

Pensacola School of Massage Therapy & Health Careers LLC

**2409 Creighton Road
Pensacola, Florida 32504
(850) 474-1330**

License # 2799

Licensed by: The Commission for Independent Education, Florida Department of Education
Additional Information regarding this institution may be obtained by contacting the Commission at:
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200
1-888-224-6684

2017 CATALOG Volume II

Pensacola School of Massage Therapy & Health Careers reserves the right to change any provision listed in this catalog including but not limited to course and curriculum changes, including but not limited to academic requirements for graduation or modifications of tuition fee or other charges with notice to individual students. Every effort will be made to keep students advised of any such changes.

Pensacola School of Massage Therapy & Health Careers does not discriminate on the basis of race, color, national origin, age, sex, or handicap in admission to, access to, treatment in, or employment in its programs and activities.

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INTRODUCTION

The School was incorporated in 1995 by Miranka Fountain to meet the growing demand of quality training for individuals preparing to practice massage therapy within the state of Florida. On May 31, 2002, the school was purchased by "Pensacola School of Massage Therapy & Health Careers, LLC" and the name was changed accordingly.

On June 9, 2006 the school was granted accreditation by the Commission of the Council on Occupational Education (COE). The Commission of the Council on Occupational Education is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

ACCREDITATION AND LICENSURE

Accredited by the Accrediting Commission of the Council on Occupational Education (COE). The Accrediting Commission of the Council on Occupational Education is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Licensed by the Commission for Independent Education, Florida Department of Education; License Number 2799. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines St., Ste. 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

MISSION

The mission of Pensacola School of Massage Therapy & Health Careers is to provide quality education in the medical field to those desiring to enter the workforce in a relatively short period of time.

PHILOSOPHY AND OBJECTIVES

Pensacola School of Massage Therapy & Health Careers is dedicated to providing the finest of career training to all students in Pensacola and the surrounding areas, enabling them to grow both personally and professionally with confidence, knowing they are well versed in their related fields of study. In pursuit of this goal, the school seeks out qualified teachers and utilizes sound educational principles. Our philosophy that enables us to fulfill our mission is the following:

- To prepare students to assume a useful place in society and perform well in that place; hence, the objectives of qualified and employable graduates are of the utmost importance.
- To offer, through a sincere concern on the part of educated and experienced personnel, the necessary tools of learning that will help to make the students' future a success.
- To assure all students and prospective students that, from the first contact to graduation, the relationship with all school officials will meet high standards of education and business ethics.

The primary objective of Pensacola School of Massage Therapy & Health Careers is to offer education and training to prepare students for entry-level positions in the medical field. This objective is reached via short-term programs.

FACILITIES

Pensacola School of Massage Therapy & Health Careers is located at 2409 Creighton Road, Pensacola, Florida, 32504. The school consists of approximately 4,100 square feet and is conveniently located near I-10 and is easily accessible from I-10 exiting south on Davis Highway or 9th Avenue.

The equipment in use is comparable to that utilized in the work place and is of such a quality as to endure classroom use. The school includes three classrooms and a break area for student use. The facilities are accessible to the handicapped person.

ADA Contact

Persons with disabilities wishing to obtain information about Pensacola School of Massage Therapy & Health Careers should contact the Admissions Director.

OWNERSHIP AND CONTROL

Pensacola School of Massage Therapy & Health Careers is owned, governed, and controlled by Pensacola School of Massage Therapy & Health Careers LLC, a proprietary school corporation of Louisiana and is owned by Billy L. Clark (33 1/3%); David W. Clark (33 1/3%); and Randall C. Wagley (33 1/3%).

BOARD OF DIRECTORS

Billy L. Clark President
Randall C. Wagley Secretary
David W. Clark Director

ADMINISTRATION & FACULTY

Senior Management

Wayne Barineau, CPA Accounting
Billy L. Clark President/Comptroller
DeWanna Fontenot Financial Aid Director
Vickie Hicks Internal Compliance Director
Yvonne Swim Financial Aid Administrative Assistant
Michell Thurman President's Assistant / IT Support
Randall C. Wagley CEO/Administrator
Vicki Weales External Compliance Director

Administration

Judy Holley Campus Director
Josh Weiser Student Services / Placement Officer
Kimberly Worthy Admissions Representative
Sarina Nettles Financial Aid Officer

Faculty

Full-Time

Lisa Lambeth, RMA,BS in Psychology, University of W. Florida Instructor-Medical Assistant
Alan Segers, LMT, Pensacola School of Massage Therapy; AS Music Education, Snead State CC ... Instructor-Massage
Sean Weiser, LMT, Pensacola School of Massage Therapy Instructor-Massage

Part-Time

Sandra Fields, Shelton State Community College Instructor-Medical Assistant
Lisa Ledkins, LMT, Pensacola School of Massage Therapy Instructor-Massage

ADMISSION REQUIREMENTS & PROCEDURES

Requirements for admission to the career programs at Pensacola School of Massage Therapy & Health Careers are as follows:

1. Applicant must be at least 17 years of age to start and 18 years of age at anticipated graduation date.
2. Applicant must be a High School graduate or equivalent (such as a GED or valid home education credential).
3. Applicant must successfully complete a personal interview with appropriate school personnel.
4. Applicants under 18 years of age must have parental approval (signature) prior to acceptance.
5. Applicant must be a US citizen or legal immigrant in possession of appropriate documentation or as an exception per federal rules and regulations such as DACA.
6. Applicant must freely submit to random drug testing at any time during the program, as deemed necessary by the campus director, or affiliated clinical facilities. A positive drug screen will result in disciplinary action, which may include termination from the school.

Notes: *Valid home education credentials are accepted. Please contact the Admissions Department for details. Some majors may have additional admissions criteria (please see the description of each major later in this publication).*

Some additional immunization requirements may be deemed necessary by clinical sites.

Prospective students should contact the school to arrange an appointment for an interview.

During the interview, the applicant will answer questions pertaining to their vocational interests and career aspirations in order to ensure that the applicant has the ability to successfully pursue their studies.

Based on the results of this interview, the applicant moves on to complete a financial aid interview with the financial aid officer.

Once the applicant successfully completes the enrollment process, makes satisfactory payment arrangements, completes orientation, is issued books/supplies and is scheduled for classes, he/she is considered a regular student.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

SCHOOL CALENDAR & HOURS OF OPERATION

Pensacola School of Massage Therapy & Health Careers operates on a modular system with the various programs/classes starting on different dates. Typically classes start every six weeks for medical assistant, every four months for day massage therapy and every four months for evening massage therapy. Please call the school for specific start dates for your program of interest.

	2017
Classes Resume	Jan. 9
Martin Luther King Holiday*	Jan. 16
Spring Break	Mar. 19
Classes Resume	Mar. 27
Easter Holiday Begins	Apr. 14
Classes Resume	Apr. 17
Memorial Day Holiday*	May 29
Summer Break Begins	July 2
Classes Resume	July 10
Labor Day Holiday*	Sept. 4
Veteran's Day Holiday*	N/A
Thanksgiving Holiday Begins*	Nov. 23
Classes Resume	Nov. 27
Christmas Break Begins	Dec. 23

Full time day school Massage Therapy students attend classes Monday-Friday, from 9:00 am to 1:00 pm, while full time night school students attend classes Monday-Friday from 5:30 pm to 9:30 pm. Please note that Fridays may be extended on clinical days.

Full time day school Medical Assistant students will attend Monday-Thursday for six hour each day between the hours of 8:30 am and 2:50 pm. Please check with the registrar's office for the correct times.

**Requires Make-up Day(s). Check with the front office for scheduled dates.*

RULES AND REGULATIONS

Attendance

It has become crystal clear that class attendance is the most important factor in student success (course completion and graduation). In order to be fair to all involved, and to show respect for yourself, your classmates, your instructor, and ultimately your future employer, good attendance is a necessity.

Perfect attendance is expected (but not required) of each student, just as an employer expects perfect attendance from an employee. Satisfactory attendance is vitally important and is a requirement of all students. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the Instructor or administration when they are to be absent or tardy.

Excessive absenteeism of greater than 20% in any class or as a whole is not acceptable and is grounds for disciplinary action. Generally, students will be allowed to miss no more than 5 class days in any six-week period. On the 6th absence the student may be dropped from the class and must wait until it is offered again to retake it.

Any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

The student will also be charged for each class that must be repeated due to forced withdrawal or due to failure of a class associated with poor attendance (See tuition & fees for details on these charges). Pensacola School of Massage Therapy & Health Careers may take into consideration absences that may not be required to be made up in order to receive course credit.

Legal and school holidays, breaks, and class cancellations (i.e. weather conditions, etc.) are not included in calculations for class attendance and therefore are not considered as days of absence.

