

## Certificate of Approval

SOHMAR is approved by the Division of  
Private Business and  
Vocational Schools of the  
Illinois Board of Higher Education  
1 N. Old State Capitol Plaza  
Suite 300  
Springfield, IL 62701  
[www.ibhe.org](http://www.ibhe.org)

*515 Ogden Ave. • Suite 300  
Downers Grove, IL 60515  
630.968.7827  
[www.sohmar.com](http://www.sohmar.com)*



# SOHMAR

*School of Holistic  
Massage & Reflexology*



*630.968.7827*

*515 Ogden Ave. • Suite 300  
Downers Grove, IL 60515  
630.968.7827*

*[www.sohmar.com](http://www.sohmar.com)*



## Philosophy & Objectives

The School of Holistic Massage and Reflexology (SOHMAR) is dedicated to teaching holistic massage and reflexology by utilizing natural techniques that allow the body to heal itself. The school offers affordable training in the growing field of massage therapy, reflexology and the alternative health care field.

The School combines a variety of techniques which embrace physical, mental and spiritual healing. Our goal is to incorporate these techniques while offering students friendly and fun classrooms.

The hands-on training given by our experienced instructors help to build confidence and preparing the student for their chosen career path.

The classes are broken down into theoretical and practical segments. It is our goal to present each class in a friendly, nonthreatening environment while dedicating personal attention to each student.

Unlike other programs, there are no separate classes to take or pre-requisites to complete beforehand. Our classes are integrated which means business, ethics and anatomy are discussed throughout the program. You're hands-on instruction begins in class on day one!

## Clock hours

SOHMAR'S courses are based on "clock hours", meaning all your in school training, as well as you homework, clinics and hands-on-practice all apply toward your hours. Student/Client clinics are held in an effort to provide "real world" experience as well as hands-on practice at outside events. Students participate in client clinics and a variety of other outside events throughout their education.

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1 N. Old State Capitol Plaza  
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www.ibhe.org

## Facility Location & Description



The School of Holistic Massage and Reflexology (SOHMAR) is located at:

Admissions: 515 Ogden Ave. Suite 300  
Downers Grove, IL 60515  
Phone: (630) 968-7827

### School of Holistic Massage and Reflexology (SOHMAR)

515 Ogden Ave. Suite 300  
Downers Grove, IL 60515  
(630) 968-7827  
email: [info@sohmar.com](mailto:info@sohmar.com)  
website: [www.sohmar.com](http://www.sohmar.com)

## Faculty

The instructors at the SOHMAR have a wide array of experience in the field. Our anatomy course is taught by professionals in the massage and medical fields. The course includes easy to understand terms while being fun and student friendly.

Our massage and reflexology courses are taught by Michael McAleese and other professionals who have been in the field for many years. By drawing on real world experiences, our students are given the opportunity to learn a wide array of techniques, while practicing hands-on.

Michael McAleese serves as the schools Owner/Director, and Star McAleese services as Administrator. Any requests should be addressed to their attention or emailed to [info@sohmar.com](mailto:info@sohmar.com).

The school is dedicated to building confidence, teaching holistic and natural techniques, preparing our students for a new career, while making learning fun!



**Director**  
**Michael P. McAleese**

As a dedicated massage therapist, reflexologist, and movement specialist, Michael McAleese's vision is to share his gift of healing with others. The School of Holistic Massage and Reflexology (SOHMAR) is dedicated to teaching holistic massage, reflexology and other continued education classes by utilizing natural techniques that allow the body to heal itself.



From his early years, Michael always felt a need to help others. After attending North Central Bible College in 1977, Michael worked with troubled teenagers, street gangs and homeless youth.

In 1992, Michael's calling led him to pursue a career as a certified massage therapist and reflexologist. He opened the Holistic Massage and Reflexology Center in an effort to offer the benefits of alternative health care to those in need.

In 2000 Michael opened SOHMAR. The school is certified with the Illinois Board of Higher Education and offers programs in massage, reflexology and many other CE classes. Since our inception SOHMAR has graduated thousands of massage therapists and reflexologists. We have worked with students ranging in age from 18- to 72; taught visually and hearing impaired individuals and bilingual students. Michael is certified in Therapeutic Massage, Sports Massage, Reflexology, Cranio Sacral, Lymph Drainage, Movement and Posture Training, Kinesotaping and many other modalities which he incorporates in the classes.

