



LOUISIANA INSTITUTE OF MASSAGE THERAPY

Since 1987

STUDENT CATALOG

www.LaMassageSchool.com

Your body is our business

LOUISIANA INSTITUTE OF MASSAGE THERAPY

STUDENT CATALOG

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Announcements:

The information contained herein is subject to change as deemed necessary by the administration to ensure effective application of the policies of the Institute. The Louisiana Institute of Massage Therapy in its admissions, instruction, graduation, and employment policies, practices no discrimination on the basis of race, color, religion, gender, sexual preference, national origin, age, disability, handicap, marital status, or veteran's status.

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◆ ◆ ◆ ABOUT OUR SCHOOL ◆ ◆ ◆

THE LOUISIANA INSTITUTE OF MASSAGE THERAPY (LIMT) offers quality education student's can trust. The Institute has been in the massage education business since 1987. LIMT was started by massage therapists, is taught by massage therapists, and is run by massage therapists. Furthermore, LIMT was one of the first massage schools to be licensed by the state of Louisiana; our faculty members are regarded as experts in the field.

THE INSTITUTE'S HISTORY - While pioneering the profession of massage therapy along the Gulf Coast, Ms. Susan Salvo was frequently sought out by massage schools to teach her specialty – massage-oriented anatomy and physiology. The Louisiana Institute of Massage Therapy evolved from workshops she created and taught in the 1980's and was formally establishing the Institute in 1987.

To further support students in their quest for knowledge, Ms. Salvo used her curriculum as a guide to write the best-selling textbook, *Massage Therapy: Principles and Practice*. Later, Ms. Salvo completed her second book, *Mosby's Guide to Pathology for Massage Therapists*. Both textbooks are published by Elsevier. She has also authored and co-authored chapters in other textbooks used in massage schools across the country. The Institute is proud to provide its students with professional textbooks written by its founder.

The Institute continues to produce graduates that are among the most successful in the South. The Institute maintains this high standard by having its core faculty made up of highly qualified and dynamic instructors.



LICENSURE - The program offered by the Louisiana Institute of Massage Therapy is licensed and/or approved by:

- The Louisiana State Board of Massage Therapy
- National Certification Board of Therapeutic Massage and Bodywork (School #147428-00)
- The Louisiana Board of Regents

Upon graduation, our students are eligible to sit for the National Certification Exam for Therapeutic Massage, the Massage & Bodywork Licensing Examination, and the Louisiana State Board of Massage Therapy licensing exam, as well as many other licensing exams in other states requiring 510 hours of education.

ACCOMMODATIONS FOR DISABILITY - Massage therapy can be learned and easily practiced by those who have certain physical or learning disabilities. The Institute is committed to providing equal educational opportunities for all qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Students are required to disclose any learning or physical disability that will require assistance from the Institute. Each student is assessed individually and LIMT makes every attempt to make reasonable accommodations. Please note that massage is a physically demanding profession, and not all disabilities may be appropriate for a career in massage. LIMT reserves the right to deny admission to a student who is unable to meet the training requirements.

◆ ◆ ◆ MESSAGE AS A CAREER ◆ ◆ ◆

A VARIETY OF CAREER OPTIONS – Massage therapists can practice in a wide variety of settings. What a graduate can do after graduation is limited only by his or her dedication, resourcefulness, and imagination. Career options include: acupuncturists, airports, athletic teams, bed & breakfast inns, dance companies, chiropractic clinics, corporate wellness programs, cruise lines, day spas, fitness & luxury resorts, golf & tennis clubs, health clubs & gyms, hospitals, hotels, massage therapy clinics, nursing homes and long-term care facilities, on-site massage in offices, pain management clinics, physical & occupational therapy clinics, private practice, salons, shopping malls, sports medicine clinics, and veterinary clinics.

JOB PLACEMENT ASSISTANCE - The Institute pledges to assist graduates wherever possible in securing employment, however, we are primarily an educational institution and can not guarantee placement or employment. The Institute maintains close lines of communication with many health clubs, spas, salons, hospitals, and clinics in Southern Louisiana, who offer valuable employment opportunities.

