

THE ADMISSIONS PROCESS (Complete Application enclosed with this publication)

Massage Therapy can be a somewhat physically demanding profession; the successful therapist can be on his/her feet many hours each day; some medical limitations and conditions may preclude participation in this program, and certain conditions may be contraindicated for giving and receiving massage. A Physician's Release form is required. If students follow training guidelines for proper body mechanics and injury prevention in performing massage therapy, and if no other pre-existing conditions, postural deviations, or other occupational activities that cause injury, students will be less prone to injury in performing massage therapy.

PMI does not discriminate on the basis of age, race, color, sex, ethnic origin, religion, or marital status. PMI will admit students with disabilities who satisfy pre-requisites (see below) and will not present during his/her training a health or safety risk to the individual student, fellow students, or clinic patrons.

The PMI student can expect to devote an average of 12 hours/week in-class time and 4-8 hrs./week outside class work (assignments, study time, clinic).

COMPLETION RATE: 71%

PLACEMENT RATE: 100%

APPLICATION DEADLINES

SPRING TERM: Feb. 15

FALL TERM: Aug. 15

The application fee is \$50 up to the deadline (non-refundable after 3 business days).

Applications submitted after deadline is an additional non-refundable \$35 late fee. See application form included with Catalog or contact us to request an application: (717)624-3333 or email Admissions@PaMyotherapyInstitute.com

PRE-REQUISITES for Enrollment

- High School diploma, or official high school transcript with graduation date, or G.E.D. or proof of completing a home-schooling program approved by the State of residence at time of attendance.
- Proof of age to be at or over the age of compulsory education for state of Pennsylvania.
- Completed Application for Admission form
- Completed essays as directed on Application for Admission form.
- Completed and approved Physician's Statement
- Copy of driver's license photo or other form of legal identification card.
- Completed Enrollment Agreement – by appointment
- Proof of current student liability insurance by the first day of class
- If enrolled under a training agreement with a government agency and/or other entity, the student meets the admission requirements set out in the training agreement

ENROLLMENT AGREEMENT

Once completed "Application for Admission" form is received, applicant will be notified for an interview if no previous tour, seminar attendance, or consultation. A completed Enrollment Agreement must be submitted with the \$100 tuition deposit for class reservation. Tuition payment plan arranged at time of Enrollment Agreement.

ADVANCED STANDING (AS) and CLOCK HOUR TRANSFER

Prior post-secondary course work will be considered for partial or full credit. Anatomy courses should have been completed within 5 years of entry into the PMI Program with a minimum of 75% grade and an official transcript is required. For all other prior course work, assessment(s) may be required for evaluation, with a minimum of 85% on practical and 75% on

theory. Evidence of CPR and First Aid certification must be presented prior to graduation. Clock hours applied toward graduation requirements will be equal to the number of course hours for which the transferred or advanced standing apply. Tuition credit applied for students transferring credits or clock hours from other institutions for advanced standing or course exemption is \$14 per clock hour; Course Clock-Hour Transfer Application fee is \$35 per course and must be submitted with all required documents prior to start of AS classes.

Former PMI students may apply for re-admission and receive advanced standing up to 700 clock hours. Satisfactory Academic Progress status remains the same as the student's Last Date of Attendance.

(Clock Hours/Credits earned with the Pennsylvania Myotherapy Institute may or may not be accepted for transfer to other institutions.)

We do not recruit students who are currently attending another institution for massage therapy training.

RE-ADMISSION POLICY

- Submit an Application for Re-Admission, meeting all current requirements for admission.
- Re-admission fee: \$50
- Pay or arrange to pay any outstanding tuition and fees.
- Proof of current liability insurance.
- All required equipment, textbooks, and supplies must have been maintained or re-purchased; if textbooks have changed, pro-rated textbook fee is due.
- Satisfactory Academic Progress status remains the same as the student's Last Date of Attendance.

LEAVE OF ABSENCE

Students are limited to a maximum of 180 days Leave of Absence in a 12 month period. A request for Leave of Absence must be submitted to the Director in writing and must include the following: student name, current date, beginning and ending date of Leave, and reason. Only mitigating circumstances are eligible for Leave of Absence. If student fails to return after the end of the Leave of Absence, the student will have their enrollment terminated and refunds will be calculated from the date of the student's last date of attendance. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Satisfactory Academic Progress status remains the same as the student's Last Date of Attendance upon return from Leave.

TUITION, FEES, AND OTHER EXPENSES

Each student is required to have student liability insurance. Additional expenses include their own linens (min. 2 twin size sets; min. 4 bath-size towels), notebook, binders, pens, proper attire according to PMI Dress Code; time management tool, 1 king-size pillow; 18 qt. roaster oven, heavy metal spoon, and an inexpensive kitchen thermometer, apron with pockets, dishpan. In addition, 4 professional massage sessions are required. (approximately \$450; costs vary with current market) Those students choosing Elective A will also need the following products that can be purchased on the open market: 2 natural hair brushes, 1 pkg of disposable foam brushes, 1 pr of exfoliating massage gloves, 2 prs of disposable vinyl gloves, 1 natural bristle skin brush with no or removable long handle, 1 spray bottle, 4 wooden blades (large popsicle sticks), 2 blocks of paraffin wax, 1 large warm blanket (no Twin size), 12 dark hand towels, 3 sets of dark sheets, 18-20 thin, low-cost bath towels (4 larger).

APPLICATION FEE:	\$ 50.00 (non-refundable after 3 business days)
TUITION:	\$10,350.00 (Tuition Increase scheduled for FALL 2008)
BOOK FEE:	\$ 605.00 (non-refundable) (Increase for Fall 08)
UNIFORM Logo:	\$ 8.50
CPR/FIRST AID:	\$ 46.00 (optional if current certification)
GRADUATION FEE:	\$ 15.00
STARTER KIT:	\$1653.70 (\$1559.50 + \$93.57tax) (alternate kits available on the open market)

(includes Massage Table, Chair, Stones Set, Product and Accessories)

(non-refundable)

SPA (ELECTIVE A) KIT: \$ 265.00 (\$250 + \$15tax) (non-refundable)

FINANCIAL ASSISTANCE

Individuals meeting certain criteria may qualify for financial assistance through PA Career Link of York (767-5709), or Gettysburg Office (334-1173). (Programs include Occupational and Vocational Rehabilitation). Students Loans available through Sallie Mae

(www.slmeducationloans.com to apply online) for those who qualify. Loan options may also be available through local banks, and scholarship information through the Internet and the public libraries. Also, contact local Chamber of Commerce, community organizations and high school counselor for scholarship opportunities. We are a candidate for NACCAS accreditation.

REFUND POLICIES

Refund policy applies to all terminations for any reason, by either party, including student decision, program or course cancellation and school closure. PMI follows Pennsylvania State Code for its tuition Refund Policy. (EXCEPTION: Title IV funds (financial aid) follow a separate refund policy required by Federal statute)

§ 73.134. Refund and withdrawal policies.

(a) *Refund and withdrawal policy-resident programs of 6 weeks or longer duration.*

- (1) For a student canceling after the tenth business day following the date of enrollment as defined in § 73.132 but prior to the beginning of classes, monies paid to the school shall be refunded except the nonrefundable amount of the Application fee(\$50).
- (2) If a student enrolls and withdraws or discontinues after the Semester has begun but prior to completion of the Semester, the following refunds apply:
 - (i) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the Semester, the tuition charges refunded by the school shall be 75% of the tuition for the Semester.
 - (ii) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the Semester, the tuition charges refunded by the school shall be 55% of the tuition for the Semester.
 - (iii) For a student withdrawing or discontinuing after 25% but within 50% of the Semester, the tuition charges refunded by the school shall be 30% of the tuition.
 - (iv) For a student withdrawing from or discontinuing the program after completing 50% of the Semester, is entitled to **no** refund.

(v) For refund computations, a PMI Semester equals 18 weeks.

Title IV (Financial Aid) Refund Policy:

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or Semester.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the

withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

CANCELLATION/TERMINATION DATE is considered the last date of recorded attendance of the student, or the date on which the student requests cancellation or withdrawal to the Director, or upon failure to return from an approved leave of absence. Refund shall be paid within 30 calendar days.

Financial Obligations

If a student's account becomes delinquent, this is grounds for dismissal.

