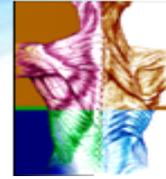


INTERNATIONAL STUDENT INTRODUCTION LETTER & APPLICATION PROCESS



Dear Potential International Student:

Please find below information concerning the First Year of the Advanced 2200 Hour Massage Therapy Diploma Program at The Professional Institute of Massage Therapy in Saskatoon, Saskatchewan. The first year of this program has intakes in September, January, and May. It is a hybrid independent learning-on campus (ILOC) program and requires approximately 34 hours of class time per week. We anticipate that you should allow for another 10 hours of study time per week to increase your chances of success.

Ensure you visit our website at www.pimtmassage.com to view all the courses that you will be taking during your time in the program. Please find attached the Student Policies and Procedures; this includes valuable information, including our Communication and Dispute Resolution Policy.

The total tuition is \$9,700.00 per year. The first year's textbooks, supplies, and fees are approximately \$2,000.00 and are subject to change as publisher pricing adjustments may occur.

When you decide to apply, we will require you to do the following:

1. Go to the appropriate campus page and use the **Sign Up Now** button to apply.
2. Fill in the application form and send it.
 - a. *This includes clicking on the PayPal button and paying the \$50.00 application fee.*
3. Wait for administration to contact you via email; you will be conditionally approved and will be instructed on what documents must be sent to the Institute for full approval and registration.
4. At this point, we will supply you with the Student Enrollment Contract, Schedules, and Policies and Procedures, including International Student Advocacy and the Dispute Resolution Mechanism.
 - a. *Please note that the Student Contract details the Refund Policy and should be read carefully.*
5. Now it is up to you! Once you choose to attend, we will require all proper documentation.
 - a. *You will not be fully accepted and registered until all proper documentation is provided.*

It is imperative that you go to the website (www.pimtmassage.com) and go to the section labelled **International Students** for information that you will need when applying. This includes, but is not limited to, healthcare insurance, housing information, and community services information.

The following documents are required within two weeks of your application. In order to fully accept and register you, we need the following:

- A. A **\$645.00 cheque** made payable to The Professional Institute of Massage Therapy. This is NOT an additional fee; its a tuition deposit and will be refunded if you choose not to attend classes prior to the first day of the program.
- B. **Secondary and/or post-secondary transcripts** showing you have a minimum of Grade 12 with Biology. This is to ensure that you have a reasonable chance of succeeding with the academic material in the program.
 - a. The transcript **MUST** be transposed into English and verified by the Institute prior to full acceptance.
- C. A **signed copy of the student enrollment contract**.
 - a. Please note: the contract **clearly** states the refund policy of the Institute; please ensure to read the Contract, Policies and Procedures, and Dispute Resolution Model prior to entering the program.
- D. A copy of proof that you meet or exceed the standard of English we believe is sufficient to be successful in the program. This is presently set at Canadian **Benchmark Level 5 (CBL5)**.
 - a. This can be determined by the results of the IELTS or equivalent ESL testing.

Please mail to:

The Professional Institute of Massage Therapy
Admissions Office - International Students Affairs
114-701 Cynthia Street
Saskatoon, SK S7L6B7

If you have any questions, contact the Admissions Office directly at (306) 955-5862 and ask to speak to the International Student Affairs Officer. Furthermore, we ask that you read through the following information to ensure that you completely understand the application process, approval process, and refund polices of the Institute.

Sincerely,

Chelsea Ruth Lee, RMT
Director of Administration and Admissions

INTERNATIONAL STUDENT HANDBOOK - SECTION A

TABLE OF CONTENTS

Thank you for considering The Professional Institute of Massage Therapy. The following Handbook is provided to assist you in finding pertinent information you will need if you choose to attend the Advanced 2200 hour Massage Therapy Diploma Program. The sections are divided as follows:

SECTION A: TABLE OF CONTENTS	PAGE 2
SECTION B: SELECTION OF POLICIES AND PROCEDURES	PAGE 3
SECTION C: ADMISSION REQUIREMENTS AND COST	PAGE 8
SECTION D: APPEDNICIES - SERVICES AND SUPPORTS	PAGE 9
SECTION E: COURSE AND CONTACT INFORMATION	PAGE 13

INTERNATIONAL STUDENT HANDBOOK - SECTION B

A SELECTION OF THE INSTITUTE'S POLICIES AND PROCEDURES

(1) Student Responsibility:

It is the personal responsibility of each student and staff member to read and understand the policies and procedures presented in this document. Failure to do so does not relieve students/staff members of responsibility regarding the policies outlined in this manual. As stated in the Professional Institute of Massage Therapy's (hereafter called "the Institute") Student Enrollment Contract, by signing the contract the student agrees with and is bound by the Policies and Procedures of the Institute.

