

Massage Therapy

Certificate of Completion in Massage Therapy



Information & Admission Application Packet
2019 – 2020



**GATEWAY
COMMUNITY COLLEGE**
A MARICOPA COMMUNITY COLLEGE



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2931 West Bell Road · Phoenix, AZ 85053 · gatewaycc.edu · (602) 392-5000



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Your Journey Starts Today!

Dear Future Student,

Congratulations! You are taking the first step to applying for the Gateway Deer Valley Massage Therapy Program. Our school offers hands on training and assists in preparing our students for employment in today's workforce. Massage Therapists focus on the structural massage and have the ability to couple and apply deep understanding of the anatomy with powerful tissue sculpting techniques to create radical change in the body. If you work well with people and desire a career that will allow you work on a Cruise ship, Spa, Resort or be self-employed then Massage Therapy is for YOU!

Our accredited program is approximately eight months in length and upon completion awards a Certificate of Completion (CCL) in Massage Therapy, making them eligible to apply for a License from the Arizona State Board of Massage Therapy. For more information on Massage Therapy careers and salary, please visit www.ontonline.org. To successfully enroll, please read this packet thoroughly and follow the steps on the checklist on page 2.

The Student Services Team is excited to welcome you to Gateway and is here to provide assistance to help you succeed. If you have questions, please do not hesitate to contact us at 602-392-5030. Thank you for your interest in Gateway Deer Valley Aesthetician program, and we look forward to your Graduation.

Sincerely,

Student Services Team
Gateway Deer Valley
(602) 392-5030

Student ID:	MEID:	Email:	@maricopa.edu
Admission Process			Completed
<p>1. 1. Attend an Information Session - Information sessions are held on Wednesdays at 3:00 pm followed by a campus tour. If you cannot attend the information session, please email your Navigator (Misty) to schedule an information appointment at gwc.navigators@gatewaycc.edu or call Gateway Deer Valley front desk- 602-392-5000 option 1.</p>			
<p>2. Obtain Student ID number/ Apply for Program. <i>You can do this from anywhere!</i></p> <ul style="list-style-type: none"> • Visit main website at my.maricopa.edu. If you have never attended a college in the Maricopa County Community College District (MCCCD), select “Enroll Now” New application, to complete your academic plan select: Clock/GWCC/ Term/ Massage Therapy • or if you have attended within MCCCD, log into your Student Center, or select “help” on right column to retrieve your student ID and MEID, from Student Center; “apply for Admission”, New application, to complete your academic plan select: Clock/GWCC/ Term/ Massage Therapy as program; or • Visit GWCC Enrollment Services in person to get assistance with completing the online or paper application. 			
<p>3. Secure Funding – Options for financing your education - pages 3 & 4. If applying for Financial Aid; visit website www.fafsa.gov use code MSC-E00701</p> <p>Note: Please check your Student Center at my.maricopa.edu to confirm all To Do items have been completed.</p> <p>*Payment is required 14 days prior to class start date, either by Financial aid or secured by payment plan.</p>			
<p>4. Schedule an appointment to finalize details, Enroll, and discuss payment options and deadlines - Once all admissions documents are completed, please schedule an appointment with your Navigator by calling the Gateway Deer Valley front desk at (602)392-5000 option 1 Or by email at gwc.navigators@gatewaycc.edu</p> <p>Valid Government issued photo ID is required.</p>			
<p>5. Payment</p> <p>Tuition and Fees are due within 2 weeks of class start date. Failure to secure funding by the program (i.e. Financial Aid, Third Party Funding, paid in full or a payment plan) by the due date may put you, the student at risk of being dropped from the program due to non-payment and could result in a losing your seat and a Non-refundable Registration fee.</p> <p>If you applied for and received financial aid, please check your Student Center to determine if you have been awarded.</p>			

The admission requirements and costs of Gateway programs are subject to change.

Program Page

<https://www.gatewaycc.edu/massage-therapy>

Financing Your Education

You are responsible for the total program cost, which includes tuition and fees, out-of-pocket expenses, and any additional expenses associated with this program. You are expected to secure sufficient financial aid or Agency funding, and/or an established payment plan during your enrollment.

PROGRAM TUITION AND FEES	Massage Therapy
Registration Fee*	\$15.00
Tuition Clock Hour	\$3,500.00 (700 X \$5)
Course Fees	\$454.00
TOTAL Tuition & Fees	\$3,969.00

*Registration fee is applied per fiscal year: July 1 – June 30th. If a student's program crosses over June 30th, a 2nd Registration Fee will be assessed. Add \$15.00. +All tuition and fees are subject to change pending MCCCDC Governing Board Approval.

Listed below are some options on how to finance your education.

