



*Come Live the Learning!*

**ASIS Massage Education**  
Catalogue of Studies  
JANUARY 2016



VERDE CAMPUS:  
701 S. Broadway  
Clarkdale, AZ 86324  
asis@asismassage.com  
928/639-3455  
866/334-3348

FLAGSTAFF CAMPUS:  
113 W. Phoenix Ave.  
Flagstaff, AZ 86001  
flagstaff@asismassage.com  
928/226-1400  
888/384-2747

PRESCOTT CAMPUS:  
217 N. Cortez St.  
Prescott, AZ 86301  
prescott@asismassage.com  
928/717-2747  
888/384-2747

TUCSON CAMPUS:  
639 N. 6th Ave.  
Tucson, Arizona 85705  
tucson@asismassage.com  
520/343-0338  
888/384-2747



Accredited by the Accrediting Council for Continuing Education & Training



Come, Come!  
Whoever you are!  
Wanderer,  
Worshipper,  
Lover of Learning,  
Come.  
This is not a caravan of despair.  
It doesn't matter  
if you've broken  
Your vow  
a thousand times,  
still  
Come,  
And yet again,  
Come!

RUMI

## CONTENTS

3	Philosophy
4	History & Locations
6	Contact Us
6	Educational Objectives
7	Program Dates
8	Admission Policies
9	Administration Policies
12	Veteran Services
13	Student Services
15	800 hour Massage Therapy Training Class Overview
16	Class Descriptions
23	Application
26	Ability to Benefit
28	Admissions & Enrollment Policy

ASIS  
the Massage School  
www.asismassage.com

To apply at any ASIS campus, please [click here](#).



## PHILOSOPHY

The intent of the staff at the ARIZONA SCHOOL OF INTEGRATIVE STUDIES is to provide the space and education necessary for their students to become massage therapists and body workers. Massage has been used throughout history as a treatment for pain and disease. It promotes circulation of blood, lymphatic flow, muscular relaxation, a greater base in standing and moving, and increased sensory awareness. Through the practice of massage, we can also become aware of lifestyle and psychological patterns which may be causing or perpetuating painful and limiting ways of being.

In this education, we offer a full-time, transpersonal training dedicated to the whole person. In a retreat-like environment, students are invited to take the time and space needed for deep learning to occur. We explore human anatomy and physiology, hydrotherapy, and a wide variety of massage modalities, all while heightening our sensitivity to the human soul. In a safe, supportive, yet evocative setting, we wish to prepare students to meet the challenges they will face as contributing members of the health care system.

Within this framework, we explore the various ways that learning can take place. We offer a variety of feedback opportunities for students to learn how they best learn. A blend of kinesthetic, audio, and visual tools are available to encourage insight of each individual's learning process. Our small classes allow for students to receive ample attention from our dedicated staff. Teachers in the program bring decades of experience in both bodywork and facilitation to their students, and every effort is made on the part of the faculty to provide students with a rich and diverse learning environment. It is our belief that when various dimensions of personal experience are allowed expression, personal and collective development are enhanced. So, we are all each others teachers and students.

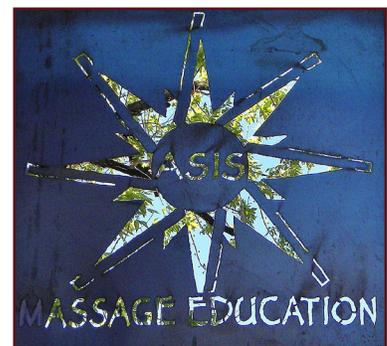
We are dedicated to the path of world peace, compassion to all living beings, and to honesty. We believe that it is essential that our work be nonviolent in nature, and that the goals of learning and therapy be those of the student rather than the teacher. In keeping with this belief, it is the school's philosophy that there is a direct correlation between how we view ourselves and how we view others. So as we increase the awareness and kindness with which we meet ourselves, physically and psychologically, we enhance the sensitivity and kindness with which we meet our families, our communities, and our clients.

We are happy that you are considering massage in your life. When offered in a caring, mutually respectful environment, we have found massage therapy to be a very nourishing practice that helps promote health, understanding, acceptance, and peace.

### ASIS MISSION STATEMENT

The aspiration that guides the Arizona School of Integrative Studies is to create a safe, supportive, and evocative learning environment, while celebrating the diversity, uniqueness, and beauty of each individual being's body, mind, and spirit.

[www.asismassage.com](http://www.asismassage.com)



To apply at any ASIS campus, please [click here](#).



## HISTORY

Founded in 1996, ASIS Massage Education (ASIS) was originally located in the Healing Arts Center in Old Town Cottonwood. The program and its intent were designed by Jamie & Joseph Rongo, and influenced by their experience as teachers at the Florida School of Massage. In 2007, ASIS expanded its mission, reach, and ownership. New owners included Sara Freeman, Greta Stromburg, John Morris, and Mayur Shah, and new programs were developed in Community Colleges across the country. In 2012, as ASIS opened its fourth campus in Tucson, a new partnership was born, and now includes original founders, Jamie and Joseph Rongo, as well as the owners of the Finger Lakes School of Massage, David Merwin and John Robinson. The merging of these two institutions has felt natural and inevitable.

## LOCATIONS



**Verde River - Sedona:** The main campus of ASIS is situated on five beautiful acres of high desert overlooking the meandering Verde River and the mysterious Sycamore Canyon. There is 3,800 ft<sup>2</sup> massage classroom, and a 1,300 ft<sup>2</sup> classroom for sciences and CEU workshops. Visitors are greeted as they enter our 650 ft<sup>2</sup> office and waiting room. There are expansive porches and a courtyard where students gather for lunch and breaks. This is all located in the Verde Valley, just minutes from the glorious Red Rocks of Sedona. This area is blessed with untamed nature, year-round water, expansive vineyards and abundant wildlife. Within an hour's drive one can experience elevations ranging from 1,200 feet to 12,000, and within walking distance one can visit relics of Arizona's ancient past or visions of its prosperous future. Neighboring towns include Sedona, Jerome, Flagstaff, Prescott, Payson, and **Tuzigoot**, an abandoned Anasazi village. Within an hour and a half lie metropolitan Phoenix to the south, the Mogollon Rim to the east, and the Grand Canyon to the north.



**Flagstaff:** Our Flagstaff facility is situated in the heart of downtown, in what is known as the South Side. Our 1000 ft<sup>2</sup> classroom is just blocks from Northern Arizona University (NAU), coffee houses, breweries, book stores, and specialty boutiques. This small campus creates a sense of community, with a 400 ft<sup>2</sup> student lounge and a 350 ft<sup>2</sup> office. Flagstaff is still surrounded by thousands of acres of pristine nature, year-round outdoor activities, and wildlife. This lovely small city is the doorway to many iconic travel destinations such as the Grand Canyon, Lake Powell, the Vermillion Cliffs, and **Snowbowl Ski Resort**.



## LOCATIONS



**Prescott:** Our Prescott Massage School campus is in downtown Prescott, where weekend festivities abound. Prescott is referred to as “Everybody’s Hometown” with its small town charm, historic County Courthouse, and tree-lined plaza. Prescott is a mile-high city with four mild seasons and a plethora of trails and outdoor opportunities. Classrooms include a 900 ft<sup>2</sup> classroom, and a 300 ft<sup>2</sup> science lecture room. At ASIS office is minimal with only 200 ft<sup>2</sup> dedicated for staff offices. Our large 500 ft<sup>2</sup> student lounge is prepared for Hydrotherpay classes. Prescott is home to three colleges: Yavapai College, Embry Riddle Aeronautical University and Prescott College. In Prescott hiking, climbing and kyaking abounds. If you’re around in May, make sure to check out the Whiskey Row Marathon, one of the toughest marathons in the United States, put on by the local [YMCA](#).

