PROMOTING PEACE ONE BODY AT A TIME!

ASIS Massage Education
STUDENT HANDBOOK
JUNE 2016
Come, Come!  
Whoever you are!  
Wanderer,  
Worshipper,  
Lover of Learning,  
Come.  
This is not a caravan of despair.  
It doesn’t matter  
if you’ve broken  
Your vow  
a thousand times,  
still  
Come,  
And yet again,  
Come!  

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PHILOSOPHY

The intent of the staff at the ARIZONA SCHOOL OF INTEGRATIVE STUDIES is to provide the space and education necessary for their students to become massage therapists and body workers. Massage has been used throughout history as a treatment for pain and disease. It promotes circulation of blood, lymphatic flow, muscular relaxation, a greater base in standing and moving, and increased sensory awareness. Through the practice of massage, we can also become aware of lifestyle and psychological patterns which may be causing or perpetuating painful and limiting ways of being.

In this education, we offer a full-time, transpersonal training dedicated to the whole person. In a retreat-like environment, students are invited to take the time and space needed for deep learning to occur. We explore human anatomy and physiology, hydrotherapy, and a wide variety of massage modalities, all while heightening our sensitivity to the human soul. In a safe, supportive, yet evocative setting, we wish to prepare students to meet the challenges they will face as contributing members of the health care system.

Within this framework, we explore the various ways that learning can take place. We offer a variety of feedback opportunities for students to learn how they best learn. A blend of kinesthetic, audio, and visual tools are available to encourage insight of each individual’s learning process. Our small classes allow for students to receive ample attention from our dedicated staff. Teachers in the program bring decades of experience in both bodywork and facilitation to their students, and every effort is made on the part of the faculty to provide students with a rich and diverse learning environment. It is our belief that when various dimensions of personal experience are allowed expression, personal and collective development are enhanced. So, we are all each others teachers and students.

We are dedicated to the path of world peace, compassion to all living beings, and to honesty. We believe that it is essential that our work be nonviolent in nature, and that the goals of learning and therapy be those of the student rather than the teacher. In keeping with this belief, it is the school’s philosophy that there is a direct correlation between how we view ourselves and how we view others. So as we increase the awareness and kindness with which we meet ourselves, physically and psychologically, we enhance the sensitivity and kindness with which we meet our families, our communities, and our clients.

We are happy that you are considering massage in your life. When offered in a caring, mutually respectful environment, we have found massage therapy to be a very nourishing practice that helps promote health, understanding, acceptance, and peace.

ASIS MISSION STATEMENT

The aspiration that guides the Arizona School of Integrative Studies is to create a safe, supportive, and evocative learning environment, while celebrating the diversity, uniqueness, and beauty of each individual being’s body, mind, and spirit.

www.asismassage.com
GOOD NEIGHBOR POLICIES

Clean up after yourself every day/evening.

Leave your phone off and in your cubby.

Do not leave your oil on the carpet or the window sills – they leak!

In the classroom, bring only water, no other food or drinks.

Do not clip your finger & toenails in the classroom and leave your clippings on the floor.

Do not bring your dog to school.

Talk quietly in the hallways.

If you smoke, make sure your hands, breath & sheets smell fresh.

Wash your hands OFTEN

Be on time.

Do not use an emery board while sitting on a classmate’s linens on their made-up table.

Be alert in class.

If you need to sleep, go out in the hall.

Recycle.
POLICIES FOR SUCCESSFUL COMPLETION

This course of study has been carefully thought out and is designed for full participation. Each day builds upon the previous day, and each modality builds upon the previous modality. We understand that “life happens” and sometimes plans are superseded by emergencies and contingencies. If for some unavoidable reason you have to miss school, here are our policies:

1. Attendance for 90% of the total program is required for completion of the program and certification.
2. 100% completion of Student Clinic.
3. If you need to make up work, YOU must arrange to do so with the instructor. Please see Administrative Director for complete Make-Up Policy.
4. Ten minutes after class is scheduled to begin the door will be closed. You will be considered absent for the class if you come in after that.
5. For certification, you must have completed the required supervised student clinic hours, and completed CPR/First Aid or have proof of existing certification.
6. You must have an accumulative grade of at least 70% on all written learning experiences, and instructor assessments.
7. You must be able to give a safe, competent massage in each modality offered. Instructors will do an “in-class” evaluation of practical skills and professionalism.
8. Tuition must be paid in full.

In our experience, learning requires the full commitment of both the teacher and the student. We look forward to this dance with you.

We are committed to the value and safety of individual needs within the learning process; our low student-teacher ratios of 20:1 in the massage modalities help us ensure awareness in education. For further detail on the school’s safety record, click here to view our Campus’ Crime and Safety Reports (Clery Reports).
CHOICES FOR SUCCESSFUL STUDENTS

SUCCESSFUL STUDENTS...

- Accept PERSONAL RESPONSIBILITY, seeing themselves as the primary cause of their outcomes and experiences.
- Discover SELF MOTIVATION, finding purpose in their lives by discovering personally meaningful goals and dreams.
- Master SELF MANAGEMENT, consistently planning and taking purposeful actions in pursuit of their goals and dreams.
- Employ INTERDEPENDENCE, building mutually supportive relationships that help them achieve goals and dreams (while helping others to do the same).
- Gain SELF AWARENESS consciously employing behaviors, beliefs, and attitudes that keep them on course.
- Adopt LIFE-LONG LEARNING, finding valuable lessons and wisdom in nearly every experience they have.
- Develop EMOTIONAL INTELLIGENCE, effectively managing their emotions in support of their goals and dreams.
- BELIEVE IN THEMSELVES, seeing themselves capable, lovable and as an unconditionally worthy human being.

STRUGGLING STUDENTS...

- See themselves as victims, believing that what happens to them is determined by external forces such as fate, luck and powerful others.
- Have difficulty sustaining motivation, often feeling depressed, frustrated, and/or resentful about a lack of direction in their lives.
- Seldom identify specific actions needed to accomplish a desired outcome. And when they do, they tend to procrastinate.
- Are solitary, seldom requesting, even rejecting, offers of assistance from those who could help.
- Make important choices unconsciously, being directed by self-sabotaging habits and outdated life scripts.
- Resist learning new ideas and skills, viewing learning as fearful or boring rather than as mental play.
- Live at the mercy of strong emotions such as anger, depression, anxiety, or a need for instant gratification.
- Doubt their competence and personal value, feeling inadequate to create their desired outcomes or experiences.
The highest function of education is to bring about an integrated individual, who is capable of dealing with life as a whole.

J. KRISHNAMURTI

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ATTENDANCE POLICY & MAKEUP PROCEDURES

ATTENDANCE, TARDINESS, & ACTIVE OBSERVATION

Attendance is necessary to the integrity of the education at ASIS Massage. By enrolling in the course, students make a commitment, to the school, to their classmates, and to themselves, to be present. Likewise, the ASIS faculty and staff are committed to being truly present with students, assisting them to fulfill their educational goals. For complete Policies on Attendance, see page 34.

TRACKING TARDINESS AND EARLY DEPARTURES

Unless specifically noted otherwise, morning classes are from 9:00 to 11:20 and afternoon classes are 12:00 to 3:20. We expect students to be on time and to participate for the entire class period. ASIS staff is expected to start class on time and end class on time. Important information is often given during the first and last minutes of class. In addition, being tardy or departing early even by just a few minutes is disruptive and disrespectful to instructors and fellow classmates.

“Tardy” is defined as arriving after the scheduled start time of the class.
“Departing early” is defined as departing before class is dismissed by the instructor.

Time is recorded by the clock in the classroom. If a student is tardy or departs early WITHIN half of the scheduled class time it is counted as a ½ day. Please be aware that if a student has missed a significant amount of material they may not be allowed to practice the work of the day, or be asked to do make-up work, even though they are being marked as a ½ day. If a student misses more than half of the scheduled class time, they are considered absent. This is the case even if the student stays and participates in the rest of the class.
**BEING ON TIME & BEING HERE THE WHOLE TIME**

We expect you to be on time and participate for the entire class period. As staff, we start class on time and we end class on time. Important information is often given during the first and last minutes of class.

Attendance is taken at any time within the first ten minutes of each class period. If you are not present when attendance is taken, you will be marked “absent”.

Please be aware that coming to class even one minute late can result in being marked as “absent”, therefore using up part of your 10% allowed “misses”. This is the case even if you stay and participate in the rest of the class, which we would encourage you to do in order to minimize any make-up work requirements you would incur for that day. We have allowed 10% “misses” because we know your outside life may occasionally demand your time in unforeseen ways.

We recommend planning on getting to school 10 - 15 minutes early. If you know you tend to run a little late in general, as many of us do, you may want to “trick” yourself into believing that class really starts 15 minutes earlier than its posted time. Please remember, this is a professional training.

If you have an unusual circumstance and need to come in late or leave a class early, please let the instructor know beforehand, if possible. You must contact the instructor immediately to find out what you have missed and anything you must do to make it up.

If you have an unusual circumstance and need to be tardy or depart early, if possible let the instructors know beforehand. It is the student’s responsibility to contact instructors and find out what they have missed and anything they must do to make it up. If tardy, the instructor will decide if the student can work that day, this is for the safety of the class.

If you are having difficulty managing schedules, you will be placed on Behavioral Probation. Within each grading period, a student with 5 accumulated tardies will be placed on Behavioral Warning, and at 8 accumulated tardies they will be placed on Behavioral Probation. To assist students in correcting this behavioral pattern, a meeting with the Director of Student and Career Services is required as part of their notice and probation. Students may also be given additional time management assignments as a journaling project. Time management is a learned skill that does not come easily to everyone, and an important skill for us all to have as a therapist. We recommend students and instructors arrive to school ten to fifteen minutes early. Please do whatever is needed to do to minimize the risk of being tardy.

As we become freer and happier, we cease to act in ways that make others suffer, and we are able to bring about change around us and to help others become free.

THICH NHAT HANH
**Being Present**

Once you arrive, participation is mandatory in order to be counted as “present”. Participation includes:

- Being attentive to lecture material
- Actively watching demonstrations
- Practicing the techniques demonstrated in massage class
- Participating fully in all class activities

If for some reason (injury, for instance) it is best for you not to practice or receive the massage session of the day, consult with the instructor. You may take the option to actively observe the class that day. “Active Observation” means that you are sitting up, awake and present, watching other students practicing.

If you are physically present but neither participating fully nor engaging in Active Observation as arranged with the instructor, you will be informed that you have a “miss” for that class period. If you are not feeling well enough to participate fully or to observe, please contact the instructors and excuse yourself to go home. We’d much prefer that you go home and get well; an illness can easily spread to your classmates. As stated above, there are allowable “misses” built in to our attendance policy to allow you to take good care of your physical and emotional well being (see “Allowable Misses”).

**Drug Free Environment**

It is the policy of ASIS to maintain a drug, alcohol, and tobacco free environment. For more in-depth information on our policy, please see page 67.
Active Observation

If for some reason (injury, for instance) a student needs to not practice or receive the massage session of the day, the student needs to consult with the instructor about their option to actively observe the class that day. Active Observation means that the student is sitting up, awake and present, watching other students practicing, and taking notes on the Active Observation Form. The instructor will collect this form at the end of class. Unless additional days are pre-approved by the Dean of Education or the Campus Administrator, the student may take this option up to eight times throughout the program. The student may only use three Active Observations per marking period. Active Observation is an option in Massage classes only. If the student is physically present but neither participating fully nor engaging in Active Observation as arranged with the instructor, the student will have an absence for that class period. If the student is not feeling well enough to participate fully or to Actively Observe, please contact the instructors and excuse yourself to go home.

Absences

We understand that “real life happens” and that you may need to occasionally miss class to attend to your health, your family, or other practical matters. We encourage you to take the time you need within the following boundaries.

The following situations constitute a “miss”:

• You come to class late, which means you arrive after attendance is taken at the beginning of class.
• You leave class early, which means you leave class before it is dismissed by the instructor.
• You are absent from the entire class period.
• You are absent from any portion of the class period.
• You do not participate in the work of the day, or arrange an Active Observation.

Please use your “misses” judiciously.

If you miss any portion of class for any reason, you are responsible for getting the information, practicing the work, and for being up-to-date and prepared to work in subsequent classes. The skills learned in this program are cumulative; please make up any class missed within two days of your absence, or you may fall behind and find yourself unable to pass the course/modality. Requirements for each module must be met in order to graduate from the program.

You do not have to be good.  
You do not have to walk on your knees  
for a hundred miles through the desert, repenting.  
You only have to let the soft animal of your body  
love what it loves.  

MARY OLIVER
MAKE-UP

When a student is absent from a class, a Make-Up Form can be created for the student by the Campus Administrator. The student needs to request this form, and is required to return this make-up form documenting their work. Additionally, the student may be required to attend a tutorial with an instructor. Make-up work or required tutorials must be completed by the last day of a massage modality, or by the end of a grading period. Any additional time spent with an instructor needs to be paid for by the student. Failure to complete make-up work by the end of a modality will negatively impact the attendance grade and can result in a failing grade for the class. Please note that making up missed work does not “erase” that absence from a student’s overall attendance tracking.

CONSECUTIVE ABSENCES

If a student is absent for 10 consecutive scheduled class days, without prior arrangement or communication, the student will be dismissed from the program. Maintaining communication with the staff is of primary importance.

It is the sincere goal of our staff to support every student in their best, most satisfying learning experience. We are more than willing to meet all students halfway and work with them to figure out how such learning can happen. We hope that all students feel comfortable and confident enough to let a staff member know if they begin to experience difficulty with the material or with the learning process.

CELEBRATED HOLIDAYS.

While we respect and honor all the religious holidays that people celebrate, we have a lot to do in six months and cannot close school for every holiday. If you celebrate a religious holiday that coincides with a scheduled school day, please let the Campus Administrator know this AHEAD OF TIME. We are happy to excuse you from receiving an absence and will help you work out a plan so you can easily get the information from that day.

We are dedicated to the path of world peace, compassion to all living beings, and to honesty....

ASIS PHILOSOPHY
GRADING PROCEDURES

GRADING PERIODS & PROGRESS REPORTS

The Massage Therapy programs are broken into four grading periods, where students meet with the campus administration to be updated on their progress and status. Academic Progress and Attendance is reviewed at the end of these grading periods and Progress Reports are distributed. Each progress report is a culmination of cumulative exams, coupled with the instructors’ grades and cumulative attendance.

NUMERIC GRADES

All courses will receive a numeric grade percentage. Grades will be determined by an average of all tests and class participation grades. A cumulative grade of 70% or above is passing.