Policy changes made after publication of this document will be available and distributed to all enrolled students. Policy changes will be binding on all students and staff. Administration/Instructors of the Institute reserve the right to make exceptions to all policies and procedures at their discretion to accommodate exceptional circumstances.

A major goal at the Institute is to provide a successful and meaningful education for all students. To reach this goal, administration must be notified of any learning disability and be provided with a formal assessment by a qualified individual at the commencement of the program.

(2) Attendance:

Regular attendance and promptness significantly increases the probability of academic success for all students. Therefore, attendance records will be kept for all classes. Any student whose academic performance suffers due to less than 90% attendance will not be eligible to write supplemental examinations. **For all classes, failure to attend at least 90% of course time made available will result in a mark of zero percent (0%) for attendance in that class.**

Students are required to attend 100% of all massage and hydrotherapy theory/practical and remedial exercise classes. However, in these courses, administration may make provisions under special circumstances for students who miss up to 10% of the classes. **If a student's attendance falls below 90%, they may be asked to withdraw from that class and/or the program.** All classes missed for any reasons, such as illness or injury, are included in the 10% absenteeism.

Students are responsible for keeping record of their own attendance and obtaining all material, notes, assignments, etc. missed while absent from class. Individual instructors have the authority to assign marks for participation and attendance. NOTE: 5 lates will be marked as 1 absence. Being late more than ½ an hour is considered to be ½ of an absence.

During all examinations students are required to **be on time – instructors will have the right to refuse late students entry to an exam.** Instructors also have the right not to allow students to leave the room during an exam. Ball caps/hats cannot be worn during examinations. Desk tops **must** be completely clear except for the examinations themselves and writing utensils.

If a student expects to miss an exam, he/she must contact the Institute **prior** to the exam and bring in a **detailed** doctor's note explaining absenteeism the day they return to school. In the case of a death in the family, a funeral card must be provided. A \$100.00 fee will be charged for make-up exams. Failure to comply with the above rules will result in a mark of zero percent (0%). A zero percent (0%) will also be given for any missed written and/or oral practical examinations and quizzes.

(4) Evaluation Criteria:

Individual instructors determine final grades. This determination is based upon the specific goals for each class, as published in individual class outlines (which are considered an extension of these policies and procedures). Students are graded on class participation, professionalism, examinations, and assignments. A passing grade indicates satisfactory academics, satisfactory professionalism, and timely completion of all assignments. A final mark of 60% in all academic classes and a final mark of 75% in massage/advanced massage theory/practical, hydrotherapy theory/practical, remedial/therapeutic exercise, and joint mobilization must be attained to pass. Students may be eligible to write a supplemental exam for those classes in which they did not receive a final passing grade.

If at anytime during the program term it becomes apparent that a passing grade is unattainable, a student may be asked to withdraw from the class at the discretion of the instructor/administration. If a student fails to meet the minimum requirements in a class (achieve required academic standing, maintain required attendance/professionalism, and complete all assignments), he/she can be asked to withdraw from the program.

Students who fail to maintain an average of 60% in massage theory/practical will be subject to a detailed evaluation of their clinical skills to determine their clinical ability. A student may be asked to withdraw from

the Student Outpatient Clinic if at anytime during the year the instructor/administration determines that the student is failing to display the appropriate skills.

Supplemental examinations for written midterms and finals are provided at the end of each term to those students with attendance of over 90% and an overall mark no more than 10% below passing. Supplemental examinations for oral practical examinations are provided 4 months after the originally scheduled examination to those students with attendance of over 90% and an overall mark between 65-74%.

