



Louisiana Institute of Massage Therapy

Since 1987

Student Catalog

Your body is our Business

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Announcements:

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

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◆ ◆ ◆ ABOUT OUR SCHOOL ◆ ◆ ◆

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

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

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

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

LICENSURE – Our program is licensed and/or approved by:

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

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

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

◆ ◆ ◆ MASSAGE AS A CAREER ◆ ◆ ◆

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

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

◆ ◆ ◆ THE LEARNING ENVIRONMENT ◆ ◆ ◆

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

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

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

◆ ◆ ◆ CLASS SCHEDULE ◆ ◆ ◆

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

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

Day classes meet every week and take about 7 months to complete. Class hours are from 9am-2pm Monday through Thursday.

◆ ◆ ◆ CURRICULUM ◆ ◆ ◆

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

COURSE OUTLINE - the course is divided into 2 sections:

MASSAGE THERAPY AND RELATED STUDIES (385 total hours)

SUBJECT	HOURS
Basic Massage Techniques	205 hours
Pathology and Infection Control	40 hours
Internship	50 hours
Hydrotherapy and Spa	20 hours
Health and Nutrition	20 hours
Business and Ethics	50 hours

BIOLOGICAL SCIENCE (125 total hours)

SUBJECT	HOURS
Anatomy	50 hours
Physiology	25 hours
Kinesiology	50 hours
TOTAL COURSE	510 hours

◆ ◆ ◆ COURSE DESCRIPTIONS ◆ ◆ ◆

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

Basic Massage Techniques (205 hrs; 50 hrs lecture & 155 hrs of lab) - This course covers an array to topics such as massage strokes, their variations, body mechanics, and professional draping techniques. It also includes Swedish gymnastics, which is a system of passive, active, and resisted stretches and joint mobilizations. This section also teaches foot reflexology, seated massage, side-lying massage, pregnancy and infant massage, geriatric massage, clinical massage, sports massage, and massage adaptations for special populations. Included in this module are client assessment, treatment planning, and documentation. The instructors act as coaches, evaluate the students, and give feedback based upon technique application and body mechanics. Additionally, students will give a short presentation to the class on a massage modality.

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

Foot Reflexology Techniques - Explores the theory and practice of applying pressure on points in the feet to affect corresponding body zones in order to positively affect the client's health.

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

Internship (50 hrs; 5 hrs lecture & 45 hrs lab) - Under the direction of an instructor, students perform client-centered sessions to members of the community. Internship, in the form of student clinics, provides invaluable opportunities for students to exercise creativity while practicing the modalities they have learned in class. Clinic practice also fosters the evolution of skills that will be utilized in future careers. Sessions are offered to members of the community at a reduced rate.

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

Health and Nutrition (20 hrs; 15 hrs lecture & 5 hrs lab) - Part of our curriculum delves into what constitutes good health, professional hygiene, and proper nutrition. This section also covers sanitation of linens and equipment, hand washing procedures, glove usage, and Cardio-pulmonary Resuscitation (CPR) review. There are also discussions regarding procedural and facility safety as well as therapist self-care and injury prevention. This section includes a guest lecture from a local nutritionist.

Business & Ethical Issues (50 hrs; 40 hrs lecture & 10 hrs lab) - This section explores various requirements for establishing a massage practice from a practical point of view. Included are: licensing, permits and zoning, networking with other professionals, accounting principles, business reports, marketing, and strategic planning. This section also explores the process of establishing, developing, and maintaining therapist-client relationships through the development of professional communication and interviewing skills. These skills will help establish an atmosphere of safety in order to build client trust and rapport. This section features information on professional standards, scope of practice, code of ethics, professional conduct, and confidentiality, dual relationships, boundary management, Louisiana and Texas state law, and HIPAA regulations.

BIOLOGICAL SCIENCES - This block is designed to present biological concepts in a manner that is massage focused. Class time is divided between lecture and hands-on lab time, enabling the student to integrate class material.

Anatomy (50 hrs; 40 hrs lecture & 10 hrs lab) - Our anatomy class examines the structure of the various systems of the human body and includes the following: integumentary system, muscular system, skeletal system, nervous system, respiratory system, cardiovascular system, lymphatic and immune systems, endocrine system, digestive system, reproductive system, and urinary system. Medical terminology is also discussed.

