

2017 | Program for Massage Therapy



Open 9am – 9pm Every Day

Experience Excellence in Education at an Affordable price



amta
american massage therapy association®



WELCOME

Dear Prospective Student,

We would like to thank you for your interest in the massage therapy program at Advanced Fuller School of Massage (AFSM). As awareness about the benefits of massage therapy continues to grow, now is an exciting time to consider a possible career in massage therapy. AFSM was founded in 1983 and was the first school of massage to be issued a certificate to operate as a proprietary school by the Virginia Board of Education. With over 30 years of experience and thousands of graduates later, we have proven to be the most sought after massage therapy school in the region.

Our goal is to deliver each and every student the best educational experience possible at an affordable price. Our belief in effective techniques based on sound principles, safe practices, professional integrity, proper body mechanics and continued personal growth is the foundation of building a rewarding career in Massage Therapy.

AFSM is proud to offer qualified and talented local and national instructors who are committed to the success of the profession and ultimately our students. Our program ensures our students gain the confidence and real world experience needed in order to achieve their goals of Licensure and knowledge required for passing the Massage and Bodywork Licensing Exam (MBLEx), state licensing, employment, or personal and professional enrichment.

AFSM's innovative, affordable and flexible March & September (Day or Evening) classes ensures our students are able to complete all required coursework in a pace that fits demanding lifestyles, interests and schedules.

AFSM is certified to operate by the Virginia States Council of Higher Education and is also a National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Assigned School. If accepted, upon graduation, students will have completed a minimum of 600 hours. The AFSM 600-hour massage therapy program can be completed in as quickly as seven months or as long as two years. The average time graduates complete the program is ten months.

If you are considering a career in massage therapy, Advanced Fuller School of Massage Therapy, Inc. can help you reach your goal.

If you have questions regarding the AFSM Massage Therapy Program, please send an email to nbender@fullerschool.com or call Nancy Bender 757-340-7132.

Sincerely,

Nancy J. Bender *Walter F. Bender, Jr.*

Nancy J. Bender, LMT
Managing Director

Walter F. Bender, Jr.
Assistant Director

HISTORY

Founded in Virginia Beach, The Advanced Fuller School of Massage (AFSM) opened its doors in 1983 as the first school of massage to be issued a certificate to operate as a proprietary school by the Virginia Board of Education.

We offer an innovative, flexible and affordable modular 600-Hour training program, which encompasses a core curriculum of 375-Hours and a selection from over 500-Hours worth of electives. These electives are comprised of advanced and effective modalities to create a customized curriculum to meet the demands of any lifestyle.

Since 1983, we have been providing affordable personalized therapeutic massage services to the general public. Our successful Massage Therapy business is the foundation of our training program, empowering our students to have the knowledge and skills necessary to embed standards of excellence in the ever changing field of massage therapy.

With over thirty years operating as a massage therapy school, we have been responsible for much of the growth and recognition that Massage Therapy has received in Virginia. Our outreach and community service ventures combined with an exceptionally high pass rate among students taking the state licensing exam for the first time, speaks to the quality of instruction and respect our students will receive when they graduate.



DISCLAIMER

This Program Catalog of Advanced Fuller School of Massage (AFSM) contains important information that applies to all our current and perspective students. Its contents are subject to change without notice. This catalog version supersedes all prior publications.

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WHAT IS MASSAGE THERAPY?

From the American Massage Therapy Association (AMTA)...

Massage Therapy is a healing art as well as a science. It requires a balance of academic and technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. Nearly everyone has the innate resources to touch another with care and confidence. However, it takes a sincere desire to help others, along with a commitment to the time, energy, and focus necessary for the training process in order to become a solid practitioner.

MESSAGE THERAPY CAREERS

Therapeutic massage is one of the fastest growing professions in the field of natural health care. Career opportunities for Massage Therapists are abundant. Many Massage Therapists have taken massage to special needs populations, finding work at senior citizen centers, hospices, physical therapy offices, etc. Opportunities exist in health spas, fitness centers, private practices and in association with other health professionals.



OUR MISSION

We at AFSM, view Bodywork Therapies as the cornerstone in the preventative health care philosophy, as well as a highly valuable tool in the recovery from the loss of good health. Our philosophy is to create a supportive atmosphere for positive sharing and conscientious learning.

Our belief in effective techniques based on sound principles, safe practices, professional integrity, proper body mechanics and continued personal growth of the therapist is the foundation of building a rewarding career in Massage Therapy.

Our objective is to strengthen the roles that massage therapy and related techniques can play in relation to other allied health professions. As such, we encourage opportunities for liaison with the health oriented community.

CREDENTIALS

- AFSM is certified to operate by the Virginia States Council of Higher Education (SCHEV# 43005).
- AFSM is a member of the Associated Bodywork & Massage Professionals (ABMP # 13044).
- AFSM is a member of the America Massage Therapy Association (AMTA # 73372).
- AFSM is a NCBTMB Assigned School (Assigned School Code # 822743).
- AFSM has been voted “Best of the Beach” for over 12 years.
- AFSM is approved for VA Training (Code#25012346).
- AFSM is an accredited business with the Better Business Bureau.

Our advanced training provides ample preparation upon successful completion of the course to take the licensing Examination. Specifically, 94% of our graduates who sit for the licensing Exam have passed and received their Virginia State License.



OUR INSTRUCTORS

AFSM is proud to offer qualified and talented local and national instructors who are committed to the success of the profession and ultimately our students. Our team of local instructors and from around the country ensures our curriculum is always updating and improving.



AMY WHEELER, LMT

Courses: Neuromuscular

Education: Licensed Massage Therapist, A.S Summa Cum Laude, Certified in the St. John Method of Neuromuscular Therapy.

Amy graduated from Advanced Fuller School of Massage Therapy in Virginia Beach, VA in 1999 and became a licensed massage therapist.

In 2005 she became certified in the St. John Method of Neuromuscular Therapy, specializing in pain relief. Her clients are referred by medical doctors, physical therapists, and Pilates trainers.



CAMMY LOSBANOS, LMT

Courses: Anatomy & Physiology (Day), Bodymind, Craniosacral, Prep for Licensing, Shiatsu and Sports Massage

Education: Licensed Massage Therapist, A.S

Cammy joined the Advanced Fuller School of Massage family in 1996 and is currently the Program Administrator. Cammy began her career with us as a teaching assistant in our Basic Program for Massage Therapy. In 2007, Cammy began teaching our Anatomy and Physiology portions of our program. Cammy's extensive knowledge base of Massage Therapy practices also include Ayurveda, Bodymind, Craniosacral Therapy, Medical Massage, Deep Tissue, Sports Massage, Myofascial Massage, Shiatsu and Applied Kinesiology.

Cammy received an Associate's Degree in Science, Magna Cum Laude from Tidewater Community College. In 1999 -2000 she completed the Professional Aromatherapy Program and the Massage Therapy Program at Advanced Fuller School of Massage. She has been a licensed Massage Therapist since 2001.



CORRINE GILLESPIE, LMT

Courses: Basic Fundamentals of Massage (Evening)

Education: Licensed Massage Therapist

Corrine went to the Advanced Fuller School of Massage and graduated in May of 2014 and became a licensed massage therapist in September the same year. She has served as a teacher's assistant and a substitute teacher for the Basic Massage Techniques class since October 2014. Also she served as a teaching assistant for the Basic Anatomy and Physiology courses as well as the co-lead teacher for the Basic Massage Techniques class in the March 2016 semester.

She has advanced training and education in sports techniques, cupping, neuromuscular techniques, spa techniques, prenatal massage, and deep tissue.



EILEEN MONAGHAN, LMT

Courses: Deep Tissue, Prenatal Massage and Oncology Massage.

Education: Board Certified Massage Therapist, Licensed Massage Therapist, Certified Reflexologist, Certified Prenatal Massage Therapist, Certified Infant Massage Instructor

Eileen attended the Advanced Fuller School of Massage in 2003 and became a Certified Massage Therapist in April 2005 (Board Certified since 2015). She has Advanced certifications in Prenatal Massage and Reflexology and has taken extensive courses in Oncology Massage.

She has also studied Aromatherapy, Myofascial Release and Sports Massage. When she is not in the depths of her passion for Massage Therapy, she likes to spend time with her husband, Tim, her beautiful daughter, Lorelei, and her four-legged children, Beau and Fergus.



ERICA LITTLE, LMT

Courses: Basic Fundamentals of Massage

Education: Licensed Massage Therapist

Erica received her education from the Advanced Fuller School of Massage in September of 2012 and went on to become a Licensed Massage Therapist in 2013. Her love of all people and the desire to be a part of their wellness journeys is what called Erica to the exciting career that is Massage Therapy. She has a passion for prenatal massage in addition to her training in aromatherapy, spa techniques and sports massage.

