



Career Training for Massage Therapist and Health Educator School Catalog

School and Class Session Locations:

| | | |
|--|--|--------------|
| <input type="checkbox"/> Emeryville, CA: | 5900 Doyle Street, Emeryville, CA 94608 | 510-547-6442 |
| <input type="checkbox"/> Studio City, CA: | 10969 Ventura Blvd, Studio City, CA 91604 | 818-788-0824 |
| <input type="checkbox"/> Petaluma, CA: | 1347 Redwood Way, Petaluma, CA 94954 | 707-789-9235 |
| <input type="checkbox"/> San Francisco, CA | 1665 Market Street, San Francisco, CA 94103 | 415-861-2045 |
| <input type="checkbox"/> San Jose, CA: | 3031 Tisch Way, Suite 1 Plaza South., San Jose, CA 95128 | 408-423-8004 |
| <input type="checkbox"/> Sacramento, CA: | 1610 Arden Way, Sacramento, CA 95815 | 916-568-6411 |

Email: nhi@nhi.edu Web Site: www.nhi.edu -

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ABOUT THIS CATALOG

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

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

NHI reserves the right to update or modify any of the information appearing in this catalog at any time.

WHY NATIONAL HOLISTIC INSTITUTE?

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

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

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

Over the years, NHI has set the standard for massage therapy programs around the world by emphasizing the professional aspects of massage therapy and pioneering the 720-hour program.

Today, NHI is one of the largest and most respected Massage Therapy schools in the nation. Thousands of students have graduated from our program and found success starting their own private practice or working in luxurious resorts, day spas, sports clubs, and medical offices.

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

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

OUR ENVIRONMENT FOR LEARNING

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

The school’s equipment includes massage tables, massage chairs, hydroculators, lotions and oils, full-size model skeletons, study tables and chairs, white boards, overhead projectors, videotaping equipment, televisions, video equipment, and stereo sound equipment. Students are given required books in class, plus supplies such as backpacks, oils, lotions, and sheets.

The addresses of our facilities are listed on the front cover.

APPROVAL AND ACCREDITATION

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

- 1. State of California — California Private Postsecondary and Education Act of 2009.**
National Holistic Institute's approval to operate as a private postsecondary school in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010. National Holistic Institute under Section 94890 is approved to operate by means of its accreditation. The CPPEA is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, 916.431.6959.

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

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

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

3. United States Department of Education

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

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

4. American Massage Therapy Association (AMTA)

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

5. Foreign Student Eligibility

NHI welcomes students from other countries. We are authorized to enroll foreign students under the regulations set forth by the U.S. Department of Homeland Security and can issue I-20 documents for M-1 student visas.

6. Vocational Rehabilitation

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

7. Nurses' Continuing Education

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

8. National Certification Exam

Upon successful completion of NHI's Massage Therapist and Health Education training, many of our graduates take the National Certification Examination. This voluntary test has been established to measure entry level competence in the field. NHI's comprehensive training prepares our graduates for this test.

9. Veterans' Benefits

NHI is approved by the State of California Bureau for Private Postsecondary Education (BPPE) based on this catalog and the Veterans' Information Bulletin. Students who wish to receive veteran benefits need to notify the Department of Veteran Affairs (DVA). The NHI program is approved as accredited under Section 3675, Chapter 36, Title 38, U.S. Code.

PLACEMENT ASSISTANCE

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

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

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

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

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

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

MESSAGE LAWS

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

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

California Certification

The California legislature established a non-profit organization, the California Massage Therapy Council (CAMTC), to certify California massage therapists to work anywhere in California without also obtaining a city or county massage permit or license. NHI graduates qualify to be Certified Massage Therapists by the CAMTC. More information may be obtained at www.camtc.org.

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

City or County Permits or Licenses

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

Outside the State of California

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

Business Licenses

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

CREDIT / CLOCK HOUR DEFINITION AND CONVERSION METHODOLOGY

Massage Therapist and Health Educator

36 Quarter Credits / 744 Hours -
Estimated Out-of-Class Hours: 157.8 -

Advanced Neuromuscular Massage Therapist and Health Educator

56 Quarter Credits / 1144 Hours -
Estimated Out-of-Class Hours: 258 -

Advanced Neuromuscular Massage Therapist

20 Quarter Credits / 400 Hours -
Estimated Out-of-Class Hours: 100 -

National Holistic Institute defines a clock hour as 50 minutes of actual class instruction within a 60 minute period. Students are given a 10 minute break within each 60 minute period of instruction. In addition to in-class instruction, inherent in the programs offered at National Holistic Institute are required homework-related activities. The homework is documented in the curriculum, including an approximation of the time required for the student to complete the assignments. The grading criterion is specified and weighted appropriately in the determination of a final grade for the course or module.

For Academic purposes, the Carnegie clock-to-credit hour conversion methodology is used to determine the credit value of a program: For Lecture hours consisting of theory or new

principles, the conversion ratio is 10 lecture hours to 1 quarter credit hour. (Divide lecture hours by 10). For Laboratory hours consisting of supervised student practice of a previously introduced theory, the conversion ratio is 20 laboratory hours to 1 quarter credit hour. (Divide laboratory hours by 20). For Externship/Internship hours consisting of supervised work experience activities related to the training program, the conversion ratio is 30 externship/internship hours to 1 quarter credit hour. (Divide externship hours by 30).

For Title IV Federal Financial Aid eligibility determination, the clock-to-credit hour conversion ratio used is: 25 clock hours of lecture, laboratory, and/or externship instruction to 1 quarter - credit hour. -

Procedure: -

For Title IV Federal Financial Aid purposes, National Holistic awards Title IV aid based on a - 20:1 quarter credit hour conversion, and therefore defines 25:1 as 20 hours of in-class training and 5 hours of out-of-class student work for certain courses. Using this formula, total out-of-class student work for each National Holistic Institute program is calculated as follows:

744 Hour Massage Therapist & Health Educator Program:

- 412 Massage Theory & Practice Hours / 20 = 103 hours of out-of-class work, which equates to 20.6 Quarter Credit Hours
- 108 Anatomy & Physiology (Science) Hours / 20 = 27 hours of out-of-class work, which equates to 5.4 Quarter Credit Hours
- 111 Business Hours / 20 = 27.8 hours of out-of-class work, which equates to 5.5 Quarter Credit Hours
- 57 Clinic Hours / 25 hours = 2.3 Quarter Credits. No out-of-class work for this course is affiliated with Quarter Credit value
- 56 Externship Hours / 25 hours = 2.2 Quarter Credits. No out-of-class work for this course is affiliated with Quarter Credit value

Summary:

631 class Hours* + 157.7 out-of-class Hours = 31.5 Quarter Credit Hours
(*Massage Theory & Practice, Anatomy & Physiology, and Business)
113 class Hours** = 4.5 Quarter Credit Hours
(**Clinic and Externship)
744 Hour Program total equals 36 Quarter Credit Hours

400 Hour Advanced Neuromuscular Massage Therapist Program:

- 400 Hours/20 hours = 20 Quarter Credit Hours -
- 20 Quarter Credit Hours x 5 hours = 100 hours of out-of-class work -

1144 Hour Advanced Neuromuscular Massage Therapist & Health Educator Program:

- 1144 Hours combines the 400 Hour (20 Quarter Credit) program with the 744 Hour (36 Quarter Credit) program, as detailed above.