If a student is more than 10% below an overall passing mark, they can reapply for the course(s) failed. In a practical course, if a student fails both the written and oral practical term examination they will not be eligible for supplemental examinations and can reapply to the course. If a student fails all academic courses, all practical courses, or all program courses, they will not be eligible for supplemental examinations and can reapply to the program.

A fee of \$100.00 will be charged to a student for each supplemental examination – payable prior to the examination. Supplemental examinations will be scheduled at the discretion of Administration and/or the course Instructor.

If a student must reschedule examinations under exceptional circumstances, a request must be made in writing to the Administration office; there will be a \$100.00 fee per reschedule examination pending reschedule approval.

If a student does not achieve an appropriate passing average after supplementals, the student will fail that course and can re-apply for the following year. If the student is accepted, he/she must re-take all classes that a passing grade was not achieved in. Administration reserves the right to make exceptions to this policy based on exceptional circumstances.

NOTE: for all written assignments, a late penalty will be applied of 10% per day. Plagiarism is a serious offence and will be dealt with as so. Anything that is plagiarized is an automatic 0%. Suspension/expulsion may occur at the discretion of faculty and administration. Formatting policies will be outlined at the beginning of the year.

(5) Incomplete Grade:

An incomplete final grade may be given when either: emergency circumstances prohibit a student from completing assignments or when assignments are not handed in for other reasons.

-

(6) Appeal Procedure:

Students may appeal a class grade under the following circumstances:

1. If grading criteria were not clearly specified at the beginning of the class.
2. If grading criteria were not followed as stated, or were not consistently followed for all students.
3. If an individual student believes that his/her grade was based on or impacted by something other than the stated grading criteria.

It is the students' responsibility to contact the instructor to clarify how the grade was determined and to express any concern that he/she may have. This must be done, in writing, within seven days of receiving the initial grade. If the instructor has not been contacted within seven days, there will be no opportunity to discuss the grade. If the instructors' explanation does not resolve the question, the student may submit a grade appeal to the Administrator. An appeal must consist of the following:

1. It must be made in writing.
2. It must include the class title, instructor's name, final grade and the reason why the student believes the grade is not accurate.
3. It must be made within seven (7) days of the reporting of the final mark.

All appeals will be resolved within 28 days of initial submission.

(7) Out-Patient Practicum:

The Professional Institute of Massage Therapy considers the Out-Patient Clinic to be a vital learning component in the program. Students will be required to complete 200 practicum hours in order to graduate from the program. A practicum hour is defined as a one-hour treatment completed in the School Out-Patient Clinic or school sponsored Outreach Clinic. The out-patient practicum hours make up 100 hours of the program offered each year. Massage must be done during clinic hours in order to receive credit.

It is the responsibility of the student to comply with all rules of the Student Out-Patient Clinic manual which is considered to be an extension of these policies and procedures.

-

(8) Refunds and Retaining Fees and Other Payments

In accordance with section 27 (1)-(8) of *The Private Vocational Schools Regulations, 2014*.

27(1) If a student commences a course or program contracted for and provides written notice to an operator of a Category I school that he or she intends to discontinue taking the course or program, the operator may retain the applicable proportion, in accordance with subsection (2), of the tuition fee payable for the course or program.

