

Student

Catalogue



*Photos courtesy of
HandsOn Therapy Schools and istockphoto*

*Massage
&
Esthetics*



This catalogue is an official publication of HandsOn Therapy Schools and is subject to revision at anytime. The school reserves the right to add, withdraw or revise any course, rate of tuition and fees, program training and provision or requirement described within the catalogue. Any scheduled class may be canceled prior to start due to insufficient enrollment.

The school urges all students to read and understand the rules, regulations and policies stated within this document. If there are any questions or concerns, please contact the school Admissions Office or Student Services.



HandsOn Therapy Education Center
1804 N Galloway Suite A
Mesquite, Texas 75149
(214) 285-6133
www.HandsOnTherapySchools.com

Certifications and Accreditation

Texas Department of Licensing and
Regulation #Ms0048

Texas Department of Licensing and
Regulation #705236

ACCSC (Accrediting Commission of
Career Schools and Colleges) #M070694
<http://www.accsc.org/>
Department of Education #ED03970300

Memberships and Affiliations

Texas Department of Licensing and
Regulation

AMTA-Council of Schools

Associated Bodywork and
Massage Professionals

Mesquite Chamber of Commerce

Veterans Affairs

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Hours

Business Office

Mon thru Thurs 9:00a- 6:00p
Friday 9:00a- 2:00p
or by appointment
Saturday and Sunday Closed

The Spa

Mon thru Fri 9:00a- 9:00p
Saturday 9:00a- 6:00p
Sunday 11:00a- 6:00p

[Consumer Information](#)

[\(click here\)](#)

2018 Holidays

Memorial Day 5/28- 5/29/18
Independence Day 7/4 - 7/5/18
Labor Day 9/3 - 9/4/18
Constitution Day 9/17/18
Thanksgiving 11/21 - 11/22/18
Winter Holiday 12/24 - 1/5/18

Philosophy

The HandsOn Therapy Family believes in developing both the technical and artistic aspects of Holistic Arts and Sciences as well as Massage Therapy and Beauty and Skin Care. We expose students to a wide array of philosophies and styles with our multi-instructor approach and encourage students to learn the best of all techniques. Each student is then encouraged to develop their own unique brand of service. Our curriculum is based on a personal "hands on" approach whereby students actively participate in the development of their education by giving and receiving treatments and services throughout the entire classroom experience. We gauge our success by our students' short term and long term successes.

Statement of Purpose

HandsOn Therapy strives to ensure that each student receives the highest quality basic and continuing education in Holistic Arts and Sciences, as well as Massage Therapy and Beauty and Skin Care, thereby providing a basis by which students can build a long, lasting and rewarding career. Each student will be offered the knowledge and training necessary to be approved for state licensure as a licensed massage therapist or Esthetician and to fully perform basic services at any practice, establishment, or spa.

Objectives for our Students

Develop proficiency and confidence in Holistic Arts and Sciences.

Acquire the confidence and skills to practice the art professionally

Understand the benefits, effect and limitations of practices learned; and develop the judgment necessary to refer clients to other health care practitioners when appropriate

Acquire basic business development and operational skills

Develop a greater appreciation for their own body; and practice self-care when in practice.

Personally understand the changes in themselves to understand the client changes that occur.

History of HandsOn Therapy

After 13 years as a practicing massage therapist and managing massage therapy programs for various businesses, Carolyn Scott Naile saw a need for better education and training of the beginning therapist. She developed a curriculum; and in June 1991, Carolyn started a class of six students in her home. Shortly into this venture, Carolyn realized that her future would be focused in the education field of the bodywork industry. With the support of her family and every member of that initial class, Carolyn secured an educational facility and the needed state requirements from Texas Department of Health to operate a recognized educational facility.

When HandsOn Therapy School of Massage opened October 1, 1991, the school retained a unique position within their field of educational training by offering flexible schedules so that potential students could train while still retaining their current employment. The school provided an on-site intern clinic that provided their students with a stable source of massage clients to fulfill their registration requirements, and they offered in-school financing programs to make training affordable for the majority of persons desiring a career in the bodywork industry.

Since that time, the school's student capacity and educational resources have rapidly grown while continuing its initial dedication to individual student growth and industry excellence.

Key Events

- 1991 School and Intern Clinic Opens TDH Registration obtained
- 1994 Acceptance into AMTA Council of Schools
- 1996 Qualified as Category "A" Provider for National Certification
- 2000 School location move
- 2001 Weekly CE workshops introduced
- 2002 Certificate programs introduced IMSTAC Accreditation received
- 2003 Off-site campus partnership with El Centro College begins
Introduction of Computer Based Training program
School offers SLM Financing, a division of Sallie Mae
Curriculum updated with "PowerPoint" presentations
State Review Class offered to students at no charge
- 2004 Off-site campus partnership with Eastfield College begins
- 2005 Day Spa Training Program begins with the opening of the Day Spa
In March the school was granted Accreditation from ACCSC
(Accrediting Commission of Career Schools & Colleges)
- 2007 First offering of the 500 hr Basic Program.
- 2008 First offering of the 600 Advanced Program /750 Masters Program
- 2009 First offering of Title 4 funding to students
- 2011 Discontinuation of the 600 Advanced Program
- 2012 Continuing Education Certificate Program Launch
- 2014 First offering of Esthetic Programs

Facilities

Our training facility was built by the school and includes four classrooms and our in-house Spa. Each class room is limited to a maximum of twenty two students. Classrooms are equipped with digital presentation equipment and massage/esthetic tables for student practice and instruction. Our student break room doubles as a general student study area with internet access and a library of books, computer based study and videos for extended classroom learning.