Summary: -

631 class Hours* + 157.7 out-of-class Hours = 31.5 Quarter Credit Hours -

(*Massage Theory & Practice, Anatomy & Physiology, and Business)
113 class Hours** = 4.5 Quarter Credit Hours
(*Clinic and Externship)
400 Hours*** + 100 out-of-class Hours = 20 Quarter Credit Hours
(***Advanced Neuromuscular Massage Therapy)
1144 Hour Program total equals 56 Quarter Credit Hours

THE MESSAGE THERAPIST & HEALTH EDUCATOR PROGRAM

Massage Therapist and Health Educator

36 Quarter Credits / 744 Hours

Award: Diploma

Estimated Out-of-Class Hours: 158

Class Schedules

Week Day Schedule: Monday through Friday; 8:45am – 12:45pm
20 – 24 hours per week; 8 to 10 months in length
Some schedules include one additional class per week:
1:15pm – 5:15pm

Evening Schedule: - Monday through Thursday; 6:00pm – 10:00pm
16 hours per week; approximately 12 months in length

Evening/Weekend Schedules: - Monday and Wednesday; 6:00pm – 10:00pm
and Saturday, 8:45am – 5:15pm
-or-
Tuesday and Thursday; 6:00pm – 10:00pm
and Sunday, 8:45am – 5:15pm-
16 hours per week; approximately 12 months in length

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

Educational Objectives

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

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

Course of Study

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

| | Lecture | Lab | Externship | Total Clock | Total Quarter |
|--------------------------------------|----------------|--------------|-------------------|--------------------|----------------------|
| Course Title | Hours | Hours | Hours | Hours | Credits |
| Massage Theory & Practice | 223.5 | 188.5 | 0 | 412 | 20.6 |
| Anatomy & Physiology | 108 | 0 | 0 | 108 | 5.4 |
| Business | 90.5 | 20.5 | 0 | 111 | 5.6 |
| Clinic | 0 | 57 | 0 | 57 | 2.3 |
| Externship | 0 | 0 | 56 | 56 | 2.2 |
| Total Hours | 422 | 266 | 56 | 744 | 36 |

I. Massage Theory and Practice

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

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

In this subject, you will learn Swedish massage, acupressure/shiatsu massage, sports massage, massage for pregnant women, massage for people with injuries, seated massage, foot reflexology, deep tissue massage, energy massage, joint mobilization, rocking and shaking massage, professional draping procedures, body mechanics for the therapist, and assessment and customization of massage sessions.

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

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

II. Anatomy, Physiology, Kinesiology, and Pathology

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

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

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

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

III. Career Development

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

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

- - how to manage your time
- - how to develop your presentation skills to communicate effectively with clients and business associates.
- - understanding and meeting your clients' changing needs.
- - marketing your services to prospective clients
- - organizing your financial accounts and updating client records to help you prepare for income tax filing.
- - how to create an effective resume that highlights your strengths.
- - how to prepare and interview for positions as an independent contractor or employee.

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

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

IV. Student Clinic

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

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

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

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

V. Externship / Community Service

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

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

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

Sequence of Instruction

You will begin your training at NHI by learning either Swedish or acupressure/shiatsu massage. You'll also focus on the related anatomical systems. Based on this foundation, you will learn other topics concurrently, depending on class scheduling. In the Student Clinic and during Externship, you will practice the skills you've learned. This "learn by doing" approach helps you integrate and master the course work more effectively.

Class Size

Our lecture classes can accommodate an unlimited number of students. The size of the classroom dictates the number of students. On average, our largest classrooms hold approximately 40 students.

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

THE ADVANCED NEUROMUSCULAR MASSAGE THERAPIST PROGRAM

Advanced Neuromuscular Massage Therapist

20 Quarter Credits / 400 Hours

Award: Diploma

Estimated Out-of-Class Hours: 100

Class Schedules

Week Day Schedule: Monday through Friday; 8:45am – 12:45pm
-or-
Monday through Friday; 1:15pm – 5:15pm
20 hours per week; approximately 6 months in length

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

Educational Objectives

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

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

Course of Study

NHI's Advanced Neuromuscular Massage Therapist training program consists of the following modules:

| Course Title | Lecture Hours | Lab Hours | Externship Hours | Total Clock Hours | Total Quarter Credits |
|-----------------------------------|---------------|--------------|------------------|-------------------|-----------------------|
| Shoulder / Thoracic Module | 54.0 | 26.0 | 0 | 80 | 6.7 |
| Head & Neck Module | 54.0 | 26.0 | 0 | 80 | 6.7 |
| Lumbopelvic Module | 58.0 | 22.0 | 0 | 80 | 6.9 |
| Lower Extremities Module | 54.0 | 26.0 | 0 | 80 | 6.7 |
| Upper Extremities Module | 54.0 | 26.0 | 0 | 80 | 6.7 |
| Total Hours | 274.0 | 126.0 | 0.0 | 400 | 33.7 |

I. Lower Extremity Module

In this module you will learn about the foundations for the lower extremities, its structure and function, anatomy, Gait Analysis, lower extremity injuries and pathology, orthopedic testing, and cryotherapy.

II. Lumbar/Pelvic Module

In this module you will learn about the foundations for the lumbar/pelvic region, its structure and function, anatomy, trigger point therapy, pathologies of the spine and hip joint, soft tissue damage and healing, and orthopedic testing.

III. Neck/Head Module

In this module you will learn about the foundations for the Neck and Head, its structure and function, anatomy, TMJ dysfunction and injuries, assessment, injury evaluation of facial and cranial muscles.

IV. Shoulder/Thoracic Module

In this module you will learn about the foundations for the shoulder/thoracic region, its structure and function, anatomy, ranges of motion of the pectoral girdle, rotator cuff muscles, the gleno-humeral joint, assessment, injuries and pathologies, and PNF stretches.

V. Upper Extremity Module

In this module you will learn about the foundations for the upper extremities, its structure and function, anatomy, injuries and pathologies of the upper extremities, flexors of the forearm, and kinesiology of the wrist.

Sequence of Instruction

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

Class Size

Our lecture classes can accommodate an unlimited number of students. The size of the classroom dictates the number of students. On average, our largest classrooms hold approximately 40 students.

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

THE ADVANCED NEUROMUSCULAR MASSAGE THERAPIST & HEALTH EDUCATOR PROGRAM

Advanced Neuromuscular Massage Therapist and Health Educator

56 Quarter Credits / 1144 Hours

Award: Diploma

Estimated Out-of-Class Hours: 258

Class Schedules

NHI's Advanced Neuromuscular Massage Therapist & Health Educator Program combines the basic 744 hour Massage Therapist & Health Educator Program with the 400 hour Advanced Neuromuscular Massage Therapist Program to provide 1144 contact hours of state-of-the-art training in therapeutic neuromuscular massage. Please refer to the earlier sections of the catalog for the available class schedules.