◆ ◆ ◆ THE LEARNING ENVIRONMENT ◆ ◆ ◆

The Louisiana Institute of Massage Therapy is located at 3750 Nelson Road in Lake Charles, LA. The building is located on the corner of Nelson Road and New School Street, located just south of the Nelson Road Exit off I-210 (Exit #4). The Institute is within easy driving distance to shopping (Prien Lake Mall, Wal-Mart, Target), hotels (Inn on the Bayou, MicroTel), and numerous restaurants including Sonic, Subway, McDonalds, Taco Bell, Wendy's, and Bennigans.

Instruction is provided in a spacious facility featuring comfortable classroom and lab instruction with room to accommodate a maximum of 50 students. The main classroom features an open floor plan with a multi-leveled ceiling and lots of natural light. It also contains a reception area, an administrative office, a kitchenette, two restrooms, and a covered outdoor student lounge with a vending machine. The Institute is also equipped with 25 adjustable height massage tables, 2 massage chairs, lecture tables and chairs. Lecture and lab instruction is supplemented through the use of slides, overhead transparencies, the highly acclaimed Maniken muscle sculpting system by Zahourek, various anatomical models and wall charts, group presentations, research projects, worksheets, audio visual cadaver dissection videos, and computer projected Power Point presentations, and a PA system.

The Institute is dedicated to each student's receiving caring attention and closely supervised instruction. Generally, only one instructor lectures at a time. In all massage lab classes, the ratio of faculty to students will never exceed 1:10 (one instructor for 5 massage tables). Training is primarily hands-on, with an emphasis on the learning experience.

◆ ◆ ◆ CLASS SCHEDULE ◆ ◆ ◆

The 510-hour massage therapy certification program is taught in one of two formats: weekend classes or day classes. Copies of current class schedules are included in the catalog packet and may also be found on our website at www.LaMassageSchool.com.

Weekend classes are scheduled to meet on alternate weekends and take approximately 11 months to complete, depending upon holidays. Class hours are from 8am-7pm on Saturdays and Sundays. There are two different weekend classes offered yearly, one beginning in March and one beginning in September.

Day classes meet every week and take about 7 months to complete. Class hours are from 9am-2pm Monday through Thursday. **Day classes are offered only when the weekend classes are filled or if there is sufficient demand for a day class.**

The curriculum includes online components, as such, students will be expected to complete some class hours off-campus. The schedule will detail classes that are to be completed online; there will be no physical class held at these times.

◆ ◆ ◆ CURRICULUM ◆ ◆ ◆

The Institute offers a 510 hour certification program in Massage Therapy. The curriculum was created by experts in the field and is challenging, fun, and exciting.

COURSE OUTLINE - the course is divided into 2 sections:

MASSAGE THERAPY AND RELATED STUDIES (385 total hours)

SUBJECT	HOURS
Basic Massage Techniques	210 hours
Pathology and Infection Control	40 hours
Clinical Massage Techniques	15 hours
Foot Reflexology Techniques	10 hours
Internship, Supervised, and Independent Practice	50 hours
Hydrotherapy and Spa Techniques	20 hours
Business and Ethical Issues	30 hours
Health and Nutrition	10 hours

BIOLOGICAL SCIENCE (125 total hours)

Anatomy	75 hours
Physiology and Kinesiology	50 hours

TOTAL COURSE 510 HOURS



◆ ◆ ◆ COURSE DESCRIPTIONS ◆ ◆ ◆

MASSAGE THERAPY AND RELATED STUDIES - In this block, a variety of massage and bodywork styles are covered. Students need to learn a wide array of styles and techniques to serve the needs of a wide variety of clientele. In learning these various modalities, students are encouraged to unify the underlying principles among them. This will enable the graduate to integrate these therapies into a treatment session that is most appropriate for the needs of their clients.

