



ACADEMY OF MASSAGE ESSENTIALS

**2017 – 2018
STUDENT CATALOG**

VOLUME No. 5

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**APPROVED AND REGULATED BY THE COLORADO DEPARTMENT OF HIGHER
EDUCATION, PRIVATE OCCUPATIONAL SCHOOL BOARD**

I CERTIFY THAT THIS CATALOG IS TRUE AND CORRECT IN CONTENT AND POLICY

MISSION STATEMENT

Providing excellence in education that is conducive to student growth and development for career advancement in the health and wellness profession.

COLLABORATION

Teaching is collaboration,
Not an act in isolation.

Empty vessels don't exist,
Learners' efforts must persist.

Nothing's easy the first time,
But "Oh! I get it!" feels sublime.

Both of us must take a turn.
Two must try for one to learn.

© Mary Lee Hahn, 2012

A LETTER FROM AME'S DIRECTOR

Dear Prospective Student:

I would like to thank you for your interest in the Academy of Massage Essentials, LLC (AME) and congratulate you on taking your first step towards a very rewarding career in massage therapy.

I was where you are today, wondering if this would be the right career choice for me, nervous about going back to school and wondering how I was going to find the time in my already busy schedule to attend classes. Well, I can honestly say that I don't regret a single day of this journey, and it has become a very rewarding career for me.

So, whether you are just getting out of high school or changing careers, our philosophy is based on the willingness to care for what happens to our students, which is why we do everything we can to help you succeed. We don't just prepare you to graduate, but give you the tools needed to help you pursue your goals in your new career.

We offer day and evening classes, with smaller class sizes which helps to provide you the best atmosphere conducive to individual learning and valuable, hands-on instruction that will equip you with the skills necessary for employment in the health and wellness field.

By preparing you for a future in Massage Therapy, we're giving you the independence and self assurance to succeed, grow and further yourself, and the opportunity to prove that you can accomplish just about anything.

Enjoy your journey!

Traci Lisk-Jones
Owner/Campus Director
Licensed Massage Therapist
Certified Neuromuscular Therapist

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FACULTY MEMBERS

Traci Lisk-Jones, Owner/Director/Instructor
Kris Jones, Co-Owner/Dean
Sadie Hjelmstad, Bookstore/Financial/Student Services

WHY MASSAGE THERAPY?

- A rewarding career that allows you flexibility
- A growing profession
- Wide spectrum of career opportunity – such as, private practice, spa & resorts, clinical/medical settings, cruise ships and more
- Travel – opportunity to work in a variety of locations via international resorts or cruise ships
- Specialize in many specific areas such as rehabilitation and/or injury care, sports medicine, eastern and western techniques, as well as many other areas that you can build on in the future.

GENERAL INFORMATION

Location

AME is located in Colorado Springs on North Union Boulevard, just one block north of Academy. It is centrally located, which makes it easily accessible from all other areas around town.

Facilities

The school offers a unique learning atmosphere where our students learn, practice and study in a clinic type setting similar to that of a health care and/or spa facility environment. AME has a main classroom, student clinic rooms and a lounge. The school is also equipped with professional massage tables, on-site massage chairs, skeletons, and a media reference area that are all conducive for training in massage therapy.

Inclement Weather

If severe weather conditions are forecasted, students are advised to monitor local media for a closure/delay announcement. AME will reflect its closure/delay decisions with those of the Colorado Springs District 11 schools.

Lost and Found

AME will not be responsible for lost or stolen items. If a student has lost something, check with the Campus Director to see if the item has been turned in.

Smoking Policy

AME is a smoke-free facility, however, during breaks students may smoke in the designated area located in the front of the building.

Licensing

Upon successful completion of the program and satisfying tuition obligations, students are granted a diploma certifying they have completed 1000 hours of massage therapy training. This certification is NOT a license to practice massage therapy. There will be no tolerance for students attempting to charge for services before they get their state license, and if caught, they will be expelled immediately.

Professional licensing requirements for graduates in the State of Colorado are governed by the State of Colorado Department of Regulatory Agencies (DORA). Specifically, all Massage Therapists in Colorado must meet the requirements stated in the Colorado Massage Therapy Rules and Regulations 3-CCR-722-1. An applicant for registration in Colorado must attain a degree or diploma that consists of at least five hundred (500) total hours of course work and clinical work from an approved massage school.