**Tucson:** Tucson is the home of our fourth Arizona Campus. Known as the “Old Pueblo” and Arizona’s oldest settlement, Tucson is a vibrant and energized western city. The campus is located in what was the Desert Institute of the Healing Arts. We have 3 designated classrooms on the second story at this campus, one, a 1200 ft<sup>2</sup> and the second, a 900 ft<sup>2</sup> dedicated for science classes. In addition, we have another 1000 ft<sup>2</sup> classroom for various workshop and CEU courses. As an added feature, this campus has a dedicated 1200 ft<sup>2</sup> student clinic, a retail facility and 900 ft<sup>2</sup> of office space. In this Sonoran Desert campus, just a half hour from the world famous [Arizona-Sonoran Desert Museum](#), and 50 miles from the Mexican border, students can experience mild winters, long springs, lush summers, and temperate autumns to explore the local mountain terrain. Nestled in the arts district, ASIS is just blocks from the University of Arizona campus and the 4th Avenue commercial area. Students can walk to cafés, boutiques, bookstores and galleries.



We are committed to the value and safety of individual needs within the learning process; our low student-teacher ratios of 20:1 in the massage modalities help us ensure awareness in education. ASIS supplies students with starter kits which includes oils and sheets, in-house workbooks, text books and access to an online student support system. All ASIS campuses have wifi available for students.

For further detail on the school’s safety record, and to view our Campus’ Crime and Safety Reports (Clery Reports) [click here](#).



The highest function of education is to bring about an integrated individual, who is capable of dealing with life as a whole.

J. KRISHNAMURTI



### CONTACT US:

For information about our Clarkdale/Sedona Campus, please contact us at:

928/639-3455, or [asis@asismassage.com](mailto:asis@asismassage.com)  
701 S. Broadway, Clarkdale, AZ 86324

For information about our Prescott Campus, please contact us at:

928/717-ASIS (2747), or [prescott@asismassage.com](mailto:prescott@asismassage.com)  
217 N. Cortez, Prescott, AZ 86303

For information about our Flagstaff Campus, please contact us at:

928/226-1400 or [flagstaff@asismassage.com](mailto:flagstaff@asismassage.com)  
113 W. Phoenix Ave., Flagstaff, AZ 86001

For information about our Tucson Campus, please contact us at:

520/343-0338 or [tucson@asismassage.com](mailto:tucson@asismassage.com)  
639 N. 6th Ave., Tucson, AZ 85705

To apply at any of these campuses, please [click here](#).

## EDUCATIONAL OBJECTIVES

There are many ways in which learning and growth take place. We focus on three areas: development of knowledge and skills, professional preparation, and personal and communal growth.

Our intention is:

- ✿ To provide students with safe and supervised learning experiences which promote the health and well-being of themselves and their clients.
- ✿ To provide a thorough working knowledge of both the structure and function of the human body and the theory and practice of therapeutic massage modalities.
- ✿ To prepare students to become qualified and technically skilled massage therapists.
- ✿ To offer students the space and the opportunity to become more fully present in their own body/heart/mind.
- ✿ To provide an intimate learning environment.
- ✿ To model a professional attitude with a commitment to ethical practices toward clients and fellow practitioners.

ASIS is accredited by the Accrediting Council for Continuing Education & Training, licensed by the Arizona State Board for Private Post-Secondary Education, approved by the National Certification Board for Massage and Bodywork, licensed by the Arizona State Board of Chiropractic, and is a member of the American Massage Therapy Association and the Associated Massage and Bodywork Professionals.

Arizona State Board of Massage Therapy licensing fees are included in tuition for those who plan to apply for Arizona licensure. ASIS graduates are not required to pass a licensing exam for Arizona licensure. However, ASIS graduates are prepared and eligible to sit for licensing exams if they plan to practice in other areas where such examinations are required.



Accredited by the Accrediting Council for Continuing Education & Training



ASIS is Northern Arizona's oldest Massage Program. We are:

- ⊗ Accredited by the Accrediting Council for Continuing Education & Training
- ⊗ Approved by the US Dept of Education to offer Federal Financial Aid to all qualifying students
- ⊗ Licensed by the Arizona State Board for Private Post-Secondary Education
- ⊗ A member of the AMERICAN MASSAGE THERAPY ASSOCIATION (AMTA) and the ASSOCIATED BODYWORK & MASSAGE PROFESSIONALS (ABMP)
- ⊗ Approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) and the Federation for State Massage Therapy Board (FSMTB)
- ⊗ An approved provider for Continuing Education Programs
- ⊗ Authorized under Federal Law to enroll Non immigrant Alien Students
- ⊗ Qualified for Veterans to receive G.I. Bill benefits
- ⊗ Approved by the Arizona Department of Vocational Rehabilitation
- ⊗ Approved by Northern Arizona Council of Government (NACOG)

### PROGRAM DATES:

Class start dates vary with each campus.

Throughout Arizona, ASIS Massage Education has several different start dates annually.

For more details, contact the campus you are most interested in, or:

[ASIS Locations and Program Dates](#)



## ADMISSION POLICIES FOR 800 HOUR MASSAGE THERAPY PROGRAM

### REQUIREMENTS & PROCEDURES

A prospective student applying for any program must:

1. Be 18 years of age (may be waived through a personal interview).
2. Submit a completed application.
3. Submit a \$50.00 application fee.
4. Submit high school, G.E.D. or college transcripts. Students who utilize an ATB are not eligible for federal Financial Aid.
5. Submit a written self-recommendation including relevant biographical data, basic philosophy of health care, and motivations for training in massage therapy.
6. Interview, by phone or in person, with an administrator.
7. Submit, upon acceptance to the program, a \$500.00 deposit to confirm enrollment. This deposit will be credited to the tuition balance. If a student withdraws their application before beginning classes, a refund of 100% of the charges will be refunded, minus a \$100 administration fee.
8. Submit a signed enrollment agreement prior to arrival at the school.

A student may be accepted for admission to the program at any time prior to the beginning of a new class, providing there is still available space. Upon review and acceptance of the prospective student's application, the student will receive written verification of acceptance, as well as an Enrollment Agreement, and a written list of what they will need to bring for class participation.

ASIS reserves the right to postpone or cancel the start date due to insufficient enrollment. If this occurs, the student may request a guaranteed reservation in the next scheduled class, or a cancellation of enrollment with a full refund of all monies paid.

### STATEMENT OF NON-DISCRIMINATION

The ARIZONA SCHOOL OF INTEGRATIVE STUDIES does not discriminate on the basis of sexual orientation, race, ethnicity, place of origin, gender, religion, age, or physical disability. If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. Within financial reason, ASIS will attempt to accommodate all student's special needs, however, those needs must be discussed and a plan of action must be agreed upon prior to enrolling.

### FINANCIAL INFORMATION FOR MASSAGE THERAPY PROGRAMS

**TUITION COSTS FOR 800 HOUR PROGRAM:** The cost of tuition is \$10,300.00, which includes an Arizona License. In addition, \$500 is required for texts and supplies. A \$500.00 deposit is due within two weeks of acceptance into the program. This deposit confirms your place in the program and is credited towards tuition. If a student withdraws their application before beginning classes, a refund of 100% of the charges will be refunded, minus a \$100 administration fee. Tuition must be paid in full one week prior to the first day of class unless a payment plan has been approved by the administration. If a student fails to pay in full by graduation, they will not receive a certificate of completion. Failure to fulfill an agreed upon payment plan, the student will be brought to collections.

**ADDITIONAL EXPENSES:** Tables for in-class use are supplied. Although not required, students should consider allocating an additional \$350 to \$600 for the purchase of a massage table. Lodging, meals, and personal expenses are not included in the cost of the tuition, nor are the cost of extra oils, sheets, towels, and pillows used in class. In addition, there are fees associated with out-of-state licensing boards and their application requirements.

**FINANCIAL OPTIONS:** Federal Financial Aid is available for those who qualify. To find out if you qualify for either Pell Grants, or Subsidized & Unsubsidized Federal Loans, complete the Free Application for Federal Student Aid (FAFSA). Students may also apply for personal bank loans, or an Education Line of Credit through Mountain America Credit Union. ASIS also offers The Massage Outlet \$500 scholarship, which requires a written essay on why massage school, as well as payment plans. Contact the school administration for more details. ASIS accepts all major credit cards for payment.



## ADMINISTRATIVE POLICIES

### SCHOOL HOURS

ASIS is open Monday through Friday from 9:00 AM to 4:30 PM. Class hours are from 9:00 AM to 3:20 PM. Additional hours are scheduled for the supervised student clinic. Students are required to practise their craft in our supervised clinic, two evenings a week, from 4 - 6:30 PM. For a limited number of students, a part-time option is available. Students must complete the Non-Massage hours of the program prior to entering the Massage hours of the program. This option takes one year to complete. Student Clinic is part of the Massage Hours. Ask for more details.

Optional seminars, additional courses of study, and weekend workshops are scheduled throughout the course of the program, but are not required.

Evening Classes are held Weekdays: Monday through Thursday (6:00 PM - 9:30 PM) in Flagstaff, Mondays through Thursday (6:30 PM - 10:00 PM) in Tucson, and Saturdays (9:00 AM - 6:00 PM) at both campuses with clinic sessions as part of the Saturday schedule.

When the schedule is made for each cohort, there are days reserved to make-up any classes missed due to school closure. If the Education Director deems it necessary to close school for any amount of time the classes will be made up during those days and an announcement will be made to the students and staff with the updated schedule. If a student can not attend the scheduled make up day, this will be counted as an absence.

### GRADING PROCEDURES

Student progress is evaluated by online, written examinations and practical observations. Students must satisfactorily achieve a cumulative grade of 70% or better. Practical applications of massage, didactic classes, online tests and assessments are utilized in the grading process.

### WARNING/PROBATION/FAILING

ASIS has a Student Probation Policy which is designed to help students succeed at massage school. Any student who has not satisfactorily addressed a grade of Incomplete within 2 weeks after the last day of the grading period will be given a grade of Failing for that course/modality, and a warning for the program as a whole. After a student receives 2 consecutive warnings, they will be placed on probation. If a student is unsuccessful in getting off probation after two successive grading periods they will be dismissed.

### ATTENDANCE POLICY & MAKE-UP PROCEDURE

Students are required have attended 90% of each modality/course and to make-up all class material missed due to absence prior to graduation. Make-up materials and assignments will be at the discretion of the individual instructors, and must be completed with in two weeks of the missed day. For personal tutorial time, students must schedule directly with their instructor, and a fee may apply. If a student fails to complete the required make-up work, it may result in a failing grade for that section, and the appropriate hours will be recorded on their transcripts.

### REQUIREMENTS FOR GRADUATION

1. 90% attendance. Make up for hours missed is not always available so students are encouraged to manage their attendance wisely. For a full understanding of the school's Attendance Policy, [click here](#).
2. A cumulative grade of at least 70% on written & practical examinations.  
For Grading Policy, see the [Student Handbook](#)
3. Completion of Universal Precautions courses offered at the school
4. Completion of CPR/First Aid courses offered at the school, or proof of current certification
5. Must maintain Satisfactory Academic Progress (SAP).
6. Completion of Student Clinic hours
7. Tuition paid in full



## INTEGRITY

Students are required to demonstrate academic and professional integrity. To ASIS, integrity prohibits plagiarism, lying or distorting the truth, unauthorized changes on official documents, and any behavior that violates the profession's scope of practice. If a student is found to be in violation of any of the above mentioned, the minimum penalty is failure on the assignment. A disciplinary record will be established and kept on file.

## LEAVE OF ABSENCE

A leave of absence or interruption of training may be granted only by prior arrangement with the staff of the school and approval from the school administration. All tests, assignments and clinical work missed during the term must be made up on a schedule approved by the staff of the school.

## WITHDRAWAL

Students withdrawing from the program should have an interview with an administrator and sign a statement documenting the official date of their withdrawal. All students will be automatically dropped after missing ten consecutive days.

## CONDITIONS FOR DISMISSAL

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

1. Failure to fulfill the requirements of academic, behavioral, and attendance standards.
2. Failure to keep tuition payments up to date.
3. Attending classes under the influence of alcohol or drugs.
4. Failure to demonstrate an attitude and behavior consistent with that of a professional, caring member of the health science community.
5. Behavior in any manner that may be harmful to the learning environment, fellow students, staff, or to the reputation of the school.
6. Failure to maintain Satisfactory Academic Progress (SAP).

## RE-ENTRANCE

Students who have been dismissed or have taken a leave of absence for any reasons may be reinstated only after an interview with an administrator. Reinstatement and any additional fees are at the discretion of the administration.

## DRUG FREE ENVIRONMENT

It is the policy of ASIS to maintain a drug-free environment. Our Drug-Free Policy is reviewed biennially.



...Tell me,

What is it you plan to do  
with your one wild and precious life?

MARY OLIVER



### APPLICABLE WITHDRAWAL POLICY:

An applicant who provides written notice of cancellation within 3 days (excluding Saturday, Sunday, Federal & State holidays) of signing the enrollment agreement is entitled to a refund of all monies paid, minus the application fee.

If an applicant accepted who cancels prior to the start of scheduled classes and more than three days after signing an enrollment agreement, or never attends class (no-show), the institution will refund all monies paid, less the application fee and the administrative fee of \$150, if such charges are clearly noted in the enrollment agreement as being non-refundable. All refunds due will be made within thirty (30) calendar days of the first scheduled

### REFUND POLICIES

- If for any reason, an applicant is not accepted by ASIS, or the school cancels the scheduled course, the application fee will be returned, as well as all additional fees paid.
- For an enrolled student, the refund due will be determined by comparing the AZ State Board for Private Post Secondary Education requirements against ACCET's, our Accrediting Board's requirements. The calculation proven more favorable to the student will be used. The calculation will use the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.
  - When Calculating ACCET's Tuition Refund: During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
  - After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed (not to exceed \$1000). When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
  - When Calculating the State Board Tuition Refund: Students who cancel or are dismissed after beginning instruction, but prior to 50% of the course completion, shall receive a pro-rated refund based upon the tuition fees assessed, and rounded up to the nearest 10%. The student is financially responsible for the number of clock hours offered to date, rounded up to the nearest 10%. This will be determined by dividing the total number of program hours into the total number of clock hours offered to date. This number will equal the percentage of the total tuition cost due for this course of study. Any monies already paid above this percentage will be refunded within 30 days. The refund breakdown is as follows.
    1. If 10% or less of the program has expired, a refund of 90% will be refunded.
    2. If more than 10% and less than or equal to 20% of the program has expired, a refund of 80% will be refunded.
    3. If more than 20% and less than or equal to 30% of the program has expired, a refund of 70% will be refunded.
    4. If more than 30% and less than or equal to 40% of the program has expired, a refund of 60% will be refunded.
    5. If more than 40% and less than or equal to 50% of the program has expired a refund of 50% will be refunded.
- No refunds will be made after 50% of the course is completed, and full tuition is due. Veterans receiving educational benefits, however, will be granted a Federal Pro-Rata refund.
- There are no refunds for administrative fees, equipment, books, and starter kits received by the student.
- The TMO scholarship is contingent on program completion. If a student withdraws or is dismissed prior to the end of the program, the scholarship is neither awarded nor credited to the student account.

