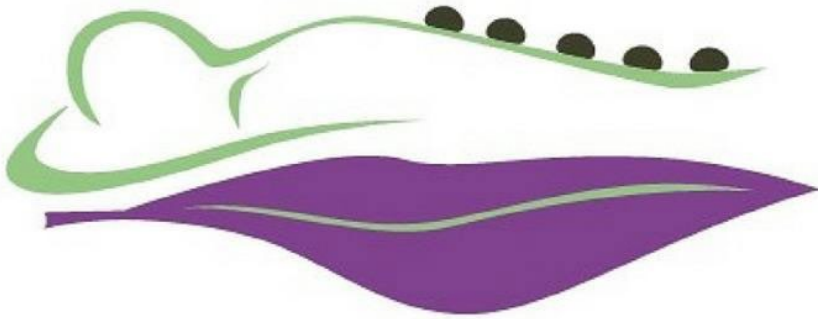


River Valley School of Massage

“An Education With a Touch”



2003 East Parkway Dr.
Russellville, AR 72802
479-890-7876
www.rvsmassage.com

Licensed by

Arkansas Department of Health
Massage Therapy Section

Accredited by

ACCSC
Accrediting Commission of Career Schools and Colleges

2022-2023 Catalog

Catalog Disclosures

Date of Publication: April 1, 2022

The information contained in this catalog was accurate at the time of publication. Following publication, any catalog information may change without notice, including without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, faculty, advisory committees, student services, administrative policies, program objectives and career opportunities for graduates of the program. New courses as well as course changes are included in this edition of the catalog. Students pursuing a Diploma under a previous edition of the catalog should refer to that edition to determine course requirements for their program.

This catalog is published to inform students and others of River Valley School of Massage academic program, policies, calendar, tuition, fees, administration, and faculty. The information provided is current and accurate as of the date of publication. River Valley School of Massage cannot assure that changes will not occur that will affect this information.

River Valley School of Massage expects its students to read and understand the information published in this document and in any subsequent addenda identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his/her program.

River Valley School of Massage reserves the right to make changes within the term of this catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a catalog addendum, which should be regarded as an integral part of this catalog.

In this Catalog, the words "Student", "I", "me", and "my" means the person who has applied, has been accepted, and/or who is attending River Valley School of Massage education program described in this Catalog. The words "School" or "RVSM" means River Valley School of Massage.

Reservation of Rights

The School reserves the right to:

- Modify existing or new programs by addition, deletion or variation
- Re-schedule or consolidate classes
- Change faculty members by replacement or substitution
- Relocate facility, within reasonable distance

Information contained in this catalog is subject to change as deemed necessary and without written notification.

All rights reserved.

Introduction

Dear Prospective Student,

Thank you for your interest in River Valley School of Massage (RVSM). We understand that choosing an institution that will provide you with the knowledge and skills necessary to succeed in the massage therapy field is a difficult decision. We appreciate your consideration of allowing River Valley School of Massage to be that institution. We take pride in providing our students with the educational instruction and training necessary to make their learning experience unforgettable and their career as a massage therapist successful.

Massage therapy is a profession that is being discovered at a rapid pace in today's society by a wide range of fields. Many of the medical, rehabilitation, and fitness professions are discovering the benefits of massage therapy; thus, creating rewarding opportunities for licensed massage therapists. At River Valley School of Massage, we believe that professionally skilled therapists are the key to providing a stress free, relaxing environment for the world to enjoy.

River Valley School of Massage is licensed by the Arkansas Department of Health Massage Therapy Section. Upon completion of the schooling, students will be credited with the classroom hours necessary to be professionally licensed as a Licensed Massage Therapist (LMT) in the state of Arkansas.

We look forward to providing you with the highest level of education while building a friendship that will last forever.

Audra Findley, MTI
River Valley School of Massage
Owner/ School Director



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About River Valley School of Massage

Mission Statement

Our goal at RVSM is to provide the highest education designed around the students by implementing visual aid, hands-on training, and illustrated lesson plans. Instructors will provide the motivation necessary to reach the professional character in all students.

Educational Objectives

In support of River Valley School of Massage's mission, RVSM has the following educational objectives:

- To provide students with the knowledge, skills, and professionalism to become highly qualified practitioners in Massage Therapy
- To prepare students to be capable of passing the MBLEx Exam.
- To enable students to be fully capable of obtaining employment in their health care field
- To develop in students a sense of ethical responsibility in the therapist-client dynamic and with fellow practitioners

School History

Established in 2003 by Audra Findley, River Valley School of Massage is the only privately owned and accredited massage therapy school in Arkansas.

Ownership

Audra Findley is the individual owner of River Valley School of Massage.

State License

River Valley School of Massage is licensed by:

Arkansas Department of Health, Cosmetology & Massage Therapy Section
4815 W Markham, Slot 8; Little Rock, Arkansas 72205
Telephone: 1- 501-682-2168

Accreditation

River Valley School of Massage is accredited by:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302; Arlington, VA 22201
Telephone: 1-703- 247-4212 www.accsc.org

Other Approvals

River Valley School of Massage is eligible to participate in federal Title IV financial aid programs administered by the U.S. Department of Education.

River Valley School of Massage is approved for the training of veterans and other eligible persons.

Memberships

Associated Bodywork & Massage Professionals

Physical Facilities

RVSM is located in beautiful Russellville, AR. Our 2,700 square foot facility consists of a large classroom with lecture space and hands-on practice area, two private massage rooms, administrative office, small retail area, library, and a student lounge. Our facility and furnishings are designed with the intent of providing an environment that is conducive for student learning. We encourage all prospective students to visit our facility and meet our staff.

Equipment

At RVSM, we have a variety of Oakworks massage tables and chairs along with multiple anatomy, trigger point, and other massage modality charts. Our facility includes adequate space and private massage rooms (for student massage practice) as well as skeletons and other hands-on learning aides. RVSM uses the highest quality of massage creams, lotions, and oils.

River Valley School of Massage is an authorized distributor of Oakworks massage tables, a leading manufacturer in high quality massage tables. Although massage tables are provided for use during school, River Valley School of Massage highly recommends all students purchase a portable massage table for home practice as soon as possible. All enrolled students will receive a 10% discount on Oakworks massage tables purchased through the school. Other discounts may be given to students who purchase creams, lotions, oils, charts, and other supplies through or from the school.

Maximum Class Size

The maximum class size for the lecture classroom is 24 students to 1 instructor. The maximum class size for hands-on instruction is 12 students to 1 instructor.

Faculty and Staff

Audra Findley
Owner, School Director, Recruiting Officer, Instructor

Amanda Williams
Director of Education, Director of Admissions, PAC Chairperson, Head Instructor

School Hours

Monday – Friday: 8:30 AM – 3:30 PM

Student Massage Services

Appointment Only: Monday – Friday: 1:00 PM – 3:30 PM



School Calendar 2022-2023

River Valley School of Massage observes the following holidays and breaks:

	2022	2023
Martin Luther King Jr. Day	January 17	January 16
Presidents Day	February 21	February 20
Spring Break	March 21-25	March 20-24
Memorial Day	May 30	May 29
Independence Day Observed	July 4	July 4
Labor Day	September 5	September 4
Columbus Day	October 10	October 9
Thanksgiving Break	Nov. 24-25	Nov.23-24
Winter Break	December 21- January 1, 2023	December 20- January 2, 2024

Dates for spring and winter breaks are subject to change.

Equal Employment/Educational Opportunity

River Valley School of Massage is committed to maintaining an educational environment which welcomes and supports a diverse student body and staff. RVSM is an equal employment opportunity employer and educational provider and does not discriminate against any person because of race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation or marital status or any other characteristic protected by law (referred to as "protected status").

This nondiscrimination policy extends to all terms, conditions, and privileges of admission to the School, enrollment in classes, student services, financial aid, and employment as well as the use of all School facilities and participation in all School-sponsored activities. RVSM conducts its educational activities in accordance with provisions of Title VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112). Harassment/discrimination will not be tolerated at RSVM and is considered a violation of institutional policy.

