



2456 Remount Road
Suite 306
North Charleston, SC 29406
Ph # 843-330-2184
www.carolinabodyworkschool.com

Table of Contents

General Information	3
Mission	3
Philosophy and Values	3
Purpose and Objectives	3
Faculty	4
Authorization Statement and Licensing	4
Facilities and Equipment	5
Facilities for the Disabled	5
Curriculum	5
Non-Discrimination Policy	6
Student Records/Release of Information	6
Tuition	7
Student Services	7
Conduct	7
Disciplinary and Complaint Procedures	8
Credit Transfer	10
Program Information	10
Attendance and Grading	11
Probation, Dismissal, and Readmission	12
Tuition Refund and Refund Table	13
In-House Financing	14
Calendar	15
Hold Harmless Agreement	16

GENERAL INFORMATION

MISSION

Carolina School of Bodywork (CSB) is dedicated to providing a welcoming, safe, and inclusive environment for every body. CSB will provide opportunities for greater learning in all aspects of massage therapy and while listening and responding to students' needs. It is our goal to provide students with a caring faculty and staff that will help guide students into their full potential.

PHILOSOPHY AND VALUES

Carolina School of Bodywork (CSB) strives to network within the community to create growth and employment opportunities for our graduates.

- We believe in cultivating diversity and inclusivity in everything we do.
- We know that Massage Therapy is for every body so we would like to see every body represented in our classroom and by our graduates.
- We believe that a strong understanding of fundamentals is the soil in which professionals grow.
- We believe that strong ethical, moral, and professional values are essential to the continued growth in the Massage Therapy profession.

PURPOSE AND OBJECTIVES

Carolina School of Bodywork's sole purpose is to provide a solid, well-rounded Massage Therapy Education rooted in evidence-informed practices. Our objective is for every student to successfully achieve a certificate of completion and prepare them to sit for the Massage and Bodywork Licensing Examination (MBLEx) from the Federation of State Massage Therapy Boards (FSMTB).

Carolina School of Bodywork
2456 Remount Road
Suite 306
North Charleston, SC 29406
Phone: 843-330-2184
Email: info@carolinabodyworkschool.com
www.carolinabodyworkschool.com

FACULTY

Dana Ball, LMT, MLD-C

Owner, Director

*Licensed Massage Therapist, SC LLR, 2008
Certificate of Massage Therapy, 500 clock
hours, Southeastern School of
Neuromuscular and Massage Therapy, 2007*

Casey Childs, LMT

Massage Therapy Instructor

*Licensed Massage Therapist, SC LLR, 2017
Certificate of Massage Therapy, 500 clock
hours, Trident Technical College, 2017
A.S., Trident Technical College, 2016
A.A., Trident Technical College, 2016*

Stephen Redmon, DC, LMT

Massage Therapy Instructor

*Doctor of Chiropractic, SC LLR, 2021
D.C., Life University, 2021*

*B.S., Exercise Science, College of Charleston,
2018*

Licensed Massage Therapist, SC LLR, 2014

*Certificate in Health Science, 660 clock
hours, Trident Technical College, 2014*

Adam Broxton, LMT

Massage Therapy Instructor

*Licensed Massage Therapist, SC LLR, 2007
Certificate of Massage Therapy, 500 clock
hours, Southeastern School of*

Neuromuscular and Massage Therapy, 2007

AUTHORIZATION STATEMENT

Carolina School of Bodywork is licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia, SC 29201, and phone (803) 737-2260. Licensure indicates only that minimum standards have been met and is not an endorsement or guarantee of quality. It is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education. CSB is not accredited by an accrediting agency.