Physiology (25 hrs; 20 hrs lecture & 5 hrs lab) - The class covers the functions of the various systems of the human body and how each is affected by massage. Body systems covered are integumentary system, muscular system, skeletal system, nervous system, respiratory system, cardiovascular system, lymphatic and immune systems, endocrine system, digestive system, reproductive system, and urinary system. Tissue injury and repair are also addressed.

Kinesiology (50 hrs; 25 hrs lecture & 25 hrs lab) - Kinesiology focuses on the study of human movement and includes lectures and lab time on the names of skeletal muscles, their locations, attachment sites, actions, and fiber direction. Types of muscular contractions, joint structures, types of range of motion, palpation of important body landmarks are also discussed.

◆ ◆ ◆ FACULTY ◆ ◆ ◆

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

Alice Funk, R.N., B.S.N., L.M.T. NCTMB acquired a Bachelor of Science degree in nursing from McNeese State University in Lake Charles, LA. She has accumulated 30 years of nursing experience working with a wide array of patients with different age-related medical diagnoses.

She was listed in Who's Who for Vocational/Technical Schools as an LPN. As the Outpatient Clinic Supervisor, Ms. Funk opened up the KIDMED program, receiving 100% scoring on the first review of the program. She assisted in opening up different clinics and med-surg units, served on several quality improvement committees in the hospital while being the Assistant Director of Nursing and Medical/Surgical Coordinator. In 2003, awarded and recognized as RN of the year at Walter Olin Moss Regional Medical Center by her peers. She was featured in the Massage Magazine on documentation, and assisted in authoring a chapter in 2nd edition of Massage Therapy: Principles and Practice by Susan Salvo.

Today, Alice is on a personal crusade and has focused her nursing interest in the areas of health, stress reduction, nutrition, and disease prevention. She has added massage therapy to these areas. "The art of massage has enlightened me and given a new meaning to helping others with a sense of balance," she says. Alice utilizes massage therapy as an alternative medicine and complimentary form of care. She no longer sees just with her physical eyes, but reaches in and looks into the hearts of others with respect, invoking a feeling of "I Care".

As an instructor for the Institute, Alice teaches anatomy and physiology, assessment and documentation, and massage therapy. Specialties include: Swedish massage, Swedish gymnastics, polarity, lymphatic manual drainage, geriatric massage, Ashiatsu, and Watsu.

Jennifer "Jenn" Breaux, LMT is a past graduate of the Louisiana Institute of Massage Therapy. You might say that for Jenn, massage runs in the family with a Mom, Dad, and older sister, Jessica that are all massage therapists. Jenn is the Admission Director of the Institute, as well as a contributing author of Mosby's Pathology for Massage Therapists, by Susan Salvo, which is published by Elsevier. As part of her duties, Jennifer frequently advises students on how to make best use of their time in massage school, which includes good study habits.

Lindsey Ardoin, L.M.T. has been in practice since 2003. She graduated from the Institute at the top of her class. Her practice includes reflexology, Swedish, deep tissue, and stretching techniques. Additionally, she is certified in Michael Young's Repetitive Use Injury Therapy and Thai Massage.

Ms. Ardoin also holds a Bachelors Degree in General Studies from McNeese State University. Ms Ardion, practices in the Lake Area and teaches massage therapy techniques for the Institute.

Donald R. Thigpen, D.C., B.S., L.M.T. is a native of Westlake, Louisiana and is a graduate of McNeese State University, the Louisiana Institute of Massage Therapy, and Texas Chiropractic College in Houston, Texas, totaling eight years in institutions of higher learning.

Dr. Thigpen received his Doctor of Chiropractic degree from Texas Chiropractic College and was valedictorian of his graduating class. While at Texas Chiropractic College, Dr. Thigpen received an extensive education in human anatomy, physiology, pathology, and other clinical and biological sciences. In May of 2001, under the direction of Dr. Bill McGimsey, Ph.D., Dr.

Thigpen was appointed to the position of gross anatomy lab instructor and assisted students in the dissection of human cadavers. He retained this position for 2 years performing dissections on over 150 human cadavers. In January of 2002, under the direction of Dr. Hasnaa Shafik, M.D., Ph.D, Dr. Thigpen was appointed to the position of histopathology lab instructor where he assisted students in the microscopic identification of human tissues and diseases.

Dr. Thigpen's experience includes a chiropractic internship along with rotations in neurosurgery and rheumatology. His rotation in neurosurgery was conducted under the supervision of Dr. Edward Murphy, M.D., at St. Joseph's Hospital in Houston, Texas, and his rotation in rheumatology was conducted under the supervision of Dr. Martin Lidsky, M.D., at the Veteran's Affairs Medical Center in Houston, Texas.