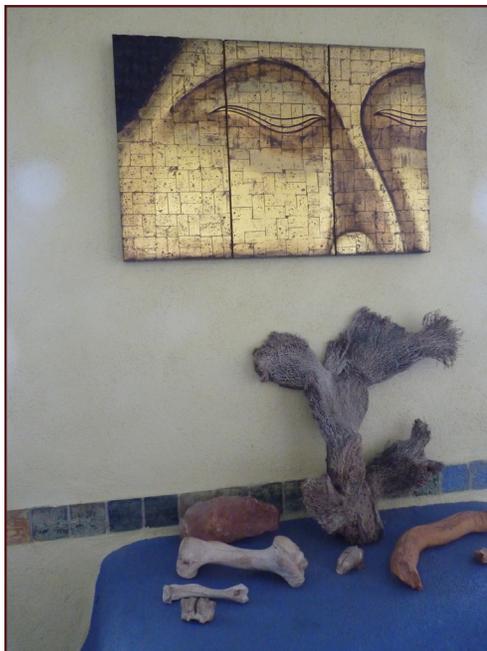


## ASIS IS APPROVED FOR THE TRAINING OF VETERANS AT ALL OF OUR CAMPUSES

FOR STUDENTS RECEIVING VA FUNDING, THE FOLLOWING POLICIES APPLY:

1. Veteran Students falling below a passing average will be placed on academic probation for a period of three weeks, after which time the student's progress will be re-evaluated by the school staff. If there is no progress, the student may be dismissed and all benefits withdrawn.
2. For applicants seeking to receive credit or advanced placement for previous applicable education and trainings, official transcripts must be provided to ASIS. Vets with previous education and training must have their transcripts evaluated, and credit will be granted as deemed appropriate by an academic advisor. At this time there will be a reduction in tuition to compensate for their previous training.
3. Students may at any time request access to their school records.
4. Veterans receiving educational benefits will follow the ASIS Refund Policy.

To apply at any ASIS campus, please [click here](#).



Do not wait for  
leaders:  
do it alone,  
person to person.

MOTHER THERESA



## STUDENT SERVICES

### FINANCIAL OPTIONS

Federal Financial Aid is available for those who qualify. To find out if you qualify, complete the Free Application for Federal Student Aid (FAFSA). Students may also apply for personal bank loans, or an Education Line of Credit through Mountain America Credit Union. Also, the school allows payment plans. Contact the school administration for more details.

### IMMIGRATION & NATURALIZATION SERVICES

ASIS is authorized under Federal law to enroll non-immigrant alien students on an M-1 visa for students applying at the Clarkdale Campus.

### VETERAN SERVICES

ASIS is approved for the Training of Veterans.

### BOOKS & SUPPLIES

Required workbooks, a small variety of oils, linens, and other products made during class are included in the tuition. In the spirit of open source, ASIS allows all students to use and reuse the materials given to them for their personal development. This is not an invitation to copy our materials for resale or profit. All ASIS campuses have wifi available for student study and research.

### MESSAGE TABLES & CHAIRS

ASIS provides all massage tables and chairs needed for in-class and student clinic practice, so that students do not need to purchase them during the program. However, new and used equipment may be purchased directly through the school. To receive your ASIS discount on massage supplies, visit [The Massage Outlet](#).

### ADVISING

Advisor time may be scheduled with members of the staff who are available to counsel, assist, and advise. At ASIS, student safety is as important as the education itself, and we recommend that all students review the school's [Crime and Safety Policy](#).

### CONFIDENTIALITY OF STUDENT RECORDS

Student records are confidential and are accessible only to the individual student, administrative and teaching staff. Students may review their academic and financial records during school office hours. The school does not release records or any other information about a student without written consent from the student. ASIS follows the US Dept. of Education, Family Education Rights & Privacy Act (FERPA). There is a \$10 fee for any request of official transcripts.

### LICENSING

The Arizona School of Integrative Studies is licensed by the Arizona State Board for Private Post Secondary Education, and is a member of the AMTA Council of Schools.

Massage licensing is handled differently in each state. In the state of Arizona, licensing is managed by the AZ State Massage Therapy Board. These fees are included in your tuition. For your state license information, [click here](#).

You can visit their website at [www.massageboard.az.gov](http://www.massageboard.az.gov). Students are encouraged to seek out the requirements of their points of destination. ASIS has links of contact numbers and requirements for all states and US territories on its website.

Contact the school administration office if any special arrangements need to be made. We can fulfill most requirements, and students' official transcripts reflect the particular work they completed.



### TRANSFER CREDITS

ASIS honors previous education experience. Any student wishing to transfer credits into the school can petition the ASIS administration by filling out an application, submitting official transcripts, and paying a \$150 administration fee. ASIS will inquire about previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. Acceptance of credits is at the discretion of the ASIS administration, and is determined by our accrediting board. All transfer credits will be shown on transcripts as a passing grade. ASIS does not allow credit transfer for more than 50% of the program & the supervised student clinic experience. ASIS Alumni who wish to retake curriculum for personal benefit, and receive a certificate of completion and official transcripts; upon acceptance, will receive a 50% discount of the transfer credit tuition rate. Completion would require a blend of sciences, modalities and clinic, tailored to student's and ASIS' requirements to complete 50% of program hours. For transferring credit out of ASIS, it is at the discretion of that institution.

### COMMUNITY CIRCLE

Students at the ASIS are encouraged to participate in the growth and development of the group. There are regular circles offered as a forum for ideas and dialogue. These meetings foster interpersonal and communal development. Although one or more members of the staff are present to help facilitate these circles, every effort is made to create an egalitarian atmosphere.

For a more confidential interaction, administrative staff members are available for one on one meetings. All ideas or grievances will be considered with open ears, open minds, and open hearts.

