Alpena Institute of Massage

1015 U.S. 23 North
Alpena, MI 49707
989-590-1212

Course Catalog

Initial Publication
May 2023
Revised May 2024
Revised April 2025
Revised May 2026

Alpena Institute of Massage is a private institution and is approved to operate by the State of Michigan Department of Labor and Economic Opportunity, Post-Secondary School Unit. #8604001540

The Alpena Institute of Massage is dedicated to the honor and memory of Mary Ann McWilliams. A mother, a coach, a teacher, a friend with a passion for education and a belief that it should be fun and rewarding. She taught that committing to something was to do it with faith, courage and enthusiasm.

I offer you this same commitment and philosophy.

Table of Contents

Purpose of the Course Catalog iii

Document History iii

Summary of Changes in This Revision iii

IMPORTANT INFORMATION 1

Description of the School Facilities and Equipment 1

School License 1

Accreditation Status 1

History of the Alpena Institute of Massage School 1

Affiliation 1

Mission Statement 1
President's Welcome 2

Faculty and Key Staff 3
Administrators: 3
Instructors and Support Staff: 3

Academic Calendar 3
Class schedules 3
Program Starting Dates ..... **Error! Bookmark not defined.**
Observed Holidays 3
School Closures Due to Weather or Natural Disasters 3

Admission Requirements and Procedures 4
Non-discrimination Policy 4

GENERAL POLICIES AND PROCEDURES 4

Entrance Requirements 4

Absence and Tardiness 5
Tardiness & Class Cuts 5
Making up Course Material 5

Leave of Absence 6

Standards of Conduct 6
Controlled Substance Policy 7
Personal Harassment 7
Sexual Harassment 8
Harassment Policy 8

Termination 8

Re-Entry 8

Acceptance of Prior Education 8

Disciplinary Actions and Appeals 8
Grievances and Conflict Resolution 9

Grading System 10
Examinations 10
Quizzes 10
Incomplete Grades 10
Progress Reports 10

Academic Probation 11

Instructor Evaluation Techniques 11

Cancellation, Withdrawal, Refunds 11
Withdrawal 12

Access to Student Records 12
Family Education Rights and Privacy Act (FERPA) 12
Retention of Student Records 13

Tuition, Fees and Expenses 14
Payment Options 14
Grants, Student Loans, & Scholarships 15

Programs Offered 15

Teacher/Student Ratio 15

Transfer of Credit 15

Graduation Requirements 16

Graduation Certification 16

Graduate Placement 16

STUDENT SERVICES 16

Housing 16

Tutoring Services 16

Transportation 17

Reference Library 17

Purpose of the Course Catalog

The Alpena Institute of Massage Course Catalog provides a description of the massage therapy field and the education provided under the 650-hour Massage Therapy Training Program taught at the Alpena Institute of Massage. This catalog is available online at the Alpena Institute of Massage website www.alpenainstituteofmassage.com and via mail on request.

This document is effective upon promulgation and may not be changed without written approval by the school owner and by the school's regulatory agency.

This document shall be reviewed for a maximum interval of (12) months.

Rose McWilliams-Nowak, LMT
(Owner)

Document History

- Initial publication May 2023
- Revised May 2024
- Revised April 2025
- Revised May 2026

Summary of Changes in This Revision

Instructor Information: Added instructor - p3.

Tuition Information: Updated - p14
Tuition Information Updated - p14 (May 2026)
Program Hours Updated (May 2026)

Important Information

Description of the School Facilities and Equipment

The Alpena Institute of Massage official address is:
1015 US 23 North
Alpena, MI 49707

The facility is well equipped with student study tables and chairs, audio-visual equipment, high-quality massage tables, massage stools, massage chairs, music system, overhead lighting, various charts, anatomical models, and instructional aids. A library including various DVDs, anatomy books, and massage texts are available for all students upon request.

School License

Alpena Institute of Massage is a private institution and is approved to operate by the Michigan Department of Labor and Economic Opportunity. Certificate # 8604001540

NCBTMB Approved

Alpena Institute of Massage is an approved provider of massage therapy education. Id: 900255

Accreditation Status

Alpena Institute of Massage is not federally accredited.

History of the Alpena Institute of Massage School

The Alpena Institute of Massage is a proprietary school owned by Rose McWilliams-Nowak, LMT. The school was founded in 2022 with the first class convening in Fall 2023.

Affiliation

The Alpena Institute of Massage is not affiliated with any other institution.