- (2) If, at the time notice is given:
- (a) 20% or less of the hours of instruction for the course or program have been delivered, the operator may retain 25% of the tuition fee payable;
 - (b) more than 20% but 50% or less of the hours of instruction of the course or program have been delivered, the operator may retain 60% of the tuition fee payable; or
 - (c) more than 50% of the hours of instruction for the course or program have been delivered, the operator may retain 100% of the tuition fee payable.
- (3) If a student is absent from a course of program for 21 consecutive calendar days:
- (a) the student is deemed to have discontinued the course or program; and
 - (b) the operator shall immediately provide written notice to the student that the operator will retain the applicable proportion, in accordance with subsection (5), of the tuition fee payable for the course or program.
- (4) The operator shall send the written notice mentioned in subsection (3) by ordinary mail, courier or hand deliver addressed to the most recent permanent address that the student has provided to the operator. (5) If, on the twenty-first consecutive calendar day that a student has been absent from a course or program: (a) 20% or less of the hours of instruction for the course or program have been delivered, the operator may retain 25% of the tuition fee payable;
- (b) more than 20% but 50% or less of the hours of instruction of the course or program have been delivered, the operator may retain 60% of the tuition fee payable; or
 - (c) more than 50% of the hours of instruction for the course or program have been delivered, the operator may retain 100% of the tuition fee payable.
- (6) If part of a tuition fee is retained by an operator of a Category I school:
- (a) pursuant to subsections (1) and (2), the operator, within 30 days after the notice mentioned in subsection (1) is given, shall refund the balance of the tuition fee, if any, to the student who paid the tuition fee; or
 - (b) pursuant to subsections (3) and (5), the operator, within 30 days after the notice mentioned in subsection (4) is given, shall refund the balance of the tuition fee, if any, to the student who paid the tuition fee.
- (7) A written notice sent by ordinary mail pursuant to subsection (4) is deemed to have been received by the student on the tenth day after it was mailed, unless the student establishes that, through no fault of his or her own, the notice was received at a later date.
- (8) If a student has paid for but not received any texts, books or other instructional material or equipment on the day the operator becomes eligible to retain part of the student's tuition fee pursuant to this section, the operator shall refund to the student the moneys the student has paid for those texts, books and other instructional material and equipment.

28 Nov 14 cP-26.2 Reg 2 s27

-

(9) Payment Schedule:

This payment schedule is in effect for all students. It is school policy to take the full amount of tuition from student loans at the beginning of every year to protect both the student and the school.

Payment Schedule: As stated in the Enrollment Contract

A penalty fee of \$50.00 will be charged for each late payment. Grades will be withheld and suspension or expulsion will occur if payment is deferred for a period longer than 30 days.

Payment can be in the form of Cheque, Cash, Money Order, Debit, Visa, or Mastercard; Student Loans, Gabriel Dumont Institute funding, and Worker's Compensation Board funding is also accepted. *There will be a \$40.00 fee for any bounced cheques.*

(10) ^[1]Tuition

Tuition is 100% due and payable upon entering this contract. Refunds will only be made as per section 27(1)-(8) of *The Private Vocational Schools Regulations, 2014*. Students receiving full financial aid from Student Loans, Gabriel Dumont Institute, or other similar funding agencies are expected to provide payment at the start of the program, and are only eligible to follow the Payment Schedule if they only receive partial funding. All other students must follow the Payment Schedule (outlined above) or can do advance payments.

-

(11) Dispute Resolution Model:

The Institute encourages the use of the dispute resolution model for both staff and students. This process meets section 29 (1)-(3) of *The Private Vocational Schools Regulations, 2014*.

1) In cases where you feel conflict, or uncertainty with someone, the first step is to discuss it with this person. 2) If this problem is not resolved within 7 days, you can communicate this to the individual and involve a mediating third party (the *Director* of the Institute). A formal written complaint must be addressed to the Director.

3) A meeting will then be held where the Director will act as a mediator. A resolution will be decided upon after hearing both sides of the parties involved. The meeting and outcome will be recorded in writing by the Director or another staff member chosen on a case by case basis. If the complaint relates to a breach of the PVS legislations, the student should contact the ministry.

**Ministry of Advanced Education
Universities and Private Vocational Schools Branch
12th floor, 2010 12th Avenue
Regina, SK S4P 0M3
Phone: (306) 787-5763**

(12) General Concerns/Requests:

All general concerns/requests must be addressed to the Administration in written form. Request forms are found in the "FORMS" filing cabinet and can be submitted to the front desk or to the Administration 'Request Form' box located outside the main office door.

-

(13) Suspension or Expulsion:

Cheating on examinations or plagiarism of any kind will not be tolerated. Any student suspected of cheating or plagiarism will receive a mark of zero. Violators will be subject to suspension or may be required to withdraw from the program. All staff members will be made aware of students accused of cheating/plagiarism. To minimize the opportunity to cheat, all students will be required to place their cell phones on the instructor's desk before any examination.

Any actions taken by a student that negatively affects the image of the school will result in suspension or expulsion.

Tuition payments deferred for a period of 30 days or more will be subject to immediate suspension or expulsion from the program – without prior notice.