- ❖ **Financial Aid.** All programs that are 600+ clock hours qualify for financial aid funding. Massage Therapy is an eligible program.
 - Apply online at www.fafsa.gov. Use federal school code: **E00701- Maricopa Skill Center**
 - Financial Aid processing takes approximately 4-6 weeks.
 - **Verify that you have completed all To Do List items in you Student center at my.maricopa.edu**
 - Determine if you have been awarded, which can be found in your **Student Center** under Financial Aid and **Student Email Account**.
 - If you have been awarded loans you must to complete Loan Request form for release please submit the form sent to your student email and return this promptly to the financial aid department or to your Navigator.

- ❖ **Agency Funding.** You must obtained the required paperwork from agency (Maricopa or Phoenix Workforce Connection, Arizona Youth Resources, etc.) These agencies have specific criteria that must be met. Please work carefully with your agency. A firm obligation/intent to pay with your name and amount must be received from the agency prior to enrollment.

- ❖ **Pay-In-Full (Buy-In).** Use cash, check, or credit card to pay in full at time of packet acceptance and admission into the program.

- ❖ **Payment Plan (Buy-In).** You are responsible for signing up for the Equal Payment Plan and make their first payment **prior to the start** of their program. You are required to make your payments by the 20th of each month for the amount of their payment plan.

MONTHLY PAYMENT (ROUNDED) (Varies by length of the program)	Massage Therapy
Payment plan amount (daytime) - \$3,969.00 7 total payments.	Initial- \$579.00 Monthly- \$565.00

Registration fee is applied per fiscal year: July 1 – June 30th. If a student's program crosses over June 30th, a 2nd Registration Fee will be assessed. Add \$15.00. All tuition and fees are subject to change pending MCCC Governing Board Approval.

Notice

Gateway Community Colleges reserves the right to change, without notice, any materials, pricing, information, curriculum requirements, and regulations stated in this publication

Maricopa Student Refund Program (MSRP)

Once your packet is complete and you have been enrolled in your classes, you will need to secure payment. Securing your payment, will secure your seat in the class. Your next step would be to set up your Maricopa Student Refund Program (MSRP) account. In the event that you would be due a refund, including a **Financial Aid overpayment**, having the account in place may prevent delays for you.

Nelnet is processing all student refunds for the Maricopa Student refund Program (MSRP). To ensure you receive your student refunds, you will need to enroll with Nelnet from you Student Center

To set up your account, you will need the following information:

- ❖ Your student ID#
- ❖ Your date of birth
- ❖ Your OFFICIAL Maricopa Student email address

For more information: www.my.maricopa.edu/msrp

Your Financial Account

For your convenience, you can view your account activity at www.my.maricopa.edu. Cash or check payments can be made at any Gateway campus including the Deer Valley, Central City, SouthWest Skill Center or Gateway Washington campus. Credit/debit card payments are also accepted via phone at (602) 286-8277.

Course Curriculum

All classes are set up as a cohort and each course is completed with a predetermined number of hours. Class curriculum is comprised of classes that will equal out to fulfill entire program hours. Course curriculum may be subject to change.

PMP120- Massage Therapy Basics- 175hrs

PMP121- Massage Therapy Advanced- 175hrs

PMP220- Massage Therapy Mastery- 175hrs

PMP221- Massage Therapy II- 175hrs

Uniforms

Uniform tops will be provided within the course fees. Bottoms are to be purchased independently. All bottoms need to be black scrub bottoms with athletic shoes. Scrub locations can be provided upon request.

Booklist

Massage Therapy books are not part of the tuition or class fees. Books will be an additional expense. Books are required the first day of class. Book list may be subject to change.

Required Book title: Trail Guide to the Body 5th Edition

ISBN: 9780982978658

Author: Andrew Beil

Publisher: Beil

Required Book Title: MASSAGE THERAPY PRINCIPLES AND PRACTICE 5TH EDITION

By Susan G. Salvo

Publisher, Elsevier Saunders

This book may be purchased through the publisher, Amazon or other wholesale sources.

Disability Resource Center, Classroom Accommodations

Students with disabilities who believe they may need accommodations in a class or program must contact the Disability Resource Center (DRC) at Gateway at (602) 286-8171. The Manager of Disability Resource Center is responsible for determining a student's eligibility for services and will notify the faculty in writing of the accommodations requested. During the first day of class, a faculty member will announce that students may meet with them during office hours if they need special accommodations for a disability. If you have a question or concern, please contact the DRC. For more information about accommodating students, visit the website at <https://www.gatewaycc.edu/disability-resources>

Attendance Policy

To successfully meet the requirements, the Massage Therapy program and the Arizona State Board of Cosmetology you must attend 100% of the scheduled hours. There is 5% of makeup time built into each course. If an absence does occur, it is your responsibility to notify your instructor and to make arrangements immediately for makeup time. However, even if you make up hours, once you have missed more than the allowed 5% for the course you are enrolled in you may be withdrawn from the course and the program.

Nondiscrimination Policy

The Maricopa County Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, and sexual orientation, age, or Vietnam era/disabled Veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional or employment programs and activities.

Refund Policy for Credit/Clock Classes

If you officially withdraw from credit/clock classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that falls on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

**Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCDC college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*



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NOTES:

