



NATIONAL  
HOLISTIC  
INSTITUTE

A College of Massage Therapy

## School Catalog

# Career Training for Massage Therapist and Health Educator

Effective Dates: 9/1/2016 – 12/31/2016  
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**All classes are taught at the following School Locations:**

Emeryville, CA:	5900 Doyle Street, Emeryville, CA 94608	510.547.6442
Clovis (Fresno), CA:	564 W. Herndon, Clovis, CA 93612	559.297.4500
Petaluma, CA:	1347 Redwood Way, Petaluma, CA 94954	707.789.9235
Redding, CA:	1755 Hilltop Dr., Redding, CA 96002	530.224.1000
Sacramento, CA:	1610 Arden Way, Sacramento, CA 95815	916.568.6411
San Francisco, CA:	1665 Market Street, San Francisco, CA 94103	415.861.2045
San Jose, CA:	3031 Tisch Way, Suite 1 Plaza South, San Jose, CA 95128	408.423.8004
Santa Ana, CA:	201 E. Sandpointe Ave, Suite 100, Santa Ana, CA 92707	714.668.9263
Studio City, CA:	10969 Ventura Blvd, Studio City, CA 91604	818.788.0824

Email: [nhi@nhi.edu](mailto:nhi@nhi.edu)

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## **About This Catalog**

This catalog of the National Holistic Institute (NHI) contains important information for our students and prospective students. It tells you just what we offer at NHI and what you can expect when you attend.

The policies and procedures described in this catalog apply to all students, so please read the catalog all the way through. You will attend an orientation class on your first day of school. However, if there is anything in this catalog that you need clarified before orientation, please contact your Admissions Representative or the Vice President of Admissions.

NHI reserves the right to update or modify any of the information appearing in this catalog at any time. Updates occur normally on an annual basis, or as substantive changes happen.

### **MISSION OF THE NATIONAL HOLISTIC INSTITUTE**

**“Helping People Have Work They Love!”**

## **Why National Holistic Institute?**

Carol Carpenter, founder of NHI, began her career as a Massage Therapist in 1976. She quickly realized that Massage Therapists needed higher quality education.

“The entire field of Massage Therapy was growing at a rapid rate,” said Carol, “and it still is. There’s much more to being a professional Massage Therapist than simply knowing how to give a massage. You also have to know how to assess a client’s needs... what kind of massage to give and when... how to communicate with clients... how to have the career you’ve dreamed of... how to build your professional practice — and much, much more.”

Carol envisioned an in-depth, comprehensive massage therapy program that would produce the industry’s best massage therapists. In 1979, her vision became reality when she founded the National Holistic Institute.

Over the years, NHI has set the standard for massage therapy programs around the world by emphasizing the professional aspects of massage therapy.

Thousands of students have graduated from our program and found success starting their own private practice or working in luxurious resorts, day spas, sports clubs, and medical offices.

Our students come from all over the nation, many foreign countries, and many different walks of life, but they all share one thing in common – a strong desire to serve others and to have worthwhile, meaningful work.

NHI students find their time here to be exciting, challenging, fulfilling, and fun. Many of our graduates report that their experience at NHI has brought them greater independence, better control of their time, improved health, and greater integration of their professional life with their personal beliefs and values. With an NHI education, these same benefits can be yours.

### **Our Environment for Learning**

Our facilities range in size from approximately 5,000 to 18,000 square feet of beautiful, warm, open spaces. The campus facilities include bodywork and lecture classrooms, staff offices, and amenities on campus or nearby.

The school’s equipment includes massage tables, massage chairs, lotions and oils, full-size model skeletons, study tables and chairs, white boards, overhead projectors, videotaping equipment, televisions, video equipment, and stereo sound equipment. Required books are distributed to students in class, along with supplies such as backpacks, oils, lotions, and sheets.

The Massage Therapist and Health Educator program is offered at all our campuses. The two Advanced Neuromuscular Massage Therapist programs are currently offered at our Emeryville, Sacramento, San Jose, Studio City and Santa Ana campuses. The campus addresses can be found on the front cover of this catalog.

## **Approval and Accreditation**

In keeping with our high standards of excellence, National Holistic Institute is licensed, approved, or accredited by the following agencies that oversee our operation:

- 1. State of California — California Private Postsecondary and Education Act of 2009.**  
National Holistic Institute is a private institution approved to operate by the California Bureau for Private Postsecondary Education (**BPPE**). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

The Bureau establishes educational standards that are intended to serve as the minimum standard for instructional quality and institutional stability for private postsecondary schools in California. The Bureau responds to student complaints and oversees a fund designed to help reimburse a student's tuition if a school closes unexpectedly. The Bureau is also responsible for approving education and training programs for veterans.

- 2. Accrediting Council for Continuing Education and Training (ACCET)**  
National Holistic Institute is accredited by the Accrediting Council for Continuing Education and Training. ACCET is listed by the U.S. Secretary of Education as a nationally recognized accrediting agency. In support of ACCET's standards, NHI upholds the following principles of professional ethics:

- To provide programs of study that are educationally sound, up-to-date, of high quality and are demonstrably effective.
- To maintain fair, ethical and clearly stated advertising, admission, and enrollment practices by accurately and fairly representing our institution and its services to all people.
- To provide effective student counseling and motivational programs that recognize individual differences and ensure successful student retention, graduation and employability where applicable.
- To demonstrate the ultimate benefit of private educational training programs through satisfied participants.
- To maintain an effective peer review system that ensures proper and ethical administration of all financial aspects of the institution.
- To promote the concept of voluntary self-regulation inherent in the accreditation process.
- To demonstrate a commitment to the people we serve through local community involvement and participation.
- To demonstrate the effectiveness of private educational training, thereby providing essential skills to support a productive American workforce.
- To promote continuing education and training programs of the highest quality and integrity.

- 3. California Massage Therapy Council (CAMTC)**

The California Massage Therapy Council (CAMTC) was created by an act of the California Legislature and began accepting applications for Massage Therapist voluntary state certification in 2009. In 2014, CAMTC was re-authorized, with legislative changes becoming effective as of January 1, 2015.

While CAMTC does not accredit massage therapy schools, it does *approve* them. CAMTC also has the responsibility to determine that the training and curricula massage schools provide meets the legal requirements for applicants to obtain certification, including but not limited to minimum standards for training and curriculum and general education guidelines.

For massage therapy schools, California state-recognized certification makes it easy to prepare students for a successful career by:

- Requiring only one certificate to work in the entire state of California;
- Standardizing eligibility for all cities and counties;
- Offering affordable fees for massage professionals; and
- Further legitimizing the massage therapy profession.

#### **4. United States Department of Education**

The National Holistic Institute is an eligible institution approved by the United States Department of Education to participate in the following programs:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Family Education Loan Program
- Federal Work Study Program

#### **5. Veterans' Benefits**

NHI is approved to train Veterans and eligible persons by the California State Approving Agency for Veterans Education (CSAAVE). CSAAVE is administered by the California Department of Veterans Affairs. NHI's approval is based on this catalog and the Veterans' Information Bulletin. Students who wish to receive veteran benefits need to notify the Department of Veteran Affairs (DVA). The NHI program is approved as accredited under Section 3675, Chapter 36, Title 38, U.S. Code.

#### **6. Foreign Student Eligibility**

NHI welcomes students from other countries. We are authorized to enroll foreign students under the regulations set forth by the U.S. Department of Homeland Security and can issue I-20 documents for M-1 student visas. We do not offer visa services to prospective students from other countries.

#### **7. American Massage Therapy Association (AMTA)**

NHI adheres to the national standards for Massage Therapists established by the American Massage Therapy Association (AMTA). The Association was established in 1943 to promote the practice of professional Massage Therapy. AMTA is the largest and most influential organization in the field. NHI has been affiliated with the AMTA for over 25 years and is a member of the AMTA's Council of Schools (COS).

#### **8. Vocational Rehabilitation**

Many vocational rehabilitation counselors have found NHI's Massage Therapy training appropriate for the retraining of their clients. Along with technical skill and support, our program instills the confidence to succeed.

## **9. Nurses Continuing Education**

Many nurses find Massage Therapy training valuable both for themselves and their patients, and incorporate it into their nursing work. Others develop an independent practice that allows them to help others outside a hospital setting. The Board of Registered Nurses approved NHI to offer continuing education for nurses.

## **10. National Certification Board for Therapeutic Massage & Bodywork**

NHI is an approved continuing education provider for NCBTMB, as well as an “Assigned School”. Upon successful completion of NHI’s Massage Therapist and Health Education training, many of our graduates take the National Certification Examination offered by NCBTMB. This voluntary test has been established to measure professional development in the field. NHI’s comprehensive training prepares our graduates for this test.

## **Placement Assistance**

NHI’s Placement staff provides the support and guidance to help make each student’s job search successful. Many employers contact us to find well-trained Massage Therapists. The opportunities to have work you love as a Massage Therapist are exciting and varied. Today, NHI students and graduates have found full or part-time work they love in such areas as:

- Day Spas and Resorts
- Massage and Wellness Centers
- Chiropractic Offices
- Sports Clubs and Fitness Centers
- Hospitals
- Physical Therapy Clinics
- On-site corporate massage
- Community based organizations
- Schools
- and, in Private Practice managing their own business

The Job Placement staff also offers resume writing support, a newsletter of job listings, a job referral system, and other helpful resources to assist each student in his or her job search. Furthermore, our Externship program, with hundreds of participants, has often helped place our graduates in work they love.

NHI graduates have an advantage in the marketplace, since their training includes state-of-the-art massage and bodywork skills, as well as anatomy, physiology, kinesiology, pathology, client assessment, health education, and communication skills. In addition, NHI graduates develop business, personal, and professional skills as a result of their well-rounded education.

While NHI offers career assistance, no guarantee of placement can be made.

Even after you graduate, our Job Placement Department will answer questions and help you meet your goals. NHI is pleased to offer this service to graduates throughout their careers in massage therapy.

## **Massage Laws**

In California, there are two pathways to working as a massage therapist:



1. Voluntary California state certification through the California Massage Therapy Council (CAMTC) that allows you to work anywhere in California with one certification, or
2. Receiving licenses or permits in individual cities or counties as necessary.

### **California Certification**

The California Legislature established the California Massage Therapy Council (CAMTC), a private, non-profit organization, to issue voluntary certifications so that Certified Massage Therapists (CMT) could work anywhere in California without also obtaining a city or county massage permit or license. NHI is a CAMTC Approved School, meaning that our graduates qualify to be Certified Massage Therapists by the CAMTC.

The purpose behind CAMTC's creation was to protect the public and standardize the massage profession by making the process of certification the same throughout the state, rather than different in each city and county. Statewide certification through CAMTC streamlines massage therapists registration procedures, helps local governments keep track of whether a massage therapist is actually licensed or certified elsewhere, and increases transparency for the general public about what "certified" stands for in a title.

Applicants for CAMTC certification shall have attended 500 supervised hours total with 100 of those hours satisfying CAMTC specified subjects. (More detailed information may be obtained at [www.camtc.org](http://www.camtc.org).) Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed Massage Therapy Act, codified at California Business and Professions Code sections 460, 4600-4621, and Government Code section 51034.

Please note: Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

- a. To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- b. To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified or registered by a governmental agency as a massage therapist or massage practitioner.

### **City or County Permits or Licenses**

California cities and counties have a variety of massage rules, regulations, and fees. Some California cities require minimal hours of training while other cities require comprehensive training, and some fees are modest while some are expensive.

### **Outside the State of California**

Students who wish to pursue their professional massage therapy practice outside of the state of California after they graduate, whether as a private practitioner or as an employee of an organization, are responsible to check that state's requirements on their own behalf.

### **Business Licenses**

Massage Therapists who have a private practice should also note that they are responsible for obtaining a business license in the city or county in which they operate.

## **Library Resources**

Each National Holistic Institute campus maintains, and makes available to students and staff, a reference library containing books to support deepening of knowledge in various topics related to the massage industry and the field of health education. In addition, students have access to up-to-date regulations governing the practice of massage therapy in the State of California. Job listings and Externship materials are available to students and are also incorporated into the Curriculum in several classes throughout the program.

## **Faculty Qualifications**

In order to be considered a candidate, applicants for the teacher's position must have a minimum of three years experience in the Massage Therapy field or related field in which they will instruct. Applicants must have completed a formal educational training in the field of massage therapy and hold a certificate, or combination of certificates, that total no less than 500 hours. All candidates who apply for a position must also demonstrate professional and ethical attributes that are consistent with National Holistic Institute's standards and philosophy.

## **Credit /Clock Hour Definition and Conversion Methodology**

National Holistic Institute utilizes a Quarter Credit Hour system, as allowed by the Federal Department of Education.

1. A clock hour is defined as 50 minutes of actual class instruction within a 60 minute period.
  - a. Students are given a 10 minute break within each 60 minute period of instruction.
2. In addition to in-class instruction, inherent in the programs offered at National Holistic Institute, are required homework-related / out-of-class (OOC) activities, work and assignments.
  - a. All OOCW / homework is documented in the curriculum, including an approximation of the time required for the student to complete the assignments.
  - b. The grading criterion for all OOC is specified, weighted, and included in the determination of a final grade for the course or module.
3. For Academic purposes, the Carnegie clock-to-credit hour conversion methodology is used to determine the credit value of a program:
  - a. For Lecture hours consisting of theory or new principles, the conversion ratio is 10 lecture hours to 1 quarter credit hour. (Divide lecture hours by 10).
  - b. For Laboratory hours defined as supervised student practice of a previously introduced theory, the conversion ratio is 20 laboratory hours to 1 quarter credit hour. (Divide laboratory hours by 20).
  - c. For Externship hours consisting of supervised work experience activities related to the training program, the conversion ratio is 30 externship/internship hours to 1 quarter credit hour. (Divide externship hours by 30).
4. For Title IV Federal Financial Aid eligibility determination:
  - a. National Holistic Institute has established equivalencies for the amount of work required (in-class / out-of-class) to equate to each unit/credit given. The federally defined in-class minimums are well exceeded, with the required levels of OOC workload spread throughout the program in an academically sound and measured manner. All hours are represented with intended learning outcomes and are verified

by evidence of student achievement and in accordance with accreditation standards.

- b. Credit Division by Program. For financial aid purposes, one quarter credit hour is based on 25 clock hours of direct faculty instruction and a minimum of two hours of out of class student work:
  - i. Total of 18 quarter credits per Term, of which there are two, or 36 credits for the full Massage Therapy and Health Educator program (800 in-class hours / 100 out-of-class hours)
  - ii. Total of 54 quarter credits for the full Advanced Neuromuscular Massage Therapy and Health Educator program (1250 in-class hours / 100 out-of-class hours)
  - iii. Total of 18 quarter credits for the full Advanced Neuromuscular Massage Therapy program (450 in-class hours / 40 out-of-class hours)

## **Massage Therapy Programs Offered**

### **Program 1 Detail:**

#### **THE MESSAGE THERAPIST & HEALTH EDUCATOR PROGRAM (Core)**

- 800 Clock Hours (In Class Hours)
- 100 Out-of-Class Work Hours
- 8, 10, and 12 months
- 62.89 Academic / Carnegie Credits

#### **Award: Diploma**

#### **Class Schedules**

Week Day Schedule:

- 4 Hour Classes:
- Monday through Friday; 8:45am – 12:45pm
- 8 to 10 months in length
- Some schedules include one additional class per week: 1:15pm – 5:15pm

Evening Schedule:

- 4 Hour Classes:
- Monday through Thursday; 6:00pm – 10:00pm
- 12 months in length

Evening/Weekend Schedules:

- 4 Hour Classes:
- Monday and Wednesday; 6:00pm – 10:00pm
- And Saturday, 8:45am – 5:30pm

Or

- Tuesday and Thursday, 6:00pm – 10:00pm
- And Sunday, 8:45am – 5:30pm
- 12 months in length
- Some schedules include one additional class per week: 1:15pm – 5:15pm

Completion of offsite Externship hours has a Term-by-Term deadline, with the detailed schedule at the discretion of the student.

## Credits

<b>Massage Therapist and Health Educator: Courses</b>	<b>Carnegie Quarter Credits</b>	<b>In- Class Hours</b>
<b>Massage Theory &amp; Practice</b>	34.57	404.50
<b>Science</b> Anatomy / Physiology / Kinesiology / Pathology	12.97	143.50
<b>Business</b> Practice Management, Ethics & Professionalism	7.75	86.00
<b>Clinic</b>	5.00	96.00
<b>Externship</b>	2.60	70.00
<b>Totals</b>	<b>62.89</b>	<b>800.00</b>

### Educational Objectives

NHI's aim is to graduate qualified Massage Therapists who, as soon as possible, can generate sufficient earnings to meet all their requirements for food, clothing, housing, transportation, child care, insurance, health care, and other necessities, as well as for recreation, vacations, and retirement planning.

Upon successful completion of NHI's Massage Therapist and Health Educator program, you will be prepared for private Massage Therapy practice, as well as for work in spas, gyms, health clubs, fitness centers, corporate offices, senior centers, disaster relief centers, sports events, healthcare provider facilities, and other locations, assisting clients with general health improvement, stress reduction, relaxation, health education, injury prevention, as well as other many other environments in which massage therapy is an added benefit.

### Prerequisites / Prior Education Requirements

No prior massage, science, or business education is required, nor any massage-related clinical experience.

### Course of Study

NHI's Massage Therapist & Health Educator training program consists of the following five subjects:

#### I. **Massage Theory and Practice**

51% of Jr/Sr/Final Grade Point Average

Every person's need for massage is different. Older people, for example, often need different kinds of massage than athletes or children.

At NHI, we not only teach you a wide range of massage techniques to meet people's diverse needs, but also how to assess a client's needs and develop a customized massage program to meet those needs.

In this subject, you will learn Swedish massage, acupressure/shiatsu massage, sports massage, massage for pregnant women, massage for people with injuries, seated massage, foot reflexology, deep tissue massage, energy massage, joint mobilization, rocking and shaking massage, professional draping procedures & policies, body mechanics for the therapist, standards for quality hygiene / personal & environmental health both on

campus, as well as in the profession, and assessment and customization of massage sessions.

You will learn how to speed up the natural healing process of the body through the application of hot and cold packs (hydrotherapy).

You will also learn stress management education and other topics that will help you, as a health educator, address the many questions you'll be asked by your clients regarding health and well-being.

## **II. Sciences**

18% of Jr/Sr/Final Grade Point Average

As a professional Massage Therapist, you naturally need to know about the human body.

In this subject, you will learn about the structure and function of the musculo-skeletal system, including the origin, insertion, and action of muscles; range of motion; postural analysis; and kinesiology.

You will also gain an understanding of how massage affects various inner systems of the body. In particular, you will learn about the circulatory system, digestive system, respiratory and nervous systems, Eastern & Western perspectives on the human body, and anatomical terminology.

Because Massage Therapists often serve at health institutions, sports events, and disaster relief centers, you will learn the signs of many common diseases, how massage can help alleviate them, and when to refer a client to another health care professional.

## **III. Business / Career & Professional Development, Ethics**

12% of Jr/Sr/Final Grade Point Average

Since our aim is for you to make a good living through the practice of Massage Therapy, we at NHI place a strong emphasis on the learning of business and professional skills. Many of our students are surprised to find that the business aspect of being a Massage Therapist can be just as fulfilling and rewarding as giving massage. NHI's career development classes will help you develop professional skills to be prepared for a successful practice or employment.

Most students find that this subject helps them gain an extraordinary amount of clarity about their own lives and about the needs they have which they want their work to fulfill. In this subject, you will be introduced to a host of business-related disciplines, including:

- Massage Industry ethics and standards.
- How to develop your presentation skills to communicate effectively with clients and business associates.
- Understanding and meeting your clients' changing needs.
- Marketing your services to prospective clients.
- Organizing your financial accounts and updating client records to help you prepare for income tax filing.
- How to create an effective resume that highlights your strengths.
- How to prepare and interview for positions as an independent contractor or employee.

When you consider that NHI's training is more comprehensive than most massage training programs, and that it includes so many career development skills, you can see why our students are confident of their abilities when they begin practicing Massage Therapy.

As you begin your new profession as a Massage Therapist, NHI will be at your side, with knowledge, encouragement, and support. We are here to help you succeed!

#### **IV. Student Clinic**

11% of Jr/Sr/Final Grade Point Average

In the NHI Student Clinic, you will use the massage skills you have learned, practicing on clients from the general public. The Student Clinic allows your instructors to assess and assist your progress in a supervised, real-world setting.

In the Student Clinic, you will gain valuable experience working with a team of fellow professionals who share common goals.

And you will refine your skills in greeting and communicating with clients, setting appointments, time management and pacing, handling payments, and other practical aspects of working in Massage Therapy setting.