Mission Statement

Our mission is to inspire and prepare students to become competent and confident massage therapists through a learning environment that is creative, fun, and supportive. We are committed to always aiming higher – cultivating faith, courage, and enthusiasm to succeed and overcome challenges.

President's Welcome

Dear Student,

Welcome to the Alpena Institute of Massage. I am so glad you are ready to step into a profession that is both deeply rewarding and life changing.

When I founded this school, I had a simple but powerful mission: to inspire and prepare students to become confident and competent massage therapists in a learning environment that is creative, fun, and supportive. We believe that education should light you up-not wear you down. That laughter, curiosity, and connection belong in every classroom. And that the journey to becoming a licensed massage therapy is not just about technique, but also includes a solid foundation in self-awareness, communication, and care.

Here, we are committed to aiming higher and we meet challenges with excitement and courage. Whether you are beginning a brand-new career or expanding your current one, you will find that our team is here to lift you up, guide you through and cheer you on every step of the way.

A guiding principle in all we do is the philosophy of UBUNTU which very simply means- "I am because we are." This African concept reminds us that our individual growth is deeply connected to the support and success of our community. We genuinely believe we are all here for each other and that each person brings lessons and value to be learned and shared with one another. It is this spirit of unity, compassion and shared purpose that shapes every part of our school.

Massage therapy is more than a skill. It is a calling to support others in meaningful ways. It is a craft, a connection, and a contribution. At Alpena Institute of Massage, you will be empowered to find your own voice and unique approach within this beautiful profession.

We look forward to meeting you, teaching you and watching you grow into the practitioner you are meant to be.

With respect and excitement for your journey,

Rose McWilliams-Nowak

Faculty and Key Staff

Administrators:

Rose McWilliams-Nowak, LMT	#7501008074	Owner/Administrator

Instructors and Support Staff:

Laurie Gould-Schatz, LMT	#7501006508	Instructor
Rose McWilliams-Nowak, LMT	#7501008074	Instructor
Kimberly Salziger		Instructor

Academic Calendar

Class schedules

The AIM program includes 650 hours of classroom instruction and clinical training; Classes are scheduled Monday & Wednesday evenings (6:00pm – 8:30pm) and 2-3 weekends per month.
Monday and Wednesday classes can be attended via ZOOM. All Saturday & Sunday classes are in person only.

Start	**Graduation***
September 26, 2026,	August 9, 2027

* Date of graduation ceremonies may vary depending on availability of event facilities.

Observed Holidays

The following holidays will be observed by the school, and classes will not be held. Holidays are not counted as part of the contracted time schedule and are calculated into your contract. *Additional breaks may vary for individual classes and are subject to change. Please refer to your syllabus for specific breaks and holidays.*

New Years Day	Labor Day
Easter Holiday	Halloween
Memorial Day	Thanksgiving
Independence Day	Christmas/Winter break

School Closures Due to Weather or Natural Disasters

While the school rarely cancels sessions, extraordinary circumstances may require such action. The school will make every effort to work around any closures due to weather or other natural disasters. If classes are cancelled for a significant period (more than a day or two) it may be necessary to recoup lost class time during scheduled school breaks or non-

class days, such as Friday's. Because of class overlaps and other factors, postponement of class graduation dates is not usually an option.

The school will make every effort to minimize the impact, and students will be consulted to determine the action to be taken.

Admission Requirements and Procedures

All applicants must:

- Provide proof that they will be at least 18 years of age prior to or before the start of the class.
- Provide government issued picture identification such as a driver's license or passport.
- Provide documentation for a High School diploma or General Equivalency Diploma (GED).
    - Applicants who do not possess a High School diploma or GED may be admitted provided they demonstrate their ability to benefit from the training by successfully completing the appropriate sections of a standardized entrance examination appearing on the federal Department of Education's list of approved tests. **Ability to Benefit** testing must be administered by an outside tester not on the payroll of the Alpena Institute of Massage.
- Be fluent in the English language.
- Submit a school application and application fee.

Non-discrimination Policy

The Alpena Institute of Massage subscribes to, and is in full compliance with, Title VI of the Civil Rights Act of 1964 providing equal opportunity for admission, employment and access to programs and/or activities regardless of religion, race, color, national origin, gender, sexual orientation, age or handicap, unless such a handicap is determined by a qualified medical authority to render an individual not physically qualified for the program.

