other parts of the body. A one hour routine is taught.

The Chakra System & Reiki (MOD – 103)

Students will be taught the Chakras and the concepts of Reiki.

Polarity Therapy (MOD – 104)

Students will learn a Polarity routine that uses simple touch and gentle rocking movements with the intention of balancing the life energy of the body. You can offer Polarity alone or with massage

Fundamentals of Eastern Philosophy / Chinese Medicine (MOD – 106)

Learn the concepts of Eastern living and the basic meridian system used in traditional Chinese medicine. Pressure Point Face Massage Routines will also be covered for you to offer clients.

CPR-AED / First Aid It is a state requirement that therapists are certified in Adult CPR, Automated External Defibrillation & Standard First Aid. Certification must be a “hands on course”.

TUITION

Tuition is \$8700.00. Tuition can be paid with cash, check or credit card. FVSM does not charge extra fees for payments using a credit card.

TUITION DEPOSIT

A \$3000.00 deposit is required to reserve a space in the class.

Registration is a first come first serve basis. *(Visa, Master & Discover Cards accepted with no additional fees)*

Students are required to pay the initial tuition deposit of \$3000.00 to enroll in the massage therapy program, and make another payment on the first day of class in the amount of \$5700.00.

PAYMENT BREAKDOWN CHART

Tuition Deposit	\$3000.00
First Day Payment	\$5700.00
Total Tuition	\$8,700.00

OUTSIDE LENDING SOURCES AND GRANTS

- * Lakeview Credit Union
- * Wisconsin Vocational Rehabilitation (grants)
- * Wisconsin Department of Workforce Development (grants)

If the above plans do not meet your needs, student loans are often available through your local credit union. If you have questions about outside lending sources please call us at 920-993-8660.

PAYMENT INFORMATION

Payments should be made to: **Fox Valley School of Massage.**

A \$25.00 fee is charged for each late payment and / or returned check.

(Visa, Master & Discover Cards are accepted with NO additional fees)

EMPLOYMENT ASSISTANCE

FVSM is happy to provide employment assistance. We frequently receive calls for job openings and room rentals in the Fox Valley and surrounding areas.

All students and alumni have access to these opportunities as they are posted at the school.

ADDITIONAL COSTS ASSOCIATED WITH BEING A MASSAGE THERAPIST

- A. Textbooks & supplies: \$695.00 - \$700.00. (*Visa / Master Card accepted at no additional cost*)
- B. Adult CPR-AED / Standard First Aid. This must be a hands on course and costs range \$65.00 – \$120.00 depending on where the student chooses to complete this education.
- C. Massage tables are provided for class. Students are not required to purchase a table. Students may purchase tables through FVSM at a discounted rate. Massage table costs range \$300.00 - \$700.00. Students are given information about tables the first week of class.
- D. Sheets & Towels: Students need to have 3 sets of twin, solid colored sheets. Sheets average \$15.00 per set. When buying sheets it is helpful to look for a thread count of 300 or higher.
- E. All graduates of Fox Valley School of Massage are eligible to take the National Certification Exam and to become Licensed in the State of Wisconsin as a Massage Therapist. Plan to budget \$240.00 for the National Certification Exam & \$150.00 for WI state certification.

Note: Costs are subject to change at any time.

REFUND POLICY

The following Refund Policy was developed by the Wisconsin Educational Approval Board.

The student will receive a full refund of all money paid if the student cancels within a three-business-day cancellation period.

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, shall be entitled to a pro rata refund as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100. After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.

<u>At Least</u>	<u>But Less Than</u>	<u>Refund of Tuition</u>
1 unit/class	5%	95%
6%	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%		no refund

The School will make every effort to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier. A student will receive the refund within 40 days of the termination date. No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances beyond the student's control, which are those that directly prohibit pursuit of a program and which are beyond the student's control, then school will refund a pro rata amount.

A written notice of withdrawal is requested but not required. For students receiving funds under *Title IV* and *Title 38*, the school will comply with federal guidelines concerning constructive notice of withdrawal. All or a portion of the refund will be used to pay grants, loans, scholarships or other financial aid in conformity with federal and state law. The school will make a "good faith" effort to make a refund, if necessary, by sending certified mail to student's and parents' permanent address.

*****The following applies to Veterans only. The refund policy for veterans is in accordance with the requirements of 38 CFR 21.4255. The non-refundable portion of registration fees will not exceed \$10.00. All other charges to the student, including tuition, books and supplies issued by the school, registration fees in excess of \$10.00, and other fees will not exceed the pro-rata portion of total charges that the length of the completed portion of the course bears to the total length of the course. This policy is in compliance with the requirements of 38 CFR 21.4255.

