

Massage Therapy - RULES AND REGULATIONS

While you are in school, you are in “training.” Do your best to express yourself politely, cultivate a good personality, and demonstrate cooperation and personal ambition, so that we may recommend you to the best spas and clinics upon your graduation. Please note the items listed below are subject to change by administration.

1. Personal phone calls made to the College of Wilmington phone lines.
 - a. The school does not take messages on behalf of students except in the case of emergencies. In the event that a student receives an emergency phone call, the school will deliver the message to the student. The student will then be clocked out for the day in order to attend to their emergency situation.
2. Dress code: Students are expected to attend classes in proper attire. Clothing that is revealing in any way should be avoided while attending classes. For example, short shorts, low cut tops, etc. Instructors and Program Directors will make the determination whether or not outfits are appropriate. Uniforms (scrubs) will be issued prior to starting clinic.
3. Children are not allowed on school grounds [unless there is an administrative matter involving the Academic, Admissions, or Campus Director].
4. Use of profanity, eating or drinking and use of cell phones in the classroom or on clinic floors is not permitted. Please use breakroom for food/beverage and cell phone breaks.
5. No supplies should be removed from the school at any time. Removing supplies from the school is grounds for expulsion.
6. Students who receive services on the massage and/or cosmetology clinic floor, as a client, must both pay for these services and do so outside of scheduled class time. Lunch breaks cannot be used to receive clinic services.
7. All complaints should be taken to the Program Director or Campus Director. Do not discuss complaints while on the Clinic Floor or with other students. In most cases, complaints can be resolved in a civil manner if they are properly handled. A customer should never hear a complaint from a student. If a customer has a complaint, it should be handled with the assistance of the clinic floor supervisor and/or Program Director.
8. The College has a write-up process that includes verbal, written, suspension and permanent dismissal from the College [in no particular order]. These individual write-ups will occur between the student and Program/Campus Director on an as needed basis for disciplinary action[s].
9. ATTENDANCE: Student is responsible for maintaining weekly attendance hours as shown in their enrollment agreement.
 - a. Total clocked hours will be provided by Program Directors/Instructors on a weekly basis [Monday each week].
 - b. Students must complete each course with a 75% attendance or better in or to receive credit for the class. Failure to meet this percentage attendance will result in a failure, with a re-take of the course required. This re-take will include taking all exams again, and in the clinic portion, massage numbers must be met again. There is no carry over in bodies nor exam grades.
 - a. Clocking in and out is the responsibility of the student. It is strictly prohibited to share your private four digit time code with another student. If one student alters the time punches of another, both students may be permanently dismissed from the College.
 - b. Attendance adjustment questions can be directed to Campus Director.
 - i. Attendance adjustments can be made for the previous week of attendance ONLY.
 - ii. Attendance adjustments must be presented to the Campus Director by 4:00 p.m. the following Friday. This gives the student five [5] days to address any concerns.
 - c. Scheduled class breaks are at the discretion of instructor and clocking in and out is not required if the student **does not** leave the facility. Any time a student leaves the facility he/she **MUST** clock out.
 - i. If a student leaves the facility, he/she must notify his/her instructor before departure.
10. Student must have clocked 600 hours to begin Clinic and Review classes.

The above penalties are the minimum, and the School reserves the right to determine a maximum penalty, at the discretion of the Campus Director. In addition, all forms of dismissal/suspension are at the expense of the student; therefore days missed for this purpose will be charged to the students account.