In addition, the Colorado State Department of Regulatory Agencies require students to pass and submit results of a massage and bodywork examination; either the Massage and Bodywork Licensing Examination (MBLEx) offered by the Federation of State Massage Therapy Boards and the National Certification Examination for Therapeutic Massage and Bodywork (NCTMB), offered by the National Certification Board of Therapeutic Massage and Bodywork.

Requirements outside of the State of Colorado may differ.

State of Colorado Department of Regulatory Agencies
1560 Broadway, Suite 1350
Denver, CO 80202
Phone: 303-894-7800
Fax: 303-894-7764
www.dora.state.co.us

ADMISSION REQUIREMENTS

AME strives to help students that are committed to becoming professional Massage Therapists reach their full potential. AME evaluates applicants without discrimination in regards to age, gender, race, national origin, religion, creed, or sexual orientation, nor for physical or mental disability so long as capable of performing all necessary massage requirements. Each applicant must meet the following requirements:

- Applicants must be at least 18 years old to apply.
- Applicants must have a high school diploma or GED to be accepted for enrollment.
- Applicants must possess good communication skills, maturity and integrity.
- Applicants must be in good health and be physically, mentally and emotionally capable of performing massage therapy.
- Applicants must consent to a background check.
- Applicants must be **fully** able to participate in classroom requirements, including giving **and** receiving massage and/or bodywork treatments **at all times**.
- Applicants must be capable of adapting and dealing with change to all possible situations that may occur in the massage industry.

If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test approved by the Colorado Department of Higher Education. The school does not administer the test, but will provide information on availability when requested.

ENROLLMENT PROCESS

Prospective students are encouraged to set up an interview and tour with Admissions and/or the Campus Director prior to enrollment to discuss their goals and to make sure that the program and school are a good fit to help them succeed.

Students may enroll by either bringing or sending in their completed application form, along with the application fee, no later than two weeks prior to the start of the term in which they are applying. Once the application form has been received, it will be reviewed and the student will be notified of their acceptance status.

Upon acceptance into the program, an appointment is made to complete the enrollment package which will include a Student Enrollment Agreement, Contract for Payment of Tuition, and a Financial Contract. All these documents must be completed one week prior to start of term to have their place reserved in the program.

PREVIOUS CREDITS

Credits from another institution will be evaluated on a case-by-case basis. AME does not guarantee transferability of its credits to any other institution unless there is a written agreement with another institution.

In regards to VA Students:

The school maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified.

CLASS SCHEDULE

AME strives to accommodate students' schedules, and therefore offers day and night classes with four different start times throughout the year. Classes meet two days a week, not including breaks, and the program is completed in 11-1/2 months. The schedules are as follows:

2016 - 2017 SCHEDULE:

* subject to change

Start Date:	Days	Class	Times	Graduation Date:
JANUARY 10, 2017	TUE/THU	MORNINGS	8:00 AM — 1:00 PM	DECEMBER 29, 2017
APRIL 11, 2017	TUE/THU	EVENINGS	5:30 PM — 10:30 PM	MARCH 30, 2018
JULY 10, 2017	MON/WED	EVENINGS	5:30 PM — 10:30 PM	JUNE 22, 2018
OCTOBER 9, 2017	MON/WED	MORNINGS	8:00 AM — 1:00 PM	SEPTEMBER 21, 2018

HOLIDAY SCHEDULE

Spring Break	3 rd week in March
Summer Break	The week of July 4th
Thanksgiving Break	The week of Thanksgiving
Christmas / Winter Break	The week of Christmas and New Year's

ATTENDANCE REQUIREMENTS

Regular and consistent attendance is a crucial element to the success in this program and in your career as a massage therapist, therefore students are required to maintain an overall attendance record of 85% or better at all times.

Attendance is to include physical time in **EVERY** class, therefore any student that arrives 30 minutes late or leaves 30 minutes early will be marked absent for the entire day. Also, to receive full credit in a technique class, all students must be prepared with all appropriate supplies, as well as give **AND** receive massage during the trade portion of class.

Any student with an attendance record below 85%, due to tardiness or unexcused absences, will be placed on probation. If the attendance record is not improved within the allotted time, the student will be withdrawn.

For **ALL** absences, it is the student's responsibility to contact the instructor for any makeup work and/or time. All assignments and time must be made up by the end of the term or the student will be required to retake the entire course at the individual course rate.