A student placed on "probation" may not be eligible to receive Title IV aid (Pell Grants and Student Loans). Please refer to the catalog, section "Requirements for Satisfactory Progress and Continued Receipt of Title IV Funds," and subsection "SAP Probation" for further information.

Note: some programs may have more stringent attendance requirements (please see the description of each program elsewhere in this publication).

Tardiness

Failure to report for class when the class begins or leaving before class ends is classified as tardy. Tardiness is measured in one (1) minute increments, rounded upward to the nearest 15-minute increment. All minutes missed are recorded as such in the student's official attendance record. Excessive tardiness is not acceptable and the student may be suspended or terminated, subject to extenuating circumstances, the student's progress, and the discretion of the Director.

Leave of Absence

A student may be granted a leave of absence for a reasonable amount of time as determined by the Campus Director. This request must be in writing and must include the expected start date and the expected return date. If the student does not return within the specified time period and has not contacted the school to make other arrangements, the student will be terminated and granted a refund in accordance with the Cancellation and Refund Policy

Make-Up Work

Make-up work may be assigned for the purpose of allowing a student to progress in a timely manner. Scheduling of make-up work is left to the discretion of each individual instructor with approval from the campus Director. Regardless of whether students are allowed "make-up work," students are responsible for all course material taught.

Student Conduct

All students are expected to conduct themselves in a professional capacity, taking their studies seriously. Respect is to be shown to all instructors and fellow students. No student will be permitted to attend class while under the influences of alcohol or other intoxicating substances. Smoking is not allowed within the school's facilities.

Pensacola School of Massage Therapy & Health Careers reserves the right to dismiss any student whose conduct is unsatisfactory and detrimental to the best interest of the faculty, staff or other students.

Dress Code

Students are required to wear the full school uniform for their respective programs. Additionally, students are expected to conform to accepted standards of good taste in grooming and overall appearance. Classes are conducted in a professional environment.

Class Size

Class size is closely monitored in order to facilitate quality instruction. Class size for lecture style classes typically have 25 students (up to 50) to one instructor, lab style classes typically have 15 students (up to 23) to one instructor, and off-site clinicals may have up to 10 students to one instructor.

Student Work

Pensacola School of Massage Therapy & Health Careers reserves the right to make copies of all student work and to use such in promotions without the student's prior written consent.

Honor Code

Cheating and related forms of dishonesty will not be tolerated. Cheating gives your instructors and future employers a distorted view of your true abilities, and also is very unfair to more honorable students who try hard to earn honest grades according to their abilities.

Students caught cheating will automatically be expelled from the class in question. The student may also be expelled from the school. If not expelled from the school, the student may retake the class from which they were expelled the next time it is offered.

Students accused or suspected of cheating without clear and convincing proof may be required to re-take tests under controlled conditions to guarantee a fair grade for all.

Audited and Refresher Classes

A student auditing a class receives neither a grade nor credit hours for that subject. He is permitted to attend all classes but is not required to submit assignments or to take examinations. Tuition is charged on the same basis as for a credit class. Since no credit is given for an audited class, it does not apply toward the fulfillment of a program requirement. No change from audit to credit status, or from credit to audit status, may be made after the beginning of class.

A refresher class is one in which a student has had at least the equivalent instruction offered in the class to be reviewed. Graduates of the Institution have the option of taking a refresher class with no tuition charged, provided the class pertains to their course of study. Non-graduates will be charged the same tuition rates as for a credit class. No grades or credit hours will be awarded, nor does the student have to fulfill the regular course requirements. The instructor has no obligation to the student with the exception of permission to attend class.

Graduates and current students may use the equipment and facilities of Pensacola School of Massage Therapy & Health Careers for educational purposes during regular school hours.

Veterans' Educational Benefits apply only when seeking an approved program of study.

Grading

The standard letter system of grading is used as follows: A--100-90; 4.0 quality points: B--89-80; 3.0 quality points: C--79-70; 2.0 quality points: F--below 70; 0 quality points: P--Pass; 0 quality points: TP--Transfer Pass; 0 quality points: and I--Incomplete (An "I" will be given to a student who does not complete the course requirements of the course syllabus. This "I" will be converted to a letter grade by the end of the next grading period, or three weeks, whichever is greater.); W--Withdrawal (will be given to a student who withdraws before the mid-point of a particular course); WP--Withdrawal Passing (will be given to a student who withdraws with a passing grade after midpoint of a particular course); WF--Withdrawal Failing (will be given to a student who withdraws with a failing grade after midpoint of a particular course).

Upon repeating a course or subject, the student will receive credit only for the highest grade earned. The lower grade will be removed from the student's transcript.

Graduation Requirements

A student must meet the following criteria to graduate from Pensacola School of Massage Therapy & Health Careers.

- 1) Each student must maintain an overall 2.0 average (on a 4.0 scale).
- 2) Each student must pass each required course in his/her curriculum with a grade of "C" or better.
- 3) Each student must be in good financial standing with the Institution before being allowed to graduate.
- 4) Each student must complete at least 50% of their chosen program at this institution.
- 5) Any additional programmatic criteria (please check your program in this catalog).

Transcripts

Transcripts are available upon request unless the student is indebted financially to the School. No transcript of grades will be released without the student's prior approval in writing. Each graduate is issued an official transcript of his academic record. Each subsequent official transcript for a graduate is furnished after receipt of the transcript fee. (See Miscellaneous Fees in the Tuition & Fees section of this catalog). A government agency that periodically requires a transcript in order to determine a student's progress is exempt from this fee. Student academic records are kept permanently by the school.

Definition of Credit

Subjects are evaluated in terms of collegiate Quarter Hours of credit. Quarter Hours of credit are earned in the following manner:

- 1 Quarter Hour of Credit = 10 class periods of lecture.
- 1 Quarter Hour of Credit = 20 class periods of lab work.
- 1 Quarter Hour of Credit = 30 class periods of externship/shop time.

One class period is generally defined as 50 minutes of instruction within a 60-minute period of time. Classes may contain lecture, lab, and/or externship/clinical components; therefore, credits are awarded based on the time spent in each method of instruction.

Advanced Standing & Prior Credit

Pensacola School of Massage Therapy & Health Careers may grant full academic credit for many courses to those students who have successfully completed the same or substantially the same subjects on a post-secondary level as those listed in our catalog. The student must have earned a grade of "C" or better and the student must have been taking coursework at the postsecondary level within the last two years prior to their expected start date at Pensacola School of Massage Therapy & Health Careers.

It is the student's responsibility to have official academic transcripts sent to Pensacola School of Massage Therapy & Health Careers and to provide a catalog containing course descriptions. The transcripts and prior school's catalog will be reviewed. The decision to grant credit for prior schoolwork shall be approved by the Campus Director. Written verification shall be placed in the student's file.

Transfer of Credits from other institutions are recorded as grades of "TP" and are not counted as earned nor used when calculating grade point average.

If a student believes that his prior knowledge or experience is sufficient to warrant waiving a class requirement, a comprehensive inventory test will be administered to him. A minimum grade of "B" is required in order to waive the class. This test is to be taken in advance, if possible, but not later than the first week of the class. Upon successful completion of the test, the student may select an elective to replace that class or choose to waive the elective in favor of reducing time in school.

Advanced standing credits are recorded as a grade of "P" and are counted as hours earned, but are not used when calculating grade point average.

All students entering the school must complete at least 50% of their program with the school.

Transfer of Credit

The courses of study offered by Pensacola School of Massage Therapy and Health Careers are essentially terminal in nature. Most students go directly into employment after graduation. Most courses offered by Pensacola School of Massage Therapy and Health Careers are non-academic and do not imply, promise, or guarantee transferability of credits earned while in pursuit of the certificate or diploma.

Students should be aware that decisions regarding the transfer of credit is up to the receiving institution.

Transfer Between Programs

Students wishing to transfer from one program to another within the institution should see the campus director to determine transferability of credits within the institution. All courses at the institution have a two letter/three digit code that is universal among programs at the institution thus facilitating transfer of credit between programs at the institution.

Students wanting to transfer between programs may transfer those credits which are applicable to the new program.

Termination

Termination from the school may result for any of the following violations:

1. Students are not to engage in behavior that reflects unfavorably on fellow students or the school.
2. Students are not to interfere with the progress of other students or the presentations of any member of the staff or faculty.
3. Students are not to have in their possession weapons of any kind while on the school property. A weapon may be considered anything with the potential of inflicting bodily harm and which serves no academic purpose.
4. Students are not to enter the school facilities under the influence or effects of alcohol, prohibited drugs, or narcotics of any kind.
5. Students are to abide by the dress code as previously established by the school and to keep themselves and their work areas clean at all times.
6. Students are expected to be prompt and attend all scheduled classes unless they can provide a valid excuse for any tardiness or absence.
7. Students must at all times cooperate fully with the staff and faculty.
8. Students must not remove from the school any supplies, books, equipment, or other property belonging to the school without prior written permission from the Director.
9. Students who participate in cheating or plagiarism of any kind may be subject to immediate termination.
10. Students must maintain acceptable academic standards as previously established by the school.
11. Profane or abusive language will not be tolerated.
12. Non-payment of school tuition as per enrollment contract.