Within 14 days after suspension, Administration will make a determination on the length of suspension. Upon return to the Institute, the suspended student will be required to make up any lost hours at the discretion of Administration.

-

(14) Standards of Conduct:

Acceptable standards of conduct and deportment are always in effect at the Institute. Violation of the standards of conduct are considered actions taken by a student that negatively affects the image of the school and will result in suspension or expulsion as deemed appropriate, at the Administration's discretion. Unsatisfactory conduct includes, but is not limited to the following:

1. Misrepresentation of the curative powers of Massage Therapy.
2. Misrepresentation of your status of 'Massage Therapy Student' to the public or any health care professional.
3. Violation of the school's substance abuse policy.
4. Sexual activity on Institute premises and/or sexual advances in any Massage Therapy setting.
5. Any inappropriate interaction between student and staff which is detrimental to a positive learning experience.
6. Taking and/or using any property belonging to the school and/or others without permission.
7. Verbal abuse, physical abuse, violence or threats of violence toward any student, faculty or staff member.
8. Breach of privacy or confidentiality.
9. Inappropriate attire or hygiene.
10. Failure to work with peers, faculty and staff, and clinic clients in a professional and responsible manner.
11. Any other inappropriate or unethical conduct as deemed by the Administrator. (please read through the Institute's professionalism expectations documents)

Following any act of misconduct, the staff member will make note of the incidence on the student's professionalism recording sheet; a misconduct report may be filled out at the discretion of the staff member, in company of the student and – when available – the Director, signed by all parties, and filed in the student's permanent record. These reports will be reviewed at the end of the academic year to ensure that graduation requirements of appropriate conduct have been fulfilled. If Administration feels that a student's conduct has not been in compliance with the **Standards of Conduct**, successful graduation requirements will not be complete, therefore disbursement of a diploma will be reviewed, and the diploma will be withheld (see **Graduation Requirements**).

(15) Student Dismissal

A student shall be dismissed from class without warning under any circumstance where the Instructor feels the student has displayed inappropriate conduct. This includes but is not limited to:

- Inappropriate language or inappropriate touch
- Lack of participation or lack of respect for the Instructor and/or other students
- Disruptive behavior

Immediately following dismissal, a dismissal and/or misconduct report will be filled out by the Instructor, in company of the student and – when available – the Director, signed by all parties, and filed in the student's permanent record. These reports will be reviewed at the end of the academic year to ensure that graduation requirements of appropriate conduct have been fulfilled. If Administration feels that a student's conduct has not been in compliance with the **Standards of Conduct**, successful graduation requirements will not be complete, therefore disbursement of a diploma will be reviewed and the diploma will be withheld (see **Graduation Requirements**).

(16) Confidentiality Policy:

All efforts will be made by students, faculty, and staff to ensure the privacy of students, faculty and staff, and outpatient clinic clients from unnecessary disclosure of information. Breaches of confidentiality may be grounds for disciplinary action. Students are not permitted behind the front desk or main office desk at any time.

-

(21) Student Records:

Student records are collected and maintained by the Administrator indefinitely; they include application forms complete with former records of training and education, enrollment contracts, grades and evaluations for each class taken, records of any class failures and/or re-takes, records of withdrawal, records of any disciplinary action, and attendance records. These documents are subject to review by The Professional Institute of Massage Therapy Administration and The Saskatchewan Ministry of Advanced Education: Universities and Private Vocation Schools Branch. Due to privacy of education and Institute policy, the staff of this Institute will not communicate regarding enrolment with any persons save those who have signed the enrolment contract, unless required by The Saskatchewan Ministry of Advanced Education. These records are indefinitely held in a storage facility after a student completes or discontinues his/her program, as per The Saskatchewan Ministry of sAdvanced Education.

(22) Student Transcripts:

One official transcript is provided to each student upon graduation and will include all classes taken, grades received and overall averages. Additional copies may be obtained for \$20.00. Transcript/Alumni Request Forms are available at the front desk and must be filled out before the Administration will release a requested item.