You'll find the Student Clinic to be a powerful part of your training. You will see for yourself how massage makes a difference in people's lives. And you will gain confidence in yourself and in your growing abilities as a Massage Therapist.

#### **IV. Externship**

8% of Jr/Sr/Final Grade Point Average

This course will give you valuable on-site experience and prepare you for the transition to your professional career. At the same time, you'll contribute to the greater health and well-being of your community.

As an NHI extern, you'll work at a community-based health or service organization, spa, gym, medical office, or other settings. You'll receive practical experience in providing massage to a variety of people, including the elderly, physically challenged, homeless, people living with HIV, survivors of abuse, caregivers, and people recovering from chemical addictions.

In addition, the Externship program will prepare you to network with professionals in the field of massage therapy. You will have valuable opportunities to market your skills to these professionals and others.

### **Final GPA, Course Value & Weighting**

#### **How is your final / overall Grade Point Average (GPA) determined?**

1. Your Junior GPA equals 50% of your final GPA
2. Your Senior GPA equals the other 50%
3. As a Junior, and as a Senior, you will receive an overall grade for each of your five courses. These Course grades are based on the grades, and weighting of each test, quiz, or oocw item for that Course. (See attached OOCW list for individual weighting,

- grading and assignment details)
- Overall, 80.3% of your final GPA is based on Tests, with the other 19.7% based upon your Out-Of-Class-Work grades.

	Final GPA Determination	Determination of Course Grade	
Massage Therapist and Health Educator: Courses	Course Weighting	Tests Weighting	Out-Of-Class Work Weighting
<b>Massage Theory &amp; Practice</b>	51%	87%	13%
<b>Science</b> Anatomy / Physiology / Kinesiology / Pathology	18%	80%	20%
<b>Business</b> Practice Management, Ethics & Professionalism	12%	40%	60%
<b>Clinic</b>	11%	80%	20%
<b>Externship</b>	8%	100%	0%
<b>Final GPA</b>	<b>100%</b>		

For specifics on individual tests and evaluations, please see Syllabi.

### In-Class Work

In-Class Hours are measured in three different ways:

- Lecture Hours:** Instructional hours consisting of theory or new principles.
- Lab Hours:** Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and Knowledge are developed and reinforced.
- Externship Hours:** Instructional hours consisting of supervised work experience activities related to skills/knowledge acquired during the training program.

Massage Therapist and Health Educator: Courses	Lecture Hours	Lab Hours	Externship Hours	Total Hours
<b>Massage Theory &amp; Practice</b>	287.00	117.50	0.00	404.50
<b>Science</b> Anatomy / Physiology / Kinesiology / Pathology	116.00	27.50	0.00	143.50
<b>Business</b> Practice Management, Ethics & Professionalism	69.00	17.00	0.00	86.00
<b>Clinic</b>	4.00	92.00	0.00	96.00
<b>Externship</b>	3.50	2.50	64.00	70.00
<b>Total</b>	<b>479.50</b>	<b>256.50</b>	<b>64.00</b>	<b>800.00</b>

## Out-Of-Class-Work (OOCW)

Out-of-class-work consists of a wide variety of learning tools designed to support your success through the program, and in your career as a Massage Therapist. It is a required component of your curriculum and consists of 100 hours in the Program credit calculation. Your OOCW time will vary, but will average approximately 2 to 4 hours per week. The type of OOCW consists of, but is not limited to:

- Quiz packets
- Client Assessments & Case Studies
- Pathology Research & Reports
- Kinesiology Flashcards
- Business Modeling – Goals & Policies
- Personalized Western / Eastern & Chair Massage Sequence Development
- Etc.
- A full list, with anticipated hours for each out-of-class item, assignment date, due date, and associated assignment notes, is distributed in the first week of class.

<b>Massage Therapist and Health Educator: Courses</b>	<b>Out-Of-Class Work Hours</b>
<b>Massage Theory &amp; Practice</b>	55
<b>Science</b> Anatomy / Physiology / Kinesiology / Pathology	22
<b>Business</b> Practice Management, Ethics & Professionalism	22
<b>Clinic</b>	1
<b>Externship</b>	0
<b>Total</b>	<b>100</b>

## Sequence of Instruction

You will begin your training at NHI by learning either Swedish or Shiatsu (acupressure-type) massage. Simultaneously, you will be focusing on learning anatomical systems related to this core bodywork. Based on this foundation, other topics are either integrated into ongoing classes, or taught as stand-alone sessions, e.g., many science, ethics, communication, and business topics are discussed in classes where basic bodywork skills are taught. In other instances, stand-alone classes, such as system-relate pathologies, marketing, and business finance are spread throughout the program in a manner designed to support learning and retention. In the Student Clinic and during Externship, you will then practice the skills you have been learning. This “learn by doing” approach helps you integrate and master the course work more effectively.

## Class Size

Our lecture classes can accommodate an unlimited number of students. The size of the classroom dictates the number of students. On average, our largest classrooms hold approximately 42 students.

At NHI our students learn so well because our teaching methods (learner centered teaching) make learning seem effortless. During the hands-on portion of classes, the student/teacher is a maximum of 15:1. This ratio is calculated by dividing the number of students performing hands-on bodywork by the number of faculty members in attendance.



## Program 2 Detail:

### THE ADVANCED NEUROMUSCULAR MASSAGE THERAPIST PROGRAM (ANMT)

- 450 Clock Hours (In Class Hours)
- 40 Out-Of-Class Work Hours
- 39.84 Quarter Credit Hours

**Award: Diploma**

#### Class Schedules

Week Day Schedule:

- 4.5 Hour Classes:
- Monday through Friday; 8:30am – 1:00pm
- An occasional Saturday may be required based on Cadaver Lab schedule availability)
- 6 months in length

Classes are in continuous session throughout the year. Upcoming start dates are released periodically. For further information on upcoming schedules at your campus of interest, please contact an Admissions Representative.

#### Credits

Advanced Neuromuscular Massage Therapist: Modules	Carnegie Quarter Credits	In- Class Hours
Lower Extremity	7.90	90.00
Lumbar Pelvic	8.05	90.00
Neck & Head	7.92	90.00
Shoulder Thoracic	8.00	90.00
Upper Extremity	7.97	90.00
<b>Totals</b>	<b>39.84</b>	<b>450.00</b>

#### Educational Objectives

NHI's aim is to graduate qualified Neuromuscular Massage Therapists with advanced level skills who, as soon as possible, can generate sufficient earnings to meet all their requirements for food, clothing, housing, transportation, child, care, insurance, health care, and other necessities, as well as for recreation, vacations and retirement planning.

Upon successful completion of NHI's Advanced Neuromuscular Therapist program, you will be prepared to work as a massage therapist in Pain Management settings such as Hospitals, Doctors' offices, Physical Therapists' offices, Rehabilitation Centers, in spas and resorts, with sports teams and Sports Medicine settings and as a private practitioner with independent or referral-based clients.

#### Prerequisites / Prior Education Requirements

NHI's Advanced Neuromuscular Therapist training program is a professional development and continuing education course designed for massage therapists with at least 500 hours of entry level education, and other manual therapists such as chiropractors, physical therapy assistants, physical therapists, personal trainers, and athletic trainers.

#### Course of Study

Students expand upon their knowledge of kinesiology, functional anatomy, physiology, pathology, mechanism of injury, and soft tissue healing. They learn to apply an advanced protocol of orthopedic assessment known as HOPRS to determine the source of injury and dysfunction in the body. If the patient/client condition falls outside of the neuromuscular therapist's scope, students learn how to effectively collaborate with other healthcare professionals.

This course consists of 5 modules, each module focusing on one functional area of the body. Common to every module, students learn Bodywork and Critical Thinking skills:

- Advanced Orthopedic Assessments
- Myofascial injury, pain & dysfunction evaluation
- Understanding forces that damage soft tissue
- Physiology of soft tissue injury & healing
- Medical Massage - applying high level skills in a medical setting

Students also learn to apply deep tissue and clinical sports massage techniques including:

- Trigger Point Therapy
- Neuromuscular re-education
- SOMATICS – how the brain organizes the body's muscular functions
- Deep Transverse Friction
- Advanced Techniques in:
  - Myofascial Release
  - Proprioceptive Neuromuscular Facilitation
  - Lymphatics (post-surgical and post-injury)

Module specific focus and classes include: <b>Module 1</b> 20% of GPA	<b>Module 2</b> 20% of GPA	<b>Module 3</b> 20% of GPA	<b>Module 4</b> 20% of GPA	<b>Module 5</b> 20% of GPA
<b>Shoulder &amp; Thoracic Region</b>  <b>Corrective Actions</b>	<b>Head &amp; Neck</b>  <b>Business and Marketing</b>  <b>Cadaver Lab</b>	<b>Lumbar-Pelvic Region</b>  <b>Corrective Actions</b>	<b>Lower Extremities</b>  <b>Somatics</b>  <b>Cadaver Class</b>	<b>Upper Extremities</b>  <b>Research</b>  <b>Pharmacology</b>  <b>Somatics</b>  <b>Cadaver Class</b>

## Grading

Course / Module Title	Module	Percent of Module Grade
	Tests/Evaluations	
<b>Shoulder / Thoracic</b>	HOPRS*	2%
<b>Head &amp; Neck</b>	Quiz Packet	2%
<b>Lower Extremities</b>	Presentation #1	2%
<b>Head &amp; Neck</b>	Presentation #2	2%
<b>Lumbopelvic</b>	Written Final Test	45%
<b>Upper Extremities</b>	Bodywork Practical Test	45%

\*HOPRS – History, Observation, Palpation, Range of Motion, and Special Testing.

### In-Class Work

In-Class Hours, as in all of the programs, are measured in three different ways:

1. Lecture Hours: Instructional hours consisting of theory or new principles.
2. Lab Hours: Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and Knowledge are developed and reinforced.
3. Externship Hours: Instructional hours consisting of supervised work experience activities related to skills/knowledge acquired during the training program.

<b>Advanced Neuromuscular Massage Therapist: Modules</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship Hours</b>	<b>Total Hours</b>
<b>Lower Extremity</b>	67.83	22.17	0.00	90.00
<b>Lumbar Pelvic</b>	71.00	19.00	0.00	90.00
<b>Neck &amp; Head</b>	68.17	21.83	0.00	90.00
<b>Shoulder Thoracic</b>	70.00	20.00	0.00	90.00
<b>Upper Extremity</b>	69.50	20.50	0.00	90.00
<b>Total</b>	<b>346.50</b>	<b>103.50</b>	<b>0.00</b>	<b>450.00</b>

### Out-Of-Class-Work (OOCW)

Approximately 8 hours of “homework” should be expected in each module, and is graded, weighted, and affects your final Module and Program grade.

