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History

Incorporated in June 1999 by Von A. Keller, Jr., *Soothing Arts — Healing Therapies, Inc.*, d/b/a *Soothing Arts — Healing Therapies* School of Massage recognizes a need for skilled bodyworkers with professional dedication to clients and employers alike. The beautiful beaches of the Florida Gulf Coast foster a booming resort destination and have always relied on the tourism industry. This creates a growing demand for therapists.

Classes began in a beautiful facility on Hwy 98 in Miramar Beach. Our original *546-hour program* offers skilled instruction in Western and Eastern Modalities of massage techniques and a strong background in basic Anatomy and Physiology. Innovation has been very important since our inception and advanced Spa Body Treatment training is part of our program.

The sleepy little town of Destin has grown rapidly over the years and *Soothing Arts — Healing Therapies* has also encountered tremendous growth. The school offers its *546-hour* Massage Therapy program in convenient day and evening classes and also offers a *260-hour* Skin Care Program.

Community outreach programs and in-house clinics make the public aware of massage therapy's many benefits to people facing stress in their busy lives. We often make ourselves available to other health care providers and caregivers by having our instructors and students bring the benefits of massage to their workplace. *Soothing Arts — Healing Therapies's* excellence in Sports Massage is also observed at many prominent local sporting events.

Providing an environment for the students to begin their growth starts at *Soothing Arts — Healing Therapies*. The staff desires that all students maintain a unique and individual quality in their work; hence, *Soothing Arts* emphasizes the art of touch with the student's creative energy and intuition always guiding the quest for optimum health.

Rationale

Soothing Arts — Healing Therapies is committed to educating new practitioners of massage therapy and skin care to ensure successful professionals. The thoroughness and the quality of the education at *Soothing Arts — Healing Therapies*, makes us unique. The curriculum is carefully planned sequentially for maximum learning. Upon graduation the student will feel fully prepared to begin his/her new profession.

The basic foundation programs are designed to be completed as quickly and as logistically possible, so that the student can start his/her new career. Not counting holidays, it takes a minimum of 5 months (20 weeks) to complete either program. Once the student graduates, it will take approximately two months to obtain his/her license. For those wishing to go at a slower pace, part-time programs are also offered.

A unique aspect of our massage program is the Movement and Mindfulness therapy portion of the program. It is designed to promote wellness and relaxation for both you and your future clients. Yoga, Tai Chi, Brain Gym, and breathing techniques are just a few of the skills you will learn.

After the student completes the initial program, they will have a much better understanding of their professional massage and/or skin care goals. They may then choose to focus on a specific style or application of massage therapy or further their skills and education in skin care or other spa specialties. *Soothing Arts — Healing Therapies* has a placement program.

Although a job cannot be guaranteed, the school networks with business owners and health care providers, gathering information about job possibilities, and expanding awareness in the community. There is a job board located in the commons area.

Our intent is for you to succeed - not just graduate.

Philosophy

Importance of Touch in Massage

Touch is Vital for Life. Ashley Montague, in his book, *Touching, The Human Significance of the Skin*, thoroughly explains how touch is one of our basic needs as are breathing and eating. Studies show that infants will not thrive without touch. Adults need touch as well.

America has been described as a "touch deprived" society. In addition, many individuals have experienced inappropriate touch. This may contribute to "disease" in life that wounds our well-being more than is realized. Safe, nurturing touch facilitates healing. Massage enables people to receive nurturing touch and an accompanying sense of well-being.

Dangers of Stress

Studies prove that stress is detrimental to our health. Massage can help ease stress, both mental and physical, to promote relaxation. Many modern technologies were supposed to make life easier for us. Why then, are we so stressed? With families, financial debts, repeated deadlines, etc., it's no wonder our health is deteriorating on a global level. Continuous stressors cause chemical changes in our body that become detrimental to our health.

Massage Therapy helps to restore the natural chemical balance leading to "homeostasis" in the body. Massage is also the best method to ease muscular pain and tension because it releases **endorphins**, the body's own natural painkiller. Massage is a wonderful way to once again feel "relaxed".

Muscular Pain

Muscular pain affects the daily lives of many people. Muscles comprise 45-50% of the human body, depending on individual physique. So what happens to a person with muscular pain? Many suffer long-term chronic musculoskeletal discomfort. Some people try medications, others surgery, many with no success. Others try to just "live with the pain"

People are becoming more aware of how beneficial massage is for prevention and for rehabilitation. **Massage is very effective in relieving muscular and connective tissue pain and in restoring function and movement to the body.**

Holistic Approach | **Massage is an integral part of the Healthcare Profession.**

Soothing Arts — Healing Therapies believes in a reciprocal learning process between teachers, students, staff members and clients. In blending traditional and nontraditional approaches to health, education and personal growth, we empower ourselves and others toward a "holistic" approach to life.

Mission and Goals

Vision

- Our Vision is to be a highly effective educational institution that is an asset to its students, the massage therapy, skin care professions and the community.

Mission Statement

- The Mission of Soothing Arts Therapies School of Massage is to preserve and enhance human health by providing quality education, and skills-based programs in massage therapy and skin care. Our programs prepare graduates for entry-level positions as massage therapists, facial/skin care specialists and other positions in the healing arts and skin care professions. We provide a challenging, compassionate educational experience that facilitates the personal and professional development of our students.

Goals

- Educate and develop professional practitioners in the fields of massage therapy and skin care, who master and utilize their knowledge and skills to provide safe, consistent, ethical therapeutic treatments, applications and techniques. Graduates will be highly skilled and capable of attaining successful careers in a variety of professional settings - salons, spas, cruise ships, chiropractic offices, or their own private practice.
- To prepare massage therapy students for certification through the One of the four National Tests approved by the Board of Massage Therapy, and licensure through the State of Florida.
- To prepare skin care students to qualify as Registered Facial Skin Care Specialists, and provide advanced training for students enrolled in the Clinical Skin Care Program.
- Provide highly qualified instructors to ensure an effective, efficient and enjoyable learning experience.
- Provide teaching and learning experiences that foster personal and professional integrity and a commitment to the respectful care of individuals in the clinic and classroom environments.
- Increase public awareness of the benefits of massage therapy.
- Be an asset to the community by facilitating and promoting professional excellence in the fields for which we teach.

Admission

Admission Requirements

General Requirements

To qualify for admission to the Soothing Arts Healing Therapies School of Massage, an applicant must meet the following requirements:

- Applicants must be 18 years of age (16 years of age for Skin Care Programs)
- Students must provide proof of age, i.e. driver's license.
- Must supply proof of high school graduation or "GED".

*Applicants must satisfactorily complete all admissions requirements, including submitting an ***accurate and complete Application for Admission and other required documentation (i.e. proof of high school graduation or GED)***. Such records and documentation become the property of the Soothing Arts Healing Therapies School of Massage, and will not be returned to the applicant. Applicants, who fail to provide accurate information, may not be considered for admission.

- Specific requirements must be met for programs funded by the State or private industries.
- Prior to signing the Enrollment Agreement, each applicant must ***meet with a representative of the School, tour the facility, view the textbooks and receive a catalog before enrolling.***
- Due to the nature of the training, all applicants must be in good health, and be capable of effectively meeting the physical demands of performing therapeutic massage and/or skin care applications.
- Applicant must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and the School, and acknowledges the applicant's understanding of the contents of the School's Catalog.
- Applicant must pay a \$ 150.00 Registration Fee.
- A former student, who did not complete the program of study and/or has been terminated or withdrawn from the program, is required to reapply for admission. A readmitted student is governed by the catalog current at the time of the readmission. A student must apply for readmission within 60 days of his/her last day of attendance at the school, and, if accepted, must return to school on the date determined by the Director.
- The applicant must display a genuine desire to become part of a learning atmosphere with the ability and aptitude to succeed in the classroom.
- The Clinical Skin Care Program has additional requirements for admission. Refer to the Clinical Skin Care Program on page 16 of this catalog for more information.

Applicants must adhere to the following procedure in order to be considered for admission.