General Policies and Procedures

Entrance Requirements

All students must:

- be at least eighteen (18) years of on or before the start of class.
- Possess a high school diploma or GED.
    - Minimum educational requirement for enrollment is the Ability to Benefit which is defined as:
        - Ninth grade reading and math level as measured by the Tests of Adult Basic Education (TABE) or another test approved by the USDOE.
        - An interview with the admissions officer to review the TABE scores of the student and discuss any prerequisites needed for enrollment.

Absence and Tardiness

Alpena Institute of Massage records the daily attendance of each student in accordance with state guidelines. Records of students' attendance will be kept in file and are available for student review. Absence is strongly discouraged. Students are required to maintain an 85% attendance rate overall. Additionally, students are required to maintain an 85% attendance rate in each major subject area of the curriculum, and a 100% attendance rate in student clinic. Students who have greater than 15 percent absentee of the total program constitute cause for dismissal; these students will have their case reviewed by the school director with the likelihood of being terminated from the program.

Tardiness & Class Cuts

Developing excellent work ethics is an important part of the training at Alpena Institute of Massage. Students arriving late for class, and leaving early, are interrupting the instructor and other students. The following recording system will be used for tardiness:

- Tardiness of greater than 15 minutes counts as absence for the entire hour.
- Cutting class more than 15 minutes early counts as absence for the entire hour.
- Tardiness to Student Clinic is so highly disruptive to the teamwork required in a group clinic setting that tardiness of greater than 15 minutes, without notice to the school, is considered a full clinic absence, however, the student will not incur the clinic absence fee if he/she arrives in sufficient time to carry out his/her original clinic assignment for the day.

It is the responsibility of the student to make up missed assignments. Alpena Institute of Massage encourages students to arrive at the school at least 10 minutes before the start of class.

Making up Course Material

Missed course material is made up through completion of a self-directed project assigned by the individual instructor or through tutored makeup sessions at the student's own expense. Makeup work is formulated to compensate for the missing material and is of sufficient depth to ensure the student understands the material. **Makeup work must be completed within thirty calendar days of the absence.**

Note: Completion of assigned makeup does not negate the absence for attendance rate purposes but is considered in determining whether a student meets prerequisites for graduation.

When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need permission from the school director for a change in completion date and may result in a contract amendment. Private tutor sessions will incur additional fees at the rate of $30 per hour and the duration of a hands-on tutorial is determined by the instructor but may not exceed that of the original session.

Leave of Absence

In the extremely rare event that a student is unable to continue training due to serious personal difficulties of a temporary nature, the student may be permitted to suspend training. The following guidelines must be adhered to:

- Temporary leave of absence or suspension may be granted, on a per case basis, at the discretion of the school. Requests should be submitted to the program director.
- Any request must be made in writing detailing the reasons for the request and accompanied by supporting documentation.
- Leaves of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment, then the student's contract will be terminated. When appropriate, the student may be entitled to a refund in accordance with the school's refund policy.
- Suspension will not be permitted simply because the student has fallen behind in class work. Suspension may not be used as a method to forestall probation or termination.
- Re-enrollment must take place within one year from the date of temporary suspension. Unless specifically agreed upon in writing by the Alpena Institute of Massage, classes attended, work completed and exams taken prior to suspension do **not** carry over with re-enrollment.
- A re-enrollment fee may be assessed in cases in which a significant portion of training has been completed prior to the temporary suspension. The re-enrollment fee is determined on a per case basis depending on the suspension and re-entry points.

Note: Each individual situation will be managed privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the attendance officer before returning to class. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to re-entry into the program.

Standards of Conduct

Students at the Alpena Institute of Massage are preparing to enter a profession in which work ethics and interaction with clients as well as peers and other professionals may very well determine their success or failure. Successful students approach their training with the same maturity and professional attitude as they would in their own business.

Any behavior that diminishes student learning, or disrupts the learning environment, or is inconsistent with professionalism, is strongly discouraged. While it is not possible to specify all such behaviors, the following are some examples:

- All forms of bias include race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
- Excessive tardiness
- Excessive absences
- Falsifying attendance records or other official documents
- Inappropriate dress or poor personal hygiene
- Inattention in class
- Disruptive behavior in or around the school grounds
- Unethical or uncooperative behavior; including cheating, plagiarism, knowingly furnishing false information to the school, forgery and alteration or use of institution documents of identification with intent to defraud.
- Harassment and/or sexual harassment
- Failure to complete and turn in assignments and practice hours as directed.
- Failure to follow the policies of the Alpena Institute of Massage
- Theft, damage or misuse of school property or the property of others
- Intentional misrepresentation of credentials or false statements on the school application
- Failure to meet financial obligations.
- Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

Controlled Substance Policy

The Alpena Institute of Massage adheres to a zero-tolerance policy for the illegal use of controlled substances, including alcohol. Students who are found to be under the influence of, or in possession of, any controlled substance without a valid prescription from a qualified health care provider will be expelled and appropriate authorities will be notified.