Educational Objectives

NHI's aim is to graduate qualified Advanced Neuromuscular Massage Therapist & Health Educators with advanced level skills that will lead to more specialized positions, at higher rates of pay, and in turn support the growth of massage therapy as a well respected mainstream therapeutic modality in the health care industry.

The graduate will, as soon as possible, be able to generate sufficient earnings to meet all their requirements for food, clothing, housing, transportation, child, care, insurance, health care, and other necessities, as well as for recreation, vacations and retirement planning.

Course of Study

NHI's Advanced Neuromuscular Massage Therapist & Health Educator Program combines the basic 720 clock hour Massage Therapist & Health Educator Program with the 400 clock hour Advanced Neuromuscular Massage Therapist Program as follows:

| Course Title | Lecture Hours | Lab Hours | Externship Hours | Total Clock Hours | Total Quarter Credits |
|--------------------------------------|---------------|------------|------------------|-------------------|-----------------------|
| Massage Theory & Practice | 223.5 | 188.5 | 0 | 412 | 20.6 |
| Anatomy & Physiology | 108 | 0 | 0 | 108 | 5.4 |
| Business | 90.5 | 20.5 | 0 | 111 | 5.6 |
| Clinic | 0 | 57 | 0 | 57 | 2.3 |
| Externship | 0 | 0 | 56 | 56 | 2.2 |
| Shoulder / Thoracic Module | 54 | 26 | 0 | 80 | 4 |
| Head & Neck Module | 54 | 26 | 0 | 80 | 4 |
| Lumbopelvic Module | 58 | 22 | 0 | 80 | 4 |
| Lower Extremities Module | 54 | 26 | 0 | 80 | 4 |
| Upper Extremities Module | 54 | 26 | 0 | 80 | 4 |
| Total Hours | 669 | 392 | 56 | 1144 | 56 |

To view the details of the courses of study listed above, please refer to the earlier sections of the catalog where each course is described.

Sequence of Instruction

You will begin your training at NHI by learning either Swedish or acupressure/shiatsu massage. You'll also focus on the related anatomical systems. Based on this foundation, you will learn other topics concurrently, depending on class scheduling. In the Student Clinic and during Externship, you will practice the skills you've learned. This "learn by doing" approach helps you integrate and master the course work more effectively. Once you have completed the 744 hour basic training you will move into the 400 hour advanced modular program.

Class Size

Our lecture classes can accommodate an unlimited number of students. The size of the classroom dictates the number of students. On average, our largest classrooms hold approximately 40 students.

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

ADMISSIONS REQUIREMENTS AND PROCEDURES

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

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

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

Once you are accepted, you can then begin the Federal Financial Aid process, if you desire Federal Financial Aid. Individuals who have a high school diploma or GED are eligible to apply. Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test, must be obtained and included in the student's academic file.

NHI does not provide English-as-a-second language instruction. Students must be proficient in all areas of the English language, including speaking, reading, writing and oral comprehension. Demonstration of English proficiency is satisfied by documenting completion of a High School diploma or equivalent and successfully passing the College's entrance interview.

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

For those who do not have a high school diploma or GED and are beyond the compulsory age for high school education, may demonstrate their ability to benefit from the program by the successful completion of the entrance examination, administered by an independent tester who is approved by the test publisher.

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

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. NHI will bear the costs of providing academic adjustments, auxiliary aids, or reasonable accommodations unless doing so presents an undue hardship.

Requests for an Accommodation or Auxiliary Aid or Service

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

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

By telephone at 800.315.3552.

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

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

Grievance Procedure Regarding an Accommodation or Auxiliary Aid or Service

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

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

By telephone at 800.315.3552.

By mail at - Director of Compliance -
National Holistic Institute -
5900 Doyle Street -
Emeryville, CA 94608 -

- The Director of Compliance will respond within two weeks of receiving the request.

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

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

Rejection of an Applicant

If NHI rejects an applicant for enrollment, cancels a program, or if a prospective international student has his/her application rejected, a full refund of all monies paid to NHI less the cost of any books or supplies he or she may have received will be made to the applicant.

Transfer of Credits

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

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

Transfer credits will be accepted for up to 50% of the programs' science courses. For applicants whose credits were earned previously at National Holistic Institute, all prior credits earned will be accepted for transfer.

NHI does not offer any Master's degree programs; therefore no semester units or its equivalent will be accepted.

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

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

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

If an applicant's request for transfer of credits is denied he/she may appeal the decision within 2 weeks following the receipt of the formal notification. Appeals shall be directed to the President.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

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

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

CALENDAR & HOLIDAYS

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

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

FINANCIAL INFORMATION

Tuition and Fees

NHI is pleased to offer a variety of payment plans. Federal financial aid is often a viable choice for those who qualify. Others prefer to take advantage of our discounted payment options, career loans, or monthly payment plans. Whatever your situation, NHI is committed to providing you personalized assistance in finding a plan that works for you.

The registration fee is \$50.00. The tuition and books and supplies fees are as follows:

- Advanced Neuromuscular Massage Therapist program:

Tuition \$6,995; Books and Supplies fees \$291.90

- Massage Therapist & Health Educator program: -
Tuition \$13,988.50; Books and Supplies fees \$458.23 -
- Advanced Neuromuscular Massage Therapist & Health Educator program: -
Tuition \$20,983.50; Books and Supplies fees \$750.13 -

There is also an option to purchase a massage table for \$539.97. Tuition and fees change periodically, so please check with the Admissions Department for the latest information.

- Student Tuition Recovery Fund

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

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

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

The fee for enrollment agreements signed on or after February 1, 2010 is \$2.50 per \$1,000 of total institutional charges, rounded to the nearest thousand dollars. In order to file a claim, you must have a social security number or a taxpayer identification number.

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

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

1. *The school closed before the course of instruction was completed.*
2. *The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.*
3. *The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to the closure in excess of tuition and other costs.*

4. *There was a material failure to comply with the Act of the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.*
 - a. *An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for violation of the Act.*

Financial Aid

NHI is pleased to make available United States Department of Education Federal Financial Aid to students who qualify. NHI is an eligible institution to participate in the following programs:

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

Consumer Information

The purpose of financial assistance is to aid students seeking post-secondary education who are in financial need. A person who wishes to apply must meet all eligibility requirements. To learn how eligibility is determined, how federal aid is disbursed, as well as the terms and conditions of the loans, *The Student Guide to Financial Aid* may be obtained by contacting our Financial Planning department.

As you can imagine, Federal Financial Aid is highly regulated and requires strict compliance. However, we at NHI choose to participate so the benefit of our unique training program can be made available to students who otherwise would be unable to attend.

We ask your cooperation as we do our part to arrange bank loans and/or government grants on your behalf. Please assist us by providing requested information and documents as soon as possible.