- Complete and submit the Application for Admission.
- Interested applicants must interview with the Admissions Director of the School, or his designee, tour the facility, pay a \$ 150.00 Registration Fee and receive a School Catalog. The applicant must pass the interview by demonstrating that he/she has the maturity and ability to successfully complete the program and become employed in an entry-level position in massage therapy and/or Skin Care field. Proof of high school graduation or GED, and other documentation, as described in the Admissions Requirements, must be provided at the time of the oral interview, or before.
- Upon completion of the Application for Admission, and submission of all required documentation, the applicant will be notified of:
 - Acceptance
 - Provisional acceptance (i.e. more information needed)
 - Denial with recommendations for admission
 - Denial
- Upon acceptance, the applicant must meet with the Admissions Director to complete the process as follows:
- Complete and sign the Enrollment Agreement. Note: The student must have read and understand the contents of the Catalog.
- The applicant must have all financial arrangements completed, and agreed to as stated on the Enrollment Agreement.

Statement of Non-Discrimination

• **Soothing Arts Healing Therapies School of Massage** does not discriminate on any basis, including gender, age, race, national origin, creed, religion, disability or sexual orientation. The School complies with the provisions of Title 1 of the Civil Rights Acts of 1964 and 1974, the Rehabilitation Act of 1973, the American Disabilities Act and all amendments therein. Refer to the Notice of Student Rights under FERPA included in this Catalog.

Applicants with disabilities who may need accommodations in any class must provide documentation to the Director prior to enrollment. This documentation must be from a professional who is qualified and has appropriate credentials to conduct an assessment, and document the disability. Due to the nature of the programs offered at **Soothing Arts Healing Therapies School of Massage**, we can provide only limited instructional accommodations for students with special needs. The School will attempt all reasonable accommodations for students with disabilities.

Tuition and Fees

Tuition and Fees

Total cost for the **Massage Program** is \$5,475.

This includes:

| | |
|------------------------|---------|
| Registration Fee | \$150 |
| Books and supplies | \$275* |
| Tuition..... | \$5,050 |

(This covers required textbooks and supplies, school shirt, and lubricant.)

Total cost for the **Skin Care Program** is \$3,550, and the total cost of the **Clinical Skin Care Program** is \$3,550.

This includes:

| | |
|-------------------------|----------|
| Registration Fee | \$150 |
| Tuition & supplies | \$3,400* |

(This covers required textbooks and supplies used throughout program.)

Students may have additional costs as follows:

| | |
|-----------------------------------|---------|
| First Aid/CPR Class..... | \$51.00 |
| HIV/Blood & Pathogens Class | \$15.00 |

Massage students are required to provide their own massage linens. Each student must have two sets of sheets and two bath towels. A set of sheets consists of two twin size sheets, one fitted and one flat plus a pillow case. Lubricant is provided and should be plenty for all required class work if used properly. Students may choose to purchase additional lubricant if they practice outside of class. Students may choose to buy a massage table or other items from the bookstore.

Additional Costs

No Cash Policy

No cash will be accepted for payment of tuition or books and supply fee. Only checks, money orders, certified checks, or credit card payments (all major credit cards) will be accepted for tuition payments. Returned checks will be assessed a \$25.00 returned check fee. No personal checks will be accepted from a student who has had two (2) returned checks.

Students will be charged a fee of \$50 for changing sessions (i.e., day to night class or from one session to another) after they have begun a program. This fee will be incurred each time such a change is made. However, if the student is changing session because of being on academic probation and needs to repeat some classes previously attended, the tuition will be prorated according to the following terms:

- All practical classes repeated will incur a prorated hourly fee (defined in Refund Policy).
- Re-examination fees of \$30 per exam will be charged.
- Lectures may be repeated at no additional cost.

Session Change Fees

Student to Teacher Ratio

The student to teacher ratio at Soothing Arts Healing Therapies School of Massage is as follows:

- Lecture: 30: 1 (30 students to 1 instructor)
- Laboratory: 16: 1 (16 students to 1 instructor)

Massage Therapy Program

In Florida, you must have 500 clock hours from an approved school in order to take the state exam and receive your state license. Our Massage Program exceeds these requirements. Upon completion of the massage therapy program, the student will receive an "Official Diploma and Transcript" which is required to apply for one of the four approved tests available for certification and by the State of Florida for their Massage Therapy Licensure.

Graduates of the Massage Therapy Program will be able to:

- Demonstrate a fundamental understanding of human anatomy and physiology
- Demonstrate a thorough understanding of the muscular system of the human body.
- Demonstrate an understanding of pathologies of human body, when and where to refer if needed, and demonstrate an understanding of indications and contraindications for, massage therapy.
- Demonstrate an understanding of body mechanics, and appropriately and effectively perform the techniques used in Swedish Massage, and demonstrate an understanding of and apply appropriate stretches and advanced techniques, and understand Traditional Chinese Medicine as it applies to Meridian Therapy.
- Demonstrate knowledge and skills needed to choose and apply appropriate techniques in a variety of situations, avoid medical errors, and address clients with special needs.
- Demonstrate and practice self-care.
- Demonstrate a fundamental understanding of medical terminology.
- Be certified in CPR/First Aid.
- Demonstrate an understanding of business practices, including conduct, ethics and maintenance of client records.
- Demonstrate an understanding of the laws and regulations governing massage therapy in the State of Florida.
- Demonstrate the ability to use water in all forms of therapy.
- Demonstrate an understanding of HIV infection AIDS and how these conditions impact massage therapy.
- Demonstrate the ability to set up the room efficiently, and properly clean sterilize the equipment and facility after the session.

Courses

Massage Therapy & Internship

(245 clock hours)
MA-245

Basic Western techniques will be taught. You will learn the Swedish Techniques of effleurage, petrissage, vibration, friction, tapotement, as well as range of motion. These are fundamental to Western massage. The Swedish massage will be applied to entry level relaxation massages, pre-and-post event Sports Massage and Chair Massage.

An integration of the basic skills, combined with stretches and advanced techniques will distinguish the student as a therapist.

Traditional Chinese Medicine is a vital part of the curriculum in which you will learn about how the five elements relate to the body and the energy meridians of the body. Meridians are like tiny rivers of energy that flow in specific pathways. Meridian therapy is the basis of acupressure and acupuncture.

You will be exposed to a variety of other techniques and modalities that you may later choose to further develop. You will learn how to choose and be able to apply appropriate techniques in a variety of situations and avoid medical errors. Applications such as Pregnancy and Infant Massage, Geriatric and Sports Massage, as well as others, will be explored. We will have guest presenters, videos and demonstrations in addition to regular classroom instruction.

A fundamental element to your success in a massage career is the Student Clinic. You will learn professional practices and successful career habits. You will get practical "hands-on" experience under the supervision of our instructors in the aspects of running and managing a business: marketing, communication skills, client care and records, time management, scheduling and other standard business practices.

Our Student Clinic is the proving ground to ensure your success as a therapist. You will be required to complete a series of clinic massages. Student Clinic allows you to integrate your education and practice what has been learned.

Courses **Anatomy and Physiology**

(150 clock hours)

AP-75

Allied Modalities

(/ / / clock hours)

MA-111

In this portion of the curriculum, you will learn about the different types of tissues in the body, how tissue responds to massage, the systems of the body (both structure and function), major muscles and their origins, insertions and actions. You will fully understand how the body functions in movement and learn about the pathology of disease as it relates to massage. You will discover the physiology of stress and relaxation. This information will be practically applied whenever possible to enhance learning.

The Department of Education and the Florida State Board of Massage Therapy allows the school to decide the curriculum contained within this block of hours. It gives the school the unique opportunity to design its' subject matter around forms of massage that it considers important. These are for the students benefit.

Movement and Mindfulness will promote positive habits for your own well-being. It will also enable you to help your clients with their own wellness and relaxation programs. Movement therapies such as Yoga, Tai Chi and Brain Gym will be emphasized for your own self care. These will help to improve your own body mechanics when giving a massage. Breathing and other relaxation techniques will also be taught.

Also offered are introductions to various advanced techniques, which may include (but are not limited to): Neuromuscular Therapy, Connective Tissue, Polarity Therapy, Thai Massage, and Reiki.

Another strong point in our curriculum is our business practice program. We will teach you about marketing, filing insurance claims, business structures (i.e., employee, independent contractor, etc.) and the benefits of each. We will instruct you on how to set up your private practice and/or how to work as an employee in another business. Ethics will be covered repeatedly throughout the program and applied to massage and business practices. We want you to succeed.