Outside of massage, Erica enjoys all life has to offer with her Husband Marty, her dog Clover and her great friends.



LAUREN LANE AUSTIN, LMT

Courses: Reflexology and Myofascial Release

Education: Licensed Massage Therapist

Lauren is an alumni of Advanced Fuller School of Massage and received her certification in 2013. She is drawn to massage by the fascination of how everything is connected and the healing power of one's own body.

Along with teaching the Reflexology and Myofascial Releases courses at Fuller, Lauren will be continuing her education to include MyoSkeletal Alignment and Precision Neuromuscular Therapy.



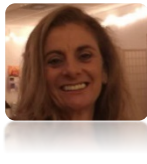
MARTHICA MCDERMOTT, LMT

Courses: Aromatherapy and Spa Techniques

Education: Licensed Massage Therapist, Professional Aromatherapy, Aromatic Kinesiology, Essential Oils.

Born in Colombia, Marthica grew up hearing about the healing power of plants from her mother and grandmother. In 2003, a switch in career paths led her to Advanced Fuller School of Massage and the world of aromatherapy. From the very first day of class, her life changed and it became her goal to share the gift of aromatherapy by living it, teaching it and creating easy to use products for those around her to enjoy using essential oils safely.

With a lifelong passion for teaching and a focus on simple and practical ways to incorporate aromatherapy in students' lives. Her goal is to plant the seed for the love of Essential Oils and their healing benefits.



PATRICIA Z SMITH, LMT

Courses: Deep Stone Massage

Education: Certified Yoga Teacher, Licensed Massage Therapist, Board Certified Massage Therapist, B.A with a Minor in Education, Associate Degree of Liberals Arts

Patricia graduated from the Advanced Fuller School of Massage in 2011. As an experienced licensed massage therapist, she teaches a course in Deep Stone Massage Therapy. She is certified in several modalities that she incorporates to suit her client's individual needs. Her massage styles range from stress reduction relaxation massage to sports massage. Patricia has practiced with local chiropractors and is engaged in private practice as well.

Patricia's mission is to support individuals in achieving life balance through personal wellness. A firm believer in the inseparable connection between body/mind, Patricia is a proponent of massage for relieving physical as well as emotional stress, and strongly believes in massage as a viable modality for enhancing overall health and well-being. As a former teacher, Patricia brings her teaching experience into her class and provides a thorough and complete lessons to her students. She also is a Yoga instructor in her spare time.



SHIRLEY WHITEHURST, LMT

Courses: Anatomy & Physiology (Evening), Cupping, Medical Massage and Research and Pathology.

Education: Licensed Massage Therapist, B.A. Sports & Health, AAS in Veterinary Technology

Shirley pursued a career as a massage therapist by attending Advanced Fuller School of Massage. In 2008 she became a certified massage therapist in Virginia. She started teaching Pathology at Advanced Fuller School of Massage in 2009, then Medical Massage and the basic class of Anatomy and Physiology in 2012. She was designated a Certified Medical Massage Practitioner by LMT Success Group in 2012 and in 2016 became Board Certified in therapeutic massage & bodywork by the NCBTMB.



WOLFGANG LUCKMANN, LMT

Courses: Lomi Lomi and Treating Fibromyalgia

Education: Diplomat of Homeopathy, Diploma in Chinese Medicine, Certified Neuromuscular Therapist, Diploma in Advanced Clinical Massage, Diploma in Higher Education, B.A. with Honors.

After graduating from the Florida College of Natural Health in Miami, summa cum laude in 1995, Wolfgang Luckmann attended the College of Acupuncture and Massage and graduated with distinction in 1997.

Trained in the British Public school system in South Africa, where he taught languages in schools and colleges, Wolfgang has brought 20 years of teaching experience to his numerous holistic courses.

His workshops are a blend of his experience as an acupuncture physician and massage therapist and are highly customized to fulfill the needs of the individual practitioner. Most of his workshops are based on traditional Chinese medical and Ayurvedic philosophy.

OUR FACILITY

AFSM is located in a 5,500 square-foot building located in the Rosemont section of beautiful Virginia Beach, Va.

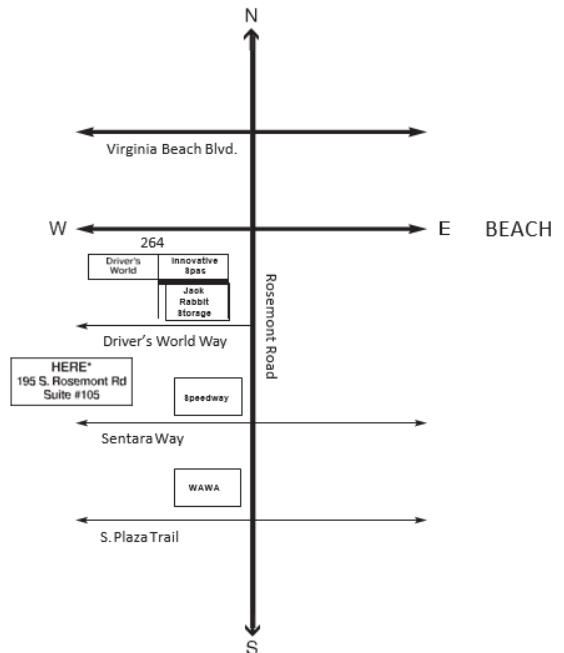
The facility boasts nineteen individually decorated massage rooms, one large classroom that can comfortably seat 26 students, Administration Office & Student Breakroom (with basic kitchen amenities) for students and staff and over 75 massage practitioners and therapists available.

Our classroom is equipped with massage tables and chairs, boards, charts, skeletal models, and A/V equipment.



ADDRESS

We are located at 195 South Rosemont Rd. Suite # 105 in Virginia Beach, Va. 23452. Our office is open Every day 9:00am – 9:00pm. For more information about our program, please call 757-340-7132 or visit our website at www.fullerschool.com

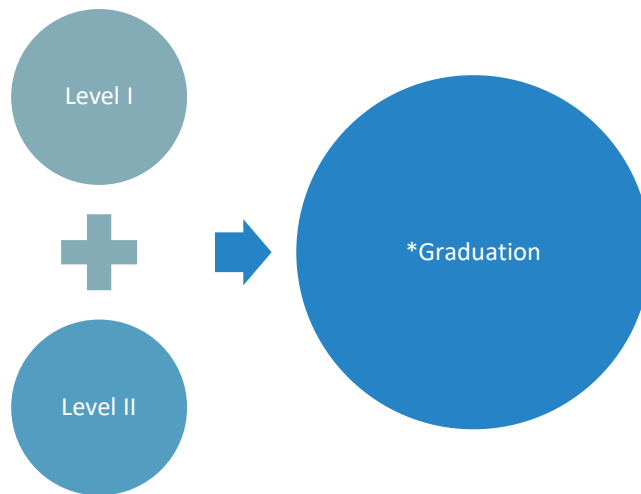


PROGRAM

AFSM 600-hour program was created with the lifestyles of our students in mind. Our unique two (2) level program can be customized to target a student's personal needs, interests, and schedule.

AFSM's 600-Hour program is a combination of 375-Hours of core Instruction (Level I) and 225-Hours of advanced modalities (Level II) electives to achieve the school's minimum graduation requirement of 600-Hours.

Upon successful completion of our Level I program, you will move to our Level II program and choose an additional 225-Hours from over 500-Hours' worth of electives comprising of advanced modalities to create a custom tailored 600-Hour program.



*STUDENT'S MUST SUCCESSFULLY COMPLETE ALL REQUIRED COURSE HOURS, PASS WRITTEN, AND "PRACTICAL" EXAMS, AND COMPLETE THE REQUIRED INTERNSHIP HOURS BEFORE GRADUATING.

The AFSM 600-hour massage therapy program can be completed in as quickly as seven months or as long as two years. The average time graduates complete the program is ten months. AFSM's flexible day and evening classes ensures our students are able to complete all required coursework in a pace that fits demanding lifestyles.

Graduates from AFSM will receive a 600-hour certificate and transcript after Level I and Level II are successfully completed. Graduates are then able to sit for the Massage & Bodywork Licensing Exam (MBLEx) and are able to apply to the Virginia State Nursing Board to become a "Licensed Massage Therapist."

EDUCATIONAL OBJECTIVE

The objective of our innovative 600-Hour program empowers our students with the confidence they need to achieve their goals of Licensure and knowledge required for passing the Massage and Bodywork Licensing Exam (MBLEx), state licensing, employment, or personal and professional enrichment.

WHY AFSM?

AFSM is a National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Assigned School. As an NCBTMB assigned school, our students can be assured that the curriculum received has met or exceeded the high standards put forth by NCBTMB.