The following grades and values are used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent Scale</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>&lt; 69%</td>
<td>1.0</td>
</tr>
</tbody>
</table>

PASSING MASSAGE MODALITIES

In the massage classes the grade will be determined by a written test, an evaluation of hands-on skills, and a class participation grade. A grade of 70% or above is passing for each course/modality.

A passing grade will be determined by the following criteria:

- The student has been observed performing the work of the day/course satisfactorily
- Attendance and punctuality have been satisfactory
- All make-up work has been completed
- The student offers a safe, comprehensive session
- The student has met the expectations of Class Participation (see previous section)

. . .Tell me,

What is it you plan to do with your one wild and precious life?

MARY OLIVER
Tests/Learning Experiences

A grade of 70% is passing for all tests. If a student receives a grade of 69% or less on a learning experience, it is considered a failing grade. The student will be given three attempts at the experience. If the student has earned an average grade of at least 60%, but has not passed, an optional additional assessment can be given at the discretion of the instructor. He/she will be offered no further chances to re-take the learning experience. The highest of the assessment scores will be averaged into the student’s cumulative grade. All make-up learning experiences will be scheduled as necessary. Any student, who either fails the first learning experience, or so desires, has the opportunity to take the second try test. The higher of the two scores, will be recorded.

Quizzes

A number of quizzes may be given in various courses and modalities during each grading period. These quizzes can count toward the final grade for the course. Completion of each quiz is viewed as a great opportunity to help the student prepare for the required state exam. If a student is absent on the day of a quiz, they will be required to take the quiz the day they return to class. Students are responsible to approach the instructor and work out a plan for when that will happen.

Class Participation

As noted in the Attendance Policy, class participation is required in order to be counted as “present”. In the numeric grade modalities, class participation counts for a large portion of the grade. Participation is compiled by the instructor, using the below student evaluations. These evaluations have eleven different categories, which are scaled from 1 to 5 points each. (The goal is to attain a “3”, meaning the student has met expectations.)

The Eleven Categories of Overall Presence & Engagement are as follows:

- Punctuality; being on time at the beginning of class and returning from breaks on time
- Materials; bringing all necessary supplies to class each day (manuals, textbooks, labs, etc)
- Lecture; being focused and attentive during lecture time, asking questions when necessary
- Lab/hands-on practice/movement; being on task during this work and putting this time to good use
- Small group activities; participation in all small group work and contribution to these assignments
- Classroom environment; contribution to the maintenance of the physical space (tables, chairs, backjacks, pillows, plants, overall cleanliness, etc)
- Completion of all required assignments
- Respect towards classmates and staff (including consideration of others in the shared learning environment – things like cell phones in the classroom)
- Initiative in and responsibility for own learning
- Willingness to give and receive feedback
- Demonstration of academic integrity, which prohibits: cheating, plagiarism, falsification and fabrication, unauthorized changes on official documents, & any other behavior that violates academic integrity.
REPORTS
Each quarter the grades are averaged, and a progress report is shared with the student. A grade of 70% or greater is defined as passing.

INCOMPLETE
At the end of each course/modality, or at the end of the grading period in the sciences, a grade of Incomplete will be recorded for any student who has work outstanding, has not achieved the requisite skills or has a cumulative grade equivalent to less than 70%. The administrator will provide the student with a report outlining the reason for the grade and the actions required to pass.

WARNING/PROBATION/FAILING
Any student who has not satisfactorily addressed a grade of Incomplete within 2 weeks after the last day of the grading period will be given a grade of Failing for that course/modality, and a warning for the program as a whole. After a student receives 2 consecutive warnings, they will be placed on probation. For ASIS’s full Probation Policy, go to page 31.

Attendance Probations
In the event that a student fails to be present for a minimum of 90% of scheduled class hours, the will be placed on Attendance probation for the duration of the next grading period. Students on attendance probation will receive attendance counseling to develop strategies to ensure successful progress.
Failure to achieve 90% attendance of scheduled class hours by the end of the next grading period will result in dismissal from the program. A student can be on attendance probation no more than two times during the course of the program. If a student is unsuccessful in getting off probation after two successive grading periods they will be dismissed.

Academic Probations
In the event that a student fails to achieve a 70% cumulative grade average, the student will be placed on academic probation for the duration of the next grading period. The student must achieve satisfactory academic progress by the end of the probationary grading period. A written notification will outline the steps required to be removed from probationary status. Students on academic probation must work to create a success plan for improving their grades. This may include: staff tutorial sessions, required attendance at Q&A’s, peer tutoring or getting help from outside sources. The plan may also involve a cumulative competency exam and/or a reassessment to demonstrate proficiency. A student can be on academic probation no more than two times during the course of the program. If a student is unsuccessful in getting off probation after two successive grading periods, they will be dismissed. Classes where a failing grade is earned may be repeated in a future program; please see the Grading Policy on page 26, and the Re-entrance Policy on page 73 for more details.

Behavioral Probations
If a student violates the terms listed in the Conditions for Dismissal, he/she may be placed on behavioral probation. The duration of the probationary period will be specified in the probationary letter and commences on the day of the violation. Behavioral probation is limited to twice in a program. If a student is unsuccessful in getting off probation after two successive grading periods, they will be dismissed. For our complete Student Conduct Policy, please go to page 29.

Appeals Process
The student may submit a written appeal for all probation statuses or dismissal. A written appeal must be addressed and submitted to the Campus Director within 5 business days of the action taken.
Requirements for Graduation

1. 90% attendance. Make up for hours missed is not always available so students are encouraged to manage their attendance wisely. For a full understanding of the school’s Attendance Policy, see page 34.
2. A cumulative grade of at least 70% on written & practical examinations. For Grading Policy, see page 26.
3. Completion of Universal Precautions courses offered at the school
4. Completion of CPR/First Aid courses offered at the school, or proof of current certification
5. Must maintain Satisfactory Academic Progress (SAP). For SAP Policy, go to page 38.
6. Completion of Student Clinic hours
7. Tuition paid in full

English Proficiency

At ASIS we make all efforts possible to train students of all backgrounds, however to obtain a license in the state of Arizona, English proficiency is a concern.

Beginning with students who began massage school after 8/1/14, the AZ Board of Massage now requires non-proficient English speakers to prove their proficiency by taking 1 of 2 exams, (statute R-15-201 C):

If English is not the native language of the applicant, to meet the requirements in A.R.S. 32-4222(E), the applicant shall take and pass, no more than 24 months before the date of the application, either of the following examinations; TOEFL or TOEIC

What I know
I could put into a pack
as if it were bread and cheese, and carry it on one shoulder,
important and honorable, but so small!
While everything else continues, unexplained and unexplainable.

MARY OLIVER
I want to be famous in the way a pulley is famous, or a buttonhole, not because it did anything spectacular, but because it never forgot what it could do.

- Naomi Shihab Nye
APPLICABLE WITHDRAWAL POLICY:
An applicant who provides written notice of cancellation within 3 days (excluding Saturday, Sunday, Federal & State holidays) of signing the enrollment agreement is entitled to a refund of all monies paid, minus the application fee.
If an applicant accepted who cancels prior to the start of scheduled classes and more than three days after signing an enrollment agreement, or never attends class (no-show), the institution will refund all monies paid, less the application fee and the administrative fee of $150, if such charges are clearly noted in the enrollment agreement as being non-refundable. All refunds due will be made within thirty (30) calendar days.

REFUND POLICY:
• If for any reason, an applicant is not accepted by ASIS, or the school cancels the scheduled course, the application fee will be returned, as well as all additional fees paid.
• For an enrolled student, the refund due will be determined by comparing the AZ State Board for Private Post Secondary Education requirements against ACCET’s, our Accrediting Board’s requirements. The calculation proven more favorable to the student will be used. The calculation will use the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution’s attendance, conduct, or Satisfactory Academic Progress policy.
  • When Calculating ACCET’s Tuition Refund: During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of $1000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
  • After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed (not to exceed $1000). When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
  • When Calculating the State Board Tuition Refund: Students who cancel or are dismissed after beginning instruction, but prior to 50% of the course completion, shall receive a pro-rated refund based upon the tuition fees assessed, and rounded up to the nearest 10%. The student is financially responsible for the number of clock hours offered to date, rounded up to the nearest 10%. This will be determined by dividing the total number of program hours into the total number of clock hours offered to date. This number will equal the percentage of the total tuition cost due for this course of study. Any monies already paid above this percentage will be refunded within 30 days. The refund breakdown is as follows.
1. If 10% or less of the program has expired, a refund of 90% will be refunded.
2. If more than 10% and less than or equal to 20% of the program has expired, a refund of 80% will be refunded.
3. If more than 20% and less than or equal to 30% of the program has expired, a refund of 70% will be refunded.
4. If more than 30% and less than or equal to 40% of the program has expired, a refund of 60% will be refunded.
5. If more than 40% and less than or equal to 50% of the program has expired a refund of 50% will be refunded.
  • No refunds will be made after 50% of the course is completed, at which point full tuition is due. Veterans receiving educational benefits, however, will be granted a Federal Pro-Rata refund.
  • There are no refunds for administrative fees, equipment, books, and starter kits received by the student.
  • The TMO scholarship is contingent on program completion. If a student withdraws or is dismissed prior to the end of the program, the scholarship is neither awarded nor credited to the student account.
ASIS - the Massage School

STUDENT SERVICES

SCHOOL HOURS
ASIS is open Monday through Friday from 9:00 AM to 4:30 PM. Class hours are from 9:00 AM to 3:20 PM. Additional hours are scheduled for the supervised student clinic. Students are required to practise their craft in our supervised clinic, two evenings a week, from 4 - 6:30 PM. For a limited number of students, a part-time option is available. Students must complete the Non-Massage hours of the program prior to entering the Massage hours of the program. This option takes one year to complete. Student Clinic is part of the Massage Hours. Ask for more details.

Optional seminars, additional courses of study, and weekend workshops are scheduled throughout the course of the program, but are not required.

Evening Classes are held Weekdays: Monday through Thursday (6:00 PM - 9:30 PM), and Saturdays (9:00 AM - 6:00 PM) with clinic sessions as part of the Saturday schedule.

STUDENT RESOURCE CENTER & FACILITIES
ASIS has endeavored to support the students’ learning potentials by providing a beautiful & practical learning environment. Our library currently consists of hundreds of books and periodicals which are available for students to read and study at school, or to check out for at home use. To check out, students must sign out books with the Administrative office. If not returned, students will be charged the value of replacement. In addition, ASIS enrolls all students in its Moodle based learning portal.

JOB OPPORTUNITIES
ASIS keeps a file of available positions that are sent to the school and on it’s website. This file is updated by the staff and available to the students. The school does not guarantee job placement as a result of completion of the program. Self-employment and part-time work are common vocational objectives for massage therapists. Upon graduation, before massage employment, graduates need to apply for a state license. For options of employment, please click here.

 LICENSING
The Arizona School of Integrative Studies is licensed by the Arizona State Board for Private Post Secondary Education, and is a member of the AMTA.

Massage licensing is handled differently in each state. In the state of Arizona, licensing is managed by the AZ State Massage Therapy Board. These fees are included in your tuition.

You can visit their website at wwwmassageboard.az.gov. Students are encouraged to seek out the requirements of their points of destination. ASIS has links of contact numbers and requirements for all states and US territories on its website.

Contact the school administration office if any special arrangements need to be made. We can fulfill most requirements, and students’ official transcripts reflect the particular work they completed.

Great is goodness;
I do not know what it is any more than
I know what health is...
But I know it is great.

WALT WHITMAN
COMMUNITY CIRCLE

Students at the ASIS are encouraged to participate in the growth and development of the group. There are regular circles offered as a forum for ideas and dialogue. These meetings foster interpersonal and communal development. Although one or more members of the staff are present to help facilitate these circles, every effort is made to create an egalitarian atmosphere.

For a more confidential interaction, administrative staff members are available for one on one meetings. All ideas or grievances will be considered with open ears, open minds, and open hearts.

STUDENT GRIEVANCE PROCEDURE

The staff and faculty at ASIS meet students and their ideas and grievances openly and caringly. We do not discriminate on any basis. Feedback sheets are offered for all classes. If there is an immediate problem in the classroom we first encourage the student to meet with the instructor and dialogue about it. If this avenue does not bring about a satisfactory resolution, we encourage the student to advise the administrative staff within one week. We recommend that the student meets with members of the staff on at least three separate occasions to attempt reconciliation, within a two week period. Each attempt will be documented in the student’s file. Within the 3 weeks, ASIS will respond to the original complaint in writing. If the complaint cannot be resolved after exhausting the school’s grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education.

The student must contact the State Board and /or ACCET for further details:

<table>
<thead>
<tr>
<th>AZ State Board</th>
<th>ACCET</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400 W. Washington St., room 260, Phoenix, AZ, (602) 542-5709</td>
<td>Chair, Complaint Review Committee 1722 N Street, NW Washington, DC 20036 (202) 955-1113</td>
</tr>
<tr>
<td><a href="http://www.ppse.az.gov">www.ppse.az.gov</a></td>
<td></td>
</tr>
</tbody>
</table>

CONFIDENTIALITY OF STUDENT RECORDS

Student records are confidential and are accessible only to the individual student, administrative and teaching staff. Students may review their academic and financial records during school office hours. The school does not release records or any other information about a student without written consent from the student. ASIS follows the US Dept. of Education, Family Education Rights & Privacy Act (FERPA), as stated on page 55. There is a $15 fee for any request of official transcripts.

STUDENT RIGHTS

ASIS and the College is in compliance with the US Department of Education’s Family Education Rights and Privacy Act - FERPA (title 20, section 1232); please see the FERPA policy on page 55.

If a student does not agree with the grade being given them, they should first contact the instructor. If this does not resolve the situation, the student may appeal their grade with their Campus Director. If this does not resolve the problem, students may follow the Student Grievance Procedure outlined above.

All student records are confidential, and transcripts are only sent after requested by the student. For official transcripts, click here. Fees apply.

For further information about your rights, please contact:

US Department of Education
400 Maryland Ave. SW
Washington, DC 20202
COMMUNICATION WITH STAFF

Maintaining communication with the staff is of primary importance. Cases of extended illness and personal emergency that may result in absence from, or difficulty in, school, and should be discussed with the Administration. We can find a way for you to complete missed work within the parameters of the attendance policy. If you are absent for more than two (2) days in a row, we ask that you call the instructors. If you know you will be absent from any portion of a class beforehand, please inform the instructors.