### STUDENT GRIEVANCE PROCEDURE

The staff and faculty at ASIS meet students and their ideas and grievances openly and caringly. We do not discriminate on any basis. Feedback sheets are offered for all classes. If there is an immediate problem in the classroom we first encourage the student to meet with the instructor and dialogue about it. If this avenue does not bring about a satisfactory resolution, we encourage the student to advise the administrative staff within one week. We recommend that the student meets with members of the staff on at least three separate occasions to attempt reconciliation, within a two week period. Each attempt will be documented in the student's file. Within the 3 weeks, ASIS will respond to the original complaint in writing. If the complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board and /or ACCET for further details:

AZ State Board  
1400 W. Washington St., room 260,  
Phoenix, AZ,  
(602) 542-5709 [www.ppse.az.gov](http://www.ppse.az.gov)

ACCET  
Chair, Complaint Review Committee  
1722 N Street, NW  
Washington, DC 20036 (202) 955-1113

### STUDENT RESOURCE CENTER & FACILITIES

ASIS has endeavored to support the students' learning potentials by providing a beautiful & practical learning environment. All ASIS campuses have free wifi for students, and several campuses have computers for students' use as well as a library which currently consists of hundreds of books and periodicals for students to read and study at school, or to check out for at home use.

Say YES  
When nobody asks!

LAO PROVERB



## STUDENT & CAREER SERVICES

### JOB OPPORTUNITIES

ASIS keeps a file of available positions that are sent to the school and on it's website. This file is updated by the staff and available to the students. The school does not guarantee job placement as a result of completion of the program. Self-employment and part-time work are common vocational objectives for massage therapists.

### GRADUATE PLACEMENT

ASIS offers assistance with job placement for all graduates. As a result of their training at ASIS, successful graduates gain the skills to work in a wide variety of locations; private practice, spas, chiropractic and sports clinics, and other health care environments. The ASIS facebook page posts ongoing job listings when available. While ASIS Massage Education makes every effort to assist graduates in reaching their vocational objectives, job placement is not and cannot be guaranteed. ASIS's Student and Career Services is available for student support regarding academic issues that may arise during the program, from specific learning challenges, to questions about school policies, to resources for writing cover letters and resumes.

While the Arizona School of Integrative Studies does not offer counseling, we do provide referrals to local professionals upon request, and actively encourage all entering students to establish and maintain personal support systems. Student and Career Services and the school's communications instructors can provide information on a variety of local resources. For more information on student retention and graduation rates, and the school's gainful employment statistics [click here](#).

### CATALOG CONTENTS, INCLUDING PROGRAM DATES & TUITION

The contents of this official catalog and all inserts, including program dates and tuition for future programs, are subject to change without notice. ASIS Massage retains the right to change requirements, policies, and fees at any time. Provisions contained herein supersede all those previously published and do not constitute an irrevocable contract between any student and the school. Changes made after the publication of this catalog will be on file in the Main Office and will appear in subsequent documents.



In the end,  
it is the reality of personal  
relationship that saves everything.

THOMAS MERTON



## CLASS OVERVIEW FOR 800 HOUR MASSAGE THERAPY TRAINING

This 24 week, full time, or 45 week part time training program is offered twice per year in Northern Arizona, and 4 times/year in Tucson. All ASIS trainings are offered as full-time, intensive trainings.

This education fulfills Arizona's minimal requirements for licensure and is considered entry level. CPR & 1st Aid certifications are included. For Grading and Scheduling purposes, all semesters are scheduled on a quarterly basis. A typical sequencing for the Massage Therapy Certification is as follows:

	<u>Hours</u>
<b>FUNDAMENTALS OF MASSAGE THERAPY</b>	<b><u>189.0</u></b>
Swedish Massage and Special Populations	98.0
Anatomy & Physiology, Kinesiology & Palpation	47.5
Communications, Ethics & Business	25.5
Therapeutic Processes, Chiropractic, Universal Precautions, Health & Hygiene	18.0
Supervised Clinic Practicum	0
<b>THERAPEUTIC MASSAGE 1</b>	<b><u>214.0</u></b>
Neuromuscular Therapy, Connective Tissue Massage, Cranial Sacral &/or Reflexology, Hydrotherapy	99.0
Anatomy & Physiology, Kinesiology & Palpation	60.0
Communications, Ethics & Business	7.5
Therapeutic Processes, Chiropractic, Universal Precautions, Health & Hygiene	12.5
Supervised Clinic Practicum	35.0
<b>ASIAN &amp; ENERGY THERAPIES</b>	<b><u>167.0</u></b>
Shiatsu, TCM &/or Ayurveda, Thai Massage and Polarity Therapy,	109.5
Anatomy & Physiology, Kinesiology & Palpation	10.0
Communications, Ethics & Business	5.0
Therapeutic Processes, Chiropractic, Universal Precautions, Health & Hygiene	12.5
Supervised Clinic Practicum	30.0
<b>THERAPEUTIC MASSAGE 2</b>	<b><u>230.0</u></b>
Injury Rehabilitation, Sports Massage, Connective Tissue Therapy, AIM	98.0
Anatomy & Physiology, Kinesiology & Palpation	52.0
Communications, Ethics & Business	25.0
Therapeutic Processes, Chiropractic, Universal Precautions, Health & Hygiene	20.0
Supervised Clinic Practicum	35.0
<b>TOTAL COURSE HOURS</b>	<b><u>800</u></b>



As we become freer and happier,  
we cease to act in ways that  
make others suffer,  
and we are able to bring  
about change around us  
and to help others  
become free.

THICH NHAT HANH

To apply at any ASIS campus,  
please [click here](#).



## CLASS DESCRIPTIONS FOR MASSAGE THERAPY TRAININGS

### CONJUNCTIVE STUDIES

The purpose of the conjunctive studies that are taught within the massage training programs at ASIS Massage Education is to provide students with a variety of massage related skills and knowledge at the theoretical and experiential levels. Effectiveness in the field of massage therapy is grounded in solid technical skills, tactile sensitivity, compassionate presence and theoretical understanding. A substantial portion of the conjunctive studies format is devoted to the study of Anatomy / Physiology and Kinesiology / Palpation of the human body, Hydrotherapy, Therapeutic Process and Communication Skills. The conjunctive studies curriculum is completed with Business Practices, Professional Standards, Scope of Practice, Ethics, and Law, and a CPR & 1st Aid certification.

The classes are a mixture of intellectual and body-centered learning. At this level of training the student is exposed to teaching methods based on the belief that learning is a multi-dimensional process. In addition to traditional lecture and discussion, the student is invited to participate in an ongoing dialogue between him/herself and others. This process can uncover and release patterns of emotion, thought, and belief which may inhibit enjoyable learning. These patterns, while often stemming from educational environments of the past, are a rich and fertile ground of discovery when they arise in the present. What may initially be viewed as a stumbling block can, in an atmosphere of sensitivity and respect, become a great gift. Every effort is made on the part of the faculty to provide students with a safe, rich, and diverse learning environment that can be individually paced and tailored to the needs of specific learning styles. When various dimensions of personal experience are allowed expression, personal and collective development are enhanced. The conjunctive studies course content has been carefully selected and undergoes review on a regular basis. The faculty at ASIS have found the content and context of these classes to be invaluable parts of a wholistic approach to massage therapy and education.

### PERSONAL JOURNAL

ASIS believes that the deepest and most meaningful work must begin within the individual. Through journaling, students have the opportunity to reflect on and take responsibility for their belief systems, their learning processes, and their emotional and physical experiences within the classroom and within the therapeutic relationship of giving and receiving bodywork. Journaling is the homework segment of the Communications & Ethics, and the Therapeutic Process courses. Students must submit a summary of their journaling experience as part of their Communications grade.



Treatment originates from outside  
whereas healing comes from within...