<b>Advanced Neuromuscular Massage Therapist: Modules</b>	<b>Out-Of-Class Work Hours</b>
<b>Lower Extremity</b>	8
<b>Lumbar Pelvic</b>	8
<b>Neck &amp; Head</b>	8
<b>Shoulder Thoracic</b>	8
<b>Upper Extremity</b>	8
<b>Total</b>	<b>40</b>

### Sequence of Instruction

With a modular program one can enter the program at the beginning of any of the five modules. Each module is a stand-alone course, and not dependent on the material covered in the other modules.

### Class Size

Our lecture classes can accommodate an unlimited number of students. The size of the classroom dictates the number of students. On average, our largest classrooms hold approximately 42 students.

At NHI our students learn so well because our teaching methods (learner centered teaching) make learning seem effortless. During the hands-on portion of classes, the student/teacher ratio is a

maximum of 15:1. This ratio is calculated by dividing the number of students performing hands-on bodywork by the number of faculty members in attendance.

### Program 3 Detail:

#### THE ADVANCED NEUROMUSCULAR MASSAGE THERAPIST & HEALTH EDUCATOR PROGRAM

##### Advanced Neuromuscular Massage Therapist and Health Educator

##### Combining the Core program with the ANMT program:

- 1250 Clock Hours (In Class Hours), as detailed above.
- 140 Out-Of-Class Work Hours
- 99.64 Quarter Credit Hours

**Award: Diploma**

##### Class Schedules

NHI's Advanced Neuromuscular Massage Therapist & Health Educator Program combines the basic 800 hours of the Massage Therapist & Health Educator Program with the 450 hours of the Advanced Neuromuscular Massage Therapist Program to provide 1250 hours of state-of-the-art training in therapeutic neuromuscular massage (1250 contact hours, with 140 out-of-class work hours). Program length ranges from 14 to 18 months, based on the length of the Core program schedule. Please refer to the earlier sections of the catalog for the available class schedules.

For : Educational Objectives, Course of Study, Tests and Evaluations, Class Size, see Program 1 & 2 for detail, given Program 3 is a combination of the two.

##### Credits

Advanced Neuromuscular Massage Therapist & Health Educator: Courses & Modules	Carnegie Quarter Credits	In-Class Hours
<b>Massage Theory &amp; Practice</b>	34.57	404.50
<b>Science</b> Anatomy / Physiology / Kinesiology / Pathology	12.97	143.50
<b>Business</b> Ethics & Professionalism	7.75	86.00
<b>Clinic</b>	5.00	96.00
<b>Externship</b>	2.60	70.00
<b>Lower Extremity</b>	7.40	90.00
<b>Lumbar Pelvic</b>	7.40	90.00
<b>Neck &amp; Head</b>	7.35	90.00
<b>Shoulder Thoracic</b>	7.45	90.00
<b>Upper Extremity</b>	7.15	90.00
<b>Totals</b>	<b>99.64</b>	<b>1250.00</b>

##### Sequence of Instruction

You will begin your 1250 hour program by first successfully completing the 800 hour Core classes & Courses (see Program 1 for details on 800 hour program sequence of instruction). Once completed, you will matriculate on to the 450 portion of the program, in which each module is a stand-alone course, and not dependent on the material covered in the other modules.

## **Admissions Requirements and Procedures**

To apply for admission to NHI, simply give us a call. We will schedule a personal interview with an NHI Admissions Representative. The interview is conducted on campus, and includes a full tour of our facility so you can see first-hand what makes NHI so exciting. If you live more than 50 miles from the school, you may interview by telephone, and then receive the tour when you are in our area.

You will find your Admissions Representative to be a skilled listener. He or she will help you clarify your goals and dreams, and will help you determine whether NHI can meet your needs.

If NHI training is appropriate for you, the Admissions Representative will help you select a course time that is best suited to your personal situation. If you decide to apply, you and your Admissions Representative will fill out an NHI Enrollment Agreement. There is a \$50 registration fee to reserve your space in the class.

Once you are accepted, you may then begin the Federal Financial Aid process, if you desire. Individuals who have a high school diploma or GED are eligible to apply.

NHI does not provide English-as-a-second language instruction, or English language services. All instruction occurs in English. Students must be proficient in all areas of the English Language, including speaking, reading, writing and oral comprehension. Demonstration of English proficiency is satisfied by documenting successful completion of High School or equivalent.

If an individual, who is seeking admission into NHI's program, is not able to understand the terms and conditions of the enrollment agreement due to English as their second language, he/she may invite a third party to review and explain these details to the applicant in his/her primary language.

Should an NHI employee or partner be present and available to explain such details in the proper language, he/she may do so as a courtesy to the applicant. It remains, however, the sole responsibility of the applicant to petition for an individual to provide such services.

Acceptance to the school will be determined based on the results of the applicant's personal interview with the school's Admissions Representative and the acceptance and/or denial by the Vice President of Admissions. Successful applicants must be able to demonstrate the ability to fulfill the program's requirements as determined by the outcome of the interview. Our minimum age requirement is 17. If you are under 18 years of age, unless legally emancipated, you must have your parent or guardian co-sign your enrollment agreement.

For all applicants, regardless of age, verification of high school completion, equivalency, or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test, must be obtained and included in the student's academic file.

Although not eligible to receive Title IV federal financial aid, applicants who do not have a high school diploma or GED must be at least 18 years of age, and may demonstrate their ability to benefit from the training offered, by one of the following:

- Successful completion of a nationally recognized aptitude test.
- Satisfactory completion of at least 6 units of academic coursework.
- Satisfactory completion of at least 225 clock hours which are applicable towards NHI's Massage Therapist and Health Educator Program.

The applicant must provide documentation verifying that he/she meets one of the above requirements. This documentation will be included in the student's academic file.

NHI does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation, religion or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the Vice President of Admissions, or the Senior Vice President at 800.315.3552 or National Holistic Institute, 5900 Doyle Street, Emeryville, CA 94608. You may request academic adjustments or auxiliary aids at any time. The Senior Vice President is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. NHI will bear the costs of providing academic adjustments (e.g., large print student handouts, in-class and out-of-class tutorial support, longer or independent test-taking...), auxiliary aids, or reasonable accommodations unless doing so presents an undue hardship.

### **Requests for an Accommodation or Auxiliary Aid or Service**

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- Notify the Vice President of Admissions or the Senior Vice President in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Vice President of Admissions or the Senior Vice President in the following ways:

By telephone at 800.315.3552.

By mail at Vice President of Admissions and/or Senior Vice President  
National Holistic Institute  
5900 Doyle Street  
Emeryville, CA 94608

- The Vice President of Admissions or the Senior Vice President will respond within two weeks of receiving the request.
- If you would like to appeal the decision regarding your request, please contact the President of NHI with all the previously requested information. Appeals must be submitted within one week of the date of the Senior Vice President's response.

### **Grievance Procedure Regarding an Accommodation or Auxiliary Aid or Service**

Any person with a grievance related to discrimination, including requests for academic adjustments, auxiliary aids and services, and requests for accommodation under Title III of the Americans with Disabilities Act should please follow the following procedure:

- Notify the Senior Vice President in writing of your grievance, any supporting material that explains your grievance, and the accommodation, academic adjustment or auxiliary aid that will satisfactorily address your grievance. You may contact the appropriate individual in the following ways:

By telephone at 800.315.3552.

By mail at      Senior Vice President  
National Holistic Institute  
5900 Doyle Street  
Emeryville, CA 94608

- The Senior Vice President will respond within two weeks of receiving the request.
- If you would like to appeal the decision regarding your request, please contact the President of NHI with all the previously requested information. Appeals must be submitted within one week of the date of the decision. The President will also respond within two weeks of receiving the request.

NHI does not provide medical insurance for students. All prospective students are encouraged to obtain their own medical insurance.

## **Transfer of Credits and Hours**

Transfer credit may be given for courses completed at other post-secondary institutions when such courses are determined to be comparable in scope and content to National Holistic Institute's own courses. To be eligible for transfer a minimum grade of "C" or its equivalent must be earned in the coursework under consideration.

Note that similar course titles (e.g. human anatomy, kinesiology) do not necessarily mean that the course content is equivalent. Applicants must provide National Holistic Institute with materials needed to support their request for transfer of credit, e.g. official transcripts, course description, syllabus, or other course materials that can be used to determine course equivalency. Required documentation must be submitted to the Vice President of Admissions no later than 14 days after the start of school. Requests are then reviewed and approved/denied by the Senior Vice President.

Up to 50% of the programs' science courses, may be transferred in for tuition credit for a portion of the foundational program: Massage Therapist and Health Educator. For applicants whose hours were earned previously at National Holistic Institute, all will be accepted for tuition credit transfer.

To receive transfer credit, applicants may be required to take a written or oral exam to determine proficiency.

Tuition adjustments will be based on the per clock hour value of the tuition charged. Acceptance of credits does not exempt one from attending classes. Students will still be required to attend all scheduled classes in the program.

The acceptance of transfer credits may affect the amount of Financial Aid for which you are eligible.

National Holistic Institute does not accept hours or credits earned through challenge examinations, achievement tests, or experiential learning.

If an applicant's request for transfer of credits is denied he/she may appeal the decision within two weeks following the receipt of the formal notification. Appeals shall be directed to the President.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at NHI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in any of the three programs offered by NHI is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending NHI to determine if your credits or diploma will transfer.

NHI has not entered into an articulation or transfer agreement with any other college or university.

If an NHI student wishes to transfer out to another institution, NHI will provide guidance and counseling and will provide documentation such as an official transcript, syllabi, or a course outline, upon request. Please contact the Registrar if you are considering transferring to another institution. There is a fee for each document requested. Current fees can be found on NHI's website.

### **Calendar & Holidays**

NHI has open enrollment periods with frequent start dates. The start dates rotate among the various schedules described in Course Length. Upcoming start dates are released periodically. For a calendar of courses, including beginning and ending dates, please contact an Admissions Representative.

Holidays on which there are, under most circumstance, no classes include: New Year's Day, Presidents' Day, Easter, Memorial Day, Independence Day, Labor Day, Martin Luther King Day, Thanksgiving, and Christmas. The school is also closed for approximately one and a half weeks during the Winter break from Christmas through New Years. Please note, that there are occasional exceptions.