Students found to be under the influence of any amount of alcohol when entering school facilities or participating in school activities, other than social events, are subject to immediate expulsion. Drug or alcohol tests may be administered, randomly to the general student population, or to specific individuals for cause, as deemed necessary by the school administration. Refusal to submit a drug test ordered for cause is grounds for dismissal from the school.

Personal Harassment

Harassment may take many forms but consists of behavior which is unacceptable to and diminishes the dignity of the recipient(s) and which creates an intimidating, hostile, or offensive environment for that individual. Harassment may involve single, sporadic, or continuing acts of intimidation, coercion, bullying, verbal or physical abuse, or the creation and/or maintenance of an offensive environment for others. Harassment relating

to another's sex, sexual orientation, religion, race, or disability is all included in this definition.

Sexual Harassment

Sexual harassment is a form of sex discrimination and involves unwanted and unwelcome attention of a sexual nature. This may be verbal or physical or involve the denigration of an individual on sexual grounds or by sexual means.

Harassment Policy

The Alpena Institute of Massage wishes to provide a stimulating and supportive study and work environment which will enable its staff and students to fulfill their personal potential and creativity. The school accepts that such an environment cannot exist if students and staff are subject to harassment, intimidation, aggression, or coercion.

The Alpena Institute of Massage is fully committed to the principles of equal opportunity and regards personal harassment as a discriminatory and unacceptable form of behavior. Any incident of harassment will be treated as a serious matter which may lead to disciplinary action, up to and including, dismissal, being taken against the perpetrator. All members of the Alpena Institute of Massage staff are responsible for ensuring that personal harassment of a student or staff member does not occur.

Termination

Students may voluntarily withdraw at any time. Students failing to meet the standards of the program or, for gross disciplinary infractions, or failure to maintain financial responsibilities to the school, may be dismissed at the discretion of the school following review and probationary procedures specified in the school policies. In the event of termination, refunds will be provided in accordance with The Alpena Institute of Massage documented refund policy.

Re-Entry

Students who have been terminated from the program by AIM for unsatisfactory progress or financial concerns would be treated as new students and would need to re-enroll as such. In cases where the student was dismissed due to unacceptable conduct the student may need to meet with a review panel before re-entering the program. The decision of the review panel is final, and the student will receive a letter within five business days from the school director stating the decision of the panel.

Acceptance of Prior Education

Alpena Institute of Massage is currently not accepting any previous hours or credits.

Disciplinary Actions and Appeals

Most infractions are dealt with through informal discussion with school staff. When necessary, further disciplinary action may range from a formal warning, up to, and including, permanent expulsion from Alpena Institute of Massage depending upon the severity of the infraction and the student's cooperation with directed corrective action.

Students have the right to appeal formal disciplinary action in writing within (7) calendar days following notification of such action. Within (7) calendar days of receiving the student's appeal the school director will convene a disciplinary appeals board to consider the appeal. The student has the right to address the board directly and present any pertinent information.

Grievances and Conflict Resolution

Most grievances can be satisfactorily resolved informally. For grievances of a sensitive nature, or if the situation cannot be resolved through informal means, the student may request mediation by the program director or a grievance committee appointed by the program director.

Formal grievances must be stated in writing and delivered personally to the program director. Grievances against the program director are forwarded directly to the school President without comment or delay.

The school administration will investigate and decide on an appropriate course of action within (7) calendar days of receiving a formal grievance. The person filing the grievance will be notified, in writing, of action taken as soon as feasible thereafter.
No adverse action will be taken against a student who files grievance.

Grading System

The primary methods of learning assessment are quizzes, written examinations, and practical evaluations. The Alpena Institute of Massage assesses a final grade of Pass/Fail. Numeric grades are employed to give the students a scale upon which to gauge individual progress.

Letter Grade	Grade Percentage	Description
A	93 – 100	Excellent
B	92 – 87	Above Average
C	86 – 75	Average
F	0 – 74	Failure
I	n/a	Incomplete

Examinations

Examinations count for grades and are primarily multiple-choice tests.

