



**UNIVERSAL SPA TRAINING ACADEMY, Inc.**

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***CATALOG and HANDBOOK***

**340 Burlington Avenue  
Downers Grove, IL 60515  
Universal Spa Training Academy, Inc.  
Publication Update: January 2017 (V1-2017)**

<b>Page</b>	<b>Catalog Topic</b>	<b>Page</b>	<b>Catalog Topic</b>
<b>1</b>	Licensure Ownership and History Facility Mission Statement General Objectives	<b>11</b>	Scholarships Net Price Calculator and Disclosures Payment Terms & Extra Fees Credit Balances Course Costs and Start Dates General Cost of Attendance
<b>2</b>	Admissions & Enrollment Requirements High School Verification Procedure Transfer Students Class Calendar Re-Entry Students Transferability of Credits	<b>12</b>	Campus Personnel Student Support Services Tutoring Career Employment Assistance Reciprocity Evaluations and Academic Advising School Policies Handicap Policy OSHA Drug and Alcohol Prevention
<b>3</b>	Career Opportunities & Considerations Employment Assistance Performance Statistics Attendance Earning of Clock Time	<b>13</b>	Privacy and File Access Policy Confidentiality Non-Fraternization Policy Grievances Disciplinary Policies
<b>4</b>	Early Departure Making up of Hours Accelerated Hours Grading Procedures Exam Make-ups Exam Retakes Final Exam	<b>14</b>	Satisfactory Academic Progress
<b>5- 7</b>	Campus Curriculum – Course Outlines	<b>15</b>	Incompletes, Reinstatement of Aid Transcripts Student Liability Insurance Uniforms and Kits Standards of Conduct
<b>8</b>	Leave of Absence Graduation Requirements Licensure Requirements Withdrawal Requirements Max Time Frame Withdrawal 14 Day Withdrawal School Holidays and Closings	<b>15-17</b>	Standards of Conduct Con't Code of Ethics Student Non- Harassment Policy
<b>9</b>	Refund Policies	<b>18-21</b>	Drug & Alcohol Prevention Cont'd
<b>10</b>	Federal Financial Aid Programs Return of Unearned Title 1V Funds	*	*Catalog Addendum(s) (as needed)
			(V1-2017)

I hereby certify that I have reviewed this Catalog prior to enrollment and that I have read it in its entirety and agree to comply with all policies contained herein.

Student Name: (Please print)

Student Signature:

Program:

Date:

**LICENSURE**

The corporate office and school are located at 340 Burlington Avenue, Downers Grove, IL 60515. The phone number is (630) 968-6800. The campus is licensed by the Illinois Board of Higher Education, 431 East Adams, 2<sup>nd</sup> Floor, Springfield, IL 62701, 217.782.2551 and the Department of Financial and Professional Regulation, PO Box 7007, Springfield, IL 62791 (312) 814-6910. The school is nationally accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA, 22314, (703) 600-7600. Current licenses certification documents and other consumer information regarding the institution, enrollment or financial aid programs offered may be reviewed at the campus during regular business hours. Universal Spa Training Academy is authorized by the US Dept. of Education to participate in federal financial aid programs to eligible students.

**OWNERSHIP AND HISTORY**

Universal Spa Training Academy (USTA) is owned by Chris and Felicia Tyler. Mrs. Tyler is the school Director of Education and has been involved with skin therapy, beauty and natural healing for over 19 years. Together their drive, dedication, determination and passion for this industry are evident through their commitment to the students. The Tyler's have developed an educational experience designed to promote success, confidence and lifelong guidance and support for it's student body. USTA is proud to offer it's students a focused education in the field of beauty and natural healing with emphasis on skin care, instructor training and massage therapy.

Mrs. Tyler is a licensed massage therapist, licensed aesthetician, a licensed instructor and also a midwife. She is an invited guest speaker at industry events and also a previous day spa owner in the sought after downtown Naperville area. Mr. Tyler is the school Director of Financial Aid and also the General Manager of the campus. Mr. Tyler is responsible for the day to day operations of the school and holds a B.S. degree in Business Information Systems.

**FACILITY**

The Academy's facility includes:

- 12,000 square feet of trendy, state-of-the-art space
- Office space for administration, testing, and education
- Guest area
- Classrooms for theoretical and practical training
- A student clinic with stations and tables for supervised students to serve the public
- A well-equipped student lounge
- A media center with comprehensive technology for use by students and instructors
- A library of texts, publications, curricula, audio-visual equipment and aids, and industry-related journals
- Additional student areas include restrooms, break areas and a kitchen equipped with sinks, dishwashers, refrigerators, microwaves, as well as student lockers.

**MISSION STATEMENT**

The mission of Universal Spa Training Academy is to provide an opportunity to achieve a quality education in aesthetics, massage therapy or instructor training that is taught in a safe and professional environment that will lead to licensure and afford its graduates the knowledge and skill set necessary to become top earners and industry leaders during their professional careers.

**GENERAL OBJECTIVES**

The school's mission is accomplished through the following performance objectives:

- Assessing institutional effectiveness through student achievement and performance and using the assessment to maintain or improve institutional performance.
- Employing a faculty of adequate size qualified by preparation, education or experience and personality to carry out the educational objectives of the institution.
- Maintaining effective methods of organization and administration appropriate to the educational programs offered.
- Uniformly administering fair and equitable admissions policies.
- Providing a program of support services including academic advising to students and employment assistance.
- Offering well-organized courses of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and skill development.
- Providing equipment, instructional and laboratory space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- Using systematic student evaluation to assist student learning and satisfactory student achievement.

**ADMISSIONS, LICENSING, ENROLLMENT REQUIREMENTS**

The Academy does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, creed, religion, ethnic or national origin, or physical or mental handicap unrelated to ability. The Academy does not recruit students already attending or admitted to another school offering similar programs of study. The Academy requires that each student enrolling in the Aesthetics, Aesthetics Instructor, Massage Therapy or Nail Instructor programs:

- Complete an application for enrollment
- Provide proof of secondary education
  - (copy of high school diploma, GED certificate, bachelor degree or high school transcript showing high school completion)
- Have graduated from high school or successfully completed the EQUIVALENT of twelfth grade
- Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. HS diploma.

Ability-To-Benefit (ATB) students are not accepted for admission at the Academy.

In addition to the above, instructor applicants will;

- hold a current license as a practitioner in the field they wish to teach

Illinois Licensing Requirements

Aesthetics and Instructor:

<http://www.ilga.gov/commission/jcar/admincode/068/068011750G07150R.html>

Nail and Instructor:

<http://www.ilga.gov/commission/jcar/admincode/068/068011750J10150R.html>

Massage Therapy:

<http://www.ilga.gov/commission/jcar/admincode/068/068012840000300R.html>

**HIGH SCHOOL VERIFICATION PROCEDURE**

In today's world, there are companies commonly referred to as "diploma mills" that offer false documentation as proof of secondary education. The Academy has access to a list of diploma mills that are not recognized places for receiving diplomas, or GED certificates. If there is a question about the validity of a diploma or GED certificate, the Academy reserves the right to request additional documentation. Determination of invalid documentation has no right to appeal.

**TRANSFER STUDENTS**

The school accepts transfer students who meet all other regular admission requirements. However, a student transferring to any program at Universal Spa Training Academy will be contracted for no less than 50% of the hours required in their chosen course of study. Students needing more than 50% of the course hours to graduate will be contracted for the applicable amount of hours. All accepted transfer hours will be added to the hours clocked at the academy and reported on the student's Official Transcript of Hours. All transfer students must enter the class level assigned at the time of enrollment. The Academy will work with the student to find the best placement. Transfer students may be required to purchase the kit and/or book items to meet the academy's kit and book bundle standards.

**CLASS CALENDAR**

Classes are scheduled daily at the Academy with a 45 minute lunch break for schedules over 4 hours daily as follows:

(subject to change)

Exact start dates can be found on the school website: [www.spatrainingacademy.edu](http://www.spatrainingacademy.edu) and are subject to change.

**Aesthetics: 750 Hours**

Full-time Days: 32.5 Hours, 5.3 months (Mon -Fri 9:30am-4:45pm)

Part-time Days: 22.5 Hours, 8.1 months (Mon -Fri 9:30am-2:30pm)

Part-time Nights: 16 Hours, 11.2 months (Mon-Thurs 6pm-10pm)

**Massage Therapy: 650 Hours** (Schedule subject to change)

Day Program: 18 Hours/wk, 9 months

( Tues, Thurs 9:30am - 4:30pm + Saturdays 9:30am-4:45pm)

Night Program: 14.5 Hours/wk, 11 months

(Tues, Thurs 6pm -10pm + Saturdays 9:30am-4:45pm)

**Aesthetics Instructor: 750 Hours****Nail Technology Instructor: 625 Hours**

Instructor student attendance is required to be at least 12 hours per week in any combination of weekdays; where Mondays are required class time from 10am-5:15pm.

Aesthetics Instructor

250 hrs- Theory & Practice

20 hrs- Ed Psychology

20 hrs- Teaching Methods

150 hrs- Application

50 hrs- Business Methods

260 hrs- Student Teaching

Nail Instructor

125 hrs Theory & Practice

20 hrs Ed Psychology

20 hrs Teaching Methods

150 hrs Application

50 hrs Business Methods

260 hrs Student Teaching

**RE-ENTRY STUDENTS**

Former students of the Academy who wish to re-enter, must request approval from the school administration. The request will be reviewed and a decision made within 30 days of the request. Students who re-enter within thirty (30) days of the original official withdrawal date will be charged for hours remaining. The settlement calculation for the former enrollment will be adjusted to reflect charges for actual hours attended. Student will be responsible for any balance owed for the former enrollment. Students who re-enter more than 30 days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Tuition rates current at the time of re-entry will apply. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry. Students who withdraw from enrollment two times may not be considered for re-enrollment. Contract periods and attendance percentages will be calculated based on hours remaining in the re-entry contract.