Prior to attending Texas Chiropractic College in Houston, Texas, Dr. Thigpen completed his undergraduate studies at McNeese State University in Lake Charles, Louisiana. In May of 2000, he graduated cum laude and received a Bachelor of Science degree in pre-medical biological sciences. While at MSU, because of his academic standing, he was selected by MSU faculty to participate in the Senior Honors Thesis research project, which he completed under the direction of Dr. Ray Neyland, Ph.D.

As a graduate of the Louisiana Institute of Massage Therapy, Dr. Thigpen was valedictorian of the class of August 2000. He was a nationally certified and licensed massage therapist in the state of Texas from 2001 until 2004. Currently, Dr. Thigpen practices chiropractic medicine in Lake Charles, LA. Also, as an instructor for the Louisiana Institute of Massage Therapy, he teaches human anatomy, physiology, and pathology.

Dr. Thigpen is a member of the Chiropractic Association of Louisiana, American Chiropractic Association, Louisiana Chiropractic Political Action Committee, Federation of Chiropractic Education and Research, Better Business Bureau, and National Federation for Independent Business.

Amanda Daigle LMT is a licensed massage therapist and an athletic trainer. A graduate of the LA Institute of Massage Therapy, she also holds a bachelors degree from the University of Louisiana in Lafayette. In college, Amanda was active in the Sports Medicine Association, and the National Athletic Trainers Association. Amanda works in a physical therapy clinic and operates her own massage practice in Lake Charles. She teaches the Anatomical Sciences block for the Institute.

Kristi Nelson LMT, is a past Valedictorian from the Louisiana Institute of Massage Therapy. Kristi's passion for the Massage Therapy industry is an asset as she assists the Institute with student admissions, career fairs, sports massage events, and student massage clinics. She specializes in Spa Therapies and Business & Marketing. Kristi is currently working on her certification for Thai Massage and Yoga Therapy.

Suzy Day Comeaux L.M.T, NCBTMB acquired a Bachelor of Art degree in visual art from McNeese State University in Lake Charles, LA. She has worked for several local businesses and has accumulated over 25 years of sales and marketing experience. Suzy began her massage career in 2006 and is a Nationally Certified Massage Therapist. She is a graduate of the Louisiana Institute of Massage Therapy and is owner of StillWater Massage and Spa Therapy. Her training includes: Swedish and deep tissue massage, neuromuscular therapy, European kinetic massage, prenatal massage, hydrotherapy and spa services.

Ms. Comeaux is a lifelong resident of Lake Charles. As a teacher assistant, she is passionate about massage therapy and is driven to provide the best therapeutic massage and services that focus on client well being. Suzy is committed to serving the community and is steadfast in her pursuit of excellence.

Michael A. Breaux, L.M.T. is a Licensed Massage Therapist. He has been involved in massage therapy since 1987. Mr. Breaux is a graduate of Susan Salvo's original workshop program. Mr. Breaux has studied many styles of massage, but specializes in clinical massage, sports massage, and trigger point work. He has practiced massage therapy in hospital, physical therapy, and chiropractic settings in addition to his private practice. His clients include olympic athletes and members of the Ladies Pro Golf Association.

Mr. Breaux is the Co-Director for the Institute. Mr. Breaux is a contributing author for Massage Therapy: Principles and Practice, having written the clinical massage chapter.

Mr. Breaux is a member of the International Massage Association. In 1998 he was appointed by Governor Mike Foster to the Louisiana State Board of Massage Therapy. Mr. Breaux served for four years on the Board, three as Board Chairman, and one as hearing officer.

Susan G. Salvo, B. Ed., L.M.T, N.T.S, C.I. is a Nationally Certified, State Licensed Massage Therapist, and Natural Therapeutic Specialist. In 1982, she completed a 1000 hour program at New Mexico School of Natural Therapeutics. Ms. Salvo's training includes: polarity, infant massage instructor, myotherapy, Trager, hakomi, reflexology, sports massage, craniosacral therapy, neuromuscular therapy, body mobilization techniques, spa specialist, and watsu. She has studied under many talented people including Bonnie Prudden, Ben Benjamin, David Lauterstein, Bob King, Benny Vaughn, Aaron Mattes, Ruth Werner, Maria Mathias, and Harold Dull.