The School Director is designated as the School's Equal Opportunity Officer and Title IX/ 504 Coordinator. Inquiries concerning the School's policies, compliance with applicable laws, statutes, and regulations may be directed to:

Audra Findley
2003 East Parkway Drive
Russellville, AR 72802
Phone: [479-890-7876](tel:479-890-7876)
admissions@rvsmassage.com

About Massage Therapy

Massage therapists treat clients by using touch to manipulate the muscles and other soft tissues of the body. With their touch, therapists relieve pain, help heal injuries, improve circulation, relieve stress, increase relaxation, and aid in the general wellness of clients.

Massage therapists typically do the following:

- Talk with clients about their symptoms, medical history, and desired results
- Evaluate clients to locate painful or tense areas of the body
- Manipulate muscles and other soft tissues of the body
- Provide clients with guidance on stretching, strengthening, overall relaxation, and how to improve their posture
- Document clients' conditions and progress

Massage therapists use touch to treat clients' injuries and to promote the clients' general wellness. They use their hands, fingers, forearms, elbows, and sometimes feet to knead muscles and soft tissues of the body.

Massage therapists may use lotions and oils, and massage tables or chairs, when treating a client. A massage can be as short as 5–10 minutes or could last more than an hour.

Massage therapists talk with clients about what they hope to achieve through massage. They may suggest personalized treatment plans for their clients, including information about additional relaxation techniques to practice between sessions.

Massage therapists can specialize in many different types of massage or modalities. Swedish massage, deep-tissue massage, and sports massage are just a few of the many modalities of massage therapy. Most massage therapists specialize in several modalities, which require different techniques.

The type of massage given typically depends on the client's needs and physical condition. For example, massage therapists may use a special technique for elderly clients that they would not use for athletes. Some forms of massage are given solely to one type of client; for example, prenatal massage is given only to pregnant women.

Source: <https://www.bls.gov/ooh/healthcare/massage-therapists.htm#tab-2>



Massage Therapy Diploma Program

The RVSM Massage Therapy program covers a wide range of topics. Coursework includes anatomy and physiology and study of the human body – location of organs, muscles, tissues, how the body's mechanics work. A massage therapist needs to know how the body is structured and how it works. Anatomy and physiology courses give the aspiring massage therapist an in-depth knowledge of the body that is needed to tailor therapy sessions according to each client's individual needs. Students also learn about the cause and treatment of disease and how disease affects the body, all having a direct impact on massage techniques.

Students will practice a range of techniques and protocols and practice in the student clinic, where they will work with the general public. And before you graduate, you'll build not only your experience but confidence by providing testing that simulates the MBLEx exam, which is required for Arkansas licensure. Coursework on the Arkansas rules and regulations on massage therapy provide a practical understanding of these rules. Additional subjects include ethical business practices and professional conduct.

Students learn from instructors who work in the profession and provide insights on current trends and products as you prepare to enter a field where the demand is growing right along with recognition of its physical and emotional benefits.

Program Overview

- Successfully complete 600 clock hours of massage training and techniques.
- This program is six (6) months of full-time study or nine (9) months of part time study.
- This program has both lecture and hands-on instruction.
- Graduates receive a Diploma from River Valley School of Massage.

Occupational Objective

Upon completion, the student is qualified to sit for the Massage and Bodywork Licensing Exam (MBLEx), which is required for Arkansas licensure as a massage therapist.

With a massage therapist license, RVSM graduates are prepared for entry level positions as a massage therapist in a broad range of work environments including:

- Private Practice.
- Clinical settings – doctor's offices, physical therapists, and other facilities that treat clients/patients at a clinical level.
- Spas, resorts, and cruise ships.
- Sports clinics, fitness centers, health clubs.
- National Massage Clinic Chains – member and subscription massage therapy providers.

Program Schedule

River Valley School of Massage offers flexible course start dates, meaning that a student may enroll and start on any Monday throughout the year, (some exclusions may apply and availability permitting).

The Massage Therapy Program is compiled of 600 classroom hours. One clock hour is given for each classroom hour of hands on or lecture instruction.

Testing is performed every Friday of every week throughout the course. If a student misses class on a Friday, he/she must take the missed test on the next date of attendance.

Instruction in each of the subject areas is also required. If a student misses instruction in Anatomy, he/she will have to make up the missed Anatomy coursework to complete the program.

A student must have all required hours in each of the curriculum areas and will be qualified for licensing when he/she has completed 600 classroom hours.

River Valley School of Massage provides adequate schooling hours to complete the 600-hour program 25 weeks/6 months. It is highly recommended that students attend on a full-time basis to avoid breaks or gaps during his/her course. A student may be terminated if course is not complete in the maximum time frame according to the student's enrollment status.

Class Schedule

8:30am to 12:00pm

1:00pm to 3:30pm

Students are required to do the appropriate textbooks/ workbooks/ worksheets

Trail Guide/ Salvo/ RVSM handouts/ Law and CPR). *Some exclusions do apply.*

Students are required to practice the hands-on part of the Massage Therapy Program which includes the 225 hours of massage therapy, 25 hours of related subjects including reflexology, deep tissue, and aromatherapy, etc., and clinical practice.

Requirements for class

- Textbooks and workbooks
- Clean linens (3 fitted, 3 flat twin sheets, and 3 pillowcases), the student is responsible for taking home and cleaning
- Pen or pencil, notebook, 3-ring binder, colored pencils, and highlighter
- Swimsuits for spa services

Recommendations

- Tote bag or backpack for carrying textbooks and swimsuits
- Short sleeve shirt during massage practice
- Hair clip to keep hair pulled back during massage

Graduation Requirements

Every student must meet the following graduation requirements in order to receive his/her certificate:

- Successful completion of all specified requirements for the program of study;
- Meet the Standard for Satisfactory Academic Progress; and
- Satisfy all financial obligations to RVSM.

Students participate in a graduate consultation as part of their graduation procedures.

Note: Certificate and/or transcript may be withheld until the student is current on all financial obligations to the school and/or the student has completed any required paperwork.

The RVSM Massage Therapy program includes the following subjects:

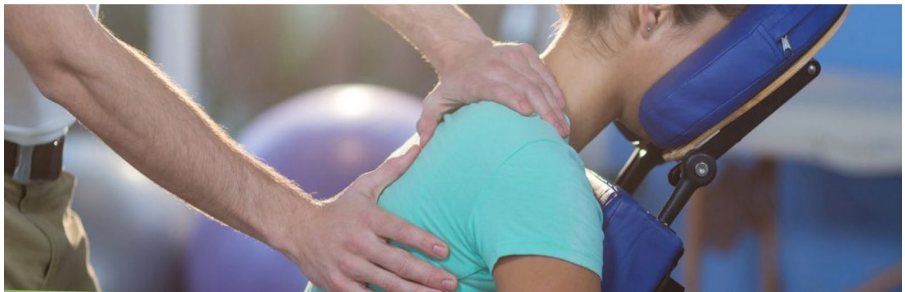
Subject	Clock Hours
Practical and Technique	225
Students are taught a Swedish massage technique, which increases circulation and promotes relaxation while reducing stress. They perform hands-on practice on other students as well as clients.	
Anatomy and Physiology	175
Students are taught all about the body and how it works.	
Application and extended Anatomy and Physiology	
Build upon the required anatomy and physiology that is presented in the 175 hours required by the State of Arkansas.	100
Hydrotherapy, Electrotherapy, and Heliotherapy	25
This section teaches the therapeutic use of water, light, and small electrical current.	
Massage Law and Professional Ethics	25
This section breaks down the Arkansas Massage Law for practical understanding and teaches ethical business practices and professional conduct.	
Hygiene and Infection Control	25
This section focuses on the collective principles of health preservation and proper practice for infection prevention.	
Related subjects, including but not limited to:	25
Reflexology: a natural healing art by applying pressure to key areas in your hands and feet that stimulate different parts of the body	
Deep Tissue: slow deliberate firm pressure that affects deep muscles for relief of chronic problems	
Aromatherapy: the use of oils and their affects to the body	
Massage Cupping: the use of cups to create a suction force to pull blood into the skin	
Total	600 clock hours

Arkansas State Requirements

Arkansas is one of 45 states, as of 2022, that requires statewide professional licensing for massage therapists. The Arkansas Requirements to become a licensed massage therapist:

1. Complete a massage therapy program of at least 500 hours of in-classroom coursework and provide copy of diploma; official transcripts must be sent directly to the Board of Health
2. Applicant must be 18 years of age or older;
3. Valid Photo ID – (Driver’s License, State Issued ID Card, Passport, or US Military ID)
4. A copy of your social security card;
5. Copy of high school diploma and/or transcript, college diploma and/or transcript , or GED;
6. Copy of Massage School Diploma
7. National Test Score - MBLEx or NCBTMB Exam Score Report;
8. Application
9. Payment – \$216.25 (non-refundable);
10. Massage School Transcript – Must be received directly from the massage therapy school administrator, director, or other school official;
11. Background Checks – Upon receipt of application the Massage Therapy Section will e-mail background information and instructions to applicant.
12. Arkansas Massage Therapy Law Exam. Once all application materials and associated background checks are received, reviewed and approved, the Massage Section will contact the applicant via e-mail with instruction and link to take the online state law test.