A grade of less than 75% on an examination constitutes a failure and requires retake of the examination. Absence from a written or practical examination, or a scheduled examination retake, if applicable, is counted as a failure of that exam. Students who fail to pass an exam within three (3) attempts are subject to an Academic Review Board and may be assigned corrective action at their own expense.

Quizzes

Quizzes are helpful knowledge reviews which are used primarily to monitor the progress of the students and provide ongoing feedback to individual instructors on the effectiveness of instruction. Quizzes are important learning tools and will count toward the overall grade. Individual instructors determine quiz formats.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when, through negligence or procrastination, students fail to turn into work or take examinations.

Progress Reports

Students are provided with monthly progress reports including attendance and a count of logged massage practice hours. Students are maintaining satisfactory progress if *all* the following are satisfied:

- A passing grade has been achieved on each examination.
- A passing grade has been achieved on all homework assignments as directed.
- Individual attendance is within acceptable standards.
- The minimum standard for massage practice hours is met.

Academic Probation

Most disciplinary issues are handled through informal discussion between supervisory staff and the student. For severe infractions of school policy or disruption of other students, the student may be placed on full probation for a specified period. The probation notification will identify, in writing, the specific areas of concern and expected corrective action. Failure to comply with the provisions of the probation may result in further disciplinary action including dismissal from the program.

Each probation period and any extensions of probation incur a probation administration fee to cover additional administrative and oversight costs. The probation administration fee does not include specific fees for exam retakes, mandatory tutoring or other administrative fees incurred by the student.

Instructor Evaluation Techniques

Students will provide feedback on individual instructors, subjects, and the overall program at the end of every section. Evaluations are reviewed by the director and used to improve instructor and program quality.

Cancellation, Withdrawal, Refunds

The Alpena Institute of Massage complies with all applicable statutes regarding cancellation, withdrawal, and refunds. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three business days after the enrollment agreement is signed by both parties, even if instruction has begun. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid, apart from the administrative fees.

If a student is terminated, withdraws, or the program is terminated after classes have officially started, the Alpena Institute of Massage will retain the student application fee plus a percentage of the total individual tuition as described below:

If the student completes this amount of training:	**The school will keep this percentage of the tuition cost:**
One week or up to 10%, whichever is less	10%
10% through 25%	25%
26% through 50%	50%
More than 50%	100%

When calculating refunds, the official date of termination is the last day of **recorded** attendance, considered as:

- The date the school receives written notice of the student's intent to withdraw from the training program.

or,

- The date the student is terminated for a violation of published school policy which provides for termination.

or,

- When the student fails to attend classes for thirty (30) calendar days with no notice or contact with the school.

Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. It is best to hand deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by certified mail.

Except for students under temporary suspension, refunds will be paid within thirty (30) calendar days of the student's termination date. Applicable refunds for students under temporary suspension who decide not to re-enroll will be paid within thirty (30) calendar days of the date the school receives written notice of the student's intent to withdraw from the training program.

Withdrawal

Students must fill out a withdrawal notification and submit it to the school director. This document must contain the student's name, student ID number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

Access to Student Records

Student records are considered confidential. Access to student records is granted for official use only. Students may not access the records of another student. Students may review their own records in the presence, and under the direct supervision of the school administrator. Student records may not be removed from the school campus.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Alpena Institute of Massage complies with the provisions of the law as written.

FERPA gives parents certain rights with respect to their children's education records. These rights are transferred to the student when he or she reaches the age of 18 or attends

a school beyond the high school level. Students to whom rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
    - School officials with legitimate educational interest.
    - Other schools to which a student is transferring.
    - Specified officials for audit or evaluation purposes.
    - Appropriate parties in connection with financial aid to the student.
    - Organizations conduct certain studies for or on behalf of the school.
    - Accrediting organizations.
    - To comply with a judicial order or lawfully issued subpoena.
    - Appropriate officials in cases of health or safety emergencies.
    - State or local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors or awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification are left to the discretion of each school.

Retention of Student Records

Student records, either hard copy or electronic, at the Alpena Institute of Massage are maintained until the school closes. Upon graduation, students will be given a copy of their records. The student should indefinitely maintain these records. Graduates of the program may also call the administrative office for official transcripts. The records that the school will maintain are as follows:

- Attendance records
- Academic progress and grades

- Financial records
- Placement data
- The enrollment agreement
- The Ability to Benefit *(if applicable)*
- Record of credit given for previous training (*if applicable)*
- Records of meetings, appeals, disciplinary actions and dismissals.
- A copy of the graduation certificate(s) from the school
- Medical records *(where applicable)*

Tuition, Fees, and Expenses

Students enrolling in the 650-hour Alpena Institute of Massage Therapy Program should expect to pay when paying in full **without** funding:

• Application Fee	$100
• Tuition	$9850(when pd in full)
• Massage table (new or used)	$200 to $1000** (estimated)
• Miscellaneous supplies	$125 to $200** (estimated)
Total estimated cost:	10,105 to $11,280*(estimated)

Please Note: There will be a 3% surcharge added to payments placed on credit cards. The above estimate pertains to tuition paid in full.

