



## *Learning to Touch Body, Mind, and Spirit*

### Clinic Policies

- The purpose of the student massage therapy clinic is for the student to practice techniques learned in class while promoting relaxation, increased body awareness, and decreased muscular tension. **It is not intended for treatment of disease of any kind, and it does not substitute for medical diagnosis or treatment.**
- Please remember that this is a teaching and learning clinic. Students may not respond to requests for special techniques for which they have not yet received training.
- As a teaching and learning clinic, an instructor may be present for all or part of the massage to assess the student.
- Should you need to cancel your appointment, please give 24 hour notice by calling 847-214-7323. We may revoke your right to future appointments for a “no show”.
- An administrative fee is charged for clinic services. Payment is made prior to your massage. Payment may be made by cash, check or credit card. A receipt is given to you and a copy kept on file for payment of your massage.
- All massage appointments will be 30 to 55 minutes in length (depending on the semester) for clients that arrive on time. A late arrival will mean a shorter massage session.
- Please make arrangements to have your children cared for outside of the student clinic area during the massage. Attended children are not allowed on ECC property.
- Please turn off your cell phone and all electronic devices.
- Sexual harassment will not be tolerated by either student therapist or client. This includes sexual advances, requests for sexual favors, comments of a sexual nature, physical contact of a sexual nature or inappropriate exposure of the body. You may report violations of this policy to any massage therapy instructor or administrator. Students know this is just cause for dismissal from the program; clients who violate this policy will not be re-scheduled for future appointments.
- Either party may discontinue the session for any reason at any time.
- Massage bays are separated by curtains and conversations can be heard. Please keep your voices low.
- Students may not personally accept money while in the program. Clients may tip if they wish; all tips are deposited into the massage therapy program scholarship fund. If you wish a receipt for your donation, please leave your tip money with the desk, a receipt will be issued for the donation amount and will be recognized by the scholarship office.
- Please feel free to contact the administrative office with any concern; 847-214-7203.

I have read or have had the above read to me and will comply with the above information.

Signature of client \_\_\_\_\_ Date \_\_\_\_\_