LICENSE

Licensure documents may be reviewed at the school, online and at the South Carolina Commission on Higher Education website at

https://www.che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Licensing/Directory_of_Massage_Therapy_Programs_10.21.2021.pdf

FACILITIES AND EQUIPMENT

Carolina School of Bodywork is housed within a 5,600 sqft suite that is well equipped with student study tables, chairs, audio-visual equipment, massage tables, stools, massage chairs, overhead lighting, privacy curtains for the student clinic, educational charts, models and instructional aids. The facility provides barrier-free entrances to the school to permit easy

access for disabled students or clients. Students have access to a kitchenette, restrooms and a water fountain within the building. The classroom is designed to seat a maximum of 16 students with a minimum of 8 students per class. Room/board is not available. Public parking is available.

Carolina School of Bodywork (CSB) supports the tenets and spirit of the Americans with Disabilities Act (ADA). Accommodations include accessible restrooms and a water fountain. It is the responsibility of the student to inform the school of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. CSB will make reasonable accommodations to meet the needs of any student with a disability.

CURRICULUM

Carolina School of Bodywork designed its curriculum to prepare students to take the Federation of State Massage Therapy Boards' (FSMTB) Massage and Bodywork Licensing Examination (MBLEx). As part of their coursework, students will perform a minimum of seventy-five (75) 50-minute massage therapy sessions on the public under the supervision of a Licensed Massage Therapist on the campus and no more than twenty-five (25) hours being clerical in nature in the student clinic. Students will not enter the clinical internship until they have completed a minimum of 250 hours of instruction in Anatomy & Physiology, Kinesiology, Pathology, and Ethics and Professionalism. The students will be visually evaluated by the instructor and subjectively evaluated by the clinic clients. Students may not practice massage for remuneration until they finish the course, take and pass an exam for state licensure, and receive licensure from LLR.

Students who perform massage as part of their Carolina School of Bodywork curriculum must wear a nametag identifying themselves as students and naming the school that enrolls them. Students cannot charge or accept tips and cannot advertise.

To be licensed as a massage therapist in South Carolina, a person must: (1) be at least 18 years of age and have received a high school diploma or graduate equivalency diploma; (2) have completed a 500-hour course of supervised study at an approved school; (3) be a US citizen or qualified alien or nonimmigrant lawfully present in the US; and (4) have received a passing grade on an approved examination. (Section 40-30-110, South Carolina Code of Laws, 1976, as amended (The Massage/Bodywork Practice Act, Act 387 of the 1996 General Assembly).

For additional information and an application for licensure, contact the SC Department of Labor, Licensing and Regulation (LLR), Office of Business and Related Services, PO Box 11329, Columbia, SC 29211-1329; telephone (803) 896-4588 <https://www.llr.sc.gov/mas>

LLR accepts for licensing the Federation of State Massage Therapy Boards' (FSMTB) Massage and Bodywork Licensing Exam (MBLEx). For information on the MBLEx, contact FSMTB 7300 College Boulevard, Suite 650, Overland Park, KS 66210 telephone (913) 681-0380.

<http://www.fsmtb.org>

NON-DISCRIMINATION POLICY

Carolina School of Bodywork does not and shall not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. The following person has been designated to examine all questions regarding the school's non-discrimination policies: Dana Ball, Owner/Director.

STUDENT RECORDS/RELEASE OF INFORMATION

In compliance with Public Law 93-083, "The Family Educational Rights and Privacy Act" (FERPA), which is Section 438 of the General Education Provision Act, the school has adopted policies and procedures which permit the student the opportunity to view their educational records upon request.

The school will not permit access to or release confidential information to any individual or agency without written consent of the student except for the following reasons:

1. School officials with legitimate educational interest
2. Specified officials for audit or evaluation purposes, or other schools to which a student is transferring
3. Organizations conducting certain studies for or on behalf of the school
4. Accrediting organizations
5. To comply with a judicial order or lawfully issued subpoena
6. Appropriate officials in cases of health and safety emergencies
7. State and local authorities pursuant to specific State law

All records will be retained at Carolina School of Bodywork. All student records will be maintained for a minimum of 6 years. Transcripts will be held for 50 years. Student records include:

- All correspondences and other records relating to the recruitment, enrollment and placement of the student
- A copy of the enrollment agreement and hold harmless agreement
- Student name, address, tuition payments or refunds, record of attendance, date of completion
- Date of termination and the reason(s) therefor
- Record of any student grievance and subsequent resolution

TUITION

Carolina School of Bodywork's 650 clock-hour program cost: \$11,000 per student
Tuition total includes the cost of a criminal background check and use of a Massage and Bodywork Licensing Examination (MBLEx) practice test program to prepare for the exam two (2) shirts, and any equipment on campus. CSB will retain an administrative fee of \$100 if the student cancels enrollment after the 3rd day or is dismissed.