-

(23) Graduation Requirements:

Program diplomas are awarded upon completion of the following:

- Completion of all required course work with a minimum overall average of 60%. (Providing a 75% minimum has been acquired in [advanced] massage therapy/hydrotherapy theory and practical and remedial/therapeutic exercise classes)
- Compliance with all policies and procedures of the Institute, including the maintenance of professional standards of conduct.
- Valid CPR-C and First Aid Certification.
- Payment-in-full of all tuition and fees in accordance with the payment schedule outlined by the school. A \$50.00 late fee will be applied to each overdue payment.

(30) Inter-Program Transferring

Administration reserves the right to deny inter-program transfers; for a transfer to be allowed, the following must occur:

- The transfer must not negatively affect either classroom as determined by Administration
- A \$100.00 transfer fee will be paid by the student
- There must be room available for the student to transfer into the desired class Transfers will only be considered if tuition payment is up to date.

(31) Outer-Program Transferring

Administration reserves the right to deny outer-program transfers; for a transfer to be allowed, the following must occur:

- The transferee must provide official transcript of marks indicating successful completion in course subjects requesting credit at least 4 weeks prior to the start of the next academic year.
- The transferee must provide course syllabi for all courses requesting credit.
- The transferee must challenge any course final examination and achieve a satisfactory mark (60% in theoretical courses, and 75% in practical courses)
 - ✦ The cost for challenging a course examination is 20% of the total cost of each course challenged, up to \$200.00 each.
- If the transferee is requesting to join the second year of the program, and has submitted the necessary paperwork from another Massage Therapy program's first year, challenging final examinations may be waived if Administration determines the previous course satisfies the first year of the Institute's program.
 - ✦ There will be a \$200.00 fee for this type of transfer.
- All costs associated with transferring into the program must be paid prior to challenging examinations. Transfers will only be considered if all of the above items are satisfied.

(33) It is Important for Students to Note:

Learning is a partnership between the student and the facilitator(s). Learning opportunities have been designed and resource materials have been identified to help you achieve the course objectives and outcomes. Not all *material will be covered in class*. Reading, exercises, and other forms of directed and self-directed study will be required to achieve depth of learning. It is the **student's responsibility to use** these opportunities and material and ensure that he/she can achieve the stated objectives and specific massage therapy outcomes. This is an essential component of the accountability that is associated with becoming a professional.

A variety of PDF versions of lecture notes found on the website are being integrated into the online campus. These files are meant for those individuals, whom have purchased the required textbooks, and who have paid for and are enrolled in the courses; they are NOT for redistribution. Any unauthorized redistribution is strictly prohibited, and is considered a violation of the 'Breach of Privacy or Confidentiality' section of The Professional Institute of Massage Therapy's policies and procedures, and may be considered copyright infringement of the textbook authors and/or the Institute.

^[1] Other than the \$50.00 registration fee, no payment is required more than 3 months in advance of program start date. If within 3 months of the program commencing, tuition is 100% due and payable upon entering the enrolment contract.

^[1] Payments are not due and payable prior to 3 months before the program start date

INTERNATIONAL STUDENT HANDBOOK - SECTION C

ADMISSION REQUIREMENTS AND COSTS

Program Type: Occupational

Credential Type: Diploma

Length: 2200 hours (78 weeks maximum)

Standard Admission Students must meet ALL of the following criteria:

To enter year one, you must meet the following minimum requirement:

- a. Saskatchewan High School Diploma or the equivalent, verified by an official transcript, with 50% or better in a Grade 12 Biology or Sports Science course.
- b. Successful interview with the Institute administration.
- c. A copy of proof that you meet or exceed the standard of English we believe is sufficient to be successful in the program. This is presently set at Canadian Benchmark Level 5 (CBL5). Mature Admission Students must meet ALL of the following criteria:
 - a. 19 years of age or older
 - b. Successful interview with the school administrator

Advanced Credit Admission Students will be required to meet the following standard for Advanced Credit Admission:

- a. Successful completion of a 1,000 hour or greater massage therapy certificate/diploma program, verified by an official transcript, with 75% or better in any Massage Theory and Practical type course.
 - i. Advanced credit will be given for these students to enter the second year.

The Advanced 2200 hour Massage Therapy Program is eligible for full-time post-secondary assistance by Student Financial Assistance in Saskatchewan.