State licensure laws vary by state and RVSM does not guarantee that the education and clock hours earned at RVSM will be accepted outside Arkansas. It is the student’s responsibility to contact any other state in which he/ she may wish to practice and determine if the educational outcomes and total clock hours earned at RVSM are applicable to that state’s requirements.



Admissions

Admissions Process

Prior to applying for admission, the prospective student must visit River Valley School of Massage and meet with the Director of Admissions prior to completing the admission paperwork. During this interview, the prospective student will take a tour of the campus and ask any questions they may have.

If the prospective student is ready to start the admissions process, he/she may complete an application. The prospective student will receive a copy of the School Catalog. The student is also encouraged to meet with the Campus Director at this time and to receive any information about Financial Aid available.

Requirements for Admissions

- 18 years of age or older.
- High School diploma, GED, or college transcript
- Physical from a medical doctor stating the student poses no health risk to give and receive massage
- Complete an admissions application and Enrollment Agreement.
- Personal interview with the Director of Admissions completed with application

RVSM will not consider applicants who have been convicted of a felony or misdemeanor until they have completed Act 990 Prelicensure Petition thru the Arkansas Department of Health. A criminal record will jeopardize an applicant's eligibility for state licensure which is required for massage therapy employment in Arkansas.

RVSM does not admit students to the Massage Therapy Program until the potential student can show that all admissions requirements have been met. The prospective student must meet with the Campus Director prior to enrollment to ensure that all financial requirements of the program can be met.

RVSM does not admit students under Ability to Benefit criteria.

Enrollment Process

Once admission is approved and the student is accepted, he/she may begin the 600-clock hour massage therapy program on any Monday, with some exclusions.

Part Time and Full Time Schedules

Incoming students must decide during the entrance interview or prior to enrollment if they are going to be part-time or full-time. The student will sign a statement to be kept in the student file.

High School Transcripts

Official secondary school transcripts must show the date of graduation and must be delivered directly to RVSM from the secondary school. Transcripts marked as issued to student are not considered "official." The Director of Admission can assist applicants with the request form for secondary school transcripts. Certificates of attendance, copies of diplomas, special high school diplomas or modified high school diplomas are not acceptable to establish proof of high school graduation. Students are responsible for the fees related to securing high school transcripts.

Students who have attended a postsecondary education institution that is accredited by an agency recognized by the U.S. Department of Education and who have completed an associate degree or higher may use their official postsecondary school transcript to establish proof of high school graduation/GED.

In cases where documentation of an applicant's completion of a secondary school education is unavailable, e.g., the secondary school is closed and information is not available from another source such as the local school district or a State Department of Education, or in the case of homeschooling, the parent(s)/guardian(s) who provided the homeschooling is deceased, an institution may accept alternative documentation to verify the applicant's high school completion status.

All applicants who have attended secondary school outside of the United States must provide a credential evaluation for all secondary (and if applicable, post-secondary) transcripts submitted to RVSM as part of the application process. RVSM will only accept credential evaluations completed by a credential evaluation organization which is a member of the National Association of Credential Evaluation Services (NACES). For more information concerning NACES member organizations, refer to their website at www.naces.org.

If any applicable official academic records have not been prepared in English, a complete and official translation of the transcript is also required. Students who have obtained their secondary school (or postsecondary) education in any language other than English must provide evidence of English proficiency (refer to the English Language Proficiency Policy in this Catalog).

Home-schooled Students

RVSM welcomes students from all types of educational backgrounds and encourages homeschooled students to apply.

Due to the diverse nature of home school requirements from state to state; RVSM requires the following materials in order to evaluate a student's academic history for acceptance:

- Transcripts from a nationally recognized and accredited home school program; OR
- Detailed home-school transcripts (course titles, brief description of each course content, a grade or performance assessment for each course, details on duration of study, and expected graduation date) and a second academic indicator such as the SAT, ACT, GED, or college GPA (where 12 or more credits were completed at a single institution).

In order to attend RVSM, each applicant must demonstrate completion of high school or the equivalent of high school.

Homeschooled students need to submit documents indicating that they have followed the regulations determined by their state. Other forms of proof of high-school equivalency will be considered on a case-by-case basis and must be approved in advance by contacting the RVSM School Director.

If proof of high school completion cannot be verified the prospective student will not be enrolled. There is no appeal process.

Readmission

When a student withdraws prior to graduation, the student may re-enter RVSM within

two years and retain full academic credit provided the courses are still applicable to the program. While the returning student does not need to reapply for admission, he/she will be required to meet with the Director of Admissions to discuss re-entry. Tuition and fees at the time of reentry will apply.

RVSM welcomes students who have started their postsecondary academic programs at other schools and who have satisfactorily completed coursework that is applicable to the Massage Therapy program offered by RVSM.

RVSM has established the following policy and procedures to ensure that appropriate academic experience is considered for applicable transfer credit. Official transcripts must be received directly from the former institution prior to beginning coursework at RVSM and must be approved by the School Director and Director of Education.

Transfer of Credit Policy

College and Massage Therapy Coursework: RVSM may accept anatomy, physiology, kinesiology, medical terminology, and some business classes as transfer of credit. Requirements for all transfer of credit coursework:

- No more than 40 clock hours will be given per three (3) semester credit hour
- Student passed with a minimum 75%.

Cosmetology and Aesthetician Coursework: Arkansas Department of Health has given permission for massage therapy schools to give clock hours for cosmetology and aesthetician hours for massage therapy hours. Up to 200 clock hours may be transferred, if the coursework is applicable to the Massage Therapy curriculum.

Transfer credit requests must be accompanied by the following documentation:

- official transcripts
- a copy of the diploma, and
- a school catalog or statement providing the course descriptions of each class completed.

If transfer credit is awarded, training time may be shortened, and tuition may be reduced proportionately.

Transfer credit is counted as both hours attempted and hours completed within the Satisfactory Academic Progress Policy. Transfer credit does not hold any qualitative points. Therefore, transfer credit is not included in the calculation of the grade point average for the purpose of determining a student CGPA or the CGPA requirement of the satisfactory academic progress.

RVSM does not accept experiential learning or credit through examination as advance standing or transfer credit in its program.

Academic Policies

Attendance

The Massage Therapy Program course syllabus is designed to be completed within six (6) months. This time is more than sufficient for achieving the required knowledge, skills, and competencies to complete the course and be qualified to take the test that is recognized by the Arkansas Department of Health Massage Therapy Section.

Students must finish within the maximum time frame according to the student's enrollment status unless a leave of absence is granted by the school. Students may make up work if their leave of absence is approved.

It is recognized that reasons beyond the student's control may make it impossible for a student to attend class every day. When absences occur, the student should notify the school by phone as soon as possible on the day of the absence. Should a student miss class and not call in, he/she may be contacted by the school to identify any assistance the school may provide in order for the student to return to class.

Students will tell the Director of Education of any work schedule that may not allow the student to attend class.

Any student that stops attending the program, after 5 days of non-attendance, will undergo a status determination. Administration will contact the student to determine the student's reason for non-attendance. Administrative withdrawal will occur after administration has exhausted all resources for contacting the student and not more than 10 days of non-attendance.

Full-Time Students: All enrolled students attending a minimum of 24 hours a week are considered full-time students.

Part-Time Students: All enrolled students attending a minimum of 17 hours a week but not more than 24 hours a week are considered part-time students. A student must be able to maintain a minimum of 17 hours per week to maintain Financial Aid eligibility.