RE-ADMISSION POLICY

- A. A student who withdraws may reapply within 3 months of the end of the course he / she was enrolled in. A \$50.00 re-entry fee is required. The student may receive credit for withdrawal fees taken from the previous enrollment. Additional class hours and fees will be charged at the current tuition rate upon re-entry.
- B. A student who is dismissed for poor attendance or unsatisfactory grade must re-apply and may be re-admitted based on an interview. A \$50.00 re-entry fee is required. The student may be given credit for successfully completed hours. Additional class hours and fees will be charged at the current tuition rate upon re-entry.
- C. A student dismissed for unsatisfactory conduct would not be considered for re-admission.

RULES AND REGULATIONS

Attendance Policy and Conduct

- A. Excused Absences: Students are allowed excused absences. Excused absences with proper documentation do not need to be made up. Students must notify the instructor prior to missing class. In cases of illness, students must notify the school prior to the start of class and have a HCP fax a note by 4:00 of the day missed. Student records include the actual number of attended class hours. **Even though an absence is excused, if a student accrues 3 absences, the student will be put on attendance probation / contract.** He/she will remain on probation until the time is made up and until the end of the term depending on the circumstances. A student who continues to accrue absences while on probation may be dismissed from the program. Conditions which may result in dismissal: * Missing 3+ days of class * Absences occurring on test or exam days without prior approval from the instructor.
- B. Unexcused Absences: Students are required to attend all scheduled classes. Any student arriving 10 minutes after the start of class or leaving more than 10 minutes early is considered absent. **All unexcused absences must be made up.** Any student missing more than 3 classes will be put on probation / contract. He/she will remain on probation until the time is made up and until the end of the term depending on the circumstances. A student who continues to accrue absences while on probation may be dismissed from the program. Conditions which may result in dismissal include: * Missing 3+ days of class
* Absences occurring on test or exam days without prior approval from the instructor.
- C. Tardiness / Absenteeism: Tardiness is inexcusable. Ten minutes late will be considered tardy and absent. If tardiness becomes routine, the student will be spoken to, put on attendance

probation / contract and it will be noted in the student's file. Further tardiness will result in dismissal from the program.

- D. Leave of Absence: The school does grant leave of absences due to family illness or financial disability. In the event of a leave of absence, the student will have to reapply within one calendar year and pay the difference, if any, of any remaining tuition.
- E. Suspension / Dismissal: Fox Valley School of Massage is a professional school and all students are expected to act in a professional manner. The school reserves the right to suspend or dismiss a student who engages in unsatisfactory conduct including:
 1. Dishonesty
 2. Failure to adhere to school rules, regulations, policies and FVSM Code of Ethics
 3. Vandalism or theft of school property
 4. Activity that infringes on the rights of others
 5. Possession or consumption of alcoholic beverages or illegal drugs on school grounds or during any school function
 6. Disrespectful use of language or disrespectful physical contact with individuals while involved in school related activities
 7. Cheating on tests and exams
 8. Talking, eating, or sleeping during class
 9. Bringing electronic devices into the classroom such as cell phones, cameras, etc.

**Fox Valley School of Massage encourages students to voice their concerns with the staff. For a specific concern with an instructor, the matter is to be taken directly to the instructor. If a resolution is not reached, the matter is then taken to administration.

If the matter concerns another student or if the situation concerns a student's discipline, the matter should be taken to administration.

MAKE-UP POLICY

Any student missing a class will be required to meet with the appropriate staff member to determine what was missed. It will be up to that instructor what charges, if any, for make-up time will be. There will be no charge for hours to be made up due to inclement weather or when the school cancels class. Tests, lectures and bodywork must be made up within 3 days of absence; with permission only. Non-compliance with this policy will result in disciplinary action.

GRADING POLICIES AND PROCEDURES

A. Grades are as follows:

A	90 -100%
B	80 - 89%
C	70 - 79%
Unsatisfactory	69 or below

B. Below 70% is unsatisfactory and is considered a failing grade. If a student is showing signs of difficulty an instructor may counsel the student to determine what needs to be done to rectify the situation.

Academic probation occurs when a student's final grade is below a 70% in any class. A student that is placed on probation is required to retake the failed class at their own expense. A student on academic probation is encouraged to arrange tutoring and the administration will assist in this process. The costs of tutoring will be the responsibility of the student. The student will remain on academic probation until the failed class is successfully completed.