Tuition + Fees = \$11,000

Tuition = \$10,775

Administrative fee = \$100 (may be retained at cancellations after 3rd day of class)

Criminal Background Check = \$20

Practice MBLEx exam = \$65

Two (2) school shirts = \$40 (\$20/shirt)

Textbooks Required:

- Susan Salvo, Massage Therapy Principles and Practice, 7th Edition ISBN: 9780323878159
- Andrew Biel, Trail Guide to the Body, 6th Edition ISBN: 9780998785066
- Ben Benjamin & Cherie Sohen-Moe, The Ethics of Touch, 3rd Edition ISBN: 9781882908448
- Ruth Werner, A Massage Therapist's Guide to Pathology, 7th Edition ISBN: 9780998266343

Textbooks are not included in the cost of tuition and the student will be responsible for obtaining the proper texts prior to enrollment. Students will also need: 1 set of sheets and a blanket for personal use, and proper clothing for clinical experiences on campus (see student handbook).

STUDENT SERVICES

Carolina School of Bodywork provides advisory services at no cost to each student. These services include guidance on career paths, assistance with searching and applying for jobs, resume building, and are available through the Owner/Director, and Instructors. CSB will not be placing students in jobs, and enrollment or completion cannot guarantee employment.

CONDUCT

Students will be expected to adhere to the Code of Ethics established by the American Massage Therapy Association (AMTA) and the Associated Bodywork and Massage Professionals (ABMP). Both are covered as part of the training program.

Grounds for Dismissal or Expulsion

Dismissal is the expulsion of a student from the training program. Certain offenses may constitute grounds for immediate dismissal without warning. In the event of an immediate dismissal, the student will receive written notice within 48 hours stating the cause of this action. Such conduct violations may include but are not limited to:

- All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
- Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
- All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
- Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
- Student acts of criminal behavior that place any person in imminent danger are prohibited on all school grounds.
- Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.
- Violation of published school policies.

A student dismissed without warning will be entitled to a refund of unused tuition in accordance with stated policy. Students dismissed for unsatisfactory academic progress may only be readmitted by written request and approval of the Owner or Director.

Other Grounds for Dismissal

Students may also be dismissed for unfulfilled financial obligations, unsatisfactory academic progress, unsatisfactory attendance, or the following: practicing massage with a communicable disease, promoting sexual behavior during a massage session or promoting sexual ideations about massage therapy in general either verbally, or on social media, and providing massage outside of school for monetary gain. Failure to honestly disclose information on the application/enrollment agreement during the enrollment interview may also result in dismissal.

DISCIPLINARY POLICIES AND COMPLAINTS PROCEDURES

Conduct that is found by the administration or other students to be unsatisfactory, will result in the student being placed on a two-week probationary period. Further misconduct will result in the student's dismissal from the program.

In cases warranting probation or dismissal, the procedure will be:

1. Verbal warning will be given, and documentation will be made.
2. Written warning (student will be further monitored for an additional two-week period).
3. Written notice of dismissal if progress has not been found satisfactory.

