



URBANRIVER
Massage Institute

Program Catalog

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Introduction

Urban River Massage Institute is a student-focused, private post-secondary institution where massage education is based on a practical principle and evidence-informed structure. Classes are structured to build knowledge and hands-on skills in classroom and lab environments for a well-rounded student experience. At the Urban River Massage Institute, we go deeper than technique. Our program provides the theory and practice, professional support, and supervised clinical experience to become a confident massage therapist.

Students at Urban River Massage Institute (hereafter referred to as “Urban River”) are given a solid understanding of the founding theory, technique, and principles of massage and bodywork, paired with an in-depth look at functional anatomy and physiology. Students who graduate from Urban River can confidently start their career knowing how to engage and educate their clients, work with complex client issues, and perform quality massage and bodywork in both the spa and clinical settings. Invest in yourself, your career, and your future in becoming a highly sought-after professional massage therapist with the Urban River Massage Institute.

Urban River provides the most comprehensive massage therapy training program locally available. You will learn spa and clinical techniques, client functional assessment, treatment strategies, and individualized client education. All classes are taught by experienced professionals, preparing students for their licensure exam and providing an understanding of bodywork's structural, physiological, and emotional components and the legal, financial, research, and ethical aspects. Upon completing this program, students are well prepared to begin their careers in manual bodywork.

History

Don and Caroline Taylor founded Urban River Massage Institute in November 2022 in Greenville, South Carolina to provide top-tier massage therapy education to the Upstate region. The institute was established in response to the closure of Greenville Technical College's massage therapy program despite the growing demand for skilled massage therapists in the area. To build the program, Heidi Zambrano and Jennifer Desrosiers, both former instructors at Greenville Technical College, joined the team, bringing their expertise in massage therapy education. Colleen Ballard, the School Administrator, brings her experience as a licensed massage therapist and business manager to ensure smooth operations. Demonstrating the Taylor's commitment to the community, Urban River Massage Institute supports the Alzheimer's Association through charity events and fundraisers and partners with Massage Envy and Apprenticeship Carolina to offer apprenticeship opportunities.

Directory

Dr. Don Taylor, Founder

- Ph.D., Advanced Educational Leadership, Regent University, Virginia Beach, VA,
- MBA., Santa Clara University, Santa Clara, CA, 2005
- MS Electrical Engineering, Arizona State University, Tempe, AZ 1995
- BS, Electrical Engineering, Northern Arizona University, Flagstaff, AZ, 1992
- BA, General Studies Pre-med, University of Arizona, Tucson, AZ, 1985

Colleen Ballard, Administrator

- BS, Business Administration, Colorado Technical University, Colorado Springs, CO in progress
- Advanced Pain Management Certification, Living Metta, 2023
- AS, Accounting, Colorado Technical University, Colorado Springs, CO 2017
- Licensed Massage Therapist, LLR South Carolina 2015

Bryan Boudreau, Director

- Massage Therapy License, Urban River Massage Institute, Greenville, SC in progress
- Master of Science in Educational Leadership, Bob Jones University, 2019
- Master of Music, 2002
- Teacher licensure presented in South Carolina, 2000
- Bachelor of Science in Education, Graduated summa cum laude 2000

Jennifer Desrosiers, LMT, Academic Dean

- Licensed Massage Therapist, LLR South Carolina, 2021
- Massage Therapy Diploma, Cortiva Institute, Joliet, IL 2015
- AS, Science, Moraine Valley Community College, Palos Hills, IL, 2004

Robert “Sam” Ballard, LMT, Faculty

- Living Metta, Advanced Pain Management Certification 2023
- Instructor Development, Corner Stones, ABMP 2023
- Licensed Massage Therapist, LLR South Carolina 2017
- Massage Therapy Certificate, Greenville Technical College 2017
- BA, Fine Arts, Graphic Design, Anderson University, 2012

Dr. David Miller, Faculty

- D'Youville College M.S. of Anatomy 2019, Graduated Magna cum laude
- Pennsylvania State University B.S. Biology 1987
- New York Chiropractic College D.C. 1996

Donna Temm, LMT, Faculty

- Licensed Massage Therapist, New Hampshire, 2004
- BS, Education, University of Maine, 1990

Amanda Sosebee, Administrative Assistant, Clinic Supervisor

Program Advisory Committee: To be determined

Statement of Purpose

Seeing the need for a high-quality massage education program in the area, Urban River Massage Institute was created to offer that education to prospective students and help elevate the perception of massage therapy as a profession through science-based education.

Mission

Urban River Massage Institute's mission is to provide excellence in massage education, maintain high-quality massage therapy standards, and offer affordable, dynamic, practical, well-rounded, principle- and evidence-informed courses with real-world applications.

Vision

Urban River seeks to deliver effective and practical health education results to improve the community's and society's health.

Values

Quality Over Quantity: We are committed to choosing quality education over the number of students. The goals and structure of the program are designed to attract students who are invested in their career goals. Limiting the cohort size will give students a quality education with one-on-one attention and direction. Lecture class ratio is 20:1. Hands-on classes have a ratio of 8:1.

Integrity: We believe trust is an essential element in a safe and effective learning environment, so we promote and foster openness, honesty, respect, and fairness. We intend to foster the same integrity in our students by example.

Accountability: We value students, faculty, and staff, so we recognize their contributions, encourage their professional development, and regularly evaluate performance to improve learning outcomes, programs, processes, and services.

Excellence: We value continuous improvement, so we encourage innovation, critical thinking and creative problem-solving, and responsible risk-taking as we act courageously, deliberately, and systematically to enhance and enrich our learning environment and our community.

Massage Therapy Program Objectives

By the end of this program, students will understand professional touch, ethical standards in the industry, and proper safety for massage therapist longevity in the field. Students will receive an introduction to basic modalities, other additional modalities and general knowledge of business and employment opportunities, leading to a well-rounded graduate ready for the varied opportunities massage offers.

Massage Therapy Program Application and Procedures

Eligibility Requirements

Urban River is an equal opportunity employer and follows the same policies in accepting applications from potential students. The school is open to all students regardless of race, color, religion, age, sex, creed, origin, sexual orientation, disability, or marital status.

To be eligible for admission, an applicant must:

- Be able to read and write English
- Be a US Citizen, or have a valid immigration status, or be an approved US Permanent Resident
- Be at least 18 years of age
- Not be currently investigated or convicted of any offenses prohibited by the South Carolina Department of Labor, Licensing and Regulation
- Be physically, mentally, and psychologically able to participate in massage therapy training
- Have access to a reliable internet connection
- Have access to an electronic device, such as a tablet, laptop, or computer, for learning outside the classroom
- Participate in an admissions interview with the Director or other designated staff

Admission Procedure

When the eligibility to participate in the program is completed, applicants must provide the following (documents can be digitally submitted):

- A completed and signed application packet
- A signed background check authorization form
- Official transcripts or diploma from high school or higher education or GED certificate from issuing body
- A copy of a state (RealID) or federal photo ID (e.g., US passport)
- Pass a 10-panel drug screen and background check

- A completed and signed Catalog and Policies Acknowledgement form
- A \$100 non-refundable administrative fee
- A completed and signed Enrollment Agreement

Once admitted to the program, student must:

- Attend the new student orientation
- Maintain required training hours through each phase of the program
- Maintain a minimum grade of “C” in all courses
- Not be investigated or convicted of any offenses prohibited by the South Carolina Department of Labor, Licensing and Regulation

Transfer Credit/Hours Policy

Urban River Massage School may accept transfer credit/hours for previous massage education courses or equivalent coursework in higher education environments. The student is eligible to transfer up to 50% of the program’s credit hours, not to exceed 350 hours. Transfer credits may not exceed this limit under any circumstances.