Well known in the sporting community as both a long distance runner, Ironman and massage therapist, Michael's connections to these elite group of athletes, allows SOHMAR students to participate in out of the box clinics at many Chicago land sporting events, including the Chicago and Naperville Marathons. He has lectured at high schools, running groups and at the Midwest Beauty Show.

SOHMAR is determined to provide students with advanced training techniques, professionalism, and career opportunities. Now is the time to enter this exciting profession! Payment programs are available

**MASSAGE THERAPY HALL OF FAME INDUCTEE**

In August of 2016, Michael was selected by a group of his peers to be inducted into the Massage Therapy Hall of Fame for the 2016 year. This is quite a feat, being that there are over 350,000 Massage Therapists and 23,000 private Massage Schools in the US alone. Choosing SOHMAR for your education means that you will be taught by a documented leading expert in the field!

**9 Month Fast Track**  
**Massage Certification Class**  
**Course Description & Fees**



This course is 600 hours and runs for 40 weeks. (Approx 9 months) The Massage Therapy course includes training in anatomy and physiology, massage techniques, and bodywork. Upon completion of this course you will receive a Certificate in Massage Therapy.

- Objectives:**
- Learn hands-on holistic massage techniques
  - History of massage
  - Anatomy and physiology
  - Benefits and contraindications of massage
  - Development/understanding of physical, mental and spiritual healing (body/mind connection)

**Homework:** 15 hours per week outside of class will be devoted to training, including the practice of massage techniques on other individuals. Critic sheets will be required to be filled out and signed by those you practice on. Tables that belong to the student and must be taken home after every class.

Class:	Massage Certification
Total Hours:	600
Instruction Hours Per Class:	4
Number of Class Sessions:	40 Weeks
Homework/Outside practice:	15 hours per week
Days & Times:	Monday & Thurs. (Days) 10:00 am-2:00 pm & Saturday 9:00 am - 3:00
Nights & Times:	Monday & Thursday (Nights) 6:00 pm-10:00 pm & Saturday 9:00 am - 3:00 pm
In-house Clinic:	TBA Monthly
Posted- Running Season:	Sunday Mornings
Tuition Fee:	*\$8,500.00
Registration Fee:	\$100.00
Books/Supplies:	*\$175.00
Student Insurance:	*\$20.00
Massage Table:	Retail
(*subject to change)	Payment Programs Available



## Reflexology Level #1

### Course Description & Fees

This is a 40 hour certification course in reflexology. In this class you will learn anatomy and physiology of the foot and leg, theory and hands-on practice of holistic reflexology techniques. Upon completion of this course you will receive a Certificate in Reflexology.

- Objectives:** Learn hands-on holistic reflexology techniques  
 History of reflexology  
 Anatomy and physiology of the leg and foot  
 Benefits and contraindications  
 Development/understanding of physical, mental and spiritual healing (body/mind connection)
- Homework:** 5 hours per week outside of class will be devoted to training and homework, including the practice of reflexology techniques on other individuals. Critic sheets will be required to be filled out and signed by those you practice on.
- Pre-requisite:** \* None.

<b>Class:</b>	<b>Reflexology Certification</b>
Total Hours:	40 Hours
Instruction Hours Per Class:	4
Homework/Outside practice:	8.5 hours per week
Class Meets on:	Tuesday or Wednesdays (TBA)
Times:	10:00 am-2:00 pm or 6:00 pm-10:00 pm
Number of Class Sessions:	10
Tuition Fee:	\$500.00
Registration Fee:	\$ 50.00
Books:	\$ 50.00

Reflexology, Sports Massage are available during specified weeks only.  
 \*Additional Insurance not necessary if already enrolled.

(Weekly Payment Program Available)

## Sports Massage Therapeutic Massage for Athletes



### Course Description & Fees

This thirteen week course of intensive training is dedicated to working with the athlete, before, during and after training and competition. We will discuss theory and history, preventive, curative and emergency treatments. The classes are divided between theory and practical experience.