## **Financial Information**

### **Tuition and Fees**

NHI is pleased to offer a variety of payment plans. Federal financial aid is often a viable choice for those who qualify. Others prefer to take advantage of our career loans, or monthly payment plans. Whatever your situation, NHI is committed to providing you personalized assistance in finding a plan that works for you. The tuition, books, supplies, and other charges are as follows:

- **Advanced Neuromuscular Massage Therapist program (450 Hours):**
  - Tuition: \$7,679.00
  - Books and Supplies: \$398.00
    - Clovis Campus Only – Books and Supplies: \$446.00  
Additional \$48 for 2 Polo tops for uniform requirement
  - Lab Fee: \$90.00
  - STRF Fee: \$0\*
  - Total: \$8,167.00
    - Clovis Campus Only - \$8,215.00
  - Optional:
    - Optional CAMTC – State Certification Fee: \$475.00
    - Optional iPad Fee: \$437.00
    - Optional Massage Table: \$550.00
  
- **Massage Therapist & Health Educator program (800 Hours):**
  - Tuition: \$15,358.00
  - Books and Supplies: \$571.00
    - Clovis Campus Only – Books and Supplies: \$619  
Additional \$48 for 2 Polo tops for uniform requirement
  - STRF Fee: \$0\*
  - Total: \$15,929.00
    - Clovis Campus Only – Total: \$15,977.00
  - Optional:
    - Optional CAMTC – State Certification Fee: \$475.00
    - Optional iPad Fee: \$437.00
    - Optional Massage Table: \$550.00
  
- **Advanced Neuromuscular Massage Therapist & Health Educator program (1250 Hours):**
  - Tuition: \$23,037.00
  - Books and Supplies: \$969.00
    - Clovis Campus Only – Books and Supplies: \$1,017  
Additional \$48 for 2 Polo tops for uniform requirement
  - Lab Fee: \$90.00
  - STRF Fee: \$0\*
  - Total: \$24,096.00
    - Clovis Campus Only – Total: \$24,144.00
  - Optional:
    - Optional CAMTC – State Certification Fee: \$475.00
    - Optional iPad Fee: \$437.00
    - Optional Massage Table: \$550.00

\*Non-refundable, and is calculated at \$.0 for every \$1,000 rounded to the nearest \$1,000. The Registration Fee for all three programs is \$50.

Tuition and fees change periodically, so please check with the Admissions Department for the latest information.

### **Student Tuition Recovery Fund**

The Student Tuition Recovery Fund (STRF) is a non-refundable fee imposed by the State of California. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third-party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The fee for enrollment agreements signed on or after January 1, 2015 is \$.0 per \$1,000 of total institutional charges, rounded to the nearest thousand dollars. In order to file a claim, you must have a social security number or a taxpayer identification number.

*The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.*

*You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:*

1. *The school closed before the course of instruction was completed.*
2. *The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or for any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.*
3. *The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to the closure in excess of tuition and other costs.*
4. *There was a material failure to comply with the Act of the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.*
5. *An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for violation of the Act.*

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **Financial Resources**

### **Federal Grant Programs**

A *Federal Pell Grant*, unlike a loan, does not have to be repaid. Federal Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. Eligibility is based on financial need, cost of attendance, enrollment status, and your plans to attend school for a full academic year or less. You may not receive Federal Pell Grant funds from more than one school at a time.

Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant for undergraduate students with exceptional financial need. Students who will receive Federal Pell Grants and have the most financial need will receive FSEOGs first. The FSEOG does not need to be repaid.

For more information about the Federal Grant Programs, visit <https://studentaid.ed.gov/sa/types/grants-scholarships>

### **Federal Direct Loan Program**

With the Federal Direct loan program the U.S. Department of Education is your lender. There are three types of Direct Loans available to our students:

Direct Subsidized Loans are made available to eligible students who demonstrate financial need. The financial aid office will determine the amount you can borrow, and the amount may not exceed your financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you're in school at least half-time, for the first six months after you leave school and during a period of deferment (a postponement of your loan payments).

Direct Unsubsidized Loans are made available to eligible students with no requirement to demonstrate financial need. The financial aid office will determine the amount you can borrow based on your cost of attendance and other financial aid you receive. You are responsible for paying the interest on Direct Unsubsidized Loan during all periods. If you choose not to pay interest, it will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

PLUS loans are made available to parents of dependent students. A FAFSA is required to receive a PLUS loan. A credit pre-screen is required to determine eligibility. Applicants with adverse credit history will not qualify.

For more information on Federal Student Loans, visit <https://studentaid.ed.gov/sa/types/loans#types>

### **State Grants**

The Cal Grant B and Cal Grant C programs are made available to eligible students by the California Student Aid Commission. This is a deadline driven grant and the first step in applying is to complete a FAFSA prior to the March 2<sup>nd</sup> deadline.

The Chafee grant is made available to former foster youth who were a dependent or ward of the court, living in foster care, between the ages of 16 and 18 and have not reached their 18<sup>th</sup> birthday as of July 1<sup>st</sup> of the award year.

For more information on state grants, visit <http://www.csac.ca.gov/>

### **Veterans Education Benefits**

Veterans Education Benefits are made available to Veterans and/or dependents of Veterans. Types of training programs include the Post-9/11 GI Bill, Montgomery GI Bill, Reserve Educational Assistance Program, Veterans Educational Assistance Program and Survivors and Dependents Educational Assistance Program.

For more information on Veterans Education Benefits, visit [http://www.benefits.va.gov/gibill/education\\_programs.asp](http://www.benefits.va.gov/gibill/education_programs.asp)

### **Private Student Loans**

NHI is on the list of approved schools for the Sallie Mae Career Training Loan. This is a private, credit-based loan that is subject to approval by Sallie Mae. You have the option to apply on your own or with a cosigner.

For more information on the terms and conditions of this loan, visit <https://www.salliemae.com/student-loans/career-training-smart-option-student-loan/>

### **Other Resources**

As an institution that is nationally accredited, approved by the U.S. Department of Education, and State of California, NHI is eligible for most types of student financial assistance. Some of these include, Private Scholarships, AmeriCorps Grants, Vocational Rehabilitation, Workforce Investment Act (WIA) through the Employment Development Department (EDD), Etc. If you have questions about these, or any other resources that you may qualify for, please schedule an appointment with one of NHI's Financial Aid Administrators.

### **Terms and Methods of Payment**

Tuition and fees are charged to a student at the start of the program. Payment is not required at this time; however arrangements for funding must be made at the start of the program. Failure to complete payment arrangements may result in an administrative hold placed on a student until satisfactory payment arrangements are finalized.

At the student's option NHI may accept payment in full for tuition and fees once the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

Methods of payment accepted are cash, check, MasterCard, and Visa.

If a student is delinquent with payment of fees, the Business Office will contact the student. If appropriate arrangements cannot be made, the student may be prevented from attending class and/or dismissed. NHI will withhold institutional services including grades, transcripts, and diplomas for students who are not current with their scheduled tuition payments or who have defaulted on a Federal Student Loan.

### **Consumer Information & Consumer Disclosures**

Consumer disclosure information regarding National Holistic Institute's programs, pursuant to the Code of Federal Regulations related to student consumer information and programs that prepare students for gainful employment, may be found on NHI's website at <http://nhi.edu/disclosure>.

NHI publishes a Financial Aid Consumer Information Packet that discloses the Financial Aid processes and discusses consumer information. It reflects current regulations affecting

refund repayments and other important issues. The Financial Aid Consumer Information Packet is handed out to each enrolling student.

## **Student Services**

NHI understands that academic success often is influenced by factors outside the classroom. Therefore, NHI assists students both inside and outside the classroom. NHI strives to make each student's experience one that is positive, rewarding and focused on academic and life success.

### **Mentoring**

On the first day of class, students are assigned a mentor/teacher who can provide guidance and direction throughout each student's educational experience. Many students find their mentor to be a great asset and key element in achieving their goals.

### **Tutoring**

Tutorial assistance is available to students in need of coursework review. For more information, please contact Student Services.

### **Library & Resource Material**

Each campus has a lending library of bodywork, energy work, science, business, and other massage-related books and resources available to all students as needed.

### **Employment Assistance While In School**

NHI can help students find employment both while they are in school and once they graduate. While in school, many students choose to hold part-time, temporary jobs to support themselves. For assistance with employment while attending school, please contact Student Services. For information on our placement services for graduates, please see "Job Placement Assistance."

### **Federal Work Study Program (FWS)**

This program provides short-term, on-campus job opportunities for eligible students who wish to earn money while in school. For more information, please contact Student Services.

### **Housing Assistance**

If you are moving to the area from out of town and need housing, we can help. We post rental notices from students, local real estate agencies and other community members who have housing to offer. However, NHI assumes no responsibility for student lodging at these or other accommodations, does not have dormitory facilities under its control, nor offers financial student housing assistance. Average rental properties range widely from city to city / campus-to-campus, with specifics available at [www.rentals.com](http://www.rentals.com). If you're interested in housing assistance, and specific cost ranges, please contact Student Services for your campus of choice.

### **Transportation**

Each campus may provide information regarding public transportation and driving directions for the campus. Additionally, we can assist students in posting requests for a ride to or from school or offer transportation for other students.

### **Other Services**

NHI maintains a guide of resource information on community programs and private agencies serving the surrounding cities and counties. These services are available to help

with issues from day care availability, to counseling on drug and alcohol abuse, personal crisis, sexuality, and legal and medical information.

### **Student Life Activities**

The student's time at NHI is not all practice and study; we also have student activities ranging from holiday gatherings, to community outreach, to other opportunities for classmate and faculty interaction.

## **Administrative and Academic Policies**

### **Attendance Overview**

NHI's unique training program takes you step-by-step through a carefully planned sequence of learning experiences. To gain the full value of these learning experiences, it is vital that you attend every class and maintain a positive attitude toward learning.

Attendance is taken at the beginning of each class, marking absences and missed time, both of which become part of your permanent record. For every block of 1 to 10 minutes missed due to late arrival, or early departure, a full 10 minutes will be deducted from the student's attendance for that class.

Potential employers often contact the school to inquire about our students' attendance history to determine a candidate's reliability. Maintaining regular attendance throughout the program is vital to your success as a student. Arranging personal obligations around class hours before starting school will greatly assist in making this happen.

### **Detailed Attendance Expectations**

Students must attend all scheduled classes at an attendance rate of 90%, which is measured at multiple benchmarks throughout each term, module, and program. In addition, certain class series and/or sequences have their own requirements as detailed further in the catalog.

90% is the MINIMUM attendance benchmark for graduation. Students are informed of their attendance performance through the distribution of Student Completion Checklists (SCCL) on a semi-monthly basis.