In order for transfer credits/hours to be considered, students must provide official, sealed transcripts from the facility attended and must demonstrate that courses previously completed are equivalent to curriculum courses at Urban River. Urban River requires testing and assessment to validate knowledge in order to accept transfer credit in lecture only courses. In addition to transcript review, Urban River requires all transfer students to complete a hands-on demonstration, also referred to as a practical assessment, to verify proficiency in massage technique and proper draping procedures. This ensures that all students meet the school’s standards of professionalism, safety, and technical competency and upholds the overall integrity of the program.

In addition, students may be required to provide catalog and course information relevant to the courses reflected on that transcript.

Transfer of Credit Hours to Other Institutions

The institution makes no claim or guarantee that hours earned will transfer to another institution. Students should check with the institution they intend to transfer to and discover if any courses completed at Urban River Massage Institute are applicable for transfer credit.

Please check with educational institutions to determine if courses completed at Urban River Massage Institute are transferable upon withdrawal.

Program Content / Curriculum Outline (650 Hours)

- Anatomy, Physiology, and Kinesiology (250 hours) - Anatomy, physiology, kinesiology, palpation techniques, related pathology, medical terminology, and cautions and contraindications.
 - Anatomy and Physiology I & II (160 hours)
 - Kinesiology (65 hours)
 - Palpation (25 hours)
- Massage Theory and Practice (200 hours) - Massage theory and principles, practical massage and bodywork applications, special populations and accommodations, allied modalities, and hands-on practice in a classroom setting.
 - Massage 1 - Swedish massage (120 hours)
 - Lecture (40 hours)
 - Hands-on / Lab Learning (80 hours)
 - Massage 2 - Clinical Massage Theory and Practice (80 hours)
 - Lecture (25 hours)
 - Hands-on / Lab Learning (55 Hours)
- Business, Ethics, and SC Law (100 hours) - Professional ethics, communications, boundaries, business practices and development, interpersonal skills, career planning, state and federal laws and regulations, HIPAA and privacy issues.
 - Ethics (60 hours)
 - Business and SC Law (40 hours)
- Student Clinicals (100 hours) - Student clinical time spent on full-body massage for the public that takes place on-site and under the supervision of a licensed massage therapy supervisor, including instruction in massage, assessment and intake, documentation, room preparation, and clerical work relevant to the session.
 - Clinic 1: Swedish Clinicals (40 hours)
 - Clinic 2: Client-Centered Clinicals (60 hours)

Clinical Education

Students will perform at least 75 hours of massage during their clinical education, including 50 and 80-minute massages. In addition to assigned homework, students will perform full-body massage for the public that takes place on-site and under the supervision of a licensed massage therapy supervisor, including instruction in massage, assessment and intake, documentation, room preparation, and clerical work relevant to the session. Each session will be documented by the clinical instructor and recorded in the student file at the close of the clinical course. Students must make up additional hours lost from absences within a future clinical course to complete the minimum of 75 hours required to graduate.

Class Schedules

Full-Time

Four full-time schedules are set each calendar year. Each will run from 23-25 weeks, typically beginning in January, April, June and September.

Classes will be five days a week, 6 hours per day and are scheduled Monday through Friday, 9 a.m. - 3:30 p.m., with a 30-minute lunch break. Clinicals may be held one weekday evening and Saturday if deemed necessary to meet state requirements for clinic hours..

Full-Time Schedule

Class Term Days/Week

MAS 1 Week 1-10 2 days/week

Ethics Week 1-10 1 day/week

Kinesiology & Palpation Week 1-15 1 day/week

Anatomy & Pathology Week 1-20 1 day/week

Anatomy & Pathology Week 21-23 2 days/week

MAS 2 Week 11-23 1 day/week

Business & Law Week 16-22 1 day/week

Clinic 1 Week 11-15 2 days/week

Clinic 2 Week 16-20 2 days/week

Clinic 2 Week 21-23 1 day/week

Part-Time

Part-time study is limited to two seats per cohort. Schedules are flexible and range from 50% enrollment down to one class at a time. Students must complete the classroom portion of the program before they can take the hands-on portion. The expected study time for 50% enrollment is 12 months; for less than 50%, study time can require two years. Customized schedules will be set during the admissions interview. Each quarter is approximately six weeks' duration.

Part-Time Schedule

9-Month Tentative Schedule

<u>Cohort A (three months)</u>		<u>Cohort B (six months)</u>	
Anatomy 1-2	78 hours	Massage 1-4	200 hours
Ethics 1-2	60 hours	Clinic 1-2	100 hours
Kinesiology 1-2	78 hours	Anatomy 3-4	67 hours
		Kinesiology 3	27 hours
		Business/Research	40 hours

12-Month Tentative Schedule

Cohort A (six months)		Cohort B (six months)	
Anatomy 1-4	145 hours	Massage 1-4	200 hours
Ethics 1-2	60 hours	Clinic 1-2	100 hours
Kinesiology 1-3	105 hours		

Courses and Credits

MAS 1 Massage 1 - Swedish 120 Clock Hours
MAS 2 Massage 2 - Therapeutic 80 Clock Hours
Ethics Ethical Practice 60 Clock Hours
Kinesiology Kinesiology of the Body 65 Clock Hours
Palpation Palpation of the Body 25 Clock Hours

Anatomy and Physiology A & P I and II 120 Clock Hours
Pathology A & P I and II 40 Clock Hours
Business & Law Massage Business & Law 40 Clock Hours
Clinic I Swedish Clinicals 40 Clock Hours
Clinic II Client-Centered Clinicals 60 Clock Hours

Total Credits upon completion 650 Clock Hours*

*Clock Hours refers to a 60 minute block of time, with a minimum of 50 minutes of instruction

*Course schedules are subject to change but generally should adhere to the above timeline.

Course Descriptions

MAS 1 Massage 1 - Swedish 120 Clock Hours

A comprehensive introduction to massage including history, theories, benefits, contraindications, ethical considerations, and S.C. Law for licensure. Standard ethical requirements, standards of practice and regulations, Swedish techniques, body mechanics and general concepts are introduced. This course additionally builds on the skills of basic technique to incorporate additional bodywork modalities into practice on and off the table, further develop communication and scope of practice, and practice working with new tools and populations.

MAS 2 Massage 2 - Therapeutic 80 Clock Hours

This course builds on the skills of Swedish technique to incorporate additional bodywork modalities into practice on and off the table, further develop communication and scope of practice, and practice working with new tools and populations. Concepts for therapeutic bodywork are introduced including myofascial, friction techniques, cupping, stretch, acupressure, postural assessment and gait analysis.

Ethics Ethical Practice 60 Clock Hours

In this course, students learn the foundation of ethical practice and professionalism including the significance of personal and professional boundaries. Students develop self-awareness, empathy, compassion and interpersonal communication skills and learn how to use these skills to handle a variety of situations that may arise during the practice of massage. Students learn how to build rapport with clients, manage conflict and develop awareness and boundaries. Students also learn the difference and develop a clear awareness between professional, sensual and sexual touch.

Kinesiology & Palpation Kinesiology and Palpation 90 Clock Hours

This course is a study of body movement and the body's muscular and structural factors. Topics will include structure and integration, such as posture and gait, in relation to massage therapy. Specific emphasis will be placed on the musculo-skeletal system and the impact massage therapy has on the body.