- Objectives:** Learn hands-on Sports Massage techniques  
 Benefits and contraindications of Sports Massage  
 Advanced stretching techniques for the athlete  
 Preventative, curative and emergency procedures
- Homework:** May include outside clinic to sporting events.
- Pre-requisite:** Enrolled in SOHMAR Massage program or a Licensed Massage Therapist. Can be used as an Elective, for those enrolled in SOHMAR Massage program

<b>Class:</b>	<b>Sports Massage Certification</b>
Total Hours:	52 Hours
Instruction Hrs Per Class:	4
Class Meets on:	Tuesday or Wednesdays (TBA)
Times:	10:00 am-2:00 pm or 6:00 pm-10:00 pm
Number of Class Sessions:	13
Tuition Fee:	\$975.00
Registration Fee:	\$ 50.00
Books:	\$ 50.00

Reflexology, Sports Massage are available during specified weeks only.  
 \*Additional Insurance not necessary if already enrolled.

(Weekly Payment Program Available)



## Reflexology Level #2

### Course Description & Fees

This is an advanced course in Reflexology which covers advanced assessment skills starting at the foot. We will discuss and demonstrate sports related assessments, discuss and practice reflexology sessions for people living with cancer, other common ailments, and practice three dimensional breathing, rocktape and research.

Pre-Req: Practicing Reflexologist or graduate of SOHMAR Reflexology

**Objectives:**

- Learn advanced and specialized reflexology and assessment techniques
- Learn about Oncology and Reflexology, and different illnesses that can benefit through reflexology
- Sports Reflexology, injuries and movement
- Rock tape and application for injuries

Homework: 5 hours per week outside of class will be devoted to training and homework, including the practice of reflexology and other techniques taught on outside individuals. Critic sheets will be required to be filled out and signed by those you practice on.

<b>Class:</b>	<b>Reflexology Certification</b>
Total Hours:	12 Hours
Instruction Hours Per Class:	4
Homework/Outside practice:	5 hours per week
Class Meets on:	Tuesday
Times:	10:00am-2:00 pm or 6:00 pm-10:00 pm
Number of Class Sessions:	3
Tuition Fee:	\$250.00
Registration Fee:	\$ 50.00
Books/Handouts:	\$ 50.00

(Weekly Payment Program Available)

## CONTINUING EDUCATION



### Reflexology 40 Hour CEU Course Description & Fees

This is a 40 hour continuing education course in reflexology. In this class you will learn anatomy and physiology of the foot and leg, theory and hands-on practice of holistic reflexology techniques. Upon completion of this course you will receive a 40 hour Continuing Education Certificate in Reflexology.

- Objectives:**
- Learn hands-on holistic reflexology techniques
  - History of reflexology
  - Anatomy and physiology of the leg and foot
  - Benefits and contraindications
  - Development/understanding of physical, mental and spiritual healing (body/mind connection)

<b>Class:</b>	<b>Reflexology Continuing Education</b>
Pre-requisite:	Massage or Bodyworker Certification
Instruction Hours Per Class:	4
Homework/Outside practice:	8.5 hours per week
Class Meets on:	Tuesday
Times:	10:00 am-2:00 pm or 6:00 pm-10:00 pm
Number of Class Sessions:	10
Tuition Fee (book included):	\$500.00
Registration Fee:	\$ 50.00
Books:	\$ 50.00

(Weekly Payment Program Available)

NCBTMB PROVIDER # 450616-08



## CONTINUING EDUCATION

### Sports Massage 52 Hour CEU Course Description & Fees

This 52 hour continuing education course of intensive training is dedicated to working with the athlete, before, during and after training and competition. We will discuss theory and history, preventive, curative and emergency treatments. The classes are divided between theory and practical experience. Upon completion of this course you will receive a 40 hour Continuing Education Certificate in Sports Massage

- Objectives:
- Learn hands-on Sports Massage techniques
  - Benefits and contraindications of Sports Massage
  - Advanced stretching techniques for the athlete
  - Preventative, curative and emergency procedures

Pre-requisite: Massage or Bodyworker Certification  
Class: Sports Massage Continuing Education  
Total Hours: 52 Hours  
Instruction Hours Per Class: 4  
Class Meets on: Tues or Wednesday  
Times: 10:00 am-2:00 pm or 6:00 pm-10:00 pm  
Number of Class Sessions: 13