During your admissions interview, your Admissions Representative will provide you with an estimate of the amount of Federal Financial Aid you may qualify for, based on personal financial information you provide at that time. (Please be aware that our Admissions Representatives provide only an estimate of possible Federal Financial Aid available to you. Their main intent is to help determine whether NHI's program will provide you with what you want in your life.)

The estimate of Federal Financial Aid will give you an idea as to whether you can finance your education in this way or whether you will need to pay for it in another way. Once you are accepted into our training program, our Financial Planning Office will provide a thorough determination of the Federal Financial Aid you are eligible for and will assist you in obtaining Federal Financial Aid, providing you supply us with the needed information.

If you obtain a student loan to pay for the course of instruction, you have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you receive federal student financial aid funds, you are entitled to a refund of the moneys not paid from federal student financial aid program funds.

If you are eligible for a loan guaranteed or reinsured by the state or federal government and you default on the loan:

- - The federal or state government or the loan guarantee agency can take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
- - You may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

California State Grants

NHI is eligible to participate in the following California State Grant programs:

- Cal Grant B
- Cal Grant C
- Chaffee Grant

When you meet with your Financial Planning representative, he/she will determine which state grants you may be eligible for. If you are eligible to receive a Cal Grant B award you may authorize National Holistic Institute to apply the grant to your school tuition and fees account. You have the right to rescind the authorization at any time up to the date the fund transaction actually occurs. If you choose to rescind the authorization, then any subsequent Cal Grant B funds received will be paid directly to you.

Terms and Methods of Payment

Terms and Methods of Payment

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

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

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

CONSUMER INFORMATION & CONSUMER DISCLOSURES

This section of the catalog is intended to provide information about National Holistic Institute’s programs, pursuant to the Code of Federal Regulations related to student consumer information and programs that prepare students for gainful employment. National Holistic Institute has campuses located in Emeryville, Sacramento, San Francisco, San Jose, Santa Ana, Studio City, and Petaluma, California and is institutionally accredited by the Accrediting Council for Continuing Education and Training (ACCET) and approved to operate in California by the Bureau for Private Postsecondary Education (BPPE).

Student Consumer Information

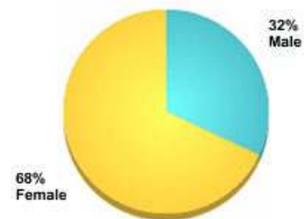
National Holistic Institute
5900 Doyle Street, Emeryville, CA 94608

Type: <2-year, Private for-profit
Awards offered: Less than one year certificate
One but less than two years certificate
Campus setting: Suburb: Large
Campus housing: No
Student population: 237 (all undergraduate)
Student-to-faculty ration: 15 to 1

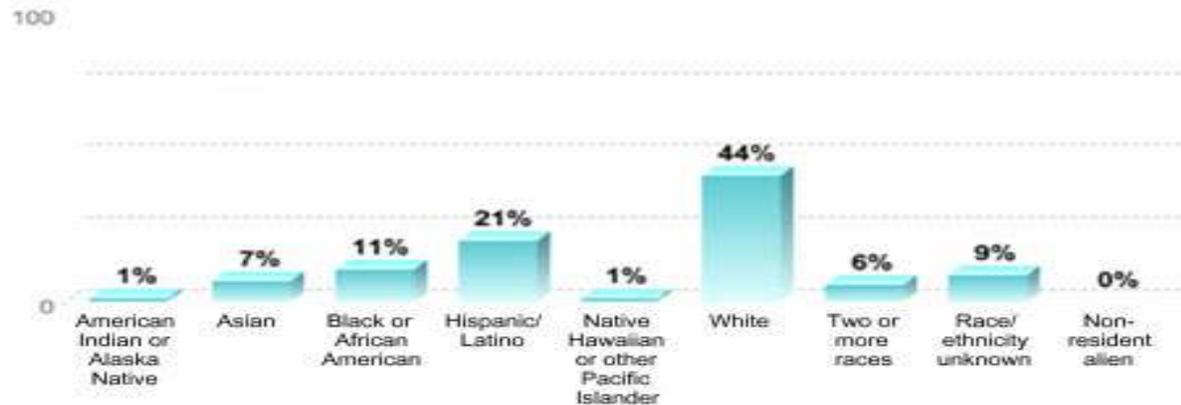
Attendance Status



Student Gender -



Student Race/Ethnicity -



All Undergraduate Students -

| Type of Aid | Number Receiving Aid | Percent Receiving Aid | Total Amount of Aid Received | Average Amount of Aid Received |
|---------------------------------------|----------------------|-----------------------|------------------------------|--------------------------------|
| Grant or Scholarship Aid ¹ | 528 | 76% | \$2,167,676 | \$4,105 |
| Pell Grants | 510 | 73% | \$2,075,707 | \$4,070 |
| Federal Student Loans | 583 | 84% | \$5,017,587 | \$8,606 |

¹Grant or scholarship aid includes aid received, from the federal government, state or local government, the institution, and other sources known by the institution.

Gainful Employment Disclosures

Some Gainful Employment Definitions

- On-time Completion Rate (as defined in 34 CFR 668.6 (c)). This number is based on the students who graduated during the award year, and did so within "normal time." Normal time is based on the published length of the program in the catalog. This rate is not reflective of the overall completion rate of the program.
- Placement Rate is based on two separate methodologies:
 1. - National Holistic Institute's accrediting body, ACCET, defines the placement rate as the number of students who completed their program within 150% of the program length during the reporting period who found a job in their field of training, divided by the number of completers available for employment (completions minus no more than 15% waivers).
 2. - The California Bureau for Private Postsecondary Education defines the placement rate as the number of graduates (completers) employed in the field by the number of graduates available for employment.
 - "Graduates available for employment" means the number of graduates minus the number of graduates unavailable for employment.
 - "Graduates employed in the field" means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
 - "Graduates unavailable for employment" means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education at an accredited or bureau-approved postsecondary institution.

- Tuition and Fees are the tuition and fees charged for the program. Cost of Program includes tuition and fees and other incidental costs of the program when completed in "normal time" (i.e., the published length of the program in the catalog).
- Median Loan Debt is the median debt incurred through Title IV HEA loans and other private financing sources by students who complete the program.

Massage Therapist and Health Educator Program

Program Name: Massage Therapist and Health Educator Program

Award: Diploma

Related Occupations: Massage Therapist

The Classification of Instructional Programs (CIP) code assigned to the Massage Therapy certificate program is 51.3501: Massage Therapy/Therapeutic Massage. Associated Standard Occupational codes related to this CIP code, and detailed information about the occupations graduates of this program enter, can be found at this link:

<http://www.onetonline.org/link/summary/31-9011.00>.

O*NET Occupational titles (SOC Code 31-9011.00): Massage Therapists: Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist (CMT), Licensed Massage Practitioner, Registered Massage Therapist, Bodywork Therapist, Integrated Deep Tissue Massage Therapist, Therapeutic Massage Technician.