It is the sincere goal of our staff to support every student in their best, most satisfying learning experience. We are more than willing to meet you halfway and work with you to figure out how such learning can happen for you. Please let a staff member know if you begin to experience difficulty with the material or with the learning process. Students at ASIS are encouraged to participate in the growth and development of the group. Group circles are offered as a forum for ideas, sharing and dialogue. These rounds foster interpersonal and communal development. For a more confidential interaction, instructors administrative staff members are available for one on one meetings, or e-mail contact. All ideas or grievances will be considered with open ears, open minds, and open hearts.

If your compassion does not include yourself, it is incomplete.

Jack Kornfield

CANCELLATION OR THE POSTPONEMENT OF A START DATE

ASIS reserves the right to postpone or cancel the start date due to insufficient enrollment. If this occurs, the student may request a guaranteed reservation in the next scheduled class, or a cancellation of enrollment with a full refund of all monies paid.

LOCATIONS

It is the goal of ASIS to offer a locations that are supportive to your experience and education, while at the same time offering a sense of comfort, relaxation and aesthetic. Currently ASIS does not own any of its locations, and although we have thorough, detailed leases, we are always at the mercy of our landlords. Although we do not foresee nor are planning to relocate any of our campuses, classes may need to move to a new location at some point during a training. Should this happen, ASIS will remain committed to the above mentioned goals of our location, managing any changes to be as smooth, seamless, and non-intrusive to the students’ experiences as possible.
WHAT TO BRING TO MASSAGE CLASS EVERYDAY

1. LINENS: 2 Bath-size towels - Not too big, not too thick.
   1 Pillow case or something suitable to cover the face cradle.
   2 Sheets - A twin fitted sheet works well for the bottom, however, a double sheet or flat sheet is OK. A second sheet should open enough to be a top sheet to cover chilly clients.
   1 Pillow – Queen size is ideal. (Consider putting your name on your pillow.)
   You will need extra linens to use for your clients in the Student Clinic. (2 extra sets per day)

2. LUBRICANT: For the first several weeks of massage class, please use a light vegetable, cold pressed oil, such as almond oil, or the oil that we supply you. Be cautious about using scented oils or blends which, for some clients, may stimulate an allergic reaction. Read ingredients of blends and avoid using products that contain mineral oil which is suspected of inhibiting the absorption of certain vitamins and minerals.
   If you purchase oil in bulk, remember to store it in the refrigerator to prevent rancidity. Cold pressed oils are mineral rich and are not protected from chemical solvents used in the extraction of most vegetable oils. Bring oil to class in a plastic squeeze bottle. Glass bottles or containers with screw-on lids are awkward to work with and often end up causing a major oil spill.

3. FOOT TUB: Otherwise known as a dish tub.

4. ATTIRE: Wear clothing that is easy to get in and out of and that you don’t mind getting a little oil on. Even though we will always use adequate draping during massage practice, we recognize that we each come from a different background regarding undressing and levels of nudity. It is our intention to provide an environment based on respect and sensitivity to allow each student to move at their own pace regarding disrobing. For the student clinic, students must dress, clean, comfortable and professional.
   Jewelry - If you have jewelry of monetary or sentimental value, consider that you will be removing it often while giving and receiving bodywork. Here is the possibility for it to be misplaced and small pieces may be inadvertently picked up with someone else’s things or disappear into the ethers. We recommend that you not wear precious or sentimental pieces to class. Of course, how you deal with this matter is entirely up to you.
5. **HYGIENE:**

Finger Nails -trim short until there is no white. Yes, it’s good-bye nails! (No, you do not need to cut into the quick.) Round off edges, beveling the edge of the nail with an emery board. Your clients will thank you. You want clean and soft hands and nails. Practice washing hands before and after you work.

Breath – We are close to our clients when we work, and nothing is more distracting to relaxing than halitosis. Common culprits: tobacco, coffee, garlic, and unclean teeth. We suggest that you bring a toothbrush and paste to school to freshen your mouth, especially after lunch.

Body Odor - Besides cleanliness, what we eat and how we feel (fear) contributes to body smells. Granted, there are some of us that actually enjoy a more organic smell, yet as professionals we detract from our work if our client’s lasting impression of our work is our smell. This consideration should also include the use of perfumes or scents (again, some folks are allergic to certain scents).

Regarding breath and body odor, find someone you trust and do yourself a service by giving each other breath checks and pit checks. Better your friend telling you your breath needs a little work than having a hard time finding a partner. This is an area we all work with, a part of being alive. With some acceptance of this fact, as well as a good dose of humor and compassion, we can support each other becoming more mindful and able to explore our potential as massage therapists.

6. **PROFESSIONALISM:** ASIS does not tolerate any form of inappropriate sexual innuendo, comments, jokes and/or sexual harassment in the classroom.

Note: You may consider labeling your items - notebooks, etc. Items left in the massage room at the end of the day are placed in the Lost and Found, or are discarded.

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We are indeed creatures of water: conceived in an aqueous environment, carried and developed within embryonic fluid, born in air, but bathed frequently throughout life.

R.J. Nikola
**Student Clinic Practicums**

The Clinic Practicum is an important part of your training. It is an opportunity to integrate all that you’re learning in the classroom and apply it to real life situations with real live people! We want to encourage you to dive in knowing that the best way to learn is by doing. The more people you touch, the more comfortable you will be touching!

This segment is a part of the massage modality, and is essential for completion of the program. Most student clinics are on campus and some are off campus. Be sure to know when and where your clinic meets.

You will be required to attend class at the clinic as well as work on clients from the general public. Clinic begins shortly after the start of the semester; however, you will not be working on the general public until the eighth week or so. We have found that this practice is of great assistance in bridging the gap between student and professional therapist.

So, here is an invitation:
Be courageous...
Learn a lot...
Stretch yourself...
and have FUN!!!!!!!!!
STUDENT CLINIC POLICIES

The Clinic Coordinator will give all the details about your clinic requirements prior to the start of the student clinic. Students may not begin working in the Supervised Student until they have a successful 1st Progress Report. Successful and timely completion of Clinic Journals, professionalism in the administrative assistant role, consistent charting, and participation in the 3 C game is necessary for a grade of Passing for the Student Clinic.

Students must also meet the clinic time requirements noted on the SAP chart (when applicable) to stay on track for completion of all hours by Graduation. Late or incomplete clinics may result in Academic Warning, Academic Probation, or a delay in graduation. If they do not finish the Clinic sessions by graduation, they may be allowed to work with the clinic coordinator to complete their sessions. Sessions must be completed within 3 months. Not completing clinic will delay graduation and the student’s ability to qualify for a state licence.

Requirements for Student Clinic Completion:
1. 100% attendance with missed days made up
   (student must make contact with the instructor)
2. A cumulative grade of at least 70% on student assessments
3. Completion of Universal Precautions courses offered at the school
4. Tuition paid in full

The intent of the Student Clinic is to help students interface with the public in a professional setting. The emphasis of the student clinic is the word professional.

AS ASIS, WE PERCEIVE THE FOLLOWING AS PROFESSIONAL:

HYGIENE: Students must appear ready to work in a therapeutic setting. (i.e.: Hair pulled back and out of face, breath and body-odor free, hands need to be washed before and after each session, and nails trimmed short.)

PREPAREDNESS: Help set up clinic and personal workspace 15 minutes prior to the beginning of the session. Have oil and two sets of clean sheets for each day you are scheduled.

Do not think that love, in order to be genuine, has to be extraordinary. What we need is to love without getting tired.

MOTHER TERESA
CLOTHING: Clean, tidy and modest. No holes or excess skin exposed, no tank tops, no cleavage showing.

ATTENDANCE: If you are absent for the afternoon class you are responsible to let the Clinic Coordinator know you will be in attendance for clinic or that you have traded with someone else. All changes must be okayed by the Clinic Coordinator. Failure to complete your student clinics will result in an incomplete in the program.

THINK THERAPEUTICALLY: This is an opportunity for the student to work in a professional setting and still be a student. Practice what you have learned. Use the Client Intake Form to figure out what are the best modalities and strokes for the session. Stretch yourself, and think therapeutically.

BE CONSCIOUS: Think about creating a “sacred space” around you and your client. Be aware of the content of your conversations with your client and whether it is in the best interest of the session. Remember, there are other massages going on all around you.

VERBAL PROFESSIONALISM: ASIS does not tolerate any form of inappropriate sexual innuendos, comments, jokes and/or sexual harassment in the student clinic by either the therapist or the client.

Do not wait for leaders: do it alone, person to person.

MOTHER THERESA

We are happy that you are incorporating massage in your life. When offered in a caring, mutually respectful environment, we have found massage therapy to be a very nourishing practice that helps promote health, understanding, acceptance, and peace.

www.asismassage.com
Revision Date: May 2016

Purpose
The purpose of this document is to provide procedures for Student’s Academic Tracking.

Responsibility
Campus Director, Director of Student and Career Services

Grading Periods & Progress Reports
The Massage Therapy programs are broken into three grading periods, where students meet with the campus administration to be updated on their progress and status. Academic progress is reviewed at the end of these grading periods and Progress Reports are distributed. Each progress report is a culmination of a cumulative exam, coupled with the instructor’s grades from the grade book.

Numeric Grades
All courses will receive a numeric grade percentage. In the science classes the grade will be determined by an average of all online tests and a class participation grade. In each modality class the student will be assessed by an online test, an evaluation of hands-on skills, participation, and an assessment grade. Individual course/modality grades are reviewed during each quarterly progress report to support students in achieving success in their education and a passing cumulative average.

The following grades and values are used

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent Scale</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100%</td>
<td>4.5</td>
</tr>
<tr>
<td>A</td>
<td>90-99%</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>&lt;69%</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Tests/Learning Experiences
A grade of 70% is passing for all tests. If a student receives a grade of 69% or less on a learning experience, it is considered a failing grade. The student may take the learning experience as many times as they need to, however after 3 failing attempts, they must confer with the teacher/staff to be given access to further attempts. The highest of the assessment scores will be averaged into the student’s cumulative grade.
Quizzes
A number of quizzes may be given in various courses and modalities during each grading period. These quizzes can count toward the final grade for the course. Completion of each quiz is viewed as a great opportunity to help the student be a knowledgeable therapist, or to prepare for any state or national exam. Quizzes are assigned a due date and must be completed by this date. Students are responsible to approach the instructor and work out a plan should they miss a due date.

Class Participation and Assessment
As noted in the Attendance Policy, class participation is required in order to be counted as “present”. In the numeric grade modalities, class participation counts for a large portion of the grade. Participation is compiled by the instructor, using the below student evaluations. These evaluations have eleven different categories, which are scaled from 1 to 10 points each. (The goal is to attain at least a “7”, meaning the student has consistently met expectations.)

The eleven categories are as follows:
• Overall presence and engagement
• Punctuality; being on time at the beginning of class and returning from breaks on time
• Materials; bringing all necessary supplies to class each day (manuals, textbooks, labs, etc)
• Lecture; being focused and attentive during lecture time, asking questions when necessary
• Lab/hands-on practice/movement; being on task during this work and putting this time to good use
• Small group activities; participation in all small group work and contribution to these assignments
• Classroom environment; contribution to the maintenance of the physical space (tables, chairs, backjacks, pillows, plants, overall cleanliness, etc)
• Completion of all required assignments
• Respect towards classmates and staff (including consideration of others in the shared learning environment – things like cell phones in the classroom)
• Initiative in and responsibility for own learning
• Willingness to give and receive feedback

Passing
Each quarter the grades are averaged and a progress report is shared with the student. A grade of 70% or greater is defined as passing. A student who is not passing will be provided with a report outlining the reason for their grade and the actions required to pass.

Failing/Warning/Probation
Any student who has not satisfactorily addressed a grade of Incomplete within 2 weeks after the last day of the grading period will be given a grade of Failing for that course/modality and a warning for the program as a whole. After a student receives a warning, or the second notice, they will be placed on academic probation.
If a student has earned a failing grade, he or she may repeat the course in the subsequent program. In order for this to happen:

- The student must be in good academic standing in all other modalities
- The student must be in good attendance standing
- The student must be in good behavioral standing
- The student may only repeat a maximum of 375 clock hours (50%), in a future program.
- The student must have been proactive in their learning during their current program.
- ASIS needs to feel that the student has shown enough improvement, or has enough motivation to have made the changes necessary to be successful repeating the course.

To request retaking a modality, the student must submit the request in writing to the Director of Student and Career Services for review and approval by the Campus Director. The Director will evaluate the request, and concur with the Campus Administrator. If the request is approved, the student will be allowed to retake the modality in a future program, as space allows. Tuition will be charged and graduation delayed. Retaking a modality will delay graduation and eligibility to take any required state exams. A failing grade will adversely affect a student’s academic progress. No more than 400 clock hours (50%) may be repeated due to the requirements outlined in maximum time frame. If the request is denied, the student will be notified in writing at a meeting with a Director of Student and Career Services or via certified mail. The student may submit a written appeal for all probation statuses or dismissal. A written appeal must be addressed and submitted to the Appeal Committee, which consists of the four Campus Administrators, within 5 business days of the action taken. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory progress in the program. The Appeal Committee will assess all appeals with the input of school staff, and will send a written decision to the student within ten business days of the Institute’s receipt of the appeal. This decision is final.

Clinical
The Clinic Coordinator will give all the details about your clinic requirements prior to the start of the student clinic. Students may not begin working in the Supervised Student until they have a successful 1st Progress Report. Successful and timely completion of Clinic Journals, professionalism in the administrative assistant role, consistent charting, and participation in the 3 C game is necessary for a grade of Passing for the Student Clinic.

Students must also meet the clinic time requirements noted on the SAP chart (when applicable) to stay on track for completion of all hours by Graduation. Late or incomplete clinics may result in Academic Warning, Academic Probation, or a delay in graduation. If they do not finish the Clinic sessions by graduation, they may be allowed to work with the clinic coordinator to complete their sessions. Sessions must be completed within 3 months. Not completing clinic will delay graduation and the student’s ability to sit for any state required exams.
Revision Date: May, 2016

Purpose:
The purpose of this document is to create a procedure for handling and addressing behavior, which in any manner, may be harmful to the learning environment, fellow students, staff, or to the reputation of the school and the profession.

Responsibility:
Campus Director, Lead Instructor, & Director of Student and Career Services

Procedure:
If a student violates the terms listed in the Conditions for Dismissal, he/she may be placed on behavioral probation. The duration of the probationary period will be specified in the probationary letter and commences on the day of the violation. Behavioral probation is limited to twice in a program.

A student on behavioral probation is issued a letter of probation in a meeting with the Director of Student Services and/or the Campus Director or the Lead Instructor. The letter identifies the problematic behaviors and the corrective measures necessary. The student meets with the personnel who served the student with the probation as needed to evaluate the behavioral issue during the probationary period. Behavioral improvement must be evident by the end of the probationary grading period.