Tardiness Policy: A student's punctuality in class and their willingness to participate in class until the class is dismissed reflects a dedicated attitude. This attitude establishes a record of attendance and performance that the student can present along with his/her academic qualifications to future employers.

Tardiness and leaving early also presents a disruption to the entire class. Students who exhibit problems with tardiness may be advised by the Director of Education and may be placed on attendance probation.

Make-up work Policy: Students will be allowed to make-up missed work if he/she has an approved absence. This will be done on his/her own time. If a student misses the class the day of a test, the student will take the test on the next day of attendance.

Grading Policy

Grades will be available weekly. All assignments are to be completed in a timely manner as determined by the instructor.

Passing grades for the Massage Therapy Program are determined by the individual assessments and are based on the curriculum laid out in the syllabus given to each

student at the beginning of the course.

The student's final grade will be based on an average of all exam scores (including the final exam), participation grade for afternoon practical hours, clinicals, and final massage, review guide, and homework. The student must have at least a 75% overall grade, and a 75% on the final exam, to pass the course.

Grading Scale

A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = 50-59%

Test Retakes

If a student receives below a 75% on a test, that student has the option to retake the test. Each student has the option to retake three (3) tests in each book if it is below 75%. The retake test score will be the one that is recorded on the student's progress report. Tests cannot be retaken on the same day.

Final Test

Students will be given a multiple-choice final exam that is set up like the MBLEx. It is worth 100 points. If a student does not pass the final exam with a 75% or better, he/she will be required to retake it. If a student does not pass the retake, they will be held until they are able to pass a retake with a 75%.

Once a student reaches 600 clock hours, every hour a student goes over to complete course work or pass the final test will cost the student \$20/per hour per our 600-hour completion with unfinished course work policy.

Student diplomas will be held until all monies are paid.

Leave of Absence

A leave of absence will be granted to students in good standing. (A student with a grade less than passing, with poor attendance, or unpaid tuition is not considered in good standing.)

Requests for leave of absence will be considered individually by the School Director or Director of Education.

A leave of absence extending for more than 10 days must be requested and approved by the School Director or Director of Education.

The student must submit in writing, a leave of absence request form to include the reason for the request, and be signed by the student, dated, and be approved and signed by the School Director or Director of Education, before the Leave of Absence can begin.

When a student has been granted a leave of absence, they are required to make up the course work they missed.

A leave of absence should not exceed 60 consecutive school days or 180 accumulative days within 12 months.

If the student does not resume attendance at the school on or before the end of a leave of absence, the school treats the student as a withdrawal. The student understands that his/her withdrawal from the Massage Therapy program is effective the date the student failed to return to class and his/her partial refund to Title 4, if any, will be calculated based on the effective date and in accordance with the published refund schedule. The student may also be responsible for paying back any scholarship or paying any tuition that is owed.

Withdrawal

Students withdrawing from the program are asked to have an interview with a school administrator and sign a statement documenting the date of the withdrawal for their academic records. A student is considered withdrawn if he/she has had said interview, signed a withdrawal form, and has paid any outstanding debts to River Valley School of Massage.

River Valley School of Massage does not assume responsibility for lost or reduced refunds, loss of financial aid or other entitlements.

The student understands that his/her withdrawal from the Massage Therapy program is effective the date the withdrawal form is processed and his/her partial refund to Title 4, if any, will be calculated based on the effective date and in accordance with the published refund schedule.

Attendance: After a student has missed five (5) days of instruction, RVSM will conduct a status determination by contacting the student to see the reason for non-attendance and whether the student plans to return. After RVSM has exhausted all resources to contact the student or the student has missed an administrative withdrawal will occur after RVSM the student and the student has missed no more than 10 days.

Re-entry

Students who have withdrawn from the Massage Therapy program and wish to return will be required to pay a \$500 Administrative Restart Fee.

Restarting students will only be admitted to the next preferred class if there is space available and at the discretion of the administration.

Students who have withdrawn from the program may re-apply for admission by doing the following:

- Wait thirty days from the last date of attendance.
- Request for re-admission in writing to the director.
- Interview with the director.
- Pay the \$500 restart fee.
- Upon approval, the student will be advised at what point of the program he/she may re-enter.

Plagiarism

Plagiarism is the uncredited use (both intentional and unintentional) of somebody else's words or ideas. All of the following are considered plagiarism:

- Turning in someone else's work as your own
- Quoting someone and leaving out the quotation marks
- Copying someone else's ideas and using them as your own.
- Failing to give credit for the use of someone's work

Academic honesty is very important to River Valley School of Massage, therefore anyone suspected of plagiarizing in any form, may be subject to dismissal.

Satisfactory Progress Policy (SAP)

The Satisfactory Academic Progress Policy measures whether students are

progressing at a responsible rate towards the completion of their educational objectives. Students must be in compliance with this policy in order to maintain their federal financial aid program eligibility. However, this policy applies to all students, regardless of participation in federal financial aid programs.

The student has 2 payment periods throughout the Massage Therapy Program. Should the student not meet SAP in the said time frame, the student will be ineligible for the second disbursement of financial aid. To make sure the student is eligible for the 2nd payment period, they must meet SAP requirements.

The evaluation point at the mid-point of the program is designed to help identify students who would benefit from an early intervention and/or remediation. Most critical is a student's ability complete coursework successfully and consistently. Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could also result in the loss of financial aid and academic dismissal. It is very important that students attend and complete all courses successfully.

Students will be formally evaluated for SAP at completion of 300 clock hours.

QUALITATIVE: Students must maintain a cumulative grade point average of 75% or better. To be making satisfactory academic progress, students must have a grade of 75% at the end of the evaluation period.

QUANTITATIVE: Students must have completed 300 clock hours and must have successfully completed 67% of the clock hours attempted.

A student must meet these standards to be considered as meeting Satisfactory Academic Progress and in 'Good Standing.' Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 'W' (Withdrawal) by the withdrawal. All interrupted coursework must be repeated upon readmission to RVSM.

Evaluation Periods: All students will be informally evaluated after each month, with a formal SAP evaluation occurring at the program midpoint.

During the informal evaluation period, students will be advised on their progress towards achieving SAP. RVSM believes that early intervention in regard to academic performance is an essential service to students to ensure their success.

Probation Period: If a student fails to meet the Satisfactory Academic Progress standards at the 300 clock hour evaluation point, he or she will be placed on Probation status. Probation notifications will be sent to students via mail or email.

As part of the Probation status, students will be required to meet with the Director of Academics. During the meeting, the student and Director of Academics will create a plan for the student to achieve 'Good Standing'.

Students who are receiving Federal Student Aid will not be eligible to receive disbursements of aid while on probation. In such cases, the student's aid will be placed on hold until the student attains a satisfactory academic standing. While on probation, the student may be required to make other payment arrangements until their financial aid hold is released.

SAP Appeals and Probation

Students not meeting the Satisfactory Academic Progress standards are notified by

means of a Probation letter and email from the administrative office. Students wishing to appeal the unsatisfactory academic progress determination must do so in writing, within ten (10) calendar days of receipt of the letter.

Appeals should be directed to the School Director. If the student is appealing the unsatisfactory progress determination on the basis of mitigating circumstances, appropriate documentation should be included with the written appeal. Such documentation might include a physician's statement, accident report, or other statements. The Campus Director will notify the student of their decision and the impacts that the decision has on the student's eligibility for Title IV, HEA within 10 days of receiving the student's appeal. The Campus Director's decision is final.

Return to Good Standing: If a student achieves Satisfactory Academic Progress within the probationary period, he or she will return to 'Good Standing.' Students will be eligible to receive Federal Student Aid once SAP has been achieved.

Maximum Time Frame (MTF)

Maximum Time Frame (MTF) is the maximum amount of time in which a student can successfully complete any of the programs offered at the school. The maximum time frame may not exceed 150% of the clock hours attempted, or 150% of the published length of the program as measured in in calendar time.

Massage Therapy Program (full time schedule) is 20 weeks in length; therefore the maximum time frame for completion is 30 weeks (20 weeks x 150%).

Massage Therapy Program (part time schedule) is 35 weeks in length, therefore the maximum time frame for completion is 52.5 weeks (35 weeks x 150%)

Students exceeding maximum time frame will be terminated from the program. Time spent on an approved Leave of Absence (LOA) **does count against** MTF.