Cost of Program

Tuition: \$13,988.75

Registration Fee: \$50

Books and Supplies: \$458.23

Massage Table: \$539.97

California Student Tuition Recovery Fund*: \$35.00

Total Cost: \$15,071.95

* \$2.50 for every \$1000 rounded to the nearest \$1000

Median Loan Debt

Title IV Loan Debt: \$9,409 (Emeryville - \$9,409; San Francisco - \$9,447; San Jose - \$9,243; - Petaluma - \$9,243; Studio City - \$9,500) -

Private Loan Debt: \$0.00 -

Institutional Loan Debt: \$0.00 -

Length of Program

Weeks - 39

Months - 9

Program Completion

July 1, 2010 to June 30, 2011

Department of Education (DOE)

On-Time Graduation Rate: 89.9% -

January 1, 2010 to December 31, 2010 -

Accrediting Commission for Continuing Education & Training (ACCET) -
Completion Rate: 80.4% -

January 1, 2011 to December 31, 2011 -

Bureau for Private Postsecondary Education (BPPE) -
Completion Rate: 62.4% (100% of program length) -
Completion Rate: 6.8% (150% of program length) -

Program Placement

Jan 1, 2010 to Dec 31, 2010 -

Accrediting Commission for Continuing Education & Training (ACCET) -
Job Placement Rate: 84.8% -

January 1, 2011 to December 31, 2011 -

Bureau for Private Postsecondary Education (BPPE) -
Job Placement Rate: 72% -

Advanced Neuromuscular Massage Therapist Program -

Program Name: Advanced Neuromuscular Massage Therapist Program -

Award: Diploma -

Related Occupations: Massage Therapist -

The Classification of Instructional Programs (CIP) code assigned to the Massage Therapy certificate program is 51.3501: Massage Therapy/Therapeutic Massage. Associated Standard Occupational codes related to this CIP code, and detailed information about the occupations graduates of this program enter, can be found at this link:

<http://www.onetonline.org/link/summary/31-9011.00>.

O*NET Occupational titles (SOC Code 31-9011.00): Massage Therapists: Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist (CMT), Licensed Massage Practitioner, Registered Massage Therapist, Bodywork Therapist, Integrated Deep Tissue Massage Therapist, Therapeutic Massage Technician.

Cost of Program

Tuition: \$6,995.00

Registration Fee: \$50

Books and Supplies: \$291.90

California Student Tuition Recovery Fund*: \$17.50

Total Cost: \$7,354.40

* \$2.50 for every \$1000 rounded to the nearest \$1000

Median Loan Debt

Title IV Loan Debt: \$0.00
Private Loan Debt: \$0.00
Institutional Loan Debt: \$0.00

Length of Program

Weeks - 24
Months - 6

Program Completion

July 1, 2010 to June 30, 2011 -
Department of Education (DOE) -
On-Time Graduation Rate: 90.0% -

January 1, 2010 to December 31, 2010 -
Accrediting Commission for Continuing Education & Training (ACCET) -
Completion Rate: n/a -

January 1, 2011 to December 31, 2011 -
Bureau for Private Postsecondary Education (BPPE) -
Completion Rate: 100% (100% of program length) -
Completion Rate: 0.0% (150% of program length) -

Program Placement

Jan 1, 2010 to Dec 31, 2010 -
Accrediting Commission for Continuing Education & Training (ACCET) -
Job Placement Rate: 100.0% -

January 1, 2011 to December 31, 2011 -
Bureau for Private Postsecondary Education (BPPE) -
Job Placement Rate: 85.7% -

Advanced Neuromuscular Massage Therapist and Health Educator Program -

Program Name: Advanced Neuromuscular Massage Therapist and Health Educator Program -

Award: Diploma -

Related Occupations: Massage Therapist -

The Classification of Instructional Programs (CIP) code assigned to the Massage Therapy certificate program is 51.3501: Massage Therapy/Therapeutic Massage. Associated Standard Occupational codes related to this CIP code, and detailed information about the occupations graduates of this program enter, can be found at this link:

<http://www.onetonline.org/link/summary/31-9011.00>.

O*NET Occupational titles (SOC Code 31-9011.00): Massage Therapists: Massage Therapist, Licensed Massage Therapist, Certified Massage Therapist (CMT), Licensed Massage Practitioner, Registered Massage Therapist, Bodywork Therapist, Integrated Deep Tissue Massage Therapist, Therapeutic Massage Technician.

Cost of Program

Tuition: \$20,983.75

Registration Fee: \$50

Books and Supplies: \$675.74

California Student Tuition Recovery Fund*: \$52.50

Total Cost: \$22,301.96

* \$2.50 for every \$1000 rounded to the nearest \$1000

Median Loan Debt

Title IV Loan Debt: \$4,501

Private Loan Debt: \$0.00

Institutional Loan Debt: \$0.00

Length of Program

Weeks - 60

Months - 15

Program Completion

July 1, 2010 to June 30, 2011 -

Department of Education (DOE) -

On-Time Graduation Rate: 77.6% -

January 1, 2010 to December 31, 2010 -

Accrediting Commission for Continuing Education & Training (ACCET) -

Completion Rate: 100% -

January 1, 2011 to December 31, 2011 -

Bureau for Private Postsecondary Education (BPPE) -

Completion Rate: n/a -

Program Placement

Jan 1, 2010 to Dec 31, 2010 -

Accrediting Commission for Continuing Education & Training (ACCET) -

Job Placement Rate: 83.3% -

January 1, 2011 to December 31, 2011 -

Bureau for Private Postsecondary Education (BPPE) -

Job Placement Rate: n/a -

STUDENT SERVICES

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

Library & Resource Material

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

Mentoring

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

Tutoring

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

Employment Assistance While In School

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

Federal Work Study Program (FWS)

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

Housing Assistance

If you are moving to the area from out of town and need housing, we can help. We post rental notices from students, local real estate agencies and other community members who have housing to offer. However, NHI assumes no responsibility for student lodging at these or other accommodations. If you're interested in housing assistance, please contact Student Services.

Transportation

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

Other Services

NHI maintains a guide of resource information on community programs and private agencies serving the surrounding cities and counties. These services are available to help with issues from day care availability, to counseling on drug and alcohol abuse, personal crisis, sexuality, and legal and medical information.

Student Life Activities

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

ADMINISTRATIVE AND ACADEMIC POLICIES

Attendance

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

Attendance is taken at the beginning of each class, marking absences and missed time, both of which become part of your permanent record. For every block of one-to-fifteen minutes missed due to late arrival, or early departure, a full 15 minutes will be deducted from the student's attendance for that class.

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

Overall Attendance and Segment Attendance

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

- Overall programmatic and segment attendance is measured at multiple check points throughout the student's time in the program.
- With excused and approved absences, 10% of the program may be missed without the requirement to make-up hours.

Make-Up Hours

- Once a student has fallen below 90% attendance at any "Attendance Check-Point", s/he will be required to make-up sufficient hours to raise attendance to 90%, prior to the next "Attendance Check-Point".
 - A maximum of an additional 10% of scheduled hours may be made-up, through NHI approved make-up hour activities.
- If the required make-up hours remain incomplete at the next check-point, the student will be placed on "Attendance Probation".
 - If a student has an acceptable reason to anticipate failing probation s/he may request a Leave of Absence (LOA). A LOA may be granted if circumstances of the leave comply with all requirements as defined under the "Leave of Absence" section in the catalog, including the availability of an appropriate return date and a written request completed in advance of the beginning date of the LOA (unless unforeseen circumstances prevents the student from doing so).
 - If no Leave of Absence has been requested, and the student has not demonstrated and documented sufficient make-up hour activities to prove intent, and his/her attendance continues to drop below that of the last "Attendance Check-Point", the student may be withdrawn from the program.
- A student below 90% attendance at his/her mid-point, will *not* be considered a "Remedial/Incomplete", but will instead be allowed to matriculate to the next segment

and to comply with the above listed “Attendance Probation” expectations and requirements.

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

Special Series Requirements – Clinic and Externship

- Clinic classes are considered a discrete series, and have their own requirement of 90% attendance for the Junior Segment, and as well as for the Senior Segment.
 - Above “Attendance Probation” expectations hold true for all Clinic-specific make-up requirements.
- Externship classes are considered a discrete series, and have their own requirement of 100% overall attendance. Failure to complete all hours by graduation will result in the student being placed on “Attendance Probation” and not allowed to graduate, nor matriculate on to the Advanced Neuromuscular segment of the program, without first completing all required Externship-specific make-up requirements.
 - All make-up hours must be completed within 150% of the length of the program in which s/he enrolled. If the hours have not been completed by this point, the student will be withdrawn from the program.

Consecutive Classes Missed

If a student is absent for 10 consecutive scheduled class days, she/he will be automatically withdrawn from the program. If a student returns to class within two class days after the withdrawal date, she/he may appeal the withdrawal with the Vice President of Education.

Arriving Late and Leaving Class Early

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

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

- Deductions will be made in 15 minute increments, e.g., for every 1 to 15 minutes late or early departure – a full 15 minutes will be deducted, similarly, 16 to 30 minutes will see a 30 minute deduction, 31 to 45 minutes will be a 45 minute deduction, etc.
- This includes late return to class following breaks, unless excused.

Make-up Tests and Repeating Classes

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

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

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

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

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

Out-of-Class Work

All students will be expected to set aside adequate out-of-class time to complete bodywork practice, test preparation, securing of an Externship site, the writing of papers, as well as homework projects, quizzes, and other assignments.

Please plan on an additional 25 to 30% additional time outside of class for the above work.

Leave of Absence

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

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

To request a Leave of Absence:

- You must submit a written, signed, and dated request that includes
 - The reason why a leave is required.
 - The specific date of your return.
- The written LOA request must be completed in advance of the beginning date of the leave. If unforeseen circumstances prevent you from requesting the LOA in advance, the reason for this delay must be documented, with your signed request collected at a later date.
- If you are receiving Federal Student loans, you must sign a notice acknowledging your understanding of the implications the LOA will have on your loans.
- There must be a reasonable expectation that you will return to school.
- You will also need to meet with your Mentor/Campus Manager/Dean of Students, or another designee to discuss your request. NHI reserves the right to approve or deny any LOA if the above requirements are not met, or if the reason is to delay the return of unearned Title IV funds.

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

Schedule Change

Students may be permitted to change to another group if their personal schedule creates a hardship that makes it difficult for them to attend school. All schedule change requests must be made in writing to the mentor. While we will try to work with students on the proposed change, NHI reserves the right to grant or deny the request.

If there is any delay between last-day-of-attendance in one group and the first-day-of-attendance in the next, this action will be considered a Leave of Absence, and must comply with all LOA requirements.

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

Conduct and Deportment

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

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

Behavior involving illegal drugs, firearms and weapons, excessive alcohol, criminal behavior, or behavior that is irresponsible or unprofessional may be cause for dismissal.

One very important element of a professional and safe learning environment is our zero-tolerance of sexual harassment. All students and staff are responsible for creating a learning environment that is free of discrimination and harassment, including sexual harassment. Comments of a sexual nature, use of profanity with sexual inferences, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature can constitute sexual harassment when it infers “quid pro quo” for academic or disciplinary decisions or if it creates an environment that a reasonable person would perceive as intimidating, hostile, or offensive.

Photo Release

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

Drug and Alcohol Abuse

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

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

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

Satisfactory Academic Progress

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

- The Grade Point Average (GPA) is the qualitative component. The GPA is a weighted average of all grades received during the measurement period. A “C” grade is equivalent to a 2.0 on a 4.0 scale. Refer to the Grading Scale Chart below that illustrates the grading scale. A student must maintain a minimum GPA of 2.0 in order to be considered making satisfactory progress toward completion of the program. Incomplete or failing grades have a 0.00 value towards the GPA calculation.
- The Credit Completion Rate is the quantitative component. The credit completion rate is a ratio of quarter credit hours earned divided by quarter credit hours attempted. Credit values are assigned to all graded assignments other than pass/fail assignments. A student must maintain a minimum Credit Completion Rate of 67% in order to be

considered making satisfactory progress toward timely completion of the program. Incomplete or failing grades count as quarter credit hours attempted but not earned when calculating the Credit Completion Rate. The maximum time frame in which a student must complete the program is 1.5 times the published length of the program, measured in quarter credit hours. Quarter Credit hours transferred in from another institution count as both attempted and earned hours for purpose of calculating the credit completion rate.

Student Evaluations: Grades, GPA and Weighting

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

| <u>Grade</u> | <u>Grade Points</u> | <u>100-point Scale</u> |
|--------------|---------------------|------------------------|
| A | 4.0 | 90-100 |
| B | 3.0 | 80-89 |
| C | 2.0 | 70-79 |
| D | 1.0 | 60-69 |
| F | 0.0 | 59 or below |

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

Foundational Program:

NHI's foundational program is divided into two separate "Segments". Each Segment has 90 classes of which the five "Courses" are composed. Each Course has been weighted, as seen in the chart below, based upon a combination of job-market value, quarter credits, and In-Class / Out-of-Class hours. Excluding Clinic, each Course has In-Class tests or graded hours, as well as a series of Out-of-Class activities supplementing and enhancing the learning objectives through self, and group, study.

The second level of weighting separates "In-Class" from "Out-Of-Class" components in which the former is given significantly more weight, as is in keeping with sound educational practices and principals within the post-secondary environment, e.g., Anatomy & Physiology Course: "In-Class" tests equal 75% of the Course-Segment grade, while "Out-of-Class" assignments constitute the remaining 25%. (This excludes the Business Course, in which all assignments and tests are independently weighted against each other within a 100 point system.)

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

Advanced Program:

NHI's advanced program is divided into five "Modules". Each Module is of equal length, with three similar levels of weighting as with the foundational program, e.g., Lumbopelvic Module: "In-Class" tests equal 90% of the Module grade, while "Out-of-Class" assignments equal 10%.

