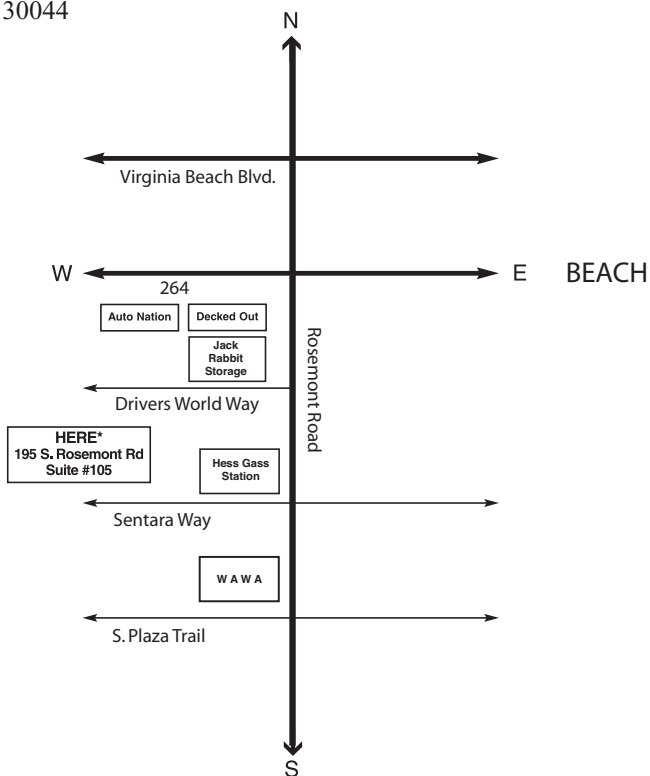


Advanced Fuller School of Massage Therapy
By working the body, you can heal the mind

Director Nancy Bender, CMT
Assist. Director Walter Bender, Jr
Director of Aromatherapy Dr. Willita Moring, DD
Director of Education Jennifer Wilson, CMT
Directors of On Sites Cammy Los Baños, CMT

For a complete list of instructors, please consult our website.

- State Council of Higher Education for Virginia Certificate to operate #43005
- NCBTMB (National Certification Board for Therapeutic Massage and Bodywork) #021055-00
- Members Better Business Bureau of Greater Hampton Roads
- Approved for VA training
- AMTA Council of Schools #73372
- ABMP #130044



Institutional Philosophy and Objectives

Good health is everyone's major source of wealth. We at Advanced Fuller School of Massage Therapy view Bodywork Therapies as the cornerstone in the preventative health care philosophy, as well as a highly valuable tool in the recovery from the loss of good health.

Go beyond the ordinary and achieve the extraordinary! We create a supportive atmosphere for positive sharing and conscientious learning. We believe in effective techniques based on sound principles, the value of safe practices and professional integrity, client support, proper body mechanics and continued personal growth of the therapist.

Our objective is to strengthen the roles that massage therapy and related techniques can play in relation to other allied health professions. As such, we encourage opportunities for liaison with the health oriented community.

The school is known for its graduates who are able to tailor each massage therapy session to the current needs of the client. Our graduates are also recognized for their ability to work with sensitivity, compassion and skill.

Our training provides ample preparation upon successful completion of the course to take the National Certification Examination. 98% of our graduates who sit for the National Exam have passed and received their Virginia State Certification.

Noteworthy Information

We are the first school for massage to be issued a certificate to operate as a proprietary school by the Virginia Board of Education. Our school is set apart from other massage schools in that we are supported by a strong massage therapy business. This keeps your tuition low.

Our staff is available most days for any mentorship, support or assistance the student may need. We hire many of our graduates to work at the school.

Discounted prices are available for many items and services including tables, oils, charts, books, and massage sessions.

The Advanced Fuller School of Massage Therapy has been operating since 1983. The facility comprises of 5,500 sq. feet including a classroom, which seats 26 students. We offer break areas, 17 therapy rooms and practice rooms. We operate a successful massage therapy business with 70 massage practitioners and therapists on staff.