The Spa at HandsOn Therapy is open to the public with 12 luxury treatment rooms along with spa amenities such as steam room, vichy shower, swiss shower, and retail area. Students will perform their internship requirements in this spa. We employ licensed massage therapist/instructors to be present for additional instruction and guidance during this phase of student education.

Administration and Staff

Carolyn Sco Naile LMT, MTI President, Campus Director
JD Hearn Admissions Dir / Managing Officer
Kim Jackson LMT, MTI Dir of Education / Office Administration
Toni May LMT, LMTI Student and Career Services

Advisory Board

Carolyn Sco Naile LMT, MTI President/Owner, Campus Director
Larry Hamberlin DC, ND, NP, Owner, Wellness Clinic
Irma Heckard Owner, Therapeutic Healing
Jaunna French Owner, Heath Salon and Spa
Rick Klics Owner, Massage Envy - Rowle , Mesquite
Morgan Tucker, Lead Therapist, Massage Envy- Mesquite Russell
Rust Owner, Hands On Approach Spa

Faculty

Hearn, JD LMT, LMTI Managing Officer	Scott, Ryan LMT, LMTI
Jackson, Kim LMT, LMTI Director of Education	Noska, Liz LMT, LMTI
May, Toni LMTI, LMT	Critz, Mike LMT, LMTI
Naile, Carolyn Scott LMT, LMTI, Esthetic Instructor	Rizzo, Tina LMT, LMTI
Medina, Frank LMT, LMTI	

Graduation and Placements for 2017

Basic Full-Time Massage Therapy Program

The graduation rate reported to ACCSC as part of its 2017 Annual Report for the Basic Full-Time Massage Therapy Program (16-week Day Program) is 100%. The employment rate is 100%. The reporting time frame for ACCSC is October 1, 2015 through September 31, 2016. In this time frame, 5 students started and, of those, 5 (100%) graduated within 150% of the program length. Of the 5 students, 5 (100%) students obtained training related employment.

Basic Part-Time Massage Therapy Program

The graduation rate reported to ACCSC as part of its 2017 Annual Report for the Basic Part-Time Massage Therapy Program (28-week Program) is 100%. The employment rate is 100%. The reporting time frame for ACCSC is June 1, 2015 through May 31, 2016. In this time frame, 2 students started and, of those, 2 (100%) graduated within 150% of the program length. Of the 2 students, 2 (100%) students obtained training related employment.

Advanced Full-Time Massage Therapy Program

The graduation rate reported to ACCSC as part of its 2017 Annual Report for the Advanced Full-Time Massage Therapy Program (30-week Program) is 60%. The employment rate is 79%. The reporting time frame for ACCSC is June 1, 2015 through May 31, 2016. In this time frame, 25 students started and, of those, 15 (62%) graduated within 150% of the program length. Of the 15 students, 11 (79%) students obtained training related employment.

Advanced Part-Time Massage Therapy Program

The graduation rate reported to ACCSC as part of its 2017 Annual Report for the Advanced Part-Time Massage Therapy Program (42-week Program) is 68%. The employment rate is 76%. The reporting timeframe for ACCSC is January 1, 2015 through December 31, 2015. In this timeframe, 56 students started and, of those, 38 (68%) graduated within 150% of the program length. Of the 38 students, 29 (76%) students obtained training related employment.

Esthetics Program

The graduation rate reported to ACCSC as part of its 2017 Annual Report for the Esthetics Program (30-week Program) is 71%. The employment rate is 75%. The reporting time frame for ACCSC is June 1, 2015 through May 31, 2016. In this time frame, 7 students started and, of those 5 (71%) graduated within 150% of the program length. Of the 5 students, 3 (75%) students obtained training related employment.

Student Diversity

Massage Therapy Program

HandsOn Therapy Schools welcomes students of all ages, backgrounds, creeds and ethnicity.

Student Body Demographics on June 30, 2017

Race	Age	Education
White: 60%	18-25: 26%	HS Diploma: 98%
Black: 21%	25-34: 45%	Associate's Degree: 0%
Hispanic: 19%	35-44: 23%	Bachelor's Degree: 2%
	45+: 6%	

Esthetic Program
Not Available

Department/Information Contacts

Financial Aid Information

JD Hearn, Managing Officer /
jdhearn@handsontherapyschools.com

Transfer of Credit

Graduation Rates, Retention Rate and
other IPEDS information

Student Record Privacy

Immunization Policy

Teacher Education Reporting Requirements

Fire Safety Report

Disability Support Services

Equal Opportunity/Non-Discrimination Policy Issues

Academic Admissions

Placement Information for the Graduates

Kim Jackson, Registrar; Dir of Ed / kim_hotschool@yahoo.com

Intern Clinic Manager

Campus Security

JD Hearn, Managing Officer /
jdhearn@handsontherapyschools.com

Recruitment Advisement

Public Affairs

Student Services

Job Placement

Transcript Requests

Toni May / toni@handsontherapyschools.com

Peer to Peer File Sharing and Copyright Issues

Institutional Plans for Improving the
Academic Program of the Institution

Carolyn Sco Naile, Director /
csn.hotschool@gmail.com

Massage Program : Basic (500 contact hours*)

Objective : This entry level course of instruction prepares students in basic massage technique and knowledge for purpose of fulfilling licensing requirements for the State of Texas. Upon completion, students are awarded a Certificate of Completion.

Completion : Time for this certificate is either 14 or 28, weeks depending on each student's requested pace of study additional 50 hours of internship. Student are given 3 months to complete their internship. Students must sit for and pass a national examination then apply to the state before full licensure is received.

Career Opportunities : Typical positions for graduates of the basic program will be entry level therapists at spas or therapy establishments. Graduates at any level with prior business experience are capable of beginning an independent self-employed business enterprise.

Program Details : 450 contact hours* of specific subjects and 50 contact hours* of internship at our in-school spa. (*50 minutes=1 contact hour)

Swedish Massage : Introduction and comfort with touch is achieved. Students will give and receive a full body swedish massage. Includes theory and history, demonstration of technique, supervised practice and guided realization technique.

Anatomy and Physiology : The structure and function of the body are taught, exploring the vital systems. Lectures focus on the relationship of the body system and response to massage.

Health and Hygiene : Basics of health and disease prevention are covered with topics such as proper care of equipment and supplies, personal health maintenance, and working on persons with HIV/AIDS.

Business Practices and Professional Ethics : Vital information regarding the industry and needs for basics of a massage business are taught including: career options, state law, record keeping and professionalism.

PAK / Palpatory Anatomy with Kinesiology : Anatomy review then a guided tour through muscles relating to the area being introduced during each phase of study. Also an in-depth study of Systems Anatomy.

Pathology: Introduction to the theories and mechanisms of disease. Focus is on pathological conditions most likely to be encountered in a massage therapy practice. Attention will be given to precautions, contraindications and indications; and appropriateness to refer clients to other health care practitioners.

Hydrotherapy : Basics of hydrotherapy principles: use of hot and cold, various baths, body wraps, body scrubs, paraffin use and dry brushing.

Internship : HandsOn experience working in our massage clinic/spa. Students will be performing massages on the public, interviewing clients and maintaining proper records



Massage Program : Advanced (750 contact hours*)

Objective : This master program is designed to provide extended education and training necessary to fulfill student needs for occupational placement where more education is required, licensing portability to other states, specific job requirement by employers, (and more). A master massage therapist is capable of interacting with a client to develop a massage plan that will address their specific needs. Additionally, the master massage therapist is capable of participating with other healthcare professionals in regards to the treatment of clients. This program includes knowledge base of at least five modalities common to the industry and current knowledge of the laws, rules, statutes and regulations pertaining to massage therapy is required and must be complied with, including liability issues.

Completion : Students can complete the program in 9-12 months. Upon completion, the students receive a Certificate Completion.

Career Placement : Typical positions include positions in luxury spas, fitness centers and medical/energy practices. Graduates with prior business experience are capable of beginning an independent self-employed business enterprise.

Program Details : The basic program (including 450 contact classroom hours* and 50 contact hours* internship) plus contact classroom hours* in advanced modality training and client assessment, with advanced plus 50 contact hours* of advanced practicum. (*50 minutes=1 contact hour)

Basic Program Plus a rotation of advanced coursework that fit the needs of industry



Class Schedule Options

Full Time Program	4 days Mon-Thurs 8:30am-5:30pm
Part Time Program	4 mornings Mon-Thurs 8:30am-12:30pm
Or...	4 afternoons Mon-Thurs 1:00-5:00pm
Or...	2 days Mon and Wed or Tues and Thurs 8:30am-5:00pm
Or...	4 nights Mon-Thurs 6:00pm-10:00pm

Full time day students are given a 15 min break between lecture and lab, once in the morning and again in the afternoon, along with a 30 minute lunch break.

Graduation Requirements

Candidates for graduation must satisfy all graduation requirements:

Complete 450 classroom contact hours* plus 50 contact hours of internship for a total of 500 hours,

or

Complete 700 classroom contact hours* plus 50 hours of internship for a total of 750 hours for the
Advanced Therapist Program

(*50 minutes=1 contact hour)

and

Successfully complete of all classroom and clinic (internship and practicum) assignments

Achieve a cumulative passing grade point average of 2.0 or 70%

Illustrate that all financial obligations are paid in full

Complete the program within 1.5 times the normal program length

Esthetics Program : Basic (32.5 credit hours)

Objective : This entry level course of instruction prepares students in basic esthetic training and knowledge for the purpose of fulfilling licensing requirements for the State of Texas. Upon completion, students are awarded a Certificate of Completion.

Completion : Time for this certificate is 30 weeks. Students must sit for and pass a state written and practical examination then apply to the state before full licensure is received.

Career Opportunities : Typical positions for graduates of the basic program will be entry level estheticians at spas or medical establishments. Graduates at any level with prior business experience are capable of beginning an independent self-employed business enterprise.

Program Details:

Esthetics 101 : Introduction and comfort with touch is achieved. Students will give and receive a full facial treatment. This study includes the theory and history, demonstration of technique, supervised practice. Additionally students will learn Cosmetic Chemistry, Makeup, Color Psychology, Superfluous Hair Removal as well as Machines related to the field.

Anatomy and Physiology : The structure and function of the body are taught, exploring the vital systems. Lectures focus on the relationship of the body system.

Health and Hygiene : Basics of health and disease prevention are covered with topics such as proper care of equipment and supplies, nutrition, personal health maintenance, and working on persons with HIV/AIDS.

Business Practices and Professional Ethics : Vital information regarding the industry and needs for basics of a business are taught including: client consultation, career options, state law, marketing, record keeping and professionalism.

Hydrotherapy : Basics of hydrotherapy principles: use of hot and cold, various baths, aromatherapy, body wraps, body scrubs, footcials, paraffin use and dry brushing.

Internship : HandsOn experience working in our clinic/spa. Students will be performing treatments on the public, interviewing clients and maintaining proper records.

Class Schedule Options

Monday and Wednesday

Didactic Classes 8:30am-5:30pm

Tuesday and Thursday

Lab Classes 8:30am-5:30pm

*Credit hour program listed is based on Accredited program click to credit hour conversion. Please note the Dept. Of Education has a different conversion chart.

Full time day students are given a 15 min break between lecture and lab, once in the morning and again in the afternoon, along with a 30 minute lunch break.

Instructor Program : (28 credit hours)

Objective : This entry level course of instruction prepares students in training for esthetic instruction for the purpose of fulfilling licensing requirements for the State of Texas. Upon completion, students are awarded a Certificate of Completion.

Completion : Time for this certificate is 30 weeks. Students must sit for and pass a state written and practical examination then apply to the state before full licensure is received.

Career Opportunities : Typical positions for graduates will be instructor of esthetics at vocational schools offering esthetic curriculum.

Program Details:

Lesson Plans : A lesson plan is the instructor's road map of what students need to learn and how it will be done effectively during the class time. In these classes, you will learn how to set out lesson activities based on class objectives, as well as determining strategies for checking student understanding.

Methods of Teaching : The common principles and methods used for instruction are covered in this series of classes: class participation, demonstration, recitation, memorization, or combinations of these; additionally, "when" and "where" each method is most effective.

Classroom Management : Students are exposed to the wide variety of skills and techniques that teachers use to keep students organized, orderly, focused, attentive, on task, and academically productive during a class.

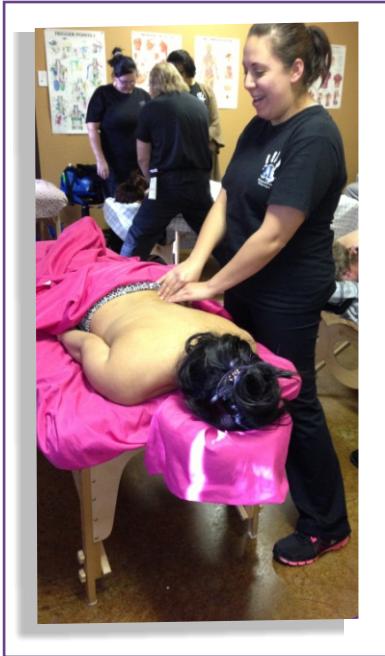
Evaluation Techniques : Common formative evaluation methods are covered to help instructors assess the degree to which students understand the course content and can display the effectiveness of teaching methods.

State Laws and Forms : Vital information regarding state compliance for esthetics in the state of Texas.

Visual Aids Preparation and Use : Students are exposed to the many visual aids available for classroom teaching. Effectiveness of each within certain class types is covered, as well as the key elements to designing and using them in the most powerful manner.

Learning Theory : These series of classes play a role in the choices instructors make concerning their teaching, and include: opportunities for students to connect with class content; use of devices to learn about student experience with the class subject; class support through use of visual stimuli; the social phenomenon of group learning; creating learning environments similar to real world experience of the student; and, helping to increase metacognitive awareness of the student.

Orientation, Rules and Laws : Overview of school, policies and procedures, laws on esthetic instruction, and industry influences.



Graduation Requirements

Complete contract hours as per enrollment agreement
and

Successfully complete of all classroom and clinic
(internship and practicum) assignments

Achieve a cumulative passing grade point average of 2.0 or 70%

Illustrate that all financial obligations are paid in full

Complete the program within 1.5 times the normal program length

HAIR

esthetics

Tuition

Massage Therapy

The cost of the basic program (500 hour. program) is \$5,000 plus \$2,660 supply cost; Advanced (750 hour program) is \$7,900 plus \$3,995 supply cost. Our supply cost includes all lab fees, state testing fees, state licensing fees, all textbooks, practice DVDs, massage table, uniform shirt, sets of sheets, oil/lotion/cme samples, towel, spray bottle, hydro supplies, facial kit and massage prep. Supply Cost Breakdown: 500 hr program- Lab fees \$2000.00, Books \$180.00, Testing and Licensing \$329, Kit & Classroom fees \$151.00; 750 hr program- Lab fees \$3000.00, Books \$180.00, Testing and Licensing \$329, Kit & Classroom fees \$486.00.

Esthetics

Cost of the basic esthetic program (32.5 Credits) is \$8,212 plus \$3,788 supply cost . Supply cost includes all lab fees, state testing fees, state licensing fees, textbook, uniform shirt, makeup kit, facial care kit, extraction kit, sheets and linens. Supply Cost Breakdown: Lab Fees \$3,000.00; Books and supplies \$320.00; Fees \$468.00.

Instructor program (28 credits) is \$8,212 plus \$3,538 supply cost . Supply cost includes textbooks, supplies, licenser cost and state exams cost. Supply Cost Breakdown: Lab Fees \$3,218.00; Books and supplies \$320.00

Other Costs

Application fee: \$50. Tuition Late Payment fee : \$20.00 (assessed when payments are 5 or more calendar days after due date). Note: If an account is delinquent for 10 or more calendar days, the student will be placed on probation. An account delinquent for 30 or more days will result in enrollment termination. Any account delinquent for over 3 months will be sent to collections and a 20% collection charge will be assessed.

Returned Check fee : \$25.00 over the amount of check

Early Withdrawal fee : \$100.00

Re-instatement of Student fee : \$150.00

Change of Program fee : \$50.00

Make-Up fee: \$10 per hour.

Charge for Course work per clock hour: \$18

Transfer credit per hour: \$5

Other costs also include uniform requirements (black pants/shorts and shoes), additional sheets, lotions and oils. Additionally, students are required to have arrangements for transportation to and from school.

Basic Requirements for Students

Hands On Therapy admits as regularly enrolled students only persons who:

- Have a high school diploma or high school transcript showing a graduation date.
- Have a recognized equivalent of a high school diploma such as a home schooled certificate by the state where the student resided during home school or a General Equivalency Diploma (GED).
- Are not currently enrolled at a primary or secondary institution.
- Have a correct social security number.
- Are at least 17 years of age.

Hands On Therapy does not recruit students who are already or who have admitted to another school offering a similar program of study.

Conviction for Possession or Sale of Illegal Drugs

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies on the FAFSA that he or she may be eligible for aid. Hands On Therapy is not required to confirm this unless there is evidence of conflicting information.

Admissions/Eligibility for Federal Aid Requirements

A conviction that was reversed, set aside or removed from the student's record does not render a student ineligible for aid, nor does a conviction that was received when the student was a juvenile, unless he or she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st Offense	1 yr from Date of Conviction	2 yrs from Date of Conviction
2nd Offense	2 yrs from Date of Conviction	Indefinite Period
3rd Offense	Indefinite Period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again. When a student regains eligibility during the award year Hands On Therapy may award Pell grant funds for the current payment period.

Standards for a Qualified Drug Rehabilitation Program:

A qualified drug rehabilitation program must include at least 2 unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Admissions/Eligibility for Federal Aid Requirements

An applicant is not considered to be incarcerated if he or she is in a half-way house or home detention or is sentenced to serve only weekends. Incarcerated applicants may be admitted to Hands On Therapy if the applicant who has been convicted of a felony, but is not currently incarcerated can potentially be admitted pending a review by the Hands On Therapy school director.

Selective Services Registration

To be eligible to receive Title IV, HEA program funds, a male student who is subject to Registration with the Selective Services must register with Selective Service (a male Student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).

Citizenship and Residency Requirements

Except as provided in paragraphs (b) and (c) of section 668 of Title 34-Education, to be eligible to receive Title IV, HEA program assistance, a student must:

- Be a citizen or national of the United States or
- Provide evidence from the US Immigration and Naturalization Service that he or she is a permanent resident of the US or
- Be in the US for other than a temporary purpose with the intention of becoming a citizen or permanent resident or
- Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau. (These students are eligible under FWS, FSEOG, and Pell programs.)

These students must be enrolled as regular students in an eligible program in order to Participate in Title IV

Application Procedures

Contact Admissions Department for interview and application paperwork. After school acceptance, students will meet with Financial Aid Department for paperwork processing as needed.

Note : Approximately 2-3 weeks is needed for complete processing of financial aid paperwork. Application paperwork, copy of state ID, copy of Social Security card, High School Diploma or equivalent, and letter of intention from student is needed for complete enrollment.

Re-Enrollment

Re-enrollment will be considered after review of the each situation and facts by our Staff and Faculty. The school charges a \$150.00 re-instatement fee for those students who have dropped or have been dropped, and wish to re-enter the program. Students who have dropped will need to take only the hours remaining prior to their termination. A new enrollment agreement will be signed. Cost of the needed hours will be at the current pricing. Credit for previously taken course work will be calculated at \$5 per clock hour and include the ability to audit any previous classes. A student who returns after his/her enrollment was terminated for unsatisfactory progress shall be placed on probation for the next grading period.

Late Enrollment

In accordance with the laws of the state of Texas, HandsOn Therapy may not start students after 10% of the program has been taught except in those cases where appropriate credit for previous education has been given by Texas Department of State Health Services.

Transfer of Credit

At a minimum, 25% of the hours/credits required for graduation from HandsOn Therapy Schools programs must be completed at HandsOn Therapy (the school awarding the degree.) Transfer students must pay a \$100 Transfer Fee which is inclusive of any skill or assessment testing. Students with credit for previous esthetician or massage training must meet all the following requirements for transferring hours or credits: 1. Complete all HandsOn Therapy admissions requirements and procedures 2. Submit transcript(s) from previous school 3. Meet with School Director and Program Director to determine the amount of clock hours and/or credits transferable and the classes needed for graduation from HandsOn Therapy Schools program. The following criteria will be used to determine acceptance and amount of transfer hours that will be accepted by HandsOn Therapy: a) the previous school hours must have been accrued within the past 24 months b) the student must have accrued more than 25% of total program from the previous school to enact transferability process. c) at least have demonstrated 80% attendance in previous school d) the student must have received a "C" or equivalent letter grade for all transfer classes e) the transfer student must participate in a HandsOn Therapy Skill & Aptitude Assessment relative to their respective program. A determination will be made by HandsOn Therapy as to the number of hours that will be accepted from previous training program. Since the student will be granted an official transcript stating successful program completion and graduation from HandsOn Therapy, the amount of transfer hours will be based on ultimately meeting all of HandsOn Therapy academic and skill level expectations. Students with training from other comparable training programs who transfer into any of HandsOn Therapy programs with less than 25% of the total course hours will pay full tuition. Students transferring with 25% or more of the program hours or credits completed will have the tuition calculated proportionately based on the remaining hours needed for completion. Fees, books and equipment are charged according to the items needed by an incoming transfer student.

Financial Aid (for those who qualify)

A majority of students will pay at least a portion of their tuition with a student loan. Our Financial Aid personnel are located on-site to review your options. Please remember that we require that your tuition payment plans be firmly in place prior to the start of school. Prospective students who want to apply for Financial Aid should contact the Business Office. We will discuss the student's needs and thoroughly review all funding options available. We support the policy that the financial need of the student is to be assessed before financial aid can be provided.

Here are some basic things you need to know.

Bank Loans: If you have an existing loan or a banking relationship with a specific bank, you may want to handle your loan directly through them.