Courses

Hydrotherapy

(24 clock hours)

HYDRO-24

This course introduces students to the rich history of various forms of therapeutic hydro treatments. It also acquaints the students to those who played a pivotal role in developing these therapies that are still used today. The Hydrotherapy class emphasizes hands on learning techniques using water in various forms. Students learn indications and contraindications and physiological effects of the use of hot/cold therapeutic treatments as well as various relaxing spa techniques.

Massage Laws and History

(10 clock hours)

MALAW-10

We take the laws and rules governing massage very seriously and want the student to have a thorough understanding of them as they relate to his/her practice. The law classes are also complemented by Ethics and Business classes.

HIV/AIDS

(3 clock hours)

HIV-3

This course provides the student with the most current information regarding HIV/AIDS and blood borne pathogens. It is taught specifically for the student as a health care provider. This course includes precautions, etiology and benefits of therapeutic massage for clients with AIDS. The course can be used for initial entry training.

CPR Training

(3 clock hours)

CPR-3

When the student has successfully completed CPR training, a certificate will be given to the student with a copy placed in his/her file.

Skin Care Program

In Florida, a student must complete a minimum of 260 clock hours to qualify as a registered Facial (Skin Care) Specialist. Upon completion of the skin care program the student will receive an "Official Diploma" from *Soothing Arts — Healing Therapies* and be eligible to apply to the State of Florida for Registration as a Facial Specialist.

Our goal is to train, develop and graduate a highly skilled Spa Professional and Facial Specialist, one who can work in a salon or day spa, providing skin care or as a make-up artist on the set of a movie or television commercial. Whether it is a new first career option or a mid-life career change, there are many job opportunities available to graduates. We always utilize the most qualified instructors to provide our students the best education possible in order to achieve a solid, comprehensive foundation. Our students will receive all the necessary training and have the knowledge and capability to enter any phase of the growing spa and esthetics industry.

Graduates of the Skin Care Programs will be able to:

- Demonstrate a fundamental understanding of human anatomy and physiology.
- Demonstrate an understanding of pathologies of the human body.
- Demonstrate an understanding of the laws and ethics governing skin care in the State of Florida.
- Demonstrate an understanding of HIV infection, AIDS and how these conditions impact skin care.
- Demonstrate the ability to properly sanitize and sterilize equipment used in skin care applications.
- Demonstrate an understanding of business structures and marketing a private practice.
- Demonstrate an understanding and proper techniques used in waxing and hair removal.
- Demonstrate the ability to properly analyze skin types, differentiate between various skin types, and provide the proper care and applications.
- Demonstrate the ability to apply appropriate techniques in make-up and tinting of the skin.
- Demonstrate the ability to provide a European facial, including extractions and moisturizing.
- Demonstrate the ability to provide a chemical peel and advanced facial applications. (Clinical Skin Care Program students must also demonstrate the ability to perform the skills required for a facial specialist, including facials with various peels, spa and body treatments and advanced clinical work).
- Demonstrate the proper use of water and relaxation spa techniques.
- Demonstrate the ability to set up the room efficiently, and properly clean and sterilize the equipment and facility after the session.

Courses

Anatomy and Physiology AP-75
(60 clock hours)

HIV/AIDS HIV-4
(4 clock hours)

Florida Law & Ethics SCLAW-4
(4 clock hours)

Business BUS-4
(4 clock hours)

Sanitation & Sterilization STL-3
(3 clock hours)

Waxing & Hair Removal WAX-22
(22 clock hours)

Our program consists of the following:

- **Anatomy/Physiology(60** hours). Learn about the systems of the body and how they function. Discover the pathology of the disease processes in the body.
- **HIV/AIDS (4** hours). This course provides the student with the most current information regarding HIV/AIDS and blood borne pathogens. It is taught specifically for the student as a health care provider. This course includes precautions, etiology and benefits of therapeutic massage for clients with AIDS. The course can be used for initial entry training.
- **Florida Law & Ethics** (4 hours). We take the laws and rules governing the profession very seriously and want the student to have a thorough understanding of them as they relate to his/her practice. Ethics in business and professional matters are taught throughout the class.
- **Business** (4 hours). You will be taught about marketing and business structures (employee, independent contractor, etc.). We will instruct you on how to set up your practice and keep it operating.
- **Sanitation/Sterilization** (3 hours). Sterilization and sanitation of equipment is key to proper business practices. Proper techniques will be used and followed throughout.
- **Waxing & Hair Removal** (22 hours). Proper equipment and techniques will be shown for waxing all parts of the human body.

Core Program (cont.)

Skin Care

SC-148

(148 clock hours)

Facial Treatments and Techniques

Hydrotherapy/ Spa Training

HYDRO-24

(15 clock hours)

Facial Treatments and Applications

- **Analyzing Skin Types** (20 hours). Learn how to differentiate types of skin and provide proper care.
- **Make-up & Tinting** (10 hours). You will be shown how to properly apply make-up in the appropriate shades.
- **Steps of Facials** (100 hours). Learn the steps of a European facial with extractions and moisturizing.
- **Advanced Applications/Peels** (18 hours). Chemical peels and advanced facial applications will be taught.
- **Hydrotherapy/Spa Training** (15 hours). This course introduces students to the rich history of various forms of therapeutic hydro treatments. It also acquaints the students to those who played a pivotal role in developing these therapies that are still used today. The Hydrotherapy class emphasizes hands on learning techniques using water in various forms. Students learn indications and contraindications and physiological effects of the use of hot/cold therapeutic treatments as well as various relaxing spa techniques.

** Course Numbering System is listed as follows:

The identification numbers assigned to individual courses consist of an abbreviation of the Program name plus the number of hours allocated for each course.

Clinical Skin Care Program

Clinical Skin Care Program

(340 Clock Hours)

The objective of the Clinical Skin Care Program is to further the education of the facial specialist in the areas of facials with various peels, spa and body treatments, professional ethics and marketing and instructor supervised clinical work with esthetic devices.

The Clinical Skin Care Program includes providing facial specialists with additional training in facials comprising various peels and dayspa training including body treatments, and understanding of skin pathologies and conditions, workplace performance stressing professional behavior and instructor supervised clinics with esthetic devices. Upon completion the student will receive an "Official Diploma" from Soothing Arts.

In addition to the admission and entrance requirements included in this catalog, applicants must have completed 260 hours of facial specialist training. The Skin Care Program, offered at Soothing Arts satisfies this requirement. Applicants who wish to meet this requirement by transferring course credits from training at other institutions, must provide an official transcript, have received grades of at least a 13' in each course taken, and course must be in depth and breadth as those offered in the Skin Care Program offered at Soothing Arts.

Courses

Facials with Peels

CSC-50

(50 clock hours)

Spa/Hydrotherapy Body Treatments

HYDRO-50

(50 clock hours)

Marketing Strategies

CSCBUS-20

(20 clock hours)

Science of Skin Disorders

CSCAP-20

(20 clock hours)

- **Facials with Peels** (50 hours). Students will perform various types of peels and understand the effects of peels.
- **Spa/Hydrotherapy Body Treatments** (50 hours). Students experience and train in the application of body treatments and wet room protocols.
- **Marketing Strategies** (20 hours) Instruction covering successful advertising and marketing strategies for a spa sound business practices.
- **Science of Skin Disorders** (20 hours) Students are instructed in progression of skin disorders and pathologies of illnesses a licensed facial specialist may encounter in the spa.

Medical Esthetics /Ethics /Products

CSCME-30
(30 clock hours)

Esthetic Devices

CSCED-75
(75 clock hours)

Clinic

- **Medical Esthetics/Ethics/Products** (30 hours) Instruction covers doctor supervised treatments in medical spas, and experience micro-planing (or skin scraping), lecture on client confidentiality and office professionalism. Instruction on skin care product ingredients.
- **Esthetic Devices** (75 hours) Students receive instruction in use of various spa machines - such as Galvanic Current, Facial Massage, Suction and Steamers, and Microdermabrasion. Shown benefits of utilizing multiple treatments in a session.
- **CLINIC 95** (95 hours) Student works in appropriate spa or medical office to gain experience in the workplace.