Re-entrance After Dismissal

Each student dismissed will have a chance to appeal his/her dismissal. The request must be submitted to the Director in writing. Permission to re-enter shall be granted on an individual basis. The decision of the school shall be final.

Complaint Procedure

“Student complaints relative to the actions/policies of the school or its employees should first be resolved with school officials. The complaint should be submitted in writing to the school director. If the complaint is not answered to the student’s satisfaction, the student should choose one or more of the two remedies listed below.

ONE: Student complaints relative to actions of school officials shall be submitted in written form to **Commission for Independent Education**, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, phone (850) 245-3200 or 1-888-224-6684 only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school’s officials.

TWO: If the complaint is not settled at the local level, the student should send the complaint in written form to the Commission, **Council on Occupational Education**, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, phone (770) 396-3898 or website www.council.org.

Security Policies and Procedures

The institution is monitored during all operating hours to provide a safe and secure area for staff and students. The staff and students are encouraged to report crimes to local authorities and to the Director of the school. Should an incident occur, the Director would be called immediately who will respond, investigate and notify authorities as warranted.

Facility Access: All visitors and non-students are required to check in at the front lobby before entering any other portion of the building. There are no Residence facilities associated with the school.

Law Enforcement: Campus Security personnel have no enforcement authority. The administration encourages the reporting of all crimes to the local Police Department.

Crime Prevention: Normal operating procedures, rules and regulations are covered with students during orientation. Periodically, we may have a general assembly devoted to crime prevention and self-protection. This assembly is conducted by an expert in the field.

Sex offenses should be reported to local law enforcement immediately. Counseling and education information is available by calling the National Sexual Assault Hotline at 1-800-656-HOPE (4673). The Florida registry of sex offenders and child predators may be accessed by phone at 1-800-858-0551 or 225-925-6100 (8:00 a.m. until 4:30 p.m. CST) or on the Internet at <https://offender.fdle.state.fl.us/>.

Emergency Alert System: Communication is crucial to effective crisis management. The institution subscribes to a text and email based emergency alert system to notify students, faculty and staff of weather related cancellations or delays, school closures or security lock-downs. Participation in this system is optional for all students and faculty.

Alcoholic Beverages: Alcoholic beverages are not allowed on the premises at any time. Any person caught on campus under the influence or in possession on campus will be asked to leave immediately for the remainder of the day. On the next day, a determination will be made by the Director as to further action, which may include suspension or expulsion.

Illegal Drugs or Weapons: Neither is ever acceptable. Any person caught possessing illegal drugs will be immediately expelled from school (immediate termination for employees). Weapons are not allowed on campus. Any person caught possessing a weapon on campus will be suspended for the day and the incident will receive further investigation. After investigation, appropriate action will be taken which could include expulsion (termination for employees).

Drug & Alcohol Abuse Prevention and Awareness: During the financial aid interview, this document is handed out to each student. A copy of this statement is included in each “new employee package.” All students and employees are encouraged to seek professional help for any problems, and are advised to seek guidance from the designated school official as to professional help available.

Annual Security Report – Summer 2015

Criminal Activity Report for 2012 – No criminal activity reported.

Criminal Activity Report for 2013 – No criminal activity reported.

Criminal Activity Report for 2014 – No criminal activity reported.

Health & Safety Measures

Health

The institution maintains a written plan (Health & Safety Plan) for assisting students in cases of sickness, accidents, and emergency health care. In general, a statement of health and emergency contact is to be completed by every student prior to admission. This data is to be kept on file in the student's permanent file. In emergency situations, this data should be retrieved and appropriate action taken.

First Aid

A basic first aid kit (band-aids and minor wound care materials) is available in the front office and other strategic points around campus.

Accidents & Health/Safety Emergencies

1. Accidents/Emergencies should be immediately reported to the campus director or designee.
2. The campus director will assess the situation and determine the appropriate course of action.
3. If warranted, the campus director should have someone call 911 for further assistance
4. If the student is conscious and coherent and refuses treatment, the campus director will document this (have the student sign saying they refused treatment). The campus director will have someone contact an emergency contact of the student's choosing or we will access the student's file for an emergency contact.
5. After the emergency is over, the campus director will be responsible for investigating the incident and completing an incident report.
6. The investigation should include discussions with all involved parties to determine exactly what happened and if there are any changes needed at the institution.
7. In the event that an accident or illness should happen while a student is on the externship or clinical portion of their program, the student and the site are responsible for reporting the incident to the appropriate college official. The student and site supervisor should complete an incident report. The appropriate college official will follow up with reporting to the Campus Director and assist with completing any investigation or insurance claims that may be required to be completed by the institution. The Campus Director will store all copies of incident reports, insurance claims and all pertinent information.
8. If changes are recommended, the campus director will involve the President and CEO to develop and implement policy.

Insurance

The institution maintains student malpractice and liability insurance for each student enrolled. This coverage extends with the student to all clinical sites. The institution also maintains general liability insurance.

Weather Emergencies

In the case of an emergency while school is in session, the campus director has the authority to assess the situation and act accordingly. For emergencies occurring when school is not in session, the campus director will assess the situation and determine whether classes should be held. If classes are to be canceled, students and employees are notified through the emergency text, email and phone notification system of the college. Students and employees may also contact the school for voice messages left by administrative staff for procedures to follow regarding class cancellations. For weather emergencies occurring on weekends or holidays, the institution will follow the local school board's advice for cancellations. Due to the fact that many of our students have children in the local schools, we normally mirror the actions of the local public schools. If classes are to be held, no action is required.

Notification of Changes from Provided Information

The student is required to notify the Business Office and the Campus Director of any change in marital status, address, telephone number, etc. Employment opportunities are sometimes lost because the school cannot locate students.

EXAMINATION OF STUDENT RECORDS

Student records are permanently retained by the school and are available to students upon request. Student records will be provided to any party only after written request has been made by the student subject to the policy below.

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, a student or former student has the right to inspect his/her educational record which is maintained by the School. In order to insure that the School's records are not inaccurate or misleading and to provide an opportunity for the correction or deletion of such inaccurate or misleading data, a student may request a hearing to challenge the content of his/her record. The student must comply with the following procedure:

- A. Procedure for Examination - All requests to inspect a student's educational record must be in writing. Upon receipt of a completed request, or as soon as practical thereafter but in no event longer than three (3) school days after the request is received, the Administration shall notify the student of the date, time and place for inspection of his/her educational record. The date shall not be more than thirty (30) days after the request was received.
- B. Challenge to the Record - A student may challenge any data in his/her educational record which he/she considers to be in violation of the privacy or other rights of the student. To avail himself/herself of such a hearing, the student shall file written challenge to the record. Such challenge shall specify the following:
 - a) The specific data contested to be inaccurate, misleading or in violation of the privacy or the right of the students.
 - b) The reasons why the data is contested to be inaccurate, misleading or in violation of the right of privacy or the rights of the students.
 - c) The names and addresses of all persons who have, or may have knowledge, information, records or other data relevant to the contested data.
 - d) A request for a hearing on the challenge.
- C. Release of Information - Pensacola School of Massage Therapy & Health Careers does not permit access to or release of confidential information without the written consent of the student, to any individual or agency for any reason except the following:
 - 1) When records are required by school officials in the proper performance of their duties,
 - 2) Organizations conducting studies for educational and governmental agencies,
 - 3) U.S. Government agencies as listed in Public Law 93-380,
 - 4) Accrediting agencies,
 - 5) Parents of dependent children as defined in the Internal Revenue Code of 1954,
 - 6) Appropriate persons in connection with an emergency,
 - 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution,
 - 8) In connection with the award of financial aid and
 - 9) In response to legal court orders.

Students must complete and sign a FERPA authorization form in the Financial Aid Office in order for parent(s), spouse, or other relative(s), to discuss and/or disclose education records with school personnel.

Pensacola School of Massage Therapy & Health Careers maintains files containing the following information for each student:

- 1) Social Security number,
- 2) name,
- 3) local address,
- 4) local telephone number,
- 5) permanent address,
- 6) permanent telephone number, and
- 7) medical information.

Additional items of information which may be released without the written approval of students include: dates of attendance, date and place of birth, participation in officially recognized activities, and the most recent previous educational institution attended.