STUDENT SERVICES

JOB PLACEMENT AND ASSISTANCE

PMI does not guarantee job placement or any specific level of self-employment upon graduation from our program. However, our placement rate for our graduates enrolled in 2005 is 83%. Our

Business course Instructor provides career advising including proven successful marketing skills and strategies, resume writing, employment opportunities, and business plan development (as most massage therapists are self-employed with a sole proprietorship). Our clinic experiences are designed to provide the students with many opportunities to make potential connections for future employment; students are instructed in marketing communication skills by the TMI instructor to aid in student confidence in making these potential connections which often lead to employment. Further, PMI provides promotional tools to each of the students to distribute to family, friends, associates, as well as to on-site and off-site clinic clients in an attempt to recruit clients to ask specifically for students when requesting appointments in the Student Clinic. This builds relationships within individual markets for future employment and client-base for the graduate. PMI has contacts in both the traditional and CAM industries, as well as in the health and fitness and corporate wellness markets. We encourage graduates to provide an email address, as well as maintain other contact information, through which job opportunities are often made available. They may also make an appt. to discuss with School Director any business-related issues or concerns; though we won't guarantee answers directly, we will provide resources for the answers. We also refer clients calling into the school clinic who would better benefit from professional therapy to our alumni. The earnings of massage therapists vary with the level of experience and location of practice.

STUDENT ADVISING AND TUTORING

Academic and practical private tutoring is provided for \$35/hour. Please arrange with the class instructor an appointment for any tutoring. Spiritual mentoring is available upon request at no charge; psychological counseling is available only by referral. Feel free to make an appointment with Jody Phillips, Clinic Director, jody@PaMyotherapyInstitute.com; 624-3333) if any concerns can not, or student prefers not to, be addressed with instructors, or School Director.

HOUSING PMI does not provide student housing, but will provide housing resources if we are aware of any.

ACADEMIC POLICIES

Minimum Standards and Satisfactory Academic Progress Reports

All students will receive a Satisfactory Academic Progress Report (Report Card) 3 times during the training program; evaluation periods cover each 18 week semester. These reports will show a Theory and a Practical grade for each individual course as well as a total Training Program cumulative average for practical work and a total Training Program cumulative average for theory; it will also include attendance status. The School Director conducts the evaluation of progress of all students.

Students must attain the following to maintain Satisfactory Academic Progress:

- 80% end-of-course Theory average in all individual courses
- 80% end-of-course Practical average in all individual courses
- 80% Attendance Rate

Grading Scale:

90 – 100%	A	70 – 79%	C		
80 – 89%	B	60 – 69%	D	59% and below	F

The student's academic progress at the time of their last day of attendance will establish their academic progress status at the time of their return from a Leave of Absence or Withdrawal regardless of reason for interruption of attendance.

PRACTICAL & THEORY ASSESSMENTS: Students who fall below 80% on individual assessments in any course must schedule with the course instructor or other designated instructor to re-take the assessment/test within 14 calendar days of the assessment date. Students who fail to schedule the re-take assessment by the deadline will receive a 0% for the assessment. It is the student's responsibility to schedule an appointment with the instructor when ANY assessments are missed or is below minimum standards. If an assessment is missed due to an absence, the assessment must be taken on the first day of return to class. Re-take assessments have an automatic 10% point deduction applied; the maximum points eligible for individual re-take assessments is 90%.

PROBATION

Students who fall below satisfactory academic progress standards at the end of any reporting period will be placed on probation for one month with the opportunity to meet the minimum academic progress. Grades of theory and practical assessments are used to evaluate the student's academic progress. During the probationary period, students are considered to be making satisfactory progress. At the end of the probationary period, the student's progress will be re-evaluated. If student is still below satisfactory progress in theory, practical, and/or attendance, he or she will be terminated. No more than 2 probationary periods will be allowed during the program. If student is meeting minimum requirements in theory, practical, and attendance, he or she will be determined to be making satisfactory progress.

APPEAL PROCESS

Students who are terminated after failing to attain minimum standards may appeal. The student must submit a written appeal to the Director within 5 business days of termination with any supporting documents, reasons why a decision to terminate should be reversed, and a request for re-evaluation of progress. Should a student fail to appeal the decision, the decision to terminate will be final. An appeal hearing will take place within 5 business days of receipt of written appeal. The hearing shall be attended by the student, student's instructor, and the Director. A decision on the student's appeal will be made within 3 business days and will be communicated in writing. The decision will be final. Should a student prevail on his or her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the program, and financial aid funds will be reinstated to eligible students.

WITHDRAWALS and LEAVES OF ABSENCE

Any student who withdraws from his/her contracted program or fails to complete his or her training will have a notice placed in his or her student file as to academic progress at the point of withdrawal. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-admission. A student failing to attain satisfactory progress at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment.

Students returning from a leave of absence or other official interruption of training must return to school in same satisfactory progress status at their last date of attendance.

COURSE INCOMPLETES / REPETITIONS / NON-CREDIT REMEDIAL PROGRAM

Course Incompletes and non-credit remedial courses have no effect upon a student's satisfactory progress status. Grades attained for repeated courses replace the previous grades attained, are reported on the Progress Report of the last date of attendance and averaged into final GPA.