If students have complaints about a classroom situation, they should first attempt to resolve the situation with the instructor. If resolution cannot be made with the instructor, or if the complaint is about a general school policy over which the instructor has no jurisdiction, then

the students may contact the school director for mediation. If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the South Carolina Commission on Higher Education at:

South Carolina Commission on Higher Education
1122 Lady St. Suite 400
Columbia, SC 29201

803-737-2260
www.che.sc.gov

The complaint form is available at the following link:
https://www.che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Licensing/Student_Complaint_Procedures_and_Form_09192022.pdf

ADMISSION REQUIREMENTS

Prospective students who plan to enter the program must:

1. Be 18 years of age
2. Have a High School Diploma or GED
3. Submit a consent form for a criminal background check

Admission Process

Applicants should schedule an appointment for an interview with the Director or Owner. During the interview, applicants will tour the facility, receive a program catalog and appropriate enrollment forms. Applicants should be prepared to answer a few questions about why they have chosen this career path. At least four weeks before the program start date, applicants must submit:

- Application
- Deposit/Down Payment/Tuition in full
- Copy of driver's license, social security card and proof of legal residence (birth certificate or documentation of resident alien status)
- Proof of High School diploma or GED
- Consent form for a criminal background check

**Conviction, guilty plea, or nolo contendere plea involving a crime involving drugs, moral turpitude, or other criminal charges may prohibit licensure or employment. Carolina School of Bodywork does not guarantee licensure as it is up to the sole discretion of the Massage Therapy Board of South Carolina Labor, Licensing and Regulation. CSB does not guarantee employment.

Following acceptance, the applicant must also sign an enrollment and hold harmless agreement.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Carolina School of Bodywork does not grant credits for previous education or training.

TRANSFER OF CAROLINA SCHOOL OF BODYWORK CREDITS/HOURS TO OTHER INSTITUTIONS

The program at Carolina School of Bodywork is specialized vocational training. This training does not typically transfer to other programs. Carolina School of Bodywork makes no guarantee or claim that credits or hours will be transferable to another institution.

PROGRAM INFORMATION

Carolina School of Bodywork's program length is 650 hours, 8 months full time and is broken down as follows:

Anatomy & Physiology (125 Hours)	125
Body Systems, Medical Terminology, Pathologies	125
Structural Anatomy & Kinesiology (125 Hours)	125
Musculoskeletal Anatomy, Kinesiology	95
Palpatory Anatomy	30
Therapeutic Massage (115 Hours)	115
Pathologies and Contraindications	40
Therapeutic Techniques	65
Pain Science, Fascia, Postural Assessment	10
Massage Theory (85 Hours)	85
History, Techniques and Allied Modalities	30
Swedish Massage	20
Evidence-Informed Practice and Research	5
Health, Hygiene, Infection Control, HIV/AIDS	10
Hydrotherapy	5
Special Populations	15
Massage Practice Management (100 Hours)	100
HIPAA and Privacy Laws, SC Jurisprudence	15
Documentation and Treatment Planning	5
Ethics	45
Professionalism, Practice Management	35
Clinical Internship (100 Hours)	100
Total Clock Hours	650

ATTENDANCE

All students are expected to be present and punctual for all classes and clinicals. Carolina School of Bodywork's 650-hour program will be taught over 700 hours allowing for 50 hours of absences without requiring makeup days. Students are required to attend a minimum of 100 clinical hours out of the 150 hours scheduled. Any hours that need to be made up can be done within the extra 50 hours scheduled for the Clinic.

When a student's absences exceed 50 hours, their attendance may be deemed unsatisfactory, and the student may be dismissed from the program. Absences are cumulative and are counted across all classes collectively. Excused absences such as military, illness (with documentation), personal, and family emergency does not eliminate the absence from the student's record as the course is a clock-hour course. All hours absent will be recorded regardless of the reason. Students **MUST** be present for a **MINIMUM** of 650 clock hours to be eligible for graduation.

Carolina School of Bodywork records the daily attendance of each student. Records are available for student review. Absenteeism for more than 50 hours of the total program constitutes cause for dismissal. A student who has greater than 50 hours absent will have his or her case reviewed by the school director with the likelihood of being dropped from the program.

TARDINESS POLICY

Any student who is tardy more than three (3) times may be placed on probation (refer to disciplinary policy, page 8).

MAKEUP POLICY

Students are permitted to be absent no more than 50 hours throughout the program. Makeup hours may be completed during the extra time built into the clinical internship schedule. Without completing all the missed hours, the school may withhold the final certificate until the hours are completed.