Anatomy Physiology and Pathology A & P I and II 160 Clock Hours

This course provides a strong foundation in the structure, function and pathologies of the human body as they relate to the practice of massage therapy. This knowledge will serve as a foundation for the clinical thinking required of massage therapists when making therapeutic decisions. In this course students will learn basic medical terminology, body organization, as well as the structure, function and pathologies of the major body systems as they relate to massage therapy. Primarily a lecture and discussion course, students are encouraged to develop self study and basic critical thinking skills in an engaging educational environment.

Business & Law Massage Business & Law 40 Clock Hours

In this class, students will learn legal aspects of business ownership in the massage industry. We will discuss the starting steps of opening a business, relevant requirements, laws, and legal responsibilities. Students are introduced to the different types of businesses and different employment opportunities. Students will review the SC licensing act, the licensure examination, state and federal laws and regulations, HIPAA and privacy issues. Students will gain valuable interview and public speaking experience through self-promotion and marketing. Students will create a small business portfolio for a fictitious business to learn financial management strategies through discussions of start-up costs, taxes, insurance, recordkeeping, marketing and client retention in order to prepare them for sole-proprietorship in the industry.

Clinic I Swedish Clinicals 40 Clock Hours

In this course students will begin to apply their developing skills with members of the general public. Students will combine professional communication skills with intake and client interview

assessment skills to develop an introductory awareness of their client's needs. The student will then apply the skills learned in MAS 1 to provide a smooth and flowing client-centered therapeutic massage with proper client positioning and draping. Following the massage, students will use their charting skills to create professional SOAP notes in their client's chart.

Clinic II Client-Centered Clinicals 60 Clock Hours

Working with the general public, be able to properly communicate, test and assess a client. Create a multi-session treatment plan, and follow through with proper documentation. Based on client feedback, be able to adjust the session as necessary to achieve desired results.

Textbooks

Required Textbooks:

- Evolve Resources for Mosby's Fundamentals of Therapeutic Massage, 8th Edition - By Sandy Fritz, MS, BCTMB, CMBE and Luke Allen Fritz, LMT. ISBN: 9780443121715
- Trail Guide to the Body, 6th Edition Printed Textbook and Digital Student Workbook Package- By Andrew Biel. ISBN: 978-0-9987850-6-6 Textbook, 978-0-9914666-7-2 Workbook
- A Massage Therapist's Guide to Pathology, 7th Edition, By Ruth Werner (Books of Discovery) ISBN 978-0998266343.

These books are included in the cost of the required Student Package*. Course instructors may recommend additional books and sources, but these are not required.

*Student Package not chargeable to VA

Class Participation

All students are expected to give and receive full-body massages to fellow students, instructors, and the public during their time at Urban River. Students must attend all classes and actively participate in class discussions and lab practice.

100% participation in all classroom activities is expected. If a student requires an accommodation a written request must be emailed to the director, bboudreau@urbanriver.edu, for approval. If approved, the director will communicate with the instructor.

Participation will be evaluated as part of their professionalism and is based on the student's engagement in the class, contribution to class discussions, evidence of having completed the readings, and maintaining a positive demeanor in the classroom. If a student refuses to

participate in class activities it can affect their overall grade in the class. Students must arrive at class on time and be prepared. It is the student's responsibility to contact the instructor upon returning to class to schedule make-up time.

Course instructors will explain expectations within the classroom on the first day of class.

Important Calendar Dates

Program Duration

Full-time students attending Urban River should anticipate course completion 25 weeks from their first day of classes if all classes are attended as scheduled.

Part-time students attending Urban River should anticipate course completion 40 weeks for 9 month part time or 52 weeks for 12 month schedule, from their first day of classes if all classes are attended as scheduled.

Upon graduation, students will receive a certificate stating the program's completion and reflecting the total clock hours completed within the program. All graduating student hours are submitted to the SC Department of Labor, Licensing and Regulation by email. Transcripts will need to be requested separately for licensure.

Late Enrollment

To ensure all hours are met, the last day to join will be five instruction days following the first day of class starting each academic term. Those five days will be considered make-up hours and must be scheduled with instructors.

Holidays Observed (Full and Part-time Schedules)

- Martin Luther King Jr. Day (1 class day)
- Presidents Day (1 class day)
- Easter (1 class day)
- Independence Day (1 class day)
- Memorial Day (1 class day)
- Labor Day (1 class day)
- Thanksgiving (3 class days)
- Christmas Eve and Christmas Day (School closed through January 1st)

- New Year's Day (1 class day)

A one-week break is scheduled for March and the last week of July for each calendar year.

Cancellations

Urban River requires a class minimum of 8 students to offer the program. If the course is rescheduled due to low enrollment, students will be notified by phone and email. Students can choose to receive a refund or attend the next scheduled class. The student should write to the school of their intent to continue or withdraw from the program.

If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid, less the administrative fee.

Student Services

Urban River Massage Institute offers limited free tutoring services to support students in their success in the program. Tutoring services must be scheduled with an instructor outside of regular class time.

Facility Resources

Physical Facilities

Urban River does not provide options for housing but provides lab and classroom space for all courses, including:

- Lab space equipped with hydraulic tables, hydrotherapy equipment, bolsters, and pillows
- Classroom space equipped with individual spaces for students, and digital and manual lecture equipment
- Breakroom space equipped with sanitation areas, food preparation, and storage equipment, tables for student and faculty use, and locker space for student use
- Multiple restroom spaces equipped with standard comfort equipment

Classroom Equipment

Urban River provides lab and classroom space for all courses, including:

- Lab space equipped with hydraulic tables, hydrotherapy equipment, bolsters, and pillows
- Classroom space equipped with individual space for students and instructor implements
- Wall-mounted dry-erase boards and displays for digital presentation of lecture and lab topics

- Anatomical models and charts for student reference

Library Resources

Dedicated library space is accessible to all students with the following resources:

- Physical copies of all textbooks required in the curriculum
- Copies of optional books in the curriculum
- Additional source materials, references, and books relevant to course content
- Rental/Loan availability for books, sources, and reference materials within the library

Study/Computer Labs

Urban River provides dedicated equipment for students in and outside the classroom. This provides students with a private space for quiet study and access to computers, internet access, printer

Attendance Policies

Tardiness

Class schedules are designed to successfully complete the required hours for licensure. Tardiness to assigned courses requires make-up time to complete hours and graduate. All missed time is recorded and must be made up within the dates of that course, or the course grade will be recorded as a fail “F” grade. Make-up time must be arranged with the instructor of the course with owed time.

Tardiness in class interferes with the learning environment of the group cohort. Arriving late to class 5 minutes or more is considered tardy. Repetitive tardiness will impact course professionalism scores and will require a meeting with the course instructor and the program Director. Repetitive tardiness may result in disciplinary action, including possible removal from the program. Prior to removal, a disciplinary warning in writing will be issued to the student.

Absences

If you are aware of an absence or tardy, please email or text the instructor for the affected class. Contacting another staff member or instructor does not constitute notification. You may arrange a make-up time when you return to classes with the instructor for the affected class.

The program at Urban River is designed to meet licensure requirements for the state of South Carolina. The hours meet or exceed requirements in many of the contiguous United States in addition to those requirements. Students must complete all hours of the program to graduate. In

the event of an unannounced student absence, all possible methods to attempt to contact the student will be used on the day of the missed course. Continued sequential unannounced absences of up to four (4) consecutive class days without communication from the student will result in automatic course withdrawal. See [Program Withdrawal and Readmission Policy](#). Absences will require scheduled make-up time to complete the program successfully.