ATTENDANCE

If students know they will be unable to attend class in advance, students should notify instructor of reason and time of absence. Most weekday classes have a corresponding Evening

and Day schedule, so students may attend the corresponding scheduled class. Failure to call in to the School on day of absence for any reason will result in a Warning being issued upon second offense; possible termination after the third no-notification of absence. The student must call in each day they will be absent or late or it will be counted as unexcused absence, which may affect grade on any scheduled assessments or assignments due on date of unexcused absence. Students are required to sign attendance tracking sheet. This is the official record of the amount of clock hours he/she has accumulated. Attendance is monitored monthly as a reminder to students, as well as on a cumulative basis at the end of each evaluation period (see above under Minimum Standards.) Failure to attend 6 consecutive scheduled class days will result in an unofficial withdraw, unless student requests a Leave of Absence for mitigating circumstances. Leaving any class “early” or arriving late deducts actual time from attendance rate to the nearest quarter hour. All students must maintain at least an 80% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame, which is 125% of the program length. 100% attendance is required to graduate. Make-up class hours available throughout program.

TARDINESS

Students are to be in the classroom by the start of class. Attendance is tracked to the nearest quarter-hour. If repeated tardiness becomes disruptive or results in unsafe practices, enrollment will be terminated. (See Grounds for Dismissal Policy).

Graduation Requirements

- ❑ Satisfactory Academic Progress
- ❑ Payment of all monies owed to the school.
- ❑ Return of any school resource materials or other school property borrowed
- ❑ 100% completion of 725 hours.
- ❑ Proof of current CPR/FA certification

STATE LICENSING; CERTIFICATION

The State of Pennsylvania currently does not have any licensing law for massage therapists, however The Pennsylvania Coalition for Licensure is lobbying to have one passed. According to AMTA Council of Schools President, every massage training program in Pennsylvania qualifies their graduates to use the designation of “Certified Massage Therapist” (CMT). The Pennsylvania Myotherapy Institute is licensed by the Pennsylvania Department of Education, Division of Private Licensed Schools, (333 Market St., 12th Floor, Harrisburg, PA 17216-0333.), a Member of the AMTA Council of Schools, ABMP School Alliance, and nationally accredited by NACCAS (4401 Ford Ave. Suite 1300, Alexandria VA 22302-1432). The Professional Massage Therapy Program is a 725hr.(PA: 50 credit hours; DOE: 24 credit hours) Diploma Program. Graduates are eligible to apply to take the National Certification (NCTMB) Exam.

SCHOOL POLICIES

EMERGENCY OR WEATHER-RELATED SCHOOL CLOSING

Please call into the school to listen to voice greeting for any delays or closings: **624-3333**. In the event the school is closed due to severe weather conditions, an act of God, or other catastrophic event, the school reserves the right to make-up weekday classes on Saturdays, and if necessary the class schedule and Satisfactory Progress reporting period will be extended as many weeks as is necessary to complete the program.

OTHER SCHEDULE CHANGES

PMI reserves the right to change Saturday schedule of classes; PMI also reserves the right to adjust course syllabus schedule and minor changes in content within the semester schedule. This action may be necessary to adapt to various learner needs and abilities within a class; our mission includes providing student-centered instruction. Occasionally, instructor illness or other extenuating circumstances also necessitate a change in schedule. No change will compromise educational objectives or total hours of training.

DRESS CODE

CLINIC Appointments: Students are expected to look professional. Dress Code is designed to help avoid student postural problems, as well as present a professional appearance. All clothing should have a relaxed, but clean and pressed fit. Pants may be any solid color; no jeans or tight-fitting stretch-knit leggings allowed; no shorts allowed during Clinic. Capris pants, mid-calf length only, may be worn. **EXCEPTION:** Shorts may be worn for sports massage events and staff designated Summer outdoor events. No low-waist-pants that reveal under-attire, belly, back, or gluteal cleft. No “cut-offs” on any clothing. Solid color navy scrubs, smocks, and polo shirts with PMI logo are required during 1st Semester clinic. Second and Third Semester clinic allows for solid color polos, scrubs, smocks, or shirts with a collar that do not have school logo; no T-shirts. No breast cleavage, under-attire, belly, or back may be visible.