If a student fails to meet Satisfactory Academic Progress at the end point of the enrollment term, the student will be granted an additional evaluation period to serve as the Probation period. The additional evaluation period will be equal in length to the most recent evaluation period, but not exceeding 50% of the overall program, keeping within Maximum Time Frame (MTF) requirements.

Academic Termination: If a student fails to return to 'Good Standing' at the end of a Probation period and does not successfully appeal that determination, he or she will face Academic Termination. In the case of Academic Termination, the last day of attendance (LDA) will be used to calculate the student's refund and/or balance due.

Transfer Students and SAP: Students transferring clock hour credit into RVSM will be evaluated qualitatively only on the work completed while at RVSM.

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 20 hours, and therefore must complete 580 hours at RVSM (580/30 hours per week = 19 weeks), the maximum time frame is 19 weeks x 150% or 28.5 weeks.

Appeal Policy: Students may appeal a determination of probation or termination due to unsatisfactory progress or any other academic policy mentioned herein within 14 days from the date of determination. All appeals shall be submitted in writing and outline the grounds for appeal to the Director of Education of River Valley School of Massage. All appeals will receive a written response that shall remain final.

The school will send a letter as notification to students of the results of an evaluation

that impacts the student's eligibility for Title IV, HEA program funds.

Student Clinicals

Each student cannot exceed 50 hours of clinical massages. The student is required to have one hundred (100) hours of anatomy, physiology, pathology, and contraindications for massage therapy, and one hundred (100) hours of technical training, and all portions of the school's curriculum pertaining to personal hygiene, sanitation, ethics, and professional standards; before they can begin offering student clinical massages. Some exclusion may apply.

Student massages are scheduled during normal massage practice times, (with some exceptions) and are assigned to students. Students are responsible for being prepared and on time for their clinicals.

Transferability of Credits

Transferability of credit earned at River Valley School of Massage is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept credit earned at River Valley School of Massage.

If a student plans to transfer coursework completed at RVSM to another postsecondary institution, it is the student's responsibility to determine if that institution will accept the completed coursework.

RVSM does not imply, promise, or guarantee transferability of its coursework or hours to any other higher education institution.



Student Services

As a new student at RVSM, a school administrator will familiarize you with the facilities, services, and protocol for admissions, grading policies, graduation requirements, etc. Our goal is to ensure that you, the student, are made aware of the many services that are available to you. Student Services offers resources both internal and external for our students that are in need of professional services.

The following is a partial list of services that RVSM offers. For a full list of Student Services available, please ask an instructor.

Advising Services

If a student has academic concerns that are affecting his/ her participation in the Massage Therapy Program, he/she is encouraged to speak directly with the faculty or staff member most directly involved to receive additional academic advising.

Both peer and professional tutoring programs are available at \$35.00 per hour. In order to truly benefit from this type of assistance, students must have a genuine desire to become competent massage therapists and must apply themselves diligently to their course work and clinical experience.

In the case of personal challenges are affecting performance, referrals for psychological or counseling services are available.

Bookstore

River Valley School of Massage's Bookstore stocks:

- Clothing
- Anatomical coloring books
- Massage table brochures and tactiles

Massage tables and chairs can be ordered by RVSM from the school's vendors for discounted prices.

Bookstore hours are from 9:00am to 3:30 p.m. and can be extended upon request.

Continuing Education

CEU's are ongoing at RVSM. Contact the school for current classes. Info is also available at www.rvsmassage.com. New CEU's are also being added continuously.

Graduation and Job Placement Assistance

RVSM provides assistance to students find massage therapy jobs following graduation and licensure. Students are strongly encouraged to take the MBLEx and apply for state license Immediately following program completion.

A list of employers will be posted on the RVSM bulletin board as they are available. We will strive to help students with job placement.

If a student needs a job while they are attending the Massage Therapy Program, RVSM staff and faculty will do their best to help the student find employment not related to the educational objective.

RVSM does not imply, promise, or guarantee a job or any level of compensation upon completion of the Massage Therapy program.

Housing/Child Care Arrangements

River Valley School of Massage does not provide dormitories or housing facilities and students commute daily to school. Childcare arrangements are the responsibility of each parent enrolled in River Valley School of Massage since we do not maintain childcare facilities. The Financial Aid Director can give a list of day care facilities that are available in the area.

Library

River Valley School of Massage maintains a modest reading, video, and audio library for use by students and faculty. Library hours vary depending on student and faculty needs.

Tutoring Services

Professional tutoring programs are available at \$35.00 per hour. In order to truly benefit from this type of assistance, students must have a genuine desire to become competent massage therapists and must apply themselves diligently to their course work and clinical experience.

School Policies

Conditions for Dismissal

A student may be dismissed from RVSM for any of the following reasons:

- Unsatisfactory attendance progress-
- Not attending the number of hours required to complete the course in the time allotted
- Unsatisfactory academic progress
- Not making 75% or higher
- Unprofessional behavior
- Any infraction of school policy
- Delinquent satisfaction of financial obligations to the school
- Not making payments in a timely manner
- Possession of firearms or weapons
- Attending class or any RVSM event while under the influence of drugs or alcohol
- Theft of any kind
- Sexual misconduct
- Falsification of school records
- Brings drugs or alcohol to RVSM or any RVSM event
- Cheating on test or assignments
- Behaving in any manner that may be harmful to the learning environment or reputation of the school.

Campus Crime & Security Policy

Any emergencies or criminal actions should be immediately reported to the Campus Director and/or the local law enforcement authorities. The school staff must be

notified in addition to the law enforcement agency. To ensure prompt and accurate record keeping, criminal activity should be documented in a timely manner by students and/ or employees.

If a crime occurs, the victim should obtain a Crime Report Form from the front office staff and fill it out. This report will be kept on file at the School by administrative personnel. The school is not liable for any crime that occurs on campus, but it is required to report criminal activity. In order to do this, it is necessary to obtain documentation for any incident.

River Valley School of Massage promotes safety and it recommends that students, staff, and faculty use precautionary measures. If you are concerned for the safety of your belongings, we recommend that you either do not bring them to school.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Act, a copy of Annual Crime Statistics are available from the School Director.

Drug-Free Schools Policy

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The following information outlines RVSM regulations to help ensure that the schools are drug-free. All students and employees of RVSM are required to comply with the following standards of conduct related to alcohol and controlled substances:

- Students and employees may not possess, use or distribute illegal drugs on any school property or as part of any school activity.
- The use of illegal drugs or abuse of legal drugs on school premises is expressly prohibited.
- Students and employees may not be on school property in a drunken or inebriated condition, or under the influence of controlled substances.
- Students and employees are encouraged to assist other students or employees in seeking treatment if a drug or alcohol-related problem is apparent.
- Students and employees are required to inform the RVSM Campus Director if they become aware of another student or employee distributing or selling illegal drugs on campus or at any school sponsored activity.

Students or employees who are found to be selling or distributing illegal or prescription drugs on school property or at school-sponsored activities (including those held off campus) will be dismissed or terminated.

Any person who is believed to be selling or distributing illegal or prescription drugs or alcohol on the RVSM campus will be immediately reported to the appropriate law enforcement agency.

Any student found to be under the influence of alcohol or illegal drugs during school hours will be suspended and may be permanently dismissed.

The following hotlines are available for drug or alcohol abuse counseling:

National Institute on Drug Abuse Hotline 1-800-662-HELP

RVSM staff will also assist students in finding contact information for local drug and alcohol abuse organizations.

Please note that “illegal drugs” are those identified in federal law, regardless of local or state laws that may not prohibit them.

State of Arkansas Sanctions and Penalties

Underage DUI Law- The State of Arkansas; “Underage DUI (Driving Under the Influence) Law” (863) makes it an offense for a person under the age of 21 with a blood alcohol content of .02 or higher (approximately one can of beer, one glass of wine, or one drink of hard liquor) to operate a motorized vehicle. Penalties for the first offense can result in (1) suspension of driver’s license for not less than 90 days, (2) a fine of no less than \$100 nor more than \$500, (3) assignment to public service work, and/or (4) completion of an alcohol and driving education program.