She owns and operates *Bodyworks Massage Therapy by Susan Salvo and Associates* which she founded in Lake Charles, Louisiana in 1983. In 1987, Ms Salvo opened the *Louisiana Institute of Massage Therapy* in Lake Charles, which is a premiere massage school. Ms. Salvo is a charter member of the Louisiana Chapter of the American Massage Therapy Association. In 1987, she founded the Louisiana AMTA sports massage team, which is still active today. Over the span of her career, Ms. Salvo has been honored with numerous awards. In 1989, she was honored with the American Massage Therapy Association's *Member of the Year* award and, in 2003, with their *Lifetime Achievement Award*. In 1995, Louisiana Governor Edwin W. Edwards presented Ms Salvo with the *Pacesetter Award* for business achievement. Later that year, she was honored with the title, *Business Person of the Year* by the American Business Women's Association. The following year, she received the 1996 State *Small Business Person of the Year* Award from Louisiana Governor Murphy J. "Mike" Foster, and the first Eagle Award for Business Achievement by the Calcasieu Parish Police Jury. In 1997 the Times of Lake Charles featured her as one of "Forty Under Forty" for outstanding achievement among local young people.

Ms. Salvo is a nationally known author, having written Massage Therapy: Principles and Practice and Mosby's Guide to Pathology for the Massage Therapist, both published by Elsevier. Ms. Salvo has participated with the National Certification Board of Therapeutic Massage and Bodywork as a member of their test item writing committee and with the Federation of State Massage Therapy Boards as a member of their standard setting team. She has contributed a chapter "Geriatric Massage" for Modalities for Massage and Bodywork published by Elsevier. For the text Teaching Massage, produced by the Associated Bodywork Massage Professionals, she contributed the chapter entitled "Teaching Massage to Students with Special Needs" published by Lippincott, Williams, and Wilkins. Salvo co-authored a chapter entitled "The Atlas of Massage" for Muscle and Bone Palpation Manual with Trigger Points, Referral Patterns, and Stretching published by Elsevier. Ms Salvo is one of the featured experts interviewed in the documentary film, History of Massage Therapy in the United States released in 2007.

Ms. Salvo has been instructing adult learners since 1983. She holds associate in history degree and a baccalaureate degree in education from McNeese State University, where she is currently working on her Master of Science degree in Educational Leadership and Instructional Technology. Ms. Salvo is the director of the Louisiana Institute of Massage Therapy. She is a well-known and talented instructor, who guest lectures at massage schools, hospitals, and universities across the country.

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

Danielle R. Caraway, MA, LPC, LMFT is an aromatherapist, who has been working with essential oils in a therapeutic sense for over ten years. She earned her certification from the West Coast Institute of Aromatherapy. She has been featured as a guest lecturer at Pure Foods and through the Leisure Learning program at McNeese State University. Her therapeutic experience with clients centers on stress relief, relaxation, and women's health issues.

Danielle also has a B.A. in psychology from McNeese and a master's degree in counseling psychology from Leslie University in Cambridge, MA.. In addition to teaching others about aromatherapy, Danielle also works full time as a Licensed Professional Counselor (LPC), LPC Supervisor, and a Licensed Marriage and Family Therapist. Her professional experience includes providing counseling & coaching to individuals, couples, and families on issues such as grief and loss, healthy lifestyle choices, workplace issues, and stress management. Danielle teaches aromatherapy here at the Institute.

John N. Moreno, PhD, DCh, AAETS completed his Ph.D. in 1993 having already opened his practice, “ American Wellness Center.” At the time, it was the only wellness center in Southwest Louisiana. In 1994, he began a call-in talk show on health issues and it continues today, airing every Tuesday and Thursday on KAOK, 1400 AM. That same year, Dr Moreno sponsored the only alternative health expo in the area, bringing together local alternative practitioners and a noted author, John Parks Trowbridge, M.D., as guest speaker.

Dr Moreno has been the only non-chiropractor to own a chiropractic clinic in Louisiana, being co-owner of Oak Park Chiropractic Clinics in Lake Charles, Iowa, and Sulphur. He brought chiropractors and medical doctors together, which was also a first in Louisiana.

Currently, Dr Moreno is on staff at Southland College (inactive) as well as the Institute, where he lectures on health and nutrition. He also contributed to Salvo's *Massage Therapy: Principles and Practice, 2e* and was highlighted in Keats Publishing's book *Beyond Probiotics* by Anne Louise Gettleman for his work with probiotics.

