

Taum Sayers and Muscle Management® Class Policies:

Course content and development: Course content is primarily influenced by Taum's apprenticing with Lauren Berry and 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 Dr. Janet Travell and Dr. David G. Simons, and the published works of my personal Physician, [Dr. Rene Cailliet](#). (Awesomely inspirational story) Bless you, Dr. Cailliet 😊

Class presentations are revised as student feedback warrants and knowledge evolves. Students complete a class evaluation form at the end of each class 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.

Promotion: 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. 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." **Provider # 152386-00**

Workshop tuitions are normally:

\$75 for 90-minute.	Non-CEU
\$175 for 3-hr.	3 CEU's
\$350 for the 6-hr.	6 CEU's
\$600 for 2-day 13-hr.	13 CEU's

Discounts are often available with early registration.

Registrations require a minimum of a deposit to hold the space.

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

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 waived for the substitute.

- Any refunds will be made via check or electronic funds transfer (minus any processing fee) within three 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.