Facilities/Calendar

Facilities

Soothing Arts — Healing Therapies is proud of its ambiance, perfect for a soothing, relaxing experience.

Each of our facilities include approximately 4,000 square feet of floor plan to meet a variety of needs. The office/reception area houses our bookstore, library and resource center. The main room is approximately 1,800 square feet and will be used for massage classes, Yoga, Tai Chi and other flexibility classes, student clinics with areas partitioned for privacy, and some lectures. In addition, there are several rooms available for lectures and demonstrations, as well as several private massage rooms. We also have a student break room and bathrooms.

We have state of the art equipment with visual aids for learning, massage tables, massage chairs, skeletons and other anatomical models, posters, videos, overhead projector, hydrocollator packs, paraffin bath and more.

The school is open 12 months a year. We enroll classes in the Fall and Spring. *Soothing Arts — Healing Therapies* reserves the right to change the school calendar without prior notification.

Holidays

HOLIDAYS OBSERVED

| | |
|-------------------------|--------------|
| New Year's Day | Labor Day |
| Martin Luther King, Jr. | Veterans Day |
| Memorial Day | Thanksgiving |
| Independence Day | Christmas |

Massage Classes

Massage Therapy

Day classes are held for four days a week, six hours per day, on weekdays (Monday - Thursday). Class sessions are from 8:30 a.m. to 3:00 p.m. There is a half hour break for lunch. Four-hour classes (10:00 a.m. - 2:00 p.m.) are also held on most Saturdays. Sessions last for approximately 5 months, depending upon how holidays fall. Evening classes start at 6:00 p.m. and last until 10:00 p.m., 5 nights a week (Monday - Friday). Evening sessions take approximately 7 months to complete.

Skin Care Classes

Skin Care

Classes are offered four days a week on Monday, Tuesday and Thursday from 6:00 p.m. until 11:00 p.m. and on Saturday from 10:00 a.m. until 6:00 p.m. The student must attend at least two days each week for credit. Total completion time is 20 weeks.

Administration

Every member of our faculty and staff at *Soothing Arts — Healing Therapies* shares a common commitment to provide excellent education in their chosen profession. We want to inspire you to professional and personal growth with integrity and commitment to excellence.

Soothing Arts — Healing Therapies was founded, is owned and operated by Von Keller. He also serves as the School Director and the Director of Admissions. He is a graduate of the University of South Alabama and has years of business and financial experience. Von has resided in Santa Rosa Beach since 1989.

He is a licensed massage therapist specializing in cranial sacral therapy, relaxation, and intuitive massage. He has combined his educational skills and massage knowledge to develop a curriculum which enhances learning.

Von's vision is of an educational institution that will be an asset to the students, community, and the massage therapy and skin care professions.

All of our faculty members have appropriate degrees or related experience in their fields. We require our instructors to possess a high level of knowledge in their field and the ability to teach. Our massage instructors are successful practicing massage therapists and are licensed by the Florida Board of Massage Therapy. Our instructors and staff present enthusiasm, resourcefulness and high standards.

Von Keller, BS, LMT, Owner/ Director

Dr. Bill A. Morey, Ph.D. Educational Director, Anatomy and Physiology Instructor

Stacy Shidemantle, LMT, HMLD, Skin Care Specialist, Office Administrator, Clinic Instructor, Allied Instructor

Chelsy Brotton, Administrative Assistant

April Wingo, LMT, Massage Instructor

Pamela Cobb, LMT, Skin Care Specialist, Skin Care Instructor, Business, Law and Massage Instructor

Bruce Stephens, LMT, BS in Health Education, Kinesiology Instructor

Dr. Leonard Martineau, LMT, PhD in Higher Education, HIV Awareness Instructor

Deniz Harris, LMT, Skin Care Specialist, Skin Care Instructor, Hydrotherapy Instructor

Marsha Lynne Fortner, LMT, Trager Instructor

Anne Hornstein, Certified Brain Gym Instructor

Rose Simons., LMT, Touch For Health Instructor

Elizabeth Doucet, LMT, Professionalism Instructor, Allied Modalities Instructor

Theresa Finkbeiner, LMT, Skin Care Specialist, Skin Care Instructor, Hydrotherapy Instructor

Attendance

Tardiness

A late appearance or early departure of less than fifteen (15) minutes is considered a tardy. You will be marked late. Only four tardies are permitted throughout the entire program. If a fifth tardy is incurred, then those first four tardies will count as one-hour absence. Every fourth tardy from then on will count as another hour absence.

Absences

Class attendance and participation is mandatory. Some classes count as part of the grade. Students who are unable to participate fully or incur excessive absences may be dismissed from the program. (Note: a late appearance or early departure, without the instructors' approval, of sixteen minutes or more is considered an absence).

If a student accrues excessive absences, the student will be placed on probation. Excessive absences are defined as greater than 10% of the program hours during any evaluation period. If a student from the massage program is absent for two consecutive weeks (10 class days/5 consecutive days for skin care) or more, without notification, they will automatically be withdrawn from the program. They will need to speak directly with the Director of Admissions and show cause for the absences, prior to being allowed to attend any more classes. Students sign in for each class, and attendance is recorded daily. Attendance hours will be recorded on your transcripts.

Leave of Absence

Under certain circumstances the Director of Admissions may grant a leave of absence. A written request and a conference are necessary to start the processing. However, a leave of absence cannot be granted for more than six (6) class days. If a student needs to be gone longer than this, it is advised that the student make a written request to transfer to a different session. Please note that there will be a \$50 session change fee. In such case, the student would begin classes at the same point in the curriculum as he/she was when he/she withdrew.

Make-up Work

Students must make up all work missed. Check with your instructor for specific content. Student can obtain notes from another student or attend the missed lecture during another session.

Students seeking additional instruction or tutorial assistance when classes are missed or when academic deficiencies occur, may be charged a tutorial fee of \$30 per session.

Scheduled tutoring sessions must be cancelled 24 hours in advance, or a non-cancellation fee of \$30 may be due and payable. All "no-shows" will be charged a \$30 fee. All fees must be paid before the diploma and transcript are awarded.

All exams missed due to absence must be completed within a two week period, or the student will receive a failing grade for that exam. It is the student's responsibility to schedule the make-up exam. There are no tutorial fees for make-up exams.

Each massage student must participate in three (3) community/sports Outreach events at a minimum of four (4) hours each, offering massage to the public (12 hours total). These will be scheduled by the school and announced at an appropriate time prior to the event. If the student cannot attend all three events during their school program, he/she is required to make-up the event(s) by attending others as scheduled during another program / class before the student can receive his/her diploma or transcript.

Each massage student must complete a series of massages in the schools supervised student clinics Dates of clinics are to be scheduled by the school with the student so notified prior to the dates.

Grading Scale

Grading Scale

All grading in every program will be completed for each exam according to the following scale:

A = (90-100%) Excellent
B = (80-89%) Above Average
C = (70-79%) Average
F = (69 or below) Failure (Course must be repeated)
Pass
Fail

Grades will be averaged together equally to determine an overall grade for that subject. A minimum average score of "C" (2.0) is required for each subject to graduate from any program offered at *Soothing Arts — Healing Therapies*. A "zero" will be given for missed exams or incomplete assignments unless it is determined that extenuating circumstances exist.

Hourly Requirements

All of the programs currently offered by *Soothing Arts — Healing Therapies* use an hourly system to award credit for graduation. One hour of credit is equivalent to fifty (50) minutes of in class lecture/practical time. All minimum hourly requirements in each individual program must be completed in order to receive a transcript and/or diploma for that program (*for completion hours, refer to individual foundation program outlines*).

Progress Reports

Students will receive midterm and final evaluations of their progress. Students will also be given regular exams and quizzes. The areas to be evaluated are as follows:

- Academics
- Dependability
- Attendance
- Proficiency
- Attitude
- Professional Behavior

The school will maintain all permanent records of academic progress in each student's file.

Academic Progress

Academic Standards

Academic standards have been established which are to be met by the student for satisfactory progress throughout the educational program. Refer to the Satisfactory Academic Progress Evaluation Points Chart in this catalog. Students are allowed up to 150% of the normal program length in which to satisfactorily meet the requirements; this is the **maximum time** in which students are allowed to complete the program.

