

Taum Sayers and Muscle Management® Class Policies:

Course content and development: Course content is primarily influenced by Taum's apprenticing with Lauren Berry beginning in 1978 and later as an assistant teacher in his classes. Taum continues to interact and co-teach with other certified Berry Method® Practitioners/Teachers and health care professionals. Informational resources include materials regarding the Berry Method® and other relevant published works.

For example, Myofascial Pain and Dysfunction - The Trigger Point Manual, by Janet Travell, and the published works of Dr. Rene Cailliet, my personal Physician. God Bless you Dr. Cailliet ☺

Class presentations are revised as student feedback warrants and knowledge evolves. At the end of each class, students complete a class evaluation form to evaluate and revise the class offerings. This evaluation process has been constructive in keeping the classes current and worthwhile for future students.

Instructor: Sole instructor for these courses is to be Taum Sayers.

Advertising: Course flyers are produced on a computer and made available via postings at massage schools, on www.musclemanagement.com in the class schedule section, via email, regular mail, Facebook, and by request. Flyers include information regarding Taum Sayer's training and experience. For email advertising, I have a free email announcement list by subscription. Each promotion includes a reference to Taum Sayers Certification as a CEU provider:

"Taum Sayers is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a continuing education provider under Category "A."

Category "A" Provider # 152386-00

Fees are normally:

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| • \$125 for 2½-hr. workshops. | Discount for early registration | 2.5 CEU's |
| • \$150 for 3-hr. workshops. | Discount for early registration | 3 CEU's |
| • \$300 for the 6-hr. workshop. | Discount for early registration | 6 CEU's |
| • \$500 for 2-day 13-hr workshops. | Discount for early registration | 13 CEU's |

As long as there is room in the course, the registration deadline is the first day of class.

Registrations require a deposit to hold the space.

Advanced registrations receive a discount; the remaining fee is due at the beginning by/on the first day of the class. Deposits are non-refundable, barring an emergency or unique situation to be determined on a case-by-case basis. Any refunds will be made via check or electronic funds transfer (minus any processing fee).

Cancellation policy: Students may designate a qualified substitute to attend and then credit their deposit to that substitute's class fee. Any early registration discount is waved for the substitute. Any refunds will be made via check or electronic funds transfer (minus any processing fee) within 3 weeks. All designation requests must be received 2 weeks before class starts. No changes will be made after that date.

All registration money will be refunded to students if registrations fall short of class financial requirements.

American Disabilities Act: Facilities will be handicap accessible. When a student calls and identifies themselves as disabled, the instructor will discuss their needs and how to accommodate them in the classroom best. Students must notify the instructor of special requirements before the beginning of the class, allowing adequate time for reasonable allowances to be made. As listed in the ADA, allowances for special needs will be met as long as they do not impose an "undue burden" on the instructor.

There is no discrimination based on race, color, religion, sex, or national origin.

Class records and student transcript policy: Records and transcripts will be maintained and stored within a secure file cabinet or on an electronic data storage unit for four years by Taum Sayers. Student transcripts will be reproduced only per student request at a minimum charge.