Please see the curriculum hours for individual course hours. Any absences over 10% of a course will require a meeting with the course instructor and Academic Dean. The student must make plans to make up absent time at that meeting. If at that meeting it is determined that the absences are due to circumstances that are easily correctable, a written warning will be issued to the student, and the student will need to enact their plan to make up for the missed hours.

Extended Absence / Leave of Absence

Due to the possible difficulty of allocating time outside of classes for make-up time, excessive absences may result in removal from the program or retaking of courses with another cohort. While a student is in the program, allowable circumstances for extended absences such as an extended illness, pregnancy, death of an immediate family member, or similar unusual situation will be handled individually, depending upon the student's ability to keep up with the curriculum.

First Quarter, program attendance must be maintained at no less than 95% (8 hrs), with 100% attendance by the end of the quarter.*

Second Quarter, program attendance must be maintained at no less than 97% (9 hrs), with 100% attendance by the end of the quarter.*

Third Quarter, program attendance must be maintained at no less than 98% (9 hrs), with 100% attendance by the end of the quarter.*

Fourth Quarter, program attendance must be maintained at no less than 99% (6 hrs), with 100% attendance by the end of the program for certificate of completion.

If attendance falls below the requirement listed above and remains so for five consecutive days, the student may be placed on academic probation. This can include supervision, change of schedule or withdrawal from the program. Each case of academic probation will be assessed on a case-by-case basis. Pre-planned absences will need to be discussed with the Academic Dean for make up schedules.

**Either 100% attendance, or there must be a plan in place with the Academic Dean on how to achieve 100% attendance in a timely manner on file.

Make-up Work

All assigned homework is designed to be reasonably completed outside of class schedules.

Students are notified of all expected homework on the first day of a course and should allow ample time to complete these assignments outside the class. Acceptance of late homework is at the instructor's discretion in each course.

Missed lecture notes are the student's responsibility and can be requested from classmates or the instructor. Missed laboratory time must be arranged with the instructor for direction on the topic covered. Students must ensure they have a partner to work with for missed laboratory time.

Any missed examination will need to be completed on the day the student returns to classes unless previous arrangements are made with the course instructor. 10% is deducted from the exam score each day past the student's return to class without an arrangement to take the missed exam, for a maximum of 20%. Only one missed examination is allowed in each course. Further missed examinations are subject to an automatic failure "F" grade on the exam.

Standards of Academic Progress (SAP)

Grading Scale

All grades for coursework at Urban River will be graded on a 10-point scale:

90-100 A
80-89 B
70-79 C
60-69 D
0-59 F

All courses are taken in the intended sequence and passed with a 70 (C) or higher grade. Failure to arrange and make up the missed time within a course will result in an "F" grade in the course.

Minimum Scores Required

For students to successfully progress within the program, a score of 70 (C) or higher must pass each course. It is recommended that students below 70 on examinations seek additional assistance from an instructor or tutor. Students are allowed one opportunity to retest on each written examination with a failing test score (Below 70). The maximum score achievable on the second written examination attempt will be 70 (C). Students will not pass a course with any failed hands-on practical exams. No additional attempts will be allowed for a failing score on those exams. Extra credit may be achieved at the instructor's discretion for each course but will be limited if offered.

Students must have a minimum score of 70 (C) or higher for each class to move through the program to the next course. If a student does not meet minimum grade or attendance

requirements they will be asked to retake the course with the next cohort start.

Progress Reports

Course instructors will review overall grades at times throughout each course. Academic progress will be monitored and addressed if a student struggles in the course. Students can expect progress in courses and overall grades to be available within their digital classroom environment and provided in person following all written examinations.

Students may request updates on this information at any time and are asked to allow up to one day, if requested, Monday to Thursday, for the information to be submitted to them. Requests on a Friday or Saturday will be handled the next day classes are in session as if just submitted.

Academic Integrity Policy

Urban River is committed to upholding the highest standards of academic integrity to foster a learning environment built on honesty, fairness, and accountability. All students are expected to adhere to the following principles of academic integrity:

Expectations of Academic Honesty

Students must:

- Complete all coursework, exams, and assignments honestly and independently unless collaboration is explicitly permitted.
- Properly credit all sources when using ideas, words, or work that are not their own.
- Adhere to all testing protocols and classroom policies regarding academic conduct.

Prohibited Conduct

The following actions constitute academic misconduct:

- Plagiarism – Presenting someone else's work, ideas, or words as one's own without proper citation.
- Cheating – Using unauthorized materials, assistance, or information in any academic work.
- Fabrication – Falsifying data, citations, or any academic materials.
- Unauthorized Collaboration – Working with others on assignments or exams without instructor approval.
- Facilitation of Dishonesty – Helping another student commit an act of academic misconduct.
- Submitting school work completed with the assistance of AI is prohibited. This practice reflects poorly on a student's integrity and can impede academic development. All

homework assignments and projects must be original work.

Reporting & Consequences

- Suspected violations must be reported to the instructor and administrator.
- Depending on the severity of the violation, consequences may include:
 - A failing grade on the assignment or exam
 - A lower course grade or failure in the course
 - Academic probation or suspension for repeated violations

Appeals Process

Students have the right to appeal academic integrity violations through a formal review process, ensuring fairness and due process.

By upholding academic integrity, we maintain a learning environment that respects knowledge, effort, and ethical scholarship.

Academic Probation

Throughout each course, instructors and Academic Dean will periodically review students' overall scores and behavior to assess their progress in the program. If a student is failing to meet the requirements for Satisfactory Academic Progress, the student may be placed on academic probation. At these times, any student experiencing difficulty will be offered additional assistance and recommendations.

Students are welcome to seek additional assistance at any point during their courses if they need more direction, no matter where they stand with their academic performance.

A student may be placed on academic probation for any of the following reasons:

- Scoring less than 70% (C-) on two consecutive examinations
- Failure to complete multiple assignments within the same course
- Poor Attendance
- Consistent lack of professionalism/participation within the classroom as part of an assigned activity

A student on academic probation must meet with the Director or the Academic Dean and the course instructor to determine what can be improved on and off campus to best assist the student. The student will need to show improvement in the area, whether behavioral or academic, that placed them in probationary status within two weeks to remain in the program.

Failure to demonstrate improvement within two weeks or a period of improvement followed by a recurrence of the previous issue may result in a student being dismissed from the program.

Suspension

Students may be suspended for tardiness, absences, or inappropriate behavior in class with a peer, staff member, or member of the public. If a student is suspended, the student will be advised by staff about the existing problem and what the student must do to correct the problem. Urban River intends to establish professional behavior to succeed in the industry. Urban River accepts the responsibility to inform the student about the deficiencies and how to correct the problem.

Dismissal

Students may be suspended or expelled from Urban River due to misconduct or academic failure. The following are reasons a student may be dismissed from the program, including but not limited to:

- Failure to maintain a “C” in all courses
- Failure to meet ethical and professional standards
- Excessive tardiness or absenteeism
- Inappropriate behavior within the class environment
- Cheating or plagiarism
- Damage to or theft of school property
- Failure to fulfill financial agreements with the school
- Violation of State Law or regulation
- Solicitation or distribution of products or promotional materials without approval from administrators
- Possession of alcohol or illegal drugs or attending courses while under the influence of the same
- Possession of a weapon on school premises
- Behavior creating a safety risk to students, staff, or the public
- Advertising themselves as a licensed massage therapist prior to state licensure
- Accepting payment for massage services prior to receiving their license

In most cases, students will receive a warning before dismissal if the circumstances do not require immediate removal. A student violating these policies may be asked to leave the school premises immediately, depending on the nature of the offense. All dismissed students will receive a letter of dismissal from the school. Refunds will be issued within 30 days of notice of dismissal based on the refund policy outlined in the Urban River Handbook and the Refund section in this Catalog.