For the purposes of determining satisfactory academic progress, students are evaluated at the mid point and end of their program. In addition, a minimum grade of 70% or "C" is required to successfully pass each course. Students must repeat courses in which a grade of "D", "F" or "Fail" is earned. **In determining a course grade, all grades are averaged together.**

Attendance is vital to academic progress. Students are expected to attend all classes and clinical learning experiences.

Academic Advising

The instructors are available to provide academic advising as requested or needed to assist students in meeting satisfactory academic progress standards, and successfully completing graduation requirements. All representatives of the School endeavor to provide support and guidance to our students.

Standards of Satisfactory Academic Progress

Soothing Arts Healing Therapies School of Massage has specific standards, which students are expected to achieve in order to maintain Satisfactory Progress in their program of study. These standards are based on grades and the completion of program requirements within a maximum time frame. In addition, the student's progress will be reviewed at the end of each course.

Satisfactory progress for ALL students is defined by the following criteria:

1. Students are allowed up to 150% of the normal program length in which to satisfactorily meet the requirements. This is considered the **Maximum Program Length**.
2. Students must successfully meet or exceed a minimum of 70% at the evaluation point and at the end of each course.

All students must meet the following minimum standards of academic achievement and successful course completion while enrolled at the School. The student's progress will be reviewed at the end of each course and as indicated on the Evaluation Chart.

Satisfactory Academic Progress - Evaluation Points Chart

| Required Evaluation Point | Minimum CGPA | Successful Course Completion |
|---------------------------------------|--------------|------------------------------|
| Completion of one-half of the program | 2.0 (70%) | 100% |

** = Student not meeting standards may be placed on probation if no courses have been repeated. Refer to the Academic Probation Policy in this catalog.

The following policies are part of the Standards of Satisfactory Academic Progress, and apply to all students:

A student must achieve a cumulative grade average 70% at the end of each course, and at the midpoint of the program. Failure to achieve this requirement will result in probation, or may result in termination if the student has previously failed a quarter.

Academic Probation

Students, who do not maintain satisfactory progress, may be placed on academic probation at any point during the training program. The duration for academic probation is one course. Satisfactory progress is maintaining a minimum of 70%. The student's progress will be evaluated at the end of the probationary period, and if the student meets or exceeds a 70% for the course the student will be allowed to continue, and the probationary status will be removed. Students who are on academic probation are not permitted to take a leave of absence. Students will be allowed only one period of academic probation during the program.

The School maintains the right to place a student on probation or to terminate the student from his/her program. The student's actions or behaviors that will cause probation or termination from School are explained throughout this Catalog. Following is a non-inclusive summary of actions or behaviors that are among those which will cause probation or termination from School:

- Excessive Absences
- Failure to maintain a grade of 70% or above
- Failure to comply with the academic policies described herein.
- Conduct which is deemed detrimental to the student and classmates, staff and faculty, community or School property. Immoral behavior, which would bring discredit to the student and classmates, staff and faculty, community or School in general.
- Physically injuring another individual on the premises.
- Destruction or theft of school property.
- Use of, or being under the influence of, intoxicating substances on campus.
- Cheating or plagiarism.
- Unsatisfactory clinical performance, including:
 - Does not meet specified course objectives.
 - Is unable to correctly apply learned processes.
 - Is unable to demonstrate cognitive or motor skills needed for safe care to clients.
 - Fails to demonstrate consistency in clinical performance and/or pattern of therapeutic communication.
- Fails to satisfy conditions for an incomplete grade in a course within the time specified, not exceeding two weeks following the end of the course.

Should a student disagree with the application of these satisfactory progress standards, or with a determination related to academic progress, he/she must submit an appeal in writing to the School Director. The Director will respond within five (5) business days. The Director may meet with the student to discuss the appeal. The Director's decision is final, and may not be further appealed. Also, refer to the Grievance Procedure in this catalog.

Incomplete Grades:

Students may be granted an 'Incomplete' grade for reasons that are deemed extremely serious. Students receiving a grade of Incomplete ("I") will be allowed one week, after the end of the course, in which to complete the required work and submit it to the instructor of the course in which the grade was earned. The student will be allowed to continue attending while completing the required coursework of an 'Incomplete' grade. If, at the end of the one-week period, the student has not completed the coursework, a final grade of 'F' will be recorded.

Course Repeats (Failing Grades)

Students must repeat any course in which a grade of 'W', 'D' or 'F' is earned. Failed courses may cause delays in training and may result in withdrawal from the program. In some cases the students training may be interrupted. If the student's training is interrupted, the student will be required to withdraw until that quarter of the course is offered again. At a minimum, the student will not graduate as originally scheduled. The failing grade will be posted to the transcript, and all scheduled course hours will be used in the student's academic progress determination. The student is obligated to pay tuition charges for repeated quarter courses.

Course Withdrawals

A student may voluntarily withdraw from a course if he/she has not yet exceeded the attendance policy contained in this Catalog. If a student voluntarily withdraws, according to the attendance policy, a grade of 'W' is posted to the transcript. If a student has exceeded the attendance policy, the student will be placed on attendance probation and will be monitored; any additional absences and the student will be withdrawn and the final grade will be 'F'. A grade of 'W' is not used in the determination of the Cumulative Grade PointAverage.

Pass/Fail Courses

Students who fail a course must repeat it.

Remedial Courses

There are no remedial or developmental courses offered at **Soothing Arts Healing Therapies School of Massage**. Students needing developmental education are referred to other educational facilities.

Non-Punitive Grades

A grade of Withdrawal does not negatively affect the student's overall grade. However, all hours attended are used in the student's academic progress determination.

Re-Admission

Students who are withdrawn from the School for failure to maintain academic progress may appeal for re-admission. The policy for re-admission is contained in this catalog. Students who are readmitted will be placed on academic probation for at least one grading period. All grades previously earned will remain on the transcript, and the maximum time for program completion will apply based on the original start date of the first enrollment. **Refer to the Re-Admission Policy contained in the Catalog for more information.**

Leave of Absence

Students may be granted a Leave of Absence, during the program of training, based on the conditions described in the Leave of Absence Policy in this Catalog. A Leave of Absence will ultimately extend the time it takes for a student to complete the program, and based on when courses are offered it may result in the student's not returning to the program until the next enrollment period for the course. The student will be withdrawn from the courses he/she is attending and a grade of 'W' will be posted to the transcript. The scheduled course hours, up to the effective date of the leave, will be used in calculating the mid-point of the 150% of the program. **Refer to the Leave of Absence Policy contained in this Catalog for more information.**

Attendance:

Students who are dropped from classes for failure to attend, according to the attendance policy, will receive a grade of 'F', which is permanently reflected on the transcript. Refer to the attendance policy in this catalog for more information.

Students are expected to attend all classes and clinical learning experiences. The student must adhere to the Attendance Policy in order to earn a satisfactory grade.

Graduation

At *Soothing Arts — Healing Therapies* there is a direct relationship between the amount of effort a student puts into his/her school work, practical training and the level of competency attained from the program. Written and practical exams are given throughout.

Graduation Requirements

546-hour Massage Therapy Program:

- Proof of high school graduation or equivalent (GED) must be on file in the office
- Complete minimum three (3) instructor massages throughout program (dates assigned by the school)
- Attend minimum of three (3) community/sports outreach events at minimum of four (4) hours each (12 hours total, dates TBA)
- Have on file in office a copy of an AIDS/HIV awareness class for a minimum of three (3) hours
- Have on file a copy of a CPR/First Aid course through an approved provider
- All tests completed with an average grade of at least 70% for passing
- All class hours made-up according to School Policy & State Guidelines
- Perform a minimum of ten (10) massages at the supervised community student clinics
- All tuition and fees should be paid per the enrollment agreement prior to graduation
- Any borrowed books or other school equipment must be returned. Diplomas and Transcripts will not be provided for students who have any outstanding debts to the school.

260-hour Skin Care Program:

- Proof of high school graduation or equivalent (GED) must be on file in office
- Provide a minimum of fifty (50) treatments throughout the program
- Have on file in office a copy of an AIDS/HIV awareness class for a minimum of four (4) hours
- All tests completed with an average grade of at least 70% for passing
- All class hours made-up according to School Policy & State Guidelines
- All tuition and fees should be paid per the enrollment agreement prior to graduation
- Any borrowed books or other school equipment must be returned. Diplomas will not be provided for students who have any outstanding debts to the school.