- C. Dismissal: If a student fails a total of 4 tests, original or re-take, and is also on attendance probation, the student is dismissed from the program. The student may be allowed to re-enter the program during the next term.
- D. Incomplete: Any student given an “incomplete” will be required to hand in any missing work. No final exam will be given to a student with incomplete work. All “incompletes” must be completed in full within three (3) months of the classes’ final meeting or the entire class must be repeated at full cost to the student. All re-takes of exams and quizzes must be taken on student’s own time and arranged with a staff member.
- E. FVSM does not grant advanced standing for previous training or course work.
- F. Students are given a final comprehensive exam for each course as determined by FVSM.
- G. The school maintains files of the student’s tests and papers for a period of six years.

PROGRESS REPORTS / GRADES

- A. Students will receive progress reports / grades throughout the program. If a student wishes a review at other times, an appointment can be made during school hours.
- B. A final transcript will be given to the student at the completion of the program.

GRADUATION / CERTIFICATION REQUIREMENTS

- A. Successful completion and attendance of at least 600 hours of training in accordance with Wisconsin state law.
- B. All examinations and practical class hours for each class must be completed before a student can progress to the next class or subsequent period of training.
- C. All make up time must be completed prior to graduation.
- D. Each student shall show an average proficiency in each class of 70% or better. If 70% is not achieved, the class must be retaken at an additional cost before progressing in coursework.
- E. All financial obligations to the school must be met two months prior to graduation.
- F. All individual documented massage and field experience hours must be completed before students can participate in the clinic internship.
- G. All clinic internship & community service requirements must be completed prior to graduation.
- H. All materials borrowed from the school must be returned.
- I. Each student must be certified in CPR-AED & First Aid. On line courses are not acceptable.
- J. All students are required to pass the Curriculum Final with an 80% or better.

Upon successful completion of the graduation requirements, graduates are eligible to take the National Certification Exam, and upon passing it, apply for certification with the state of Wisconsin.

STUDENT FILES AND RECORDS

- A. FVSM keeps student records for 6 years. After 6-years, only transcripts are retained. Social Security Numbers will be used solely for student identification.
- B. Students have access to their files by submitting a request in writing to the school.
- C. Copies of student transcripts are available to students for \$15.00. Request must be in writing.
- D. Summary of payments are available to students for \$10.00.
- E. Copies of student certificates from FVSM are available for \$30.00.
- F. Access to records is limited to instructors, administrators, regulating and accrediting bodies.

TOUR FOX VALLEY SCHOOL OF MASSAGE TODAY

FVSM invites you to visit us and see what makes us stand out in Massage Education. Tour our open concept school & observe current students learning the “**Art and Science of Massage**”. Experience our massage clinic & receive a massage yourself! Meet our staff and get answers to your questions.

Learn why the field of Massage is growing and why FVSM is for you!

INTRODUCTION TO SWEDISH MASSAGE WORKSHOP

Do you want to learn more about Massage Therapy?

Are you considering a career in Massage Therapy?

The introduction workshop at FVSM is just what you are looking for!

Cost is \$150.00 for 2 days of giving and receiving massage. 😊

Topics covered: *Massage techniques * Benefits of Massage *Draping skills

See our Website at www.FVSM.org for information on dates.

(Saturday & Sunday from 10:00am – 5:00pm)

You will need the following: 1 full set of twin size sheets, 2 hand towels, twin size blanket or XL bath towel, notebook and pen. **Tables and lotions will be provided for the class.*

NOTE: You must be 18 years or older, if you are under 18, please be accompanied by a legal guardian.

DIRECTIONS TO FOX VALLEY SCHOOL OF MASSAGE

FVSM is in Appleton, WI. We are located in a two-story tan building at 526 W. Wisconsin Avenue. (on the corner of W. Wisconsin Avenue and Alvin Street)

From The North - Hwy 41 to Appleton & exit Richmond St. Follow Richmond St. South to Wisconsin Ave (approximately 1½ miles). Turn left onto Wisconsin Ave & go 2 blocks to Alvin Street. Turn left onto Alvin Street and then turn left into the parking lot by the school.

From The South – Hwy 41 to Appleton & exit Wisconsin Ave. Turn right and follow Wisconsin Ave to Alvin Street. Turn left onto Alvin St & turn left into the parking lot by the school.

Please cut along the dotted line and return this form with your payment. Thank You.