The Advanced Fuller School of Massage Therapy is responsible for much of the growth and recognition that Massage Therapy has received in Virginia. We are continually working to raise the standards of the profession through our educational programs. Our outreach and community service ventures reach thousands of people annually.

It is of profound importance to the learning environment that students and staff work toward maintaining an atmosphere of safety and clarity. All members of the school are expected to display mutual respect, honesty and temperance. Students and staff alike are encouraged to communicate directly with one another about any interaction which may cause them distress. All difficulties, concerns or complaints are addressed immediately by administration. If we cannot resolve the concern or complaint, the student may submit it to the State Council of Higher Education.

Our Students

"Give to the world the best you are and the best will come back to you."

We have a program that challenges the student to achieve their goals for success. Our program takes determination to succeed. We attract many career changing individuals, athletes, health care professionals, homemakers, member of the clergy, etc. Each semester brings a unique and diverse group of people together. Our students share a common interest in natural healing, self-growth

and development and a strong desire to help others. During the educational process, the students learn not only the subjects taught, but also gain insight into themselves. Many graduates tell us that the time spent at our school was the most valuable time of their lives. To encourage students and graduates to receive body work, they receive \$5.00 off our massage therapy sessions. There is no discrimination due to age, gender, religion, race or disability.

Admission Requirements

- Strong interest in health care and a positive attitude!
- Be over eighteen years young with a high maturity level.
- High School diploma.
- Application with fee of \$100.00.
- Be available for a personal interview.
- Experience of having received a minimum of two professional massages within the last six months (for the basic massage program).
- 30 hours available per week for class, homework and practices.
- Ability to challenge yourself and determination to be a success!
- No felony convictions.
- Student contracts signed and submitted.

Graduation Information

- **Graduates' requirements are as follows:**
 - Minimum 75% grade point average in each subject area.
 - Meet attendance requirements.
 - Full payment of all fees.
 - Compliance with ethical and professional boundaries of the profession.

Upon completion of the Level I massage program you receive a 300-hour transcript. Graduates of the Certification Program receive a 600-hour plus Certificate and transcript. They are eligible to sit for the National Certification Examination and apply to VA State Nursing Board to become a "Certified Massage Therapist". The majority of the states are accepting the National Certification Exam as the standard for certification or licensure. Graduates of the Professional Aromatherapy Practitioner Program receive a certificate. The 600-hour massage therapy program can be completed as quickly as 9 months or as long as 2 years. The average completion time is one year.

Supplies and Equipment

Each student is responsible for furnishing his/her own sheets for each class. We supply the first bottle of Biotone oil. We recommend a cassette tape recorder to tape the classes for your benefit. A three-ring binder is necessary for handouts and keeping track of work.

For the students use we have two VCR's, DVD players, various skeletons, charts, overheads, and hydrotherapy equipment. A book, video and DVD library and several massage tables are available for practicing.

We highly recommend students to purchase a massage table as soon as possible in the program. A new table purchased through the school will cost approximately \$450.00. We offer discounts on Earthlite and Oakwork's massage tables. These tables are for at home practices, not for class use.

Personal Use Workshops... Recommended for Everyone!

The workshops are available the third Sunday of every month. The workshop is free for all enrolled in our massage program. Instruction is given in Swedish Massage, Reflexology, and Acupressure. This workshop can sometimes be used as a make-up class for students.

General Information

Credit is given for previous training as determined by the Director during the pre-enrollment interview. One on one classes can be scheduled by the students for individual instruction. Our instructors work with each student until we feel he/she has perfected the therapy. The graduate must successfully complete all required studies and pass written and "hands on" final exams. "Hands on" classes will have one or more instructors per 12 students. Most National holidays are observed with the class rescheduled. Some of the classes in the Level II program can be taken before the basic class. We have many exciting classes to choose from.

If housing is needed for out of town students, there are hotels or apartments nearby we can guide you to.

Attendance

Attendance of all scheduled classes is important. Three absences without acceptable reason to the school may result in dismissal from the program. All absences should be made up within two weeks. We do offer make-up classes. All hours missed are clock hours and need to be made up as such.