Our students share a common interest in natural healing, self-growth and development and a strong desire to help others. During the educational process, students become proficient in the subjects taught and gain insight into themselves. Our graduates tell us that the time spent at our school was the most valuable time of their lives.

TESTIMONIALS

DON'T JUST TAKE OUR WORD FOR IT!

*"I attended the Advanced Fuller School of Massage over 11 years ago and it was the best decision I have made. I realized my love for anatomy and it has led to amazing career opportunities. I am now able to use my massage therapy skills to compliment the work I do as a physical therapist assistant which allows me to provide unique solutions for my patient and clients." – **Maureen M. (Class of '95)***

*"As a graduating therapist of 13 years at AFSM, I am truly grateful for the knowledge and techniques I have learned. This gives me immense gratitude on a daily basis." - **Lindsay M. (Class of '93)***

*"After years in the public health service and private sector, I found myself wanting to continue in my study of health. I researched and found Advanced Fuller School of Massage in Virginia Beach to be the most qualified and affordable solution in the Hampton Roads Area. Completed my course at Advanced Fuller School of Massage and continued as a Certified Therapist for the school for several years. Eventually, I returned to the Outer Banks of NC (OBX) working for several Spas as well as working out of my home and out calls at resort beach homes." – **Brenda H. (Class of '02)***

*"My experience at Advanced Fuller school of massage has been exceptional! I attended Advanced fuller school of massage from February 2004- 2005, and my experience was excellent. I say experience because you're just not there to learn, but to grow, and fuller was the perfect environment for this. I could not have asked for better instructors or a better learning environment. I currently work for fuller as a LMT, and deal with a diverse clientele, some with very complex physical issues. I feel very prepared to do the work, and often refer back to the training I received at fuller for guidance. Many thanks to Nancy and her staff." - **John L. (Class of '05)***

LEVEL I BASIC PROGRAM | 375-HOURS

PROGRAM SUMMARY

Course	Hours
Basic Massage Therapy (Incl. Business & Ethics)	210
Basic Anatomy and Physiology	125
Practical Pathology	40
Total Hours	375

LEVEL I BASIC PROGRAM PREREQUISITE

- Interview and Acceptance into Program.
- High School Diploma.
- (2) Massages received by applicant.
- \$100 Application fee paid.
- Completed paperwork.

PROGRAM BREAKDOWN & DESCRIPTIONS

AFSM-BMC-100 | BASIC MASSAGE THERAPY - 210 HOURS

Students will learn the science of massage, factors affecting quality of touch, communication and interviewing skills, treatment documentation, draping and positioning the client, use of lubricants and tools, proper body mechanics, client-therapist boundaries, benefits of and contraindications to massage, hydrotherapy and massage techniques appropriate for a general, wellness massage treatment. By the end of the course, students will be able to perform an hour-long, full-body relaxation massage.

Technique Breakdown	Hours
Massage/Stretches	40
Reflexology / Acupressure	20
Aromatherapy	5
Clinical / Deep Tissue	15
Contraindications / Benefits / History	10
Prenatal / Sidelying	10
Sports / Injuries / Trigger Points	10
Chair Massage	25
Ethics / Boundaries / Business	10
One on one with instructor	10
One on one with Licensed Massage Therapists	15
Student Practice Massage Sessions (Reviewed and critiqued by Instructor)	40
Total Hours	210

AFSM-BAP-101 | BASIC ANATOMY AND PHYSIOLOGY – 125 HOURS

Anatomy and physiology form the basis of studies for all health care providers. Students will receive an introduction to the anatomical, physiological and kinesiological relationships of the human body. By understanding the relationships of these sciences students will cultivate knowledge and insight for themselves, respect for the profession and service to the community.

Technique Breakdown	Hours
Cells, Tissues, & Body Compass	5
Skeletal System	5
Muscular System Overview	5
Upper Bony Landmarks	5
Shoulder Girdle, Shoulder Joint, Elbow, Wrist, Face and neck, Trunk, Hip and knee	20
Foot and Ankle Muscles and Actions , Finger and Thumb Muscles and Actions	20
Integumentary System	5
Nervous System	5
Endocrine System	5
Lower Bony Landmarks	5
Circulatory and Lymph Systems	5
Respiratory Systems	5
Urinary System	5
Exams	10
Total Hours	125

AFSM-PAT-117 | PRACTICAL PATHOLOGY – 40 HOURS

An in-depth study of pathology, muscle innervations, and blood supplies to better understand the body in health and illness. The student will have a complete working knowledge of the body's systems and the Pathologies found in each. The student will be able to protect the client from harm with the tools provided in this course. Also how to assess and modify their massage to include local and absolute contraindications.

LEVEL II - COURSE BREAKDOWN & DESCRIPTIONS

All Electives must be completed in two years from the start date of the AFSM Level I Basic Program.

AFSM-RFM-110 | ADVANCED REFLEXOLOGY – 20 HOURS

Through lecture, demonstration, handouts, audio-visual, labeling and coloring, students, will learn the basics of reflexology. This course teaches reflexology theory, history as well as location of reflexes in the hands and feet. Students will learn basic relaxation techniques as well as specific thumb and finger-walking techniques for stimulating the reflexes. The student will understand the correct application of pressure with regards to pain/sensitivity in the reflexes. Students will learn some common reactions and responses, contraindications, and will be exposed to the use of SOAP Notes.

Prerequisite: Acceptance into Program, High School Diploma

AFSM-ATM-114 | AROMATHERAPY – 35 HOURS

Practical application of essential oils and effects of combinations for physical and emotional problems. Become skilled at Aroma facials, Aroma reflex, bath salts. The supply fee of \$50.00 is included to cover your essential oils. Personal supplies of Epsom salt, base oils, and bottles will be needed for some classes.

Prerequisite: Acceptance into Program, High School Diploma

AFSM-BYM-104 | BODYMIND – 12 HOURS

Life's experiences are often recorded in both physical body and emotional body. The dynamic nature of the body-mind requires that the massage therapist stay within the scope of practice and maintain professional boundaries. This course reviews professional boundaries and ethics; elements of armoring, and emotional release scenarios. This course fulfills ethics requirement for continuing education.

Prerequisite: Acceptance into Program, High School Diploma

AFSM-CRA-133 | CRANIOSACRAL THERAPY – 25 HOURS

This intensive class will teach you the craniosacral rhythm and techniques that re-establish freedom of motion throughout the body. A non-invasive modality that affects the body and emotions. Studies show positive results with A.D.D.

Prerequisite: Acceptance into Program, High School Diploma

AFSM-CUP-124 | CUPPING – 18 HOURS

A suction massage that softens tight muscles, loosens adhesions and helps many cellulite and respiratory issues. Cupping set is included in the price of the class.

Prerequisite: Acceptance into Program, High School Diploma

AFSM-DSM-116 | DEEP STONE MASSAGE – 6 HOURS

Learn the technique everyone is talking about, a very grounding way to work with heated stones. Stones warm the tissues for deep muscle releases with less discomfort for therapist and client. During this course an introduction to Bamboo is provided. Add another modality to your resume to enhance your practice.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma and acceptance into program.

AFSM-DTM-105 | DEEP TISSUE MASSAGE – 35 HOURS

Learn over 120 deep tissue techniques for massage therapists including movements for headaches, sciatic pain, slipped bicipital tendon, thoracic outlet syndrome, menstrual cramps, etc. Deep work becomes easier with these techniques.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma and acceptance into program.

AFSM-LOM-123 | LOMI LOMI – 16 HOURS

Temple style Hawaiian therapeutic dance massage that flows with style and continuous rhythm. It is known to release physical and emotional congestion.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma and acceptance into program.

AFSM-MEM-118 | MEDICAL MASSAGE AND RESEARCH - 35 HOURS

Learn integrative therapy for muscle dysfunction with numerous specialized clinical techniques. Effectively aid in the recovery of acute and chronic soft tissue injuries and syndromes. These include muscle stripping, posture assessment and NMT training. Medical SOAP Notes a focus.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma and acceptance into program.

AFSM-MFM-108 | MYOFASCIAL RELEASE – 25 HOURS

Students will learn the basic fundamentals of Myofascial Release. This will consist of the indications, contraindications, basic strokes, physiology & theory, myofascial meridians, body reading, and lingers lines. Students will be introduced to the Tensegrity theory. Different forms and variations of myofascial release will also be discussed: Guasha, Strigil, Graston, KT etc.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma and acceptance into program.

AFSM-PFL-130 | PREP FOR LICENSING – 25 HOURS

A review of Anatomy & Physiology, Pathology, Asian and massage theories. Course includes numerous topics to prepare for the licensing exam.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma and acceptance into program.

AFSM-NRM-103 | NEUROMUSCULAR THERAPY – 25 HOURS

Learn how to work deeply safely and effectively with many NMT techniques. In addition, Postural assessment protocols are taught.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma and acceptance into program.