340-hour Clinical Skin Care Program

- All tests completed with an average grade of at least 80% for passing
- All class hours made-up according to School Policy & State Guidelines
- All tuition and fees should be paid per the enrollment agreement prior to graduation
- Any borrowed books or other school equipment must be returned. Diplomas will not be provided for students who have any outstanding debts to the school.

Financial Assistance

Soothing Arts-Healing Therapies is approved for Veteran's Training by accepting the Montgomery G.I. Bill (M.G.I.B) and is a vendor for the Florida State Vocational Rehabilitation. To find out if you are eligible, contact the school or your VA Representative. The School is also approved for funding for eligible Military Spouses through MYCAA (Career Advancement Account) when applicable.

Payments may also be made to the school in weekly or monthly installments in the amounts as described on the enrollment agreement. Students are required to stay current on their financial obligations with the school. Students that become 30 days or more past due are subject to probation, suspension or dismissal and may be required to pay all debt in full in order to continue attending classes. Transcripts and/or Diplomas will not be awarded to students that have outstanding debts to the school.

Cancellation and Refund Policy

Prorated Fees

The massage program tuition (minus the registration and book fee) is \$5,050 for the 546 hours. Our prorated hourly fee is calculated by multiplying the program hours by \$10.16 per hour.

The skin care tuition (minus the registration fee) is \$3,400 for the 260 hours. Due to our use of a high-end product line, the prorated hourly fee is calculated by multiplying the program hours by \$13.07 per hour.

The Clinical Skin Care Program is also \$13.07 per hour.

In accordance with the regulations set forth by the State of Florida, the school adheres to the following refund policy:

Cancellation Prior to Commencement of Classes

- Cancellation should be made in person or in writing.
- All monies paid by an applicant are refunded if requested within three (3) business days after signing an enrollment contract and making an initial payment.
- Cancellation after the 3rd business day, but before the first class, will result in a full refund of all monies paid with the exception of the registration fee of \$ 150.00.
- Out-of-town students who have not visited the school can withdraw without penalty within three (3) days of visiting the facility.

Withdrawal After Commencement of Classes

- Withdrawal is effective the day the school receives a written notice. If no written notice is given, the effective withdrawal date from the massage program is considered to have occurred not later than the tenth (10) consecutive day of absence for students in the Massage Program, and fifth (5th) consecutive days for student in the Skin Care programs.
- Cancellation after class has begun but prior to forty percent (40%) completion of the program will result in a prorated refund based on the number of hours taught, except the registration fee, which is nonrefundable.
- Cancellation after forty percent (40%) of the student's scheduled days of attendance in the program will result in no refund. Whether the student completes the program or not, **100% of the tuition is due and payable.**
- Refunds will be made within thirty (30) days of the termination date or receipt of Cancellation Notice.
- A student can be dismissed for insufficient progress, failure to follow rules, or nonpayment of fees. In such case, all monies paid will be refunded according to the refund policy. Students expelled due to failure to follow rules will be assessed a \$100 administrative fee.

- Students who are enrolled as F-1 / M-1 visa students will, upon request to the institution, have the application and enrollment documents translated orally into a language the student understands, and the student must verify his/her understanding by signature on this Enrollment Agreement
- Students who are enrolled as F-1 / M-1 visa students are required to provide written notification of withdrawal to the institution as a condition for receiving any refund of tuition that is due.
- Students who are enrolled as F-1 / M-1 visa students can enroll for multiple terms not to exceed twelve (12) months. Refund computations will apply to the current term at the time of enrollment.
- Students who are enrolled as F-1 / M-1 visa students, who has his/her visa application rejected will receive a full refund.
- Students who are enrolled as F-1 / M-1 visa students, who have been accepted by the institution cancels prior to the start of schedule classes or never attends class (no-show), will receive a full refund less the registration fee of \$150.00.

Career Opportunities

Massage Careers

Upon successful completion of the program and graduation, the student is eligible to take one of the four approved certification exams. When licensed in the State of Florida, the therapist is governed by the Florida Department of Health, as are physical therapists, dentists, doctors, nurses, social workers and other healthcare professionals. After receiving a Florida license, the therapist will enter one of the fastest growing healthcare professions in the country. The professional therapist will be able to provide service to those needing relaxation or rehabilitation through the manual techniques taught within the scope of their chosen profession.

MASSAGE THERAPISTS WORK:

- in private practice within an office
- in salons
- in spas and resorts
- on cruise ships
- with athletes
- in hospitals
- with physical therapists
- with chiropractors
- on-site, offering massages to people at their homes, or to employers and employees at their place of business

Skin Care Specialists

Upon successful completion of the program and graduation, the student can begin the process of registering as a Skin Care Specialist. Skin Care Specialists are governed by the State of Florida, Board of Cosmetology. After registering with the board, the Skin Care Specialist will have the necessary training and knowledge to enter almost any phase of the growing spa and esthetics industry.

SKIN CARE (FACIAL) SPECIALISTS WORK:

- in salons
- in spas and resorts
- in private practice within an office
- on movie sets and television commercials
- on cruise ships

Job Placement

The school cannot guarantee job placement at the completion of our programs. We are, however, available to assist students and all graduates by maintaining an active file of placement opportunities. Listings of positions and/or rental spaces available are kept in the "Career Opportunities" board located in the commons area. The school can make student records and letters of recommendation available after proper request.

Policies for Veterans

Credit for Prior Training

If appropriate, credit for prior training will be evaluated and granted with training time shortened and tuition reduced proportionately with the VA and student so notified.

Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in the student's file. Students exceeding three days of unexcused absences in a calendar month WILL BE TERMINATED from veterans benefits for unsatisfactory attendance.

Standards of Progress for Benefit Eligibility

If at the end of a calendar month, a veteran student's cumulative grade average falls below a C average, the student is placed on probation for the next calendar month. If the cumulative grade average remains below C at the end of the next calendar month, the student will be terminated from veteran benefits for unsatisfactory progress with the VA so notified. After being terminated from veterans benefits, the student may be recertified for benefits. If at the end of the next monthly evaluation the student has maintained at least a C average, they can be recertified for benefits. During the month of evaluation, the student would be responsible for all tuition costs incurred during that time.

Refund Policy

The refund of the unused portion of tuition, fees and other charges for veterans or eligible persons who fail to enter a program or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the program bears to the total length of the program. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the program.

Student Services

Housing

Student housing is not available at the school. However, the school may assist students from out of town by supplying a list of moderately priced rental facilities and/or referring them to other appropriate professionals.

Academic Advising

Any time a student is experiencing academic difficulties, he/she will be counseled by the instructor. If the difficulties persist, the student will be referred by the instructor to the Director for further academic advising.

Personal Advising

Students experiencing personal difficulties during the program to the extent that it is interfering with their academic performance or classroom participation may schedule a meeting with the Director of Admissions for supportive advisement and/or referral. Our policy is to refer those students who are experiencing personal and/or emotional problems to local professionals and support groups. This statement serves as notice that we are not mental health professionals. Each individual is responsible for his/her own personal wellness.

The school reserves the right to alter class schedules, change instructors, the sequence of instruction, class hours and/or graduation requirements within reason and with just cause.

Policy Statements

The school shall have the right, at its sole discretion, to postpone or cancel classes due to strikes, weather or other conditions not under its control. If a program should be postponed or cancelled by *Soothing Arts—Healing Therapies*, the school shall make reasonable effort to reschedule or complete the student's educational requirements for the program they are enrolled in.

The school agrees to provide the student with instruction in Massage Therapy and/or Skin Care, which has been approved by the Florida Department of Education, the Board of Massage Therapy, and the Board of Cosmetology. At the conclusion of the program, the student will be awarded a diploma and/or transcript, provided he/she meets the current graduation requirements.

Student Records

In the course of the student's application, enrollment and attendance, the school will compile a number of important records, including grades, payment records, attendance, disciplinary actions (if any) and placement records. Students have certain rights with respect to their educational records. Please see the Family Educational Rights and Privacy Act (FERPA) on the following page.