Driving While Intoxicated- A person who drives a motorized vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or any intoxicant commits the offense of driving while intoxicated. Penalties for such an offense may include (1) suspension of license for 6 months for the first offense with a blood alcohol content of at least .08, suspension of 180 days for the first offense with a blood alcohol content of .15 or more, one year for the first offense (with additional imprisonment for subsequent offense); (3) fines of no less than \$150 and no more than \$1,000 for the first offense (with stiffer fines for subsequent offenses); (4) as an inability to pay fines will result in court-ordered public service work; and (5) a requirement to complete an alcohol education program as prescribed and approved by a contractor with the Division of Behavioral Health Services, or an alcoholism treatment program licensed by the Division of Behavioral Health Services. A blood alcohol level in excess of .04 may be considered with other competent evidence in determining guilt or innocence. A blood alcohol level of .08 or more shall give rise to a presumption of intoxication.

Public Intoxication: A person commits the offense of “Public Intoxication” if (1) he appears in a public manifestly under the influence of alcohol or a controlled substance to the degree that he is likely to endanger himself or other persons or property, or (2) he unreasonable annoys persons in his vicinity. Public intoxication is a Class A misdemeanor and can result in a fine of up to \$2,500, and/or imprisonment in the county jail (or other authorized institution) for up to 30 days.

Drinking in Public: A person commits the offense of “Drinking in Public” if that person consumes alcohol in any public place. This includes consumption while in a vehicle on a street or highway. Penalties include a fine of up to \$2,500, and/or imprisonment for up to 30 days. Possession of any alcoholic beverages on RVSM campus is prohibited.

Possession of or Purchasing Alcohol by a Minor: It is illegal for a person under the age of 21 to possess/purchase alcohol. Penalties include a fine of up to \$500, probation under the direction of the court, driver’s license suspensions for a period of up to one year, and writing themes or essays on intoxicating liquors, wine, or beer.

Knowingly Furnishing to a Minor: A person commits the offense of “Knowingly Furnishing to a Minor” if, being an adult, he or she knowingly gives, procures, or otherwise furnishes alcoholic beverage to a minor. Such an offense is a Class A misdemeanor, and can result in (1) a fine of up to \$2,500 and/or (2) imprisonment in

the county jail (or other authorized institution) for up to one full year.

Manufacture or Delivery of a Controlled Substance: It is unlawful for any person to manufacture or delivery, a controlled substance. Penalties for the manufacture or delivery of a controlled substance can range from three (3) years to life in prison, and fines up to \$250,000 depending on the quantity and type of drug. In addition, real and personal property used in the manufacture, delivery, or importing of controlled substances may be forfeited to the government.

Manufacture or Delivery of a Counterfeit Substance: It is unlawful for any person to create, deliver, or possess with intent to deliver a counterfeit substance purporting to be a controlled substance. Penalties for the creating and/or delivery of a counterfeit substance can range from 1 to 20 years in prison and fines up to \$15,000 depending on the type of drug being counterfeited.

Possession of a Controlled or Counterfeit Substance: It is unlawful for any person to possess a controlled substance or counterfeit substance. Penalties for possession of a controlled or counterfeit substance can range from 1 to 10 years in prison and fines up to \$10,000, depending on the type of drug (or counterfeit) possessed.

Educational Records

Student records are confidential and are accessible only to the individual student, administrative and teaching staff, or to state or federal officials when appropriate. Release of records for any other purpose must be requested by the student in writing. Records of academic progress are permanently maintained by the school.

A student's records are available to the student for review during regular business hours. Student records are not made available to any third party without express written permission from the student, except under rare extenuating circumstances, such as the existence of a public safety risk, or a legal order.

River Valley School of Massage may also give permission to Arkansas Department of Health Massage Therapy Section, Accrediting Commission of Career Schools and Colleges (ACCSC), U.S. Department of Education, and Veterans Affairs (Veterans' files only) without prior consent from the student. Each student is provided with one official student transcript free of charge when they receive their diploma upon successful completion of the massage therapy program.

Additional official transcripts are available to a student upon receipt of a written request and a \$15.00 transcript fee. A student may receive a duplicate diploma by submitting a written request to the school with a \$10.00 fee. Again, records are confidential and will not be released to a third party without written permission from the student except under rare extenuating circumstances mandated by law.

Family Education Rights and Privacy Act of 1974 (FERPA)

FERPA affords the students the following rights:

- 1) to inspect and review his/her education records within 45 days of River Valley School of Massage's receipt of request for access. A written request, identifying the records to be inspected and reviewed should be submitted to the school director. The Director of Education will arrange for access and notify the student of the time and place for record inspection and review;
- 2) to request an amendment of his/her education record(s) if the student believes the record(s) is inaccurate. If a record is believed to be inaccurate, students

should submit a written statement to the school director that clearly identifies the part of the record in question and specifies why it is believed to be inaccurate. The student will be notified of decisions to either amend or not amend the record. Should River Valley School of Massage decide not to amend the record as requested by the student, the student will be informed of his/her right to a hearing regarding the request for amendment;

- 3) to consent to disclosures of personally identifiable information contained in the student's education records. Exceptions that permit disclosure without student consent are to school officials (persons employed by River Valley School of Massage in administrative, academic, or support staff positions); officials designated by the Department of Education, auditors, and those deemed to have a legitimate educational interest in the educational records;
- 4) the right to file a complaint with the U. S. Department of Education concerning alleged failures by River Valley School of Massage to comply with the requirements of FERPA. At its discretion, River Valley School of Massage is legally permitted to disclose directory information without student's prior written consent. River Valley School of Massage designates the following items as directory information: student's name; date of birth; dates of attendance; address: local and email; telephone number; program of study; participation in officially recognized activities; enrollment status (i.e., enrolled, active, future enrolled student, reentry, leave of absence, etc.). The School may disclose any of these items without the student's prior written consent. Students may request that River Valley School of Massage not disclose any or all of their directory information. Requests for non-disclosure must be filed in writing with the Director of Education.

Student Complaint Procedures

RVSM is committed to open and ongoing communications between students, instructors, and staff. Should a student develop a complaint concerning the massage program, the school or the services offered by the school, the student has the opportunity to express that complaint to those involved.

Students are encouraged to resolve their grievances on an individual basis when possible. In addition, a variety of options are available for problem resolution and the student should follow the procedure below.

Every effort should be made to resolve an issue by communicating with the staff or instructor before a formal complaint is filed. If a complaint is not satisfactorily resolved, the complaint should be in written form and given to the Financial Aid Director. The written complaint must contain the following formation:

- The nature of the complaint.
- The approximate date(s) that the problem occurred.
- The name(s) of the individual(s) involved in the problem and/or other students involved, if applicable.
- Important factual information, such dates of meetings with staff and/or faculty members, and outcome of meeting(s).
- The signature of the person filing the complaint.

The Financial Aid Director will review the complaint, investigate as needed, and in most cases will respond to the student within 10 business days. In cases where complaint resolution may take longer than 10 business days, the Financial Aid

Director will keep the student informed of the progress being made to address the complaint.

If a student does not feel that River Valley School of Massage has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission (**ACCSC**)

ACCSC Complaint Procedure

Schools accredited by ACCSC must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

ACCSC
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703-247-4212
www.accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus Director.

Arkansas Department of Health, Massage Therapy and Cosmetology Section Complaint Procedure

The Arkansas Department of Health, Massage Therapy and Cosmetology Section has established an online complaint process. Any person may file a complaint against a school licensed by the Board. Official complaints must be submitted in writing. To file an electronic complaint, visit

healthy.arkansas.gov/programs-services/topics/massage-therapy-complaint-form.

Submit the complaint when complete.

Or, you may print and return the completed form to:
Arkansas Department of Health
Cosmetology and Massage Therapy Section
4815 W. Markham, Slot 8
Little Rock, AR 72205
or call 501-682-2168.

Complaints are public information. By submitting a complaint, you may be required to testify to the violations witnessed.

NOTE: This information is available under Freedom of Information Act. Complaints are accepted anonymously.

Students with Disabilities

River Valley School of Massage does not discriminate on the basis of disability in the admission or access to, or operations of, its programs or activities.

This notice is provided as required by Title II of the Americans with Disabilities Act of

1990. Accommodations are granted on a case-by-case basis for those students who are eligible by showing sufficient documentation of disability in compliance with all Federal and State Laws. The school administrators will handle provisions of accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Reasonable and specific accommodations are developed with each student based on current documentation from an appropriate licensed professional. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment.