If, at any SCCL distribution, attendance is below 90%, the student must perform sufficient make-up hours (MUHrs) in order to return their attendance to at least 90%, or demonstrate they are making significant progress in that direction. NOTE: make-up hours must be comparable to the content, time, and delivery of the classes, or class time missed. Should attendance remain below 90%, the student may be placed on academic probation, putting their enrollment in jeopardy. There are a number of different ways to complete MUHrs. Your Mentor can help you to choose the way that best supports your educational goals.

The maximum number of make-up hours (MUHRs) a student may perform in the Core program is 80 (45 for the Advanced Neuromuscular program). Once a student reaches 80 MUHrs (45 for the ANMT program), either performed or required, any further MUHR requirement places their enrollment in jeopardy. A student who is dropped for exceeding the maximum number of MUHrs allowed must wait 6 months before applying for re-entry.

Arriving late to class, or leaving early, has an impact on attendance. In NHI's attendance process, the amount of time taken away for tardies or leaving early is rounded up to the nearest 10 minutes (e.g., 12 minutes tardy is rounded to 20 minutes).

\*If a student is below 90% at his/her Core program mid-point (last day of the Junior Term), a Mid-Point Academic Probation notice is given to the student informing them of their status. If six-weeks following program mid-point the student's attendance has not reached 90%, or acceptable progress has not been made, or no Leave of Absence has been requested, the student's enrollment may be in jeopardy.

Under some circumstances, NHI will consider extending the maximum numbers of MUHrs allowed to 120 Core program hours / 67.5 NMT program hours, or 15% of the program. These circumstances / requirements include, but are not limited to:

- Medical/psychiatric/emotional trauma
- Documented academic challenges
- The student has passed 60% of either the Core or NMT program scheduled hours
- There are logistical problems for the student and a solution is imminent
- The attitude and behavior of the student is positive and participative

This extension may only be granted with the approval of NHI's Senior Vice President.

- A student below 90% attendance at his/her program completion will not be allowed to graduate, or matriculate on to the Advanced Neuromuscular program, without first completing all required make-up hours.
  - All MUHrs must be completed within 150% of the length of the program in which s/he enrolled. If the hours have not been completed by this point, the student will be withdrawn from the program.
- The student will be responsible for keeping track of his/her make up hours.
- The MUHrs completed will be recorded in NHI's attendance system.
- Pre-arranged absences, with prior approval by NHI staff, may still require the student to perform MUHrs in order to achieve 90% overall attendance.

A Re-Entry student must attend, across all enrollments, a combined total of 90% of the total program hours (Core or Advanced program respectively).

Students who start the program after the official start date, but prior to the cancellation date, will be credited with official attendance for scheduled class hours missed prior to their first attended class. One-on-one and/or lab tutorials will be required for all material missed.

### **Consecutive Classes Missed**

If a student is absent for 10 consecutive scheduled class days, she/he will be automatically withdrawn from the program. If a student returns to class within two class days after the withdrawal date, she/he may appeal the withdrawal with the Senior Vice President. All refunds will be calculated with the student's Date of Determination (DOD), which is 10 consecutive class days, **or** 14 calendar days from the Last Day Attended (LDA), whichever comes first.

### **Arriving Late and Leaving Class Early**

Important information is given at the start and end of each class, so it is important that you arrive on time and stay until class is dismissed. Arriving late and leaving class early can keep you from receiving the full benefit of the program and are disruptive to other students.

Also, as a Massage Therapist you will always want to be on time for your clients. Therefore, mastering this valuable habit is part of your professional training. All late arrivals and early departures will be deducted from your attendance record, in this fashion:

- Deductions will be made in 10 minute increments, e.g., for every 1 to 10 minutes late or early departure – a full 10 minutes will be deducted, similarly, 11 to 20 minutes will see a 20 minute deduction, 21 to 30 minutes will be a 30 minute deduction, etc.
- This includes late return to class following breaks, unless excused.

### **Make-up Tests and Repeating Classes**

Because of the importance of each class session, you are responsible for all material, even if you are absent from class. You also may be required to show competency in missed material in order to remain in the program or before being awarded your graduation diploma.

Students must complete all required in-class tests in a timely manner in order to graduate on time. If you miss or fail a test, you will be required to make-up the test within two weeks, unless otherwise authorized. When you receive a passing grade, you are not allowed to retake the test to improve your grade. If you fail a test a second time, tutorials may be required. If you fail a third time, two additional tutorials will be required before the test may be retaken. A fourth failure on any test or assignment puts your enrollment in jeopardy.

Make-up tests are scheduled in advance and proctored by a qualified instructor. Students who miss a class that they were scheduled to attend are not permitted to make up that class, nor repeat classes that they previously attended, except with the approval of the Dean of Students.

The score of a make-up test or late paper is automatically dropped a full letter grade. All make-up tests must be completed prior to graduation, or you will not graduate with your class.

If pre-arranged absences have prior approval by NHI staff and there is an agreed upon test and assignment make-up plan, grades will not be dropped due to delinquency.

### **Leave of Absence**

A leave of absence (LOA) is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled.

- Not regularly given, an LOA is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter.
- Multiple leaves may be permitted provided the total calendar days of the leaves do not exceed this limit. Students enrolled under an M-1 visa may be granted multiple leaves of absence in accordance with the regulations of the Department of Homeland Security.
- No additional charges will be assessed the student, nor will the student be eligible for additional Federal Student Aid beyond original determination.
- Based on the student's academic need, and in order to review material previously covered, s/he may be required and/or eligible to repeat a limited number of classes already taken. A student is still considered to be on an LOA while repeating prior coursework.

To request a Leave of Absence:

- You must submit a written, signed, and dated request that includes
  - The reason why a leave is required.
  - The specific date of your return.
- The written LOA request must be completed in advance of the beginning date of the leave. If unforeseen circumstances prevent you from requesting the LOA in advance,



the reason for this delay must be documented, with your signed request collected at a later date.

- If you are receiving Federal Student loans, you must sign a notice acknowledging your understanding of the implications the LOA will have on your loans.
- There must be a reasonable expectation that you will return to school.
- You will also need to meet with your Mentor/Campus Manager/Dean of Students, or another designee to discuss your request. NHI reserves the right to approve or deny any LOA if the above requirements are not met, or if the reason is to delay the return of unearned Title IV funds.

If you do not return to school on your scheduled return date, you will be withdrawn from the program.

### **Schedule Change**

Students may be permitted to change to another group if their personal schedule creates a hardship that makes it difficult for them to attend school. All schedule change requests must be made in writing to the mentor. While we will try to work with students on the proposed change, NHI reserves the right to grant or deny the request. If there is any delay between last-day-of-attendance in one group and the first-day-of-attendance in the next, this action will be considered a Leave of Absence, and must comply with all LOA requirements.

Prior to processing a Schedule Change, the student and his/her Campus Manager will determine the appropriate group and schedule that will benefit the student. The point of transfer will be based on where the student left off in the program according to his/her previous accomplishments and the remaining graded assignments and attendance needed to fulfill his/her academic requirements.

### **Conduct, Deportment and Dress Code**

Our commitment at NHI is to prepare you to enter a professional career. We require that all students conduct themselves in a professional and responsible manner in order to remain in the program and receive their NHI diploma.

Students will be responsible for following the policies and procedures of the school, including those outlined in the Student Handbook and those posted in the Student Lounge. It also means being cooperative and respectful towards the school, its teachers and administrators, school guests, clients, and fellow students.

Behavior involving illegal drugs, firearms and weapons, alcohol, criminal behavior, or behavior that is irresponsible or unprofessional may be cause for dismissal. One very important element of a professional and safe learning environment is our zero-tolerance of sexual harassment. All students and staff are responsible for creating a learning environment that is free of discrimination and harassment, including sexual harassment. Comments of a sexual nature, use of profanity with sexual inferences, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature can constitute sexual harassment when it infers "quid pro quo" for academic or disciplinary decisions or if it creates an environment that a reasonable person would perceive as intimidating, hostile, or offensive.

Given students are being prepared for the professional world of massage therapy, it is NHI's philosophy that students need to practice the behaviors and model the expectations which will be expected of them once they have graduated. As a result, NHI has a variable

dress code policy, based upon the activity, e.g., most regular classes allow students to dress in modest clothing comfortable for easy and varying mobility needs, while other classes require a more professional “business casual” attire. (Additional details on Clinic and Externship dress requirements are available upon request.)

### **Photo Release**

All students give NHI the absolute right and permission to use photographic portraits, pictures, or videos of them in character or form for advertising, art trade, or any other useful purpose whatsoever.

### **Drug and Alcohol Abuse Prevention / Awareness**

In order to keep NHI a safe environment for students and staff to learn and grow, we participate in the Federal Drug-Free Schools and Communities program. NHI cooperates with the U.S. Department of Education in providing education and resource materials.

It is prohibited to possess, use, buy, sell, or be in the presence of others possessing, using, buying or selling any dangerous or illegal drugs, narcotics, or other controlled substances on NHI property, or while attending affairs sponsored by NHI. Any student found in violation of this prohibition may be dismissed and may be subject to criminal charges.

NHI students and staff have access to information and support in managing substance-abuse challenges. We encourage you to talk with someone in Student Support Services or your mentor if issues concerning drugs or alcohol become a problem. Also, a guide is provided during orientation that contains current information on resources available for anyone needing special assistance with a drug-abuse or alcohol-abuse problem.

## **Satisfactory Academic Progress**

“Satisfactory Academic Progress” has a specific meaning at NHI. To make Satisfactory Academic Progress toward completion of the program, you must maintain certain minimum academic standards. There are two components to Satisfactory Academic Progress:

- The Grade Point Average (GPA) is the qualitative component. The GPA is a weighted average of all grades received during the measurement period. A “C” grade is equivalent to a 2.0 on a 4.0 scale. Refer to the Grading Scale Chart below that illustrates the grading scale. A student must maintain a minimum GPA of 2.0 in order to be considered making satisfactory progress toward completion of the program. Incomplete or failing grades have a 0.00 value towards the GPA calculation.
- The quantitative component is based on a student’s attendance. To be making satisfactory progress toward timely program completion, a student must attend at least 2/3 (66.67%) of the scheduled class hours on a cumulative basis during each evaluation period.
- The maximum time frame in which a student must complete the program is 1.5 times the published length of the program, measured in calendar weeks, as referenced earlier in the catalog.
- The maximum time frame is reduced for transfer students, based upon the remaining clock hours of the program in which they enroll. For example, if a student transfers 450 hours into the 900 clock hour Massage Therapist & Health Educator Program that is 40

weeks in length, they must complete 450 hours (450/22.5 hours per week = 20 weeks), within the maximum time frame of 30 weeks (20 weeks x 150% = 30 weeks).