**TRANSFERABILITY OF CREDITS**

If a student plans to transfer clock hours completed at Universal Spa Training Academy to another postsecondary institution, it is the student's responsibility to determine if that institution will accept the completed coursework/hours. Universal Spa Training Academy does not imply, promise, or guarantee transferability of its clock hours to any other higher education institution.

**CAREER OPPORTUNITIES**

You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. Enter the classroom with open minds as you begin your course of study. The following vocations are options you may want to consider upon graduation.

<p><b><u>AESTHETICIAN</u></b>                  Skin Care Specialist                  Medical Aesthetician                  Spa Aesthetician                  Spa Owner / Manager                  Skin Care Product Rep                  Skin Care Educator                  Makeup Technician                  Platform Artist                  Retail Specialist</p>	<p><b><u>MASSAGE THERAPIST</u></b>                  Massage Practitioner                  Massage Educator                  Private Practice                  Hospital Massage Practitioner                  Sports Therapy Practitioner                  Holistic Practitioner                  Corporate Massage Therapist                  Spa Massage Therapist                  Chiropractic Massage Therapist</p>
	<p><b><u>INSTRUCTOR</u></b>                  Spa Education Director                  School Educator                  Corporate Trainer                  School Director of Education                  School Administrator                  School Owner/Manager</p>

Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. TRAINING is the important first step to an enjoyable, successful career in one of the above areas.

**CAREER EMPLOYMENT ASSISTANCE PROGRAM**

While the Academy cannot guarantee employment for graduates, assistance in finding suitable employment is provided by maintaining a network of relationships with area professionals and employers for the purpose of helping place graduates. The Academy also posts area job openings for the student body as well as provide monthly email job opportunities through the school website. Letters of recommendation are provided to all students that maintain high attendance and academics. Students also receive training in how to seek employment that includes how to write a resume, life as a business owner and preparation for an effective interview. The Academy places emphasis on how to obtain and retain employment after graduation. **When our graduates succeed, we succeed!**

**CAMPUS PERFORMANCE STATISTICS**

USTA has achieved the following performance rates:  
**Completion: 91%, Licensure: 99%, Placement: 81.2%. -2015**

**CAREER CONSIDERATIONS**

The Academy wants to ensure that students interested in pursuing a career in Massage, Skin or Instructor consider all aspects of such a decision. Those wanting to become professionals in these fields must:

- Have finger dexterity and a sense of artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest skin care techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a massage or an esthetician's treatment bed.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space & equipment from an existing salon or spa).

**ATTENDANCE**

Students are required to complete all course hours in accordance with state requirements and/or in accordance with the requirements of the school, whichever is higher. To help ensure educational focus, students are expected to maintain above 90% attendance. There are no excused absences; any hours or education missed due to absence is the responsibility of the student to makeup. In the event of extended absence, see the Leave of Absence policy (page 8). Failure to complete required program hours by the contracted end date will result in extra-instructional charges (page 11). Also see page 8 for maximum time frame and 14-day withdrawal policies.

**Electronic Tracking of Hours**

Universal Spa Training Academy is a clock hour school. In order to graduate, all program hours must be documented. Students will receive instructions on how to use the online system during orientation. Students forgetting to clock in will only receive hours from when he or she clocks in. Students are prohibited from clocking in or out for another student.

Students are given the opportunity to clock in 15 min. before class as long as program related material is being done prior to the start of class. This is a privilege and not a guarantee for students. Depending on when a student's class time starts, the school may not yet be open.

**Reporting of Student Hours**

Students have the ability to monitor their accumulated hours at anytime through the academy's online system. Students wishing to discuss their hours are asked to make an appointment with an advisor. Failure to complete by the contract end date will result in extra-instructional charges. Students are expected to maintain a 90% or higher rate of attendance to assure timely completion of the academic program. Additionally, poor attendance may result in termination from the program and/or loss of financial aid eligibility.

**Earning of Clock Time**

Students will earn each minute needed to graduate by being ready and available to participate in the program in which they are enrolled. Failure for a student to participate in any part of their program will result in unearned time.

Students who are not able to participate because of injury may be allowed to continue to earn hours with a doctors note. For student clinic, injured students without a doctor's release to return; will not continue to earn hours for student clinic until the injury has improved and an Injury Release Form has been completed by the student.

**Early Departure**

A student who leaves the school prior to regular dismissal time is considered to be an early departure. If a student must leave the school earlier than his or her scheduled dismissal time, he or she is asked to advise their instructor in advance of the departure and he or she must clock out in order to receive hours. Students will not earn hours for periods in which they are not clocked in.

**Guidelines for proper absentee notification:**

- ✓ Presenting a school official with a written notification of the intended absence.
- ✓ Leaving a message on the school voicemail before class: **(630) 968-6800**.
- ✓ Giving at least 24 hrs. notice if the absence is on a clinic day.
- ✓ Students are required to complete all hours as mandated for the program, by State requirements.
- ✓ Students who are absent must make up all hours missed.

**Making up of Hours**

A student who accrues clock hours outside of his or her regular schedule (contracted per the enrollment agreement) will be considered to be making up hours. Make-up hours can only be made up during student clinic, once a student is approved to start clinical lab.

- Make-up hours completed after a student's contracted graduation date will incur extra instructional fees.
- Make-up time is not guaranteed, as it may not always be available.
- Clinic client priority is given to current students not in need of make-up or accelerated hours.
- All requests to be put on a make-up schedule must go through the clinic manager or education director.
- At the Academy's discretion, if a student chooses to attend make-up hours rather than attend their normal class schedule, the school will withhold future make up opportunities until normal attendance has improved.

**Accelerated Hours**

Clock hour acceleration is defined as exceeding ones scheduled hours and possibly completing hours prior to completion of the required curriculum. The curriculum is designed for completion according to the pace allowed by the State. All clock hours must be completed prior to receiving a graduation diploma. Acceleration of hours due to an internship will result in a student completing hours prior to the completion of the curriculum. In this instance, the student is required to continue to attend classes until the program curriculum requirements are completed.

Students may be withheld from accelerating hours if overall attendance and GPA are not above 85%. Students who repeatedly miss or are late to theory or scheduled clinic may not be allowed to accelerate hours until improvement is shown. See Addendums for clinic policy.

**GRADING PROCEDURES:**

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. All assignments must be completed by each student as agreed upon in the enrollment agreement. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance will be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study.

Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**WRITTEN and PRACTICAL**

90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
0 - 69	BELOW STANDARDS – Needs improvement

**Weighted Avg. (Massage Therapy Program)**

80%	= Tests, Quizzes, Practical Grades
10%	= Attendance
10%	= Homework

**Exam Make-ups**

If a student is absent on the day of an exam (written or practical), he or she is expected to make up the exam within 5 scheduled school days of his or her return to class and during times established by the instructor. In order to maintain the credibility of the exam, at its discretion, the academy may use an alternate exam for a make-up attempt. Failure to make up an exam in accordance with the make-up policy requirements will result in a recorded grade of 0% which will be weighted into the students overall grade.

**Exam Retakes**

Students are permitted at least two exam retake attempts for each failed exam. If re-taken, the maximum percentage score allowed will be 80%.

**Final Exam**

State law requests that the school allow each candidate for graduation at least 3 attempts to pass the final exam. Students will be allowed a maximum of 5 attempts to pass the final exam administered by the school. A passing score for the final exam is 75%. If re-taken, the maximum percentage score allowed will be 80%.

**CAMPUS CURRICULUM – COURSE OUTLINES**

All practitioner programs offered by The Academy follow similar procedures in that the same instructional methods apply and the same grading procedures are followed for each course. Those policies are stated here and considered to be an integral part of each of the course outlines contained in this section of the catalog. The education is designed to be learner-centered and discovery-oriented in order to channel the talents of each Student toward a successful career.

**Level I:**

In this basic, indispensable, and pre-clinical, opening level of training, Students will focus on learning the underlying theory and the basic skills required for performing Client services. In addition, Students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice.

**Level II:**

During this vital second level of training, students will journey toward becoming a professional therapist and develop and customize their skills to meet the needs of Clients. They will perform skills in the student salon or student spa and become increasingly self-confident and proficient in their communication, consultation, and technical skills. The education is provided through interactive lecture, demonstration, technology, field trips, guest speakers, and hands-on practice.

**Level III:**

In this final Level of training, students will master the creative skills necessary for achieving excellence and success in the workplace and learn key business skills needed to be successful professionals. Successful completion of this level will prepare students for immediate success and will dramatically improve their opportunities for employment upon graduation. In addition, students will focus on state board preparation, professional development, and career placement. The education is provided through demonstration, technology, field trips, guest speakers, hands-on practice, and competency skills evaluation.

**Professional:**

During this Level, the graduate begins an important relationship with the school as Universal Spa Training Academy Alumni. Graduates are asked to provide documentation of licensure & employment in their chosen field. They will begin the achievement of their goals while enjoying success in an exciting career in the workplace.

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

**UNITS OF INSTRUCTION AND HOURS**

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of the Curriculum Course Outlines: Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study.

In addition, students learn career and employment information including professional ethics, self marketing, effective communications, entrepreneurship, interviewing techniques, negotiating pay and the fundamentals of business management applicable to the program.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**REQUIRED PRACTICAL EXPERIENCES**

Policy and Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on manikins, models, or clients for Aesthetics and Instructor students and shall be completed on models or clients for Massage students. The requirements listed by category are the minimum experiences that each student must successfully complete prior to graduation. More practices may be scheduled by the instructor based on training needs and client volume.



**AESTHETICS COURSE OUTLINE**

**750 HOURS**

**DESCRIPTION:** The primary purpose of the Aesthetics Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an aesthetician or related career avenue.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup and treatment for core clinical areas of study.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends and methods for career development in aesthetics and related career positions.

**REFERENCES AND TEXTBOOKS:** A comprehensive library of references, periodicals, books, texts, and audio/DVD/video are available to support the course of study and supplement the students' training.

- Milady's Standard Aesthetic's Fundamentals**
- Milady's Standard Aesthetic's Fundamentals Work Book**
- Milady's Standard Aesthetic's Fundamentals Exam Review Guide**



**True U Education**

In order for a student to attend True U, he/she must have at least a 90% GPA and 85% attendance average, the online portion complete and also be current on tuition. Students who do not maintain these requirements will not be allowed to attend. If a student misses the opportunity to attend, there is no refund of tuition available and unfortunately there will not be a 2<sup>nd</sup> opportunity for the student to attend at a later date.

The following hour requirements must be met by each student in each category for the earned hours to be accepted by the state licensing board for examination.

**HOURS**  
**75**

**SUBJECT - UNIT** (hour adjustments can change)  
**Level I- Basic Training:** Basic Training is classroom instruction in general theory & practical application in: Skin Care History, Sanitation, Career Opportunities, Your Professional Image, Professional Ethics, Communicating for Success, Human Relations.

**150**

**Level II- Scientific Concepts:** Intermediate Training is classroom instruction in the following areas: Infection Control, Universal Precautions, Health, Safety, Sanitation, Use and Safety of Products, tools, equipment General Anatomy and Physiology, Biology Basics of Chemistry and Electricity Physiology, Histology, Disorders and Diseases of the Skin Skin Analysis, Skin Care Products, Chemistry, Ingredients and Selection.

**500**

**Level III- Basic and Advanced Practices and Procedures:** Training is classroom and practical instruction in practical skills procedures Including Product Knowledge, Use and Safety in the following areas: The Treatment Room, Nutrition, Basic Facials and Facial Massage, Facial Machines, Ultrasound Technique, LED Technique, Hair Removal, Advanced Topics and Treatments, The World of Makeup, Advanced Ingredients, Antioxidants, Peels, Sanitation, Microdermabrasion, Aromatherapy, Spa Body Treatments, Clinical and Chemical Skin Care Procedures, Eyelash Perming and Tinting

**25**

**Level IV- Business Practices:** Classroom instruction and application in the following areas: Illinois Aesthetics Licensing Laws and Regulations, Fundamentals of Business Management, Compensation Packages, Payroll Deductions, OSHA Standards relating to Chemical Use, Succeeding in a Service Profession, Business Plan/ Types of Business Ownership, Resume Writing, Job Interviewing, Building Clientele, Continuing Education Opportunities, Principles of Selling, Retailing & Display, Marketing & Promotion, Preparing and Passing the License Exam

**(75)**

**Level V- Externship Program:** This is an optional part of the curriculum and is only available after completion of 375 hours of training. The extern student:  
 \*may not clock more than 75 hours in the internship.  
 \*must have above 85% GPA and attendance  
 \*may not be paid during the internship.  
 \*may not intern more than 8 hours per day.  
 \*must be at a registered spa / business  
 \*must complete it outside of normal scheduled hours.  
 \*School must have a signed document with the approved externship site, which will be under the supervision of a licensed cosmetologist/esthetician.

\*Sanitation is required in all levels of the program. Students will be given a sanitation orientation. Failure to complete required sanitation may result in clock time not being earned.

**MASSAGE THERAPY**

**650 HOURS**

**DESCRIPTION:** The primary purpose of the Massage Therapy Program is to train the student in proper technique, safety judgments and proper work habits with desirable skill sets and attitudes necessary to obtain licensure and achieve competency in obtaining positions in therapeutic massage that lead to rewarding career. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Upon completion of the 650 hour massage therapy program, graduates will be able to educate their clients on proper treatment and self care techniques as well as assessing a client's body alignment for treatment and balance.

**OBJECTIVES:**

Upon completion of the program, the determined graduate will be able to:

1. Competently and confidently attain a growing clientele based upon the education delivered.
2. Respect the need and ability to listen to the client to achieve the desired treatment results.
3. Perform the basic analytical skills to determine the best possible massage service/application and after care.
4. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.
5. Ensure continued career success, by learning new and current information related to skills, trends, and methods for career development through continuing education.

**REFERENCES AND TEXTBOOKS:** A comprehensive library of program textbooks, references, periodicals, books, texts, and audio/Video/DVD's are available to support the course of study and supplement the students' training.

**COMPENSATION FOR MASSAGE WHILE IN SCHOOL**

Students in the massage therapy program are prohibited from accepting compensation for massage or bodywork prior to graduation. If a student chooses to accept compensation for massage or bodywork, the student will be in violation of this policy and appropriate disciplinary actions will be administered, up to and including expulsion. Additionally, engaging in the practice of massage therapy for monetary gain, prior to having graduated from a state-approved school, is a violation of state law.

**CLINICAL TRAINING**

At the heart of any professional massage therapist, is the need to care and treat the client. Our massage therapy curriculum takes a centered and foundational approach to learning by understanding what it takes attain and retain a growing clientele. Enjoy focused hands-on training in our serene and relaxing student clinic. See addendum page for more info on student clinic.

**Licensing Exams**

The 650 hour Massage Therapy program at Universal Spa Training Academy prepares students to sit for the:

Massage & Bodywork Licensing Examination (MBLEx).

Hours*	UNIT OF STUDY (hrs. may adjust)
45	Anatomy
45	Kinesiology and Palpation
24	Fundamentals
44	Physiology and Pathology
6	Ayurveda
52	National Board Review
4	Self Marketing and Business 101
8	Reiki
4	Nutrition
4	Cupping
5	Meditation
5	Yoga
4	Aromatherapy
41	Connective Tissue Therapy
60	Swedish Massage Foundations
38	Deep Tissue
9	Lymphatic Massage
3	CPR Certification
45	Polarity, Reflexology, Cranial-Sacral
23	Sports Massage
9	Pregnancy Massage
9	Hot Stone
3	Chair Massage
160	Supervised Student Clinic (hrs. may adjust)
650	Total
	*unit of study hours may adjust as class progress is evaluated or may vary from full-time and part-time classes. Topics are subject to change.

**\*\*Bloomberg Business Week ranked Massage Therapy as a top career for 2017 stating: According to the U.S. Labor Dept., this field is projected to grow in demand as baby boomers age and people of all generations recognize the physical and mental health benefits associated with massage therapy.**

**\*\*The U.S. Bureau of Labor Statistics projects massage therapy employment will grow 23 percent from 2012 to 2022-adding close to 30,000 more professionals to this field, more than any other occupational growth. With the increasing demand for massage services, massage therapists have more career options than ever.**

(U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook)

\*Sanitation is required in all levels of the program. Students will be given a sanitation orientation. Failure to complete required sanitation may result in unearned minutes.

**LEAVE OF ABSENCE**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request an LOA in advance, in writing or electronic and include signature, stating the reason for the leave for approval by the school owner or Administrator. If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always the student's last date of attendance. The Academy will not assess the student any additional institutional charges as a result of the LOA. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period. Upon the student's return, the student will resume the same payment period and coursework. The contract will be revised or an addendum will be created upon return from the LOA to extend the ending date by the applicable number of days. If a student does not return on the scheduled date of return from an LOA, and has not requested to extend the LOA, the student must be withdrawn.

All approved leaves will be scheduled to begin on the first class day after the student's last physical day of attendance prior to beginning the Leave. An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date. There must be a reasonable expectation that the student will return from an LOA.

**GRADUATION REQUIREMENTS**

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma:

- Successful completion of all phases of study, required tests and practical assignments;
- Passed the final written and practical examination;
- Completed the program of study according to State requirements;
- Completed all exit paperwork and attended an exit interview;
- Maintained at least 75% grade average for all coursework;
- Has satisfied all financial obligations to the school unless other arrangements have been made.

Upon completion of the course of study and all graduation requirements, a diploma for the applicable course of study will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and file an application for the state licensing or national certification exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

**LICENSURE REQUIREMENTS**

A person is eligible to receive a license as an aesthetician, massage practitioner, or Instructor of Aesthetics or Nail Technology, if they have completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the Board which determines his/her fitness to receive a license. Educators must complete applicable hours of continuing education every two years in teaching methodology for license renewal.

**WITHDRAWAL REQUIREMENTS**

Students who withdraw from enrollment prior to course completion must:

- Complete all required exit paperwork and attend an exit interview;
- Satisfy all debts owed to the school or make satisfactory arrangements for debts to the school as approved by the school Director.

Only upon completion of the withdrawal requirements can a certified Final Transcript of Hours be forwarded to the state board. If withdrawal requirements are not met, no transcript will be released. Withdrawal fees may be waived due to documented mitigating circumstances.