Class Participation and Assessment:
As noted in the Attendance Policy, class participation is required in order to be counted as “present”. Participation is compiled by the instructor using the student assessment form, and professionalism and behavior are taken into account when assessing. These evaluations have eleven different categories, which are scaled from 1 to 10 points each. (The goal is to attain a “7” or better, meaning the student has met expectations.)

Warning/Probation:
If a student violates the terms listed in the Conditions for Dismissal, he/she may be placed on behavioral probation. The duration of the probationary period will be specified in the probationary letter and commences on the day of the violation. Behavioral probation is limited to twice in a program.

A student on behavioral probation is issued a letter of probation in a meeting with the Director of Student Services and/or the Campus Director or the Lead Instructor. The letter identifies the problematic behaviors and the corrective measures necessary. The student meets with the Director of Student Services as needed to evaluate the behavioral issue during the probationary period.
Behavioral improvement must be evident by the end of the probationary grading period. If the student shows acceptable improvement by the end of the probationary period, he/she will be notified that they are being removed from probationary status.

If the student does not demonstrate behavioral improvement at the end of the probationary period he/she will be dismissed in writing in person by a Director or via certified mail. Further behavioral violations during the probationary period may result in dismissal prior to the end of the probationary period.

**Student Clinic:**
The Clinic Coordinator will give all the details about your clinic requirements prior to the start of the student clinic. Students may not begin working in the Supervised Student until they have a successful 1st Progress Report. Successful and timely completion of Clinic Journals, professionalism in the administrative assistant role, consistent charting, and participation in the 3 C game is necessary for a grade of Passing for the Student Clinic.

During the Student Clinic, students are expected to manage themselves as if they were employees of the Clinic Coordinator, and to treat all clients like they are paying customers at a renowned spa. Failure to manage yourself in a professional manner, which includes attire, preparation, and punctuality can lead to a behavioral warning. If left unchanged, this will lead to a written probation.

**Appeals Process:**
The student may submit a written appeal for all probation statuses or dismissal. A written appeal must be addressed and submitted to the Appeal Committee, which consists of the four Campus Administrators, within 5 business days of the action taken. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory progress in the program. The Appeal Committee will assess all appeals with the input of school staff, and will send a written decision to the student within ten business days of the Institute’s receipt of the appeal. This decision is final.

Students who are readmitted following an return on probationary status for the duration of the grading period. A student must fulfill all the terms designated in the letter granting readmission. The student may remain on probation for two consecutive grading periods as long as the terms of the letter are being met. By the end of the second probationary grading period, satisfactory academic progress must be met. The student’s academic progress will be reviewed at the end of each grading period until program completion to determine satisfactory academic progress.
Revision Date: May, 2016

Purpose
The purpose of this document is to provide policy and procedures for Student Probations.

Responsibility
Campus Director, Director of Student and Career Services

Procedure

Probations: Attendance, Academic, Behavioral

Attendance
In the event that a student fails to be present for a minimum of 90% of scheduled class hours, the student will be placed on Attendance probation for the duration of the next grading period. Students on attendance probation will receive attendance counseling to develop strategies to ensure successful progress. The probation letter will indicate how many, if any, absences may be incurred during the probationary period. If at any point in the program a student surpasses the 10% allowable absences for the entire duration of the program, regardless of where they are in the program, the student will immediately be dismissed from the program in person by a Director or in writing via certified mail.

A student will receive written notification and meet with the Director of Student Services and/or Campus Director when placed on probation. The written notification will outline the steps required to be removed from probationary status.

If a student achieves 90% attendance for scheduled class hours by the end of the probationary grading period, he/she will be notified in writing that they are making satisfactory academic progress and that they are being removed from probationary status.

Failure to achieve 90% attendance of scheduled class hours by the end of the next grading period will result in dismissal from the program. A student can be on attendance probation no more than two times during the course of the program. The Campus Director can authorize an extension of the probationary period if documentation of mitigating circumstances and/or if it has been determined that the student can make satisfactory academic progress by program completion. A student will receive written notification in person by a Director or via certified mail that he/she is being dismissed from the program for unsatisfactory academic progress.
Academic

In the event that a student fails to achieve a 70% cumulative grade average or 70% in a numerically graded modality at the end of a grading period (allowing 2 weeks to address academic incompletes, if needed), the student will be placed on academic probation for the duration of the next grading period. The student must achieve satisfactory academic progress by the end of the probationary grading period.

A student will receive written notification and meet with the Campus Director and/or Director of Student Services when placed on probation. The written notification will outline the steps required to be removed from probationary status. Students on academic probation will work with the Campus Director and their teachers to create a success plan for improving their grades. This may include: staff tutorial sessions, required attendance at Q&A’s, peer tutoring or getting help from outside sources. The plan may also involve a cumulative competency exam and/or a reassessment to demonstrate proficiency.

The Campus Director can authorize an extension of the probationary period if documentation of mitigating circumstances and/or if it has been determined that the student can make satisfactory academic progress by program completion. A student can be on academic probation no more than two times during the course of the program.

If a student achieves 75% cumulative average by the end of the probationary grading period, he/she will be notified in writing that they are making satisfactory academic progress and that they are being removed from probationary status.

Modality Specific: If the student is unable to demonstrate competency following the completion of their probation, the student will earn a Failing grade for the modality. Classes which a Failing grade is earned, may be repeated in a future program, please see “Grading Policy” for details.

Cumulative: If the student is unable to achieve 70% cumulative average following the completion of their probation, the student will be dismissed from the program. A student will receive written notification in person by a Director or via certified mail that he/she is being dismissed from the program for unsatisfactory academic progress.

Behavioral

If a student violates the terms listed in the Conditions for Dismissal, he/she may be placed on behavioral probation. The duration of the probationary period will be specified in the probationary letter and commences on the day of the violation. Behavioral probation is limited to twice in a program.

A student on behavioral probation is issued a letter of probation in a meeting with the Director of Student Services and/or the Campus Director. The letter identifies the problematic behaviors and the corrective measures necessary. The student meets with the Director of Student Services as needed to evaluate the behavioral issue during the probationary period. Behavioral improvement must be evident by the end of the probationary grading period.

If the student shows acceptable improvement by the end of the probationary period, he/she will be notified in writing if they are being removed from probationary status.
If the student does not demonstrate behavioral improvement at the end of the probationary period he/she will be dismissed in writing in person by a Director or via certified mail. Further behavioral violations during the probationary period may result in dismissal prior to the end of the probationary period.

**Appeals Process**

The student may submit a written appeal for all probation statuses or dismissal. A written appeal must be addressed and submitted to the Campus Director within 5 business days of the action taken. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory progress in the program. The Campus Director will assess all appeals with the input of the school staff and will send a written decision to the student within ten business days of the Institute's receipt of the appeal. The decision of the Campus Director is final.

Students who are readmitted following an appeal return on probationary status for the duration of the grading period. A student must fulfill all the terms designated in the letter granting readmission. The student may remain on probation for two consecutive grading periods as long as the terms of the letter are being met. By the end of the second probationary grading period, satisfactory academic progress must be met. The student’s academic progress will be reviewed at the end of each grading period until program completion to determine satisfactory academic progress.
Revision Date: May, 2016

Purpose
The purpose of this document is to provide procedures for student attendance.

Responsibility
Director of Student Resources and Career Services

Attendance Policy
Attendance is necessary to the integrity of the education at ASIS Massage. By enrolling in the course, students make a commitment, both to the school and to themselves, to be present. Likewise, the ASIS faculty and staff are committed to being truly present with students, assisting them to fulfill their educational goals.

Minimum Standard
ASIS Massage requires a minimum 90% cumulative attendance for graduation. If a student knows they will be absent for any portion of a class beforehand, we ask that they inform the Director of Student and Career Services, the Campus Administrator and the instructors. For students who are admitted to the program later than the first day of classes, absences are officially counted as of the day they are assigned to begin classes, and the school will be responsible for any and all make up required.

Absences
We understand that “real life happens” and that students may need to occasionally miss class to attend to health, family, business, or other practical matters. The following situations constitute an absence:

- Student is absent from the entire class period.
- Student is absent for more than half of the scheduled time.
- Student does not participate in the work of the day.

(See the Student Handbook section “Being Present”)

Tracking Tardiness and Early Departures (Being On Time & Being Here the Whole Time)
Unless specifically noted otherwise, morning classes are from 9:00 to 11:20 and afternoon classes are 12:00 to 3:20. We expect students to be on time and to participate for the entire class period. As ASIS staff, we are expected to start class on time and we end class on time. Important information is often given during the first and last minutes of class. In addition, being tardy or departing early even by just a few minutes is disruptive and disrespectful to instructors and fellow classmates. “Tardy” is defined as arriving after the scheduled start time of the class. “Departing early” is defined as departing before class is dismissed by the instructor.
Time is recorded by the clock in the classroom. If a student is tardy or departs early WITHIN half of the scheduled class time it is counted as a ½ day. Please be aware that if a student has missed a significant amount of material they may not be allowed to practice the work of the day, or be asked to do make-up work, even though they are being marked as a ½ day. If a student misses more than half of the scheduled class time, they are considered absent. This is the case even if the student stays and participates in the rest of the class.

If a student has an unusual circumstance and needs to be tardy or depart early, if possible let the instructors know beforehand. It is the student’s responsibility to contact instructors and find out what they have missed and anything they must do to make it up. If tardy, the instructor will decide if the student can work that day. This is for the safety of the class.

If a student is having difficulty managing schedules, they will be placed on Behavioral Probation. Within each grading period, a student with 5 accumulated tardies will be placed on Behavioral Warning, and at 8 accumulated tardies they will be placed on Behavioral Probation. To assist students in correcting this behavioral pattern, a meeting with the Director of Student and Career Services is required as part of their notice and probation. Students may also be given additional time management assignments as a journaling project. Time management is a learned skill that does not come easily to everyone, and an important skill for us all to have as a therapist. We recommend students and instructors arrive to school ten to fifteen minutes early. Please do whatever is needed to do to minimize the risk of being tardy.

**Being Present**

Once a student arrives, participation is mandatory in order to be counted as “present”.

- being attentive to lecture material
- actively watching demonstrations
- practicing the techniques demonstrated in massage class
- participating fully in all class activities (movement, labs, etc.)

**Active Observation**

If for some reason (injury, for instance) a student needs to not practice or receive the massage session of the day, the student needs to consult with the instructor about their option to actively observe the class that day. Active Observation means that the student is sitting up, awake and present, watching other students practicing, and taking notes on the Active Observation Form. The instructor will collect this form at the end of class. Unless additional days are pre-approved by the Dean of Education or the Campus Administrator, the student may take this option up to eight times throughout the program. The student may only use three Active Observations per marking period. Active Observation is an option in Massage classes only. If the student is physically present but neither participating fully nor engaging in Active Observation as arranged with the instructor, the student will have an absence for that class period. If the student is not feeling well enough to participate fully or to Actively Observe, please contact the instructors and excuse yourself to go home.
Make-Up Hours
Make up work is solely for the benefit of the student’s learning and does not necessarily make up missed hours. When a student is absent from a class, a Make-Up Form can be created for the student by the Campus Administrator. The student needs to request this form, and is required to return this make-up form documenting their work. Make-up work, must be completed by the last day of a massage modality, or by the end of a grading period. Any additional teacher tutorial time needs to be paid for by the student. Failure to complete make-up work by the end of a modality will negatively impact the class participation grade.

Consecutive Absences
If a student is absent for 10 consecutive scheduled class days, without prior arrangement or communication, the student will be dismissed from the program. Maintaining communication with the staff is of primary importance.

It is the sincere goal of our staff to support every student in their best, most satisfying learning experience. We are more than willing to meet all students halfway and work with them to figure out how such learning can happen. We hope that all students feel comfortable and confident enough to let a staff member know if they begin to experience difficulty with the material or with the learning process.

Medical or Emergency Excused Absence.
An excused absence (not to exceed ten scheduled class days) may be granted by prior arrangement or upon returning to school in the event of a significant medical or family emergency. A student must request in writing along with documentation to the Director of Student and Career Services and Campus Administrator. These requests are deliberated by ASIS staff. Once the staff has made a decision the student will be notified of the decision in writing. If the request is granted, the student will complete paperwork with the Director of Student and Career Services and Campus Administrator. If the request is denied, the student can follow the appeals process by submitting a written appeal to the Director of Student and Career Services, whose decision is final. All learning experiences, assignments and clinical work missed during the term must be made up according to a signed contract for completion.

If a student needs to see a doctor at any point during the program they must obtain a clearance note stating when it is okay for them to participate back at school.

Celebrated Holidays.
While we respect and honor all the religious holidays that people celebrate, we have a lot to do in seven months and cannot close school for every holiday. If you celebrate a religious holiday that coincides with a scheduled school day, please let the Campus Administrator know this AHEAD OF TIME. We are happy to excuse you from receiving an absence and will help you work out a plan so you can easily get the information from that day.
Revision Date: May, 2016

At ASIS Massage Education, we understand that life is the thing that happens as we are making our glorious plans for what we want to have happen. If by any chance a student experiences life circumstances which leave them no choice but to suspend their training, it is our goal to work with the student in figuring out the best options possible for both the student and the school.

A leave of absence is a temporary break in a student’s attendance, during which they are still considered to be enrolled. An Official Leave of Absence must comply with the following requirements:

1. The student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If the student does not request a leave of absence within a time-frame consistent with the institution’s consecutive absence policy, he or she will be withdrawn.

2. Except under the circumstances identified in #3 below, the leave of absence is limited to 180 calendar days in any 12 month period or one-half the published program length, whichever is shorter. Multiple leaves of absence are not permitted.

3. A student enrolled under a M-1 visa may be granted multiple leaves of absence for a maximum total period in accordance with ASIS’s policy & the regulations of the Department of Homeland Security.

4. The student must sign and date their leave of absence request and specify a reason for the leave. The reason must be specified in order for ASIS to have a reasonable expectation of the student’s return.

5. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

6. In some case’s, ASIS may need to apply pertinent requirements as well as those listed above.

I, ______________________________ (student at ASIS), do so request a leave of absence from my massage therapy training, which began on ______________________________ and is scheduled to graduate on ______________________________. My last day of class this semester will be ______________________________, and I would like to return beginning on ______________________________. By signing this, I acknowledge that my new graduation will be on ________________ and that all requests for Leave of Absence are not necessarily granted.

Please use an additional piece of paper to explain your reason for this request.