**Class: Sports Massage Certification**  
Total Hours: 52 Hours  
Instruction Hrs Per Class: 4  
Class Meets on: To be announced  
Times: 10:00 am-2:00 pm or 6:00 pm-10:00 pm  
Number of Class Sessions: 13  
  
Tuition Fee: \$975.00  
Registration Fee: \$ 50.00  
Books: \$ 50.00

(Weekly Payment Program Available) - NCBTMB PROVIDER # 450616-08

## Grading Scales & Criteria for Certification



### Students are graded on written and practical tests.

1. A minimum average of 80% on all written and practical exams.
2. Satisfactory and timely completion of all assignments, reports, and completion of outside practice which includes handing in 8-10 critiques per week.
3. Private instruction is available when requested at an additional cost.

### A graduation certificate will be awarded to every student successfully meeting the following requirements:

1. Attendance: No more than 3 excused absences. See absentee policy regarding make-up classes.
2. Completion of all required course work at least two weeks prior to graduation.
3. A minimum average of 80% on written and practical exams.
4. Timely payment-in-full of all tuition and fees.

### Certification:

1. A certificate will be awarded at time of graduation.

### Conditions for Dismissal

1. Failure to keep tuition payments up to date.
2. Attending class under the influence of drugs or alcohol.
3. Failure to keep up with homework assigned.
4. Non-professional behavioral that may be harmful to the reputation of the school or the massage profession.

### Employment Assistance

The school can not guarantee employment for any student or graduate, however we will post any job openings that we become aware of on the school bulletin board.

### Outside Events/Homework and Critic Forms

The school participates in massage at several instructor supervised sporting and charity events in the Chicago Area. These events are mandatory and part of your clock hours. They are valuable in obtaining on the job training and experience. If the student is unable to make an outside event they must make up their time or clock hours on another day; complete additional homework assignments to be determined by instructor; or complete additional massages on their own time with a completed critic form filled out by person given the student massage.



## Absenteeism/Tardiness/Drop

### Massage Program only

- Tardiness: Students must be punctual as to not hold up or disturb class in session. If student foresees being tardy, or absent they should notify the instructor at least 1 hour prior to start of class. If a student is constantly tardy, the student will get a verbal warning and it will be noted in their files. If tardiness continues after the warning, this may result in student being sent home when they arrive late, and if the behavior does not improve the student may be suspended. The student is responsible for making up the hours, lessons and class time missed.
- Absenteeism: Students are allowed to miss 3 classes which count as excused absences, without any penalty/action, as long as they are reported and approved by the instructors. If more than 3 absences are expected, arrangements must be made with the instructor. If the student does not make-up the missed classes, or put in the hours required by the State of Illinois, they will not graduate on the date of the contract, and their contract will be extended until the hours are completed. This may result in additional fees to be paid by the student depending on how many hours are needed. The charge for each make-up class will be \$50.00 per hour. Unreported absences of more than 4 classes shall constitute as notice of cancellation, and you will be dropped from the program. Any days missed in the CE classes, may be result in a automatic drop.
- SOHMAR's pre-determined Holidays are not counted as absences.
- SOHMAR reserves the right to \*cancel classes or revise the syllabus, at the instructors desecration. (\*acts of God, weather, instructor illness, death, emergencies)
- Vacation: Vacation time of up to 1 week is allowed with a written notice before requested time off. Missed classes during vacation time will need to be made up by the student.
- Winter break/Holidays: SOHMAR is off for winter break 2 weeks during the Christmas and New Year holiday as well as some holidays listed in catalog.

### Leave of Absence/Drop for Massage program

- A leave of absence of up to 30 days must be requested with a written or emailed letter to Michael McAleese. Leave of absences will not be granted for extended vacations, and is limited to death of a family member, or student illness. Financial hardships will be considered on a case to case basis.
- During leave of absence, students must keep current with tuition payments according to their contract. Reinstatement to the massage program within the 30 days leave will be honored however, the graduation date will be extended to meet with the State of Illinois guidelines.
- If the student does not keep current with tuition payments while on leave, they will be dropped after 30 days. If the student wants to return within the 30 day leave, a charge of \$100.00 may be due upon reinstatement to cover administrative costs and they may need to: 1) start the entire course over, 2) make-up missed hours 3) Sign a new contract with new graduation date 4) pay a pro-rated tuition. This will be determined by the administrator on a case by case basis.
- If student decides to drop during the leave of absence, they must notify Michael McAleese in writing and the refund policy will go into effect on the date letter is received. If a student is absent for an more than 4 classes with no notification, the school has the right to drop the student from the program. No refund will be given for books, insurance or registrations fees. SOHMAR does not offer separate classes, i.e. A&P, hands on, business, ethics, pathology, etc. If the student drops our program before the total amount of hours are completed for the entire course, no credit hours will be given to student in the form of a transcript. This is due to the "integrative learning program" SOHMAR has been approved for by the IBHE. and therefore the hours completed in each subject can not be determined. If a transcript is requested, the transcript will be forwarded to the institution with a "Withdrawl" status.



## Administrative Policies

Administrative affairs are managed by Michael McAleese, Owner/Director. The school provides a 24 hour voice mail in which all calls will be returned on the day they are received or by the next business day. Request for information can be made by calling (630) 968-7827. Registrants and interested parties require an appointment. No walk-ins please.

### Discrimination Policy

The school does not discriminate on the basis of race, creed, financial status, sex, country of origin or residence.

### Admissions/Requirements

Applicants must be a minimum of 18 years of age, and have a high school diploma or GED certificate. Students should have previous exposure to body-work, i.e. received massage, or reflexology. Those wishing to take the Sports Massage Course, must be certified in Basic Massage Therapy.

### Transcript Fees/Transfer of Certificate

A written request must be address to the school administrator. A fee of \$20.00 will be charged for transfer and transcript records. A \$50.00 fee will be charged for students wishing to change class schedules or courses.

SOHMAR certifications are not transferable to institutions of higher education, however upon certification, students may choose CE classes at SOHMAR or other approved CE providers. (Many CE's which require a certificate in Massage Therapy.

### Methods of Payment

In an effort to make these programs available to anyone who meets the admission requirements, the school will work with each individual applicant, to arrange payment schedules. As of January 2017, all payments are done via auto withdrawal from Credit cards, banking accounts or TFC financing.

### Late Payment Fee

SOHMAR has been proud to be able to provide a zero or low finance charge to those who have elected to be on our monthly tuition payment policy. If you are on auto withdrawl, please make sure that your tuition payment gets to us prior to that date. A \$20.00 late fee will be applied for any late payments.

Probation or Suspension: Any students who are late 10 days or more will be subject to probation or suspension from the program until payments are caught up, per your contract.



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Holistic Massage  
and  
Reflexology

## Additional Supplies

The student is required to purchase his/her massage table, oils, creams, aromatherapy and linens (towels, sheets, bolsters, pillows).

Students must bring their own text books, pens, pencils, notebooks, paper. If you would like to bring a tape recorder to lecture, please ask permission of the Instructor before doing so.

Camera's or video equipment are not allowed in class.

(Unless approved by instructor)

Cell phones must remain on silent during class.

Lap tops are permitted for note taking and research

A cell phone may be permitted to be on vibrate/low ring in cases of emergency. No phone calls or texting are permitted during class. If an emergency phone call needs to be placed or received, the student must leave the area of instruction as to not disturb class.

## Grievance Procedure

Any student who has a complaint or grievance in regards to the school, another student, instructor or policies should do the following in an effort to rectify the situation

1. Speak with the instructor to discuss the problem and find an appropriate solution.

If not satisfied you may then:

2. Make appointment with the school administrator to rectify situation.

If there is still not a resolution after these steps have been taken, you may then:

3. Students may register complaints against this institution at any time with the:

Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 300,  
Springfield, IL 62701, Complaint Call Line: (217) 557-7342, email:  
Complaints@ibhe.org, www.ibhe.org

## STUDENT ENROLLMENT DISCLOSURES AS OF July 1, 2015 - June 30th 2016 Massage



SOFIMAR  
School Of  
Holistic Massage  
and  
Reflexology

29# of students enrolled  
18# of students admitted in next 12 months  
0# of students re-enrolled  
0# of students transferred to another program in our school  
0# of students transferred out of course of instruction  
26# of students completed/graduated  
3# of students withdrew  
0# of students still enrolled  
26# took a state licensing exam or certification exam during reporting period  
26# took & passed a state licensing exam or certification exam during reporting period  
20# of students placed in their field of study  
3# of students placed in related field  
0# of students placed out of the field  
2# of students were not available for placement due to personal reasons  
1# of students who are not employed  
\$35,500 Average starting salary of graduates/ between \$15.00 per hour

## STUDENT ENROLLMENT DISCLOSURES AS OF July 1, 2015 - June 30th 2016 Reflexology

14# of students enrolled  
11# of students admitted in next 12 months  
0# of students re-enrolled  
0# of students transferred to another program in our school  
0# of students transferred out of course of instruction  
14# of students completed/graduated  
2# of students withdrew  
0# of students still enrolled  
N/A took a state licensing exam or certification exam during reporting period  
N/A took & passed a state licensing exam or certification exam during reporting period  
12# of students placed in their field of study  
6# of students placed in related field  
0# of students placed out of the field  
1# of students were not available for placement due to personal reasons  
0# of students who are not employed  
\$28,000 Average starting salary of graduates/ between \$12.00 per hour





## Holidays

SOHMAR OFFICIAL HOLIDAYS - NO SCHOOL ON THESE HOLIDAYS

JULY 4TH - Independence Day	THANKSGIVING	LABOR DAY
CHRISTMAS EVE	CHRISTMAS DAY	
NEW YEARS EVE	NEW YEARS DAY	

2 WEEK VACATION DURING THE CHRISTMAS/NEW YEAR HOLIDAY

## Rules of Conduct

1. Dress appropriately
2. Come to class drug and alcohol free
3. Complete homework by assigned date
4. Participate in class discussion & demonstrations
5. Behave in a professional manner at all times
6. Make timely payments of tuition and fees
7. Participate in class discussions and demonstrations
8. Adhere to attendance and absentee policy
9. No cell phone use or photos during class
10. Sexual harassment will result in expulsion

## Refund Policy Massage Therapy Class

### BUYERS RIGHT TO CANCEL:

**SOHMAR Notice of cancellation:** Applications not accepted by SOHMAR shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made. If the applicant has falsified any legal information on the application, SOHMAR reserves the right to retain the registration fee.

**Student Notice of cancellation** must be made in writing by the student and sent to: School of Holistic Massage and Reflexology, 515 Ogden Ave., Suite 300, Downers Grove, IL 60515 or emailed to [staff@sohmar.com](mailto:staff@sohmar.com) Students withdrawing or dismissed from school will be eligible for a refund or adjustment as follows:

- When notice of cancellation is given by the 5th business day after the date of acceptance, but prior to the first day of class, any tuition paid shall be refunded to the student. If books and materials are provided by the school, they must be returned in original condition, before refund will be processed. Used or marked up books and supplies will not be eligible for refund. The school may retain the application-registration fee.
- When notice of cancellation is given after the 5th business day following acceptance but prior to the close of business on the student's first day of scheduled class attendance, the school will retain the application-registration fee. Books and materials must be returned in original condition before refund will be processed. Used or marked up books and supplies will not be eligible for refund.
- When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school will retain the application-registration fee, and an amount not to exceed 10% of the tuition and other instructional charges or \$300.00 whichever is less. Books and materials must be returned in original condition, before refund will be processed. Used or marked up books and supplies will not be eligible for refund.
- When a student has completed in excess of 5% of the course of instruction the school retain the application-registration fee and shall refund a part of the tuition paid and other charges in accordance with the following:
- The school may retain an amount computed pro-rated by days in class, plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school retains the application-registration fee and the entire tuition and reserves the right to pursue collection of unpaid tuition and any legal and/or collection fees accrued.
- Refunds will be made within 30 days of receipt of students written cancellation notice. All monies will be refunded if the entire course of instruction is cancelled by the school. The school will not refund any textbooks unless the student cancels his/her contract before the first class has begun. The student must provide the school with a \*notice of cancellation. No refund will be given on books marked-up, cut, written in or damaged in anyway. The school takes no responsibility in refunding any supplies, creams/oils, sheets, aromatherapys, massage tables or other materials purchased by the student.
- SOHMAR reserves the right to cancel classes or revise the syllabus, at the instructors desecration. (acts of God, weather, instructor illness, death, emergencies) Alternative dates of class, if warranted will be determined at that time.