To file a complaint or grievance regarding FERPA, you may contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901, Email: ferpa@ed.gov

STUDENT SERVICES

There are a variety of services available to students including new student orientation, academic advisement, financial aid advisement, personal advisement/referrals for support services and placement services. Many of these services are described in further detail within this catalog. The institution does not employ licensed counselors. As advisors, though we are able to refer students to appropriate resources.

Prior to class attendance, each new student attends an orientation to student life at Pensacola School of Massage Therapy & Health Careers.

Staff and Faculty are available during regular school hours to aid the student with whatever problems might arise, whether academic or personal.

There are no dormitory facilities at Pensacola School of Massage Therapy & Health Careers. Students from out of town or out of state must secure their own residence; however, the School will assist students in finding suitable accommodations.

COMPARABLE PROGRAM INFORMATION

Comparable program information related to tuition and program length is available from the **Council on Occupational Education (COE)**, 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia 30346. The COE phone number is (770) 396-3898 or website www.council.org.

REQUIREMENTS FOR SATISFACTORY PROGRESS AND CONTINUED RECEIPT OF TITLE IV FUNDS

Process Overview & Responsibilities

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. The school developed policies to determine the academic standards that students are expected to meet and then a means and schedule of measuring the achievement of those qualitative and quantitative standards.

SAP standards are established and monitored by the Office of Academic Affairs. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the beginning of each term/semester, and will be checked prior to disbursement of aid.

Same As or Stricter Than

The SAP policy of the school for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid. However, the Title IV SAP policy may not be as strict as the school's academic policy – For more specific information, please note:

1. Please read "Rules and Regulations" in the main catalog for requirements concerning attendance, tardiness, grading, make-up tests, graduation requirements, etc. for more specific information on expectations of the school, and
2. Look at the requirements for your specific major to learn the requirements of that major. For example, the PN program requires that all classes be completed on the first attempt with a "C" or better.

The Director in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies financial aid office if the school changes its academic policies.

Increments of Measurement and Quarter Credit, Non-Term Basis

To ensure the student is making sufficient progress both quantitatively and qualitatively, the school's SAP policy divides the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. But in any case it cannot be longer than half the program or one academic year, whichever is less. For example in a 22 credit program, an increment must not exceed 11 credit hours.

The school operates on a quarter credit, non-term basis with all programs being one or two academic years in length. Each academic year is divided into two payment periods for Title IV funding. As such each student must complete the required academic work and attendance requirements for the current payment period before receiving any Title IV proceeds for the next payment period.

1. One academic year programs: There are two equal payment periods throughout these programs. Each payment period is equivalent to one half ($\frac{1}{2}$) of an academic year. During the first payment period, the student must complete one half ($\frac{1}{2}$) of the program in quarter credits and time requirements in order to gain Title IV eligibility for the second payment period.
2. Two academic year programs: There are four equal payment periods throughout these programs. Each payment period is equivalent to one half ($\frac{1}{2}$) of an academic year. During each payment period, the student must complete one fourth ($\frac{1}{4}$) of the program in quarter credits and time requirements in order to gain Title IV eligibility for the next payment period.

Full Time Students

A full time student must be scheduled for a minimum of 36 quarter credits per academic year or the prorated

equivalent for a program of less than one academic year. Because this institution measures in non-term quarter credits, the length of a full academic year varies but is never less than 30 weeks of instruction.

Part Time Students

Although virtually all students at the school are full time, we occasionally admit part time students. Part time students must also comply with SAP. However, the time limits (as listed in the following chart) will be adjusted to reflect the amount of time necessary at the current rate of attendance to complete each payment period. The part time student must earn all credits necessary to complete each payment period in order to gain Title IV eligibility for the next payment period.

Qualitative - Grade Point Average (GPA)

Students must maintain a 2.0 grade point average at all times while in school and in order to graduate. GPA is calculated at the end of each grading period.

If GPA falls below 2.0, the student will be notified in writing and will be placed on SAP Warning for the next grading period (minimum of six weeks). A copy of the notification will be made a part of the student's permanent record. If the student has not raised the cumulative grade point average to 2.0 at the end of the SAP Warning period, that student shall be dismissed from school for reasons of unsatisfactory progress.

A student dismissed may "Appeal" for reinstatement as described below. If the appeal is granted the student will be admitted under SAP Probation for the next grading period. If the student has not raised the cumulative GPA to 2.0 at the end of the SAP Probation period, that student shall be dismissed from school for reasons of unsatisfactory progress.

Quantitative – Time Frame

A student is required to satisfactorily complete the program of study in a maximum time frame of 1.5 times the normal program length (as measured in credit hours). A student must have satisfactorily completed at least 67% of the credits attempted at the end of each payment period in order to remain enrolled as a regular student

Students who fail to meet this standard will be notified in writing and will be placed on SAP Warning for the next grading period (or six weeks, whichever is greater). If the student is not in compliance at the end of the SAP Warning period, the student will be dismissed from school.

Additionally, when it becomes evident that a student will not be able to graduate within 1.5 times the normal program length (as measured in credit hours), the student will be dismissed from school.

A student dismissed may "Appeal" for reinstatement as described below. If the appeal is granted the student will be admitted under SAP Probation for the next grading period. If the student is not in compliance at the end of the SAP Probation period, that student shall be dismissed from school for reasons of unsatisfactory progress.

Transfer Students

The school will count those transfer credits that apply toward the student's current program in determining SAP. A student who changes their major will be considered as a transfer student into the new program.

Withdrawals

A student who withdraws from a course and receives a grade of "W" in the course will have that course counted in the quantitative (time frame) standard of SAP, but not the qualitative (GPA) standard of SAP.

Incompletes

A student who receives an incomplete in a course must complete the course within 30 days or the "I" grade automatically changes to an "F".

Repeated Courses

If a student repeats a course, only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative (GPA) standard, but the credits will be included when determining the quantitative (time frame) standard.

SAP Warning

This status is assigned to a student who is failing to make satisfactory academic progress. A student placed on

SAP warning, as described in the Quantitative and Qualitative standards, will maintain Title IV eligibility during the SAP warning period (not to exceed one payment period).

SAP Probation

This status is assigned to a student who is failing to make satisfactory academic progress and who successfully appeals. A student allowed to return on SAP Probation, as described in the Quantitative and Qualitative standards, will have eligibility for aid reinstated for one grading period (not to exceed one payment period).

Attendance

In accordance with the “Attendance Policy” in the “Rules and Regulations” portion of the catalog, any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

Appeal

When a student has extraordinary or mitigating circumstances (such as injury or illness, the death of a relative, or other special circumstances) an appeal may be submitted in writing to the Director of the Institution. The appeal must explain why the student failed to make satisfactory progress and what has changed that will allow satisfactory progress to be made at the next evaluation. These circumstances will be considered in making a determination on satisfactory progress. The Director (or other appropriate personnel) will consider each case on its own individual merit and make a final decision.

Satisfactory Progress Readmission Policy

A student dismissed for failure to make satisfactory progress may reapply for readmission by following the “Appeal” process above. If the student demonstrates the desire and the academic ability to complete the program, the student will be readmitted on SAP Probation for the next grading period (or three weeks, whichever is greater). Such student shall meet the institution's satisfactory progress standards including at least a 2.0 GPA on subjects taken during the first grading period after re-entry. This process applies only to dismissals caused by lack of satisfactory progress and will only be granted once: This process does not apply to any other withdrawals or dismissals.

Satisfactory Academic Progress Chart

Full Time Program - One Academic Year

Normal Program Length	Maximum Program Length	Evaluation Point # 1, Pymt Period	Evaluation Point # 2, Pymt Period	Evaluation Point # 3, Pymt Period	Evaluation Point # 4, Pymt Period	Evaluation Point # 5, Pymt Period	Evaluation Point # 6, Pymt Period
6.0 months	9 months	3 months	3 months	3 months	None	None	None
7.5 months	11.25 months	3.75 months	3.75 months	3.75 months	None	None	None
8.0 months	12.0 months	4 months	4 months	4 months	None	None	None
9.0 months	13.5 months	4.5 months	4.5 months	4.5 months	None	None	None
10.0 months	15.0 months	5 months	5 months	5 months	None	None	None
12 months	18 months	6 months	6 months	6 months	None	None	None
	Minimum Required GPA	2.0	2.0	2.0	None	None	None
	Rate of Progress*	67%	67%	67%	None	None	None

Full Time Program - Two Academic Years

Normal Program Length	Maximum Program Length	Evaluation Point # 1, Pymt Period	Evaluation Point # 2, Pymt Period	Evaluation Point # 3, Pymt Period	Evaluation Point # 4, Pymt Period	Evaluation Point # 5, Pymt Period	Evaluation Point # 6, Pymt Period
15 months	22.5 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months
16.5 months	24.75 months**	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months
22 months	33 months	5.5 months	5.5 months	5.5 months	5.5 months	5.5 months	5.5 months
24 months	36 months	6 months	6 months	6 months	6 months	6 months	6 months
	Minimum Required GPA	2.0	2.0	2.0	2.0	2.0	2
	Rate of Progress*	67%	67%	67%	67%	67%	67%

**24.75 months - The student may stay in school for up to 24.75 months, but Financial Aid eligibility ends after 22.5 months

*Rate of Progress = the percentage of courses attempted that must be successfully completed

CANCELLATION AND REFUND POLICY

All monies paid by the prospective student, including registration fees will be refunded if cancelled within 3 business days after signing a Certificate of Enrollment, or after first making a payment to the school, or if the application is rejected by the School. After 3 business days, all tuition paid prior to entrance (with the exception of the registration fee) will be refunded. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three business days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.