AFSM-ONM-107 | ONCOLOGY – 15 HOURS

The need for this type of bodywork is growing. Learn about cancer contras, myths and treatments needed to work comfortably.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma and acceptance into program.

AFSM-PHM-106 | PRENATAL MASSAGE – 25 HOURS

This class prepares you to work with pregnant, laboring and postpartum clients. Side lying skills and techniques are necessary to massage your clients from 1st trimester to postpartum recovery. Infant massage is also practiced. Side-Lying a focus.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma and acceptance into program.

AFSM-SHM-131 | SHIATSU – 35 HOURS

Japanese bodywork involving 100 techniques to balance chi in the body. Explore 50 acupoints to address many common disorders such as anxiety, headaches and low back pain. Become proficient with five element theory. Flexibility and healthy knees are important for this modality as it's done on a floor mat.

Prerequisite: Acceptance into Program, High School Diploma

AFSM-SPT-115 | SPA TECHNIQUES – 30 HOURS

Learn the newest and most popular spa techniques. Formulate your own herbal massage body wrap as well as salt and sugar scrubs. We will also cover foot treatments, kelp and mud applications, aromatic head massage, and facial treatments. Wear a bathing suit and bring a towel. Tuition includes a \$40 supply fee.

Prerequisite: Acceptance into Program, High School Diploma

AFSM-SPM-111 | SPORTS MASSAGE – 25 HOURS

This class includes a wide range of sports massage techniques involved in pre-event, post event as well as conditioning and training. Rehabilitation massage taught for a wide range of sports. Many new stretches are practiced.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma and acceptance into program.

AFSM-FIA-135 | TREATING FIBROMYALGIA – 16 HOURS

This therapy is a natural, gentle Non-Confrontational way of healing many common and not so common physical and psychological ailments typical of all clients suffering from chronic myofascial pain and other diseases with the combined use of: Energy Touch, Myofascial Meridian Massage Therapy (NEW), Chi Nei Tsang (Internal Organ Massage), Gliding, Stripping Strokes, Acupressure, and Intro to Homeopathy.

Prerequisite: Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma and acceptance into program.

COURSE SCHEDULE – 2017 LEVEL I BASIC MASSAGE PROGRAM

Our core Level I curriculum (Basic Massage Therapy, Anatomy & Physiology and Practical Pathology) of 375-Hours is offered in your choice of Day or Evening classes to meet your busy lifestyle.

For a current version of our class schedule, please visit our website, at www.fullerschool.com

DAY CLASSES

Code	Description	Day	Start	End	Time	*Hours
AFSM-BAM-101	Basic Anatomy and Physiology	Tue	7-Mar	22-Aug	9:30a-2:30p	125
AFSM-BMC-100	¹ Basic Massage Class	Thu	9-Mar	24-Aug	9:30a-3:00p	138
AFSM-BMC-100	¹ Basic Massage Class	Thu	9-Mar	24-Aug	3:00p-6:00p	75
AFSM-PAT-117	Practical Pathology	Wed	15-Mar	17-May	9:30a-1:30p	40
Total Hours						375

Code	Description	Day	Start	End	Time	*Hours
AFSM-BAM-101	Basic Anatomy and Physiology	Tue	5-Sep	20-Feb	9:30a-2:30p	125
AFSM-BMC-100	¹ Basic Massage Class	Thu	7-Sep	22-Feb	9:30a-3:00p	138
AFSM-BMC-100	¹ Basic Massage Class	Thu	7-Sep	22-Feb	3:00p-6:00p	75
AFSM-PAT-117	Practical Pathology	Wed	20-Sep	22-Nov	9:30a-1:30p	40
Total Hours						375

DAY CLASSES BEGINS ON THE FIRST TUESDAY OF MARCH OR SEPTEMBER

¹SUPERVISED ASSIGNED PRACTICES FOR THE DAY CLASS AFSM-BMC-100 (BASIC MASSAGE) ARE SCHEDULED BY STUDENTS THURSDAY FROM 3:00P – 6:00P.

*ONE CLOCK HOUR= 50 MINUTES OF THEORETICAL OR PRACTICAL INSTRUCTION AND 10 MINUTES OF BREAK TIME. BREAK TIME WILL OCCUR AFTER THE LESSON INTRODUCTION AND WILL BE INITIATED AT THE DISCRETION OF THE INSTRUCTOR. HOURS EARNED ARE IN-PERSON CLASSROOM HOURS IN THE PHYSICAL PRESENCE OF A QUALIFIED INSTRUCTOR. LEARNING OUTSIDE OF THE CLASSROOM (I.E. SELF-STUDY, READING, VIDEO REVIEW, ETC.) WITHOUT A QUALIFIED INSTRUCTOR PRESENT WILL NOT BE COUNTED TOWARDS CLOCK HOURS.

EVENING CLASSES

Code	Description	Day	Start	End	Time	*Hours
AFSM-BAM-101	Basic Anatomy and Physiology	Mon	13-Mar	28-Aug	6:00p-11:00p	125
AFSM-BMC-100	¹ Basic Massage Class	Wed	15-Mar	30-Aug	6:00p-11:30p	138
AFSM-PAT-117	Practical Pathology	Fri	17-Mar	19-May	6:00p-10:00p	40
AFSM-BMC-100	¹ Basic Massage Class	Sat	18-Mar	2-Sep	6:00p-9:00p	75
Total Hours						375

Code	Description	Day	Start	End	Time	*Hours
AFSM-BAM-101	Basic Anatomy and Physiology	Mon	11-Sep	26-Feb	6:00p-11:00p	125
AFSM-BMC-100	¹ Basic Massage Class	Wed	13-Sep	28-Feb	6:00p-11:30p	138
AFSM-PAT-117	Practical Pathology	Fri	15-Sep	17-Nov	6:00p-10:00p	40
AFSM-BMC-100	¹ Basic Massage Class	Sat	16-Sep	3-Mar	6:00p-9:00p	75
Total Hours						375

EVENING CLASSES BEGINS ON THE SECOND MONDAY OF MARCH OR SEPTEMBER

¹SUPERVISED ASSIGNED PRACTICES FOR THE EVENING CLASS AFSM-BMC-100 (BASIC MASSAGE) ARE SCHEDULED ON SATURDAY FROM 6:00P – 9:00P- SCHEDULED BY STUDENTS.

*ONE CLOCK HOUR= 50 MINUTES OF THEORETICAL OR PRACTICAL INSTRUCTION AND 10 MINUTES OF BREAK TIME. BREAK TIME WILL OCCUR AFTER THE LESSON INTRODUCTION AND WILL BE INITIATED AT THE DISCRETION OF THE INSTRUCTOR. HOURS EARNED ARE IN-PERSON CLASSROOM HOURS IN THE PHYSICAL PRESENCE OF A QUALIFIED INSTRUCTOR. LEARNING OUTSIDE OF THE CLASSROOM (I.E. SELF-STUDY, READING, VIDEO REVIEW, ETC.) WITHOUT A QUALIFIED INSTRUCTOR PRESENT WILL NOT BE COUNTED TOWARDS CLOCK HOURS.

COURSE SCHEDULE – 2017 LEVEL II ELECTIVES

Choose an additional 225-Hours from over 500-Hours' worth of electives comprising of advanced modalities available in your choice of Day, Evening and Weekend schedules.

For a current version of our class schedule, please visit our website, at www.fullerschool.com

MONDAY

Code	Description	Start	End	Time	*Hours
AFSM-SPT-115	Spa Techniques	9-Jan	6-Mar	10:00a-1:25p	30
AFSM-PFL-130	Prep For Licensing	27-Mar	8-May	10:00a-1:35p	25
AFSM-CRA-133	Craniosacral	15-May	3-Jul	10:00a-1:35p	25
AFSM-SHM-131	Shiatsu	10-Jul	18-Sep	10:00a-1:30p	35
AFSM-AYM-113	Sports Massage	9-Oct	20-Nov	10:00a-1:35p	25

TUESDAY

Code	Description	Start	End	Time	*Hours
AFSM-ATM-114	Aromatherapy	3-Jan	7-Mar	7:00p-10:35p	35
AFSM-AYM-113	Sports Massage	14-Mar	25-Apr	7:00p-10:35p	25
AFSM-CUP-124	Cupping	2-May	30-May	7:00p-10:45p	18
AFSM-SPT-115	Spa Techniques	11-Jul	5-Sep	7:00p-10:25p	30

WEDNESDAY

Code	Description	Start	End	Time	*Hours
AFSM-DTM-105	Deep Tissue	4-Jan	8-Mar	10:00a-1:30p	35
AFSM-ATM-114	Aromatherapy	5-Jul	6-Sep	10:00a-1:30p	35

THURSDAY

Code	Description	Start	End	Time	*Hours
AFSM-DTM-105	Deep Tissue	20-Apr	22-Jun	7:00p-10:35p	35
AFSM-CRA-133	Craniosacral	24-Aug	5-Oct	7:00p-10:35p	25
AFSM-MFM-108	Myofascial Release	12-Oct	30-Nov	7:00p-10:35p	25

*ONE CLOCK HOUR= 50 MINUTES OF THEORETICAL OR PRACTICAL INSTRUCTION AND 10 MINUTES OF BREAK TIME. BREAK TIME WILL OCCUR AFTER THE LESSON INTRODUCTION AND WILL BE INITIATED AT THE DISCRETION OF THE INSTRUCTOR. HOURS EARNED ARE IN-PERSON CLASSROOM HOURS IN THE PHYSICAL PRESENCE OF A QUALIFIED INSTRUCTOR. LEARNING OUTSIDE OF THE CLASSROOM (I.E. SELF-STUDY, READING, VIDEO REVIEW, ETC.) WITHOUT A QUALIFIED INSTRUCTOR PRESENT WILL NOT BE COUNTED TOWARDS CLOCK HOURS.