Students who are unable to continue classes for medical or personal issues may request to take a leave of absence until they are able to return to class. Students should be aware of the following when considering taking a leave of absence:

- Student must submit request in writing, explaining the reason and the anticipated date of return
- The Director must approve all leave of absence requests
- The leave of absence shall not exceed 180 days
- Any student failing to return to school by the day the leave of absence expiration date will be withdrawn and the schools Refund Policy will be in effect
- In the event that the student needs an extension of the leave of absence, the student must notify the school, in writing and/or set an appointment to meet with the Director, prior to the original scheduled return date
- When a student takes a leave of absence, the school cannot guarantee the original graduation date and/or a schedule that fits his/her needs.

GRADING POLICY

A student's progress will be assessed by regular examinations during each class and will be given a final exam and grade at the end of every class throughout the program. The grades received on written and practical examinations will be determined by the following scale:

- A = 90 – 100%
- B = 80 – 90%
- C = 70 – 79%
- F = 69 and below

Students must maintain a 70% grade point average. Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

PROFESSIONAL MASSAGE THERAPY PROGRAM

This comprehensive 1000-hour program prepares students to become a successful practicing Massage Therapist by giving them a broad knowledge of both Western and Eastern theory.

Students will develop skills in a hands-on learning environment and will complete the program with a thorough understanding of anatomy and physiology, musculoskeletal anatomy, pathology, kinesiology, ethics, as well as extensive massage technique skills.

Specific instruction in massage technique includes Swedish massage, sports massage, deep tissue, prenatal and infant massage, reflexology, shiatsu, hot stone massage, Traditional Chinese Medicine, and Neuromuscular & Trigger Point Therapy. Neuromuscular Therapy (NMT) prepares the student for clinical and medical applications by being able to locate effectively repetitive strain injuries and indentifying and dissipating trigger points, both manually and with the use of massage tools. Additional coursework in theory includes stress management, with emphasis on self-care, and business development in which the student is assisted in developing vision and a career pathway.

TUITION

The Massage Therapy Program that AME offers is a 1000-hour all inclusive program that includes:

- Books
- Insurance – Student membership while in school
- Massage Table
- Massage Chair
- Massage Product
- Bottle and Holster
- Sheets – 2 twin sets
- School Logo Shirt – Qty. 1
- MBLEX State Board Exam Fee (one time only)

TUITION TOTAL = \$ 9,500 (not including Registration Fee)

* Books, Table and supplies non-refundable

COURSE DESCRIPTIONS

ORIENTATION (5 HRS)

Reviews school policies and procedures, clinical lab hours, sports and marketing, and courses.

ANATOMY & PHYSIOLOGY FUNDAMENTALS (55 HRS)

Students learn the structure and function of the human body through study and discussion of all the major systems of the body; Integumentary, Skeletal, Nervous, Cardiovascular, Lymphatic and Immune, Respiratory, Endocrine, Digestive, Urinary and Reproductive. This is important background information since massage therapy affects these systems and functions of the human body. In addition, students will learn medical terminology, anatomical position and planes, location of major organs and body cavities and how to identify and palpate bony landmarks, which is necessary to locate muscles that will be treated within massage therapy.

MESSAGE THEORY/SWEDISH MESSAGE (120 HRS)

This is the first massage course presented in the program. Students learn the history and benefits of massage, contraindications, procedures for draping and positioning the client on the massage table, the use of oils and lotions, and how to perform traditional Swedish massage strokes that can be combined in various ways to perform a deeply relaxing or invigorating massage. Students focus on the quality of their touch, beginning skills for assessing the condition of soft tissues of the body, and combining the various strokes to perform a smooth, well-paced, thorough massage that is suited to the needs of the client. This will be the foundation for the rest of the technique curriculum. This class will also discuss self care techniques.

ETHICS (60 HRS)

The profession of massage therapy is becoming more widely respected and accepted by the general public and by members of other health care professions. A critical factor in maintaining this respect and acceptance is the level of consistent with which massage therapists can be expected to demonstrate professional, ethical behavior and ethical business practices. In this course, students explore and discuss issues such as boundaries, sexual arousal, establishing and maintaining good working relationships with other health care professionals, and making good decisions when faced with the difficult ethical dilemmas commonly encountered in massage therapy practices. Communications, code of ethics, scope of practice

BUSINESS (60 HRS)

This course presents information that students need to achieve long-term career success in the field of massage therapy. Topics include promotion and marketing, record keeping, financial planning, tax reporting, legal requirements, licensure and certification, professional associations, and employment contracts. As students learn the various strategies for building a successful practice and obtaining employment, they complete an individualized, specific, realistic plan detailing the steps they will take to achieve their personal and professional goals related to their massage therapy practices.