For tuition and fees collected in advance of a program start date, which is subsequently cancelled by the institution, the institution refunds 100% of the tuition and fees collected within 30 days of the planned start date.

For students withdrawing on or before the first day of class, the institution retains the registration fee, not to exceed \$100.00. All other tuition and fees are refunded within 30 days of the class start date.

For students withdrawing prior to the completion of their program, the following will apply. Withdrawal or Cancellation after attendance has begun, but prior to sixty percent (60%) completion of the student's current payment period, will result in a Pro Rata refund. The School shall refund the portion of the tuition and fee charges equal to the portion of the period of enrollment for which the student has been charged that remains on the last recorded day of attendance, rounded downward to the nearest 1 percent (1%) of that period. The School will retain 100% of the charges for the current payment period whenever a student withdraws after completion of more than the sixty percent (60%) point (in time) of the student's current payment period. The school will retain 100% of the charges for previously completed payment periods. For programs longer than the current payment period, 100% of the stated program price attributable to the period beyond the current payment period will be refunded when the student withdraws.

In the case of a prolonged illness, accident, death in the family or other extreme circumstance beyond the control of the student, the School will make a settlement with the student, which is reasonable and fair to both the student and the School.

For students enrolled in professional development, continuing education or other short-term courses who withdraw prior to the start date, the institution retains the registration fee not to exceed \$100.00. All other tuition and fees are refunded within 30 days of the class start date. The institution retains all tuition and fees for students withdrawing after the first day of class.

Withdrawal Procedures

A student may voluntarily withdraw by notifying the appropriate school official (i.e. campus director, financial aid officer, registrar).

Any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

In these cases a student is considered to have unofficially withdrawn and will be dropped from school within 14 days of their last date of attendance.

Students failing to return from an approved leave of absence will be determined as withdrawn as of the date the student was scheduled to return from the approved leave of absence.

A student may be dismissed from school for non-payment of tuition and fees, poor attendance, failure to meet academic standards, misconduct, or violation of policies as outlined in the school catalog.

The termination date for refund purposes is the student's last date of actual attendance (LDA). Refunds will be made within 30 days of the School's notification or determination that the student will not return. Any refunds due will first be made to any third party funding agency (as applicable) then to the student. All refunds, when due, are made without requiring a request from the student.

RETURN OF TITLE IV FUNDS

Students who receive financial assistance from Title IV programs (such as Federal Pell Grants, Federal Direct Loans, Plus Loans, SEOG) and withdraw from school prior to completing more than 60% of the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

Withdrawal prior to graduation may result in the loss of Title IV funding! Loss of Title IV funding does not relieve the student of contractual obligations to the School (See Refund Policy).

The school's refund policy and Return of Title IV procedures are independent of one another. A student who withdraws from school may be required to return unearned aid and still owe the school for the time attended. The responsibility to repay unearned Title IV aid is shared by the school and the student.

Withdrawal prior to graduation does not relieve the student of the responsibility to complete payment on any Student Loan or Pell Grant that may be outstanding after the School has made appropriate refunds.

Calculation

The law specifies the amount of Title IV program assistance that you earn when you withdraw from school. When you withdraw, the amount of Title IV aid that you have earned up to that point is determined on a pro-rata basis.

The percentage of aid earned = the number of days completed up to the withdrawal date divided by the total days in the payment period. (Scheduled breaks of five days or more are not counted as part of the days in the term.) If this percentage is less than 60%, this percentage is multiplied by the total amount of Title IV aid disbursed and Title IV aid that could have been disbursed to determine "Earned" Title IV aid. If this percentage is greater than 60%, the student earns 100% of the Title IV aid disbursed and the Title IV aid that could have been disbursed.

For example, if you completed 30% of your payment period, you earn 30% of the Title IV aid you were originally scheduled to receive during that payment period.

Another example, if you have completed more than 60% of the payment period, you earn all of the Title IV aid that you were scheduled to receive for that payment period.

Overpayments

If you received more federal student aid than you earned, the excess funds must be returned by you, the school, or both in the order specified by Federal law.

The school will return any "Unearned" Title IV funds it is responsible for returning within 30 days of the date the school determined the student withdrew in the order specified by Federal law.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw due to other eligibility requirements – see the financial aid office for information specific to your case.

Post-withdrawal Disbursement

If you received less federal student aid than the amount that you earned, you may be able to receive those additional funds through a post-withdrawal disbursement. In order to receive a post-withdrawal disbursement, the student must meet all other Title IV eligibility requirements.

Grant Funds: The school will credit a student's account with the post-withdrawal disbursement of Title IV grant funds for current charges for tuition and fees up to the amount of outstanding charges. The school will disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account within 30 days after the date of the school's date of determination that the student withdrew.

Loan Funds: Within 30 days after the date of the school's date of determination that the student withdrew, the school will notify the student (or parent for a PLUS loan) by certified mail of any post-withdrawal disbursement of loan funds, explaining various options and requesting instructions from the student. The student must respond within 30 days of receipt of the letter. If the school receives instructions within the 30 day period requesting that the disbursement be made, the school will make the post-withdrawal disbursement no later than 180 days after the date of the school's date of determination that the student withdrew. If no instructions are received from the student, the post-withdrawal disbursement will not be made to the student and any excess funds in the school's possession will be returned to reduce the student's Title IV loan obligation.

For More Information

Additional explanations of the Return to Title IV Funds requirements are available in the School's Financial Aid office. Also available are examples of refunds and an explanation of how the Return to Title IV Funds requirements and the applicable refund policy may affect a student's obligations upon withdrawal.

REFUND DISTRIBUTION POLICY

In the case of student withdrawal from classes prior to reaching the 60% point of the program, a refund of tuition received may be due. In such cases, refunds will be made within thirty (30) days of the Institution's notification or determination that the student will not return. The distribution of refund will be made according to the following schedule:

1. Unsubsidized Direct Stafford Loans (other than PLUS Loans)
2. Subsidized Direct Stafford Loans
3. Federal Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants
9. Other non-federal loan, grant, and/or scholarship programs as applicable
10. Refunded to Student

TUITION AND FEES

Registration Fee

Each new student is charged a registration fee of \$100 upon enrollment. Graduates entering a different program, and those applicants desiring re-entry due to voluntary or involuntary withdrawal should refer to the “Re-Entry Fees” section of the catalog.

Tuition

Any guarantee funds and/or prepaid tuition amounts are applied to tuition and should be deducted from total amounts due.

Medical Assistant, 7.5 months day.....	\$13,200
Massage Therapy, 8 months day/8 months night	\$11,400

Books & Supplies

Textbooks and most required supplies are included in the tuition of all programs. These items will be issued as needed according to the courses listed on each student's class schedule. Incidental supplies such as paper, notebooks, pens, pencils, linens, etc. are the responsibility of the student. Please see each major for a listing of additional supplies and costs.

The School assumes no responsibility for lost textbooks or supplies and any student in need of additional books or supplies (due to theft or loss) must pay for these when issued.

Although books are included with tuition, a student wishing to supply their own textbooks may be able to do so and receive a tuition credit. See the academic office for a listing of texts, our cost, ISBN numbers, and other important information.

Uniforms

Students are required to wear the full school uniform (after issued) for their respective programs. Uniforms will be issued shortly after the student has successfully completed the second week of class. Additional uniforms for all programs may be purchased from the bookstore or an approved supplier.

Repetition Fees

The tuition amounts for each program of study allow for each course to be taken once. Any student needing to repeat a course due to failure, withdrawal, or incomplete work, will be charged an additional fee of \$50 per course. Any additional or replacement books and/or materials needed must be purchased separately.

Make-Up Fees

Make-up fees will be charged as follows for other required make-up time:

Class or Lab Make-up Fee.....	\$25 per occurrence
Therapeutic Massage Clinical	\$25 per occurrence

Re-Entry Fees

Students returning to school after a voluntary or involuntary withdrawal are considered re-entry students. Re-entry fees will be assessed based on the amount of time elapsing from the student's last day of attendance until the first day of returning to school according to the following:

- Less than 6 months of absence: Tuition charge will be equal to all uncollected tuition charges from the original tuition charge plus “Repetition Fees. No additional tuition assessed. No Registration Fee Charged.
- Between 6 months and one year of absence: Tuition charge will be equal to all uncollected tuition charges from the original tuition charge, plus any increase in tuition since the student's original tuition charge plus “Repetition Fees”. Please note that a re-entering student in this time period may be required to repeat the entire program depending on various evaluative criteria and recommendations from the campus faculty and administration. No Registration Fee Charged.
- Over one year of absence: The student will be treated as a new student and must repeat the entire program from the beginning. The student will be charged current tuition. No Registration Fee Charged.

Leave of Absence Fees

There are no tuition or registration fee charges for a student returning from an approved leave of absence. However, if a student must repeat courses, the “Repetition Fees” policy will apply.

Short Course Fees

Under certain circumstances, an applicant may be permitted to enroll in select courses only. The cost for these courses is equal to the normal per hour cost times the number of hours for the class. This fee covers any required books only – any additional items needed must be purchased separately. Short Course students are required to wear a school uniform and may purchase one from the school or an approved supplier. The standard registration fee will apply for short course students. It is important to note that there is no federal funding available for courses taken apart from an approved program of study offered by this institution. All charges must be paid prior to starting the classes. The standard refund policy will apply.

Miscellaneous Fees

Student File copies (unofficial), per page.....	\$2.00
Maximum per file request (unofficial).....	\$20.00
Student File copies (sealed/official; except diploma or transcript), per page.....	\$5.00
Maximum per file request (sealed/official; except diploma or transcript).....	\$50.00
Duplicate diploma (sealed).....	\$15.00
Additional Transcript (sealed/official)	\$5.00
Additional Unofficial Transcript	\$2.00
School Catalog (additional copy)	\$20.00
NSF Fee.....	\$25.00

FINANCIAL AID PROGRAMS

The Institution currently participates in a number of public and private programs to help students defray the cost of their education. Each student will receive a personal interview with a financial aid officer to determine what programs will best fit their needs.

I understand that if there is a dispute about my loan(s) after contacting my school, lender and guarantor, my next step would be to contact the Ombudsman representative at the U.S. Department of Education at 1-877-557-2575.

FINANCIAL AID INFORMATION

Pensacola School of Massage Therapy & Health Careers coordinates a variety of programs of financial aid for entering and continuing students. The primary purpose of financial aid is to provide monetary assistance to students who can benefit from post-secondary education, but who cannot do so without such assistance. It is believed that when an individual has the opportunity to develop his or her capacity, that person not only enhances him or herself, but contributes greatly to our society.

The Financial Aid Office at the institution is dedicated to: 1) Helping to remove the financial barrier for those students who are unable to pay; 2) Easing the financial burden for those who are more able to pay, but still are in need of financial assistance; 3) Striving to realize the goal of equality of educational opportunity; 4) Utilizing a consistent method for measuring the ability of families to pay for educational costs; and 5) Providing all students the opportunity to apply for aid.

Financial aid is to be offered after a determination that the resources of the family are insufficient to meet the student's educational cost. The Financial Aid Office makes the determination; then, a plan is recommended to the student that may include a combination of more than one type of aid. The Institution provides student financial aid to eligible applicants and priority is given to students who have the most financial need.

Most awards are renewable on an academic and award year basis if the financial need still exists, if academic and citizenship records are adequate and the student is making satisfactory progress. The school defines its academic year as 30 weeks of training and 36 quarter credits and its award year is from July 1st to June 30th. Pensacola School of Massage Therapy & Health Careers makes every effort to assist students who need financial aid to complete their program.

Forms/Application Information

Each student fills out the U.S. Department of Education's "Free Application for Federal Student Aid." This is a confidential financial statement of parental and student income. This form is available in the financial aid office. It is helpful to bring to the aid office a copy of the appropriate U.S. Income Tax Return and W-2's for the most recent tax year. If you are interested in a student loan, a sample loan repayment schedule and the necessity for repaying the loan is included in the handouts you will receive from the financial aid office.

Eligibility

1) You must be enrolled as a regular student; 2) You must be a U.S. citizen or eligible non-citizen; 3) You must be making satisfactory progress, 4) You must sign a statement that you are not in default on any Federal, Title IV, Higher Education Assistance (HEA) loan, that you do not owe a Title IV refund at any institution, and that you are not involved in unlawful drug manufacture, distribution, dispensing, possession or use; 5) You have signed a statement of registration compliance indicating that (a) you have registered with the Selective Service; or (b) that you are not required to register.

Aid Recipient Selection

Awards are determined and granted based upon financial need. Need is determined by evaluating the information you provide on your aid application. Students with greater need are given priority when awards are determined. If you are a handicapped student, let the financial aid officer know because your expenses may be higher with the costs associated with the handicap.

How Will My Aid Be Processed?

During your financial aid interview, we will tell you how and when your financial aid will be processed and how much your financial aid will be. Proceeds from the grant programs are credited to students' accounts. The institution deposits Stafford checks as credits to students' accounts. If payments are made to the student, payment will be made from the Institution's account.

When Will my Aid Be Processed?

Loan and grant payments are split into two payments. The first loan disbursement is made 30 days after the first day of class if all the necessary paperwork is received. The second loan disbursement is made half way into the academic year. The first grant payment is made as soon as the necessary paperwork is received. The second grant disbursement is made when the student completes one half of the academic year.

To Maintain Eligibility

1) A student must meet the satisfactory progress standards printed in this catalog; 2) You must be enrolled when the Stafford Student Loan check and/or Pell Grant Student Aid Report (SAR) is processed; 3) If you are allowed to re-enter the school on a probationary basis after failing to meet the satisfactory academic progress standards, you must meet the terms and conditions of your probation in order to be eligible for further financial aid assistance; 4) A student may receive financial aid for no more than twelve (12) weeks while on probationary status.

Transfer Students

If you transfer from one school to another, your financial aid does not automatically go with you. To receive aid at the Institution, check with our financial aid officer to find out what steps you must take. If you are receiving Federal student aid and decide to transfer, you must have your former school send a financial aid transcript to your new school, Pensacola School of Massage Therapy & Health Careers; otherwise, you will have difficulty receiving aid.

If you have a Pell Grant as a transfer student, we will help you obtain a duplicate copy of your Student Aid Report (SAR) to submit to the financial aid officer at Pensacola School of Massage Therapy & Health Careers. If you have a Stafford Student Loan, you must check with your current lender (bank) to be sure you can re-apply for a loan for attendance at Pensacola School of Massage Therapy & Health Careers. A financial aid transcript (or NSLDS printout) must be received from the prior school before being eligible for aid at this institution.

Verification

Some students are selected for a process called verification. When this happens, Pensacola School of Massage Therapy & Health Careers is required to obtain documentation within 14 days that verifies any and all items/information requested by the USDOE, as well as any additional items/information requested by the school. The Financial Aid Office will inform the student of the documents needed to complete the verification process. Once the information is verified, financial aid can be processed. Any corrections needed to the student's information will be made by the Financial Aid Office, and the student will be informed of any changes to their financial aid as a result of those corrections. If a Student fails to provide the required documentation by the deadline, he/she will not be eligible for financial aid and he/she will have to immediately make financial arrangements to remain in school. The Financial Aid Office is obligated to report any information from a potential student that is suspected as fraudulent in trying to obtain federal funds to the Office of Inspector General.

PLACEMENT SERVICES

Because of the proven competence of Pensacola School of Massage Therapy & Health Careers graduates, area employers are in frequent communication with the school Placement Office. Our Placement Office maintains complete records of available positions and graduate's qualifications.

All students seeking placement should submit a resume to the Placement Office during their final month prior to graduation. When possible, the Placement Office will arrange interviews for students seeking assistance in job placement.

The services of the Placement Office are available to graduates of all programs. Whereas no reputable school guarantees a job to any student, special effort is made to place all graduates in positions for which they are best qualified.

Placement services are available at no additional cost to Pensacola School of Massage Therapy & Health Careers graduates and include the following services:

1. Help in preparing a resume, typing services (limited), and copies as required (within reasonable amounts),
2. Advice on preparing for the interview; grooming, interview techniques, etc.,
3. Current job openings and potential employer lists,
4. Reference materials are available to students regarding job markets, interviewing, preparing the portfolio and preparing a resume,
5. Referrals through notices of job openings (written and verbal) communicated to the school office.

Programs of Study

*Medical Assistant
Massage Therapy*



Medical Assistant

Approximate Completion Time - 7.5 months-day

This program is designed to prepare students for a broad spectrum of entry-level positions in the Medical Assistant field. The student will learn the clinical as well as the administrative aspects of medical assisting. The students will gain lab & clinical competencies including phlebotomy techniques, 12 lead EKG procedures, specimen collection, infection control & safety measures, vital signs, and assisting with minor office surgery and physical exams. The students will gain administrative competencies in medical bookkeeping, medical insurance billing & coding, medical records, medical office software, and medical office ethics. The students will study appropriate anatomy & physiology, and medical terminology. The student will be able to perform injections, and master basic dosage calculations. The externship is designed to enhance the skills learned in the classroom by allowing the student first-hand experience in a medical office environment as part of the curriculum. Facilities such as clinics, physician's offices and laboratories are among the many employment opportunities for medical assistants. Students completing this program can work in various aspects of the field such as Clinical Assistant, EKG Technician, Phlebotomy Technician, Lab Assistant, Medical Records, Personal Care Attendant, Medical Receptionist, Medical Secretary, and Medical Assistant.

Diploma Program

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Total Hours</u>	<u>Lect Hours</u>	<u>Lab Hours</u>	<u>Extrn Hours</u>
CM 121	Communications	3.5	48	24	24	---
DP 101	Computer Literacy	3.0	48	12	36	---
MO 201	Computerized Medical Office	3.0	48	12	36	---
TP 111	Elem Typing/Keyboarding	2.5	48	4	44	---
MS 151	Medical Insurance & Coding, Bookkeeping, & Ethics	3.0	48	12	36	---
MS 153	Medical Terminology/Anatomy & Physiology I	4.0	48	32	16	---
MS 154	Medical Terminology/Anatomy & Physiology II	4.0	48	32	16	---
MS 155	Medical Terminology/Anatomy & Physiology III	4.0	48	32	16	---
MS 156	Med Lab Procedures I	3.0	48	12	36	---
MS 157	Med Lab Procedures II	3.0	48	12	36	---
MS 158	Med Lab Procedures III	3.0	48	12	36	---
MS 159	Pharmacology	4.0	48	32	16	---
MS 221	Medical Assistant Externship	8.0	240	---	---	240
Total Credits		48.0	816	228	348	240

Clinical Scheduling

The student externship will be scheduled during those hours which fall in the normal working schedule of the health care facilities to which the student is assigned.

Medical Assistant Health and Employment Requirements

The Medical Assistant program does not qualify the graduate to work as a Nursing Assistant. The graduate of the Medical Assistant program is eligible to take a national certification exam. National Certification is not necessary for employment as a medical assistant and a certification test is not mandatory, but all graduates are encouraged to take the certification test in order to receive national certification as a medical assistant.

Program Costs

Registration Fee	\$ 100.00
Tuition, Books, Uniforms, Nametag	\$ 13,200.00

NHA National Certification Examinations

Certified Clinical Medical Assistant Paid by the school

Additional Expenses

While enrolled in the Medical Assistant program at Pensacola School of Massage Therapy & Health Careers, students will incur the following expenses NOT covered by tuition:

Watch with second-hand.....	\$10.00 and up
Medical Dictionary	\$10.00 and up
White athletic or nurse's shoes.....	\$10.00 and up

Massage Therapy

Approximate Completion Time--8 months day/8 months night

This program is designed to provide the student with the theory and practice of massage therapy incorporating a variety of recognized modalities. The graduate of this program should be well prepared to take and pass the National Licensure Exam to become a licensed Florida Massage Therapist. The successful applicant should possess a high school diploma or the equivalent and have the desire to become a licensed massage therapist. The anatomy and the physiology classes will inform students about the body and its functions related to massage. Instruction in numerous modalities of massage classes will provide basic training techniques, theory related to the techniques, and many hours of practical experience. Other health care classes will provide a complete, well-rounded health care background. As a professional massage therapist, employment opportunities abound. Physical rehabilitation centers, chiropractic clinics, health clubs, resort spas, cruise ships, university athletic departments, beauty salons, corporate offices, hospitals, and private practices all reflect the growing demand for well-trained massage therapists.

Diploma Program

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Total Hours</u>	<u>Lect Hours</u>	<u>Lab Hours</u>	<u>Clinic Hours</u>
MT 101	Introduction to Massage	1.0	12	12	---	---
MT 103	Swedish Massage	5.0	100	10	90	---
MT 105	Clinical Sports Massage	2.0	30	10	20	---
MT 107	Connective Tissue Massage	2.5	40	10	30	---
MT 109	Neuromuscular Massage	3.5	64	8	56	---
MT 123	Hydrotherapy	1.0	20	8	12	---
MT 125	Reflexology	0.5	12	4	8	---
MT 131	Asian Bodywork Therapy: Shiatsu	1.5	24	6	18	---
MT 201	Musculoskeletal Anatomy	8.0	88	72	16	---
MT 203	Anatomy & Physiology I	5.0	52	52	---	---
MT 205	Anatomy & Physiology II	5.0	52	52	---	---
MT 301	Health	0.5	8	4	4	---
MT 305	CPR/HIV/AIDS/First Aid	0.5	8	4	4	---
MT 315	Pathology	1.0	16	10	6	---
MT 321	Florida Law	1.0	10	10	---	---
MT 322	Ethics/National Exam Review	1.0	12	10	2	---
MT 326	Documentation/Medical Errors	1.5	16	16	---	---
MT 401	Clinical Practicum	2.0	60	---	---	60
MT 501	Business Management	1.5	16	12	4	---
Total Credits		44.0	640	310	270	60

Clinical Scheduling

After the completion of basic Swedish massage, students will participate in the clinical portion of the curriculum. The clinic will offer massage to the public and give students an added opportunity to gain assessment skills and learn to operate the business of massage with the benefit of direct supervision of a licensed massage therapist instructor. Check with the campus director for specific days and times of clinical scheduling.

Massage Therapy Employment Requirements

No person may work as a Massage Therapist unless currently licensed by the State of Florida. In order to obtain this license, a person must pass the national written exam and graduate from an approved program of study. Upon completion of the Massage Therapy curriculum, the student will be awarded a diploma and issued an official school transcript acknowledging graduation which makes this individual eligible to take the National Certification Exam.

Program Costs

Registration Fee	\$ 100.00
Tuition, Books & Uniforms	\$ 11,400.00

Certification

Graduates of the Massage Therapy program are eligible to take an approved written National Certification Exam. *Pensacola School of Massage Therapy & Health Careers covers the cost of either National Certification Exam.*

*Massage Therapy National Exam MBLEx or NCBTMB**

*One National Test Fee is paid by the school. Students are responsible for any retest fees. Students will decide which exam to take during their final term.

Additional Expenses

While enrolled in the Massage Therapy program at Pensacola School of Massage Therapy & Health Careers, students will incur the following expenses NOT covered by tuition. These items may include:

Mandatory Supplies

(4) twin sheet sets including pillow case (white or pastel only)..... (price per set) \$10.00 - \$50.00
(1) blanket (lightweight)..... \$5.00 - \$15.00
(1) pair athletic type or nurses shoes \$25.00 - \$75.00
White socks (per pair) \$1.00 - \$8.00

Licensure Fee

Florida State License Fee / Annual Renewal Fee \$155.00

COURSE DESCRIPTIONS

The courses named and numbered herein, if scheduled, will be taught as described during the time covered by this catalog. Additional courses may be added at a later date and will be described by a printed catalog supplement before being offered. Courses offered under a previous catalog may have undergone name and number changes. Those courses will be credited on the basis of course material, content, and general description in comparison to current course offerings and credit hours. Scheduling of courses to be offered is at the discretion of the school.

The course numbering system consists of a two (2) letter and a three (3) digit number combination for each course. The numbers generally indicate the order in which courses are to be scheduled. The letters indicate subject area as identified below:

CM	Communications	MS	Medical Studies
DP	Data Processing	MT	Massage Therapy Studies
MO	Medical Office Studies	TP	Typing/Keyboarding

Communications

CM 121-Communications: 3.5 credits. Prerequisite: None. Stresses the importance and purposes of business communication and the role electronic communications plays in today's office. All facets of communication are covered including written, verbal, and nonverbal. General operations of the office are emphasized through application of theory. Telephone techniques, files management, work ethics, job search, and resume writing are covered.

48 Hours.

Data Processing

DP 101-Computer Literacy: 3.0 credits. Prerequisite: None. This course will provide the student with an introduction to computers. The student will have a brief introduction to Windows. The student is introduced to basic word processing concepts using MS Word software.

48 Hours.

Medical Assistant Studies

MS 151-Medical Insurance & Coding, Bookkeeping, & Ethics: 3.0 credits. Prerequisite: None. The student will learn various administrative methods for the medical office, including filing, appointment scheduling, ICD-9 coding, accepting payments, and completing insurance claim forms.