### **Satisfactory Academic Progress Check**

At the end of the first payment period (midpoint) of the Massage Therapist and Health Educator program and the Advanced Neuromuscular Massage Therapist program, the student's academic progress will be reviewed to determine if students are maintaining Satisfactory Academic Progress. Any student having a cumulative attendance less than 67% or a GPA less than 2.0 are below the minimum acceptable standard for each category, and will be placed on warning status. Warning status lasts for one payment period only, during which a student may continue to receive FSA funds.

For the Neuromuscular Massage Therapist and Health Educator program, academic progress is reviewed at the midpoint of, and matriculation from Program 1 (Massage Therapist and Health Educator) to determine if students are maintaining Satisfactory Academic Progress. If, at the midpoint measurement point the student has a cumulative attendance less than 67% or a GPA less than 2.0 they are below the minimum acceptable standard and will be placed on warning status. Warning status lasts for one payment period only, during which a student may continue to receive FSA funds. If at the 800 scheduled hour measurement point they are still below minimum standards, they will be placed on academic probation.

The probation period for all programs is six weeks. Once a student is placed on probation, their title IV funds will end and the student will be placed on academic alert (refer to "Academic/Attendance and Behavioral Alerts" section of this catalog). The student will then have to make other financial arrangements to remain in the program. However, while a student is on probation, NHI may disburse title IV funds to the student for the subsequent payment period if the student appeals the determination. His/her appeal must explain why he failed to make satisfactory progress and what has changed in his/her situation that will allow him to make satisfactory progress at the next evaluation and:

- NHI evaluates the student and determines that s/he should be able to meet the Satisfactory Academic Progress standards by the end of the subsequent payment period, or:
- NHI develops an academic plan for the student that, if followed, will ensure that the student is able to meet the Satisfactory Academic Progress standards by a specific point in time.

A student on probation for a payment period may not receive title IV funds for the subsequent payment period unless the student makes Satisfactory Academic Progress or NHI determines that the student met the requirements specified in the student's academic plan.

## **Student Evaluations: Grades, GPA & Weighting**

In order to establish proficiency in each course or module, students will be required to participate in, and complete multiple graded activities throughout the program. Tests and other assignments will be graded Pass/Fail, Complete/Incomplete or as follows:

<b>Grade</b>	<b>Grade Point</b>	<b>100 Point Scale</b>
A	4.00	94-100
A-	3.67	90-93
B+	3.33	87-89
B	3.00	84-86
B-	2.67	80-83
C+	2.33	77-79
C	2.00	74-76
C-	1.67	70-73
D+	1.33	67-69
D	1.00	64-66
D-	0.67	60-63
F	0	59 or below

Certain graded components are valued and consequently weighted according to their significance in the program. Weighting factors for each element: 1- Course, 2 - Module, 3 - In-class tests, 4 - Required hours, and 5 - Out-of-Class assignments, are listed below, or will be provided and explained at the time at which the assignment is distributed.

### **Core Program:**

NHI's core program is divided into two separate "Terms". Each Term has 100 classes of which the five "Courses" are composed: 1) Massage Theory and Practice, 2) Anatomy and Physiology, 3) Business, 4) Clinic, and 5) Externship, Each Course has been weighted, as seen in the chart below, based upon a combination of job-market value, credits, and In-Class hours. Excluding Clinic, each Course has In-Class tests or graded hours, as well as a series of Out-of-Class activities supplementing and enhancing the learning objectives through self, and group study.

The second level of weighting assesses each discrete "In-Class" assignment or test against each other, similarly so with any graded "Out-Of-Class" assignment, or series of assignments.

### **Advanced Neuromuscular Program:**

NHI's NMT program is divided into five "Modules". Each Module is of equal length, with three similar levels of weighting as with the foundational program, e.g., Lumbopelvic Module: "In-Class" tests equal 80% of the Module grade, while "Out-of-Class" assignments equal 20%.

In addition, the 800 hour core program will equate to 65% of the students *final* grade point average, with the remaining 35% contributed by 450 hour advanced program.

Through this segmented and graded system of weighting, NHI secures the validity and reliability for expressing value, and assessing accomplishments.

### Program 1

Massage Therapist and Health Educator: Courses	In-Class Hours	Out-Of-Class Work Hours	Total Investment Hours	GPA Weighting
<b>Massage Theory &amp; Practice</b>	404.50	55	459.42	<b>51%</b>
<b>Science</b> Anatomy / Physiology / Kinesiology / Pathology	143.50	22	164.75	<b>18%</b>
<b>Business</b> Practice Management, Ethics & Professionalism	86.00	22	108.50	<b>12%</b>
<b>Clinic</b>	96.00	1	97.33	<b>11%</b>
<b>Externship</b>	70.00	0	70.00	<b>8%</b>
<b>Totals</b>	<b>800.00</b>	<b>100</b>	<b>900.00</b>	<b>100%</b>

### Program 2

Advanced Neuromuscular Massage Therapist: Modules	In-Class Hours	Out-Of-Class Work Hours	Total Investment Hours	GPA Weighting
<b>Lower Extremity</b>	90.00	8	98.00	<b>20%</b>
<b>Lumbar Pelvic</b>	90.00	8	98.00	<b>20%</b>
<b>Neck &amp; Head</b>	90.00	8	98.00	<b>20%</b>
<b>Shoulder Thoracic</b>	90.00	8	98.00	<b>20%</b>
<b>Upper Extremity</b>	90.00	8	98.00	<b>20%</b>
<b>Totals</b>	<b>450.00</b>	<b>40</b>	<b>490.00</b>	<b>100%</b>

### Program 3

Advanced Neuromuscular Massage Therapist & Health Educator: Courses & Modules	In-Class Hours	Out-Of-Class Work Hours	Total Investment Hours	GPA Weighting
<b>Massage Theory &amp; Practice</b>	404.50	55	459.42	33%
<b>Science</b> Anatomy / Physiology / Kinesiology / Pathology	143.50	22	164.75	12%
<b>Business</b> Ethics & Professionalism	86.00	22	108.50	8%
<b>Clinic</b>	96.00	1	97.33	7%
<b>Externship</b>	70.00	0	70.00	5%
<b>Sub-Total</b>	<b>800.00</b>	<b>100</b>	<b>900.00</b>	
<b>Core GPA - % of Final GPA</b>				<b>65%</b>
<b>Lower Extremity</b>	90.00	8	98.00	7%

<b>Lumbar Pelvic</b>	90.00	8	98.00	7%
<b>Neck &amp; Head</b>	90.00	8	98.00	7%
<b>Shoulder Thoracic</b>	90.00	8	98.00	7%
<b>Upper Extremity</b>	90.00	8	98.00	7%
<b>Sub-Total</b>	<b>450.00</b>	<b>40</b>	<b>490.00</b>	
<b>Advanced GPA - % of Final GPA</b>				<b>35%</b>
<b>Totals</b>	<b>1250.00</b>	<b>140</b>	<b>1390.00</b>	<b>100%</b>

## **Academic / Attendance & Behavioral Alerts**

The purpose of the Alert system is to notify a student when his or her behavior or academic progress is below standard, and to put into motion a plan for correction. The student will receive written notification stating the unsatisfactory status and the corrective action required.

A student may be placed on Alert for any of the following reasons, but not limited to:

1. Not conducting oneself in a professional and responsible manner and/or failing to follow the policies and procedures of the school.
2. Failure to complete a required evaluation, test, or written assignment.
3. Failure to meet attendance standards.
4. Failure to meet Satisfactory Academic Progress standards.

When a student receives a failing grade, support is available as follows: First, the student meets with her or his mentor to plan a strategy of preparation to retake the test or redo the assignment. Strategies may include further study, improved study techniques, tutoring, additional or alternative testing methods, or other recommendations. Once a strategy is selected, the student agrees to do his or her part within the defined timeframe. Be proactive. As soon as you are aware that you might be falling behind or are in need of additional support, please inform your mentor, and/or someone in Student Services. Tutors are available.

Academic Alert is for a pre-defined, finite period of time, as needed, based on the specific situation. During this time, the student is required to correct the behavior and/or complete all outstanding evaluations, tests, and assignments. Failure to do so may result in dismissal.

### **Graduation Requirements**

We are proud to report that NHI graduates have an outstanding record of success in private practice, as independent contractors, and as employees. This success is based on the thoroughness of our program, our high standards of excellence, and the desire and motivation of our students.

To become a NHI graduate, receive your diploma, and to participate in the graduation ceremony, you must meet the following requirements:

- Satisfactory completion of all course work
- A minimum GPA of 2.0
- Satisfactory attendance as outlined in the section "Attendance."
- Current on payment of tuition and fees

Participation in the Graduation Ceremony is also based on the individual's demonstrated professionalism as a student, as assessed by the Mentor, Campus Manager, and Dean of Students.

### **Re-Admission Policy**

There are two primary categories of Re-Entry students.

1. Students who were dropped, or withdrew for reasons *unrelated* to reaching Make-Up hour maximum.
2. Students who were dropped, or withdrew due to having reached Make-Up hour maximum.

The manner in which the Re-Entry process is managed, is then based upon the length of time between the student's last day of attendance and official return date.

1. If the official return date is 180 days or less, from the last day of attendance, the two enrollments are considered contiguous, and the prior Drop is reclassified as a Leave of Absence.
2. If the official return date is beyond 180 days from the last day of attendance, the two enrollments are considered separate entities. Based upon the educational needs of the student, an Educational Review Return Date may be determined, separate to the official date of return.

Students who drop, or are dismissed from school for lack of satisfactory progress, or for other reasons, may apply to be re-admitted to NHI. NHI reserves the right to grant or deny a request to re-enter the program based on the applicant's ability to complete the program, the nature of his/her initial dismissal or withdrawal, and outstanding tuition balance owed to the school.

If the application is approved, NHI will determine the point of entry into the program based on the student's previous accomplishments, the remaining graded assignments, and attendance to be completed in order to fulfill his/her academic requirements. This means that the student may re-start from where he/she left off in the program, or may be required to repeat all, or portions of the program, based on the applicant's competency and the length of the break in attendance.