Alpena Institute of Massage has several payment options. These options will be covered in the enrollment agreement.

All students are required to obtain liability massages before they begin working on the public. This is included in your student tuition, in addition your first year as a professional upon graduation is also included in tuition.

*Required textbooks will be supplied by the school and are included in the tuition.

**Cost estimates do not include applicable sales tax and massage table-shipping charges. Bolded items are paid to the school. Students are responsible for and supplies on their own.

The cost of books is determined by the booklist for the specific class and cost of the most recent edition of the books. A massage table should be purchased within the first two weeks of class.

Payment Options

Payment plans pertain to tuition only. Other costs and fees are due on class day one unless other arrangements have been made in advance. Applicants are encouraged to carefully consider the details of repayment plans, interest rates, fees, and their ability to repay the loan when arranging financing. Often, applicants may be able to arrange favorable terms through credit unions or other lending institutions.

Alpena Institute of Massage offers 12- and 24-month payment options. Each carries service charge that is added to the total tuition fee.
Payment Option 1: 12months +4% service fee; must be paid in 12months.
Payment Option 2: 24 months +8% service fee; must be paid in 24 months.

Grants, Student Loans, & Scholarships

The Alpena Institute of Massage does not award grants or scholarships currently. When applicable, we honor grants and scholarships that our students have been awarded from outside organizations. AIM will assist students by completing any necessary paperwork required to obtain student loans, grants or scholarships.

Programs Offered

The Alpena Institute of Massage 650-hour Massage Therapy Program is an extensive program for students wishing to gain licensure in the massage therapy field. The program includes training in five major areas: anatomy and physiology of the human body, massage theory and practice, pathology and treatment, kinesiology, and clinical business practices.

650 Hour Massage Therapy Training Program

- 260 hours of Massage Theory and Practice
- 149 hours Human Science – APP, KIN
- 73 hours of Pathology & Treatment
- 82 hours of Clinical Business Practices &Ethics
- 86 hours of Student Clinic

Teacher/Student Ratio

The Alpena Institute of Massage seeks to offer the students a personal setting with accessibility to the staff and faculty. During lecture sessions, at least one instructor is present for the entire session. During techniques training, there is at least one instructor for every eight students performing the technique. During Student Clinic at least one instructor will be present for classes of eight or fewer students.

The maximum class size is eight students.

Transfer of Credit

The transferability of hours you earn at Alpena Institute of Massage is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in massage therapy is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not

accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Alpena Institute of Massage to determine if your diploma will transfer.

Graduation Requirements

Massage Therapy Program

To graduate from the Alpena Institute of Massage Training Program a student must complete all the following requirements:

- Completion of all written and practical examinations with a minimum grade of 75% on each examination.
- Eighty-five percent attendance in each major subject area and overall attendance of 85%
- 100% makeup of all mandatory classes' materials, events, and workshops.
- Completion of all homework, practice hours, and projects as directed.
- Payment of all monies owed to the school.

Graduation Certification

Upon successful completion of the Alpena Institute of Massage 650-hour Massage Therapy Training Program, the graduate is issued an Alpena Institute of Massage Certificate and is academically qualified to sit for the Massage and Bodywork Licensing Examination (MBLEx).

Graduate Placement

Job announcements are posted on a Bulletin Board located in the classroom.

No actual or implied guarantee of placement or employment is made.

Student Services

Housing

The Alpena Institute of Massage offers no assistance to students regarding location or payment for suitable housing.

Tutoring Services

Tutoring services are offered subject to the availability of individual instructors. The charge for individual tutoring arranged through the school administration is $30 per hour or portion of an hour, payable prior to graduation.

Transportation

School sponsored transportation is not provided. Students are encouraged to use local mass transit or personal transportation. Due to the limited availability of parking, students are encouraged to carpool if possible.

Reference Library

The Alpena Institute of Massage maintains a limited library of reference materials for use by students. Students may sign out reference materials for use on the school campus. Reference materials may not be removed from the school campus.