Tuition: \$9,100.00 Year One

Books/Supplies/Fees: \$2,000.00 Year One

**This program information is valid for the 2018-2019 funding year.

Please note: tuition, books, supplies, and mandatory fees displayed are provided to Student Financial Assistance and may be used when processing post-secondary funding applications. The educational costs provided are based on a 100% full course load and may not reflect current or all educational costs charged by the Institute. Contact the Institute to obtain accurate educational cost information. Educational costs and policies are the same for all students.

Withdrawals:

A student wishing to withdraw from the program at any time must provide the Administration with written notice. The date of withdrawal will be considered the date the Administration receives the withdrawal notice. A student will be considered withdrawn from the program if they are absent from the program for 21 consecutive days. The date of withdrawal will be considered the 21st consecutive day absent from the program. See (8) Refunds and Retaining Fees and Other Payments portion of the Institute's Policies and Procedures (tuition refund policy is the same for all students).

Please note that withdrawing from the program could have an impact on a student's Visa status, including revocation of Visa status.

Transfers:

Transfers out of the program are up to the accepting Institution. Transfers into the Program from other Programs are determined on a case-by-case basis by a thorough review of the previous program attended, material covered, time of attendance, and the ability to verify material. Testing may be required to determine if a transfer is possible, at the discretion of administration. Transfers into the program or within the program are outlined in the Institute's Policies and Procedures (30) Inter-Program Transferring; and, (31) Outer-Program Transferring.

INTERNATIONAL STUDENT HANDBOOK - SECTION D

APPENDICES - SERVICES AND SUPPORTS

Please find below a list of websites and contact information for a variety of support systems available to international students in Saskatoon, Saskatchewan. These services are provided to assist you in being successful in your academic and personal pursuits. The agencies listed here support immigrants in their new communities and provide a number of services to help them make the transition to life in Saskatchewan. We encourage you to keep this list somewhere accessible during your enrollment at the Institute. There is a link to each of these sites on www.pimtmessage.com under **International Students** tab.

Navigation:

From the homepage (www.pimtmessage.com), click on the **International Student Information** tab:



APPENDIX A - ACCOMMODATION

The following sites are designed to assist you in finding living accommodations in Saskatoon and/or surrounding area.

1. Rentspot: <http://www.saskatoon.rentspot.com>
2. Living Saskatoon: <http://www.livingsaskatoon.com/communities-culture/>

APPENDIX B - HEALTH SUPPORTS

The following sites are designed to assist you in finding health supports in Saskatoon and/or surrounding area.

1. eHealth Saskatchewan: <http://www.ehealthsask.ca/HealthRegistries/Pages/apply-for-health-card.aspx>
 - a. **International students are eligible for Saskatchewan Health Benefits.**
 - b. Ensure you visit this site and apply for a health card as soon as possible.
2. Living Saskatoon: <http://www.livingsaskatoon.com/health-safety/> 3. Provincial Health Line:
 - a. Website: <http://www.saskatchewan.ca/residents/health/accessing-health-care-services/healthline>
 - b. Direct Phone Number: 811

APPENDIX C - MENTAL HEALTH SUPPORTS

The following sites are designed to assist you in finding mental health supports in Saskatoon and/or surrounding area.

1. Saskatoon Crisis Intervention Services: <http://www.saskatooncrisis.ca>
2. Saskatchewan Crisis Services/Hotlines: http://www.sk.211.ca/saskatchewan_247_hour_crisis_hotlines
3. Family Service: <http://www.familyservice.sk.ca/programs>
4. The YWCA: <http://www.ywcaskatoon.com/crisis-shelter-residence/>

APPENDIX D - ACADEMIC AND LIFE SKILLS COUNSELING SUPPORTS

On orientation day and throughout your enrollment at the Institute, academic support is provided by administration and faculty for all students. The course outlines, policies and procedures, and other necessary documentation is provided on orientation day; these outline the expectations placed on every enrolled student in the program. This includes, but is not limited to: (1) academic requirements per course, (2) acceptable codes of conduct, (3) evaluation methods and criteria, etc.