Conditions for Re-entry / Readmission

Students who have voluntarily withdrawn from Urban River may apply for readmission anytime. Students who have been suspended must wait 26 weeks to reapply. In both cases, readmitted students will be subject to all fees, policies, and standards in place at the time of readmission.

Upon suspension from the program, a request for re-entry must be in writing and submitted to the Program Director. Students may be subject to an interview with the Director before re-enrolling in the program. The Director will make the final decision of eligibility to re-enter in consultation with the Administrator.

Graduation Requirements

Urban River Massage Institute's curriculum is designed to adequately prepare students to take the FSMTB Massage and Bodywork Licensing Examination (MBLEx), the requirement for licensure in most states.

Students may not practice massage for remuneration until they finish the courses, take and pass an exam for state licensure, and receive licensure from South Carolina Labor Licensing and Regulation.

For information on the MBLEx, contact FSMTB, 150 Fourth Avenue North, Suite 800, Nashville, TN 37219 (P. O. Box 198689, Nashville, TN 37219-8689 <http://www.fsmtb.org>)

To successfully graduate from the program, a student must:

- Complete all required courses within the curriculum with a grade of “C” (70) or better
- Complete student clinicals with a passing grade and a minimum of 75 hours of massage
- Complete all required hours within the curriculum totaling 650
- Pay all tuition and associated fees in full or be current on payment agreement in the instance of financing provided by Urban River Massage Institute and/or Lumion.

Certification

Upon meeting all requirements for graduation, a Certificate of Completion of the 650-hour program in Massage Therapy will be awarded. Urban River faculty and administration will help students complete processes to achieve licensure, including application and preparation for the MBLEx examination and applicable state licensure procedures upon graduation from Urban River. The first MBLEx examination fee is included in the tuition package. The student is responsible for any additional attempts at examination to attain licensure. If a student chooses to additionally apply for national certification through NCBTMB, all applicable fees will be the student's responsibility.

Maintenance of Student Records

Urban River Massage Institute shall maintain, for a minimum of six years from graduation or termination, electronic student records that include at least the following:

- (1) A copy of the enrollment agreement or contract and other instruments relating to the payment for educational services.

- (2) Student information, including student name; permanent or other address at which the student may be reached; records relating to financial payments and refunds; records relating to credit granted for prior education or experience; and records of attendance.
- (3) Date of completion, withdrawal or suspension and the reason(s) therefore.
- (4) Record of any student grievance and subsequent resolution.
- (5) Copies of correspondence and other records relating to the student's recruitment, enrollment, and placement.

All student academic transcripts will be on file electronically for at least fifty (50) years from graduation or termination. Transcripts will be electronically maintained in a secure offsite storage service and backed up on-site unless Urban River Massage Institute is permanently closed.

In the event of a merger, consolidation, change of ownership, or dissolution, students can retrieve copies of their transcripts from the S.C. Commission on Higher Education, which will serve as the repository of academic transcripts unless Urban River Massage Institute selects a third party (to be determined) to accept responsibility for the transcripts' safety, maintenance, distribution, and, where appropriate, disposal.

South Carolina Commission on Higher Education Academic Affairs, Post-secondary Institution Licensing
1122 Lady Street, Suite 400, Columbia, SC 29201 Telephone (803) 737-2260

Transcripts

Transcripts are available to students once they have completed all required clock hours, including make up hours, have satisfactorily passed all required courses and tuition payments are current. Transcripts are available to students upon request. Requests for transcripts must be submitted in writing to the School Administrator. Official transcripts will be sent directly to the licensing institution upon the student's request. Upon graduation Urban River Massage Institute will send official transcripts directly to the State of South Carolina, LLR for licensure.

Access to Student Records

Under FERPA, a school or State educational agency (SEA) must provide an eligible student with an opportunity to inspect and review their education records within a reasonable period of time, but not more than 45 calendar days following the receipt of a request. A school or SEA is generally not required to provide an eligible student with copies of education records unless circumstances effectively prevent an eligible student from exercising their right to inspect and review the education records. For example, if an eligible student who does not live within commuting distance of the school requests access to their education records, the school would be required to make other arrangements for the eligible student to inspect and review the requested records, or to provide a copy of the requested records. Under FERPA, a school generally may not disclose PII from an eligible student's education records to a third party unless the eligible student has provided prior written consent.

Tuition and Fees

The total cost to attend Urban River Massage Institute for Fall 2026 and Winter 2027 terms is \$11,600. The cost includes the required student package, administrative fee and tuition. The \$500 non-refundable deposit is due one week after the Enrollment meeting. The Student Package* includes:

- A massage table and bolster
- Lotion bottle, holster and one set of sheets
- Digital or physical access to textbooks required by the program
- Student-level liability insurance
- Uniform shirts
- The cost of application for the first attempt at the MBLEx examination
- Licensure application fees for the state of South Carolina
licensure. Licensure fees can be applied to another state if a student wants to procure licensure in another state, excluding South Carolina.

*Student Package not chargeable to VA

The South Carolina Commission on Higher Education State Approving Agency has approved our school for veteran's education and training benefits.

Tuition for Fall 2026 / Winter 2027	\$10,287
Administrative Fee	\$100
Student Massage Package • Earthlite Pro Endeavor Portable Table Package • Lotion Bottle • Bottle Holster • Massage Sheet Set • 2 Urban River Student Shirts	\$389
Books • Mosby's Fundamentals of Therapeutic Massage • A Massage Therapists Guide to Pathology • Trail Guide to the Body • Trail Guide to the Body Workbook	\$330 <i>*not chargeable to VA</i>
ABMP Exam Coach and Student Insurance	\$79 <i>*not chargeable to VA</i>
MBLEx Application Fee	\$265 <i>*not chargeable to VA</i>
Initial LLR License Application Fee	\$150 <i>*not chargeable to VA</i>
Total	\$11,600

Upon acceptance to the program, two payment options are available: Pay-in-full and a monthly in-house payment plan*. Payment methods for tuition and administrative fees include a credit card (plus a 3% processing fee), money order, bank draft, wire transfer, or check.

*In house payment plans are managed by a third party company, Lumion.

Cancellation & Refund Policy

Students are entitled to a refund by the cancellation of their application or withdrawal from the program. Students canceling their application to the program must do so within three business days of signing their Enrollment Agreement to receive a full refund. Students are entitled to a withdrawal refund based on hours of attendance as outlined below.

Refund Calculation

A pro-rata refund will be issued for students who attend up to sixty (60) percent of the program for which they have paid in full. Refunds are calculated in ten-percent increments, rounded downward to the next ten percent of that period. After sixty percent of attendance, the student is ineligible for a refund. Refunds will be payable to the student unless the student received outside financing. The following calculations will determine the refund:

Students Attendance	Eligible Reimbursement
0 hours (withdraw before the first day of class but after the 3-day cancellation period).	100% of tuition monies paid, less \$500 nonrefundable deposit and \$100 administrative fee.
1-60 hours (10% attendance)	\$9,900 if paid-in-full. Monthly payments-Minimum paid \$1,100 to be eligible for refund. (90% tuition refunded less \$500 deposit and \$100 administrative fee).
61-130 hours (20% attendance)	\$8,800 if paid-in-full. Monthly payments-minimum paid \$2,200 to be eligible for refund. (80% tuition refunded less \$500 deposit and \$100 administrative fee).
131-195 hours (30% attendance)	\$7,700 if paid-in-full. Monthly payments-minimum paid \$3,300 to be eligible for refund (70% tuition refunded less \$500 deposit and \$100 administrative fee) .