Basic Massage Techniques - Covers Swedish massage strokes, their variations, and their use pertaining to specific muscles & body systems. Also includes Swedish gymnastics, a system of passive, active, and resisted stretches and joint mobilizations. This section also teaches body mechanics, professional draping techniques, seated massage, side-lying massage, pregnancy massage, geriatric massage, sports massage, and massage adaptations for special populations. The instructors act as coaches, evaluate the students, and give feedback based upon technique application and body mechanics. Additionally, students will give a short presentation to the class on a massage modality. It also includes palpation skills, assessment, treatment planning, and documentation.
(210 hrs; 50 hrs lecture & 160 hrs of lab)

Pathology & Infection Control - Includes types of diseases, agents of disease, modes of transmission, the host/pathogen relationship, and risk factors for disease. Diseases of each body system are discussed along with how to adapt the massage to these conditions. Over 100 pathologies are discussed as well as general contraindications and precautions. Pharmacology is also taught as many clients use medications to treat or manage disease. An entire lecture is spent exploring cancer, its treatments, and their side effects. (40 hrs; 30 hrs lecture & 10 hrs lab)

Clinical Massage Techniques - Covers stages of rehabilitation, tissue healing, and treatment of common injuries and conditions through the application of deep tissue massage techniques. This section includes: myofascial release techniques, neuromuscular therapy, trigger point work, and basic postural analysis.
(15 hrs; 5 hrs lecture & 10 hrs lab)

Foot Reflexology Techniques - Explores the theory and practice of applying pressure on points in the feet to affect corresponding body zones in order to positively affect the client's health. (10 hrs; 2 hrs lecture & 8 hrs lab)

Internship, Supervised, & Independent Practice - Under the direction of the instructors, students blend techniques learned in class into client centered treatment sessions. 50-minute sessions are offered to members of the community at a reduced rate. (50 hrs; 5 hrs lecture & 45 hrs lab)

Hydrotherapy & Spa Techniques - A complete exploration of client treatment using various forms of water. This section covers: the use of water as a healing agent, contraindications, procedural guidelines, specific applications of heat and cold including packs, compresses, hot and cold stones, body wraps, saunas, steam baths, whirlpools, Vichy showers, paraffin baths, body shampoos, dry brush massages, polishes and scrubs, cold towel frictions, salt glows, and the use of aromatherapy. It includes a field trip to either: a day spa, an aquatic therapy center, or a chiropractic clinic. (20 hrs; 5 hrs lecture & 15 hrs lab)

Business & Ethical Issues - Explores various requirements for establishing a massage practice from a practical point of view. This section includes: licensing, permits and zoning, networking with other professionals, accounting principles, and marketing. This section is also designed to develop communication and conduct skills for establishing an atmosphere of safety in order to build client trust and rapport. This section includes: standards of practice, code of ethics, professional conduct, boundary management, scope of practice, LA state law, and HIPAA regulations. This section also explores the process of establishing, developing, and maintaining therapist-client relationships. (30 hrs; 20 hrs lecture & 10 hrs lab)

Health, Hygiene, & Nutrition - This section covers the six main types of disease process and how it affects massage treatment, sanitation of linens and equipment, hand washing procedures, glove usage, and Cardio-pulmonary Resuscitation (CPR) review. It also delves into what constitutes good health, professional hygiene, and proper nutrition. This section includes a guest lecture from a local nutritionist. (10 hrs; 5 hrs lecture & 5 hrs lab)

BIOLOGICAL SCIENCES - This block is designed to present biological concepts in a manner that is massage focused. This approach allows for an even greater working knowledge and understanding of how the human body functions, especially as it relates to massage. Class time is divided between lecture and hands-on lab time, enabling the student to integrate class material.