GRADING

The grading system utilized by Carolina School of Bodywork is based on a standard percentage/letter grade system (see below), with the final grade calculated from the total of all quizzes, tests, and practical evaluations in each class. Grades will be given at midterm and after finals for each course. Tests are weighted at 40%, Quizzes/Homework/Participation are weighted at 40% and Midterms, Practicals, and Final Exams are weighted at 20%.

100 – 90	A
90 – 80	B
79 – 70	C
69 or below	F

Any student who fails to earn higher than a 69% in any course risks failure for academic reasons, dismissal from the program, and will not receive a certificate of completion. Successful completion of each course will help ensure enough material has been retained to not only pass the Massage and Bodywork Licensing Examination (MBLEx) but safely and successfully navigate a career as a Bodyworker.

ACADEMIC PROBATION AND DISMISSAL

Should a student's grade fall below a 'C' or 69%, they will be placed on academic probation for a period of 14 days, or two calendar weeks. If their grade fails to rise above a 'C' or 69%, or there is no way to achieve a passing score meeting the minimum requirement (69%), the student will be dismissed from the program.

READMISSION

Readmission is at the sole discretion of the Director and the Instructors. Each case will be handled individually. Students may request readmission in writing via email or mail at least one (1) week prior to the start of a new class. Potential factors considered for re-entry: resolution of extenuating circumstances, passing a readmission exam if dismissal was for academics, bringing their tuition to current, and/or submitting in writing how they plan to correct conduct. Students will **not** be considered for readmission if they were dismissed due to sexual harassment, plagiarism, theft, alteration or use of institution documents with intent to defraud, criminal acts committed on campus, promoting sexual ideations during massage sessions, and providing massage for remuneration.

STANDARDS OF PROGRESS

Academic progress will be monitored closely by each instructor and the Director. Each student will be given a Pre-Test at the start of a new course and the same test at the end of the course to show Standards of Progress. Students will also be notified about all grades received and will know their average prior to midterm via a Progress Report. Students will receive a mid-term Progress Report. Students do not need to request Progress Reports and may request to know their averages at any time. If the student does not maintain satisfactory academic performance, they will be placed on academic probation. If satisfactory progress has not been made following the probationary period, an Academic Review meeting will be scheduled with the Instructor(s), Dean/Director and the Student, and the student may be dismissed for unsatisfactory academic progress.

Graduation

Carolina School of Bodywork will award a certificate of completion to students maintaining a passing grade (70% or higher) in all classes, successfully completing all clinical hours and makeup hours totaling 650 clock hours and paying tuition in full. Exceptions may be made for those who have maintained a satisfactory record of payments on payment plans.

TRANSCRIPTS

Student transcripts are held for a period of 50 years. Each student is given an Official Transcript upon graduation at no cost. Should the graduate need an additional transcript, copies may be requested for \$5 each. Requests may be made electronically or via phone and will not be fulfilled until the fee to reproduce is satisfied.

TUITION REFUND POLICY

An applicant may cancel enrollment without penalty by notifying the school in writing within three (3) business days (excluding weekends, state and federal holidays) after signing the agreement or paying a deposit on tuition. Prior to the third day or if an applicant is not accepted, the applicant will receive a full refund of any deposits paid. After the third day, but before classes begin, Carolina School of Bodywork will retain an administrative fee of \$100 if the student cancels enrollment. Carolina School of Bodywork will issue refunds via check within 40 calendar days after the effective date of written notice of cancellation.