DR. ANDREW WEIL



## MASSAGE MODALITIES

The intent of the massage modalities interspersed throughout the massage training programs at the ASIS is to educate and assist the student in finding their own voice in the massage profession. The modalities are carefully chosen to blend eastern and western philosophies, as well as deep and light touch, thereby giving the student the opportunity to learn to affect their clients on all levels: physically, energetically, and emotionally. It is our underlying belief that each student has a great intelligence that will guide them throughout their profession, helping them to discern the most beneficial work to support the health of their client. The primary role of the therapist is to be one who listens to both the words and tissues of the client, and then uses whichever “tools” would be in that client’s best interest. It is in this way that the therapist can act as a teacher of greater health and wellbeing, which then facilitates the healer that lives within each recipient.

By integrating a variety of modalities, ASIS believes that the student is then free from dogma, and is more able to access their own inner voice in the therapeutic process. The more tools that a therapist brings to their table, the more capable they are to truly support their client. Throughout the program, students are encouraged to explore their own truth and preferences within the form of each modality, opening to a kinesthetic and cognitive understanding of all that is taught. What may at first appear as a less personally interesting style of work will later become an integral part of the individual’s repertoire for creative expression and healing.

It is the desire of the staff to graduate competent, creative therapists who have developed their own abilities to visualize, assess, and understand anatomy, coupled with a sensitivity to palpate the whole person, all while listening deeply.

All classes are a blend of didactic lecture learning and discussion, coupled with hands -on practical application. At all times, the importance of confidentiality is emphasized.

That is what learning is.  
You suddenly understand something you’ve understood all your life,  
but in a new way.  
DORIS LESSING

## CLASS DESCRIPTIONS FOR MASSAGE THERAPY TRAININGS

### SWEDISH MASSAGE

The first five weeks of the program are spent learning the basic strokes of Swedish Massage. This modality focuses primarily on affecting the circulatory systems of the body by using a variety of strokes which help bring about balance and relaxation for the client. In these beginning weeks, much attention is given to the development of healthful body mechanics, respectful use of draping, universal precautions, and fundamental therapist/client communication. At the end of this part of the massage modalities, a student can expect to have acquired the skills and sensitivities necessary for subsequent segments.



### CONNECTIVE TISSUE MASSAGE (CTM)

This modality addresses the superficial and middle layers of connective tissue (fascia) in the body and effectively promotes relaxation, vitality, and increased awareness of postural bio-mechanics. Connective Tissue Massage is designed to introduce the student to a fundamental level of sensitivity and effectiveness with regards to working with the fascia of the body. However, towards the end of the program, this therapy specifically enhances awareness of how posture and the movement patterns of the body are dynamic and are influenced by environment, nutrition, emotion and experience. Body reading, postural analysis, and functional assessments are addressed. Clients who receive CTM can often experience a greater sense of balance and alignment. This class is an introduction to Structural Integration.

### CRANIOSACRAL

Craniosacral therapy is a holistic healing practice that uses very light touch to balance the craniosacral system in the body, which includes the bones, nerves, fluids, and connective tissues of the cranium and spinal area.

### NEUROMUSCULAR THERAPY (NMT)

This therapy focuses on releasing acute or chronically contracted muscles and tendons by applying specific and direct point pressure to the myofascia of the body. The technique is similar to Oriental acupressure (Shiatsu) with regards to methodology, yet different in terms of physiological influence. NMT is a simple and effective way to reduce pain, tension, and stress that can result from injuries, poor posture and unbalanced nutrition. The method can also gradually re-educate the neuromuscular system so that habitual patterns of restricted physical movement are reduced, and awareness of the causal level of tension is increased.

### SHIATSU & ASIAN STUDIES

Shiatsu is a Japanese form of bodywork designed to promote health by influencing and improving the state of energy in the body. This modality addresses the client's energy (chi) through finger pressure on acupressure points along the meridians in the body. Various perspectives of Asian influenced movements and stretching are addressed. Students become familiar with basic Oriental theory, the 12 meridians, the five elements, and many of the acupoints for muscular release and energy movement.



### POLARITY THERAPY

The forms of bodywork taught in this segment of the program deal with the concept and experience of life energy. Polarity Therapy is based on principles drawn from Chiropractic and Osteopathic medicine, as well as the healing arts of China and India. The resulting unique synthesis addresses life energy as it manifests at the physical, emotional and mental levels. The physical pressure of the hands-on techniques can range from very light to moderately firm, blended with rocking, vibration and stillness. The overall intent is to draw the client's awareness to the patterns of life energy that form the body/mind continuum.



## INJURY REHABILITATION & SPORT MASSAGE

Sports Massage is an integrative modality designed to help athletes throughout a variety of training phases. Within this modality the student is educated on several sports massage techniques: pre-event massage, post-event massage, flexibility programs, and maintenance massage, however the emphasis of this training is looking at repetitive motion injuries, injury assessment, and development of a rehabilitative protocol. Throughout the school session students have the opportunity to practice on competing athletes at local events.

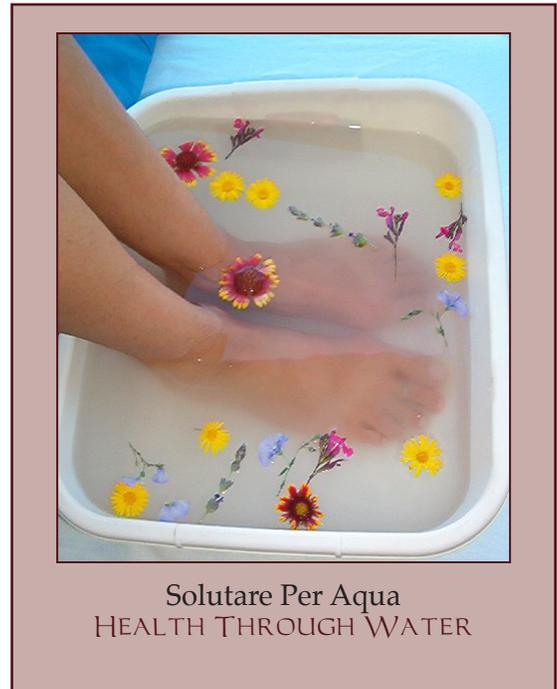
## INTEGRATIVE MASSAGE

The intent of this body of work is to allow the student opportunities to increase creativity, spontaneity and refinement of existing skills, while exploring the interface between the body and the mind. These classes are used as an opportunity to practice the blending of the learned techniques, as well as a time to introduce the students to a variety of other massage modalities, ranging from Infant Massage to massaging the elderly. Ultimately, a holistic approach of this nature is aimed at supporting individuals in experientially knowing themselves and their work more fully. This process of discovery in self-knowledge will often lead to greater self-responsibility, happiness and peace

## HYDROTHERAPY

Hydrotherapy is defined as using water for therapeutic purposes. Yet with the continued and growing popularity of spas and resorts, it becomes much more than this to the thousands of recipients of Hydro treatments. Hydrotherapy is an ancient modality dating back to 4500 BC, and remnants of its existence can be found in most cultures throughout the world.

At ASIS, therapeutic applications of heat and cold, ice packs, bodywraps, Kneip therapies, whirlpools, flower essences, essential oils, and other therapeutic tools and procedures are discussed or practiced in the school setting. Students learn how to incorporate these tools in their massage practice, for hydrotherapy was the first medicine, to influence modern techniques used by naturopaths, physical therapists, massage therapists, orthopedic physicians and spas.