Student Signature ________________________ Student Name ________________________ Date ________________ 

Approved By ________________________ Date ________________

Administrative Notes:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
ASIS Satisfactory Academic Progress Policy (SAP)

Revision Date: May, 2016

Policy: ASIS adheres to all policies and guidelines of the U. S. Department of Education. Satisfactory Academic Progress policies are cumulative, and include attendance, and are applied consistently to all students.

Responsibility: Director of Student & Career Services and Campus Manager

Satisfactory Academic Progress (SAP)
The ASIS Massage Therapy Program is 750 clock hours. Satisfactory progress is evaluated at the end of the first payment period as described below (at the program midpoint of 375 hours), and includes both quantitative and qualitative measures. Faculty evaluate student progress regularly throughout the program, however those evaluations are not counted in the SAP calculations for Financial Aid eligibility purposes. All students are treated with equal respect, and must demonstrate that they are able to attain the minimum standard at graduation.

Quantitative Standard (PACE): The quantitative measure defines the minimum percentage or amount of work, which allows the student to complete the program within the maximum time frame. This is expressed in clock hours.

<table>
<thead>
<tr>
<th>Payment Period 1</th>
<th>Payment Period 2</th>
<th>Maximum Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hours per Period</td>
<td>375</td>
<td>375</td>
</tr>
<tr>
<td>90% Required Hours per Period</td>
<td>337.5</td>
<td>337.5</td>
</tr>
<tr>
<td>Cumulative Program Totals</td>
<td>375</td>
<td>750</td>
</tr>
<tr>
<td>90% Cumulative Required Hours</td>
<td>337.5</td>
<td>675</td>
</tr>
</tbody>
</table>

Please note: The evaluation point for continued Financial Aid eligibility is the midpoint of the program, 375 hours. At this midpoint, student grades and attendance are evaluated for satisfactory progress and on-track progress for completion within the 150% time frame.

Qualitative Standard (GRADES): The Qualitative Standard is the cumulative measurement of the student’s progress, work projects completed, participation, or comparable factors that are measurable against generally accepted criteria. The policy requires all students to have a minimum of 70% cumulative grade or equivalent by graduation. All grades of incomplete must be successfully completed before the end of the next grading period. Student’s individual course grades will be monitored and students will be supported and redirected to complete or retake any learning experiences to increase their cumulative average.
Maximum Time Frame:
The maximum time frame in which a student must complete the program may not exceed 150% of the length of the program. Our full-time, 6 month program must be completed in 9 months, and our part-time 12 month program must be completed in 18 months. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

Consequences of Failure to Meet SAP Standards:
To successfully graduate, all students must meet Academic and Attendance Requirements. The consequences of failure to meet the satisfactory academic progress standards will result in the following notifications and actions from the school administration.
• **Warning:** If a student fails to meet the cumulative 70% grade average or 90% attendance at the evaluation point, she/he will given a written warning. The student will have until the next Progress Report to correct the deficiency or be placed on probation. Students will be coached and guided to regain a satisfactory status.
• **Probation:** If a student has previously been issued a warning and the reason for failure to meet SAP has not been corrected, a Notice of Probation will be issued. The student will have until the next Progress Report to correct the deficiency or may face dismissal from the program. In cases where the student’s deficiency becomes catastrophic, the issue may be addressed prior to the scheduled progress report.
• **Appeal of Dismissal:** The student must appeal in writing to the Director within 5 business days of the dismissal notice. Students must provide substantial documentation as to why she/he failed to meet SAP standards and what has changed in the student’s situation that will allow him/her to meet SAP standards within the Maximum Time Frame. The Director must respond in writing within 10 business days of receiving the appeal letter. Prior to granting the appeal, both the student and the Director must agree on an academic plan for success within the Maximum Time Frame. If needed, the student may be required to meet regularly with an academic counselor to assure the student’s success. Additionally, for those students whom are eligible and receiving Federal Financial Aid, there may be additional steps when the standards for SAP are not met. Please note that students are ineligible for Federal Financial Aid for any hours exceeding 750 clock hours that they need to complete their program. All documentation and decisions will be forwarded to the Financial Advisor and copies maintained in the student file.
• **Notice of Ineligibility:** At the end of a payment period, students are evaluated to determine if they are making Satisfactory Academic Progress. In the event that a student is not achieving SAP due to falling below standards for attendance and/or academics the student will be deemed ineligible to receive financial aid. The student will be required to submit a written appeal of their eligibility status.
• **Appeal of Ineligibility:** The student must appeal in writing their eligibility status to the Appeal Committee within 3 days of the eligibility notification. Students must provide specific explanations as to why he/she failed to meet SAP standards, what has changed in the student’s situation that will allow him/her to meet standards moving forward and a detailed plan on how the student will return to SAP standards. The Appeal Committee will respond within 10 business days of receiving the written appeal. The student is allowed to remain in classes throughout the appeal process. If the appeal is approved, the student will be place on Financial Probation and deemed eligible for financial aid. If the appeal is denied and the students choose to continue in the program, appropriate financial arrangements must be made for the student to remain in the current program or the student may be dismissed in accordance with the dismissal policy.
• **Financial Aid Probation:** After the Appeal Committee has granted a student’s appeal of eligibility status, the student will receive a written notice of Financial Aid Probation. If needed, the student may be required to meet regularly with a designated representative to assure the student’s success in the program.

Transfer Students:
The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 250 hours, and therefore must complete 500 hours at ASIS (500/125 hours per month = 4 months), the maximum time frame is 4 months x 150% or 6 months.
Refund Calculation Form

Date Calculation Completed: ______________________________________________________

Student: __________________________________________________________________________________

Campus:  ____________________________________________ Program ____________________________

Start Date: ________________________________  End Date:  ________________________________

Last Date of Attendance: ___________________ Date of Determination: ___________________________

Application Fee: $____________  Total Tuition: $____________  Starter Kit & Books: $____________

ACCET Refund Calculation

Number of weeks student attended:

When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

Number of weeks in period of financial obligation: _________________________________________

Total weeks in program

Pro rata portion completed based on weeks: %

Weeks student attended /total weeks in program. After 50% of period of financial obligation, full tuition due.

Pro rata tuition charges: $__________

Total Tuition Charges prostated %. For Cancellations, before starting and within the 1st week, only $150 Administrative fees apply.

Unearned tuition charges: $____________ x Ten Percent (x.10) = ______________

Total Tuition Charges - Prorated Tuition Charges = Unearned Tuition Charges
Unearned Tuition Charges X Ten Percent of the remaining unattended portion of the program

Pro rata tuition charges __________ + Unearned tuition charges (x.10) _________ = ________

Charges owed to ASIS according to

ACCET Refund:$__________________ + $800 starter kit/books = $__________________

For Cancellations, before starting and within the 1st week, only $150 Administrative fees apply.
Arizona State Refund Calculation

Number of hours student attended: __________________________________________________
Includes clinic hours at 3.2 hours per day committed

Number of hours in period of financial obligation: _____________________________________
Total Hours scheduled in program as of change in status

Pro rata portion completed based on hours (%): _______________________________________
Hours student attended/total hours in program. After 50% of period of financial obligation, full tuition due.

Tiered Pro rata portion completed based on Hours (%): __________________________________
Pro rata % rounds up to the nearest 10%

Charges owed to ASIS according to
AZ State Refund:$____________________ + $800 starter kit/books = $_____________________
For Cancellations, before starting and within the 1st week, only $150 Administrative fees apply.

Lesser Charge owed by Refund Calculations (ACCET vs AZ State) is the students cost.

Charges owed to ASIS by (ACCET / AZ State) Refund:$_______________________________
circle one as the “lesser owed refund Calculation”

Total tuition paid to date: $_________________________________________________________
FM total payments – Application fee

R2T4 calculation: $_____________________________________________________________

Charges owed after R2T4 applied to date: $________________________________________

Balance / Refund Due: $___________________________________________________________
If the charges owed after R2T4 applied to date is greater than the “lesser owed refund calculation”, then Refund due.

Date Return Due to Student: _______________________________________________________
(30 days from the date of determination)

Calculated by: ____________________________________________________________________
Applicable Withdrawal Policy:
An applicant who provides written notice of cancellation within 3 days (excluding Saturday, Sunday, Federal & State holidays) of signing the enrollment agreement is entitled to a refund of all monies paid, minus the application fee.
If an applicant accepted cancels prior to the start of scheduled classes and more than three days after signing an enrollment agreement, or never attends class (no-show), the institution will refund all monies paid, less the application fee and the administrative fee of $150, if such charges are clearly noted in the enrollment agreement as being non-refundable. All refunds due will be made within thirty (30) calendar days.

Refund Policy:
• If for any reason, an applicant is not accepted by ASIS, or the school cancels the scheduled course, the application fee will be returned, as well as all additional fees paid.
• For an enrolled student, the refund due will be determined by comparing the AZ State Board for Private Post Secondary Education requirements against ACCET’s, our Accrediting Board’s requirements. The calculation proven more favorable to the student will be used. The calculation will use the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution’s attendance, conduct, or Satisfactory Academic Progress policy.
• When Calculating ACCET’s Tuition Refund: During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of $1000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
• After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed (not to exceed $1000). When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
• When Calculating the State Board Tuition Refund: Students who cancel or are dismissed after beginning instruction, but prior to 50% of the course completion, shall receive a pro-rated refund based upon the tuition fees assessed, and rounded up to the nearest 10%. The student is financially responsible for the number of clock hours offered to date, rounded up to the nearest 10%. This will be determined by dividing the total number of program hours into the total number of clock hours offered to date. This number will equal the percentage of the total tuition cost due for this course of study. Any monies already paid above this percentage will be refunded within 30 days. The refund breakdown is as follows.
1. If 10% or less of the program has expired, a refund of 90% will be refunded.
2. If more than 10% and less than or equal to 20% of the program has expired, a refund of 80% will be refunded.
3. If more than 20% and less than or equal to 30% of the program has expired, a refund of 70% will be refunded.
4. If more than 30% and less than or equal to 40% of the program has expired, a refund of 60% will be refunded.
5. If more than 40% and less than or equal to 50% of the program has expired, a refund of 50% will be refunded.
• No refunds will be made after 50% of the course is completed, at which point full tuition is due. Veterans receiving educational benefits, however, will be granted a Federal Pro-Rata refund.
• There are no refunds for administrative fees, equipment, books, and starter kits received by the student.
• The TMO scholarship is contingent on program completion. If a student withdraws or is dismissed prior to the end of the program, the scholarship is neither awarded nor credited to the student account.

Administrator Signature _______________________________________    Date____________________
Standard Operating Procedure
Revision Date: May, 2016

Purpose:
The purpose of this document is to provide policy and procedures for the disbursement of Title IV funds for any student enrolled in the program.

Responsibility:
Financial Aid Advisor

Procedure:
Program Requirements
ASIS’s program is completed over the course of 109 classes that are 2.5 hours and 108 classes that are 3.5 hours in duration. Of the 750 hours in the program, 650 occur on a schedule established by the institution prior to the start of the program. ASIS requires students to complete 100 clinic hours over the duration of the program. Students schedule these 100 hours in 96 minute increments, in evening clinic sessions offered by the institution throughout their period of enrollment.

Requesting the First Disbursement
ASIS requests the first disbursement of Pell Grants on the 3rd day of classes. For Stafford Borrowers, ASIS does not disburse funds until 30 calendar days after the program begins.

Requesting the Second Disbursement
As per Federal Regulations, ASIS schedules disbursements based on students successfully completing the scheduled hours in a payment period. The second disbursement is contingent on a student making SAP. ASIS schedules the second disbursement after the successful completion of 375 hours of program instruction. Prior to requesting the second disbursement, Financial Aid confirms that the student is making Satisfactory Academic Progress.

Satisfactory Academic Progress
At the end of a payment period, students are evaluated to determine if they are making Satisfactory Academic Progress. In the event that a student is not achieving Satisfactory Academic Progress (SAP) due to falling below SAP standards for attendance and/or academics the student will be deemed ineligible to receive financial aid. The student will be required to submit an appeal of eligibility status.
**Appeal of Ineligibility**

The student must appeal in writing their eligibility status to the Appeal Committee within 3 days of the eligibility notification. Students must provide specific explanations as to why he/she failed to meet SAP standards, what has changed in the student’s situation that will allow him/her to meet standards moving forward and a detailed plan on how the student will return to SAP standards. The Appeal Committee will respond within 10 business days of receiving the written appeal. The student is allowed to remain in classes throughout the appeal process. If the appeal is approved, the student will be deemed eligible for financial aid, and a written notice will be given to the student. If the appeal is denied and the students choose to continue in the program, appropriate financial arrangements must be made for the student to remain in the current program or the student may be dismissed in accordance with the dismissal policy. All documentation and decisions will be forwarded to the Financial Advisor and copies maintained in the student file.

**References: 34 CFR 668.34 (a)(3)**

For clock hour programs, the SAP evaluation must be done at the end of a payment period. Schools cannot choose to evaluate SAP for all students on a specific calendar date, as all students will not have completed the clock hours in the payment period on that date.

**ASIS has 2 payment periods: 375 hours and 750 hours.**

If at the end of the first payment period, a student is not making SAP they will be deemed ineligible to receive financial aid pending appeal. An approved appeal will result in the student being placed on Financial Aid Probation. The funds will be requested at this time.
Revision Date: May, 2016

Purpose:
The purpose of this document is to provide policy and procedures for verifying
information that students have reported on their application for federal student aid.

Responsibility: Financial Aid Advisor

Procedure:
• If an applicant completes their FAFSA prior to the start of a program, and is
  selected for verification, they must submit the required documentation to the Financial
  Aid office prior to the first day of school.

• If an applicant completes their FAFSA after the start of a program (because they
  had an alternate funding source in place at the start of the program) they will have one
  week to submit the required documentation to the Financial Aid Office. If an applicant
  does not meet this deadline they will receive notification that their award package will
  not be processed until the paperwork has been submitted, and they are responsible for
  tuition as per their original agreement with the school.

• ASIS will furnish, in a timely manner, each applicant selected for verification a
  clear explanation of the documentation need to satisfy verification requirements; and
  the applicant’s responsibilities with respect to the verification of applicant information.

• Applicants who are selected for verification will be notified of the verification
  results, and changes in EFC (if applicable) of this information.

• If the verification process determines that corrections are necessary to the
  student’s FAFSA, the student will be informed of this with instructions for how to
  complete the corrections.
Revision Date: May, 2016

The purpose of this document is to provide policy and procedures for the return of Title IV funds for any student who has withdrawn or been dismissed from the program.

Responsibility
Campus Director, Financial Planning Coordinator

Procedure
When a recipient of Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, ASIS will determine the amount of title IV grant or loan assistance that the student earned as of the student’s last date of attendance.

If the total amount of Title IV grant or loan assistance, or both, that the student earned is less than the amount of Title IV grant or loan assistance that was disbursed to the student (or on behalf of the student in the case of a PLUS loan), as of the date of the institution’s determination of the student’s last date of attendance:

1. The difference between these amounts must be returned to the title IV programs, and:
2. No additional disbursements may be made to the student for the payment period or period of enrollment.

If the total amount of Title IV grant or loan assistance, or both, that the student earned is greater than the total amount of Title IV grant or loan assistance, or both, that was disbursed to the student or on behalf of the student in the case of a PLUS loan, as of the date of the institution’s determination that the student withdrew, the difference between these amounts must be treated as a post-withdrawal disbursement in accordance with Sec. 668.164(g).

Calculating Refunds
ASIS calculates all student refunds using the payment period. The percentage of a period completed is calculated by dividing the number of hours the student was scheduled to complete in the payment period, as of the day the student withdrew, by the total number of clock hours in the same period. The date of withdrawal is considered the last day of attendance.

Program Overview
ASIS’s program is completed over the course of 108 instructional classes that are 3.5 hours in duration (378 hours total), 109 instructional classes that are 2.5 hours in duration (272.5 hours total), and 60 clinic sessions for a total of 100 hours, for a combined total of 750.5 hours. Of the 750.5 hours in the program, 650.5 occur on a fixed schedule established by the institution prior to the start of the program. The 100 clinic hours are scheduled by the students in 3.5 hour increments in 2 evenings/week clinic sessions offered by the institution, as their schedules permit, throughout their period of enrollment. The clinics are supervised by ASIS staff and attendance is monitored by the Clinic Coordinator. Student’s are not eligible to participate in the student clinic until after successful competition of Fundamentals of Massage.
Determining Scheduled Hours for the Purposes of R2T4

When determining scheduled hours, ASIS multiplies the number of instructional classes scheduled to be completed as of the last day of attendance by 6 (hour increments). The school also calculates the number of clinic hours actually completed, as demonstrated by the clinic attendance records. The school uses actual clinic hours completed because a student’s clinic hour schedule is only slightly established by the institution prior to the student’s beginning class date. The school monitors clinic hours through attendance, required submissions and institutional deadlines. To calculate hours completed for the purposes of the R2T4 calculation, the school adds the total of instructional and clinic hours completed as of the last day of attendance. This calculation is used to determine the percentage of a period completed on the R2T4.

Determining Payment Periods for the Purposes of R2T4

ASIS utilizes one payment period of 177.5 hours, the second payment period of 394 hours and the third payment period of 543.5 hours. For the purposes of the R2T4 calculation, the payment period is determined by calculating total instructional class hours scheduled to be completed and completed clinic hours. Tuition is billed at: 25%, 50% and 75% at the 177.5, 394, 543.5 hour marks in the program.

Return of Funds & Post Withdrawal Disbursements

All refunds are calculated on a Return of Title IV funds (R2T4) worksheet and reviewed by the Campus Director or our third party processor, BEN, for accuracy. The calculation will be completed within 30 calendar days of the date of determination of the withdrawal. All post-withdrawal disbursement of loan funds will be made within 30 calendar days of the school’s date of determination that the student withdrew. All post-withdrawal of grant funds will be made within 45 days of the school’s date of determination that the student withdrew.

All post-withdrawal disbursements will be made from available grant funds before available loan funds. ASIS will get confirmation from student or parent borrower prior to disbursement.

1. If outstanding charges exist on the student’s account, the institution may credit the student’s account up to the amount of outstanding charges with all or a portion of the aid.

Students are responsible to repay any loan funds not returned by the school. Loans are to be repaid in accordance with terms of the promissory note.
Transfer of Credit Policy

Revision Date: May, 2016

**Purpose**
The purpose of this document is to provide policy and procedures for Transfer of Credit.

**Responsibility**
Director of Admissions, Campus Director

**Procedure**
- If a prospective student has a massage education from another state and requires a limited number of hours to meet the AZ Massage Board requirement, we recommend that they contact the AZ Board of Massage 1400 West Washington Street, Phoenix, AZ 85007 (602) 542-8604, to ascertain whether they are eligible to apply for licensure without our assistance. If ASIS assistance is necessary, the student must request for a transfer assessment in writing prior to commencing training. Student’s transfer will only be approved if credits come from an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation.
- ASIS does not offer individual courses to students with letters of deficiencies.
- Students wishing to transfer credit into an ASIS program must have taken those credits from an institution, which is recognized by either the USDOE or their states governing board.
- Tuition will be adjusted for those students who transfer credits into the program as follows:
  
  \[
  \text{current tuition} - \text{number of hours accepted for transfer} \times (\text{tuition}/800) = \text{tuition due}
  \]
  
- Transfer credits will be used when calculating satisfactory academic progress.
- There is a $150 transfer fee associated with the evaluation of credits for transfer. This fee will be waived for in-house transfers.
- Applicants who are denied acceptance of transfer credits may appeal the decision. To appeal a denial, a meeting must be arranged with the Campus Director to review the reason for denial. Please note that ASIS’s transfer policy reflects the regulations established by the Arizona State Board of Massage, and therefore, must be followed.
- If a student or alumni wishes to transfer credits taken at ASIS to another educational Facility, ASIS will provide upon payment and written request from the student: official transcripts, course syllabi, and course descriptions at a prescribed cost. Individual institutions are responsible for determining the eligibility of transfer credits.
Transferring the Sciences
A transfer applicant may transfer in Anatomy & Physiology (110 Hours) and/or Kinesiology (60 Hours). Applicants must also demonstrate that they have completed the entire Anatomy & Physiology or Kinesiology curriculum at their previous school. If an applicant has completed the correct amount of hours, but has not completed the entire curriculum at their previous school, ASIS will not award transfer credit.

Transferring Modalities
Transfer applicants may transfer 200 hours of Massage Modalities following the procedure for transfer as outlined in the science section. Applicants must demonstrate that they have completed the entire modality curriculum at their previous school. If an applicant has completed the correct amount of hours, but has not completed the entire curriculum at their previous school, ASIS will not award transfer credit. There may be a challenge exam required. Applicant must pass the exam with a score of 75% or higher to be awarded transfer credit.

Transferring Clinic
Up to 30 hours of clinic may be transferred following the procedure for transfer outlined in the science section. There is no challenge exam or tuition reduction for transferring Clinic time. If the maximum number of hours is awarded (30 hours), the student is exempt from ½ the student requirements.

Procedure for Transfer
1. Submit an application along with official transcripts and a letter of intent. Applicant must also provide all items required for standard application: HS transcripts/GED, Biographical Sketch, tour, interview.
2. Provide a transcript, course catalog, and a full description of the course content from the college or massage school from where the transfer credit was obtained.
3. Science Courses being considered for transfer credit must be at least the equivalent of our A&P hours and/or Kinesiology hours.
   Standard Credit Hour Conversions are as follows:
   - Classroom (Didactic) Instruction earns 1 Credit Hour for every 15 clock hours
   - Lab and Clinical Training earns 1 Credit Hour for every 30 clock hours
4. Complete a mandatory phone or personal interview to review previous science or bodywork education and to ensure that transfer application policies are clearly communicated and understood.
5. If all the requirements described above are met, the applicant may be asked to sit for a challenge exam, which must be passed with a score of 75% or higher to be awarded transfer credit. The applicant will receive an outline of exam content, and they may also purchase ASIS workbooks for studying purposes. Exam will be administered during office hours, to be scheduled by an administrator and the applicant.
6. If the student does not pass their challenge exam, the challenge exam fee may be applied to tuition. There will be no re-takes if the exam is not passed on the first try.
**Essential Notes**

All transfer applicants’ transcripts will be reviewed by the ASIS admissions staff. A course of direction will be determined and offered to the transfer applicant prior to the signing of an enrollment agreement.

We accept 2 transfer students into any program. Additional applicants will be placed on a waiting list. A determination will be made 2 weeks prior to the course start date, as to whether additional transfer students may be accepted.

Transcripts awarded by ASIS do not indicate which course hours were transferred into our institution. All transfer application materials (letters, transcripts, course catalogs, etc) and information regarding credit awarded will be recorded in the applicant’s individual file.

ASIS requires all transfer students to complete a minimum of 350 hours of training in order to offer a certificate of completion and official transcripts.

**Internal Transfer Policy**

For previous ASIS students seeking re-entrance, 100% of previously completed and passed ASIS course work will be accepted.

ASIS Alumni who wish to retake curriculum for personal benefit, and receive a certificate of completion and official transcripts; upon acceptance, will receive a 50% discount of the transfer credit tuition rate. Completion would require a blend of sciences, modalities and clinic, tailored to student’s and ASIS’ requirements to complete 50% of program hours.

Acceptance of internal transfer students is dependant on available space.

**Transferring ASIS Credits to Other Schools**

Transferring credits out of ASIS is at the discretion of that institution.
Transfer of Credit Calculation Form

School Name: ________________________________________ Student: ____________________________
Address:  ____________________________________________ Phone # ____________________________
Program Start/End Date: ______________________________  Current Tuition $____________________
Total Hours Completed: __________________________________

Transfer Course/Hours:                   | ASIS Course/Hours Equivalent:
_______________________________________ | __________________________________________
_______________________________________ | __________________________________________
_______________________________________ | __________________________________________
_______________________________________ | __________________________________________
_______________________________________ | __________________________________________
_______________________________________ | __________________________________________

Total Hours Accepted by ASIS:____________

Notes:_____________________________________________________________________________________
__________________________________________________________________________________________

A. current tuition –  B. number of hours accepted for transfer x (tuition /800) = C tuition due

Calculate B first:       $______________________________
A - B = C:               $______________________________
Plus Transfer Fee ($150.00): $______________________________

(waived for Internal ASIS transfers)

Plus Books and Starter Kit: $______________________________

Total Due: $__________________________________________

Administrator

Revision Date: May, 2016
Employment, Self-Employment and Part-Time Placement

Revision Date: May, 2016

ASIS Massage Education provides job placement assistance to students and graduates, and must document placements achieved by those graduates. ASIS Massage Education uses Attestation forms and Employment Verification forms to document graduate placements.

Self-employment is a common vocational objective for massage therapists. By enrolling at ASIS Massage Education and by signing the enrollment agreement, you are acknowledging that you have been informed of and understand this potential employment outcomes. No sooner than 30 days after graduation, ASIS will contact graduates to verify their placement status.

* Graduates who achieve training-related placement on a part-time basis must have worked a minimum of 20 days within three consecutive months to be considered as “placed” and must acknowledge in writing to the school their placement status.
* Graduates who achieve training-related placement on a full-time basis must have worked a minimum of 30 days within three consecutive months to be considered as “placed” and must acknowledge in writing to the school their placement status.
* Graduates who achieve training-related placement as self-employed must acknowledge in writing to the school their training related placement status and training related income.

Upon graduation, before massage employment, graduates need to apply for and pass a state approved exam, then apply for and be processed for a state license. This process, from beginning to end, can take up to 6 months to complete.

Arizona State Required Exams for Massage Therapy

Upon graduation, before massage employment in the state of Arizona, graduates need to apply and be approved for a state massage license through the Arizona State Board of Massage Therapy. This process, from beginning to end, can take 4-8 weeks to complete. Currently, ASIS graduates do not need to take a state sponsored exam to achieve licensure in Arizona. However, some states require either their own exam or the MBLX exam.

Arizona State Board of Massage Therapy

The Arizona State Board of Massage Therapy oversees all massage therapy licenses in the state of Arizona. If you plan to get a license in any other state than AZ, go to the ASIS website to find the appropriate contact: http://asismassage.com/services-massage/state-massage-requirements/. In AZ, the state board’s website is a great resource: http://www.massageboard.az.gov/. All required rules and applications are posted.
Revision Date: May, 2016

Purpose:
The purpose of this document is to provide policy and procedures for use of copyrighted materials.

Printed Materials:

Law: Teachers may make multiple copies of printed materials for classroom use. Teachers may make a single copy for teacher use for research or lesson preparation. A librarian may make up to three copies “solely for the purpose of replacement of a copy, that is damaged, deteriorating, lost or stolen”

Details: No more than one copy per student. Usage must be: At the “instance and inspiration of a single teacher” and when the time frame doesn’t allow enough time for asking permission. No more than nine instances per class per term (current news publications such as newspapers can be used more often). Don’t create anthologies. “Consumables” can’t be copied. Don’t do it every term (if time allows, seek permission). Can’t be directed by “higher authority.” Copying can’t be substitute for buying. Copies may be made only from legally acquired originals. The library must first determine that after “reasonable investigation that copy...cannot be obtained at a fair price” or that the format is obsolete.

Video:

Law: Teachers may use these materials in the classroom without restrictions of length, percentage, or multiple use. May be copied for archival purposes or to replace lost, damaged, or stolen copies.

Details: The material must be legitimately acquired (a legal copy). It must be used in a classroom or similar place “dedicated to face-to-face instruction”. Not for use as entertainment or reward. The use should be instructional. If replacements are unavailable at a fair price or are available only in obsolete formats (e.g., betamax videos).

Video (“Motion Media”) for Use in Multimedia Projects:

Law: Students may use portions of lawfully acquired copyrighted works in their academic multimedia, defined as 10% or three minutes (whichever is less) of “motion media”

Details: “Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use.”
Video for Integration into Video Projects:

Law: Students may use portions of lawfully acquired copyrighted works in their academic multimedia.

Details: The material must be legitimately acquired.

Illustrations and Photographs:

Law: Single works may be used in their entirety but not more than 5 images by an artist or photographer. From a collection, not more than 15 images or 10%, whichever is less.

Details: Older illustrations may be in the public domain, but the collection may be copyrighted.

Music for Integration into Multimedia / Video Projects:

Law: Up to 10% of a copyrighted musical composition may be reproduced, performed and displayed as part of a multimedia program produced by an educator or student for educational purposes.

Details: Some authorities site a maximum length of 30 seconds. (www.indiana.edu), some do not mention a maximum.

Computer Software:

Law: Software may be lent by the library. Software may be installed at home and at school. Software may be installed on multiple machines. Software may be copied for archival use to replace lost, damaged, and stolen copies. Software can be distributed to users via a network. Librarians may make archival copies.

Details: Only one machine at a time may use the program. The number of machines being used must never exceed the number of licensed. If unavailable at fair or is an obsolete format. The number of simultaneous users must not exceed the number of licenses. A network license may be required for multiple users.

Internet:

Law: Images may be downloaded for student projects. Sound files may be downloaded for use in projects (see portion restrictions above)

Details: Images may not be reposted onto the Internet without permission. Sound or music files may not be copied and posted on the Internet without permission.
FERPA Student Authorization Release Form

I understand that under the provision of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, my records at ASIS Massage School will not be released to a third party without my approval. I hereby give permission to authorized personnel at ASIS Massage School to release these records upon request:

_____ Academic Records (includes grade reports)       _____ Financial Assistance
_____ Student Development/Conduct                    _____ Student Accounts

Name of individual(s) to whom information may be released: (Please Print)

Name(s): ______________________________________  Relationship: ____________________________
Address: _______________________________________________________________________________
City, State, Zip Code: ____________________________________________________________________
The purpose of this disclosure is: ____________________________________________________________

Name(s): ______________________________________  Relationship: ____________________________
Address: _______________________________________________________________________________
City, State, Zip Code: ____________________________________________________________________
The purpose of this disclosure is: ____________________________________________________________

_____ Please honor requests for my records by those individuals/parties identified above.

I acknowledge by my signature that I understand, although I am not required to release my records to this individual(s), I am giving my consent to release the information. I understand that this release remains in effect until such time as I choose to revoke this permission in writing.

_____ Please revoke the FERPA Student Authorization Release Form on file at ASIS Massage School (will revoke all access to third parties).

Student Name: ___________________________________  Student SSN: __________________________
Student Signature: ________________________________  Date: _________________________________
Campus Security Policy

Revision Date: May, 2016

Security Policies & Clery Campus Crime Statistics Act
ASIS Massage is committed to student safety, including guarding students’, possessions and as well as their personal well being. Our locations have afforded us the luxury of very low crime rates. Our campuses vary from destination locations to commuter campuses. However, none of our locations have on-campus housing. Questions or concerns regarding campus security or crime reporting should be addressed to the Campus Director or the Admissions Staff.
ASIS will publish and make available upon request its annual security report for the previous calendar year, January –December, by October 1st. The Campus Security policies is published with the report. Copies of the crime report will be available in the main office of each campus and students will be alerted at Orientation, about its location. At the time of the October 1st posting, students will be notified electronically through our student learning portal. Our electronic and/or other notification mediums will be tested at a minimum of once annually, to ensure efficacy.

Access to Campus Facilities
The school is open to students and the public Monday – Friday from 8:30 am to 6:30 pm and on designated Saturdays, unless evening courses are also in session. The Campus will be locked at 6:30PM each evening and unlock at 8:30AM each morning during the week and stay locked all weekend. However, during evening course in Tucson, only the classroom will remain unlocked during class hours. ASIS provides access to the building for students, employees, and visitors during its scheduled hours of operation. Only staff who have been issued keys are authorized to enter the building outside of normal hours of operation. Administrative staff closely monitors key distribution.

Security Considerations
ASIS provides designated parking areas and walkways for students and employees. Adequate lighting and sufficient locks on doors are considered. Prompt response is given to any potential safety or security hazard. Locks on doors are evaluated twice daily, at opening and closing.

Reporting of Crimes
ASIS Massage Education encourages the accurate and prompt reporting of all crimes, incidents and accidents to Administrative staff or directly to the local police department through 911 calls. If someone is a victim of a crime or incident at the school, an incident report will be filled out for the schools records. This information will be used to keep accurate reports of the number of incidences at the campus, and will be counted in the Annual Crime Statistics for the campus. Students may report incidents on a confidential basis if requested. A student may fill out an incident report with any member of ASIS staff. All incident reports are submitted to the Campus Director. Incident reports are maintained by administration and serve as the institutional log.
Crime Report
In compliance with the requirements of Clery Act, crime statistics provided from institutional reports and local crime agencies are compiled. These reports are published and made available to students and employees by October 1st. ASIS collects information as it relates to the campus, public property or non-campus areas regarding the following offenses at our locations: Sex Offenses, both forcible or non-forcible, Robbery, Aggravated Assault, Burglary, Motor Vehicle theft or vandalism, Manslaughter, both negligent or non-negligent, Arson, and Alcohol, Drug or Fire Arms Violations.

Campus Security and Crime Prevention Programs
ASIS provides an overview of security procedures and practices during the first week of school, as part of its general orientation sessions for students. Additional information is available by request from administration.

Students at ASIS are expected to comply with the standards set forth in the code of conduct and conditions for dismissal, as found in the Student Handbook, while at the school or a school sponsored event. Disciplinary actions, including but not limited to dismissal, will be imposed on students in violation of the Code of Conduct and/or the standards defined in the Conditions for Dismissal. This Policy is part of the school’s Student Handbook.

Emergency Response & Evacuation Procedures
Emergency Response & Evacuation Procedures are reviewed in the Orientation activities that occur in the first week. Fire drills are held periodically as part of our emergency response procedures. The Campus Director is responsible for determining whether there is a significant emergency or dangerous situation. In the event of an emergency situation, staff and students are immediately notified in person of the threat, in the event that they are on the premises. If they are not on the premises, students would be contacted electronically via email and via telephone. The school may also inform the local police department and/or local media agencies of the threat. For days of inclement weather, students are directed to listen to the local radio for the closure and late starts at the local community college. ASIS follows their lead.

Timely Warnings
The Campus Director is responsible for delivering all timely warnings to students and employees regarding potential threats. The Campus Director may choose to deliver the warning using any or all of the methods referenced in the Emergency Response & Evacuation Procedures section.

Drug & Alcohol Policy
This policy applies to all staff, faculty, students and visitors at ASIS and is a separate Policy in the Staff and Student Handbooks.

The following agencies provide information on substance abuse:
- Alcoholics Anonymous: 1-800-371-1475 (24-hour answering service)
- Center for Substance Abuse Treatment and Refer Hotline: 1-800-662-HELP
- Focus on Recovery for Alcohol & Substance Abuse, 24-hour action help line: 1-800-888-9383

Those who voluntarily request assistance in dealing with such issues will be treated with respect and, to the highest extent possible, such information will be treated in confidence.

It is the responsibility of all staff and faculty to identify a situation in which they have concerns about an individual abusing drugs or alcohol. When necessary, a student or an employee of ASIS will be removed from their position or program of study if it is found through an investigation that they have violated the provisions of this policy.
Anti-Harassment Policy and Complaint Procedure
ASIS is committed to maintaining a healthy safe and supportive environment where students treat each other with dignity and respect. Harassment based on a person’s gender, race, ethnicity, religion, age, sexual orientation, disability, veteran status, or other form will not be tolerated. Further, any retaliation against an employee or student who has complained about harassment or retaliation against an individual for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. We take allegations of harassment seriously and will respond promptly to complaints of harassment. Where it is demonstrated to our satisfaction that such harassment has occurred, we will act promptly to eliminate the harassment and impose such corrective action as is necessary, including disciplinary action and dismissal where appropriate.

Definition of Sexual Harassment
“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:
- Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or a basis for decisions; or,
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, humiliating, or sexually offensive work environment.

Complaints of Harassment
If any student believes that they have been subjected to harassment, they are encouraged to promptly file a complaint with the Campus Director. This may be done in writing or orally.

Sexual Offenses Policies & Procedures
A sex offense is defined by the FBI Uniform Crime Reporting System as either:
- Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person’s will, or not forcibly or against that person’s will where the victim is incapable of giving consent. Includes forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.
- Non-forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. Include incest and statutory rape.
- Sexual assault is any unwanted physical contact of sexual nature, whether by an acquaintance or by a stranger, that occur without indication of consent of both individuals, or that occurs under threat or coercion. Sexual assault can occur either forcibly and/or against a person’s will, or when a person is incapable of giving consent if under 18 years of age; if intoxicated by drugs and/or alcohol; if developmentally disabled; or if temporarily or permanently mentally or physically unable to do so. Sexual assault includes, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification), or threat of sexual assault.

ASIS Massage is committed to offering a supportive environment to victims of sexual offenses who are considering options of medical attention and evaluation, support and counseling, and/or reporting. Some services are required by law to report the sexual offense.
Procedures to Follow if Sexual Assault Occurs:
• Get to safety and call local Police Department.
• Refrain from taking a shower, washing hands, or changing clothing to preserve evidence. The location where the assault occurred should not be disturbed.
• Get immediate medical assistance.
• Seek support, information, and counseling.

Procedures to Follow to Help Prevent Sexual Assault
• Never walk alone and be aware of your surroundings. Stay alert and show confidence.
• Avoid poorly lit doorways or alleys.
• Keep all doors locked.
• Know your date—do not go out with strangers.
• Know in advance where you are going.
• Make your feelings known.
• Trust your feelings.
• Be especially aware when intoxicated.

Sanctions/Disciplinary Procedures
If any student believes that they have been subjected to assault, they are encouraged to promptly file a complaint with the Campus Director. This may be done in writing or orally. ASIS Massage will investigate the allegation in a fair and expeditious manner. The investigation may include a private interview with the person filing the complaint, any witness(es), and the person alleged to have committed the offense.

If our investigation or legal proceedings reveal that assault did occur, we will act promptly impose disciplinary action that could include termination from employment or dismissal. When we have completed our investigation, we will inform both parities of the results of the investigation. Retaliation taken against any employee or student who makes a complaint or participates in a complaint of a sexual offense is unlawful and will not be tolerated.

Any staff member, or student who is found to have committed a sexual offense is subject to immediate termination or dismissal.
Information on Registered Sex Offenders
As per the requirements of the Clery act, information regarding registered sex offenders in the State of Arizona can be found on the following website: http://www.azdps.gov/Services/Sex_Offender/

National Sexual Violence Resource Center
123 North Enola Drive
Enola, Pennsylvania 17025
877-739-3895 (toll free)
717-909-0710 (phone)
717-909-0714 (fax)
717-909-0715 (TTY)
www.nsvrc.org

National Alliance to End Sexual Violence
(202) 289-3903
http://endsexualviolence.org/

National Center for Victims of Crime
2000 M Street NW, Suite 480
Washington, DC 20036
Phone: (202) 467-8700
Our helpline is staffed Monday through Friday 8:30am to 8:30pm ET:
Toll-free: 1-800-FYI-CALL (1-800-394-2255)
Fax: (202) 467-8701
TTY/TDD: 1-800-211-7996
Email: gethelp@ncvc.org
www.ncvc.org

Rape, Abuse, and Incest National Network (RAINN)
National Sexual Assault Hotline
2000 L Street, NW, Suite 406
Washington, DC 20036
(202) 544-1034
(800) 656-HOPE (4613)
Email: info@rainn.org
www.rainn.org

Centers for Disease Control and Prevention
1600 Clifton Road
Atlanta, Georgia 30333
(404) 639-3311Public Inquiries (404) 639-3534, (800) 311-3435
www.cdc.gov
Revision Date: May, 2016

Purpose: The purpose of this document is to provide the policy that ASIS Massage Education does not require students to be immunized or vaccinated.

Although ASIS believes in the efficacy and wisdom of immunizations as prescribed by the CDC, we do not require nor monitor incoming students’ immunization records.

It is our belief that a student’s health is their own responsibility and that hygiene and universal precautions should be practiced by all.

However, it is also the student’s responsibility to know and understand the state licensing board’s requirements they desire to work.

For CDC recommendations on vaccinations and immunizations, please visit: http://www.cdc.gov/vaccines/
Disclosure of Crime Statistics

Revision Date: May, 2016

ASIS Massage Education prepares these reports to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the school’s website, http://www.asismassage.com//admissions/student-life/index.php#CLERY. This report is prepared in Cooperation with the local law enforcement agencies surrounding our campuses, along with links to the local police department crime statistics. At ASIS Massage we are committed to provide updated information to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the designated campus officials, and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Local law and our massage code of ethics encourages prompt and sometimes mandatory reporting to the local law enforcement agency by health care when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaulting or abusive conduct and acts of domestic violence.

A procedure is in place to capture crime statistics annually for the ASIS Campuses.

A permanent location is designated in the student services folder of our student support system allows for all enrolled students to access this report. Faculty and staff also have access to the student support system. Copies of the report may also be obtained the administrative office at each ASIS campus. All prospective employees may obtain a copy from the Campus Director.
Emergency Response & Evacuation Procedure

Revision Date: May, 2016

ASIS Emergency response & Evacuation Procedure is designed to keep the physical safety of our staff and students. During business hours, ASIS will be open to students, parents, employees, contractors, guests, and clinic participants. During non-business hours access to all ASIS campuses is by key, if issued.

In the event of an actual emergency the campus community will be notified through phone, e-mail, and the ASIS facebook page. Students should take responsibility for regularly checking their e-mail. In order to receive campus-wide e-mail announcements, and to manage the school’s student support system, students are expected to have an email account. In some instances, the school may even send a text message.

The Campus Administration will enact the above-mentioned procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Any and all perceived threats to the safety and property of students and staff at ASIS should be made directly to the campus administration as soon as possible.
If the campus administrator and/or the campus director deems the situation an emergency, students and employees in the building will be directed to a safe location, either inside the building or off to the side.

ASIS recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules and expectations by officials of the school. All persons on the campus are subject to these laws and rules at all times. While ASIS Massage Education is private property, and Constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. As noted, local law enforcement is notified of all serious crime on campus, and is immediately notified of major crimes via 911.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the local law enforcement in a timely manner. If you are the victim of a crime and do not want to pursue action within the school’s system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School’s Director can file a report on the details of the incident without revealing your identity.
ASIS takes all emergencies serious, however some emergencies may be considered an immediate threat which encompasses an imminent or impending threat, such as an approaching forest fire or other extreme weather and geological conditions, bomb threat, an armed intruder, as well as a fire currently raging in one of your buildings. Some other examples of significant emergencies or dangerous situations are: Outbreak of meningitis, norovirus or other serious illness. For all weather warnings, ASIS will follow the lead of the local community colleges for closure and delayed starts.

Our commitment to safety, health and calm will navigate, without delay, the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. There are no trained emergency personal on staff, so a call from the school’s administrative staff to 911 will be placed. All ASIS Massage Education campuses have been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violation of this policy may constitute the calling of local law enforcement.

General information about the emergency response and evacuation procedures for ASIS are publicized each year as part of the institution’s Clery Act compliance efforts and that information is available through the student and staff handbooks. All staff trainings include the importance to notify the Campus Director and the local Police of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus.

ASIS will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense.
Sex Offence Policy & Procedure

Revision Date: May, 2016

Massage Therapy is training based in safe, conscious, non sexual touch. In classes such as Ethics, Boundaries, Code of Conduct, and Scope of Practice, it is our goal to emphasize the need to honor and respect all of humanity. The FBI’s National Incident-Based Reporting System (NIBRS) edition of the UCR defines a sex offense as any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

ASIS Sex Offence Policy & Procedure is designed to keep the physical and emotional safety of our staff and students. During business hours, ASIS will be open to students, parents, employees, contractors, guests, and clinic participants. During non-business hours access to all ASIS campuses is by key, if issued.

ASIS Massage aspires to remain current with experts in the area of sex offense education to help determine the content of such programs and to provide training to students and employees. Experts in this field include rape crisis intervention specialists, local law enforcement officials and social services personnel. Victims are encouraged to ask for outside professional assistance. Any and all perceived threats to the safety of students and staff at ASIS should be made directly to the campus administration as soon as possible. In all cases, the school’s behavior policy will be referred to.

If the campus administrator and /or the campus director deem the situation an emergency, outside authorities will be notified. ASIS recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules and expectations by officials of the school. All persons on the campus are subject to these laws and rules at all times. As noted, local law enforcement is notified of all serious crime on campus, and is immediately notified of major crimes via 911.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Local law enforcement strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus Administrator. Filing a police report with a local police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. If you are the victim of a crime and do not want to pursue action within the school’s system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School’s Director can file a report on the details of the incident without revealing your identity.
There are no trained emergency personal on staff, so a call from the school’s administrative staff to 911 will be placed.

State by-laws limits convicted felons from applying for a massage license, and the admissions staff explains that to all perspective students. If for some reason a convicted sex offender is attending the school, the school will make available all local law enforcement notices. The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

ASIS will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense.
Revision Date: May, 2016

The following Drug-Free Workplace Policy is to notify all employees, faculty, and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690), ASIS prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any school activity. ASIS Massage Education similarly prohibits the unlawful use, possession, and distribution of alcohol in the workplace, on school property, or as part of any school activity, as well as any other unlawful conduct involving alcohol.

For the purpose of this statement, the site for performance of work done in connection with this drug-free workplace, consists of all locations ASIS does business. This includes, but is not limited to classrooms, clinic, parking lots, and offices.

Health Risks:

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause detriment to a person’s health. The health risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to: convulsions, coma, paralysis, brain injury, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person’s health and tactile abilities, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to all.

Described below are some of the additional dangers and symptoms relative to use/abuse:

**Alcohol** is a legal substance in the United States, yet is off limits at the school for several reasons. Alcohol use can cause dehydration, coordination problems, limited sensory output and blurred vision.

In large doses, alcohol can dull sensation and impair muscular coordination, memory and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and a great number of other health, medical, and social issues.

**Cocaine/Crack** is a stimulant drug, which is derived from the coca plant and is most commonly inhaled or smoked. Cocaine increases the heart rate and blood pressure.

**Crack** is a form of smokable cocaine and is more potent than cocaine and even more addictive. Some of the symptoms of cocaine/crack abuse are: personality changes, unexplained weight loss, excess coughing, depression, irritability, and panic attacks.
Crystal Methamphetamine is a colorless, odorless powerful and highly addictive synthetic stimulant. Meth produces lasting euphoric effects, however, is associated with numerous physical problems. The drug can cause rapid heart rate, increased blood pressure, and damage to the small blood vessels in the brain – which can lead to stroke. Chronic use of the drug can result in inflammation of the heart lining, and overdoses. Crystal methamphetamine may lead to episodes of violent behavior, paranoia, anxiety, confusion, and insomnia. The drug can produce psychotic symptoms that persist for months or years after an individual has stopped using the drug.

Depressants
Depressants are highly addictive and are usually known as “downers”. A user may be drowsy, lethargic, suffer from memory loss and have slurred speech. Many lawful drugs that have a depressant feature are from the family of drugs called barbiturates. More serious effects of the abuse of downers are liver damage, paradoxical anxiety and excited rage, coma and death.

Ecstasy – MDMA, XTC, X is a mind altering drug with hallucinogenic and speed like side effects. Often used at parties it is taken to promote loss of inhibition, euphoria, energy, and sexual stimulation. It increases the amounts of serotonin in a person’s brain, which causes increased energy and cheerfulness; it also contains anti-coagulative properties, which can cause a person to bleed internally. Side effects of ecstasy are: depression, increase in heart rate and blood pressure, muscle tension, nausea, blurred vision, faintness, chills, & organ damage.

Gamma-hydroxyx butyrate (GHB) is illegal for any purpose in the United States. GHB was used as a dietary supplement until banned by the FDA.

Hallucinogens are also known as psychedelics and their effects vary, including being affected by changes in time and space perception, delusions and hallucinations. The effects may be mild or overwhelming, depending on the dose and quantity or the drug.

Physical reactions range from minor changes such as dilated pupils, a rise in temperature and heartbeat to lose of control in the thought processes and delusions.

Heroin is a narcotic, which relieves pain and induces sleep and is a highly addictive depressant. Symptoms include “pin point pupils”, drowsy, lethargic, slurred speech and an inability to concentrate. Related medications used to treat pain include oxycontin, oxycodone, methadone, and codeine. The abuse of painkillers is the most common addiction in the United States.

Marijuana is a plant with the botanical name of cannabis sativa, and is either smoked or ingested. Use can cause the nervous system to become disorganized and confused, heart rates to increase, reddening of eyes and dryness of throat.

Studies have proven that marijuana’s mental effects include temporary impairment of short-term memory and an altered sense of time. It also reduces the ability to perform tasks requiring concentration, swift reactions and coordination. Smoking most anything may cause damaged to your lungs, emphysema, chronic bronchitis, lung cancer, and weakened immune system.
Drug Conviction Notification and Imposed Sanctions:
Any employee, faculty or student must notify ASIS of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction. Within 30 days after receiving notice of an employee, faculty, or student conviction, ASIS will seek corrective measures:
1. Taking appropriate action against the employee, faculty or student up to and including expulsion or termination of employment and referral for prosecution and/or
2. Requiring such employee, faculty, or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes be a federal, state or local health, law enforcement, or other appropriate agency.

Laws relating to Drug Violations:
Attached is a list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance. Any employee, faculty or student violating any of the described laws of the Health and Safety Code or the Business and Professional Code could be subject to those laws.

Rehabilitation:
ASIS will reasonably accommodate any employee, faculty, or student who volunteers to enter an alcohol or drug rehabilitation program, provided the reasonable accommodation does not impose undue hardship on the school. Reasonable accommodation could include time off without pay and adjustment of working hours. The employee, faculty or student may use whatever sick time he/she is entitled. However, ASIS is not obligated to offer an accommodation for any employee, faculty, or student who has violated any policy who does not voluntarily ask for assistance. ASIS will take reasonable measures to safeguard the privacy of the employee, faculty or student concerning enrollment in an alcohol or drug rehabilitation program. If an employee, faculty or student enters into a state approved rehabilitation program, the employee shall sign an agreement with ASIS, which will include the following:
1. Enroll in and complete an approved rehabilitation program at the employee’s cost.
2. Ensure the treatment facility provides the company with the necessary documentation to establish compliance.
3. Abstain from any illegal drug misconduct.
4. Acknowledge that any future violation of company drug prohibitions shall result in immediate discharge.
5. Failure to comply with any provision of the agreement shall result in immediate discharge.

Where can you go for help? Visit:
www.helpguide.org
www.recovery.org/browse/Arizona

Policy Distribution Procedures:
The ASIS Drug-Free Workplace Policy will be distributed to all employees, faculty and students using the following procedure:

Students will receive a copy of the Drug-Free Workplace Policy at the time of initial enrollment within their Student Handbook. The enrollment agreement signed by every student will acknowledge receipt of the Student Handbook and its policies.

Faculty and Staff will receive a copy of the Drug-Free Workplace Policy with the initial agreement of employment. It will be read, and the signature page will be returned with the employment agreement.
<table>
<thead>
<tr>
<th>DRUG/SCHEDULE</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine (Schedule II)</td>
<td>500 - 4999 gms mixture</td>
<td><strong>First Offense:</strong></td>
<td>5 kgs or more mixture</td>
<td><strong>First Offense:</strong></td>
</tr>
<tr>
<td>Cocaine Base (Schedule II)</td>
<td>28-278 gms mixture</td>
<td>Not less than 5 yrs, and not more than 40 yrs.</td>
<td>279 gms or more mixture</td>
<td>Not less than 10 yrs, and not more than life.</td>
</tr>
<tr>
<td>Fentanyl (Schedule II)</td>
<td>40 - 399 gms mixture</td>
<td>If death or serious injury, not less than 20 yrs or more than life. Fine of not more than $2 million if an individual, $5 million if not an individual.</td>
<td>400 gms or more mixture</td>
<td>Fined of not more than $4 million if an individual, $10 million if not an individual.</td>
</tr>
<tr>
<td>Fentanyl Analogue (Schedule I)</td>
<td>10 - 99 gms mixture</td>
<td><strong>Second Offense:</strong></td>
<td>100 gms or more mixture</td>
<td><strong>Second Offense:</strong></td>
</tr>
<tr>
<td>Heroin (Schedule I)</td>
<td>100 - 999 gms mixture</td>
<td>Not less than 10 yrs, and not more than life.</td>
<td>1 kg or more mixture</td>
<td>Not less than 20 yrs, and not more than life.</td>
</tr>
<tr>
<td>LSD (Schedule I)</td>
<td>1 - 9 gms mixture</td>
<td><strong>Second Offense:</strong></td>
<td>10 gms or more mixture</td>
<td><strong>Second Offense:</strong></td>
</tr>
<tr>
<td>Methamphetamine (Schedule II)</td>
<td>5 - 49 gms pure or 50 - 499 gms mixture</td>
<td>If death or serious injury, life imprisonment. Fine of not more than $4 million if an individual, $10 million if not an individual.</td>
<td>50 gms or more pure or 500 gms or more mixture</td>
<td>Fine of not more than $8 million if an individual, $20 million if not an individual.</td>
</tr>
<tr>
<td>PCP (Schedule II)</td>
<td>10 - 99 gms pure or 100 - 999 gms mixture</td>
<td><strong>Second Offense:</strong></td>
<td>100 gm or more pure or 1 kg or more mixture</td>
<td><strong>2 or More Prior Offenses:</strong> Life imprisonment</td>
</tr>
</tbody>
</table>

**PENALTIES**

- **Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)**: Any amount
  - **First Offense**: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine $1 million if an individual, $5 million if not an individual.
  - **Second Offense**: Not more than 30 yrs. If death or serious injury, not less than Life. Fine $2 million if an individual, $10 million if not an individual.

- **Flunitrazepam (Schedule IV)**: 1 gm or more
  - **First Offense**: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual.
  - **Second Offense**: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.
<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other Schedule IV drugs</td>
<td>Any amount</td>
<td><strong>First Offense:</strong> Not more than 3 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
<td><strong>Second Offense:</strong> Not more than 6 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.</td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV)</td>
<td>Less than 30 mgs</td>
<td><strong>First Offense:</strong> Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.</td>
<td><strong>Second Offense:</strong> Not more than 2 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.</td>
</tr>
<tr>
<td>All Schedule V drugs</td>
<td>Any amount</td>
<td><strong>First Offense:</strong> Not more than 10 years, not more than life</td>
<td><strong>Second Offense:</strong> Not less than 10 years, not more than life</td>
</tr>
<tr>
<td>Marijuana</td>
<td>1,000 kg or more mixture; or 1,000 or more plants</td>
<td>- Not less than 10 years, not more than life</td>
<td>- Not less than 20 years, not more than life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If death or serious injury, not less than 20 years, not more than life</td>
<td>- If death or serious injury, mandatory life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Fine not more than $4 million if an individual, $10 million if other than an individual</td>
<td>- Fine not more than $8 million if an individual, $20 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>100 kg to 999 kg mixture; or 100 to 999 plants</td>
<td>- Not less than 5 years, not more than 40 years</td>
<td>- Not less than 10 years, not more than life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If death or serious injury, not less than 20 years, not more than life</td>
<td>- If death or serious injury, mandatory life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Fine not more than $2 million if an individual, $5 million if other than an individual</td>
<td>- Fine not more than $4 million if an individual, $10 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants</td>
<td>- Not more than 20 years</td>
<td>- Not more than 30 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If death or serious injury, not less than 20 years, not more than life</td>
<td>- If death or serious injury, mandatory life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Fine $1 million if an individual, $5 million if other than an individual</td>
<td>- Fine $2 million if an individual, $10 million if other than an individual</td>
</tr>
</tbody>
</table>
Acknowledgement of Receipt of the ASIS Drug and Alcohol Policy for a Drug-Free Workplace

By signing this document the employee, faculty member or student agrees to abide by the ASIS Drug and Alcohol Policy for a Drug-Free Workplace and understands the sanctions associated with violating such policy.

Circle One: Faculty Staff Student

Name (Print):

Signature:

Date:

<table>
<thead>
<tr>
<th><em>from the U.S. Drug Enforcement Administration</em></th>
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</thead>
<tbody>
<tr>
<td>Marijuana</td>
</tr>
<tr>
<td>1 to 49 plants; less than 50 kg mixture</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Fine not more than $250,000, $1 million other than individual</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Not more than 5 years</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Fine $500,000 if an individual, $2 million if other than individual</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Not more than 10 years</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Hashish</td>
</tr>
<tr>
<td>10 kg or less</td>
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</tbody>
</table>

Marijuana

Hashish

Hashish Oil

1 kg or less
Re-Entrance Policy

Revision Date: May, 2016

At ASIS Massage Education, we understand that life is the thing that happens as we are making our glorious plans for what we want to have happen. If by any chance a student experiences life circumstances which have left them no choice but to suspend their training, ASIS is eager to reinstate the student, on the condition that the student has successfully received an official Leave of Absence, in accordance to the predetermined agreement. A Leave of Absence is a temporary break in a student’s attendance during which they are still considered to be continuously enrolled.

For students who have been dismissed for violation of either attendance, or academic reasons, ASIS Massage Education is willing to consider the student’s re-enrolment after a minimum of 6 months leave. Students who have been dismissed may be reinstated only after an interview with an administrator and must complete the whole course in it’s entirety. Reinstatement is at the discretion of the administration, and the student will be responsible for all tuitions due.

Student’s who have been dismissed for behavioral reasons will not be reinstated.

An official reinstatement for leave of absence/dismissed students must comply with the following requirements:

1. The student must request the re-entrance in writing with a clear attempt to explain the stumbling blocks in the past, and a plan to complete in the future.

2. All re-entrance considerations will be considered at the discretion of the school. Multiple leaves of absence are not permitted.

3. The student must sign and date their re-entrance request and include an explanation for their original leave of absence/dismissal. The reason must be specified in order for ASIS to have a reasonable expectation of the student’s rededication.

4. The student must attest to understanding the procedures, expectations and implications for returning to his/her course of study.

5. In some case’s, ASIS may need to apply pertinent requirements as well as those listed above.