**Maximum Time Frame Allowed (MTF) Withdrawal**

Students who exceed the Maximum Time Frame allowed (see page 14) for their contracted program will be withdrawn from school. Students withdrawn due to MTF can re-enroll but may incur additional charges. Students on an approved leave of absence will see their MTF extend an equal number of days of the LOA.

**14 Day Attendance Withdrawal**

Students who miss 14 consecutive days (including weekends and holiday breaks less than 1 week) of school, unless on an approved leave of absence (page 8), will be withdrawn from school.

Official Withdrawal = the student gives written notice to the school of their wish to withdraw from their contracted program. The withdrawal date will be the date signed by the student on the written notice.

Unofficial Withdrawal = the student has been absent from school for 14 consecutive days. For unofficial withdrawals, the school will use the last date of attendance as the date of withdrawal.

**SCHOOL HOLIDAYS AND CLOSINGS**

Observed school closures include Martin Luther King Day, Easter, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, the week between Christmas Day and New Year's Day (the actual dates vary based on which day of the week the actual holiday occurs), and approx. one week scheduled each Summer. Breaks and additional days off are published well in advance on the school website.

Students may call the school, **630-968-6800**, to obtain pertinent information regarding unexpected school closures due to extenuating circumstances such as inclement weather. In addition, the school will be listed on [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com) when the school is expected to be closed following inclement weather.

**BUYER'S RIGHT TO CANCEL – REFUND POLICY  
(Aesthetics, Instructor Programs)**

- Applicants not accepted by the Academy shall be refunded all monies paid to the Academy.
- If student (if under legal age, the parent or guardian) cancels the enrollment in writing within five business days of signing the enrollment contract, all monies collected by the Academy will be refunded even if the student has begun classes.
- If a student cancels the enrollment more than five business days after signing the enrollment contract but prior to the completion of the first day of class, a refund of all monies paid to the Academy less the \$50 registration fee plus the cost of any books or materials received by the student.
- A student must give notice of cancellation to school in writing. The unexplained absence of a student from school for more than 30 consecutive calendar days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the cancellation date shall be the last date of attendance, or on expiration of an approved LOA in which a student did not return.
- For students who enroll and begin classes but withdraw or are expelled prior to course completion and after five business days of signing the contract, the following schedule of tuition earned by the Academy applies:

<b>% of Scheduled Time Enrolled to Total Course</b>	<b>Total Tuition Academy Shall Receive / Retain</b>
0.01% to 04.9%	10% or \$300, whichever is less
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- Any monies due applicant or student shall be refunded within 45 calendar days of Formal Cancellation Date.
- If the course is canceled subsequent to a student's enrollment, the Academy will either provide a full refund of all monies paid or completion of the course at a later time.
- If the Academy cancels a course and ceases to offer instruction after students have enrolled and instruction began, the school shall provide a full refund of all monies paid.
- If the Academy closes permanently and ceases to offer instruction after students have enrolled and instruction began, the school will provide a pro rata refund.
- In case of a documented disabling illness or other documented mitigating circumstances, the student refund may exceed the Academy's minimum refund policy, at the Academy's discretion.
- If a student terminates his or her program, the State refund calculation on the enrollment agreement will be done. For students eligible for Title IV funds, the Return to Title IV calculation will be used to determine the amount of Title IV funds that may be credited to the students account. For any remaining balance due the school, student will be personally responsible. All refund calculations are based upon scheduled hours.
- The Academy does not participate in any teach-out plans with other institutions. If permanently closed or no longer offering instruction after a student has enrolled, the Academy will provide a pro rata refund of tuition to the student.
- Students who withdraw or are expelled prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment contract. Other charges the student may have incurred are extra kit materials, used books and kits, products, and any unreturned Academy property will be calculated separately at the time of Formal Cancellation.
- Academy shall mail a written acknowledgement of student cancellation or written withdraw to student within 15 calendar days of notification date. Written notification is not necessary if a refund has been mailed to student within 15 calendar days.

**BUYER'S RIGHT TO CANCEL – REFUND POLICY  
(Massage Therapy Program)**

- Applicants not accepted by the School shall be refunded all monies paid to the School.
- If student cancels enrollment in writing within five business days of signing enrollment contract, all monies collected will be refunded. Where no right to cancel is given, student may cancel contract & receive a full refund within 10 days.
- If a student cancels the enrollment more than five business days after signing the enrollment contract but prior to the close of the first day of class, a refund of all monies paid to the School less the \$50 registration fee.
- A student must give notice of cancellation to school in writing. The unexplained absence of a student from school for more than 30 consecutive calendar days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the cancellation date shall be the last date of attendance, or when student does not return from LOA.
- For students who enroll and begin classes but withdraw or are expelled prior to course completion and after five business days of signing the contract, the following schedule of tuition earned by the School applies:

<b>% of Scheduled Time Enrolled to Total Course</b>	<b>Total Tuition Academy Shall Receive / Retain</b>
0.01% to 4.9%	\$300 + \$850 (books & fees)
After 5% completed and within first 4 weeks of class	20%
After 4 weeks completed to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- Any monies due the applicant or student shall be refunded within 30 calendar days of the Formal Cancellation Date.
- If the course is canceled subsequent to a student's enrollment, the Academy will either provide a full refund of all monies paid or completion of the course at a later time.
- If the Academy cancels a course and ceases to offer instruction after students have enrolled and instruction began, the school shall provide a full refund of all monies paid.
- If the Academy closes permanently and ceases to offer instruction after students have enrolled and instruction began, the school will provide a pro rata refund.
- In case of a documented disabling illness or other documented mitigating circumstances, the student refund may exceed the Academy's minimum refund policy, at Academy's discretion.
- If a student terminates his or her program, the State refund calculation on the enrollment agreement will be done. For students eligible for Title IV funds, the Return to Title IV calculation will be used to determine the amount of Title IV funds credited to the students account. For any remaining balance due the school, student will be personally responsible. All refund calculations are based upon scheduled hours.
- The Academy does not participate in any teach-out plans with other institutions. If permanently closed or no longer offering instruction after a student has enrolled, the School will provide a pro rata refund of tuition to the student.
- Students not provided with a copy of the contract & school handbook (paper or electronic) shall receive a full refund.
- Students who withdraw or are expelled prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment contract. Other miscellaneous charges the student may have incurred are: extra kit materials, used books and kits, products, unreturned school property, etc., will be calculated separately at the time of Formal Cancellation.
- Academy shall mail a written acknowledgement of student cancellation or written withdraw to student within 15 calendar days of notification date. Written notification is not necessary if a refund has been mailed to student within 15 calendar days.

**FEDERAL FINANCIAL AID PROGRAMS**

Universal Spa Training Academy participates in several U.S. Dept of Education Title IV financial assistance programs to assist students in paying for the cost of the education.

Students may apply for financial aid by completing the online Federal FAFSA application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our school code is **041750**.

The Dept of Ed may randomly select your application for a process called verification. If your application has been selected for this purpose, you will need to submit additional documentation. Documents needed will include a Verification Worksheet and signed Federal taxes for you (and spouse, if married) and parents (if dependent). If you were not required to file taxes, you may submit an IRS W-2 statement of support from the party who was supporting you.

For the 750 hour aesthetics program, the maximum available loan award for an independent student is \$7,917.00. For the 650 hour massage therapy program, the maximum loan award for an independent student is \$6,861.00.

Any parent is eligible to borrow the cost of education for their dependent student. Any money borrowed is for educational purposes only. **Remember...the money borrowed must be repaid, with interest.**

Entrance and Exit counseling is required for all students utilizing federal financial aid loans. Counseling will be completed at the beginning & end of the programs. Attendance and GPA directly affect your ability to continually receive federal aid (SAP, see page 14).

**Pell Grant Program:**

This program provides non-repayable grants to students based upon a Federal analysis of their family financial strength. Pell Grants for the current academic year will range from \$0 to \$4,864, depending on eligibility and program of interest.

**Direct Loan Programs:**

The Subsidized and Unsubsidized Stafford Loans are available to those students who need financial assistance to further their education. These loans are made through the Direct Loan Servicing Center and repayable during or after training. Repayment of Stafford loans does not begin until 6 months after the student graduates from their respective program. Also available is the PLUS (Parent Loan for Dependent Students) program, which is a loan taken by the parent for their undergraduate student.

**What if I Can't Afford my Loan Re-Payment Right Now? (Deferment and Forbearance)**

If you need to defer your student loan payments from our Academy or from a previous school, you need to contact your lender. Your lender information can be found online at [www.direct.ed.gov/student.html](http://www.direct.ed.gov/student.html). You may defer your payments if you re-enroll in an eligible school and program. The Direct Loan Servicing Center's website, [www.dl.ed.gov](http://www.dl.ed.gov) can assist you if you shall need a forbearance, deferment, or consolidation of your loans.

**RETURN OF UNEARNED TITLE IV FUNDS**

Federal regulations stipulate that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

- a) received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) programs, and
- b) who withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment.

Eligible Title IV federal aid recipients who fail to complete more than 60% of a payment period or period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that payment period or period of enrollment.

Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid.

This policy may also result in the student, as well as the school, owing a refund of unearned federal aid to the Department of Education. Unearned Title IV, HEA funds will be returned first to Unsubsidized Direct Loans, followed by Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grant awards and lastly, to any Federal SEOG awards.

Unearned funds to be returned to the U. S. Department of Education by the institution, and any unearned grant funds owed by the student, must be repaid within 45 days of the date the institution determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student's loan.