SATURDAY

Code	Description	Start	End	Time	*Hours
AFSM-DSM-116	Deep Stone Massage	11-Feb	11-Feb	12:00p-6:00p	6
AFSM-DSM-116	Deep Stone Massage	10-Jun	10-Jun	12:00p-6:00p	6
AFSM-RFM-110	Advanced Reflexology	17-Jun	8-Jul	10:00a-3:00p	20
AFSM-DSM-116	Deep Stone Massage	16-Sep	16-Sep	12:00p-6:00p	6
AFSM-NRM-103	Neuromuscular Therapy	5-Aug	2-Sep	9:00a-2:00p	25
AFSM-MEM-118	Medical Massage & Research	28-Oct	9-Dec	12:00p-5:00p	35

SUNDAY

Code	Description	Start	End	Time	*Hours
AFSM-PHM-106	Prenatal	11-Jun	9-Jul	12:00p-5:00p	25
AFSM-ONM-107	Oncology	12-Nov	26-Nov	12:00p-5:00p	15

SATURDAY / SUNDAY

Code	Description	Start	End	Time	*Hours
AFSM-LOM-123	Lomi Lomi	11-Mar	12-Mar	9:00a-5:00p	16
AFSM-FIB-135	Treating Fibromyalgia	8-Apr	9-Apr	9:00a-5:00p	16
AFSM-BYM-104	Bodymind	9-Sep	10-Sep	10:00a-4:00p	12

*ONE CLOCK HOUR= 50 MINUTES OF THEORETICAL OR PRACTICAL INSTRUCTION AND 10 MINUTES OF BREAK TIME. BREAK TIME WILL OCCUR AFTER THE LESSON INTRODUCTION AND WILL BE INITIATED AT THE DISCRETION OF THE INSTRUCTOR. HOURS EARNED ARE IN-PERSON CLASSROOM HOURS IN THE PHYSICAL PRESENCE OF A QUALIFIED INSTRUCTOR. LEARNING OUTSIDE OF THE CLASSROOM (I.E. SELF-STUDY, READING, VIDEO REVIEW, ETC.) WITHOUT A QUALIFIED INSTRUCTOR PRESENT WILL NOT BE COUNTED TOWARDS CLOCK HOURS.

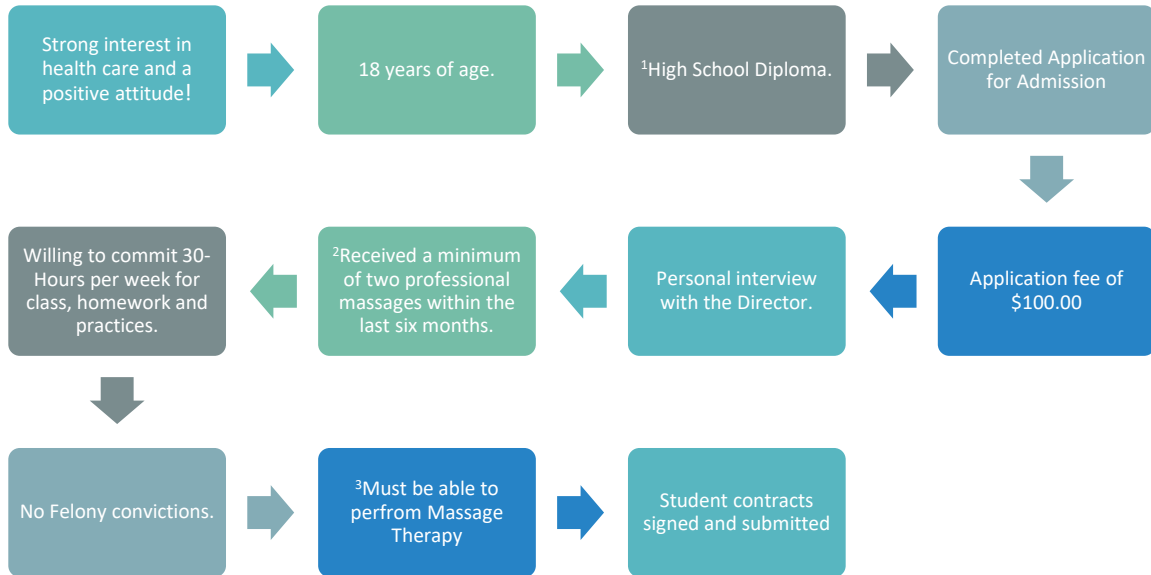
HOLIDAY SCHEDULE

If a holiday or administrative day falls on a class day, the program is pre-scheduled on Friday so that students receive the correct number of instruction hours. The school will be closed on the following days:

1-Jan-17	New Year's Day
4-Jul-17	Independence Day
4-Sep-17	Labor Day
23-Nov-17	Thanksgiving
25-Dec-17	Christmas
29-May-17	Memorial Day
1-Jan-18	New Year's Day

ADMISSION POLICY

The 11-Step process for admission into the AFSM massage program is as follows:



¹GENERAL EDUCATION DIPLOMA (GED®) IS NOT ACCEPTED.

²PROOF OF 2 MESSAGES FROM A LICENSED MASSAGE THERAPIST (LMT) IS ONLY REQUIRED FOR LEVEL I APPLICANTS.

³WHILE THE SCHOOL WILL NOT COMPROMISE OR WAIVE ESSENTIAL SKILL REQUIREMENTS IN ANY COURSE, STUDENTS WITH DISABILITIES MAY BE SUPPORTED WITH ACCOMMODATIONS TO HELP MEET THESE REQUIREMENTS.

GRADUATION INFORMATION

Graduation requirements are as follows:

- Minimum 75% grade point average in each subject area.
- Meet attendance requirements.
- Full payment of all fees.
- Compliance with ethical and professional boundaries of the profession.

ATTENDANCE

Students are expected to attend all classes in which they are enrolled and to know the attendance policy of each of their instructors. Under no circumstances should a student stop attending class without formally withdrawing. This can result in a failing grade on the student's permanent record.

- Registered students who do not attend the first day and do not contact the instructor may be dropped from the class for non-attendance.
- Missing five minutes or more from class defines tardiness. A tardiness of fifteen minutes or three late arrivals will result in one unexcused absence. Three absences without acceptable reason will result in further action.
- All absences and hours missed are clock hours and need to be made up within two weeks.

Our attendance and tardiness policies must be adhered to or may result in dismissal from the program.

LEAVE OF ABSENCE

An interruption of training, not to exceed four classes, may be granted by prior arrangement. The student may be required to pay for tutorial fees. All classes missed are to be made up within two weeks of the 1st day back.

DENIAL OF ADMISSION

AFSM reserves the right to deny admission to any applicant for reasons including, but not limited to:

- Failure to meet the stated entrance requirements.
- Lacking the physical capabilities to perform massage.
- Having health problems that interfere with duties as a student or massage practitioner.
- Inability to meet financial obligations to the school.
- Does not have the time to commit to the program.
- Exhibiting a lack of motivation to help others.

PROBATION

A probationary letter is given when the student does not abide by the conditions above. The length of time is decided by the director as is the discontinuation of the probationary status. If the student can abide by the agreements made, they can be allowed readmission.

ENROLLMENT

A \$100.00 enrollment fee is required for admission and is refunded only if you are not accepted.

INTERVIEW

A personal interview with the Director is required prior to acceptance into the program. Upon receipt of your application and enrollment fee, you will be interviewed and advised about the requirements for class preparation, goals and tuition payment. In addition, we will answer questions regarding school policies as well as assisting the student in transitioning into the school.