Students are monitored and evaluated as outlined on orientation day. If a student does not meet the outlined criteria, there will be a verbal warning provided. If a student continues to not meet the outline criteria, there will be a written notice of discontinuation provided to the student.

The following sites are designed to assist you in finding academic and life skills counseling supports in Saskatoon and/or surrounding area.

1. Aspire Too: <http://aspiretoo.ca/>
2. Ra-Lee Training Group: <http://www.ra-lee.com/courses1/>

APPENDIX E - COMMUNITY CONNECTIONS

The following sites are designed to assist you in finding community connections in Saskatoon and/or surrounding area.

1. Regional Newcomer Gateway:
 - a. Website: <http://www.nicstoon.org>
 - i. <http://www.nicstoon.org/community-services>
 - b. Contact Information:
Newcomer Information Centre
106 - 129 3rd Avenue North
Saskatoon, Saskatchewan, Canada
S7K 2H4
Phone: (306) 343-8303
Fax: (306) 343-1744
Email: info@nicstoon.org
2. The Open Door Society: <http://www.sods.sk.ca>

APPENDIX F - CITIZENSHIP AND IMMIGRATION CANADA

The following sites are designed to assist you in finding information about citizenship and immigration into Canada.

1. Government of Canada - Citizenship and Immigration: <http://www.cic.gc.ca/english/>
2. Government of Canada - Study in Canada: <http://www.cic.gc.ca/english/study/index.asp>
 - a. <http://www.educationau-incanada.ca/educationau-incanada/canada/index.aspx?view=d&lang=eng>

APPENDIX G - HARASSMENT, DISCRIMINATION PREVENTION, AND CONFLICT RESOLUTION SERVICES

The Professional Institute of Massage Therapy has a no tolerance rule for harassment or discrimination of any type. We outline this in our **Codes of Conduct** and **Dispute Resolution** sections of the policies and procedures. These can be seen in SECTION B - SELECTION OF POLICIES AND PROCEDURES of this document.

APPENDIX H - STUDENT ADVOCATES

There is a student representative that acts as a student advocate in both first and second year of our program. These students are chosen by their classmates each year.

INTERNATIONAL STUDENT HANDBOOK - SECTION E

COURSE AND CONTACT INFORMATION

The following course information is based off of approximate hours for each course taken during the Advanced 2,200 hour Massage Therapy Diploma Program.

Course Hours:

- Year One:
 - Massage Theory - 184 hours
 - Massage Practical - 184 hours
 - Assessment - 94 hours
 - Remedial Exercise - 25 hours
 - Joint Mobilizations - 25 hours
 - Musculoskeletal Anatomy - 180 hours
 - Neurobiology - 103 hours
 - Systems Anatomy and Physiology - 103 hours
 - Pathology - 90 hours
 - Clinical Practicum - 100 hours
 - Medial Terminology - 10 hours
 - Applications of Research into Practice - 5 hours
 - Pharmacology - 10 hours

- Year Two:
 - Advanced Massage Theory - 193 hours
 - Advanced Massage Practical - 193 hours
 - Hydrotherapy Theory - 47 hours
 - Hydrotherapy Practical - 47 hours
 - Therapeutic Exercise - 22 hours
 - Advanced Gross Anatomy - 190 hours
 - Pathophysiology - 176 hours
 - Clinical Practicum - 100 hours
 - Business/Professional Development - 50 hours
 - Nutrition - 16 hours
 - Kinesiology - 44 hours
 - Post-Surgical Conditions - 6 hours
 - CPR-C/Standard First Aid - 16 hours

General Contact Information:

Professional Institute of Massage Therapy
114 - 701 Cynthia Street
Saskatoon, Saskatchewan, Canada
S7L 6B7
Front Desk/Clinic Desk Phone: 1-306-955-5833
Fax: 1-306-955-5864
Email: pimtadmin@sasktel.net
Website: www.pimtmessage.com

Specific Contact Information:

Professional Institute of Massage Therapy
ATT: Chelsea Ruth Lee, International Student Advisor (Office 117)
114 - 701 Cynthia Street
Saskatoon, Saskatchewan, Canada
S7L 6B7

Phone: 1-306-955-5862
Email: saskatoon@pimtmessage.com
Website: www.pimtmessage.com