In the event a student has earned federal aid in excess of the amount disbursed at the time of withdrawal, the school will process a post-withdrawal disbursement of such earned funds to the student in accordance with federal regulations and allowances. The school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the school needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school.

If the post-withdrawal disbursement includes loan funds, the school will obtain the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the school within 14 days. Students can look up their financial aid accounts online at [www.nslds.ed.gov](http://www.nslds.ed.gov) (click Financial Aid Review) or visit the schools financial aid office at anytime.

**SCHOLARSHIPS**

A performance scholarship of up to \$500.00 may be awarded to full course Aesthetics or Massage students. The school does not offer scholarships to students in the instructor program. Upon student request and course completion, \$100 will be credited to the Student's tuition account for each month (up to 5) in which the student has met the following criteria:

1. Maintained 100% scheduled attendance.
2. Maintained 97% or above grade point average in each month.
3. Displayed a "winning attitude" and professionalism, i.e., no serious infraction of the Code of Conduct; no disruptive behavior of any kind; exhibited a constant professional demeanor toward clients & peers.

If the student withdraws from the Academy prior to completion of the course of study, the student will not be eligible to receive the scholarship credit and will be obligated to pay the full amount of unpaid tuition due under the contract. Attendance calculations are not based off of partial months. Make-up hours and early clock-ins do not apply toward attendance calculations. USTA may offer scholarships to help lessen the cost of education at scheduled times of the year.

**MULTI-LICENSE PROGRAM (Tuition Discount)**

Tuition discounts are awarded and credited only upon the students completion of the additional program. Student accounts will reflect full program charges until completion of the 2<sup>nd</sup> or 3<sup>rd</sup> program. Students who do not complete their 2<sup>nd</sup> or 3<sup>rd</sup> program will continue to be charged the full program cost as it relates to withdrawal calculations.

**NET PRICE CALCULATOR and DISCLOSURES**

Each postsecondary institution that participates in Title IV federal student aid programs must post a net price calculator on its website that uses institutional data to provide estimated net price information to current and prospective students and their families based on a student's individual circumstances. The Academy's net price calculator can be found on it's website [www.spatrainingacademy.edu](http://www.spatrainingacademy.edu), under the link "Disclosures". Additionally, gainful employment, median debt and campus safety disclosures can be found on the Academy website: <http://www.spatrainingacademy.edu/GE.html>

**PAYMENT TERMS & EXTRA INSTRUCTIONAL FEES**

The student pays the school the tuition and fees for the program selected in advance upon commencement of the course of study unless other payment arrangements are made and agreed upon by all applicable parties. All students needing additional financial assistance may be placed on a payment plan through the school. The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied, including but not limited to extra instructional fees. Each course has been scheduled for completion within an allotted time frame. If a student does not graduate within the contract period, additional training will be billed at the rate of \$100 per month, partial or full\*, for each month needed to gain the required clock hours to graduate. This fee will be payable in advance before hour make-up can begin. Students with unpaid balances longer than 180 days after completing their contracted hours may be withdrawn for non-payment.

\*For an example extra instructional fee scenario, please see the addendum page.

**CREDIT BALANCES**

Upon satisfying all contract tuition and fee obligations with the school, any student account resulting in a credit balance will receive payment through the school for the credit amount. A federal student aid (FSA) credit balance exists when HEA, Title IV federal student financial assistance funds received on behalf of a student for a payment period exceed the amount of institutional charges assessed to the student by the school for that period. The FSA funds involved include Federal Pell Grants, Federal Direct Stafford Student Loans and Federal Direct PLUS loans. Credit balances will be issued to the student within 14 days of the date the credit balance occurred. The school receives full federal aid payment for a student in the 2<sup>nd</sup> half of a student's program.

Authorizing the school to retain your credit balance can assist you with more efficient budgeting of your educational expenses, and can result in students being able to complete their education without incurring unnecessary additional student loan debt. FSA credit balances issued to a student may be used for costs of attending school other than tuition and fees. An FSA credit balance is retained by the institution with the student's authorization (or parent's in the case of a PLUS loan) and these funds could be applied to cover other educational charges owed by the student. These other charges may include but are not limited to tuition, fees, textbooks, supplies, uniforms, or materials purchased by the student, or any other educationally related charge incurred by the student.

Authorization is voluntary. Authorization will remain in effect for each subsequent FSA payment period unless withdrawn by student or applicable parent. If at the end of the program of study, it is determined that a FSA credit balance will not be applied to other educational charges, the FSA credit balance will be returned to the student within 14 days of satisfying all graduation requirements. Parents or students who do not wish for the school to temporarily retain credit balances for additional charges can cancel the authorization at anytime by completing a Release of Title IV Authorization Form from the financial aid office. Please note that cancellation is not retroactive. The student will be responsible to personally pay for any other educationally related charges incurred if the FSA credit balance is returned to the student and the student incurs other charges.

**COURSE COSTS**

(Tuition costs are subject to change w/out notice)

Massage Therapy – 650 hrs	Registration: \$ 50.00 Books & Kit: \$ 700.00 <u>Tuition: \$11,200.00</u> Investment: \$11,950.00
Instructor – 750 hrs (Aesthetic) Instructor – 625 hrs (Nail)	Registration: \$ 50.00 Books: \$ (included) <u>Tuition: \$ 6,950.00</u> Investment: \$ 6,950.00
Aesthetics – 750 hrs	Registration: \$ 50.00 Books & Kit: \$ 450.00 <u>Tuition: \$15,350.00</u> Investment: \$15,850.00

The Academy accepts full payments, monthly payments, Federal student aid and VA benefits. Students are responsible for the cost of the licensing exams. Course offerings and Schedules may vary based on class enrollment, staff availability and other considerations.

**GENERAL COST OF ATTENDANCE**

In addition to tuition and fees for education, students may face monthly living costs for room, board, personal expenses and transportation while enrolled in school. Students living with parents may expect monthly living costs of approximately \$617.00. Students living independently may expect approximate monthly living costs of \$996.00. Students with dependent children must also consider reasonable childcare costs. It is important to remember, however, that room, board and personal expenses occur whether or not an individual is enrolled in career education.

**CAMPUS PERSONNEL** (may not be current)

Mr. Chris Tyler	General Manager / Financial Aid Director
Mrs. Felicia Tyler	Director of Education
Ms. Maria Garcia	Campus Manager
Ms. Kristin Rodriguez	Aesthetics Instructor
Ms. Kamlyn Casey	Massage Instructor

**STUDENT SUPPORT SERVICES**

As students develop throughout the program, their professional and personal growth will invariably cross during the program and students may face challenges during their program of study. Therefore, we offer the following student services to all students and encourage students to take advantage of these services throughout their training.

**TUTORING**

Individual tutoring is offered to any student. Instructors are available to those students needing extra instruction outside of the normal classroom environment. All tutoring is done on campus and may incur an additional hourly fee chargeable to the student by the instructor.

**CAREER EMPLOYMENT ASSISTANCE PROGRAM**

While the Academy cannot guarantee employment for graduates, assistance in finding suitable employment is provided by maintaining a network of relationships with area professionals and employers for the purpose of helping place graduates. The Academy also posts area job openings for the student body as well as provide monthly email job opportunities through the school website. Letters of recommendation are provided to all students that maintain high attendance and academics. Students also receive training in how to seek employment that includes how to write a resume, life as a business owner and preparation for an effective interview. The Academy places emphasis on obtaining employment after graduation.

**RECIPROCITY**

The Academy understands that many of its graduates may be moving to other states after graduation. In an effort to support their success in the industry, such students are allowed to continue clocking additional hours in the student clinic to meet out-of-state requirements at no additional charge providing they completed their contracted hours in good standing and within the original contract period.

**EVALUATIONS AND ACADEMIC ADVISING**

Students are advised regarding progress and achievement on a monthly basis. Evaluations include how the student is performing with regard to attendance, theory grades, and practical skills as well as their professionalism. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Information and advice regarding licensing regulations, reciprocity, employment, continuing education opportunities, and financial assistance is available to students as it is needed.

**SCHOOL POLICIES****HANDICAP POLICY**

Universal Spa Training Academy does not discriminate in its admissions practices or other policies against handicapped persons. The licensing requirements for courses offered at the school may restrict some applicants. Questions regarding licensing and physical demands of the industry may be answered by the campus director.

**OSHA**

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in cosmetology and related training. During Orientation the student will learn about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school is available in the administration office.

**DRUG AND ALCOHOL ABUSE PREVENTION**

The Academy fully supports the prevention of drug and alcohol abuse. The Academy adheres to all requirements of the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226. The unlawful possession, use, or distribution of illicit or non-prescribed prescription drugs by students or employees on Academy property or during any Academy sponsored activity is strictly prohibited. Offenders are subject to immediate dismissal from USTA and local law enforcement agencies are notified, as applicable. A list of agencies and phone numbers is maintained in the administration office and is provided to any student requesting assistance in this area.

USTA recognizes that the most effective means of dealing with the complex issues associated with substance abuse is through the intervention of trained professionals. Anyone having such a problem is encouraged to contact the School Director for support and referral assistance. All such inquires are held in the strictest confidence and are handled in a nonthreatening and supportive manner. However, it must be emphasized that any occurrence of substance abuse that results in endangering personal safety or compromising the quality of education subjects the offender to immediate dismissal from the Academy.

**LOCAL TREATMENT CENTERS:**

Drug and alcohol counseling, rehabilitation, or referrals may be available at the following treatment centers:  
 Alcohol Abuse and Crisis Intervention  
 (800) 234-0246  
 Alcohol and Drug Abuse Helpline and Treatment  
 (800) 234-0420  
 Alcoholics Anonymous Greater Chicago and/Chicago, Illinois  
 (800) 371-1475  
 Narcotics Anonymous – The Chicago land 24 Hour Helpline  
 (708) 848-4884

(..Cont'd on page 19.)

**PRIVACY AND FILE ACCESS POLICY**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) the school follows policies that:

- a) guarantee each student (or parent or guardian, if dependent minor) access to that student's records;
- b) require written consent from the student or guardian for release of records in response to each third party request unless otherwise required by law;
- c) don't allow publication of "directory information" about students;
- d) provide and permit access to student and other school records as required for any accreditation process initiated by school.

Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for a minimum of three years after graduation or termination.

The school will make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

**CONFIDENTIALITY**

In support of the students and the community; it is our practice to share medical information between the faculty and the Director of Education, unless it is explicitly requested that it remain confidential. Medical information will not be shared beyond the immediate faculty members who interact with the student.

**NON-FRATERNIZATION POLICY**

Due to the possibility of favoritism and the unequal status that exists between faculty and students, personal friendships, dating and/or sexual relationships between faculty and active students are strictly prohibited. In addition, relationships between students and administrative staff are also strictly prohibited.

**GRIEVANCES**

The Academy will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all formal complaints will be retained in school files in order to determine the frequency, nature, and patterns of student complaints for the Academy. The information will be used in evaluating institutional effectiveness and outcomes. If a student has a concern or complaint regarding the program, student or staff member, the student should follow the procedure outlined below.

The first step is to address the issue directly with the appropriate staff or faculty member. If the student is unable to address the issue directly with the staff or faculty member, s/he may discuss the concern with the Academy Director and complete a formal incident report. The Academy will interview all parties involved in the formal report and determine a resolution after hearing all sides. Resolution for one or more parties involved may result in disciplinary actions, including expulsion. All parties may review the final report.

If a satisfactory resolution has not been reached within three weeks, the student has the option of registering a formal complaint with the Academy's licensing board.

**DISCIPLINARY POLICIES**

To maintain an effective learning environment, students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in any of the following disciplinary actions.

**UNEARNED CLOCK TIME:** Students will earn each minute needed to graduate by being ready and available to participate in the program in which they are enrolled. Failure for a student to participate in any part of their program will result in unearned time.

**DISMISSAL – FOR THE DAY:** Students unwilling to adhere to school policies whether during theory or clinic, will be made aware of the non-compliance. Failure to correct the behavior will result in the student being clocked out and sent home for the remainder of the day with unearned clock time.

**PROBATION:** A student may be placed on probation for any infraction of the Standards of Conduct. The length of probation will be determined based upon the seriousness of the offense. If the student does not correct the behavior, he/she will be placed on a second probation. If the behavior is not corrected during the second probationary period, he/she may be dismissed permanently at the discretion of the school administration.

**DISMISSAL - TERMINATION:** Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution including, but not limited to the following reasons:

- ▶ Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- ▶ Non-conformance with the state laws and regulations governing schools and students
- ▶ Non-compliance with the school's Satisfactory Academic Progress Policy
- ▶ An action that causes or could cause bodily harm to a client, student or employee of the school
- ▶ Theft
- ▶ Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- ▶ Immoral or improper conduct as determined by school administration
- ▶ Willful destruction of school property

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management by means of the Institution's Grievance Procedure. Concerns not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

Complaints against this school may be registered with:  
Illinois Board of Higher Education: (Massage Therapy)  
1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701  
217-782-2551 Fax: (217) 782-8548 [www.ibhe.org](http://www.ibhe.org)

**SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress (SAP) Policy consistently applies to all students enrolled in programs of 350 clock hours or more, whether participating in Title IV programs or not. It is printed in this catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and federal regulations established by the Dept. of Ed. All periods of enrollment count toward SAP (Fall, Winter, Spring, and Summer) including periods when a student does not receive Title IV aid.

**EVALUATION PERIODS**

Aesthetics:	300 and 600 hours
Massage Therapy:	300 and 600 hours
Aesthetics Instructor:	300.and.600.hours
Nail Instructor	300 and 600 hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Evaluations are done based upon scheduled hours and given to students at the scheduled hours. The policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of the evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the month of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The student's start month in school will be counted as the first month of the evaluation period. For partial months, scheduled hours will be calculated by multiplying the number of scheduled days by the number of hours scheduled each day. At the end of the evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. If approved, the official Leave of Absence will extend the contract period and maximum time frame by the same number of days designated in the LOA form or actually used by the student.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

Course	Max Time Allowed	Scheduled Hours
Massage Therapy (650)	54 Weeks	975
Aesthetics (750)	35 Weeks	1125
Aesthetics Instructor (750)	35 Weeks	1125
Nail Instructor (625)	35 Weeks	937.5

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours. Students exceeding the maximum time limit for their program are denied further student financial aid with no opportunity to appeal.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 75% and pass a final written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Numerical grades are given on the following scale:

<b>WRITTEN and PRACTICAL</b>	
90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
0 - 69	BELOW STANDARDS – Needs improvement

**DETERMINATION OF PROGRESS STATUS**

In regard to Title IV eligibility, students meeting the minimum requirements for academics (75%) and attendance (67%) at the evaluation point are considered to be making SAP until the next scheduled evaluation. In order for a student to be considered making SAP as of course midpoint, the student must meet both attendance and academic requirements at the evaluation by the midpoint of the course. At evaluation periods, students will be given their SAP reports to review.

**WARNING and CONSEQUENCE**

Students must successfully complete the clock hours and weeks of instructional time in a payment period to progress to the next payment period. As a consequence, students who fail to meet either of the two progress standards as of an evaluation date will be placed on warning and considered to be making SAP during the warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation. Federal aid recipients who fail to meet minimum requirements; the student will be placed on Financial Aid Warning (FAW) status and will remain eligible for federal student aid funds for the subsequent payment period. A student may not be placed on FAW for consecutive payment periods. At the end of the FAW period, the student must be meeting the published attendance and academic standards on a cumulative basis to be considered as making SAP and to remain eligible for further federal financial aid.

Any student who fails to meet the published standards at the end of his/her FAW period is considered as not making SAP and is ineligible for further federal aid. The institution elects not to grant probationary periods or appeals in its SAP policy.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Generally, most students who enroll in the school are considered to be making SAP during their initial evaluation period. Students who meet minimum attendance and academic performance are considered to be making SAP until the next scheduled evaluation. Students who are returning to school are reinstated under the same progress status as they had prior to their departure. Federal student financial aid is suspended when a student is considered as not making satisfactory academic progress. Aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met.

**INTERRUPTIONS, LOA's, INCOMPLETES, WITHDRAWALS**

The institution does not offer grades of "incomplete" and accordingly, these have no impact on SAP. If a student withdraws from a program of study and re-enrolls in the same program within 180 days of withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who returns to a program after more than 180 days have elapsed since withdrawal may be eligible for federal aid for any classes the student must repeat to obtain academic credit. Students should meet with a financial aid advisor to discuss the conditions under which federal aid may be awarded for repeated courses. Students who are returning to school after a leave of absence (LOA) or a temporary interruption are reinstated under the same SAP status as they had prior to their departure.

**REINSTATEMENT OF FEDERAL FINANCIAL AID**

Federal student financial aid is suspended when a student is considered as not making satisfactory academic progress. Aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met. If the student begins a payment period not making satisfactory academic progress, but reverses that designation before the end of that payment period, the student will be eligible for federal aid for that payment period. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning.

**NONCREDIT, REPETITIONS AND REMEDIAL COURSES**

Noncredit, repetitions and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

**TRANSFERABILITY OF HOURS TO ANOTHER PROGRAM**

In regard to transferring hours or switching to a different program, earned hours in 1 program are non-transferable to a different program.

**TRANSFER HOURS**

With regard to SAP, a student's transfer hours will be counted as both attempted and completed hours.

**TRANSCRIPTS**

Upon completion of all graduation requirements, a certified Final Transcript will be forwarded to the State authorized organization administering the licensing exam. If any graduation or withdrawal requirement is not satisfied by the student, a final transcript cannot be released from the school. Graduates of the Academy may request a copy of their transcript by submitting the appropriate form, which must include graduate's signature. Requests may take up to two weeks to process.

**STUDENT LIABILITY INSURANCE**

Universal Spa Training Academy provides very limited liability insurance for enrolled students in the unlikely event that a practice client is accidentally injured during a student practice session. At orientation, new student's are given information on how to purchase full student liability insurance, if needed.

**STANDARDS OF PROFESSIONALISM****UNIFORMS AND KITS**

Charges for each program offered will include a Registration Fee, Books and Kit Fee, and Tuition charges. The Academy provides 1 school uniform (shirt) included with tuition. Additional shirts may be purchased by students for \$13 each. Student dress code mandates that students in each program wear distinctive colors as follows:

Massage Therapy.....Purple  
Aesthetics.....Bright Blue  
Instructor.....Lab Jacket

Students are required to wear appropriate footwear for a professional environment, however, no heels are allowed. Hats are not allowed during school hours and head coverings may be granted by school administration on a case by case basis. Students are expected to arrive for school in the appropriate makeup and hairstyle. Body piercing is to be kept to a minimum. Spandex, tube tops, halter tops, exposed midriiffs or other clothing unsuitable as determined by the school will not be allowed. Compliance with the published dress code is required at all times. Students are preparing for a career in the wellness and beauty industry and are expected to be well-groomed and professionally attired during the program of training. The dress code is subject to change at the discretion of the school administration at any time. Variations to the dress code may be granted on special occasions at the discretion of the school administration. Students not in dress code may be determined not to be earning clock time.

**STANDARDS OF CONDUCT**

The Academy sets forth a specific Code of Conduct for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goal orientations during training will greatly enhance the graduate's potential for success. All students must:

1. Attend all classes according to assigned schedules, including theory even when all required tests are completed.
2. Arrive for all classes on time. If more than 10 minutes late, a student may not be allowed to attend class or to clock in until the scheduled class is dismissed for a break or lunch. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness could result in termination of enrollment.
3. Students are responsible for their own Practical Requirements record.
4. Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take missed exams. It is the student's responsibility to contact the Instructor regarding makeup exams. Hours will not be sent to the state regulatory agency until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
5. Notify a staff member by 9:00 a.m. for day students and 4:00 p.m. for night students of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.

6. Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No student may clock in/out for others. Students will be clocked out automatically for lunch.
7. Obtain permission from a staff member to leave the facility for any reason other than lunchtime and breaks.
8. Comply with the published dress code and practice proper hygiene and grooming at all times. Students will be reminded to comply one time and then students not in compliance with dress code will not be allowed to clock hours until coming into compliance & may be sent home.
9. Not chew gum, eat or drink except in the designated areas. Students are asked to contain food and beverage to the kitchen area only. Drinks that are in "spill-proof" containers are allowed in classrooms. However, food of any kind is strongly discouraged from being brought into the classroom and never to be brought into the clinic area.
10. Comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned. As a consideration to fellow students, clients, and Instructors, please notify the school if you are not returning from lunch.
11. NOT perform any services on clients until successful completion of the applicable Level I training class and having successfully passed a comprehensive written and practical evaluation.
12. Practice courtesy and professionalism at all times when dealing with other students, clients, visitors and staff.
13. Follow all state laws and regulations at all times during school.
14. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in funding, if applicable, delay in graduation and additional tuition charges.
15. Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal workstations and work area. Daily assigned sanitation duties shall be evaluated before clocking out each day. State Board requires all students to follow Sanitation rules and practices at all times.
16. Discuss only ethical and professional subject matter during school hours and refrain from using profanity or vulgarity. Abusive language includes, but is not limited to topics of sexual, religious, ethnic, and/or racial nature.
17. Be fair, honest, and never cheat or steal. Alteration of academic records or data will not be tolerated and is punishable up to and including expulsion from the Academy.
18. Refrain from the willful destruction of property. Theft of, destruction or misuse of another's property will subject a student to disciplinary action up to and including expulsion from the academy. Destruction of or defacing academy property will result in disciplinary action including charges for the full replacement cost of the item(s) and up to expulsion. School equipment or supplies that are not returned by students shall be the financial responsibility of the student who last checked the item(s) out and full replacement is expected.
19. Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
20. Be mentally and physically prepared to participate in lectures and practice sessions at all times when clocked in. Class preparation includes having student kits, textbooks, finished homework and classroom materials ready and available daily. Excessive time in the student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
21. Refrain from using the business phone, personal cellular phones (calls or text messaging), or personal pagers. Answering cell phones or texting while in class or clinic is unprofessional and disrespectful to your teacher. All phones should be kept on silent while in class. Other than an emergency, the academy sees no reason for a student to leave class for a phone call until scheduled breaks and/or lunch. These situations may result in disciplinary procedures resulting in verbal/written warnings, expulsion and/or an instructor sending a student home for the day with unearned hours.
22. Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used. Have every service performed on a client checked by an instructor.
23. Keep all student and client analysis and service records up to date.
24. Not make any changes to the appointment books except with permission of an instructor.
25. Refrain from keeping personal effects on station.
26. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
27. Notify an instructor if/when additional products or materials are needed to complete a service and apply the appropriate charges to the client ticket.
28. Provide lock for personally assigned locker. The school is not responsible for lost or stolen items.
29. Strive to continually upgrade abilities through education and practice.
30. Provide student conduct that will limit the potential for harm, damage or injury of another. Gross negligence, abuse, or endangering the health and welfare of another is strongly prohibited. This behavior includes but is not limited to the use of verbal, or written (including electronic / internet) threats, intimidation, bullying, coercion, verbal or non-verbal abuse or harassment, discriminatory behavior, inappropriate physical conduct, contact or behavior and/or other behavior deemed inappropriate by senior administration. Students participating or displaying these behaviors or actions are subject to disciplinary action up to and including expulsion and legal action.
31. Smoking is not allowed in the school. Students are asked to be very considerate of classmates and clients who do not smoke. Smokers should be mindful to limit odors that may be offensive to others by making sure to wash hands and freshen breath before coming back into class and especially clinic.
32. NOT possess, use, sell, or distribute controlled substances. The unlawful possession, use, sale or distribution of controlled substances is prohibited on academy property. A student's use of alcohol or illegal drugs (non-prescription) while on academy property will be handled with zero tolerance. Student's expelled from the academy as a result of illegal drug or alcohol use may appeal the decision. Situations will be handled on a case-by-case basis. However, the decision after appeal is final.
33. Not threaten (verbally or otherwise) the use of a weapon against any person related to the Academy. Such action is subject to disciplinary action up to and including expulsion. Violators of this policy are also subject to prosecution.

**CODE OF ETHICS**

This code of ethics is a summary statement of the standards by which professionals agree to conduct their practices and is a declaration of the general principles of acceptable, ethical and professional behavior.

**Professional Practitioners shall:**

- Have a sincere commitment to provide the highest quality care to those who seek professional service.
- Perform only those services for which they are qualified and represent their education, certifications, professional affiliations and other qualifications honestly.
- Acknowledge the inherent worth and individuality of each person, and, therefore, do not unjustly discriminate against clients or colleagues and work to eliminate prejudices in the profession.
- Strive for professional excellence through regular assessment of personal strengths, limitations and effectiveness and by continued education and training.
- Actively support the profession through participation in local, state and national organizations that promote high standards of practice of massage therapy.
- Work in the community towards the understanding and acceptance of the profession as a valuable health and/or beauty service; abide by all laws governing licensed practice and work for the repeal or revision of laws detrimental to the legitimate practice of the profession.
- Acknowledge the confidential nature of the professional relationship with a client and respect each client's right to privacy.
- Respect all ethical health care practitioners and work together amicably to promote health and natural healing.
- Conduct their business and professional activities with honesty and integrity and project a professional image in all aspects of their practices.
- Accept the responsibility to self, clients and associates to maintain physical, mental and emotional well-being.
- Respect the integrity of each person and, therefore, do not engage in any sexual conduct or sexual activities involving their clients.

**Student Non-Harassment Policy**

It is the responsibility of each program participant to refrain from sexual harassment, and it is the right of each individual program participant to work in an environment free from sexual harassment.

*Definition of Sexual Harassment*

According to the Illinois Human Rights Act, sexual harassment is defined as:

Unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment.
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment of members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man," depending on the gender of the alleged victim.

**Responsibility of Individuals and Program Participants**

Each program participant has the responsibility to refrain from sexual harassment in the school environment.

An individual, clinic client, employee or program participant who sexually harasses an individual, employee, clinic client or program participant is, of course, liable for his or her individual conduct. Any occurrence of sexual harassment will be investigated by the school and if found to be true; be dealt with immediately and swiftly.

The harassing individual or program participant will be subject to disciplinary action up to and including discharge or dismissal from the program in accordance with the program policy. All tuition will be forfeited and police involvement will be requested.

**Procedures for Filing a Complaint**

A program participant who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the instructor or program coordinator and offending employee or program participant. It is necessary for sexual harassment to be directed at the person making the complaint. The school director will handle all complaint filings.

**False and Frivolous Complaints**

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action including removal from a program.

**\*\*Drug and Alcohol Abuse Prevention Program, Cont'd**

The policy of this institution is to provide information to its students and employees to prevent drug and alcohol abuse.

Distribution of drug and alcohol abuse prevention information may be given through discussion, counseling, direction to drug and alcohol abuse facilities, or the distribution of printed materials.