Anatomy - Covers the structure of the various systems of the human body. This section covers integumentary system, muscular system, skeletal system, nervous system, respiratory system, cardiovascular system, lymphatic/immune systems, endocrine system, digestive system, reproductive system, and urinary system. Emphasis is placed on skeletal and muscular nomenclature and includes palpatory anatomy of important body landmarks. (75 hrs; 65 hrs lecture & 10 hrs lab)

Physiology & Kinesiology - Covers the functions of the various systems of the human body and how each is affected by massage. This section includes kinesiology and the interrelation of joints. (50 hrs; 40 hrs lecture & 10 hrs lab)

◆ ◆ ◆ FACULTY AND STAFF ◆ ◆ ◆

The following represents the Institute's core of instructors. Teachers are rotated to instruct in 2 to 3 classes each year. Any or all of these fine instructors may be involved in the student's learning process.

Alice Funk, R.N., B.S.N., L.M.T. NCTMB acquired a Bachelor of Science degree in nursing from McNeese State University in Lake Charles, LA. She has accumulated 30 years of nursing experience working with a wide array of patients with different age-related medical diagnoses. She was listed in Who's Who for Vocational/Technical Schools as an LPN. In 2003, she was awarded RN of the year at Walter Olin Moss Regional Medical Center by her peers. She is a contributing author to *Massage Magazine* and Massage Therapy: Principles and Practice 2e by Susan Salvo. As an instructor for the Institute, Alice teaches anatomy and physiology, hydrotherapy, assessment and documentation, and massage therapy. Specialties include: Swedish massage, Swedish gymnastics, polarity, manual lymphatic drainage, geriatric massage, Ashiatsu, and Watsu.

Jenn Breaux, L.M.T. is a past graduate of the Louisiana Institute of Massage Therapy. Jenn is the Admission Director of the Institute, as well as a contributing author of *Mosby's Pathology for Massage Therapists*, by Susan Salvo, which is published by Elsevier. As part of her duties, Jennifer frequently advises students on how to make best use of their time in massage school, which includes good study habits.

Kristi Nelson, L.M.T. is a past Valedictorian from the Louisiana Institute of Massage Therapy. Kristi's passion for the Massage Therapy industry is an asset as she assists the Institute with student admissions, career fairs, sports massage events, and student massage clinics. She specializes in Spa Therapies and Business & Marketing. Kristi is currently working on her certification for Thai Massage and Yoga Therapy.

Lindsey Ardoin, L.M.T. has been in practice since 2003. She graduated from the Institute at the top of her class. Her practice includes reflexology, Swedish, deep tissue, and stretching techniques. Additionally, she is certified in Michael Young's Repetitive Use Injury Therapy and Thai Massage. Ms. Ardoin also holds a Bachelors Degree in General Studies from McNeese State University. Ms Ardoin, practices in the Lake Area and teaches massage therapy techniques for the Institute.

Francis Johnson, L.M.T. has been practicing massage since 2004. He graduated from Moss Point High in 1997 afterward he went on to Alcorn State University and obtained his Bachelors degree in Health Science. He completed his massage training at Blue Cliff College in Gulfport, MS. Francis owns and operates his massage practice in Lake Charles, La where he specializes in Orthopedic massage. He has also been a massage instructor since 2008.

Robert D. Bernauer JR, M.D. is a recent graduate from the American University of the Caribbean School of Medicine. He also graduated in the top of his class with a Bachelors of Science in Biological Sciences from McNeese State University. He is an Assistant Professor at McNeese and specializes in creating and delivering lectures in anatomy and physiology.

Donald R. Thigpen, D.C., B.S., L.M.T. is dually licensed as a massage therapist & Doctor of Chiropractic. In 2004, he received his Doctor of Chiropractic degree from Texas Chiropractic College where he was valedictorian. While at TCC, Dr. Thigpen was appointed as gross anatomy lab instructor. Dr. Thigpen received his B.S. in biological science from McNeese State University, graduating *cum laude*. Also a graduate of the Institute, Dr. Thigpen was valedictorian in August 2000. He is nationally certified & has been licensed as a massage therapist in Texas. Currently, Dr Thigpen practices chiropractics in the Lake Charles area. As an instructor for the Institute, he teaches anatomy, physiology, and pathology.