MUSCULAR ANATOMY – UPPER AND LOWER EXTREMITIES (80 HRS)

This two-part course, split into upper and lower body, is a vital foundation for success in Massage Therapy. Students will learn muscles physiology, the muscles of the body, including attachment sites for each muscle, fiber direction, action, involved joint, nerve innervations and associated muscles.

SPORTS MASSAGE (55 HRS)

This course presents techniques for Pre-event and Post-event massage for competitive athletes, as well as methods for helping all active clients maximize their fitness activities by avoiding injuries and receiving prompt assessment and treatment for soreness, fatigue, and injury of muscle tissue. Students learn about the effects on soft tissues of the body of various kinds of exercise, stages of healing following

injury, and results of over-use or under-use of muscles and other soft tissues. Techniques presented in this class are applicable to a wide variety of client needs.

HYDROTHERAPY (5 HRS)

Hydrotherapy is the use of water for therapeutic purposes and has been used effectively by massage therapists throughout the history of the profession. Students learn the physiological effects of and the indications and contraindications for the use of hot and cold therapies.

KINESIOLOGY (30 HRS)

Kinesiology is the study of how the human body and its muscles work together in both healthy and unhealthy ways; how stronger muscles may begin to compensate for weaker ones, which can lead to pain, discomfort and functional issues within the body. In massage therapy, kinesiology is important because it teaches how muscles work together so that treatment can be tailored to the client's specific needs. Students will also learn posture and gait assessment as a visual tool in determining dysfunction and appropriate massage intervention.

PATHOLOGY (50 HRS)

This course presents information on the functions of the major systems of the human body and pathologies that can affect them. Definitions, causes, symptoms, and treatment of various forms of dysfunctions and disease processes are presented and how stress can influence these conditions. Emphasis is on conditions that massage therapists need to recognize as contraindications to massage therapy and/or conditions that should be referred to another practitioner for diagnosis or treatment.

ADVANCED TECHNIQUES AND MODALITIES (120 HRS)

This class offers an introduction to a variety of different modalities, which include; Prenatal and Infant massage, Reflexology, Body Scrubs/Wraps, Hot Stone, Traditional Chinese Medicine, Aromatherapy and Ayurveda Theory.

DEEP TISSUE (60 HRS)

Students will review anatomy of common injury areas and focus on integrating Deep Tissue and Myofascial Release techniques into massage practice and continue to discuss and demonstrate the role that these deeper, specific modalities have in addressing muscular pain and dysfunction.

NEUROMUSCULAR THERAPY AND TRIGGER POINT THERAPY (150 HRS)

In this course, students learn about trigger points and their referral pain patterns, symptoms, perpetuating factors of trigger points and corrective actions and routines for treatment, palpation and compression treatment.

STUDENT CLINIC (150 HRS)

The Student Clinic course begins with an orientation to clinic policies and procedures, which prepares students to successfully participate in this component of the program. Students develop their skills for creating and completing client records, learn proper use of medical terminology and abbreviations, how to take a client's medical history and perform a detailed client assessment. Students will perform massage therapy sessions with members of the public and the Clinic gives students the opportunity to integrate the skills and knowledge gained in the classroom, thereby achieving an increase in confidence and an enhanced ability to manage the entire massage therapist/client experience. Although the student is working independently, a qualified Instructor is present and available at all times.

PLACEMENT ASSISTANCE

AME encourages students to begin looking for perspective places of employment even while in school, not limited just to Colorado and to include cruise liners, resorts, and private practice, to give them the full spectrum of what is available them. AME will offer employment assistance to graduates, consisting of job lead referrals and job skills development, such as resume assistance and interview preparation. Our job is to prepare our students for success and we encourage them to use the school as a resource for networking and business advice. While assisting you in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

REFUND POLICY

Our application fee, books and supplies are non-refundable. Any tuition deposits collected in advance of the student signing an enrollment contract are refundable. Students who are not accepted for enrollment by the school may receive a refund of any tuition deposits. Students must sign an enrollment agreement in order to begin classes. Students who cancel their enrollment agreement by notifying the school in writing within three (3) business days of signing their contract are entitled to a full refund of all tuition paid. Students who withdraw after three (3) business days, but before commencement of classes are entitled to a full refund of all tuition paid except a cancellation fee of \$150.00. In the case of students withdrawing after commencement of classes or ceasing to attend, the school will retain the cancellation fee plus a percentage of the tuition based on the last class attended as described in the table below. The granting of credit for previous training shall not impact the refund policy. All refunds will be made within thirty (30) days from the date of termination.