CLASS TIME: All clothing should have a relaxed, but clean and pressed fit. Polo, scrub shirts, smock tops, or over-sized shirts with a collar are required attire for all professional training, including all lecture classes. Male students may wear casual-dress shirts; no T-shirts or tank tops. Relaxed fit sweaters and sweat shirts may only be worn over top other required attire. Jeans, sweat pants, and Capri pants may be worn for class time. Shorts, skirts, skorts/culottes may also be worn during class time, but must be no shorter than mid-thigh. No low-waist-pants or other attire that reveal under-attire, belly, back, gluteal cleft or breast cleavage are allowed, including during massage skills practice; no “cut-offs” on any clothing.

SHOES: A good supportive “sneaker” is recommended, or any comfortable, supportive shoe with no more than a 1” heel are acceptable. No “flip-flops” during Clinic appointments. If students know in advance a class is all lecture with no hands-on work, any type shoe is acceptable. Some students may prefer to do massage barefoot, but appropriate shoes must be worn outside of the individual clinic rooms and classroom and during any lecture class.

RINGS/JEWELRY: APPLIES TO TM CLASSES and **CLINIC:** If wearing rings, only “flat” – no “big stones” – rings can be worn, but it is recommended no rings be worn on the fingers because of the type of work we do. Any metal on any pierced body part must be removed during massage practice on that body part. Any metal or jewelry that interferes with massage practice must be removed.

NAILS: Fingernails should be no longer than end of finger.

UNPROFESSIONAL ATTIRE: For inappropriate attire in class time, students will receive point deductions from Practical grade, as this is part of developing professionalism in our field. For inappropriate attire in the professional clinic setting, see Clinic Grading Policies. PMI reserves the right to prohibit any visible attire, jewelry, or hair that PMI believes to be disruptive, offensive, unprofessional, unsafe, unsanitary, restrictive or inconsistent with our mission and educational objectives. Repeated violation of dress code that is disruptive or causing unsafe practices will result in student’s enrollment to be terminated. (See Grounds for Dismissal Policy.)

PERFUME/COLOGNE/HAIR SPRAYS: Because of allergies and other chemical sensitivities of some of our clinic clients, students and staff, we prohibit the wearing of any perfume, cologne, and heavy-scented hair sprays and body lotions; heavily scented linens due to laundry or dryer treatments is also prohibited

AROMATHERAPY: Pure essential oils may be used in moderation. Student therapist must obtain consent from client prior to using any essential oils. ONLY pure essential oils may be used. No diffusers may be used in clinic without prior permission from School Director or Acting Director on premise. No heavily scented crèmes or oils are permitted for bodywork in class or clinic.

SMOKING Smoking is only permitted in areas outside of the school building at the far side of the parking lot, and smokers are requested to maintain these areas free of any debris caused by smoking. Failure to abide by this policy is grounds for dismissal.

DRUGS, ALCOHOL, WEAPONS

PMI has a zero tolerance policy for drugs, alcohol, firearms, knives, and other instruments meant for physical harm to others. Law enforcement agency will be notified and legal action will be taken. Students must voluntarily submit to a drug or sobriety test anytime the school requests to do so while attending. All costs for such testing will be borne by the school. If such tests are positive, student will be dismissed from school. Monies paid will be refunded as per the school's Refund policy. Student will hold the school, its representatives and officials or any other persons or entities including doctors of testing labs harmless as a result of any testing results by them and will abide by such test results and findings.

SEXUAL HARASSMENT

PMI prohibits the sexual harassment of students and employees in any form. Such conduct may result in disciplinary action being taken against any student or employee who is found to have harassed another student or employee, up to and including termination. PMI also will not tolerate any visitor, client, or guest engaging in any form of harassment; corrective action will be taken against such individual. Students or employees subjected to any form of harassment should inform any Acting Director promptly. Employees or students subject to such acts may be asked to sign a statement detailing the conduct or incident. All complaints will be investigated in confidence.

SCHOOL SECURITY

The School Director will file a report if staff, student, client, or visitor suspects a crime has taken place on school property. Local police will also be notified to investigate.

All doors except the classroom and clinic entrance should be secured when not in use. Only students, staff, clinic clients, invited guests and interested persons inquiring about our program are permitted to enter school. Clinic clients and visitors must report directly to the reception or professional staff upon entering building.

USE OF SCHOOL COMPUTERS Because of security issues, any unauthorized use of school computers is reason for termination of enrollment.