In addition, the first 36 Quarter credits of the 744 hour foundational program will equate to 65% of the students *final* grade point average, with the remaining 35% contributed by the 20 Quarter credits of the 400 hour advanced program.

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

| Massage Therapist and Health Educator 36 Quarter Credits / 744 Hours | | | | | In-Class: Tests & Rqd. Hours | Out-Of-Class: Homework | Quarter Credits | In-Class: Tests & Rqd. Hours | Out-Of-Class: Homework | Quarter Credits |
|---|-----------------------------|-------------------------|---------------------------------|-------------------------|---|---------------------------|--------------------|---|---------------------------|--------------------|
| Courses | Total Quarter Credits | Total Class Hours | Est. Total Homework Hours | Course GPA Weighting | Eastern Segment Grade Weighting and Credit Value | | | Western Segment Grade Weighting and Credit Value | | |
| Massage Theory & Practice | 20.6 | 412 | 103 | 55% | 75% | 25% | 9.50 | 75% | 25% | 9.8 |
| Anatomy & Physiology | 5.4 | 108 | 27 | 14% | 75% | 25% | 3.00 | 75% | 25% | 2.4 |
| Business | 5.6 | 111 | 27.8 | 15% | Weighted Spread | | | Weighted Spread | | |
| Clinic | 2.3 | 57 | 0 | 8% | 100% | - | 2.10 | 100% | - | 2.2 |
| Externship | 2.2 | 56 | 0 | 8% | 75% | 25% | 1.60 | 75% | 25% | 1.6 |
| Total | 36 | 744 | 157.8 | 100% | | | 18.0 | | | 18.0 |

| Advanced Neuromuscular Massage Therapist and Health Educator 56 Quarter Credits / 1144 Hours | | | | | In-Class: Tests & Rqd. Hours | Out-Of-Class: Homework | Quarter Credits | In-Class: Tests & Rqd. Hours | Out-Of-Class: Homework | Quarter Credits |
|---|-----------------------------|-------------------------|---------------------------------|-------------------------|---|---------------------------|--------------------|---|---------------------------|--------------------|
| Courses / Modules | Total Quarter Credits | Total Class Hours | Est. Total Homework Hours | Course GPA Weighting | Eastern Segment Grade Weighting and Credit Value | | | Western Segment Grade Weighting and Credit Value | | |
| Foundations - 744 | | | | | | | | | | |
| Massage Theory & Practice | 20.6 | 412 | 103 | 55% | 75% | 25% | 9.50 | 75% | 25% | 9.80 |
| Anatomy & Physiology | 5.4 | 108 | 27 | 14% | 75% | 25% | 3.00 | 75% | 25% | 2.40 |
| Business | 5.6 | 111 | 27.8 | 15% | Weighted Spread | | | Weighted Spread | | |
| Clinic | 2.3 | 57 | 0 | 8% | 100% | - | 2.10 | 100% | - | 2.20 |
| Externship | 2.2 | 56 | 0 | 8% | 75% | 25% | 1.60 | 75% | 25% | 1.60 |
| Sub Total | 36 | 744 | 157.8 | 100% | | | 18.00 | | | 18.00 |
| Foundations GPA | | | | 65% | | | | | | |
| Advanced Neuromuscular - 400 | | | | | Advanced Neuromuscular Modules Grade Weighting and Credit Value | | | | | |
| Shoulder / Thoracic Module | 4.0 | 80 | 20 | 20% | 90% | 10% | 4.00 | | | |
| Head & Neck Module | 4.0 | 80 | 20 | 20% | 90% | 10% | 4.00 | | | |
| Lumbopelvic Module | 4.0 | 80 | 20 | 20% | 90% | 10% | 4.00 | | | |
| Lower Extremities Module | 4.0 | 80 | 20 | 20% | 90% | 10% | 4.00 | | | |
| Upper Extremities Module | 4.0 | 80 | 20 | 20% | 90% | 10% | 4.00 | | | |
| Sub Total | 20.0 | 400 | 100 | 100% | | | 20.00 | | | |
| Advanced Neuromuscular GPA | | | | 35% | | | | | | |
| Program Total | 56 | 1144 | 258 | 100% | | | | | | |

| Advanced Neuromuscular Massage Therapist 20 Quarter Credits / 400 Hours | | | | | In-Class: Tests & Rqd. Hours | Out-Of-Class: Homework | Quarter Credits |
|--|-----------------------------|-------------------------|---------------------------------|-------------------------|--|---------------------------|--------------------|
| Modules | Total Quarter Credits | Total Class Hours | Est. Total Homework Hours | Course GPA Weighting | Advanced Neuromuscular Modules Grade Weighting and Credit Value | | |
| Shoulder / Thoracic Module | 4.0 | 80 | 24 | 20% | 90% | 10% | 4.00 |
| Head & Neck Module | 4.0 | 80 | 24 | 20% | 90% | 10% | 4.00 |
| Lumbopelvic Module | 4.0 | 80 | 24 | 20% | 90% | 10% | 4.00 |
| Lower Extremities Module | 4.0 | 80 | 24 | 20% | 90% | 10% | 4.00 |
| Upper Extremities Module | 4.0 | 80 | 24 | 20% | 90% | 10% | 4.00 |
| Total | 20.00 | 400 | 120 | 100% | | | 20.00 |

Tests and Evaluations

Juniors only

- Bones & Muscles Test
- Externship Test
- Clinic Evaluation

Seniors only

- Clinic Evaluation
- Externship Evaluation

Eastern Segment

- Shiatsu Evaluation
- Shiatsu Paper
- Kinesiology Test
- Myofascial Therapy Evaluation
- Powerful Presentation
- Resume
- Final Exam

Western Segment

- Swedish Evaluation
- Swedish Paper
- Kinesiology Test
- Myofascial Therapy Evaluation
- Final Exam

Advanced Neuromuscular Program

One written and one practical test/evaluation per module

Satisfactory Academic Progress Check

At the end of the first payment period (midpoint) of the 36 quarter-credit hour Massage Therapist and Health Educator program and the 20 quarter-credit hour Advanced Neuromuscular Massage Therapist program, the student's academic progress will be reviewed to determine if students are maintaining Satisfactory Academic Progress. Any student having a credit completion rate less than 67% or a GPA less than 2.0 are below the minimum acceptable standard and will be placed on academic probation.

For the 56 quarter-credit hour Neuromuscular Massage Therapist and Health Educator program, academic progress is reviewed at the 18 and 36 quarter-credit hour points to determine if students are maintaining Satisfactory Academic Progress. At the 18 credit hour measurement point, any student having a credit completion rate less than 67% or a GPA less than 2.0 are below the minimum acceptable standard and will be placed on academic probation. At the 36 credit hour measurement point, students are required to have a credit completion rate of 100% and a GPA of at least 2.0 in order to progress to the advanced program modules and will be

placed on academic probation if standard is not met. Once students have progressed to the advanced program modules, their academic progress will be reviewed half-way through the advanced program modules and will be based on the completion of the remaining 20 quarter-credit hours in the program. Any student having a credit completion rate less than 67% or a GPA less than 2.0 are below the minimum acceptable standard and will be placed on academic probation.