Michael A. Breaux, L.M.T. is a Licensed Massage Therapist. He has been involved in massage therapy since 1987. Mr. Breaux is a graduate of Susan Salvo's original workshop program. Mr. Breaux has studied many styles of massage, but specializes in clinical massage, sports massage, and trigger point work. He has practiced massage therapy in hospital, physical therapy, and chiropractic settings in addition to his private practice. His clients include Olympic athletes and members of the Ladies Pro Golf Association. Mr. Breaux is the Co-Director for the Institute. Mr. Breaux is a contributing author for *Massage Therapy: Principles and Practice*, having written the clinical massage chapter. Mr. Breaux is a member of the International Massage Association. In 1998 he was appointed by Governor Mike Foster to the Louisiana State Board of Massage Therapy. He served for four years on the Board, three as Board Chairman, and one as hearing officer.

Susan Salvo, B.Ed., L.M.T, N.T.S, C.I., NCTMB is a state licensed and nationally certified massage therapist and is Director for the Institute. She holds a Baccalaureate in Education from McNeese State University. She received her training as a massage therapist at the New Mexico School of Natural Therapeutics in Albuquerque in 1982. Ms. Salvo is a charter member of the LA Chapter of the American Massage Therapy Association. In 1989 she was honored with their *Member of the Year* award and, in 2003, she was presented their *Lifetime Achievement Award* for her contributions to the field. Ms. Salvo was presented with the 1995 Pacesetter Award by Governor Edwin Edwards, the 1996 Small Business Person of the Year by Governor M. J. "Mike" Foster, and the first Eagle Award for Business Achievement by the Calcasieu Parish Police Jury in 1996. Ms. Salvo is a nationally known author, having written Massage Therapy: Principles and Practice and Mosby's Guide to Pathology for the Massage Therapist, published by Elsevier. She has written the chapter *Teaching to Students with Learning Challenges* for Teaching Massage, published by the ABMP. She has also contributed a chapter *Geriatric Massage* for Modalities for Massage and Bodywork published by Elsevier. Ms Salvo is one of the featured experts interviewed in the 2007 documentary film, History of Massage Therapy in the United States.

GUEST LECTURERS -

The Institute occasionally hosts both local and national specialists to lecture the students in a variety of topics from nutrition and naturopathic medicine, to self-care, first aid, infection control, advanced massage techniques, and business.

Barbara White, L.M.T has been a licensed Massage Therapist since 1999 and has pursued continuing education along many paths including Neuromuscular Therapy, Myofascial Release and Spa therapies. Her practice primarily centers on Neuro-muscular and therapeutic therapies for chronic pain and structural imbalances. She has earned a college degree concentrated in Mathematics and Business and is an accomplished violinist. She taught at Tallahassee Community College in Florida. In 2002 Barbara founded a massage school in Southeast Texas, which closed due to the hurricanes of 2005. Barbara teaches clinical techniques at the Institute.

Danielle R. Caraway, MA, LPC, LMFT is an aromatherapist, who has been working with essential oils in a therapeutic sense for over ten years. She earned her certification from the West Coast Institute of Aromatherapy. Danielle also has a B.A. in psychology from McNeese and a master's degree in counseling psychology from Leslie University in Cambridge, MA.. In addition to teaching others about aromatherapy, Danielle also works full time as a Licensed Professional Counselor (LPC), LPC Supervisor, and a Licensed Marriage and Family Therapist. Her professional experience includes providing counseling & coaching to individuals, couples, and families on issues such as grief and loss, healthy lifestyle choices, workplace issues, and stress management. Danielle teaches aromatherapy.

John N. Moreno, PhD, DCh, AAETS completed his Ph.D in 1993 having already opened his practice, "American Wellness Center." At the time, it was the only wellness center in Southwest Louisiana. Currently, Dr Moreno is on staff at Southland College (inactive) as well as the Institute, where he lectures on health and nutrition. He also was highlighted in Keats Publishing's book Beyond Probiotics by Anne Louise Gettleman for his work with probiotics



TEACHING ASSISTANTS -

Graduates from the Institute frequently wish to become teaching assistants. Teaching assistants have the opportunity to volunteer to coach students during the massage labs under the supervision of instructors; this reinforces their own learning and deepens their knowledge through extended exposure to the classroom environment.