196-260 hours (40% attendance)	\$6,600 if paid in full. Monthly payments-minimum paid \$4,400 to be eligible for refund. (60% tuition refunded less \$500 deposit and \$100 administrative fee)
261-325 hours (50% attendance)	\$5,500 if paid in full. Monthly payments-minimum paid \$5,500 to be eligible for refund. (50% tuition refunded less \$500 deposit and \$100 administrative fee)
326-390 hours (60% attendance)	\$4,400 if paid in full. Monthly payments-minimum paid \$6,600 to be eligible for refund (40% tuition refunded less \$500 deposit and \$100 administrative fee).
More than 60% of the program (> 390 hours)	No refunds

**If a student withdraws and is eligible for a refund, the cost of any unreturned items from the Student Package—including the portable massage table, textbooks, bolster, and face cradle—will be deducted from the refund amount.*

Application Rejection

An applicant rejected by the institution is entitled to refund all monies paid less the administrative fee.

Three-Day Cancellation

A student may cancel his/her/their enrollment within three (3) business days of signing the Enrollment Agreement (excluding Saturday, Sunday, and holidays) without penalty and receive a full refund of all Tuition monies paid. The \$100 administrative fee is non-refundable. If Urban River cancels a program before the Massage Therapy Program start date due to a lack of enrollment or other reasons, all students will be placed in another course within 120 business days. If placement is not possible, a full refund of all monies paid, less the administrative fee, will be issued.

Other Cancellations

Urban River Massage Institute requires a class minimum of eight students. If the course is rescheduled due to low enrollment, students will be notified by phone and email. Students can choose to refund or attend the next scheduled class. If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid, less the administrative fee.

Program Withdrawal and Readmission Policy

A student who wishes to withdraw from the program must complete and submit a withdrawal form (Appendix A) and state the reasons for withdrawal and any consideration for future readmission. If withdrawal occurs within three days of signing the enrollment agreement, students are eligible for a full refund of tuition paid as outlined in the Three-Day Cancellation section. The student must participate in an exit interview with the program's Director or designated representative. Students are notified of any refunds due. Refunds due will be paid to the student within 30 days of the withdrawal date. A grade of "W" will be posted to the student's transcript.

Students who have voluntarily withdrawn from Urban River may apply for readmission anytime. Readmitted students will be subject to all fees, policies, and standards in place at the time of readmission.

VA Education benefitted students and GI Bill ®

VA students may attend and participate in programs of education if they provide documentation from VA serving as verification of eligibility and once they pass Urban River's full admission process.

Job Placement Assistance

Resume-building and interview skills are reviewed and demonstrated as part of the student education at Urban River. Job listings are emailed out to students and alumni as they are received. As part of courses, students will be introduced to employers and peers for laboratory demonstration purposes and career insight. During the final weeks of each scheduled program, a career fair will be held for students to meet potential employers in the field. Upon graduation, students will receive email notifications of job openings as the school becomes aware of them unless the graduate opts out of those contacts. Urban River does not guarantee employment upon completion of the program.

Student Complaints

If you encounter any problems concerning the education or administration of this program, please get in touch with your instructor immediately and state your grievance in writing to allow us to help you.

The issue will not be addressed until a written grievance has been submitted to the following Urban River staff:

- 1st Level: Instructor (for classroom or school situations)

- 2nd Level: School Director (for issues involving the advisor/instructor, or for issues they are unable to resolve, or if issues are not promptly addressed)
- 3rd Level: Administrator or Founder (for issues involving the school Director, or for issues they are unable to resolve, or if issues are not promptly addressed)

Written notice should be made in level order as appropriate, or if issues are not promptly addressed. Notice of these specified situations will be acknowledged by the relevant staff member within twenty-four (24) hours by direct email to the student email address given. This acknowledgment will include an attempt to schedule an in-person meeting within three days of the email to address the grievance. Each case will then be evaluated for escalation to an additional level, and remedial action will be enacted within forty-eight hours.

Specified situations that are not covered by this procedure:

- Complaints regarding discrimination
- Complaints regarding sexual harassment
- Complaints regarding academic matters, excluding individual grades

All of the specified situations above should be brought to the attention of the Administrator or Founder in writing immediately by email and will be addressed by them within twenty-four (24) hours. A meeting with the student and Founder will be scheduled at that time.

Students dissatisfied with the Urban River assistance plan and have exhausted all staff levels of the grievance procedure may appeal in writing to the South Carolina Commission on Higher Education:

South Carolina Commission on Higher Education
 1122 Lady Street, Suite 300
 Columbia, South Carolina 29201
 843-737-2260
www.che.sc.gov

The complaint form is available at the following link:

[SC Commission on Higher Education Complaint Form \(usca.edu\)](https://fp.usca.edu/academic-affairs/complaints/complaint-form/file)
<https://fp.usca.edu/academic-affairs/complaints/complaint-form/file>

or

[https://www.che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Licensing/Student Complaint Procedures and Form 09192022.pdf](https://www.che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Licensing/Student%20Complaint%20Procedures%20and%20Form%2009192022.pdf)

Conduct Policies

Policy for Classes, Clinics, & Labs

Students are expected to maintain a professional, hygienic, and clinic-appropriate appearance while participating in student clinic, practical examinations, hands-on instruction, or other activities involving clients or members of the public.

Jewelry, accessories, costumes, novelty items, or other personal adornments must not interfere with the safe and professional delivery of massage therapy services. Items that may create a safety or sanitation concern, interfere with body mechanics or treatment, distract from the therapeutic environment, or are not consistent with professional clinical attire may not be worn during clinic.

Clothing, jewelry, accessories, or other items displaying sexually explicit or suggestive imagery, language, symbols, or content are prohibited in the clinic setting.

Personal expression and individual identity are respected; however, students are required to follow the school's established professional dress and appearance standards. Personal accessories or attire associated with an individual's interests, lifestyle, identity, or self-expression may be required to be removed or covered when they do not meet dress standards.

School administration reserves the right to determine whether attire, jewelry, accessories, or personal adornments are appropriate for the professional clinic environment. Students who arrive for clinic outside of established dress and appearance standards may be required to correct the issue before participating in clinic.

General requirements

- Student issued identification and uniform is to be worn at all times and visible during clinicals, and hygiene must comply with school standards.
- Students who perform massage curriculum (on or off the school premises) must wear a uniform identifying themselves as students and naming Urban River.
- Students cannot charge or accept gratuities (tips) for massage and cannot advertise.