The probation period for all programs is six weeks. Once a student is placed on probation, their title IV funds will end and the student will be placed on academic alert (refer to “Academic/Attendance and Behavioral Alerts” section of this catalog). The student will then have to make other financial arrangements to remain in the program. However, while a student is on probation, NHI may disburse title IV funds to the student for the subsequent payment period if the student appeals the determination and:

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

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

Additionally, at the measurement dates, if any graded assignments are incomplete, the student will be placed on remedial status and will not be allowed to progress to the next segment of the program until the incomplete assignments have been completed. Federal Financial Aid will also be suspended until the assignments have been completed.

Academic / Attendance and Behavioral Alerts

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

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

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

When a student receives a failing grade, support is available as follows: First, the student meets with her or his mentor to plan a strategy of preparation to retake the test or redo the assignment. Strategies may include further study, improved study techniques, tutoring, additional or alternative testing methods, or other recommendations. Once a strategy is selected, the student agrees to do his or her part within the defined timeframe. Be proactive. As soon as you are

aware that you might be falling behind or are in need of additional support, please inform your mentor, and/or someone in Student Services. Tutors are available.

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

Graduation Requirements

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

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

- Satisfactory completion of all course work
- A minimum GPA of 2.0
- All required credits earned
- Satisfactory attendance as outlined in the section “Attendance.”
- Current on payment of tuition and fees

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

Re-Admission Policy

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

If the application is approved, NHI will determine the point of entry into the program based on the student’s previous accomplishments and the amount of credit hours needed to fulfill his/her academic requirements. This means that the student may re-start from where he/she left off in the program or may be required to repeat all or portions of the program based on the applicant’s competency and length of leave.

Tuition is calculated based on the point of re-entry, prorated on the amount of credit hours needed to complete the program. Applicants will also be charged for books and supplies, if it is determined that they are needed, and an administrative fee of \$100. The administrative fee must be paid when the application is submitted prior to receiving approval to start attending classes.

Suspension / Probation / Dismissal

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

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

Appeal Process

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

Withdrawal

Once the cancellation period has passed, a student may voluntarily withdraw from the program. Notification of withdrawal shall be given to the student's mentor or to the Student Services staff. A written notification from the student is not required.

Tuition Refund Policy

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

Return of Federal Title IV Funds

When a recipient of Title IV funds withdraws during their period of enrollment, unearned Title IV funds must be returned to the Title IV programs. The amount of Title IV funds to be returned is determined by subtracting the amount earned from the amount disbursed. The amount earned is calculated by multiplying the % of the payment period(s) completed times the Title IV funds that were disbursed and could have been disbursed. The difference between the earned amount and the funds disbursed is the amount to be returned to the Title IV program.

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

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

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

California State Refund Policy

Under the California State Law, the tuition refund policy for withdrawn students who have completed 60 percent or less of the course of instruction will be pro rated from the start date to the last day of attendance.

ACCET Refund Policy

The ACCET refund policy for withdrawn students is a pro-ration from the start date to the last day of attendance. If 50% or more of the enrollment period is completed, there is no refund.

When determining the number of weeks completed by the student, a partial week is considered a whole week provided the student attended at least one day during the scheduled week. Tuition charges retained will not exceed a pro rata portion of tuition for the period of training completed, plus 10% of the unearned tuition for the period.

Financial Statement

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

Copyright Infringement Policy

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

NOTICE OF STUDENT RIGHTS

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

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

A student or member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 916.431.6959 or by completing a complaint form, which can be obtained on the bureau's Internet web site, www.bppe.ca.gov.

Release of Student Information

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

To access your files, send or deliver a written request to the Director of Compliance. A time will be arranged for you to view your files.

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

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

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

Retention of Student Records

NHI shall maintain, for each student who is granted a diploma for completion of a program, permanent records of the following;

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

NHI shall maintain a file, for a minimum of five years, for each student who enrolls, whether or not the student completes the program. The file shall contain all of the pertinent student records as required by the California Code of Regulations, Article 3. section 71920.

Cancellation of Enrollment

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

NHI will refund 100% of the amount paid for institutional charges. If, however, NHI gave the student any equipment, the student shall return the equipment in unused condition within 30 days following the date the student notified NHI of their desire to cancel the enrollment agreement. NHI shall refund any consideration paid by the student within 45 days of notification.

If a written notice of cancellation is sent by mail, it will be effective when deposited in the mail, properly addressed with proper postage.

A student who no shows for a program will be considered a cancellation if they cannot be reached to determine their intention.

Retention of Student Records

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

Complaint Procedure

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

1. - Write the complaint on a Student Memo form — or in a letter — and include the following information:
 - a. - The nature of the problem
 - b. - The approximate date that the problem occurred
 - c. - The name(s) of the individual(s) involved
 - d. - Key information regarding the problem (facts, not rumors, are necessary for finding solutions)
 - e. - Your signature, your group number, and the date.
2. - Send or deliver the letter or memo to your mentor, place it in the student Suggestion Box, or deliver it to a Student Services staff person. Retain a copy for your records.
3. - An appropriate party will respond to your complaint in writing, meet with you if necessary, and make every effort to find a fair solution.
4. - If, after hearing the response you do not feel you have a resolution to your problem, send or deliver to NHI's Dean of Faculty or Dean of Students a copy of

your letter or memo along with a written explanation of what has occurred.
Retain a copy of the written explanation for your records.

5. - Upon receiving the complaint, NHI's Dean of Faculty or Dean of Students will make every effort to find a fair solution and will notify you in writing and/or will meet with you to discuss her decision within 2 weeks of receipt.
6. - If, after hearing the response, you do not feel you have a resolution to your problem, send or deliver to NHI's Vice President of Education a copy of your letter along with a written explanation of what has occurred. Retain a copy for your records.
7. - Upon receiving your complaint, NHI's Vice President of Education will make every effort to find a fair solution.
8. - If you have exercised NHI's formal student complaint procedure as outlined above and you feel that the problem has not been resolved, then you may direct your complaint to either of the following organizations:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by completing a complaint form that can be obtained on the Bureau's Internet Web site at www.bppe.ca.gov or by calling the phone number below.

P.O. Box 980818

Sacramento, CA 95798-0818

916.431.6959

Or:

ACCREDITING COUNCIL FOR CONTINUING EDUCATION AND TRAINING (ACCET)

Complaint Administrator

1722 N Street NW

Washington, DC 20036

Phone: (202) 955-1113

Fax: (202) 955-1118

(ACCET is our national accrediting agency.)

Your letter to either organization should contain the following:

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

anonymity be maintained, ACCET will not reveal his or her name to the institution involved.

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

Arbitration

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

MISSION OF THE NATIONAL HOLISTIC INSTITUTE –

HELPING PEOPLE HAVE WORK THEY LOVE!

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

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