Since the school and its programs are directed towards professional training, attendance and tardiness policies reflect a professional attitude. The students are required to arrive for class on time. Tardiness is defined as missing five minutes or more from a class. Tardiness of fifteen minutes or three late arrival will result in one unexcused absence. Continual late arrivals or absences may result in dismissal from the program.

Leave of Absence

An interruption of training, not to exceed four classes, may be granted by prior arrangement. The student may be required to pay for tutorial fees.

Conditions for Dismissal

- Not abiding by the school's code of ethics and the agreements for learning.
- Attending classes under the influence of alcohol or drugs.
- Failure to pay tuition in a timely manner.
- Excessive tardiness or absences from class.
- Failure to comply with the dress code.
- Behaving in any manner that may harm the reputation of the school, profession or that disrupts the academic process. This includes theft, lying, disrespect of staff, instructor or fellow students, either physically or verbally, or cheating.
- It is expected that all students will observe high standards of modesty, the dress code, personal hygiene, punctuality and respect for others.

Enrollment

A \$100.00 deposit for enrollment is refunded only if you are not accepted. Upon receipt of your application, you will be interviewed and advised about the requirements for class preparation, goals and tuition payment. Applications are subject to approval by the Admissions Board.

Contract and Student Code of Ethics

A student contract is required and must be completed before the beginning of the Basic Massage class. Students must also agree to abide by the Advanced Fuller School's Student Code of Ethics, dress code and agreements for learning.

Cancellation Policy

If cancellation occurs:

First week of class- the student's obligation is \$100.00 and 10% of the full tuition.

Before 25% of the course is completed- the student's obligation is \$100.00 and 25% of the full tuition.

Before 50% of the course is completed- the student's obligation is \$100.00 and 50% of the full tuition.

Before 75% of the course is completed- the student's obligation is \$100.00 and 75% of the full tuition.

After 75% of the course is completed- the student's obligation is the full tuition.

The Profession of Therapeutic Massage

Therapeutic massage is one of the fastest growing professions in the field of natural health care. Career opportunities for massage therapists are abundant. The "on-site" massage field has created job opportunities with a growing number of businesses and corporations. Many therapists have taken massage to special needs populations, finding work at senior citizen centers, hospices, physical therapy offices, etc. Many body workers practice out of their home, making massage an excellent second or part-time career. Opportunities exist in health spas, fitness centers, private practices and in association with other health professionals. Our Job Opportunity Board displays numerous and varied employment positions available and we also employ many of our graduates to work at the school. We make every effort to assist our graduates in finding rewarding careers.

300 Hour Level I Basic Massage Course Descriptions

"Experience the miracle your hands can initiate!"

Our basic 300-hour course is unique in that it includes most subject requirements to sit for the National Certification Exam, except for the 500-hour requirement. Therefore, you can customize your continued education to target your personal needs, interests, and schedule.

Basic Massage Class Breakdown (175 Hours)

Hours	Technique
25	Swedish / Therapeutic Stretches / ROM
18	Reflexology / Oriental
5	Aromatherapy
15	Clinical / Deep Tissue
10	Contraindications / Benefits / History
10	Prenatal / Sidelying
10	Sports / Injuries / Trigger Points
13	Chair Massage
10	Ethics / Boundaries / Business
4	One on one with instructor
10	One on one with Massage Therapists / Mentors
35	Internship student massages
10	Video practice and viewing

Basic Anatomy and Physiology (125 Hours)

Hours	Areas Covered
5	Cells, Tissues, & Body Compass
5	Skeletal System
5	Muscular System Overview
5	Upper Bony Landmarks
20	Shoulder Girdle, Shoulder Joint, Elbow, Wrist, Finger and Thumb Muscles and Actions
5	Integumentary System
5	Nervous System
5	Endocrine System
5	Lower Bony Landmarks
20	Face and Neck, Trunk, Hip and Knee, Foot and Ankle Muscles and Actions
5	Circulatory and Lymph Systems
5	Respiratory Systems
5	Urinary System
15	Palpation Labs Upper and Lower Body
3	Gait Observation Lab
9	Research Projects
3	Action Project

Class Schedule - 300 Hour Basic Massage

Day Classes

Tuesday and Thursday, 10:00 AM - 2:30 PM

Begins the first Tuesday of March or September • Ends six months after start date

Evening Classes

Monday and Wednesday, 7:00 PM - 10:30 PM

Begins the second Monday of March or September • Ends six months after start date

***Plus the required practices scheduled throughout the program**

Grading Policy

The student is required to make up any missed work, and it is the student's responsibility to contact the instructor concerning this matter. Students must receive an average grade of 75% or more on an examination. The student may be required to receive a tutorial before being retested if any final examination is failed. The grading system is as follows:

A.....100 - 94	B.....93 - 88	C.....87 - 82
D.....81 - 76	F.....75 or less	

Students experiencing difficulties may utilize a variety of options to improve their scholastic standing, including individual and group tutoring and study groups. Mentors are given to students to help with their particular challenges.

Tuition Totals

Application Fee	\$100.00
Level I Tuition (300 hours)	\$1800.00
Level I books	\$85.00
	\$1985.00
Payment Plan Option	
Finance fee for payment plan	\$100.00 (charge added to tuition)
	\$1900.00
Down payment (-)	\$400.00 (paid at acceptance)
	\$1500.00
6 Monthly Payments	\$250.00 (due 15th of each month)
*Level II Tuition (300 hours)	\$2100.00
(Payments are paid at each individual class sign up)	
Level II Books approximately	\$260.00
Total Tuitions for 600 Hours	\$3900.00
Total Books for 600 Hours	\$345.00
Personal Use Table Purchase	\$450.00

* Some Elective weekend class tuitions are more due to high instructor fees.
Prices subject to change January 2009

Withdrawal Procedure

Any student withdrawing from the program is asked to schedule an interview with the Director or Co-Director. A statement of withdrawal must be received by the Administration in writing, whether in person or via certified mail. The official date of withdrawal from the program is the date the letter is received.

Refund Policy

If a student cancels prior to commencement of class, the tuition obligation is the \$100.00 application fee. After commencement of class, tuition obligation is determined by the percent of time completed, as per cancellation agreement. Refunds will be totally consummated within 30 days of termination.

Financing Options-

- A. **School Financing-** a \$100.00 finance charge added to the \$1,800.00 to total \$1,900.00. The \$100.00 enrollment fee and a \$400.00 down payment must be paid at the time of acceptance into the program. The balance of \$1,500.00 shall be paid in 6 monthly payments of \$250.00 by the 15th of each month to begin the first month of classes, March of September, respectively. There is a \$10.00 late penalty charge for tuition payments that are 10 days late.
- B. **Sallie Mae-** The Advanced Fuller School of Massage is approved for Career Training through the funding source of Sallie Mae, which offers student loans at competitive rates. Once accepted as a student, you may be eligible. Students may apply quickly and easily online at www.slmfinancial.com. At the acceptance interview please ask for the school code.
- C. **V.A. G.I. Bill-** is available for those who qualify. The amount received is dependent upon your designated chapter. The student is still responsible for the payment of tuition on time.
- D. Credit for previous education will be determined at the interview by the director. We do accept transfer credits from accredited schools.
- E. If you have education in A&P and would like to take our A&P test to receive 100 hours of credit, there is a \$50.00 testing fee. Please schedule this at the interview time.
- F. If you would like to complete Level I A&P and massage class sequentially due to time or money restraints, this option can be discussed at the interview. There is an additional \$200.00 charge for this option.

Tuition- Level II Electives

Many of these classes can be taken before, during, or after the basic massage program. For their descriptions, dates, and application, please note insert. Tuition is due one week before each class and is typically priced at \$7.00 per clock hour. The classes are scheduled at various times to accommodate both day and evening students. The cost for the additional 300 hours for the Level II tuitions total approximately \$2,100 plus \$260.00 for books. Some weekend classes are more, due to additional supply or instructor fees.