STUDENT RECORDS

The school will permanently retain a transcript of the students' academic and course work. This record will include the academic and course progress at the school including programs of study, dates of enrollment, courses taken and completed, grades and indications of the student's states (graduated, probation, etc.). The admission records for each student will be maintained by the school for seven years after the students' last date of attendance.

The financial records for each student will be maintained by the school for seven years after the students' last date of attendance.

STUDENTS RIGHTS REGARDING EDUCATION RECORDS

These rights are:

1. The right to inspect and review the students' education records within 45 days of the day the school receives the request for access.
2. The right to request the amendment of the students' education records that the student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.

NON-DISCRIMINATION POLICY

Advanced Fuller School of Massage (AFSM) does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

DISABILITY ACCOMMODATIONS

AFSM welcomes students with disabilities and is committed to supporting them as they attend school. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), s/he may be entitled to some accommodation, service or support.

While the school will not compromise or waive essential skill requirements in any course, students with disabilities may be supported with accommodations to help meet these requirements. The laws state a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the school does not have to make any exceptions to standard procedures.

ACADEMIC INTEGRITY

AFSM strives to foster an environment of respect for and achievement of the highest levels of academic integrity for all members of its academic community. Academic integrity and honesty are essential hallmarks of the school's contributions to the great society and cannot be abridged without considerable harm to those who must rely upon the intellectual pursuits of the school.

GRADING POLICY

AFSM students are required to make up any missed work, and it is the student's responsibility to contact the instructor concerning this matter. Students must receive an average grade of 75% or more on an examination. The student may be required to receive a tutorial before being retested if any final examination is failed. The grading system is as follows:

Grade	Minimum	Maximum
A	94 %	100 %
B	88 %	93 %
C	82 %	87 %
D	81 %	75 %
F	0 %	74 %

PAYMENT

AFSM offers several tuition payment options, including in-house financing. AFSM accepts Cash, Check, VISA, MasterCard, and Discover.

AFSM will assess a 5.0 % non-refundable convenience fee for tuition payments made by Credit Card.

TUITION & FEES

±LEVEL I BASIC MASSAGE PROGRAM

Our Level I program includes 375-Hours of Basic Massage Therapy, Anatomy & Physiology and Practical Pathology instruction. After the one-time enrollment fee of \$100.00, the following tuition breakdown schedule applies:

±TUITION & PAYMENT

Level I Tuition	\$3,000.00
¹ Down Payment	(\$1,100.00)
²Amount Due	\$1,900.00

ESTIMATED TEXTBOOK COSTS

Textbooks – Level I	\$190.00
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RECOMMENDED EQUIPMENT

³ Personal Use - Massage Table	\$450.00
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¹INITIAL DOWN PAYMENT MUST BE PAID BEFORE THE START OF CLASS.

²REMAINING BALANCE IS DUE ON THE 15TH OF THE FIRST MONTH OF CLASS.

³PERSONAL USE MASSAGE TABLE IS OPTIONAL.

±AFSM WILL ASSESS A 5.0 % NON-REFUNDABLE CONVENIENCE FEE FOR TUITION PAYMENTS MADE BY CREDIT CARD.

TEXTBOOK PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

LEVEL II ELECTIVES

AFSM offers over 500-Hours' worth of electives comprising of advanced modalities. Most classes are priced from approximately \$7.00 - \$13.00 per hour. For more information about our Level II courses, please review the Level II class descriptions and application.

To achieve the required 225-Hours, various electives were used to achieve the estimated tuition total below. The number of courses selected were based on a theoretical scenario and may or may not apply to student's educational goals.

ESTIMATED TUITION & PAYMENT

¹ Level II Tuition	\$1,575.00
² Deposit	(\$600.00)
³Estimated Amount Due	\$975.00

ESTIMATED TEXTBOOK COSTS

Textbooks – Level II	\$130.00
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¹THE ESTIMATED TUITION BREAKDOWN (OUTLINED ABOVE) IS FOR BUDGETING PURPOSES ONLY AS ACTUAL COSTS MAY VARY BASED ON THE MODALITIES CHOSEN.

²EACH CLASS REQUIRES A \$100.00 DEPOSIT FOR EACH INDIVIDUAL LEVEL II CLASS SIGN-UP. THE AMOUNT SHOWN IN THE EXAMPLE ABOVE IS BASED ON (6) LEVEL II CLASSES WHICH MAY OR MAY NOT APPLY TO STUDENT'S EDUCATIONAL GOALS.

³PAYMENT IS DUE PRIOR TO THE START OF CLASS.

⁴AFSM WILL ASSESS A 5.0 % NON-REFUNDABLE CONVENIENCE FEE FOR TUITION PAYMENTS MADE BY CREDIT CARD.

TEXTBOOK PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

600-HOUR PROGRAM

AFSM 600-Hour program is combination of our core Level 1 375-Hour Basic Massage Program and various Level II electives to achieve the required 600-Hours. After the one-time enrollment fee of \$100.00, the following tuition breakdown schedule applies:

±ESTIMATED TUITION

Level I Tuition	\$3,000.00
¹ Level II Tuition	\$1,575.00
²Total Estimated Tuition	\$4,575.00

ESTIMATED TEXTBOOK COSTS

Textbooks – Level I	\$190.00
Textbooks – Level II	\$130.00
Total Estimated Textbook Cost	\$320.00

RECOMMENDED EQUIPMENT

³ Personal Use Massage Table	\$450.00
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¹TO ACHIEVE THE REQUIRED 600-HOURS, VARIOUS ELECTIVES WERE USED AND WERE BASED ON A THEORETICAL SCENARIO WHICH MAY OR MAY NOT APPLY TO STUDENT'S EDUCATIONAL GOALS.

²THE ESTIMATED TUITION BREAKDOWN (OUTLINED ABOVE) IS FOR BUDGETING PURPOSES ONLY AS ACTUAL COSTS MAY VARY BASED ON THE MODALITIES CHOSEN.

³PERSONAL USE MASSAGE TABLE IS OPTIONAL.

±AFSM WILL ASSESS A 5.0 % NON-REFUNDABLE CONVENIENCE FEE FOR TUITION PAYMENTS MADE BY CREDIT CARD.

TEXTBOOK PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

FINANCING OPTIONS

AFSM In-House financing helps students achieve their goals, without the burden of a high interest loan. After the one-time enrollment fee of \$100.00, the following tuition breakdown schedule applies:

±TUITION & FEES

Level I Tuition	\$3,000.00
Finance Charge	\$50.00
Subtotal	\$3,050.00
¹ Down Payment	(\$1,100.00)
Total Amount Due	\$1,950.00

TERMS & PAYMENT

Financed	\$1,950.00
Term	6 Months
²Monthly Payment	⁴\$325.00

ESTIMATED TEXTBOOK COST

Textbook – Level I	\$190.00
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RECOMMENDED EQUIPMENT

³ Personal Use Table	\$450.00
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¹INITIAL DOWN PAYMENT MUST BE PAID BEFORE THE START OF CLASS.

²PAYMENT IS DUE ON THE 15TH OF EACH MONTH STARTING ON THE FIRST MONTH OF CLASSES. TUITION NOT PAID BY THE DUE DATE WILL RESULT IN A \$25 LATE FEE. FAILURE TO PAY TUITION AND LATE FEES WITHIN 10 DAYS OF DUE DATE MAY RESULT IN PROBATION OR DISMISSAL.

³PERSONAL USE MESSAGE TABLE IS OPTIONAL.

[±]AFSM WILL ASSESS A 5.0 % NON-REFUNDABLE CONVENIENCE FEE FOR TUITION PAYMENTS MADE BY CREDIT CARD.

TUITION AND TEXTBOOK PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

U.S. DEPARTMENT OF VETERANS' AFFAIRS

AFSM is approved to accept GI Bill benefits for qualifying veterans. Students must apply for these benefits prior to enrollment and submit the Certificate of Eligibility letter to our Director.

MYCAA

My Career Advanced Account (MyCAA) approved tuition for military spouses is accepted.

PRIVATE LOANS AND GRANTS

AFSM accepts private loans and grants. Please make arrangements with your bank, credit union or loan officer for more information.

FINANCIAL AID

AFSM does not participate in federal and state financial aid programs.

WITHDRAWAL PROCEDURE

Any student withdrawing from the program is asked to schedule an interview with the Director (Nancy Bender). A statement of withdrawal must be received by the Administration in writing, whether in person or via certified mail. The official date of withdrawal from the program is the date the letter is received, or after 4 unexcused absences. The student may cancel any time before the 1st day of class owing only the application fee.

CANCELLATION AND REFUND POLICY (NON-VETERANS)

If cancellation occurs, the student obligation is:

Before 25 % of program completed	•25 % of Tuition less enrollment fee
Before 50 % of program completed	•50 % of Tuition less enrollment fee
Before 75 % of program completed	•75 % of Tuition less enrollment fee
After 75 % of program completed	•100 % of Tuition less enrollment fee

CANCELLATION AND REFUND POLICY (VETERANS)

(VA REGULATION 21.4255-1)

In the case of students withdrawing after commencement of classes, the school will retain the enrollment fee plus a percentage of tuition, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance, and will be remitted within thirty (30) days of receipt by Advanced Fuller School of Massage Therapy, Inc. of withdrawal notification.

REFUND TABLE

Student is entitled to a Refund upon withdrawal/termination:

Before 10 % of program completed	•90 % of Tuition less enrollment fee
Before 20 % of program completed	•80 % of Tuition less enrollment fee
Before 30 % of program completed	•70 % of Tuition less enrollment fee
After 40 % of program completed	•60 % of Tuition less enrollment fee
After 50 % of program completed	•50 % of Tuition less enrollment fee
After 60 % of program completed	•40 % of Tuition less enrollment fee
After 70 % of program completed	•30 % of Tuition less enrollment fee
After 80 % of program completed	•20 % of Tuition less enrollment fee
After 90 % of program completed	•10 % of Tuition less enrollment fee

POLICY DISCLOSURE

- The student may cancel at any time prior to the beginning of class after signing the enrollment agreement.
- The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within thirty (30) days from the date of termination.
- The student will receive a full refund of tuition paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

STUDENT SUPPORT

AFSM provides assistance and support for all students. Services include one-on-one mentoring sessions that can be scheduled with instructors. Our instructors work with each student until we feel that he or she has perfected their therapy.

JOB OPPORTUNITIES

AFSM provides as a courtesy to all students, job postings related to the field of massage therapy. However, AFSM is not a recruitment agency and makes no guarantee of employment in the field of massage.

HOUSING

If housing is needed for students from out of town, the Director can guide them to local hotels and apartments.

STUDENTS RIGHT TO KNOW

A statement of the Student Right to Know and Campus Security Act information is available upon request.

STUDENT POLICY

- Students are expected to abide by the AFSM Student Code of Conduct. (Any behavior that violates the conduct norms will not be tolerated).
- No food or drink is allowed in the classroom with the exception of water only.
- Students are required to clean up after themselves in the classroom.
- All trash and debris must be disposed of properly and tables / chairs be placed in order before students leave the classroom.
- All students will observe high standard of personal hygiene, dress modesty, punctuality and respect of others.

STUDENT CONTRACT

A student contract is required and must be completed before the beginning of the first Level I class. Students must also agree to and abide by the AFSM Student Code of Ethics, Dress Code and Agreement for Learning.

CONTRACT FOR LEARNING

AFSM students agree to make a commitment to the following:

1. To arrive to class on time
2. To complete requirements in the time frame allotted.
3. To maintain a high standard of conduct and willingness to learn.
4. To complete thirty hours of homework, class and practice weekly.
5. To be honest in expressing my truth and feelings and respect others.
6. To discuss any concerns that arises with an instructor or administrative staff and not a fellow student.
7. To fully participate in my own personal growth process.
8. To recognize that the basic nature of individuals is oriented to goodness, wholeness, and growth.
9. To agree to be compassionate and supportive to myself and all others in this program.
10. To agree to safety is an important factor in this profession and I will be responsible for my own safety.
11. To immediately inform any person massaging me if their touch hurts or disturbs me.
12. To Inform the instructor and student of all contraindications I have.
13. To use any conflict that arises both personally or school related as basis for my learning and growth in the health care profession.
14. To notify administration if I develop a contagious disease or sickness and understand that all absences must be made up within two weeks of my return to health.
15. To agree to pay tuition in a timely manner.
16. To enjoy your learning experience and fulfill your ambitions and dreams to help and honor others.
17. To not behave in any manner that may harm the reputation of the school or that disrupts the academic process. This includes theft, lying, disrespect or cheating.
18. It is understood that the transfer of credits is at the discretion of the individual school.

CODE OF ETHICS

AFSM Code of Ethics is statement of standards by which all students and graduates agree to conduct their practices.

All Students will:

1. Represent their qualifications honestly, including education and professional affiliations, and provide only those services which they are required to perform.
2. Respect all ethical health care practitioners and conduct their business activities with honesty and integrity.
3. Acknowledge the limitations and contraindications for massage and bodywork and refer clients to appropriate health professionals.
4. Respect the school and fellow practitioners by refusing to take themselves clients of the same.
5. Not be affiliated with or employed by any organization or business which utilizes any form of sexual suggestiveness or explicit sexuality its promotion of massage, or in the actual practice of its services, nor be engaged in any act of prostitution.
6. Maintain the place of practice in a clean and professional manner and will not knowingly practice with a communicable disease.
7. Respect the client's boundaries with regards to privacy, disclosure, exposure, emotional expression and the client's expectations of professional behavior.
8. Ensure that AFSM admission requirements have been met (as listed within this catalogue.)
9. Abide by our school dress code, agreement for learning and school policies.

STUDENT GRIEVANCE PROCEDURE

It is of profound importance to the learning environment that students and staff work toward maintaining an atmosphere of safety and clarity. All members of the school are expected to display mutual respect, honesty and temperance. Students and staff alike are encouraged to communicate directly with one another about any interaction which may cause them distress. All difficulties, concerns or complaints are addressed immediately by administration.

If we cannot resolve the concern or complaint, the student may submit it to:

State Council of Higher Education

101 N. 14th St., 9th Floor

Richmond, VA 23219

P: 804-225-2600

Students will not be subjected to adverse actions by any school official as a result of initiating a complaint.

SEXUAL HARASSMENT

Sexual harassment includes any unwelcome requests for sexual favors, sexual advances or any other conduct or communication that is to imply one will be denied services if they do not do what is asked. If you think you may be sexually harassed, you must let the harasser know you do not welcome this behavior. Next you must file a complaint with the Director (Nancy Bender) at 757-340-7132 or email nancyb@fullerschool.com

DRESS CODE

All students and therapists will observe high standard of personal hygiene, dress, modesty, punctuality and respect for others. The intent of our administration is to present the students as health care professionals. Neat, comfortable clothing in layers is preferred. Shirts need to be short sleeved and collared. Jeans, sweatpants, spandex, tank tops, jean shorts are not allowed. Leggings with a shirt covering the gluteal cleft is allowed. Exposed tattoos and visible body piercing will need to be covered.

AVERAGE CLASS SIZE

AFSM average class size is 14 Virginia State students per class. Our small class size ensures our students receive a more intimate and rewarding educational experience.

PROJECTED CLASS SIZE

AFSM projected number of Virginia State students for 2017 is 14 per class.

GRADUATION RATE

During the period March 2015 thru March 2016 academic year, 42 Virginia State Students enrolled, 36 students (85.7 %) graduated, 16 Students (38 %) were In-Progress and 2 students (4.7 %) withdrew.

BOOKS AND MATERIALS

A library, including books, DVD's and massage tables are available to all AFSM students for practice use.

SUPPLIES AND EQUIPMENT

The students are responsible for furnishing sheets for each class. AFSM provides students with Biotone oil, DVD players, various skeletons, charts, overheads, and hydrotherapy equipment for student use.

AFSM highly recommends that students purchase a massage table by the second month of the program. A new table purchased through the school will cost approximately \$450.00. We offer discounts on Earthlite and Oakwork's massage tables. Massage Tables purchased through AFSM are for Home Practices and not for class use.

USE OF ELECTRONIC EQUIPMENT

Personal electronics (e.g., laptops, iPads, cell phones) can be used to enhance learning and instruction in a variety of ways, but during class time they should be used only for class-related activities. Texting and the use of other electronic devices for non-class-related activities should be reserved for class break times. Additionally, with permission of the instructor, audio and/or video recordings should be used for your individual learning, but cannot be distributed to others without the instructor's permission.

TRANSFER HOURS

AFSM does not accept the transfer of credit hours earned from other institutions at this time.

TRANSFER OF CLASSES

Due to policies regarding transferability of hours vary considerably from school to school, AFSM cannot make any representation whatsoever regarding transfer or acceptance of our hours to any other institution.

DIRECTORS AND STAFF

NANCY J. BENDER, LMT | MANAGING DIRECTOR AND OWNER

Nancy J. Bender founded the Advanced Fuller School of Massage Therapy in 1983. She is a Licensed Massage Therapist (LMT) with over thirty years' experience in practicing and teaching massage therapy. In addition, she manages all student interviews, applications, enrollment paperwork and oversees all aspects of the daily operations of the School.

Phone: 757-340-7132 | Email: nancyb@fullerschool.com

WALTER F. BENDER, JR | ASSISTANT DIRECTOR AND OWNER

Walter F. Bender, Jr brings more than thirty years of diverse business management experience to Advanced Fuller School of Massage Therapy. As the Assistant Director, he plays a key role in the daily business administration as well as providing the motivation and empowerment of employees to assure we can operate with the highest level of efficiency and productivity.

Phone: 757-340-7132 | Email: walterb@fullerschool.com

CAMMY LOSBANOS, LMT | PROGRAM ADMINISTRATOR / TRANSCRIPT COORDINATOR

Cammy joined the Advanced Fuller School of Massage family in 1996 and is currently our Program Administrator and Transcript Coordinator. As the Program Administrator, she works with the Director's to research, develop, administer and evaluate programs in response to the identified needs of our students. In addition, as the Transcript Coordinator she is responsible for the planning, preparation of Graduation Certificates, transcripts and management of all activities related to AFSM's student records.

Phone: 757-340-7132 | Email: cammyl@fullerschool.com

KAREN GOBER, LMT | ON-SITE COORDINATOR

Karen has been with Advanced Fuller School of Massage since 2014 and works closely with the Program Administrator to coordinate and execute various on-site corporate and community events to ensure our students have the ability to earn practice hours and gain the experience and confidence needed in order to work outside of our school. As a Licensed Massage Therapist (LMT), Karen provides the required supervision for all on-site events and shares an immense interest in the success of our program.

Phone: 757-340-7132 | Email: kareng@fullerschool.com

FOR A COMPLETE LIST OF OUR BOARD, PLEASE CONSULT OUR ADMINISTRATION OFFICE.

THE DIRECTORS ARE RESPONSIBLE FOR ALL CONCERNS PERTAINING TO THE SCHOOL.

Office Use Only

Requirements Confirmed	<input type="checkbox"/>
Application Fee Attached	<input type="checkbox"/>
Accepted	<input type="checkbox"/>



Attach Current Copy of Driver's License or Photo
--

2017 Application for Admission

Please print or Type

Applicant Information

Full Name: _____ Date: _____

Last
First
M.I.

Address: _____

Street Address
Apartment/Unit #

City
State
ZIP Code

Home Phone: () _____ Email _____

Cell Phone: () _____ Social Security No.: _____ Date of Birth: _____

Are you a citizen of the United States? Yes No

Have you ever been convicted of a felony? Yes No

If yes, explain: _____

Education Background

High School: _____ Address: _____

From: _____ To: _____ Yes No
 Did you graduate? Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Yes No
 Did you graduate? Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Yes No
 Did you graduate? Degree: _____

Employment Background

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

From: _____ To: _____

Yes No

May we contact your previous supervisor?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

From: _____ To: _____

Yes No

May we contact your previous supervisor?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

From: _____ To: _____

Yes No

May we contact your previous supervisor?

- a. List and describe your Massage and/or Health Profession Experience and Education.

- b. Use a separate sheet to explain why you want to become a Massage Therapist.

- c. List where in your weekly schedule you will fit in the 20-hour average homework and practice time.





2017 Level II Application

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: () _____ Cell Phone: () _____

Please list previous massage and health care classes completed: _____

Terms and Conditions

- a. The State Council of Higher Education for Virginia (SCHEV) has certified this institution to operate.
- b. AFSM is a National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Assigned School.
- c. Please submit a \$100.00 check or cash deposit before the start of each class you select. Payment may be transferred to another class with a five-day notice.
- d. Classes should be paid in full when the class begins or a \$10.00 late fee will be assessed per month.
- e. Please bring sheets, oils, and supplies to each class as needed.
- f. Textbooks should be purchased at the time you apply for the class.
- g. To receive a certificate of completion absences are to be made up, current and prior classes paid in full, and a passing grade is required by the last scheduled class.
- h. 225 hours are required for Level II completion in order to receive a graduation transcript.
- i. Students have two weeks after the last class to complete all requirements including a \$10 late fee.
- j. Credit for the course is void if all requirements are not met within two weeks from the last day of class.
- k. We reserve the right to cancel any class due to insufficient enrollment.

Contact Information

Advanced Fuller School of Massage
 195 South Rosemont Road Suite # 105
 Virginia Beach, Va.23452, (757) 340-7132
 For more information on Level II courses, please visit our website: www.fullerschool.com

Monday | Morning Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Spa Techniques	AFSM-SPT-115	A ²	9-Jan	6-Mar	10:00a	1:25p	30	\$290	<input type="checkbox"/>
_____	Prep for Licensing	AFSM-PFL-130	L ¹	27-Mar	8-May	10:00a	1:35p	25	\$175	<input type="checkbox"/>
_____	Craniosacral	AFSM-CRA-133	A ²	15-May	3-Jul	10:00a	1:35p	25	\$175	<input type="checkbox"/>
_____	Shiatsu	AFSM-SHM-131	A ²	10-Jul	18-Sep	10:00a	1:30p	35	\$245	<input type="checkbox"/>
_____	Sports Massage	AFSM-AYM-113	L ¹	9-Oct	20-Nov	10:00a	1:35p	25	\$175	<input type="checkbox"/>

Tuesday | Evening Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Aromatherapy	AFSM-ATM-114	A ²	3-Jan	7-Mar	7:00p	10:35p	35	\$300	<input type="checkbox"/>
_____	Sports Massage	AFSM-AYM-113	L ¹	14-Mar	25-Apr	7:00p	10:35p	25	\$175	<input type="checkbox"/>
_____	Cupping	AFSM-CUP-124	A ²	2-May	30-May	7:00p	10:45p	18	\$245	<input type="checkbox"/>
_____	Spa Techniques	AFSM-SPT-115	A ²	11-Jul	5-Sep	7:00p	10:25p	30	\$290	<input type="checkbox"/>

Wednesday | Morning Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Deep Tissue	AFSM-DTM-105	L ¹	4-Jan	8-Mar	10:00a	1:30p	35	\$240	<input type="checkbox"/>
_____	Aromatherapy	AFSM-ATM-114	A ²	5-Jul	6-Sep	10:00a	1:30p	35	\$300	<input type="checkbox"/>

Thursday | Evening Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Deep Tissue	AFSM-DTM-105	L ¹	20-Apr	22-Jun	7:00p	10:35p	35	\$245	<input type="checkbox"/>
_____	Craniosacral	AFSM-CRA-133	A ²	24-Aug	5-Oct	7:00p	10:35p	25	\$175	<input type="checkbox"/>
_____	Myofascial Release	AFSM-MFM-108	L ¹	12-Oct	30-Nov	7:00p	10:35p	25	\$185	<input type="checkbox"/>

Saturday | Morning Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Deep Stone Massage	AFSM-DSM-116	L ¹	11-Feb	11-Feb	12:00p	6:00p	6	\$75	<input type="checkbox"/>
_____	Deep Stone Massage	AFSM-DSM-116	L ¹	10-Jun	10-Jun	12:00p	6:00p	6	\$75	<input type="checkbox"/>
_____	Advanced Reflexology	AFSM-RFM-110	A ²	17-Jun	8-Jul	10:00a	3:00p	20	\$150	<input type="checkbox"/>
_____	Deep Stone Massage	AFSM-DSM-116	L ¹	16-Sep	16-Sep	12:00p	6:00p	6	\$75	<input type="checkbox"/>
_____	Neuromuscular Therapy	AFSM-NRM-103	L ¹	5-Aug	2-Sep	9:00a	2:00p	25	\$175	<input type="checkbox"/>
_____	Medical Massage & Res.	AFSM-MEM-118	L ¹	28-Oct	9-Dec	12:00p	5:00p	35	\$245	<input type="checkbox"/>

Sunday | Morning Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Prenatal	AFSM-PHM-106	L ¹	11-Jun	9-Jul	12:00p	5:00p	25	\$200	<input type="checkbox"/>
_____	Oncology Massage	AFSM-ONM-107	L ¹	12-Nov	26-Nov	12:00p	5:00p	15	\$150	<input type="checkbox"/>

Saturday & Sunday Classes

Initial	Description	Code	Req	Start	End	From	To	Hrs.	Fee	Paid
_____	Lomi Lomi	AFSM-LOM-123	†L ¹	11-Mar	12-Mar	9:00a	5:00p	16	\$220	<input type="checkbox"/>
_____	Treating Fibromyalgia	AFSM-FIB-135	†L ¹	8-Apr	9-Apr	9:00a	5:00p	16	\$220	<input type="checkbox"/>
_____	Bodymind	AFSM-BYM-104	L ¹	9-Sep	10-Sep	10:00a	4:00p	12	\$120	<input type="checkbox"/>

L¹ – Successful completion of a Level I Foundational Course (Basic Massage, Anatomy & Physiology and Practical Pathology) is required prior to taking this course. In addition, High School Diploma and acceptance into program.

† – The elective course is approved for Continuing Education Hours (CEH).

A² - High School Diploma and acceptance into program is required.

Signature

I understand the terms & conditions regarding enrollment listed above.

Applicant Signature: _____ Date: _____