Clothing and shoes

- Solid color scrub top and pants are required at all times while on school property or at an out-call event
 - Scrubs must be black
 - Scrubs must be short-sleeved and cover ankles
 - Uniform top with school issued logo can be worn instead of scrub top
- Closed-toed shoes are required at all times while on school property or at an out-call

event

- Long-sleeved shirts are allowed under scrubs or zipper-front sweaters, and jackets are allowed over scrubs

Hygiene and appearance

- Hair must be well groomed and pulled back if below shoulder length
- Facial hair must be trimmed and well groomed
- Nails must be trimmed and filed so that no tips are visible
- No nail polish
- No new tattoos are allowed during attendance at Urban River
- No dangling items of jewelry, watches, rings, or bracelets are allowed during lab
- Good personal hygiene is required during attendance at Urban River, including attention to cleanliness and odor
- Offensive or strong scents will result in removal from class

Professionalism and Conduct

Professional behavior is required while on campus. Students and faculty must always adhere to Urban River's Code of Conduct and Zero Tolerance Policy. Failure to follow the classroom conduct guidelines could result in disciplinary action or dismissal from the class and program. This policy should be discussed during admissions, and a printed copy should always be available at the front desk and the break room. Please contact a manager if one is not readily available for review.

The following guidelines are required:

- Be seated and prepared to begin class by the start time indicated.
- No sleeping during class.
- No refusal to participate or complete in class activities.
- Disruptive and disrespectful behavior will not be permitted.
- Foul, vulgar, or offensive language is not permitted in the classroom.
- Drinks and snacks are permitted during classroom time at the discretion of the instructor.
- Respect the rights, privacy, and property of others.
- Vandalism and theft are immediate causes for dismissal and legal action.
- Students will be respectful toward all staff, students, and members of the public.
- Cell phones must be silent during class and left outside the labs during clinicals. If a situation arises that a student needs to be contacted by phone, a call to the main phone number may be placed. A message will be given to the student.
- Attire within the classroom and labs must meet the dress code policy at all times.
- Smoking on premises is prohibited.

- Instructors must be notified of attendance conflicts by email as soon as possible.
- Information about students, instructors, and the public clientele is considered private and must not be disclosed outside of the class environment in accordance with HIPAA laws.

Non-discrimination Policy

Urban River Massage Institute does not and shall not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or operations. The following person has been designated to examine all questions regarding the school's non-discrimination policies: Donald Taylor, Founder.

Disabilities

Students with disabilities who are requesting academic or other accommodations must submit medical documentation of said disability. This can include a medical doctor diagnosis or a clinical evaluation, such as a report from a licensed clinical psychologist. The documentation must outline what accommodations are necessary. All requests must be made in writing and submitted to the Director. The documentation and request will be reviewed by the Director and Administrator to determine which accommodations can be made and the student will receive a response in writing.

Sexual Harassment

Sexual harassment is prohibited and will not be tolerated (Zero Tolerance). All students are responsible for ensuring the classroom is free from sexual harassment. Urban River Massage Institute has Zero Tolerance for offensive or inappropriate sexual words and actions. All students must avoid any action or conduct viewed as sexual harassment.

Prohibited sexual harassment creates a hostile environment for students. Such prohibited harassment includes but is not limited to inappropriate touching, banter, jokes, or other words of a sexual, graphic, inappropriate, or crude nature and the display of any pictures of a graphic or sexual nature. Such words and pictures must not be used or shown on devices like phones or computers. Such behavior is strictly prohibited. Any student aware of such behavior must report it immediately.

Urban River Massage Institute's sexual harassment policy also prohibits any unwelcome sexual advances or requests for sexual favors. Any student aware of such behavior should report it immediately. No student shall threaten or insinuate, either explicitly or implicitly, that another student's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that student's performance, grade, or course work assigned.

Conduct may be considered harassment, even if it is not directed at a particular individual but takes place within the person's viewing or hearing. For that reason, the obligation to report harassment falls not just on the persons directly affected, but also on any person who observes

or has reason to believe that such behavior has occurred or is occurring. Such conduct is unacceptable and strictly prohibited in the workplace and other work-related settings, such as business trips, training programs, or Urban River Massage Institute-sponsored social events.

Reporting Discrimination and Harassment

Urban River Massage Institute cannot assist its students or take corrective action if unaware of a problem. Therefore, it is essential that any student who believes they have been the subject of discrimination or harassment or has knowledge that discrimination or harassment has taken place anywhere in Urban River Massage Institute report such concerns immediately. These procedures must be followed promptly.

Any student who has any knowledge of discrimination or harassment taking place in the classroom shall immediately report such conduct to the Instructor or Administrator. While it is permissible to report the allegations verbally, we request that the student document that reporting with a short written statement of their concerns.

If the allegation of improper conduct involves the Administrator or if, for any other reason, the student is not comfortable reporting the allegation to the Administrator, they must report the allegation to the following:

Founder/Founders

Don Taylor
Email: don@urbanriver.net
Phone: 864-631-3425

Caroline Taylor
Email: caroline@urbanriver.net
Phone: 864-275-8280

Urban River Massage Institute will investigate any reported allegations promptly and take appropriate action following the investigation.

Urban River Massage Institute prohibits retaliation against any student who reports discrimination or harassment against another individual in good faith. Students should therefore feel free to report immediately any allegation that such retaliation has taken or is taking place.

Any student who, after an investigation, is determined to have engaged in harassment in violation of this policy will be subject to expulsion.

Staff Transportation of Students

To maintain appropriate professional boundaries and protect both students and employees, URMI staff and faculty are prohibited from providing personal transportation to students in their private vehicles. This policy is intended to reduce concerns related to liability, accidents, favoritism, conflicts of interest, or allegations of inappropriate conduct. Students are responsible for arranging their own transportation to and from school, clinic, and school-related activities. Exceptions may be made only for an emergency or when transportation is specifically authorized by school administration.

Smoking Policy

Smoking is strongly discouraged for a health and wellness professional and is prohibited on school property. Per State law, there is a smoking area behind the facility for student use as necessary. A smoking odor is unacceptable during class or clinicals and will result in a student being asked to leave. Hours missed will need to be made up according to policy.

Drug and Alcohol Policy

Urban River believes that student involvement with alcohol or illegal drugs adversely impacts the work environment and performance, undermining member and guest confidence in Urban River's services. Students are expected to report for work with no illegal drugs in their bodies and not under the influence of alcohol. Compliance with this requirement is an essential qualification for all students and faculty.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances (including medical marijuana), drug paraphernalia, or alcohol by an individual anywhere on school premises, while on school business (whether or not on school premises) or while representing the school, is strictly prohibited. Faculty and students are also prohibited from entering the premises while they are using or under the influence of alcohol or any controlled substances, which may impact the student's ability to perform their job or otherwise pose safety concerns, except when the use is under a licensed medical practitioner's instructions and the licensed medical practitioner authorized the student or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the student is subject to any drug testing requirement, except as permitted by and following applicable law. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings. Violation of this policy will result in disciplinary action, up to and including discharge.

Any student impaired by prescribed drugs or alcohol at work will not be allowed on the school's premises. Urban River may conduct drug and alcohol testing to the full extent allowed by law, including pre-admission and during admission at any time for any reason. Furthermore, refusal by students to submit to a drug test will result in immediate suspension to determine possible

expulsion.

The school maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies and those who have a medical history that reflects treatment for substance abuse conditions. However, students may not request an accommodation to avoid discipline for a policy violation. We encourage students to seek assistance before their substance abuse, or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any school student, including themselves.

Students expelled for unauthorized drug use or failure to comply with drug testing procedures are ineligible to reapply for admission.

Commitment to Safety

The safety of our faculty, students, and clients is our top priority. Urban River is located in the Berea area of Greenville. It is in the shopping center next door to the Food Lion Grocery Store of Berea, open before and after each school day. The parking lot is well-lit and has abundant free parking capacity.

Additional Facts Concerning the Institution

CHE Licensure Disclaimer

Urban River LLC is licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 400, Columbia, SC 29201, Telephone (803) 737-2260, www.che.sc.gov. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the US Department of Education.