Upon withdrawal/termination the student is entitled to:

Duration of Program	Refund
0% - 10% of program	90% except cancellation fee
11% - 25% of program	75% except cancellation fee
26 % - 50% of program	50% except cancellation fee
51% - 75% of program	25% except cancellation fee
76% - 100% of program	NO REFUND

The student will receive a full refund of tuition and fees paid if education service is discontinued by the school or if the school discontinues a course/program within a period of time a student could have already reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

REFUND POLICY - NON-ACCREDITED COURSES IN ACCORDANCE WITH VA REGULATION 21.4255-1

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid. If any students withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid including the registration fee in excess of \$10.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of tuition and fees, 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.

REFUND TABLE FOR VETERAN STUDENT(S)

Student is entitled upon withdrawal/termination:

10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

- The student may cancel this contract at any time prior to close of the third business day 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 30 days from the date of termination.
- The student will receive a full refund of tuition and fees 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.
- Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school

COMPLAINT/ GRIEVANCE PROCEDURE

The faculty and staff at AME are committed to hearing and resolving school-related problems or concerns. We believe that student feedback is essential to the continuing growth and development of our program. In the event of any grievance or complaint, it is appropriate for the parties involved to resolve the problem in a manner that is professional and respectful of each individual.

1. First, students are expected to attempt resolution of any conflicts directly with the party involved.
2. Students unable to reach resolution may take the issue to the instructor, as the situation warrants.
3. Students unable to reach resolution within the confines of the classroom may seek assistance from the Director of the school, who will review all parties views and respond with the school's final decision within 3 business days.

Complaints which cannot be resolved by direct negotiation between the student and the school may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date that the student discontinues his/her training at the school. Complaints may be filed online at: <http://highered.colorado.gov/dpos/>. Or students may contact them by phone at: 303-862-3001.

POSTPONEMENT OF START DATE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of the prepaid tuition and fess within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

POLICIES AND PROCEDURES

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Students also are not to be under the influence of drugs or alcohol at any time while on school property. Any violation of these school policies may result in permanent dismissal from school.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he/she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The Director, after consultation with all parties involved, makes the final decision.

The Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case on an individual basis and decide upon re-admittance.

Dress Code

During all classes, business casual attire must be worn at all times. Pants with cargo pockets, jeans or jean material pants, pants hanging below waistline, leggings, tights, sweats, shorts, leather pants, low cut or form fitting shirts, tanks or spaghetti straps shirts are NOT acceptable. No hanging jewelry, except for one pair of earrings, which must be studs or small hoops.

Ethical Behavior & Integrity

Unethical behavior, such as sexual indecency, performing chiropractic manipulation, charging for massage without a license or registration, advertising yourself as a Massage Therapist, dishonesty, going outside the massage therapy scope of practice and any other behavior deemed detrimental to the health, safety, welfare, and reputation of the massage therapy profession will be grounds for probation, suspension or dismissal.

CLINIC POLICIES AND PROCEDURES

- Hygiene standards: clean hair and body; neatly trimmed and styled hair (long hair must be pulled back); nails short, filed and clean (NO acrylics); freshen up between appointments.
- During Clinic and Event hours, students must wear school polo shirt and professional pants.
- No visible jewelry, except for one pair of earrings, which must be studs or small hoops.
- Please do not wear cologne, perfume, or strongly scented deodorant as some clients may have allergies to fragrances.
- Therapeutic, nurturing presence; pleasant, cordial, relaxed, focused and professional at all times.
- Students MUST be prepared for client arrival no later than 15 minutes before scheduled massage begins.
- A 48-hour notice must be given to cancel an appointment while in Student Clinic. Failure to do so will result in up to a \$50.00 fee, and this fee MUST be paid in full before the student will be allowed to continue with hours in Clinic.

- If a student “No Shows” (giving less than a 24-hour cancellation notice) a client while in Clinic, he/she will be assessed a \$50 fee, and this fee MUST be paid in full before the student will be allowed to continue with hours in Clinic. Three “No Shows” will result in dismissal from the entire program.