The school currently provides handicap access in its classrooms and facilities. Requests for other accommodations must be made to the Director of Education. On occasion, the Director of Education may work together with the Campus Director to resolve requests concerning academic adjustments.

With the goal of promoting integration and equality among the student population, the School provides individual assistance to students with documented disabilities. Disclosure of disability is voluntary. Students with disabilities must request adjustments or other accommodations prior to the admissions/enrollment time frame of each semester and provide appropriate documentation to the Director of Education. Documentation received may be questioned if proper credentials are not provided, or if the diagnosis is without supporting data. The School maintains all records as confidential.

Upon review of the documentation, the Director of Education will develop a letter of acknowledgement of the disability and the appropriate accommodations that will be provided to the student. The Director of Education will contact the student's instructors to notify them of the authorized adjustments. In case the adjustments do not work, the student must notify Director of Education in order to ensure timely arrangements.

Students that require extra time for testing may take examinations under the supervision of the Director of Education, in agreement with the course instructor. Students should allow two to three weeks for processing of additional aids or educational materials. The School provides these auxiliary aids and services on an individual basis. These aids and services may include, but are not limited to: registration assistance, approval of reduced course load, letters to instructors outlining accommodation needs, note takers, testing accommodations, classroom and other facility accommodations, and assistance with accessibility issues.

River Valley School of Massage will take into account the dates of requests for adjustments in the evaluation of grade appeals. Students should keep in mind that arrangements are provided to aid in the completion of course requirements, not to provide excuses for missing assignments or other coursework. All students may appeal grades. For this process, please refer to Procedure for Grade Appeals.

Appeal Disability Documentation Decision

The student may appeal any decision related to a requested accommodation or auxiliary aid to the Director of Education who will respond to the students appeal not later than ten (10) days upon submission of a students appeal. Such an appeal must be made in writing to the Director of Education not later than ten (10) days following the decision as to a requested accommodation or aid. Any position paper, brief, medical documentation or other written material, which the student desires to be reviewed by the Director of Education, shall be submitted together with the notice of

appeal. The Director of Education shall investigate and respond to the notice of appeal in writing, stating the decision, together with the reasons for either affirming or reversing the previous decision as to an accommodation or auxiliary aid.

Veterans Policies

Veterans Standards of Progress

Students falling below a “C” average on class work will be put on academic probation for one month. At the end of the month, the VA will be notified to terminate benefits if the student has not attained a “C” average.

Veterans Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in a student’s file.

Early departures, class cuts, tardiness, etc., for any portion of an hour will be counted as a full hour of absence. Students exceeding three days unexcused absences in a calendar month will be terminated for unsatisfactory attendance.

Veterans Reentrance Policy

After one month’s time, students who have been dismissed for unsatisfactory progress may be reinstated only after an interview with an administrator. Reinstatement is up to the discretion of the administration.

If a student has been dismissed from River Valley School of Massage due to military service, may be reinstated with documentation. Such documentation must consist of oral or written notice of military service as far in advance as is reasonable under the circumstances. This notice does not have to state the student’s intent to return to the school. When the student wants to return to the school, he/she must submit an attestation of military service that necessitated the student’s absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.

The intent to return to school must be oral or written notice within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the school’s established leave of absence policy and general practices. The student must contact the admissions office to provide notification of service and notification of intent to return.

Veterans Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or the eligible persons who fail to enter a program, or withdraw or discontinue prior to completion, will be made for all amounts paid which exceed the pro rate portion of the total charges for the length of the program. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the program.

Veterans Tuition Policy

River Valley School of Massage does not charge Active duty military more than the total tuition. Active duty military, spouses and dependents will pay the same tuition as every other student attending River Valley School of Massage.

Total and Permanent Disability Discharge and Veterans Disability Discharge

The U.S. Department of Education (the Department) has one contact point, the Nelnet Total and Permanent Disability Servicer, for loan holders seeking assistance with all total and permanent disability (TPD) discharge questions.

Office Hours: 8:00am – 8:00pm (ET), Monday through Sunday
Phone: 888-303-7818
Fax: 303-696-5250
Web site: www.disabilitydischarge.com
E-mail: disabilityinformation@nelnet.net

Mailing Address: U.S. Department of Education
P.O. Box 87130; Lincoln, NE 68501

For overnight delivery: U.S. Department of Education
121 South 13th Street, Suite 201
Lincoln, NE 68508



Financial Information

Costs

The tuition for the RVSM 600 clock hour massage therapy program is **\$10,000.**

Tuition includes the following:

- All lecture and hands-on instruction
- All required textbooks
- CPR class
- Student insurance
- One (1) short sleeve t- shirt, and
- Field trips, if taken.

Tuition does not include the following:

- Arkansas (or other state) licensing application fee
- MBLEx test cost
- Arkansas Law Exam fee
- Background Check
- Massage equipment or supplies necessary for a graduate to practice (massage table, chair, lotions, etc.).

Payment Methods

River Valley School of Massage accepts cash, checks, and all major credit cards.

If a student's check is accepted and then returned by the bank for insufficient funds, a \$35.00 NSF fee will be applied to the student's account.

Payment Policy

All payments are due at the time of the start of class. All balances of student account shall be paid in full before any credit balance is issued to the student. At no time shall any credit balance be issued to student based upon expected payments from any payor source.

Payment Plan Option (non-Title IV students)

RVSM offers an In-School financing plan with no interest.

Tuition may be paid in full at the beginning of the program or in three (3) monthly payments due, as follows:

- \$1,000 down payment at enrollment
- \$3,000 payment prior to the start of month 2
- \$3,000 payment prior to the start of month 3
- \$3,000 payment prior to the start of month 4
- Total tuition of \$10,000.

All students must have tuition paid in full by the completion of course in order to receive a Diploma.

The school's refund policy will be applied to the student's balance if the student is dropped and/or withdraws.

Financial Aid

Student financial aid is available for those who qualify.

All financial aid applicants must complete a FAFSA (Free Application for Federal Student Aid) and submit all necessary supporting sources of financial assistance known and/or possibly available.

For more information on student loans go to: www.studentloans.gov

For more information on Student Loan Repayment Plans and Calculators go to: www.studentaid.ed.gov

To complete the FAFSA go to: www.fafsa.ed.gov

RVSM is approved by the U.S. Department of Education to participate in each of the below sources of Federal Student Aid. For information about these programs, eligibility requirements, and the application processes, the Department of Education provides Funding Education Beyond High School, The Guide to Federal Student Aid.

Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or professional degree. The maximum award is based on award years that run July 1 through June 30 each year. For the current year maximum award, visit <http://studentaid.ed.gov/types/grants-scholarships/pell> . Effective July 1, 2012 students can receive the Federal Pell Grant for no more than 12 semesters. Students can apply at www.RVSM.edu/fa. The resulting Institutional Student Information Report with an official EFC must be received by RVSM while the student is enrolled and eligible, but not later than applicable deadlines established and published by the Department of Education.

Federal Direct Subsidized Loan

The Federal Direct Subsidized Loan is a financial need-based, low-interest, fixed rate loan available to undergraduate students directly from the Department of Education.

To apply for Federal Direct Loans, you must first complete the FAFSA application, be enrolled at least half time, and your school determines the actual loan amount you may be eligible to receive each academic year. The maximum that can be borrowed in the first year is \$3,500. Annual loan limits depend on what year the student is in school and whether you are a dependent or independent student. There are also limits to the total amounts that you may borrow for undergraduate studies and the program length.

The U.S Department of Education pays the interest while you're in school at least half-time, for the first six months after you leave school (grace period), and during a period deferment. Loan repayment begins six months after graduation, withdrawal, or dropping below half-time enrollment status.

There is a processing fee charged by the Department of Education. The fee is deducted proportionately from each loan disbursement. A student may receive both a Subsidized and Unsubsidized Loan for the same enrollment period as long as they don't exceed the annual loan limits.

Federal Direct Unsubsidized Loan

Federal Direct Unsubsidized Loans are available to undergraduate and graduate students. The annual loan limit is \$2,000 for dependent undergrad students and \$6,000 for independent undergrad students. If you are a dependent student whose parents are ineligible for a Direct PLUS Loan, you may be able to receive additional Direct Unsubsidized Loan funds. Other limits also apply to the annual and total amounts you may receive. Your school determines the actual loan amount you may be eligible to receive each academic year.