48 Hours.

MS 153-Medical Terminology/Anatomy & Physiology I: 4.0 credits. Prerequisite: None. The student will be able to identify anatomy and physiology of the integumentary, musculoskeletal, respiratory and nervous systems. The student will also learn about the eye, ear, nose and throat.

48 Hours.

MS 154-Medical Terminology/Anatomy & Physiology II: 4.0 credits. Prerequisite: None. The student will be able to identify anatomy & physiology of the urinary, digestive, cardiovascular and reproductive systems. The student will also gain understanding of radiology and nuclear medicine.

48 Hours.

MS 155-Medical Terminology/Anatomy & Physiology III: 4.0 credits. Prerequisite: None. The student will be able to understand the composition of the blood and lymph system, as well as the endocrine system. The student will also learn about hematology, oncology and mental health.

48 Hours.

MS 156-Medical Lab Procedures I: 3.0 credits. Prerequisite: None. The student will be able to understand and practice infection control, learn to accurately assess vital signs, and assist the physician with minor office surgery and physical exams. The student will learn sterilization/disinfection techniques.

48 Hours.

MS 157-Medical Lab Procedures II: 3.0 credits. Prerequisite: None. The student will be able to perform urinalysis, assist with colon procedures, perform a 12 lead EKG, and assist with gynecological and prenatal care.

48 Hours.

MS 158-Medical Lab Procedures III: 3.0 credits. Prerequisite: None. The student will be able to understand and practice OSHA guidelines for the laboratory, perform phlebotomy and capillary puncture, and have an understanding of medical microbiology. The student will also learn CPR and first aid. 48 Hours.

MS 159-Pharmacology: 4.0 credits. Prerequisite: None. The student will be able to perform injections, drug calculations, and correct documentation. The student will also have an understanding of nutrition, diet therapy, drug classifications, as well as able to administer medicine orally. 48 Hours.

MS 221-Medical Assistant Externship: 8.0 credits. Prerequisite: All other courses in this curriculum must be successfully completed before this course is taken. The student will spend 240 hours working in a medical clinic or physician's office. 240 Hours.

Medical Office Studies

MO 201-Computerized Medical Office: 3.0 credits. Prerequisite: None. This course introduces student to the best-selling commercial computerized medical office management system on the market. Students will learn computerized medical account management and have a sound, general knowledge of how to operate any practice management software. 48 Hours.

Typing

TP 111-Elementary Typing/Keyboarding: 2.5 credits. Prerequisite: None. Students will learn to key by touch (without any visual assistance) on a standard keyboard. The student is introduced to the techniques of keyboarding and skill building. Emphasis is placed on learning to operate the keyboard accurately and improving typing speed. 48 Hours.

Massage Therapy Studies

MT 101-INTRODUCTION TO MASSAGE: 1.0 Credit. Prerequisite: None. An introduction to the history, current approaches, and future of massage therapy. Included are, introductions to the various massage modalities, terminology, charting, history taking, client files, and the ethical responsibilities of the therapist, as well as study techniques. 12 Hours.

MT 103-SWEDISH MASSAGE: 5.0 Credits. Prerequisite: None. This course introduces the student to the five basic strokes of massage therapy (effleurage, petrissage, tapotement, friction, and vibration). It promotes relaxation, flexibility, sore muscle relief, body mechanics, draping, breathing and grounding techniques, whole body massage, utilizing intention and the body/mind connection are explored. These skills continue to develop throughout the program, creating the confidence, sensitivity, and trust needed for client interaction. This course also introduces pregnancy and infant massage which teaches the student side lying positions for a pregnant female as well as newborn massage techniques. 100 Hours.

MT 105-CLINICAL SPORTS MASSAGE: 2.0 Credits. Prerequisite: MT 103. This course is designed to teach the student pre-event and post-event massage, maintenance and recovery for the athlete, active isolated stretching techniques, PNF techniques, biomechanical evaluations, and investigative procedures for an injured person. 30 Hours.

MT 107-CONNECTIVE TISSUE MASSAGE: 2.5 Credits. Prerequisite: MT 103. A study of the composition and the structure of the fascial system in the body and its functions, its relationships to organs and muscles, and techniques used to release myofascial dysfunction and movement techniques for myofascial unwinding. 40 Hours.

MT 109-NEUROMUSCULAR MASSAGE: 3.5 Credits. Prerequisite: MT 103. A study of the function of the reflex, trigger points, ischemia, referred pain patterns, nerve compression, and nerve entrapments. Also covering specific massage techniques used to treat specific medical conditions such as cervical sprain (whiplash), carpal tunnel syndrome, thoracic outlet syndrome, piriformis syndrome, etc. This course includes a variety of standard orthopedic tests used to determine functional assessment by physical therapists, chiropractors, and physicians. Emphasis is on understanding the anatomy behind the tests and treatment procedures rather than simply memorization. 64 Hours.

MT 123-HYDROTHERAPY: 1.0 Credit. Prerequisite: MT 103. The study of the principles and practical application of the thermal effects of water and how it can be integrated with massage treatments. *20 Hours.*

MT 125-REFLEXOLOGY: 0.5 Credits. Prerequisite: MT 103. This course is designed to offer the student a unique method of using the thumb and fingers on the reflex areas which correspond to all of the glands, organs, and parts of the body. *12 Hours.*

MT 131-ASIAN BODYWORK THERAPY: SHIATSU: 1.5 Credits. Prerequisite: MT 103. This class is designed to offer the student a basic introduction to Asian Bodywork Therapy and Shiatsu. *24 Hours.*

MT 201-MUSCULOSKELETAL ANATOMY: 8.0 Credits. Prerequisite: None. The student will learn fundamental word elements, terminology of location and position, and basic structure of the body as a whole. Particular interest is placed on learning the structures of the musculoskeletal system. Palpation lab is included where appropriate to the subject. *88 Hours.*

MT 203-ANATOMY AND PHYSIOLOGY I: 5.0 Credits. Prerequisite: MT 201. This course is designed to teach the student the structure and function of the nervous, cardiovascular, lymphatic, respiratory, integumentary systems, and an understanding of cell structure and tissue. *52 Hours.*

MT 205-ANATOMY AND PHYSIOLOGY II: 5.0 Credits. Prerequisite: MT 201. This course is designed to teach the student the structure and function of the digestive, endocrine, urinary, reproductive, and skeletal and muscular systems. *52 Hours.*

MT 301-HEALTH: 0.5 Credits. Prerequisite: None. The student will learn factors involved in personal health, hygiene, and sanitation. Included are: pathophysiology and disease awareness, hygiene & health for the therapist, safety & fire prevention for the massage therapist. *8 Hours.*

MT 305-CPR / HIV / AIDS / FIRST AID: 0.5 Credits. Prerequisite: None. This course is designed to teach the student basic cardiopulmonary resuscitation, First Aid and understanding of the HIV/AIDS virus and to determine an appropriate course of action when dealing with a client who is infected with the virus. Students will gain knowledge and practice for emergency situations, such as: bleeding, heat stroke, sprain, strain, fractures, insect bites, poison, allergic reactions, seizures, stroke and heart attack. Students will also receive the most up to date training for CPR on adults, children and also learn obstructed airway maneuvers using adult and child CPR dummies. *8 Hours.*

MT 315-PATHOLOGY: 1.0 Credit. Prerequisite: MT 101. The student will learn the different pathologies as related to massage therapy. *16 Hours.*

MT 321-FLORIDA LAW: 1.0 Credit. Prerequisite: None. This course will review the laws of massage therapy according to the Florida Board of Massage Therapy *10 Hours.*

MT 322-ETHICS / NATIONAL EXAM REVIEW: 1.0 Credit. Prerequisite: None. This course will review principal and Ethics of the Massage Profession. Students will also cover the necessary procedures to follow when taking the National Exam. It will also cover all fees, forms, and mailing procedures *12 Hours.*

MT 326-DOCUMENTATION AND MEDICAL ERRORS: 1.5 Credits. Prerequisite: None. This course is designed to teach the student the writing skills needed to prepare functional reports using the SOAP method. The student will also understand the relationship of medical error prevention to the legal scope of practice of massage therapy, effective communication skills with patients and other health care providers, proper use of history taking and documentation, pathology and medical contraindications, and workplace safety and hygiene. *16 Hours.*

MT 401-CLINICAL PRACTICUM: 2.0 Credits. Prerequisite: MT 103. This course is designed to ready the student for his profession outside the classroom, by conducting hands-on clinics, under the direct supervision of the massage instructor. In this setting, the student will not only perform massage for the public, but will also conduct the day to day business in running an establishment. *60 Hours.*

MT 501-BUSINESS MANAGEMENT: 1.5 Credits. Prerequisite: None. Teaches skills on managing and promoting a private practice, skills on managing and promoting a private practice, including creating job plans, resumes, brochures and business cards. Included is an understanding of the law as it pertains to massage therapy. *16 Hours.*

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