TUITION REFUND TABLE

Based upon \$11,000, 650 hour course, 5 hours per day:

Hours Attended	% Refund	Amount CSB Retains	Refund
1 – 65	90%	\$100 + \$1100 = \$1,200	\$9,800
66 – 130	80%	\$100 + \$2,200 = \$2,300	\$8,700
131 - 195	70%	\$100 + \$3,300 = \$3,400	\$7,600
196 - 260	60%	\$100 + \$4,400 = \$4,500	\$6,500
261 - 325	50%	\$100 + \$5,500 = \$5,600	\$5,400
326 - 390	40%	\$100 + \$6,600 = \$6,700	\$4,300
391 - 455	30%	\$100 + \$7,700 = \$7,800	\$3,200
456 – 520	20%	\$100 + \$8,800 = \$8,900	\$2,100
521 - 584	10%	\$100 + \$9,000 = \$10,000	\$1,000
585 – 650	0%	\$11,000	\$0

Tuition may still be owed if the student chose an in-house financing option and will be liable to pay the remainder of the balance in full upon withdrawal.

*** Based upon pre-payment of full tuition and the institution retaining \$100 for an administrative fee

In-House Financing:

Option A: Equal Monthly payments to be completed in 18 months with \$35 financing charge/month

Total Tuition	\$11,000
Tuition Deposit	-\$1,100
Remaining Tuition Financed	\$9,900
Finance Charge (\$35/month for 18 months)	\$630
Total Amount financed	\$10,530 (not including deposit)
Total Tuition Paid including financing	\$11,630
Monthly Payments	\$585

Option B: Equal Monthly payments to be completed in 24 months with \$40 financing charge/month

Total Tuition	\$11,000
Tuition Deposit	-\$1,100
Remaining Tuition Financed	\$9,900
Finance Charge (\$40/month for 24 months)	\$960
Total Amount financed	\$10,860
Total Tuition Paid including financing	\$11,960
Monthly Payments	\$452.50

Option C: Equal Monthly payments to be completed in 36 months with \$50 financing charge/month (Part-Time Students only)

Total Tuition	\$11,000
Tuition Deposit	-\$1,100
Remaining Tuition Financed	\$9,900
Finance Charge (\$50/month for 36 months)	\$1,800
Total Amount financed	\$11,700
Total Tuition Paid including financing	\$12,800
Monthly Payments	\$325

Students may borrow from a third-party lender to pay tuition/fees. Carolina School of Bodywork will not be responsible for the repayment of loans taken by students under any circumstances to include but are not limited to: unsuccessful completion of the program (whether by cancellation or dismissal), the inability to secure adequate employment at the completion of the program, or otherwise.

Academic Calendar 2022-2023

Day Classes – M – F 9 am – 2 pm

Night Classes M – Th 5:30pm – 9:30pm

Classes enroll every 8 weeks

Holidays/Skip Days

1/15/2024 - Martin Luther King Day

2/19/2024 - Presidents' Day

4/1/ - 4/5/24 – Spring Break (Day Class)

5/27/2024 - Memorial Day

6/19/2024 - Juneteenth

7/03 - 7/6/2023 - Summer Break (night class)

9/04/2023 - Labor Day

11/07/2023 Election Day (day class)

11/22/2023 - 11/24/2023 Fall Break

12/25/2023 - 1/03/2024 Winter Break

HOLD HARMLESS AGREEMENT

Carolina School of Bodywork and student acknowledge that there is some risk of accident or injury associated with use of equipment and other aspects of the course of study, including but not limited to *direct care and contact of other students, clients, patients, or residents at the clinical or training facility*. Student does hereby waive, release, and discharge Carolina School of Bodywork of any and all liability and all claims for damages for death, personal injury, or property damage which I may have or which hereafter accrue to me as a result of participation in the *program* whether or not caused by negligence or fault of Carolina School of Bodywork.

This release is intended to discharge the *school*, and its officers, employees, representatives, students, volunteers, and agents from and against any and all liability arising out of or connected in any way with my participation in the training, internship/externship, hands-on activities, practice, or other activities.

Knowing risks exist, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all persons or agencies mentioned above that might otherwise be liable to be or my heirs or assigns for damages. I further understand and agree that this waiver, release, and assumption of risk is to be binding on my heirs and assigns.

In addition, I give permission to receive, if necessary, emergency medical services by authorized personnel, and that any cost incurred as a result of such medical treatment will be my responsibility.