

Student Absence Policy

This policy supplements the terms of the agreement as described in the Financial agreement. Northern Lights School of Massage (hereinafter NLSM) reserves the right to modify this policy at anytime.

To receive a Certificate to work as a Massage Therapist in the State of Indiana you must;

1. Complete a minimum of 500 hours of "In-Class" Instruction.
2. Complete a State application procedure and background check.
3. Pass a comprehensive test approved by the State of Indiana

NLSM offers a minimum of 528 hours of "In-Class". During the course of each session there are always last minute "additional opportunities" and total "In-Class" hour offerings usually increase.

There are some offerings and testing opportunities accomplished "Online". These hours are part of the overall curriculum but are tracked separately.

"Why do I care about more hours than the required 500" ? Indiana is a "minimum requirement" state, many states that accept the Indiana State approved test have greater hours completed requirements. The average student graduates NLSM with over 550 hours. It is your education, you are the one paying for it, we will make the opportunities available.

"What if I have to miss a class" ? NLSM was designed for working students and we understand that everybody's schedule can change. IF you are not able to attend a scheduled class YOU are responsible for letting the Instructor know, and the reason. Not all classes are repeated during the course and if this is a required course/hour you are responsible for making arrangements to complete class missed. Some classes can be made up without having to bring in an Instructor, others will require an Instructor. You are responsible for any costs to bring in an Instructor to make up classes you have missed.

"What happens if my life changes and I have to drop out" ? There are two options here. In accordance with Indiana law NLSM is required to follow a refund policy as outlined in the document "Uniform Refund Policy". You must make payment arrangements for any balance due. A second option is to go "On Sabbatical", NLSM will hold a space open in the next class so you can "drop in" at about the same time you left off. If you have been making payments you must be caught up before you will be allowed to re-enroll. A \$100.00 reapplication fee will be assessed.