COMTA Accreditation

Urban River LLC is accredited by the Commission of Massage Therapy Accreditation (COMTA). Commission on Massage Therapy Accreditation (COMTA) 900 Commonwealth Place Suite 200-331 Virginia Beach, VA 23464 (202) 888-6790 – office info@comta.org www.comta.org. COMTA aspires to the highest level of integrity in the process of program and institutional accreditation. Programs and institutions seeking accreditation will demonstrate honesty and integrity and agree to comply with all COMTA standards, decisions, policies, and procedures both during the accreditation process and throughout the term of accreditation.

Massage Therapy Licensure

Urban River Massage Institute's curriculum meets the licensure requirements in South Carolina. It provides students 650 hours of in-person massage therapy education, including 100 hours of clinicals with a minimum of 75 hours of manual massage therapy with public clientele performing both 50- and 80-minute massages, 250 hours of anatomy, physiology and kinesiology, 200 hours of massage theory and practice, 85 hours of ethics and business, 15 hours of state law, and preparation for the National Certification Examination (required of graduates before November 1, 2014) or the Federation of States Exam for Massage Therapy (MBLEx). (<https://www.llr.sc.gov/mas/faq.aspx>)

As part of the application process, students are asked to supply evidence of citizenship or authorized alien/immigrant status to ensure they can be licensed. Students will also need to complete a background check to determine their eligibility to receive licensure in massage therapy. A negative background may prevent a student from gaining licensure or gainful employment. The state of South Carolina can refuse licensure if a person has been convicted of or has pled guilty to or nolo contendere to solicitation or prostitution, assault, and battery, or other like offenses; to money laundering or other like offense; to a crime that directly relates to the practice or ability to practice massage therapy; to a crime involving moral turpitude; or to a violent crime as defined in Section 16-1-60, a felony that directly relates to the practice or ability to practice massage therapy during the previous five years, or a felony that reasonably relates to the ability to practice massage therapy and for which an essential element is dishonesty during the previous seven years. Graduates must submit another background check and fingerprints with their application for licensure in South Carolina.

Full details on South Carolina Massage Law can be found by using this link:

<https://www.scstatehouse.gov/code/t40c030.php>

In addition to background information, South Carolina also requires that massage licensees speak the English language as a native language or demonstrate adequate proficiency in the English language in the manner prescribed by and to the satisfaction of the board. If English is not an individual's native language, or if an individual does not demonstrate an effective proficiency in the English language in a manner prescribed by and to the satisfaction of the board, then the board may require proof that the applicant has received a passing score from the Test of English as a Foreign Language (TOEFL), Test of Spoken English (TSE) offered by TOEFL/TSE Services, or another service approved by the board. The applicant shall pay the costs of the TOEFL, TSE, or other board-approved services.

Licensure in Other States

Students can apply for licensure in most of the contiguous United States after completing the program at Urban River. The program hours are adequate for most state requirements. Please note that Urban River Massage Institute cannot guarantee licensure eligibility in states

outside of South Carolina, as requirements vary by jurisdiction. Local municipal ordinances may apply in the absence of state law.

State requirements can be found on the American Massage Therapy Association Website:

<https://www.amtamassage.org/state-regulations/>

Resources For Prospective Students

[Massage Therapy School: Everything You Need to Know | Massage Magazine](#)

[Starting Your Massage Career | AMTA \(amtamassage.org\)](#)

[Massage Therapist Insurance, Education, & Resources for Students | ABMP](#)

[Become a Massage Therapist | MassageTherapy.com](#)

Appendix A



Urban River Massage Institute Student Withdrawal Form

(For Administrative Use Only)

Cohort: _____
Withdrawal Date: _____
% Program Completion: _____
Tuition Paid: _____
Returning: FT ☐ PT ☐
Approved: YES ☐ NO ☐

Student's Full Name: _____
Last Name First Name Middle Name

Address: _____

City, State, Zip Code: _____

Cell Phone: _____

E-mail: _____

Reason for Withdrawal: _____

(Continue on a separate sheet if necessary)

Before submitting this form, please read the following:

- I agree that there will be a 72-hour processing delay on my withdrawal request. I may choose to continue to attend classes or I may choose to have absences marked on my official attendance record.
- I agree that tuition refunds are processed in accordance with the policy outlined in the current school Catalog. No request for attendance or grades will be processed until my tuition account is discharged.
- I agree that if I have not paid in full for my student package including massage table, linens, textbooks, and related supplies, I am responsible to return all items in good condition to the institution before my withdrawal is processed. If I elect to pay in full for the student package, an itemized list of charges will be provided, and payment of the student package is due in full before my withdrawal will be processed.
- I agree to clear any financial aid and repayment obligations through the Financial Aid Administrator.

I have read and I understand the above information and wish to formally withdraw.

Student's official Signature

Date (MM/DD/YYYY)

Appendix B



Urban River Massage Institute Student Stop-Out Request Form

(For Administrative Use Only)

Current Cohort: _____		
Stop-Out Date: _____		
% Program Completion: _____		
Tuition Paid: _____		
Returning Cohort: _____		
Returning:	FT ☐	PT ☐
Approved:	YES ☐	NO ☐

Student's Full Name: _____
Last Name First Name Middle Name

Address: _____

City, State, Zip Code: _____

Cell Phone: _____

E-mail: _____

Reason for Stop-Out: _____

(Continue on a separate sheet if necessary)

Before submitting this form, please read the following:

- I agree that there may be a 72-hour processing delay on my withdrawal request. I may choose to continue to attend classes or I may choose to have absences marked on my official attendance record.
- I agree to continue making payments on my account while I am stopping out of study. No request for attendance or grades will be processed until my tuition account is discharged.
- I agree that if I have not paid in full for my student package including massage table, linens, textbooks, and related supplies, I am responsible to return all items in good condition if I do not re-enroll within six months of my stop-out date; or, if I elect to pay in full for the student package, an itemized list of charges will be provided, and payment of the student package is due in full before my withdrawal will be processed.
- I agree to clear any financial aid and repayment obligations through the Financial Aid Administrator.

I have read and I understand the above information and wish to formally stop-out of study.

Student's official signature

Date (MM/DD/YYYY)

Student Agreement

The Urban River Massage Institute (hereafter referred to as “Urban River”) catalog, and any other official Urban River publication describing academic program requirements, student services, or policies and regulations regarding student behavior, does not constitute a contract, either expressed or implied, between a student and Urban River. Urban River reserves the right to change, delete, or add to any of the content at its sole discretion at any time.

The catalog currently in effect outlines program offerings, graduation requirements, academic policies, and student services, policies, and regulations. While the administration and faculty believe the educational program described in this catalog is effective and valuable, the ultimate results in terms of achievement, employment, professional licensing, or other measures depend on external factors such as the student's personality and work ethic, governmental or institutional regulations, and industry conditions. Therefore, except as specifically stated, Urban River makes no representation or contract that following our particular courses or curriculum will result in specific achievement, employment or qualification for employment, admission to outside degree programs, or licensing for particular professions or occupations. Students are solely responsible for their own success.

By signing below, you acknowledge that you have received and read the current Urban River Massage Institute Catalog and agree that it does not constitute a contract, either expressed or implied, between you and Urban River.

I have received and read the current Urban River Massage Institute Catalog and agree that the catalog does not constitute a contract between a student and Urban River either expressed or implied.

Last Name [PLEASE PRINT]

Middle Initial

First/Given Name

Signature

Date [MM/DD/YYYY]