=====

REGISTRATION: Introduction to Massage Workshop

NAME _____

ADDRESS _____ CITY STATE ZIP CODE

PHONE: DAY: _____ EVENING: _____

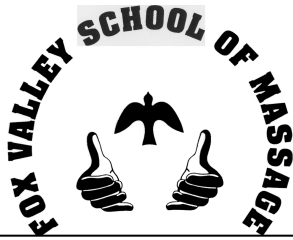
E-Mail: _____.

***Please note: There are no refunds and space is limited to 24 students.**

Check # _____ Date: _____ Class Enrolling In: _____

CC# _____ Exp Date: _____

Mail form & payment (\$150.00) per person to: FVSM P.O. Box 615 Neenah, WI 54957-0615



Fox Valley School of Massage

Application for Admission

Office Use Only

Date App Rec'd _____
 Application fee _____
 App Pd Cash/ Ck/CC _____
 Essay Enclosed _____
 2 Letters of Rec _____
 Date of Inter _____
 Interview by _____
 Acpt Ltr. Mailed _____
 Date Dep Rec _____
 Deposit Amt _____
 Dep Pd by Cash/Ck _____
 Dep Letter Rec mailed _____

Have you attended the Introduction to Massage Workshop?

If YES: Month & Year attended _____

If NO: Month & Year you plan to attend _____

Wish to Enroll now? Send cash or check for \$150.00 or provide credit card information. CC#: _____ . exp: _____

Please type or print

General Information:

Applying for: **Fall** (Day or Night Class) **Spring** (February) & **Year:** _____

Name _____ Social Security Number _____ - _____ - _____

Date of Birth ____ / ____ / ____ Male Female

Address _____

City _____ State _____ Zip _____

Home phone () _____ - _____ Work phone () _____ - _____

E-mail address _____

Occupation _____ Place of employment _____

Work address _____

Emergency phone numbers (day and night) _____

In case of emergency contact: _____ Relationship _____

Previous Massage and Related Education:

List and describe briefly. Use a separate sheet if necessary.

Educational Background:

(Please state your name on school record, if different) _____

Name	City/State	Dates Attended	Degree
------	------------	----------------	--------

High School _____

College _____

Tech/Vocational _____

Other Professional Courses _____

Health Status:

Allergies (to medication, foods, nuts, oils, latex, other) _____

Signed: _____

Date _____

Intention of Class Instruction:

Please check which of the following apply:

- Licensing with the state as a Massage Therapist / Employment as a massage therapist
- Licensing with the state as a Massage Therapist / Personal knowledge
- Personal knowledge and enjoyment
- Other (please specify) _____

Essay:

Please include a brief **typed essay (on a separate sheet) answering the following question.

Why do you want to become a massage therapist and what will you contribute to the field?

References: From Employers, Co-workers, Members of the community.

Please provide the following information regarding references for admission. These should be the people writing your letters of recommendation required for admission. The letters can be sent in with your application or mailed separately from the people writing the letters.

Name _____

Address _____

City _____ State _____ Phone () _____ - _____

Relationship to applicant _____ Number of years known _____

Name _____

Address _____

City _____ State _____ Phone () _____ - _____

Relationship to applicant _____ Number of years known _____

Tuition Payment:

- I will pay my tuition in full on the first day of class.

How did you hear about our school? _____

Please return this form with your \$50 application fee to for secure delivery:

Fox Valley School of Massage
Post Office Box 615
Neenah, WI 54957-0615

If you have any questions while completing your application please call us at 920.993.8660

Thank You



Fox Valley School of Massage

Post Office Box 615 • Neenah, WI 54957-0615
Phone: (920) 993 – 8660 • Fax: (920) 882 - 9412
www.FVSM.org

Revised 1/28/12

2012 Enrollment Form for the Professional Massage Therapy Program

Return this form with your Tuition Deposit to FVSM

**Send to:
FVSM
P.O. Box 615.
Neenah, WI. 54957-0615**

Class Schedule

_____ **August 2012 – June 2013. Tuesday Class.** Class meets: 9:00am – 9:55pm.
Place checkmark on line above This class includes approximately 1 Saturday per month.

Tuition \$8700.00

_____ Tuition deposit of \$3000.00 paid to secure spot in class. Payment on 1st day. \$5700.00.
Place checkmark on line above

By signing below you are agreeing to provide payment as indicated by your check marks above.

Signature

Date:

Tuition Deposit

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Deposit Amount: **\$3000.00** Cash: _____ Check #: _____ Date of Payment: _____

Credit Card (Master Card / Visa or Discover) Card # _____

Expiration Date: _____ Signature: _____