You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay interest while you are in school and during grace, deferment, or forbearance periods, interest accrues and is capitalized (added to the principal amount of your loan). Loan repayment begins six months after graduation, withdrawal, or dropping below half-time enrollment status.

Repayment begins once your loan is fully disbursed, however these loans are placed into deferment while you are enrolled at least half-time and for an additional six months after you cease to be enrolled at least half-time. During deferment periods interest will accrue. You may opt to pay the interest when the deferment period ends.

There is a processing fee charged by the Department of Education. The fee is deducted proportionately from each loan disbursement. A student may receive both a Subsidized and Unsubsidized Loan for the same enrollment period as long as they don't exceed the annual loan limits.



Refund Policies

Refund Policies for Rejected Applicants, Cancellations and Postponements

To cancel the student's enrollment, the student must mail or deliver a signed and dated copy of their written cancellation notice to RVSM at the campus location noted on page one of the Enrollment Agreement.

Rejected Applications

If for any reason an applicant is not accepted by River Valley School of Massage, a full refund will be made of all monies paid.

Three Day Cancellation: An applicant who provides notification within three days (excluding Saturday, Sunday and federal and state holidays) of signing an Enrollment Agreement is entitled to a refund of all monies paid. RVSM shall provide the 100% refund no later than 30 days after receiving the notice of cancellation.

Program Postponement: If RVSM postpones a Program start date, the student is entitled to a full refund of all monies paid to RVSM if the request is made within fifteen (15) days of receiving notice of the Program's postponement. Payment will be made within 30 days of the notice.

Other Cancellations: Students who have not visited RVSM prior to enrollment may withdraw without penalty within three (3) days following either their scheduled class orientation or following a tour of RVSM and its facilities, whichever is earlier. Payment will be made within 30 days of the notice to cancel.

An applicant requesting cancellation more than three days after signing an Enrollment Agreement and making an initial payment, but prior to entering RVSM, is entitled to a refund of all monies paid. Payment will be made within 30 days of the notice.

Withdrawn Enrollment

A student who wishes to withdraw the start of coursework must notify River Valley School of Massage. The official date of withdrawal from the program is the last date of attendance unless the school receives student notification indicating earlier withdrawal from the program.

Termination of Enrollment

RVSM shall have the right to terminate a student for good cause which may include, but not limited to, falling below academic standards and/or failing to abide by the Student Conduct Policies. The Instructor(s) has seven (7) days to give the Student(s) their transcript providing that all fees and costs have been satisfied with the River Valley School of Massage.

A student terminated by RVSM for academic or student conduct violations may also be entitled to a refund. The effective date of the termination, for refund purposes, shall be the last day of attendance.

Institutional Refund Policy

Non-Title IV students: Students who officially withdraw or are terminated may be eligible for a refund calculated as a percentage of tuition. Such refunds are determined according to the schedules below. The registration fee and textbooks are not refundable.

Students who prepay the entire tuition: Students who cancel, or who are terminated after beginning instruction, but prior to 50% of course completion, shall receive a prorated refund based upon the number of clock hours completed to the number of total course clock hours and the amount of monies paid minus the registration fee.

The following refund policy will apply to student who prepays the entire tuition cost of the program:

- a. At completion of less than twenty-five percent (25%) of the program, the student will be refunded 70% of the tuition.
- b. At completion of 25% but less than 50% of the program, the student will be refunded 40% of the tuition.
- c. At completion of 50% or more of the program, no refund is due the student.

Students Utilizing the Payment Plan: At completion of the first week of the program, no tuition costs will be refunded.

Return to Title IV Policy

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and the school can retain when a student withdraws from all classes. Students who officially withdraw or are unofficially withdrawn from all classes prior to completing more than 60% of a payment period will have their eligibility for aid recalculated based on the percent of the payment period completed.

Students are encouraged to review and have an understanding of this policy. All students who consider withdrawing should contact the Financial Aid Director to determine the effect that the withdrawal will have on their financial aid package.

This policy will apply to all students who withdraw, drop out, or are terminated from RVSM and have received Title IV funds.

“Title IV Funds” refers to the Federal Financial Aid Programs authorized by the Higher Education Act of 1965 (as amended) and includes the following programs:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Direct PLUS Loan (for parents)
- Pell Grant

A student's withdrawal date is defined as:

- The date the student began the institution's withdrawal process or officially notified the institution of the intent to withdraw; or
- The date the school determines to drop the student according to the policy under which the student is being dropped.

Title IV aid is earned in a prorated manner up to and including the 60% point of the payment period. Title IV aid is considered earned after a student has completed 60% or more of the payment period.

The percentage of Title IV aid earned shall be calculated as follows:

Hours scheduled to complete
Total hours in the payment period

The percent of the hours completed shall be the percentage of the Title IV aid earned by the student.

- The percentage of Title IV aid that is unearned will be returned to the appropriate program.
- Unearned aid shall be returned by RVSM from the student's account to the following program(s) as follows:
 - Federal Direct Unsubsidized Loan
 - Federal Direct Subsidized Loan
 - Federal Direct PLUS Loan (for parents)
 - Pell Grant
- When the total amount of unearned aid is greater than the amount returned by RVSM from the student's account the student is responsible for returning unearned aid to the appropriate programs(s) as follows:
 - Federal Direct Unsubsidized Loan
 - Federal Direct Subsidized Loan
 - Federal Direct PLUS Loan (for parents)
 - Pell Grant

Loan amounts are returned with the terms of the promissory note.

Amounts to be returned by the student to federal grant programs will receive a 50% discount.

Payment of Refunds

RVSM will pay refunds due under the Refund Policy within 60 days of the last date of attendance or, if applicable, within 60 days of the date the student failed to return from an approved leave of absence.

Institutional and Student Responsibilities in Regard to the Return of Title IV Funds.

RVSM's responsibilities related to the return of Title IV funds include:

- Providing each student with the information given in this policy;
- Identifying students who are affected by this policy and completing the Return of Title IV funds calculation for those students; and
- Returning any Title IV funds that are due to Title IV programs.

The student's responsibilities related to the return of Title IV funds include:

- Becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid; and
- Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV funds calculation.

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.

Loan Default Prevention

Students are responsible to repay, in full, all loans used to pay for their education. Repayment of student loans helps ensure the availability of loan funds for the future. Borrowers are encouraged to take the responsibility of loan repayment seriously.

Some helpful hints on avoiding delinquency are as follows:

- Send in the required payment each month even if a bill was not received.
- Send in larger or additional payments to reduce the amount of interest paid on the loan. Be sure to indicate that the extra amount should be applied to the principal or used as a future payment.
- Remember that overpaying one month does not mean that the next month's payment can be skipped or that it will be reduced.
- Call your lender/servicer immediately if the payment will not be made on time or in cases of financial hardship. The lender/servicer may be able to work out an alternative plan.
- Know the deferment rights. After sending in the necessary forms, follow up with the lender/servicer to confirm that the appropriate loan(s) has been deferred.
- Understand the borrower's rights and responsibilities under each loan program. Keep all paperwork such as promissory notes, lender correspondence, cancelled checks, etc.
- Always call to resolve a discrepancy.
- Never ignore correspondence or requests for payment from the lender/servicer.

If a default does occur on the loan(s), in spite of all the arrangements available to prevent this from happening, one or more of the following repercussions may occur:

- The default status may be reported to a national credit bureau and have a negative effect on credit ratings for seven years.
- Deferment possibilities may be lost.
- Wages may be garnished.
- Federal and state income tax refunds may be withheld.
- Ineligibility status for any further federal or state financial aid funds.
- The entire unpaid amount of the loan, including interest and cost of collection, may become due and payable immediately.
- Students may obtain additional information about loan repayment and default prevention guidance from the Financial Aid Office.

AREA MAP



About Russellville

Russellville, Arkansas is located in the west central region of Arkansas along the banks of the Arkansas River between the beautiful Ozark and Ouachita Mountains. Scenic Highway 7 extends through Russellville and exhibits natural beauty and richness for many to enjoy. The forest covered mountains, rivers, and streams provide ideal conditions for hunting, fishing, water sports, and camping. The quality of life found in Russellville makes it a great community for family living.

River Valley School of Massage

“An Education With a Touch”



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