COMPLAINT/GRIEVANCE PROCEDURES

The administration and staff of the Pennsylvania Myotherapy Institute strive to maintain a highly qualified and principled learning organization. If at any time a student feels a concern needs to be addressed, please feel free to arrange an appointment with the specific course instructor or Clinic Director. If the concern can not be resolved at this level, please schedule an appointment with the School Director, presenting the concern in writing **at least one day in advance** of the appointment. Minutes of this meeting will be taken and documented in the student's file. The School Director will respond in writing to the concern, question, or complaint within 5 business days. If questions, concerns or complaints are not resolved satisfactorily, a written

letter describing the question, concern, or complaint may be addressed to the **Pennsylvania Department of Education, Division of Private Licensed Schools, 333 Market St., 12th Floor, Harrisburg, PA 17216-0333.**

PROFESSIONAL ETHICS

PMI supports the American Massage Therapy Association's Code of Ethics and the National Certification Board for Therapeutic Massage and Bodywork Standards of Practice. Accordingly, students are expected to represent themselves as "students in massage therapy training" or "massage therapy students" until they graduate. PMI reserves the right to terminate a student's enrollment who disregards this policy. Performing sexual massage, or massage which is promoted with sexual overtones, including sexually seductive dress, is also reason for termination.

STUDENT RECORDS AND PRIVACY All student records are filed in a secured location at the school for 50 years (§ 73.23), with access only by School Director, Clinic Director, Student Support Director, Administrative Assistants, and Financial Officer. Within 7 business days of written request, students and graduates may review student records during normal business hours. If the student requests in writing, they may also be permitted to have one person of their choosing accompany them to review their records. The first Transcript copy is free but there will be a \$10.00 fee for subsequent copies. The student's tuition amount must be paid-in-full or be in good standing before an "Official Sealed Transcript" and/or Diploma can be issued. Copies of records will be charged a fee of \$.30 per page, paid in advance. In addition, PMI may assess an additional charge for research and/or cost of mailing depending on the nature of the records requested.

Students may make a written request to make an amendment to records and may make a written request for a hearing if amendment is denied. Both requests will be acknowledged in writing within five class days. Requests for Director to complete documents for out of state licensing will be charged at \$50.00 per hour (paid in advance, minimum \$50). No employee, officer or agency of PMI will release any personal information other than "directory information" regarding a student without first having secured a signed Release Form from the student. Students may prohibit and/or limit the release of "Directory Information". The exceptions to this policy will be specific exceptions found in Federal Regulations on the Privacy Rights of Student and for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission.

CORRECTIVE & DISCIPLINARY PROCEDURES

Procedures range from advising to termination of enrollment, dependent on the severity of the violation. The school reserves the right to terminate enrollment without prior notification if it warrants there is disruptive or dangerous practices. Students are expected to comply in a timely and professional manner with any directive or instruction administered on premise by a PMI Instructor, Clinic Director, School Director, and any Acting Directors. If the directive or instruction is believed to be inappropriate to the student, one of two courses of action should be taken: 1) comply with the directive and then request an informal conference to discuss the concern with the instructor or the School Director; or 2) quietly sign-out of attendance for the day and request an informal conference to discuss the concern with the instructor or the School Director. It is not acceptable to refuse to comply with a directive or instruction and/or to cause a disruption of a class, lab, or clinic by publicly challenging a directive or instruction. The School Director, Clinic Supervisor, Acting Director or Instructor will determine the time and place for any informal conference. The following progression will be followed for violations of academic and attendance standards and/or school policies, rules and regulations, unless the incident or behavior is a more serious offense which warrants immediate termination:

1. **ADVISING:** A documented verbal reprimand by Instructor, Clinic Supervisor, and/or Director for one or more violations.
2. **WRITTEN WARNING:** A more formal written notice given by any PMI staff for repeated violations or more serious offense.
3. **TERMINATION:** A written notice presented by the School Director for repeat violation or a more serious violation(s). Student's enrollment is terminated.

GROUND FOR TERMINATION

PMI reserves the right to terminate enrollment of any student prior to the completion date of their program for the following reasons that are determined by the Director and/or Acting Directors: failure to meet satisfactory academic progress or minimum standards, as stated in PMI Academic Policies, physical or mental health that may harm student, clinic clients, staff or other students, failure to fulfill financial obligations, cheating on assessments, stealing, being under the influence of drugs or alcohol or consumption on the school premises, behavior that is harmful or disruptive to the student, clinic clients, staff or other students, behavior that is harmful to the reputation of this facility or faculty as deemed by the Director, sexual advances, improper language, unethical representation of professional status while a student, and anything else that disrupts the teaching and learning environment of the school. If a student's enrollment is terminated, a refund in accordance to the refund policy will be made.