## CHIROPRACTIC ASSISTANT TRAINING

Interspersed throughout the program, students will receive training for becoming a Certified Chiropractic Assistant (CCA). These classes prepare therapists to work in a cooperative relationship within a chiropractor's office. A CCA is required by the State of Arizona for an individual to assist in chiropractic modalities. Graduates from ASIS receive a CCA, with an emphasis in Physiotherapy and Acupuncture, record keeping, charting and client confidentiality upon completion of the 800 hour Massage Training.

The ASIS Massage & Chiropractic Assistant Curriculum meets the requirements for Arizona's and most other states' licensure.



## ADDITIONAL HOURS

### SUPERVISED STUDENT CLINIC

Students are required to complete sixty supervised student clinic sessions. This time is intended to help prepare the student to meet their clients in a professional setting, giving the student invaluable experience in business & marketing, charting and note taking, and the chance to massage a wide variety of clients.

Student Clinic is truly the laboratory of Massage School. In this supervised setting, students are encouraged to utilize their communication skills, and their assessment & SOAP note skills, while practicing the massage modalities they are learning in class. In addition to the sixty sessions, students are scheduled to be Clinic Coordinator Assistant three times, as an opportunity to experience the business aspects of being a Massage Therapist. Student Clinic is scheduled between 4 - 6:30 PM, Monday through Thursday, and Saturdays for Evening Program students.

In a mock setting, students are treated as contracted labor in the student clinic.

To book an appointment in an ASIS Student Clinic, please contact the desired location:

Verde Valley/ Sedona:	928.639.3455
Flagstaff:	928.226.1400
Prescott:	928.717.2747
Tucson:	520.343.0338

### ADDITIONAL COURSES OF STUDY

ASIS Massage is committed to the needs of massage therapists in Arizona and throughout the country. As added classes, ASIS offers a series of continually changing weekend CEU & Workshops for Massage Therapists, Ranging from Shiatsu to Structural Integration, Massage Teacher Training to Cranio-Sacral, Injury Rehabilitation to Essential Oils.

All ASIS Massage CEU courses are approved by the AZ Board of Massage Therapy and NCBTMB. For a list all schedule CEU course [click here](#).

To apply at any ASIS campus, please [click here](#).



It is our desire to graduate competent, creative therapists who have developed their own abilities to visualize and understand anatomy, coupled with a sensitivity to palpate the whole person, all while listening deeply.

ASIS STAFF





Do not think that love,  
in order to be genuine,  
has to be extraordinary.  
What we need is to love  
without getting tired.

MOTHER TERESA

## FACULTY & ADMINISTRATION

By integrating a variety of modalities, ASIS believes that the student is then free from dogma, and is more able to access their own inner voice in the therapeutic process. The more tools therapists bring to their tables, the more capable they are of truly supporting their clients. Throughout the program, students are encouraged to explore their own truths and preferences as they experience a variety of educated instructors who specialize in a variety of modalities. What may at first appear as many perspectives, from several determined instructors, will later become an integral part of the individual's repertoire for creative expression and healing.

It is the desire of the staff to graduate competent, creative therapists who have developed their own abilities to visualize and understand anatomy, coupled with a sensitivity to palpate the whole person, all while listening deeply. ASIS instructors engage with their students because they believe in the importance of this work. We offer a diverse group of qualified practitioners, who believe in high standards, kindness, and generosity. With excitement for their respective fields and commitment to a collaborative educational process, our teachers choose to teach because they believe in the possibilities for their students, and massage therapy as a profession.

ASIS Massage Education is registered with the Arizona Corporation Commission as the Arizona School of Integrative Studies, LLC, is Licensed by the AZ State Board for Private Post Secondary Education, and is approved by the Arizona State Board of Chiropractic to offer a certificate in Chiropractic Assistant. In August 2013, ASIS received Accreditation by the Accrediting Council for Continuing Education & Training (ACCET), and then in March 2014, the U.S. Department of Education approved ASIS to offer Federal Financial Aid to those who qualify.

ASIS is owned and operated by Joseph & Jamie Rongo, David Merwin, & John Robinson.

For all inquiries about the school's legal status, please contact the main office at 701 South Broadway, Clarkdale, AZ 86324.

For more detailed biographies of ASIS's competent and committed staff, visit our [Faculty Listings](#).

For the history and administrative staff at ASIS, visit our [School Administration](#).



# COME LIVE THE LEARNING...!

# ASIS MASSAGE EDUCATION

This application is to be completed in detail, signed by the applicant (and her or his parent/ guardian in the event the applicant is a minor) and returned with a \$50.00 application fee to the Arizona School of Integrative Studies.

Date \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Permanent Mailing Address: City, State, Zip \_\_\_\_\_ Area Code & Telephone # \_\_\_\_\_

Social Security # \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ Birth Date \_\_\_\_\_

Gender: M  F  Neither  Age Group: 18-25  26-35  36-45  46+  US Citizen yes  no   
 Ethnicity: Caucasian (European Decent)  Hispanic/Latino Decent  African Decent   
 Asian Decent  Native American   
 Program Desired: Full Time  Part Time  Start Date: \_\_\_\_\_

**ASIS is eligible to offer Federal Financial Aid for those who Qualify. For more information please [click here](#).**  
 Are you currently, or have you since the previous July, received Federal Financial Aid? Yes  No   
 If currently receiving Federal Financial Aid, when do you graduate? \_\_\_\_\_

Campus Attending (please check one):

<b>Verde River/Sedona</b> 701 South Broadway Clarkdale, AZ 86324 928.639.3455 <a href="mailto:asis@asismassage.com">asis@asismassage.com</a> <input type="checkbox"/>	<b>Flagstaff</b> 113 W. Phoenix Ave. Flagstaff, AZ 86001 928.226.1400 <a href="mailto:flagstaff@asismassage.com">flagstaff@asismassage.com</a> <input type="checkbox"/>	<b>Tucson</b> 639 N. 6th Ave. Tucson, AZ 85705 520.343.0338 <a href="mailto:tucson@asismassage.com">tucson@asismassage.com</a> <input type="checkbox"/>	<b>Prescott</b> 217 N. Cortez St. Prescott, AZ 86301 928.717.2747 <a href="mailto:prescott@asismassage.com">prescott@asismassage.com</a> <input type="checkbox"/>
--	--	--	--

In Case of Emergency, Please Contact: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Relation to Student \_\_\_\_\_

Street Address: City, State, Zip \_\_\_\_\_ Area code & Telephone # \_\_\_\_\_

How did you hear about this school? \_\_\_\_\_

References - Please list the names, addresses, and telephone numbers of two people unrelated to you:

Name _____	Name _____
Address _____	Address _____
Telephone _____	Telephone _____
<a href="mailto:asis@asismassage.com">asis@asismassage.com</a> 928.639.3455	866.334.3348 <a href="http://www.asismassage.com">www.asismassage.com</a>

Education:

Name of High School \_\_\_\_\_ Date Graduated or GED \_\_\_\_\_

Address: City, State, Zip \_\_\_\_\_

Name Recorded on Transcripts ( If Different From Application) \_\_\_\_\_

Highest level of education Completed: High School/GED  Bachelors  Graduate Degree

Name of College or University \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Degree or Certification \_\_\_\_\_

Please list previous Experiences or Trainings in Massage Therapy: ( List names of schools and /or trainings and dates attended ) \_\_\_\_\_

Have you ever been convicted of a Felony? Yes  No   
( If yes, please give details and include information about current litigation, if any. Use a separate sheet of paper if necessary. ) \_\_\_\_\_

Are there any things you would like us to know about your mental or physical health (ie. communicable diseases, surgeries, medications, allergies, physical limitations.) This could be pertinent for receiving massage in the class environment. Use the space provided at the end of this application if necessary. \_\_\_\_\_

Please Include the Following when Mailing in This Application:

- \*A Brief Biographical Sketch Explaining Your Motivation for Training in Massage Therapy and Your Philosophy of Health Care
- \*Your Academic Transcripts
- \*A \$50.00 Application Fee Made Payable to the Arizona School of Integrative Studies.