Interest Free Short Term School Funded Financing: This loan is geared to those with ability to "pay as they go"; and is open to anyone with the ability to make the payments. Loans are limited to school tuition only and do not include equipment purchase or cost of living expenses. Payment deferments are not available. Basics of these loans include:

No credit check or work history is needed

No interest is attached to the principal

Monthly payments are determined by length school program

Payments are scheduled for automatic debit via checking, savings or credit card account.
Any payments that are not debited automatically must be paid in cash or money order

The loan must be paid in full prior to receiving your graduation certificate and transcript

The first tuition payment is due on the first day of class, with following payments due on the 5th calendar day of all subsequent months. Late payments include penalties.

HandsOn Therapy is approved for outside funding from various organizations:

Veterans Administration

Texas Dept of Rehabilitative Services

Department of Education Title IV

A student must be funded for the entire program in which they are enrolled. There are no scholarship programs in place at this time.

VA and DARS Financing: Students are responsible for securing funding through Veterans Administration and DARS. The school will provide any needed information regarding your program.

Department of Education Federal Financial Aid: Eligibility for federal student aid is on financial need and on several other factors. Our financial aid department will help determine your eligibility

If you decide to take out a federal student loan to help pay for school, you're taking on certain serious obligations. Find out what they are and how to maintain your account in good standing.

Resources and Contacts

HandsOn Therapy Financial Aid Office

972/285-6133

www.handsontherapyschools.com

Veterans Administration

800/827-1000

vabenefits.vba.va.gov

Department of Assistive and Rehabilitative Services

800/252-5204

www.tcb.state.tx.us

Internship

in a

full-working

Day Spa!



Refund Policy / TDLR Cancellation and Refund Policy

A full refund of money paid by a student will be provided if the student:

Cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays; or

Entered into the enrollment agreement or contract because of a misrepresentation made:

In the advertising or promotional materials of the school; or
By an owner or representative of the school.

Hands On Therapy will provide a refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1602.457:

Fails to enter the course of training;

Withdraws from the course of training; or

Is terminated from the course of training before completion of the course.

This refund policy provides that:

The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to department;

The effective date of the termination for refund purposes is the earliest of:

The last date of attendance, if the student is terminated by the school;
The date the license holder receives the student's written notice of withdrawal; or
10 school days after the last date of attendance; and

The school may retain not more than \$100 if:

Tuition is collected before the course of training begins; and

The student fails to withdraw from the course of training before the cancellation period expires.

Withdrawal or Termination of Student

If a student begins a course of training at Hands On Therapy that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

May retain 100 percent of the tuition and fees paid by the student; and

Is not obligated to refund any additional outstanding tuition.

If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;

80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;

75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and

50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

Return of Title IV, HEA Policy

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. HandsOn Therapy will calculate the amount of tuition to be returned to the IV,HEA Federal fund programs according to the policies listed below.

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at HandsOn Therapy. It is separate and distinct from the HandsOn Therapy refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Treatment of Title IV, HEA Aid When a Student Withdraws

The law specifies how your school must determine the amount of Title IV, HEA program assistance that you earn if you withdraw from school. The Title IV, HEA programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV, HEA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

“Official” Withdrawal from the School

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

Date student provided official notification of intent to withdraw, in writing or orally.

The date the student began the withdrawal from HandsOn Therapy, records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, HandsOn Therapy, will complete the following:

Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;

Two calculations are performed:

The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.

Calculate the school's refund requirement (see school refund calculation):

The student's grade record will be updated to reflect his/her final grade.

HandsOn Therapy, will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided. They will provide the student with a letter explaining the Title IV, HEA requirements:

The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.

Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.

Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school, the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, or fails to comply with the school's attendance and will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

The education office will make three attempts to notify the student regarding his/her enrollment status;

Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;

The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;

Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;

HandsOn Therapy, calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.

Calculate the school's refund requirement (see school refund calculation);

HandsOn Therapy, Executive Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.

If applicable, HandsOn Therapy, will provide the student with a refund letter explaining Title IV requirements:

The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.

Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.

Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.

A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Post-Withdrawal Disbursement

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).

The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Disbursement Restrictions – 30 Day, First time, First Year Undergraduate Students

There are some Title IV, HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

Student and Institution Responsibilities

If you receive (or your school or parent receive on your behalf) excess Title IV, HEA program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

Your institutional charges multiplied by the unearned percentage of your funds, or

The entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV, HEA program funds.

Institution Responsibilities in Regards to Return of Title IV, HEA Funds

HandsOn Therapy's responsibilities in regards to Title IV, HEA funds follow:

Providing students information with information in this policy;

Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;

Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Student Responsibilities

If your school is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of ?me.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

Student Responsibilities in Regards to Return of Title IV, HEA Funds

Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.

Any notification of withdraw should be in writing and addressed to the appropriate institutional official.

A student may rescind his or her notification intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.

Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV, HEA Program Funds

The requirements for Title IV, HEA program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV, HEA program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

Withdrawal Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdrawal After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds they or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

HandsOn Therapy measures progress in Clock Hours for the Massage Program and Credit Hours for the Esthetic Program, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

For the Massage Program-Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

For the Esthetic Program-Divide the number of days scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total days in the payment period.

$$\frac{\text{DAYS SCHEDULED TO COMPLETE}}{\text{TOTAL DAYS IN PERIOD}} = \% \text{ EARNED}$$

If this percentage is greater than 60%, the student earns 100%.

If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

HandsOn Therapy will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

Repay the overpayment in full to HandsOn Therapy or Sign a repayment agreement with the U.S. Department of Education.

Order of Return

HandsOn Therapy is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned AID

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Time Frame for Returning an Unclaimed Title IV, HEA Credit Balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with HandsOn Therapy or Department of Education to return the amount of unearned grant funds.

Return to Title IV, HEA questions?

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

This policy is subject to change at anytime, and without prior notice

Satisfactory Academic Progress (SAP) Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. Federal regulations require all schools participating in state and federal financial aid programs monitor SAP. These standards are applicable to all students attending HandsOn Therapy.

SAP Standards

HandsOn Therapy requires its students to maintain Satisfactory Academic Progress (SAP) as established by this School to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV financial aid programs. These standards apply to all students, regardless of the source of the student's funding, and to all students, regardless of their status (full-time or part-time). The student must:

Maintain a cumulative academic average of 70% or better on all tests, work projects (operations) and other required course work.

Maintain a cumulative average attendance level of a least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete thirty hours per week would have to maintain an average weekly attendance of at least twenty hours per week ($2/3 \times 30 = 20$). Regardless of the average level of attendance, students who have more than ten days of consecutive absence will be dismissed. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to the general institutional policies relating to attendance and tardiness.

Complete the program within one and one-half times the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted. All clock hours at this school and transfer hours must be counted toward the 150% eligibility whether a student received Title IV federal student aid or not in order to graduate within the maximum time frame.

Academic Year Definition

The HandsOn Therapy year is 900 hours and 26 weeks for Title IV purposes. For Title IV payments the student must meet both contracted hours and weeks of instruction as well as SAP before they can receive further Title IV payments.

Evaluation Periods

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

25% of each course	75% of each course
50% of each course	100% of each course (as evidenced in completion certificate and transcript)

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 125 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

In addition to the above Evaluation Periods, Satisfactory Academic Progress is measured at the end of each payment period of enrollment to determine student eligibility for all need-based and Federal Title IV financial assistance .

Academic Probation: Losing and Regaining Eligibility Probation

Students may be placed on a warning for failure to keep satisfactory progress by the end of a quarterly grading period and/or for being late for an appointment in the intern clinic. Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given evaluation period will be placed on a warning status until the following evaluation period. For purposes of financial aid eligibility, students must be making Satisfactory Academic Progress in order to receive disbursements. If a student falls below satisfactory progress after a disbursement period they will be placed in a warning status for one period prior to losing eligibility. Students who fail to meet SAP by the conclusion of the Warning period will be deemed not to be making satisfactory progress and will be terminated.

In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the school's refund policy will apply.

Students who meet SAP by the conclusion of the warning period will be fully release from the warning.

Appeal: A student who wishes to appeal the non-satisfactory progress status must submit a written request to the school director within five business days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. The director will evaluate the appeal within five business days and notify the student in writing of the decision. All decisions are final. Any student that prevails upon the appeal process will be determined as making satisfactory progress.

Course Incompletes, Withdrawals, Repetitions and Remedial Courses

Course incompletes, repetitions and non-credit remedial courses do not apply to this school's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. All hours attended are considered attempted.

Should a student withdraw from school, the student will be given a transcript for their satisfactory completed hours and a grade of incomplete for those classes attended but not completed with satisfactory progress. Students must make a request to the Business Office for this transcript. Transcripts will be released only to those students whose financial obligations to the School have been met. It is not possible for students to withdraw from individual subjects.

Transfer credit received will not be included in the calculation of the student's GPA and will have no bearing on the assessment of compliance with standards for satisfactory academic progress.

Leave of Absence

Students who will be out of attendance for more than 29 days and less than 60 days should complete a Leave of Absence request. These are located in the Business Office. The request must be completed and approved prior to student absence. The Leave of absence or any combined leaves of absence may not exceed 180 days within any 12-month period. A Student may return prior to Leave of Absence end date. Failure to return prior to/on the requested end date may result in student termination from the program. . The school's policy does not include the limitation that the leave of absence period may not exceed 180 days within any 12-month period.

Testing Information

If a student fails a test at any point during the program, the test may be retaken at the discretion of the instructor. If the test is not passed the second time, the student may audit other classes in the subject of difficulty at no additional charge, schedule times for extra study using the CBT programs or arrangements must be made to hire a private tutor of the school. After sufficient hours in the failing subject have been made-up, the student may retake the test a third time at the instructor's discretion. If a student voluntarily drops the program or is terminated from the program, no grade is given.

Grading System

A student is graded on both written and practical examinations. Students are graded on a Pass/Fail basis. To complete each course a student must achieve a satisfactory grade of 70% or better on all tests. Equivalency to the traditional 4.0 grading scale is as follows:

4.0=100%-90% (pass)	1.0=below 70%-60% (fail)
3.0=89%-80% (pass)	below 60% (fail)
2.0=79%-70% (pass)	

Attendance Policy

A master record of attendance is maintained for each student within the school attendance software. Students will be logged in to each class attended by the teacher in charge.

Each student is required to attend all classes as scheduled. The state requires completion of all 500 hours of the curriculum to be eligible for the state licensure.

An absence shall be charged for a full day when the student attends none of the scheduled classes for any period of the day. A student will be terminated from the program if the student accumulates absences of more than 10 consecutive school days or more than 15% of the total clock hours of the program.

For VA Students: A veteran or other eligible person will be reported for violations of attendance policy when he/she accumulates absences in excess of the following:

Five days in a calendar month (trainee in attendance 5+ days/per wk)

Four days in a calendar month (trainee in attendance 4 days per wk)

Three days in a calendar month (trainee in attendance 3 days per wk)

Tardiness is a serious interruption of the class. To prevent disturbing the class, any student not in the classroom at the scheduled class time or not returning from break at the scheduled time may be required to wait until the next break to enter class.

Technology in Classroom

Laptops, notebooks and smart phones may be used in the classroom for research and study. They MAY NOT be used for emails, accessing social media, phone calls or texting. If a student is using their device for reasons other than classwork, the teacher may take possession of the device and return it to the student at the end of class. No technology is allowed in The Spa at any time.

Make-Up Work

Make-up hours will be charged at \$10 per hour. Fees for make-up class are charged at the time of absence. Upon successful completion of program within contract period this fee may be waived. Make-up work will not be authorized for the purpose of removing an absence. All absences must be made-up. Scheduling such make-up work is the responsibility of the student. Course work should be made-up in a timely manner by scheduling study time/make-up sessions during business hours and when an instructor is available. Reminder: Students can miss no more than 15% of the program before mandatory termination by state law.

Termination by School

Termination may result due to the following reasons:

Absent more than 10 days or 15% of clock hours	Abusive or destructive behavior
Tuition account is delinquent 30 calendar days	Failure to comply with the school rules and regulations
Admittance forms have false or misleading information	Solicitation or acceptance of gratuities in internship clinic
Failure to achieve satisfactory progress for the overall program by the end of the probation grading period	

Conditions for Repeat Training

At the discretion of the School Director, a student may audit any classes they wish to retake at half price (space willing) provided the repeat course is entered within one year of the last date of attendance. The student must pay for additional books and supplies, if needed.

Credit Hour Definition

Esthetic courses at HandsOn Therapy are measured in credit hours. The formula for calculating hours is fifteen standard clock hours of lecture equals one credit hour. Thirty standard clock hours of laboratory work equals one credit hour. Successful completion of 1 credit hour is equal to 37.5 clock hours. This equivalency will be used for conversion between clock hours to credit hours or credit hours to clock hours.

Contact Hour Definition

Massage Therapy courses are defined in contact hours as fifty minutes of instruction during a sixty minute period. Courses at HandsOn Therapy are measured in contact hours versus standard clock hours.

HandsOn Therapy Schools offers the following student services: Student Orientation, Advising and Mentoring Program, Student Records Placement, Student Transportation, Parking and Housing Assistance and Financial Aid

Student Orientation

Orientation is an integral part of the educational process and covers items of importance to new students.

Advising and Mentoring Program

The Director of Education makes an extra effort during orientation to fully explain her 'open door' policy to all students at the school. Students are welcome to speak with the Director of Education at any time about issues relating academia, personal problems, to name a few.

Student Records

All records for current students, graduates and students who withdraw are maintained permanently in our fire-resistant files.

Graduate Placement

Throughout the program, job search skills are taught within the curriculum. Assistance is given to students throughout their careers. Graduates are assisted in job search activities are encouraged themselves to actively participate in their search for employment.

Student Transportation, Parking, Housing assistance and Childcare

The school has ample free parking in the lot in front and in the rear of the campus. The School maintains a list of apartment complexes for student housing. We have a list of hotels for those students who are coming in for weekend workshops. Additionally, we have a list of childcare facilities for those students who may need assistance with childcare

Community Services

Occasionally, there may be situations that arise for students that are beyond the expertise of Hands On Therapy staff. In those situations, the business office will supply an informational brochure that includes resources for drug and alcohol intervention, domestic and child abuse, welfare and public assistance.

.Voter Registration

HandsOn Therapy main campus is located within Dallas County, Texas. Voter registration information is available at the City of Mesquite offices located at 1515 N. Galloway, Mesquite, Texas, 75149 (972) 288-7711 and also at the state website: <http://www.sos.state.tx.us/elections/voter/reqvr.shtml>. We urge all of our students to be involved in state and city elections.



Disputes and Complaints

Resolution of Disputes

HandsOn Therapy recognizes that any dispute that may arise between a student and the school should be resolved as quickly and amicably as possible. The initial attempt to resolve any dispute will be in accordance to the Grievance Procedure as stated in the school catalogue. If the dispute cannot be resolved through the Grievance Procedure, then the dispute shall be resolved by binding arbitration. (Arbitration is the referral of a dispute to one or more impartial persons for a final and binding determination and is designed for a quick, practical and inexpensive resolution of claims.)

Complaint Procedures

All student grievances shall be taken seriously and every effort shall be made to resolve the grievance. All grievances must be filed in a written statement to the School Director. A written response will be received by the student within five working days. All discussions shall be held in private. If a grievance or complaint is not resolved to the satisfaction of the student, the School Director's decision shall be final. If a grievance is not resolved, the student may contact TDLR.

TDLR
PO Box 12157
Austin TX 78711
(800) 803-9202
www.tdlr.texas.gov/complaints

As a school accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), HandsOn Therapy must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant for the Commission to forward a copy of the complaint to the College for a response. The Commission will keep the complainant informed as to the status of the complaint, as well as the final resolution. Please direct all inquiries to :

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
<http://www.accsc.org/>

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the business office.

Massage Therapy *Basic*
&
Advanced

Esthetics *Basic*
&
Instructor



HandsOn Therapy Education Center

1804 N Galloway

Mesquite Texas 75149

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Student Code of Conduct

Student Conduct

Students must behave in a manner that shows their commitment to achieve their new career goal. All students are expected to conduct themselves in accordance with the standards of good behavior that illustrates courtesy, honesty, consideration and respect for themselves, other students and the school faculty. The school director will determine the action taken when a student is found in violation, and include such assessments as student fines, probation status and termination of admission. Violations of the school's student conduct include (but are not limited to):

Stealing, destroying or damaging property owned by school, personnel or other students

Use of any illegal drugs or alcohol while on school property or attending school while under the influence of illegal drugs or alcohol

Cheating on school examination

Engaging in any unlawful or improper action as described in the Massage Therapy Laws of Texas. Title 25, Texas Administrative Code, Chapter 141 (Massage Therapy Rules)

Exhibiting violence, insubordinate, or inappropriate language toward any school staff or another student.