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

◆ ◆ ◆ ACADEMIC STANDARDS ◆ ◆ ◆

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

The Director conducts two conferences with each student to evaluate progress and attendance.

GRADUATION REQUIREMENTS - The following standards are required for graduation:

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

Achieve an overall grade point average of 70%.

Successfully complete internship.

Massage practical and exit exam - minimum score of 70% each.

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

◆ ◆ ◆ FINANCIAL INFORMATION ◆ ◆ ◆

The Louisiana Institute of Massage Therapy has a financial package to fit virtually everyone's financial situation. These include a variety of payment options for those with and without established credit as well as student grants and loans with outside agencies.

Program costs are:

Program	Registration	Tuition	Book & Classroom Fees	Total Fees
Massage Certification	\$50	\$4300	\$650	\$5000

Fees are paid using cash, check, or money order.

REGISTRATION FEE is fifty dollars (**\$50**). This fee must be included when a prospective student submits an application. Registration fees are non-refundable after three business days.

TUITION FEES is four thousand three hundred dollars (**\$4300.00**). Partial or full tuition payments can be made prior to the first day of class.

BOOK AND CLASSROOM FEES, which are six hundred fifty dollars (**\$650.00**), are required for the program. The Institute will provide one set of required textbooks and one copy of all handouts during the course to each student. Included in the classroom fees are clean linens and massage lubricant for in-class massage trades. This fee is paid on or before the first day of class and is non-refundable. Textbooks change periodically to take advantage of new editions and new publications. Students may purchase textbooks from the school before class starts so that they can be reading prior to enrollment. Current textbooks include:

- Salvo, SG. *Massage Therapy: Principles and Practice*, 3e, W.B. Saunders, Philadelphia, 2007.
- Salvo, SG. *Mosby's Pathology for Massage Therapists*, 2e, Elsevier, St. Louis, 2009.
- Stillerman, E. *Modalities for Massage and Bodywork*, Elsevier, St. Louis, 2009.

ADDITIONAL EXPENSES – The following expenses are not included in the above fees. For convenience, most of these items can be purchased through the Institute or the student may purchase these items through a third party vendor. Students electing to purchase these required items through the Institute will receive the Institute's discount. These figures are estimates; actual costs may vary.

Supply Fees	Equipment Fees	Lab Fees	Uniform Fees	Total Additional Expenses
\$400	\$700-900	\$180	\$80	\$1360-1560

- **Supply Fees**

The Institute requires each student to purchase supplies such as massage lubricant, linens, pillows, washable blanket, and duffle bag to accomplish out-of-class independent practice. Additionally, students should purchase a 3-ring binder, highlighters, note taking materials, and a book sack. Students can expect to spend about four hundred dollars (\$400) on supplies. These supplies are required for completion of this course.

- **Equipment Fees**

The school requires each student to purchase equipment by the end of the second month of class. Equipment consists of a portable massage table, face-rest, arm rest shelf, table case, and bolsters. Some students may wish to purchase a table cart and stool as well. Equipment fees fluctuate widely depending upon the brand, style, accessories, and table options. Students can expect to spend from seven to nine hundred dollars (\$700 - \$900) on equipment, depending upon the type of massage table and options they choose. This equipment is required for completion of this course. The purchase of a Massage Chair (\$500-\$700) is recommended, but not required.

- **Massage Lab Fees**

As part of an externship program, the school requires each student to purchase, receive, and write a narrative report on three professional massages during the school term in order to gain perspective as a massage client. The student can expect to spend about \$60.00 per massage for a total of one hundred eighty dollars (\$180).

- **Uniform Fees**

A uniform is also required; each student needs professional attire during internship and sporting events. A uniform consist of scrubs/sweat pants and a school t-shirt. Students will need at least 2 uniforms. Estimated cost is eighty dollars (\$80).

- **Testing & Licensing Fees**

In order to become state-licensed, the student must complete a licensing process which includes paying fees and passing exams. These are educational costs. Testing fees range from three hundred seventy-five dollars (\$375) to four hundred twenty-five dollars (\$425). This includes passage of a massage exam and a state exam. See the table below.

	Massage Exam	LA State Exam	First year's license	Total Fees
FSMTB	\$195	\$75	\$125	\$395

FINANCIAL AID (Scholarships, Loans, Grants)

SCHOLARSHIPS

To obtain a private and civic scholarships, consult with local foundations and civic organizations (eg., Rotary, Kiwanis Club, Quota American Business Women's Association). Area businesses and industries sometimes have scholarship programs for children of employees. Likewise, local beauty pageants and essay contests often award scholarships. For those students still in high school, check with your guidance counselors for possible options in your area.