◆ ◆ ◆ ACADEMIC STANDARDS ◆ ◆ ◆

1. During approximately two-thirds of the course, anatomy and physiology tests are administered. These tests cover the material presented during the preceding anatomy & physiology lecture.
2. Information concerning make-up exams and extra credit can be found in the Student Handbook. Remedial coursework is not included in the program. Remediation is scheduled outside of regular class hours by appointment with a private tutor.
3. The Director conducts two conferences with each student to evaluate progress and attendance.

GRADUATION REQUIREMENTS - The following standards are required for graduation:

1. Meet the minimum attendance requirement of 90%.
2. All financial obligations to the Institute must be paid in full one month prior to graduation.
3. Each student must have met the minimum academic requirements in each of the following areas:

A. Massage Therapy and Related Studies

- Achieve an overall grade point average of 70%.
- Successfully complete internship.
- Massage practical exam - minimum score of 70% each.

B. Biological Sciences

- Achieve an overall grade point average of 70%.
- Written comprehensive final exam - minimum score of 70%.

C. Exit Exam

- A written comprehensive exam - minimum score of 70%.

COUNSELING AND ADVISING - The Institute provides academic counseling, remediation, and extra credit assignments, as well as limited tutoring, for those students who experience challenges in meeting minimum course requirements. For students whose need is greater than the tutoring available on campus, the Institute maintains a list of past graduates and teaching assistants who are available as tutors. Depending upon the tutor and the hours required, tutoring may cost anywhere from \$20 to \$60 per hour. Tutoring is dependent upon availability. Students are responsible for scheduling their own appointments directly with the tutor. Students who experience challenges of a personal nature are encouraged to seek a counselor. The Institute can assist students in locating appropriate mental health resources.

◆ ◆ ◆ FINANCIAL INFORMATION ◆ ◆ ◆

The Institute has a financial package to fit virtually everyone’s personal financial situation. This includes a variety of payment options for those with and without established credit, as well as student grants and loans through outside agencies.

Program	Registration	Tuition	Books & Classroom Fees
Massage	\$50	\$4300	\$300

- **Registration Fee** is fifty dollars (**\$50**). The registration fee must be enclosed with the enrollment contract/application and mailed to the Institute. This fee is non-refundable after 3 business days.
- **Tuition Fee** for the 510-hour course is four thousand three hundred dollars (**\$4300**). Partial or full tuition payments can be made prior to the first day of class.
- **Book & Classroom Fees** are three hundred fifty dollars (**\$300**). The Institute provides one set of required textbooks and one copy of each handout during the course to each student. The classroom fee includes use of a school-owned massage table and massage lubricant for in-class massage trades. This fee is due on the first day of class and is non-refundable.

ADDITIONAL EXPENSES - The Institute has compiled the following estimate of additional expenditures. These expenses are necessary and are not included in the above fees that are paid directly to the Institute. Students electing to purchase these **required items** through the Institute will receive the Institute’s discount.

Program	Supplies	Equipment	Massage Lab	Uniforms	Testing Fees
Massage	\$200	\$500-900	\$180	\$100	\$395

- **Supply Fees** - The Institute requires each student to purchase two sets of twin sheets and a washable blanket. Additionally, students should purchase a 3-ring binder, highlighters, note taking materials, and a book sack. Students can expect to spend about two hundred dollars (**\$200**) on supplies. These supplies are required for completion of this course.
- **Equipment Fees** - Equipment consists of a portable massage table, face-rest, arm rest shelf, table case, and bolsters. Some students may wish to purchase a table cart and stool as well. Equipment fees are the most variable expense of the class. Students can expect to spend from five to nine hundred dollars (**\$500 - \$900**) on equipment, depending upon the type of massage table and options they choose. The purchase of a Massage Chair (**\$510-\$700**) and/or a Desktopper is also recommended, but not required.
- **Massage Lab Fees** - As part of an externship program, the school requires each student to purchase and write a narrative report on three professional massages received during the school term in order to get a perspective as a massage client. The student can expect to spend \$60.00 per massage for a total of one hundred eighty dollars (**\$180**).
- **Uniform Fees** - Two uniforms are also required; each student needs professional attire during internship and sporting events. A uniform consists of scrubs/sweat pants and a school t-shirt. Estimated cost is one hundred dollars (**\$100**).
- **Testing & Licensing Fees** - The following fees are required by the state for the licensing process. Testing fees are three hundred ninety-five dollars (**\$395**).