- Re-Entry Educational Review Hours (REEDRs)
  - If attendance for the prior enrollment period fell below 90%, the re-entering student is required to complete REEDRs to bring that attendance back up to 90%.
  - Required REEDRs must be completed prior to the Official Attendance Return Date of the new enrollment
  - These hours are entered for credit in the student's previous enrollment.
- Educational Review Date of Return
  - Some Re-Entry students will be required to return prior to the date upon which official attendance will be recorded. This is called an "Educational Review Date", and will be set based upon:
    - What material was missed in the previous enrollment
    - When the material was missed
    - The student's academic record
    - NHI schedule availability

Tuition is calculated based on the point of re-entry, prorated on the number of clock hours needed to complete the program. Applicants will also be charged for books and supplies, if it is determined that they are needed, and an administrative fee of \$100. The administrative

fee must be paid when the application is submitted prior to receiving approval to start attending classes.

### **Suspension / Probation / Dismissal**

A student may be placed on probation, suspended or dismissed if s/he is not meeting NHI's standards, or is not abiding by the spirit and intent of NHI's policies. If dismissed, the refund policy stated in this catalog will be followed.

Students may appeal dismissal actions by following the Complaint Procedure stated in this catalog.

### **Appeal Process**

Based on extenuating circumstances, a student may appeal the determination of probation status, dismissal, and/or termination of financial aid. To submit an appeal, follow NHI's formal complaint procedure (please refer to the information in "Complaint Procedure").

### **Withdrawal from the Program**

You may withdraw from the school at any time after the cancellation period and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less the \$50.00 registration fee paid upon enrollment, and less any deduction for equipment not returned in reusable condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will not receive a refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from the program of instruction when any of the following occurs:

- The student notifies the institute of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the students' enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of ten consecutive scheduled class days; and/or failure to meet financial obligations to the school
- Failure to return from leave of absence.

For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn as of the date of withdrawal as defined above, or the 14<sup>th</sup> calendar day of consecutive absences, whichever is sooner.

### **Tuition Refund Policy**

When a student withdraws from the program, a refund shall be issued, if applicable, either by check or loan credit within 45 days following the date of the student's withdrawal. For students who do not receive Title IV funds, the refund will be the larger of the amount provided under California State Law or ACCET's refund policy. All calculations are based on the student's last date of attendance.

### **Return of Federal Title IV Funds**

When a recipient of Title IV funds withdraws during their period of enrollment, unearned Title IV funds must be returned to the Title IV programs. The amount of Title IV funds to be



returned is determined by subtracting the amount earned from the amount disbursed. The amount earned is calculated by multiplying the % of the payment period(s) completed times the Title IV funds that were disbursed and could have been disbursed. The difference between the earned amount and the funds disbursed is the amount to be returned to the Title IV program.

A return of Title IV funds is distributed in the following order: Federal Unsubsidized Stafford Loan, then Federal Subsidized Stafford Loan, then Federal Plus Loan, then Federal Pell Grant, then FSEOG, then other federal, state, institutional, or private assistance, then Student.

There are no Title IV refunds for students who have completed over 60% of the payment period.

Once the Title IV refund calculation is complete, then the California State refund and ACCET refund calculations are performed. If either results in a refund greater than the Title IV refund calculation, then the larger of the two is refunded to the student.

### **California State Refund Policy**

Under the California State Law, students who withdraw having completed 60% or less of the program shall be subject to a pro-rata refund calculation, from the start date to the last day of attendance; any unearned institutional charges shall be refunded.

### **ACCET Refund Policy**

The ACCET refund policy for withdrawn students is a pro-ration from the start date to the last day of attendance. If 50% or more of the enrollment period is completed, there is no refund. When determining the number of weeks completed by the student, a partial week is considered a whole week provided the student attended at least one day during the scheduled week. Tuition charges retained will not exceed a pro rata portion of tuition for the period of training completed, plus 10% of the unearned tuition for the period.

### **Financial Statement**

NHI has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

### **Copyright Infringement Policy**

National Holistic Institute retains the copyright to all curricular and support material created for all provided programs, and also holds liable those who would infringe upon the exclusive rights of all supplementary copyrighted materials. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, is prohibited and may subject a student to civil and criminal penalties. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties, including payment of either actual or statutory damages, organizational attorney fees and court costs. For details, see Title 17, United States Code, Sections 504, 505. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **Notice of Student Rights**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), 916.431.6959.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Release of Student Information**

As an NHI student, you have the right to inspect and review your educational records, to request corrections or deletions, and to limit the disclosure of your records in accordance with the Family Educational Rights and Privacy Act.

To access your files, send or deliver a written request to the Senior Vice President. A time will be arranged for you to view your files.

Upon written request, the Registrar will provide you with an official transcript. For each student granted a diploma, permanent records of all of the following are maintained: a) the diploma granted and the date on which that diploma was granted, b) the courses and units on which the diploma was based, and c) the grades earned by the student in each of those courses. Please allow four weeks for processing your request. There is a service charge for documents requested. In accordance with California BPPE regulations, NHI reserves the right to withhold transcripts from students and graduates who are not current with their tuition payments or loan payments.

Unless otherwise requested, NHI may release to the public certain directory information pertaining to its students. This information can include any or all of the following: student's name, address, phone number, photograph, academic program, dates of attendance, participation in school activities, recognition received, secondary and post-secondary educational institutions attended, and post-graduation employer and job title.

Students who do not wish this information to be released should inform NHI in writing.

## **Cancellation of Enrollment**

A student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligation if notice of cancellation is made through attendance of the first class session or seventh day after enrollment, whichever is later.

Cancellation may occur for the following reasons:

- **Rejection of Applicant:** If an applicant is rejected for enrollment, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant.

- **Program Cancellation:** If an institution cancels a program subsequent to a student's enrollment, a full refund all monies paid will be made to the applicant
- **Cancellation Prior to the Start of Class or No Show:** If an applicant accepted for admission cancels prior to the start of scheduled classes or never attends class (no-show), a full refund of all monies paid will be made to the applicant.
- **Cancellation after the Start of Class:** If an applicant cancels after class begins, but before the seventh day after enrollment, whichever is later, a full refund of all monies paid will be made to the applicant.

If any books and supplies were distributed to the student prior to cancelation, the student is responsible for the charges associated with those distributions. The student has the option to return any unused books and supplies within 30 days following the date of cancelation. The student will receive full credit to their account if returned in new condition.

NHI will refund 100% of any monies paid, less any charges for books and supplies retained by the student within 45 days of cancelation.

If the student has received federal financial aid funds, the student is entitled to a refund of moneys not paid from student financial aid program funds.

### **Retention of Student Records**

In compliance with the State of California Bureau of Private Postsecondary Schools (BPPE), official student records are kept electronically on the network server at the Emeryville main campus, and offsite with Endsight, NHI's technical support and consulting firm.

NHI maintains, for each student who is granted a diploma for completion of a program, permanent records of the following:

- The diploma awarded and the date on which the diploma was awarded.
- The courses and units on which the diploma was based.
- The grades earned by the student in each of the courses.
- A transcript of the grades earned by the student in each of the courses.

All official records are kept electronically, and are backed-up daily (new data), weekly (all data, 5-day period), monthly (all data). Weekly and monthly data are kept off-site in a data storage facility.

### **Complaint Procedure**

NHI's sole purpose is to help you achieve a successful career in Massage Therapy. Should a problem arise during your training with us, we want to work with you to find a fair solution. The NHI Complaint Procedure may also be used for complaints of discrimination on the basis of age, race, color, sex, disability, or national origin. Here is the procedure to follow:

1. Write the complaint on a Student Memo form — or in a letter — and include the following information:
  - a. The nature of the problem
  - b. The approximate date that the problem occurred
  - c. The name(s) of the individual(s) involved
  - d. Key information regarding the problem (facts, not rumors, are necessary for finding solutions)
  - e. Your signature, your group number, and the date.

2. Send or deliver the letter or memo to your mentor, place it in the student Suggestion Box, or deliver it to a Student Services staff person. Retain a copy for your records.
3. An appropriate party will respond to your complaint in writing, meet with you if necessary, and make every effort to find a fair solution.
4. If, after hearing the response you do not feel you have a resolution to your problem, send or deliver to NHI's Dean of Faculty or Dean of Students a copy of your letter or memo along with a written explanation of what has occurred. Retain a copy of the written explanation for your records.
5. Upon receiving the complaint, NHI's Dean of Faculty or Dean of Students will make every effort to find a fair solution and will notify you in writing and/or will meet with you to discuss her decision within 2 weeks of receipt.
6. If, after hearing the response, you do not feel you have a resolution to your problem, send or deliver to NHI's Senior Vice President a copy of your letter along with a written explanation of what has occurred. Retain a copy for your records.
7. Upon receiving your complaint, NHI's Senior Vice President will make every effort to find a fair solution.
8. If you have exercised NHI's formal student complaint procedure as outlined above and you feel that the problem has not been resolved, then you may direct your complaint to either of the following organizations:

#### BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

A complaint may be filed by completing a complaint form which can be obtained on the Bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov), or by calling the Bureau's Enforcement Section at the following address and telephone number: (888) 370-7589

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833

Or:

ACCREDITING COUNCIL FOR CONTINUING EDUCATION AND TRAINING (ACCET)  
Complaint Administrator  
1722 N Street NW  
Washington, DC 20036  
Phone: (202) 955-1113  
Fax: (202) 955-1118

(ACCET is our national accrediting agency.)

Your letter to either organization should contain the following:

- a. Your name, address, and telephone number.
- b. Your status with the school.
- c. The name of the individual(s) at the school involved in the complaint
- d. Details of the complaint.
- e. What was done to resolve the complaint?
- f. A copy of the original Student Memo stating the complaint.
- g. Proof that NHI's complaint procedure was followed before contacting the State or ACCET.
- h. Your signature. Your signature is not a required item by ACCET; however, ACCET does state that the name and mailing address of the complainant must be included

in the letter of complaint. If the complainant specifically request that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.

Or:

For unanswered questions and/or for filing a complaint:

CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC)

One Capitol Mall, Suite 320

Sacramento, CA 95814

[www.camtc.org](http://www.camtc.org)

Phone: (916) 669-5336

Fax: (916) 669-5337

*Note: it is required that you have exhausted NHI's Complaint Procedure before taking your issue to the above outside agencies.*

**Arbitration**

Any controversy or claim out of or relating to the Enrollment Agreement, or breach thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction.

**Mission of National Holistic Institute:**

***“HELPING PEOPLE HAVE WORK THEY LOVE!”***

Our mission is to help people have work they love. We take this mission very seriously and we love doing it!

We hope that your participation with us will bring you joy in your work, and that together we can help make the world a better place for everyone.