LOANS

There are several loan options available to prospective students. Financial institution such as banks and credit unions provide student loans. For those who do not qualify, LIMT offers a variety of in-house loans.

- **In-House Loans**

For students who need a school loan and do not qualify for a loan from a financial institution, the Institute will finance the student's tuition for the year they are in school. There are no interest rates, but there is a one-time account setup fee of \$100 and a \$20 per month billing and bookkeeping fee. Account set-up fees and billing fees are non-refundable.

In-House Loan A - \$5300 to be paid as follows:

○	Registration Fee	\$50
○	Book & Classroom	\$650
○	Account Setup	\$100
○	Bookkeeping	\$200
○	Tuition Down payment	\$2,300
○	1st day total	\$3,300
○	Monthly notes (10 mo.)	\$200

In-House Loan B - \$5300 to be paid as follows:

○	Registration Fee	\$50
○	Book & Classroom	\$650
○	Account Setup	\$100
○	Bookkeeping	\$200
○	Tuition Down payment	\$500
○	1st day total	\$1,500
○	Monthly notes (10 mo.)	\$200
○	Final note*	\$2,000
○	*(10th monthly note is a balloon note)	

In-House Loan C - \$5300 to be paid as follows:

○	Registration Fee	\$50
○	Book & Classroom	\$650
○	Account Setup	\$100
○	Bookkeeping	\$200
○	Tuition Down payment	\$800
○	1st day total	\$1,800
○	Monthly notes (10 mo.)	\$350

◆ ◆ ◆ REFUND POLICIES ◆ ◆ ◆

The Institute employs a fair and equitable refund policy that complies with federal, state, and agency guidelines for the return of unused tuition due to class cancellation, student withdrawal or expulsion, as required by the Louisiana State Board of Regents.

All tuition fees paid in advance are 100% refundable before the commencement of class. For students who withdraw after the commencement of classes, the following rules will apply:

- During the first week of class, 90% of the total tuition fees will be refunded, less the \$50 registration fee, thereafter;
- During the 2nd, 3rd and 4th weeks of class, 75% of the total tuition fees will be refunded, less the \$50 registration fee, thereafter;
- During the first 25% of class, 55% of the total tuition fees will be refunded, less the \$50 registration fee, thereafter;
- During the second 25% of class, 30% of the total tuition fees will be refunded, less the \$50 registration fee, thereafter;
- During the third and fourth 25% of class, no refund will be made and the student will be held responsible for the entire tuition fee.

For calculating refunds, the above percentages are based upon the scheduled clock hours beginning the 1st day of class. For programs exceeding one year in length, 100% of the stated course price attributable to the period beyond the 1st year will be refunded in full, if the student withdraws during the prior period. Please note that books may not be returned for a refund. However, any unused book fees may be refunded to the student. Furthermore, account setup fees, billing and bookkeeping fees are non-refundable.

All refund requests must be submitted in writing to the Institute. Refunds will be issued within thirty days of the receipt of request. Refund checks are submitted within 30 days payable to the student and not a 3rd party.

PERSONAL CHECK POLICY – The Institute accepts checks; we do not accept two-party or post-dated checks. Please make all checks payable to: Louisiana Institute of Massage Therapy, La Institute, or L.I.M.T.. If a check is returned to the Institute, for whatever reason, an NSF charge will be assessed. This charge will be the maximum amount allowed by law. The student has 10 days after receiving notice to make reimbursements. Failure to comply in a timely manner may result in the Institute filing the check for collection with the local District Attorney's Office. Once a check has been returned, the Institute will no longer accept checks from that student.

◆ ◆ ◆ **COMPLAINT POLICY** ◆ ◆ ◆

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

The Louisiana Board of Regents - Proprietary Schools Section

P.O. Box 3677
Baton Rouge, LA 70821-3677
225.342.4253

◆ ◆ ◆ **ADMISSIONS** ◆ ◆ ◆

To enroll, submit a completed and signed application with a registration fee of \$50 to the mailing address listed below:

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

The Institute reserves the right to cancel or postpone any class with insufficient enrollment or to modify the course content based upon changes in the law, educational mandates, or the Institute's policy.

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

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

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

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