DRUG CRIMES – Illinois		
DRUG CONVICTION FOR <u>POSSESSION</u> (felony or misdemeanor)	Under <u>Student Aid Laws</u> : Cannot obtain any Government Student Aid, Loans, or Grants for 1 Year after 1 <sup>ST</sup> Conviction for Possession; for 2 Years after 2 <sup>ND</sup> Conviction and for an indefinite amount of time after 3 <sup>RD</sup> Conviction.	
DRUG CONVICTION FOR <u>SALE</u> (felony or misdemeanor)	Under <u>Student Aid Laws</u> : Cannot obtain any Government Student Aid, Loans, or Grants for 2 Years after 1 <sup>ST</sup> Conviction and indefinite amount of time after 2 <sup>ND</sup> Conviction.	
DRUG POSSESSION		
CANNABIS (< 2.5 grams) 720 ILCS 550/4	Up to \$1500 Fine &/or Up to 30 Days in Jail	
CANNABIS (2.5 grams to 10 grams) 720 ILCS 550/4	Up to \$1500 Fine &/or Up to 6 Months in Jail	
CANNABIS (10 grams to 30 grams) 720 ILCS 550/4	1 <sup>ST</sup> Offense Up to \$2500 Fine &/or Up to 1 Year in Jail	2 <sup>ND</sup> Offense Felony Up to \$25,000 Fine &/or 1 to 3 Years Pen.
CANNABIS (30 grams to 500 grams) 720 ILCS 550/4	1 <sup>ST</sup> Offense Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen.	2 <sup>ND</sup> Offense Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen.
CANNABIS (500 grams to 2000 grams) 720 ILCS 550/4	Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen.	
CANNABIS (2000 grams to 5000 grams) 720 ILCS 550	Felony Up to \$25,000 Fine &/or 3 to 7 Years in Pen.	
CANNABIS (over 5000 grams) 720 ILCS 550/4	Felony Up to \$25,000 Fine &/or 4 to 15 Years Pen.	
PRESCRIPTION FORGERY 720 ILCS 570/406(b)(3)	1 <sup>ST</sup> Offense Felony Up to \$100,000 Fine &/or 1 to 3 Years in Pen.	2 <sup>ND</sup> Offense Felony Up to \$200,000 Fine &/or 2 to 5 Years in Pen.
POSSESSION DRUG PARAPHERNALIA 720 ILCS 600/3.5	\$750 to \$2500 Fine &/or Up to 1 Year in Jail	

**POSSESSION OF HEROIN, COCAINE, MORPHINE, METHAMPHETAMINE, LYSERGIC ACID OR LSD:  
720 ILCS 570/402**

15 GRAMS TO 100 GRAMS	Felony Up to \$200,000 Fine &/or 4 to 15 Years in Pen.
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100 GRAMS to 400 GRAMS	Felony Up to \$200,000 Fine or Street Value &/or 6 to 30 Years Pen.
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400 GRAMS TO 900 GRAMS	Felony Up to \$200,000 Fine or Street Value &/or 8 to 40 Years Pen.
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900 + GRAMS	Felony Up to \$200,000 Fine or Street Value &/or 10 to 50 Years Pen.
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PEYOTE, BARBITURIC ACID, AMPHETAMINE (more than 200 grams) 720 ILCS 570/402	Felony Up to \$200,000 Fine &/or 4 to 15 Years in Pen.
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METHAQUALONE, PENTAZOCINE, PHENCYCLIDINE (more than 30 grams) 720 ILCS 570/402	Felony Up to \$200,000 Fine &/or 4 to 15 Years in Pen.
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ANABOLIC STEROID 720 ILCS 570/402	1 <sup>ST</sup> Offense Up to \$1500 Fine &/or 30 Days in Jail	2 <sup>ND</sup> Offense UP to \$1500 Fine &/or 6 Months in Jail
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NITROUS OXIDE 720 ILCS 5/24.5-5	1 <sup>ST</sup> Offense Up to \$2500 Fine &/or Up to 1 Year in Jail	2 <sup>ND</sup> Offense Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen.
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**SALE, MANUFACTURE, POSSESSION WITH INTENT TO TRAFFIC DRUGS**

CANNABIS (less than 2.5 grams) 720 ILCS 550/5	Up to \$1500 Fine &/or 6 Months in Jail
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CANNABIS (2.5 grams to 10 grams) 720 ILCS 550/5	Up to \$2500 Fine &/or 1 Year in Jail
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CANNABIS (10 grams to 30 grams) 720 550/5	Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen.
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CANNABIS (30 grams to 500 grams) 720 550/5	Felony Up to \$55,000 Fine &/or 2 to 5 Years in Pen.
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CANNABIS (500 grams to 2000 grams) 720 550/5	Felony Up to \$100,000 Fine &/or 3 to 7 Years in Pen.
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CANNABIS (2000 grams to 5000 grams) 720 550/5	Felony Up to \$150,000 Fine &/or 4 to 15 Years in Pen.
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CANNABIS (more than 5000 grams)	Felony Up to \$200,000 Fine &/or 6 to 30 Years in Pen.
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720 550/5	
COCAINE (1 to 15 grams) 720 ILCS 570/401 HEROIN (10 to 15 grams) MORPHINE (10 to 15 grams) METHAMPHETAMINE (5 to 15 grams)	Felony Up to \$250,000 &/or 4 to 15 Years in Pen.
COCAINE, HEROIN, MORPHINE, METHAMPHETAMINE, LSD: 720 ILCS 570/401	
15 GRAMS TO 100 GRAMS	Felony Up to \$500,000 Fine &/or 6 to 30 Years in Pen.
100 GRAMS TO 400 GRAMS	Felony Up to \$500,000 or Street Value &/or 9 to 40 Years in Pen.
400 GRAMS TO 900 GRAMS	Felony Up to \$500,000 Fine or Street Value &/or 12 to 50 Years Pen.
OVER 900 GRAMS	Felony Up to \$500,000 Fine or Street Value &/or 15 to 60 Years Pen.
NITROUS OXIDE 720 ILCS 5/24.5-10	Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen.
* FELONY, INCREASES PENALTY TO 15-20-25-LIFE	
Increased Penalties for use of Firearm During Commission of Offense:	
Use of firearm during commission of offense: 15 years added to sentence imposed	
Discharge of firearm during commission of offense: 20 years added to sentence imposed	
Discharge of firearm causing death or injury: 25 years or up to natural life added to sentence imposed	
MISDEMEANORS  730 ILCS 5/5-9-1 & 5/5-8-3	<u>Class A:</u> Up to \$2500 Fine &/or Up to 1 Year in Jail. <u>Class B:</u> Up to \$1500 Fine &/or Up to 6 Months in Jail. <u>Class C:</u> Up to \$1500 Fine &/or Up to 30 Days in Jail.
FELONY CONVICTION  730 ILCS 5/5-8-1 & 5/5-9-1	<u>Class X Felony</u> Up to \$25,000 Fine &/or 6 to 30 Years in Pen. <u>Class 1 Felony</u> Up to \$25,000 Fine &/or 4 to 15 Years in Pen. <u>Class 2 Felony</u> Up to \$25,000 Fine &/or 3 to 7 Years in Pen. <u>Class 3 Felony</u> Up to \$25,000 Fine &/or 2 to 5 Years in Pen. <u>Class 4 Felony</u> Up to \$25,000 Fine &/or 1 to 3 Years in Pen.
IF POSSESSION OR SALE OF ANY DRUG IS WITHIN 1500 FEET OF A SCHOOL, CHURCH, PUBLIC PARK, OR MOVIE THEATER, COURT MAY DOUBLE THE FINE AND THE SENTENCE.	

### **Penalty Details (Possession)**

Possession of 1 oz. or less is a misdemeanor punishable by a maximum sentence of 1 year imprisonment and a maximum fine of \$1,000.

A second conviction for possession of 1 oz. or less is a felony which is punishable by a maximum sentence of 6 years imprisonment and a maximum fine of \$10,000.

A third conviction for possession of 1 oz. or less is a felony which is punishable by a minimum sentence of 3 years and a maximum sentence of 10 years imprisonment as well as a maximum fine of \$10,000.

### **Sale**

The sale of 1 oz.-10 lbs. is a felony which is punishable by a sentence of 4-10 years imprisonment and a maximum fine of \$10,000.

The sale of between 10 lbs.-100 lbs. is a felony which is punishable by a sentence of 5-10 years imprisonment and a maximum fine of \$50,000.

The sale of more than 100 lbs. is a felony which is punishable by a sentence of 6-30 years imprisonment and a maximum fine of \$50,000.

The sale within 1,000 feet of a school increases the penalty.

### **How Does Drug and Alcohol Use Affect Health?**

Health risks are everywhere and are compounded with the use and abuse of drugs. Risks associated include nausea, depression, cardiac damage, coma, anxiety, and even death. Risks to pregnant women include difficult pregnancies and physical and mental damage to the fetus.

Drug use, including alcohol, may diminish short term memory, affect your coordination, slow your reflexive abilities, impair your ability to make sound judgments and impair your ability to operate motor vehicles.

Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination. Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including:

- Cardiomyopathy – Stretching and drooping of heart muscle
- Arrhythmias – Irregular heart beat
- Stroke
- High blood pressure

Heavy drinking takes a toll on the liver, and can lead to a variety of problems and liver inflammations including:

- Steatosis, or fatty liver
- Alcoholic hepatitis
- Fibrosis
- Cirrhosis

Drinking too much can weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body's ability to ward off infections – even up to 24 hours after getting drunk.

A description of alcohol and drug categories, their effects, symptoms of overdose, symptoms of withdrawal and indications of misuse can be found at:

<https://alcohol.sa.ucsb.edu/Students/InfoAlcoholnDrug/DrugClassifications.aspx>

<http://www.usdoj.gov/dea/concern/concern.htm>

## SCHOOL CATALOG ADDENDUMS

**Student Clinic Orientation** – Before students begin training on outside clients, each student will go through a clinic orientation. During this orientation, all policies and procedures for the student clinic will be addressed and handed out to the students. Students who fail to follow the rules and responsibilities of student clinic will be suspended from student clinic and not able to clock hours. Detailed information will be provided to students during clinic orientation.

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**Extra Instructional Fees:**

From Page 11:

“If a student does not graduate within the contract period, additional training will be billed at the rate of \$100 per month, partial or full, for each month needed to gain the required clock hours to graduate. This fee will be payable in advance before hour make-up can begin.”

**Example Scenario**

Student Contract Graduation Date: June 23<sup>rd</sup>

Student Actual Graduation Date: July 3<sup>rd</sup>

Extra Instructional Fee Total: **\$200.00**

June 24<sup>th</sup> – June 30<sup>th</sup> = \$100 charge (this is a partial month)

July 1<sup>st</sup> – July 3<sup>rd</sup> = \$100 charge (this is another partial month)

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