I have read this catalogue and completed this application to the best of my knowledge and I state that the information I have given is true and correct. I am also aware of the school's policies as stated in the catalogue.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please do not write below this line

Received By: \_\_\_\_\_ Date \_\_\_\_\_  
Accepted By: \_\_\_\_\_ Date \_\_\_\_\_  
Comments: \_\_\_\_\_

Transferred Credit In:  Federal Pell Grant:  Subsidized Stafford Loan and No Grant:  No Federal Aid at all:

Feel free to utilize this page for additional explanations or comments related to previous application questions:



ASIS MASSAGE EDUCATION
701 SOUTH BROADWAY
CLARKDALE, ARIZONA 86324

WWW.ASISMASSAGE.COM ASIS@ASISMASSAGE.COM 928-639-3455 866-334-3348

Ability to Benefit (ATB) Form

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Massage Program Enrolling in: \_\_\_\_\_ Start Date: \_\_\_\_\_

By utilizing an ATB form to attend massage school, I acknowledge that although this makes me eligible to apply for state licensure, it does not make me eligible for receiving any Federal Financial Aid.

According to AZ Massage Therapy Law: 32-4222. Qualifications for licensure:

http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/32/04222.htm&Title=32&DocType=ARS

An applicant for a license as a massage therapist shall:

- 1. Be at least eighteen years of age.
2. Be a citizen or legal resident of the United States.
3. Satisfy the requirements of section 32-4224.
4. Be of good moral character.
5. Receive either a high school diploma or general equivalency diploma or a similar document or certificate or submit proof that the applicant has passed an ability to benefit examination.
6. Pay the fees established pursuant to section 32-4227.
7. Not have, within five years preceding the date of the application, been convicted of:
(a) A class 1, 2 or 3 felony.
(b) A class 4, 5 or 6 felony offense involving moral turpitude that has a reasonable relationship to the practice of massage therapy.
(c) A misdemeanor involving prostitution or solicitation or other similar offense involving moral turpitude that has a reasonable relationship to the practice of massage therapy.

Please complete the following and return this form to our office.

Please Check One Box Only:

[ ] I completed High School outside of the U.S. please complete the following:

Name of country: \_\_\_\_\_ Can you get transcripts? \_\_\_\_\_

Did you attend college in that country? Yes / No

[ ] I self-certify that I completed secondary school through home schooling as defined by state law of: \_\_\_\_\_

[ ] I satisfactorily completed six (6) credit hours of College. College Name: \_\_\_\_\_

[ ] I have not received my high school Diploma, GED Certificate, completed home schooling or completed 6 credit hours. If you checked this box, see below:

Initial \_\_\_\_\_





ASIS MASSAGE EDUCATION  
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**ATB Testing:** If you did not receive a high school diploma, GED certificate complete home schooling or at least six credits towards a college degree/certificate, you must:

Pass ASIS Massage Education's ATB Entrance Exam with a minimum of 8 out of 12 questions answered correctly.

or

Have completed a COMPASS or COMPASS/ESL test. Please attach official scores.

**Complete and sign this form and return it ASIS Massage Education.**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





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## Admissions and Enrollment Policy

**Revision Date:**  
March 30, 2015

**Purpose:**

The purpose of this document is to provide procedures for the admissions department to follow as students move through the admissions process.

**Responsibility:**

Director of Admissions, Campus Manager, Administrative Staff

**Procedure:**

Admissions representatives are responsible for maintaining compliance with the requirements outlined in ACCET Document 30 during the admissions process. All scripts, materials, and conversations must be executed in compliance with the guidelines of Document 30 to safeguard against mis-representation.

During the initial inquiry phase prospective students are followed up with in accordance with the procedures given by the Admissions Director or Campus Manager. Prior to the application, a prospective student may experience any of the following: exploratory phone discussion regarding their interest, be sent an information packet, tour the school, attend an Intro Workshop, attend an Open House, observe a class.

Once interest is established, candidates may submit an application for admission. The application can be found on our website: [www.asismassage.com](http://www.asismassage.com), or in person at the appropriate campus. Applications can be submitted directly online or can be delivered to the appropriate campus. The applicant needs to include:

The completed application form, biographical sketch, a \$50 application fee, a copy of high school diploma or transcripts (or GED), and they must tour or interview at the school.

Once the application is submitted, the application is recorded in our database. The Admissions Representative handling the application will contact the applicant the day the application is processed to follow up on any missing items. A letter or email is also sent, listing all materials needed to complete the application.

In cases where it is impossible to obtain high school transcripts, such as an international high school that is no longer in existence, or the destruction of records due to war, natural disaster or other devastation, we will accept a college transcript or offer the Ability to Benefit (ATB) Exam. Please note that a student admitted based on an ATB exam will not qualify for Federal Financial Aid.





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Once an application is complete, it is reviewed by the Admissions Director, Campus Manager, or Administrative Staff. Requirements for acceptance:

- Prospective student is 18 years of age.
- A completed application.
- A \$50.00 application fee.
- Valid high school diploma, GED, or equivalent.
- A written self-recommendation biographical sketch.
- A completed interview with an administrator.
- Demonstrated ability to maintain appropriate professional boundaries.
- Demonstrated ability to balance attention between self and others.

If a prospective student has an issue that needs to be addressed further, such as an IEP, medical issue, etc. a meeting with the Admissions Director or Campus Manager may be necessary to determine the student's ability to succeed in the program.

If a prospective student is accepted, he/she is notified within seven days of receiving the completed application. An Enrollment Agreement will be sent with the Acceptance Letter.

If a prospective student is denied acceptance he/she is notified within seven days of receiving a completed application. The \$50 application fee will also be returned in this case.

Upon acceptance, an applicant is provided an acceptance packet which includes:

- Enrollment Agreement to be signed by the applicant and Administrative staff
- Payment Options Form
- Open House invitation
- Financial options information
- School Catalog (if not already sent)
- Student Handbook
- International Student Checklist (if applicable)

The student has 30 days to return the documents along with a \$500 deposit to secure their seat in the program. If the 30th day is on a weekend, the due date will be on the following Monday. If the student has been accepted less than a month from the program start date, the enrollment paperwork and deposit is then due by the start date of the program.

ASIS clearly informs prospective students that self-employment is a common vocational outcome in Massage Therapy at the time of enrollment. This information is acknowledged in written documentation in two ways:

1. The prospective student must initial this acknowledgement in the ASIS enrollment agreement upon acceptance into the program.
2. The prospective student must sign the Self-Employment Attestation form #1 during Orientation. This information is reiterated in the ASIS catalog.

ASIS informs prospective students of the schools policies and procedures at the time of acceptance. Students have 30 days to review these policies prior to enrolling at our institution. At the time of enrollment, students acknowledge in writing that they have received and read the school catalog, and student handbook.