◆ ◆ ◆ FINANCIAL AID ◆ ◆ ◆

SCHOLARSHIPS –Scholarship opportunities are available through different sources including: local civic organizations (Rotary, Kiwanis Club, Quota, American Business Women's Association), area industry (Conoco-Phillips, Citgo, PPG), and some area talent and beauty contests. Additionally, some of the national massage periodicals and associations sponsor scholarship contests. High school guidance counselors may know other options in your area.

LOANS – Students seeking loans for school are encouraged to apply at their bank or local credit union.

PAYMENT PLANS – For those students who do not wish to seek a traditional loan, the Institute will finance the student's tuition for the year he/she is in school. There are no interest rates, but there is an account set-up charge of \$500, so the total amount paid is **\$5150**. Account set-up fees are non-refundable. Students can reduce the monthly note amount by making a larger downpayment.

◆ **Weekend Classes-**

\$750 down (\$50 Regis, \$300 books, and \$400 1st payment)

\$400 a month for 11 months

◆ **Day Classes-**

\$950 down (\$50 Regis, \$300 books, and \$600 1st payment)

\$600 a month for 7 months

The first monthly payment is due the 1st day of class.

All payment plans must be paid in full prior to graduation and are subject to late fees.



◆ ◆ ◆ REFUND POLICIES ◆ ◆ ◆

The Institute employs a fair and equitable refund policy that complies with federal, state, and agency guidelines for the return of unused tuition. Refund policies for all students are based on recommendations of The Louisiana State Board of Regents.

The \$50 registration fee is refundable for 3 business days from receipt. All tuition fees paid in advance are 100% refundable before the commencement of class. For students who withdraw after the commencement of classes, the following rules will apply:

- During the first week of class, 90% of the total tuition fees will be refunded; thereafter,
- during the 2nd, 3rd and 4th weeks of class, 75% of the total tuition fees will be refunded; thereafter,
- during the first 25% of class, 55% of the total tuition fees will be refunded; thereafter,
- during the second 25% of class, 30% of the total tuition fees will be refunded; thereafter,
- during the third and fourth 25% of class, no refund will be made and the student will be held responsible for the entire tuition fee.
- For calculating refunds, the above percentages are based upon the scheduled clock hours beginning the 1st day of class. For programs exceeding one year in length, 100% of the stated course price attributable to the period beyond the 1st year will be refunded in full, if the student withdraws during the prior period. Please note that books **may not** be returned for a refund. However, any unused book fees may be refunded to the student. Furthermore, account set up fees, billing and bookkeeping fees, and late fees are non-refundable. All refund requests must be submitted in writing to the Institute. Refunds will be issued within thirty days of the receipt of the request. Refund checks will be made payable to the student and not a 3rd party.

PERSONAL CHECK POLICY – The Institute accepts local and out of state checks, but not two-party or post-dated checks. Make all checks payable to **L.I.M.T.** or **LA Institute**. If a check is returned to the Institute, for whatever reason, the maximum **NSF charge** allowed by law will be assessed. The student has 10 days after receiving notice to make reimbursement. Once a check has been returned, the Institute will no longer accept personal checks from that student. At that point, money order, cash, or bank check will be accepted. Failure to comply in a timely manner may result in the Institute filing the check for collection with the District Attorney’s Office. The Institute does not accept credit card payments.