Student Records

Notice of Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Students should submit to the Director written requests that identify the record(s) they wish to inspect. The Director will make arrangements for access and will notify the student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask the School to amend a record that they believe is inaccurate or misleading. In such cases, the student should write the School Official responsible for the record, clearly identify the part of the record they are requesting be changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and will advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrative, supervisory, academic or research, or support staff person (including law enforcement unit, personnel and health staff); a person or company contracted (such as an attorney, auditor, funding agency, or collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his or her tasks.
4. School official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
5. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 252 of the Internal Revenue Code.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Soothing Arts Healing Therapies School of Massage to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4005

Soothing Arts Healing Therapies School of Massage will only consider the transfer of credits for coursework from institutions that are accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation. The student must submit an 'official transcript' and additional documentation, as may be required by Soothing Arts, prior to starting the program. The Director will promptly evaluate the documentation and will inform the student of his decision to accept or deny the transfer of credits. The student may appeal transfer of credit decisions, however, such appeals must be done in writing within five (5) days of the decision from the Director. The maximum clock hours, for which transfer credit can be considered cannot exceed twenty-five percent (25%) of the total hours in the program. If transfer credit is accepted, the Director will facilitate the appropriate documentation to the student's academic records, and will ensure that all required documentation, substantiating the transfer credit is on file.

To be eligible for transfer of credit to the school, students must have successfully completed the coursework within the past five years, and have earned at least a grade of 'C' in each course being transferred. Coursework content of the completed credit must be considered comparable to the level of the coursework of Soothing Arts program for which the student is enrolling. Some coursework at Soothing Arts Healing Therapies School of Massage has requirements that cannot be satisfied by examination or transfer credit. The Director has the final authority in determining which coursework can be satisfied by transfer of credit.

Transfer of credit must be substantiated by an official transcript, and the School retains the right to require additional documentation in the form of course syllabi, catalogs or course outlines. Soothing Arts Healing Therapies School of Massage may grant the student advanced standing in his/her selected program as a result of acceptance of transfer credit.

If course requirements are satisfied by transfer credit from another institution, tuition will be adjusted according to the number of hours accepted as transfer credit. The School does not award credit for experiential learning. Soothing Arts does not charge a fee for evaluating credits for transfer.

Transfer of Credits From Soothing Arts:

Transferability of credits from Soothing Arts Healing Therapies School of Massage to another institution is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not the credits are accepted by another institution of the student's choice. Students who wish to transfer credits/hours earned at Soothing Arts Healing Therapies School of Massage will be provided a transcript of grades and attendance. Additional documentation will be provided, i.e. course syllabus, course outline, and catalog upon request

Student Conduct

A high level of maturity in the classroom is expected of each student in the academic pursuit of his/her professional goals to become a Massage Therapist.

Students are expected to demonstrate:

- a. A desire to learn and develop his/her professional skills, demonstrated by being prepared for each class, having consistent attendance at class, and showing positive classroom participation that contributes to personal and professional growth of themselves as well as the other students. Disruptive behavior that impedes the staff or students from utilizing class time constructively will not be tolerated.
- b. A courteous, respectful and non-judgmental attitude towards staff and other students.
- c. An ability to contribute and participate in creating a supportive environment for staff and students.
- d. A willingness to receive constructive feedback.
- e. The desire to take responsibility for their own values, attitudes, interpersonal relationships and academic performance.

Students are expected to show reasonable care for the facility. A student damaging the facility or equipment due to negligence will be financially responsible for repairs.

Code of Conduct

The Conduct Guidelines are designed to protect the interests of the School, its students, clinics, clients, faculty and staff. All students at the School are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others.

The School reserves the right to suspend or dismiss any student whose conduct, in the opinion of the Administration, is disruptive or in any way interferes with the learning process of other students. The School further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the School. Since there are a wide variety of unpredictable and individual situations, the following is a list of examples of unacceptable conduct. This list is not meant to be all-inclusive:

Conduct Guidelines

- Insubordination
- Willful abuse of the clinical site's building, equipment or other property.
- Smoking in unauthorized areas.
- Excessive absenteeism or tardiness.
- Absence without proper notification or adequate explanation.
- Leaving assigned work without permission.

- Violation of the clinical safety rules.
- Engaging in horseplay.
- Failure to report an accident involving a client, visitor, student or self.

- Theft, regardless of value.
- Dishonesty in dealing with the *School* or clinic
- Reporting to the *School* under the influence of alcohol.
- Possessing or using alcohol while at the *School* or clinical site.
- Use, sale, solicitation, unauthorized possession of, or being under the influence of illegal drugs, including narcotics and/or controlled substances on *School* premises.
- Falsification of information on the Application for Admission or other records.
- Discourteous treatment or abusiveness toward fellow students, clients, visitors or guests on School premises.
- Physical violence or threats toward any students, client, visitor or guest of the School or clinic.
- Unauthorized possession of firearms, explosives, knives or other lethal weapons on *School* or clinical site property.
- Indecent conduct on *School* premises.
- Conviction of any crime which renders a student unsuitable for employment.
- Gambling on *School* property.
- Violation of the no-solicitation rule.
- Failure to conform to dress and appearance standards.
- Failure to notify the *School* when absent from either clinical or theory.
- Removal of *School*, clinical site's equipment for personal use without approval.
- Violation of the *School's* sexual harassment policy. Sexual advances, repeated innuendoes, or sexual activity on school premises or any massage therapy setting regardless of location.
- Refusal to cooperate in an investigation of suspected wrongdoing when cooperation is requested and the request is a reasonable one.
- Misusing the availability of, or the access to confidential information.
- Cheating on any given examination.
- Disruptive, boisterous, vulgar or obscene behavior, or any behavior inconsistent with the Code of Conduct Policies of the *School*.
- Violation of School's safety and/or health regulations.
- Violation of draping standards or violation of appropriate touch as taught in class.
- Bringing weapons of any kind onto school property
- Failure to maintain the confidentiality of a student or clinic client's records or personal information as well as the unauthorized disclosure, use or removal of the *School's* records or property. This includes the possession, reading, copying, or disclosure of *School's* records or documents.
- Students may receive no compensation of any kind rendered either on or off school premises. This is illegal in the State of Florida and is grounds for immediate dismissal.

Conduct Guidelines (Cont.)

The following are some examples of actions which constitute cause for immediate termination:

- Endangering life, safety or health of others.
- Deliberate damage to client, other students, **School** or clinical materials and/or property.
- Falsifying, altering, removing, destroying or the unauthorized disclosure of confidential records or information pertaining to a client or clinical site.
- Falsifying personal or clinical records.
- Unauthorized possession **of School** property.
- Failure to maintain satisfactory academic progress as outlined in the Standards of Satisfactory Academic Progress.
- Unauthorized possession, use, or being under the influence of liquor, narcotics, hypnotics, hallucinogens or other chemical agents while on the premises of the School. Unauthorized possession of any firearms or weapons (pistol, revolver, rifle, shotgun, ammunition, explosives, incendiary devices, knife, etc.) on School premises, including the parking areas.
- Conviction of a criminal offense committed on **School property**.
- Willful or repeated violation of **School** or clinical site's policies and procedures.
- Willful disregard of the **School's** welfare; interference with operations or relationships with patients or associates.
- Unauthorized disposition of School or clinical site's assets or equipment.
- Failure to comply with the Attendance Policy.
- Sexual Harassment.
- Fighting or use of foul language.
- Violation of any conditions as set forth in the Enrollment Agreement.
- Failure to meet all financial obligations.

It is the policy of Soothing Arts Healing Therapies School of Massage to engage all members of the staff and faculty in the process of monitoring student conduct. This combined effort is designed to provide continuous, consistent and supportive services that are intended to inform and guide the student in all aspects of their educational experience.

Through well-established professional standards of conduct for its representatives, the school holds equally high expectations of its students. The Conduct Policies are uniformly administered based on the degree of seriousness and nature of the misconduct.

In all cases, the Director will participate in the review and decision making process of all incidents of unacceptable conduct, and will take the appropriate action.

- Based on the severity of the misconduct, the student may not receive a written warning.
- If, a written warning is given, and the student's behavior is not corrected (misconduct is repeated), the student will be terminated.