## Refund Policy CE Classes BUYERS RIGHT TO CANCEL:

In an effort to make these programs available to anyone who meets the admission requirements, the school will work with each individual applicant to arrange payment schedules. If applicant has elected to pay in installments and they are not made as scheduled, applicant will have his/her training interrupted until all payments are current. The down payment for each class must be paid prior to attendance of the 1st class. Deposit or down-payment shall become part of tuition and go toward tuition. If a check/payment is returned for NSF or for any reason a \$40.00 fee will be charged and the student will be required to pay the remaining balance with cash, credit card, money order or cashiers check thereafter. SOHMAR reserves the right to \*cancel classes or revise the syllabus, at the instructors desecration. (\*acts of God, weather, instructor illness, death, emergencies) Alternative dates if warranted will be determined at that time.

Buyers Right to Cancel/Refund Policy (Refunds and cancellations only apply to SOHMAR classes and electives), **no refund will be given on behalf of outside CE providers.**

The student has the right to cancel/drop from the program with the following policies. These policies apply to in-house SOHMAR CE workshops and classes only, not outside providers.

- The school must be notified in writing by either email or US Certified Mail, 48 hours in advance of class date. The registration fee is non-refundable for any CE or workshop that the student cancels or withdrawals from. All email notifications should go to: [info@sohmar.com](mailto:info@sohmar.com)
- Any no-shows to the first class, without 48 hour notice or email will not receive a refund. \*See extenuating circumstances below.
- The school will not refund any monies for textbooks or material fees on any workshop or CE or elective classes when the student cancels.

SOHMAR Workshops and Weekend classes. This policy refers to 1 to 3 day classes:

- When notice of cancellation is given 48 hours prior to the student's completion of the first day of class attendance, the registration fee will be retained. No refund, will be given when notice of cancellation is given after the student's completion of the first day of class attendance. This policy refers to 1 to 3 day classes.

SOHMAR CE classes/Reflexology 10 weeks and Sports Massage 13 weeks (this policy is for tuition and registration paid in full):

- When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the students completion of the course of instruction, the school will retain the registration fee, book fee and an amount not to exceed 30% of the tuition plus any other instructional charges.
- When notice of cancellation is given after the student's completion of 2nd of class attendance, but prior to the students's completion of the course of instruction, the school will retain the registration fee, book fee and an amount not to exceed 50% of the tuition.
- When the student has completed more than 3 classes of the course of instruction, the school will retain the registration and book fee and the entire tuition and reserves the right to pursue collection of unpaid tuition and any legal and/or collection fees accrued.
- \*Extenuating circumstances. The school retains the right to issue a credit via a gift certificate for the same class within 12 months if there is an extenuating circumstance. i.e. death of a family member, accident, severe illness.(a doctors note or obituary must be submitted)  
The student will forfeit the registration and book fees.
- Warranted refunds will be made within 30 days of receipt of students written cancellation notice.
- Monies will be refunded if the entire course of instruction is cancelled by SOHMAR.

## Introductory Classes

**These classes are introductory only and given to give the student a taste of what will be taught in the full classes. No certificate is given for these classes.**

### Spa Reflexology

You will be learning the basics of Reflexology with lecture and hands on with other students. The short session will teach you two reflexology sessions that can be performed on your clients in a short 20 minute session.

This is not a certificate level class. Please sign up for Level #1 Reflexology for certification.

Objectives:

- History of Reflexology
- Basic Terminologies/Myths and Discussion on Objections Client concerns
- Sanitation
- Mechanics such as thumb walking and thumb hooking
- Indications and contraindications (when to do a session and when not to)

Class Requirements:

Total hours: 3

Tuition Fee \$50.00 (non refundable)

### Into to Massage

Objectives:

- How to get certified and licensed as a massage therapist
- Observe a massage therapy session on our model
- Brief History of Massage
- When to do a Massage
- Question and answer forum. Review our program, Job outlook, Payment options, Get discounts on tuition. This intro session is geared to show you how a massage is performed and answer your questions about becoming a massage therapist.

After attending this session, you may choose to register for the 9 month Massage Fast Track course. (This class is not a requirement for class)

Your Instructor: Michael McAleese has been teaching and providing Massage and Reflexology to his clients for over 20 years. His true passion of teaching adults at SOHMAR is evident. He is excited to share this wonderful career to all. Come with questions, bring a friend!

Classes to be announced.