◆ ◆ ◆ COMPLAINT POLICY ◆ ◆ ◆

If the problem cannot be resolved locally within the Institute, the student should submit his or her complaint in writing to:

The Louisiana Board of Regents - Proprietary Schools Section

P.O. Box 3677

Baton Rouge, LA 70821-3677

225.342.4253



STUDENT TRANSFER POLICY – Students who have a valid, verifiable transcript from another massage school may transfer established credits to be applied toward the 510-hour program and receive partial tuition credit. Only transfers from other massage schools will be accepted.

Credits submitted for transfer must be the equivalent of the subject matter of the Institute’s course(s). The appropriateness of subject matter will be determined by the Institute’s Admissions Director. If a course description is unclear, the prospective student may be asked to submit a copy of school catalog, course contents and descriptions.

Credits submitted for transfer must be in the form of an official transcript bearing the providing school’s letterhead with contact information, an embossed school seal and/or official signature, and hourly breakdown of classes by credits and grades. Credits submitted for transfer must have a grade of “P” for pass, or the minimum of a letter grade “C”, or numerical equivalent of 2.0 on a 4.0 scale.

A non-refundable transcript evaluation fee of \$100 is to be submitted with the transcript and request for credit transfer. If the student decides to enroll after the transcript evaluation is completed, this fee will be applied to the student’s tuition. If the student decides not to enroll, the evaluation fee is forfeited. This fee must be submitted with the transcript and a completed admissions application. Please submit the request at least 30 days prior to the start of class.



◆ ◆ ◆ ADMISSIONS ◆ ◆ ◆

HOW TO APPLY—In order to apply to the Institute, a student must:

- Be 17 years or older
- Have a high school diploma or legal equivalent
- Be free of any convictions of any sexually oriented crimes
- Submit a completed and signed application with the registration fee of \$50 to the mailing address listed below:

**LA Institute of Massage Therapy
1108 Lafitte Street
Lake Charles, LA 70601**



Applications are accepted throughout the year. All applicants will receive a letter of acceptance or a notice of further inquiry from the Institute within 10 working days. Approximately 2-3 weeks prior to the start of class, applicants will receive an additional letter with specific information regarding the time for completing the registration process. The Institute reserves the right to cancel or postpone any class with insufficient enrollment or to modify the course content based upon changes in the law, educational mandates, or the Institute's policy.

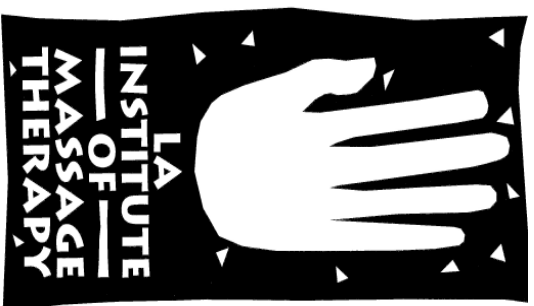
A Personal Note to the Prospective Student

Hello and thanks for expressing an interest in the Louisiana Institute of Massage Therapy. Massage therapy is a fascinating and rewarding career choice with almost limitless possibilities. We are extremely proud of our curriculum and our staff, but we have to give credit for our success to our graduates. The fact that they are out working and making their individual dreams come true is the greatest reward we can receive as educators.

And here at the Louisiana Institute of Massage Therapy, it is our business to help you make your own dreams come true. There is nothing more wonderful than looking forward to going to the office each day, doing work that you truly love, experiencing the rewards of helping people both physically and emotionally, and making a very good living doing it. Our reputation is built on offering quality programs with flexible hours at an affordable price. But don't take our word for it - compare our fees, our curriculum, and the qualifications of our faculty. Call your local massage therapists and ask them what they think about us. While you're on the phone, ask them how much they charge. In fact, if you've never had a massage, schedule one and get a taste of what it's all about. And, if there's anything that we can do to help you along the way, please do not hesitate to contact us and ask for us personally. Remember, life is too short to be stuck in a job you don't like.

Sincerely,

Michael Breaux and Susan Salvo



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Classes beginning in March and September!

Check us out on Youtube!
<http://www.youtube.com/LAmassageschool>