Disciplinary Action and Dismissal for Misconduct

Disciplinary Actions/Suspension/Expulsion

Disciplinary Actions - Probation

Probation is a disciplinary action that addresses specific policy violations by monitoring student performances for a specified time period while allowing the student to attend classes. Students will be informed in writing of the violation as well as by speaking with the Director of Admissions or designee, of probation and the criteria of probation. Length of probation is a maximum of 20 class days. At the end of the probationary period, the student will meet with the Director of Admissions or designee to determine if he/she has complied with the terms of probation. If the criteria have been satisfactorily met, probation status will be dropped. If the student has not satisfactorily completed the criteria of the probation or breached any additional rules, the student may be suspended or expelled from the training program.

CAUSES FOR PROBATION

Inappropriate behavior such as, but not limited to:

- Excessive absences/tardiness (greater than 10% during any evaluation period)
- Unsatisfactory academic progress
- Failure to follow dress code
- Failure to follow policies
- Poor disposition or attitude / disrupting class
- Unprofessional conduct
- Breach of privacy or confidentiality
- Failure to pay tuition in a timely manner
- Failure to use good hygiene sanitation procedures

Suspension

Suspension is a disciplinary process, which addresses serious policy violations. Under suspension, a student is not allowed to attend classes. Students will be informed in writing as well as speaking to the Director of Admissions or designee of the suspension and criteria of suspension. Suspension duration will vary depending on the circumstances. The student will meet with the Director of Admissions or designee and another director or an Instructor to outline the criteria necessary to reenter the program.

CAUSES FOR SUSPENSION

Inappropriate behavior such as, but not limited to:

- Gross misconduct
- Failure to meet criteria of Probation
- Recurrence of objectionable behavior or attitude (not rectified during or following probationary status)

Expulsion

Expulsion is the termination of a student from the training program for grave violations of rules. The student may not apply to reenter any other programs. Tuition will be refunded according to the refund policy.

The expulsion of a student will be determined by a committee of not less than three (3) staff members, consisting of the Director and two school representatives. The student will be informed of the meeting and encouraged to attend. The school maintains the right to expel a student whether or not he/she chooses to be represented at the meeting.

CAUSES FOR EXPULSION

Inappropriate behavior such as, but not limited to:

- Sexual misconduct (sexual advances in any setting regardless of location) or repeated allegations of sexual misconduct
- Use of techniques, which are beyond the scope of practice, such as, but not limited to, chiropractic manipulations, etc.
- Attending class, clinic or community events under the influence of drugs and/or alcohol
- Accepting any compensation for services rendered
- Removing school property from the grounds without permission from a director
- Damaging school property
- Cheating or plagiarism
- Alteration or falsification of student records
- Physical /verbal abuse towards any instructor, staff member or student
- Nonpayment of tuition
- Continued excessive absences/tardiness
- Entering fraudulent information on a client's record
- Possession of a weapon
- Continuation of behavior leading to suspension

Student Grievance Policy

Grievances

The policies for resolving student grievances is outlined in the "Student Orientation Packets" that each student receives on his/her first day of class. If a student has a grievance he/she may appeal a decision in accordance with the conflict resolution policy. Grievances, which are not resolved by this procedure, may be addressed at the state level by contacting the appropriate authorities:

Department of Education
Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684

or

Florida Department of Health
Board of Massage Therapy
4052 Bald Cypress Way, Bin #C-06
Tallahassee, FL 32399-3256
(850) 488-0595

or

Department of Business and Professional Regulation
Board of Cosmetology
Northwood Centre
1940 North Monroe Street
Tallahassee, FL 32399-0783
(850) 487-1395

Health and Safely

Soothing Arts — Healing Therapies guidelines regarding disease in general and/or Acquired Immune Deficiency Syndrome (AIDS) in particular are as follows: The school does not discriminate against anyone solely on the basis of illness or disease.

In order to execute this policy, the following guidelines and procedures are in force: ***Everyone is expected to respect one another's rights to privacy and confidentiality.***

The school requires anyone with an infectious condition to consult with the Director of Admissions for the purpose of clarifying personal risks and special precautions applicable to his or her health and ability to participate in the school environment. Individual responsibility is paramount in controlling the spread of disease. All faculty, administrative staff, students, and clients of the student clinic are obligated to exercise caution and mature judgment at all times. Anyone who has any reason to believe that he or she has an infectious condition must use all known measures to prevent the spread of the condition. Note that the procedures practiced at *Soothing Arts — Healing Therapies* are noninvasive and do not pose a potential health risk for the transmission of AIDS.

Any student that has ***any*** contagious or infectious disease or skin condition shall not participate in classes, give or receive a massage or skin care treatment in the school or at a student clinic until the condition has passed the infectious stage. Anyone who has a fever shall not give or receive any treatment

Washing hands before and after providing a treatment is the most effective way to prevent the spread of disease.

Any member of the school community who is debilitated, at risk, or health compromised is REQUIRED to take a leave of absence. If not contagious, a doctor's permission is required to attend class and participate in activities.. The school will gladly welcome students and staff back when health conditions have improved. A doctor's permission for readmission is required.

Any member of the school community who does not follow the above guidelines and procedures will be subject to disciplinary procedures appropriate to his/her status (student, faculty or staff). Students who fail to demonstrate a willingness to abide by this policy or to exercise hygienic safeguards against the spread of infectious conditions shall not be admitted to or will be withdrawn from the program.

Campus Security

Campus Security

(Required by Federal Law)

Any student or staff person who witnesses a crime in progress or has knowledge that a crime has transpired must report the incident to the receptionist in the front office, who will inform the school director. If a receptionist is not available, report it to the director or other school personnel. If police intervention or follow-up is warranted, 911 will be called. It is the school policy to accurately and promptly report all crimes to the appropriate local police agency.

Soothing Arts — Healing Therapies is located at 12605 Emerald Coast Parkway W. Ste 2, Miramar Beach, Florida 32550.

The school is accessible to students during these hours unless otherwise noted:

- Monday through Friday: 09:00 a.m. to 9:00 p.m.
- Saturdays: 10:00 a.m. to 3:00 p.m.

The school employs no security personnel.

Institutional disciplinary actions will be initiated in any case of alleged sex offense and students or staff will be immediately dismissed if found guilty of any forcible or non-forcible sex offenses.

Soothing Arts — Healing Therapies is concerned with the well being of all students and employees of the school. The Drug Free School and Communities Act of 1989 and the Drug Free Work Place Act of 1988 require that schools, their students and employees certify that they have adopted and implemented practices that prevent the unlawful possession, use or distribution of illicit drugs and alcohol. Illicit drugs are defined as controlled substances listed in schedules I through V of the Federal Controlled Substance Act, including but not limited to, marijuana, cocaine, heroin, opiates and amphetamines. Not included are substances used in accordance with a valid prescription.

Drug Free School/ Workplace

Drug Free School/ Workplace

Therefore, it is the policy of *Soothing Arts — Healing Therapies* in accordance with 34 C FR 86.100 to annually distribute, in writing, this policy to each student and employee:

1. Standards of conduct at *Soothing Arts — Healing Therapies* prohibit unlawful possession, use or distribution of illicit drugs or alcohol by any student or employee on the campus or during school activities.
2. Legal sanctions will be taken under local, state or federal law to prevent and uncover those who would unlawfully possess or distribute illicit drugs or alcohol.
3. Brochures and information can be made available to employees and students as needed as a reminder of this policy and the health risks associated with drugs and alcohol.
4. Drug and alcohol counseling, treatment and rehabilitation programs are available and provided by the county and state. Students and employees needing help will be referred to these sources by the directors.
5. *Soothing Arts — Healing Therapies* will impose disciplinary sanctions upon any student(s) or employee(s) who does not abide by the terms of this policy. The director(s), U.S. Department of Education, law enforcement officials, and/or others depending on the situation will determine the sanction(s). Each instance will be treated on an individual basis depending on the particular circumstances. Continuation as a student or an employee at *Soothing Arts — Healing Therapies* will depend on factors which include, but are not limited to, the severity of the offense, completion of an appropriate rehabilitation program, frequency of the violation, arrest records and conviction.

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