



## PROFESSIONAL MASSAGE THERAPY

4940 E. Speedway Blvd.  
Tucson, Arizona 85712  
(520) 640-9001  
[www.ahiamassage.com](http://www.ahiamassage.com)  
May 2024

This catalog covers the academic year 2024

## Table of Contents

VISION.....	3
MISSION STATEMENT .....	3
SCHOOL HISTORY.....	3
OBJECTIVES .....	4
LOCATION AND FACILITY.....	4
REQUIRED EQUIPMENT.....	4
OWNERSHIP .....	4
ADMINISTRATION, FACULTY AND STAFF .....	4
LICENSURE.....	5
ACCREDITATION .....	5
AFFILIATIONS.....	5
ADMISSIONS.....	6
Admission Requirements for Professional Massage Therapy Program.....	6
Transfer Students .....	7
Re-Entry Policy .....	7
CREDIT EVALUATION POLICY FOR RECIPIENTS OF VETERANS BENEFITS .....	8
VETERAN'S ADMINISTRATION APPROVAL .....	8
ELIGIBILITY FOR VETERAN BENEFITS.....	8
COURSE OUTLINE – Professional Massage Therapy Program.....	9
Description .....	9
Objectives .....	9
Format .....	9
Class Participation .....	10
Grading Criteria.....	10
COURSE TOPICS .....	10
HOURS OF OPERATION .....	13
Retail Hours.....	13
Educational Hours .....	13
SCHEDULES.....	14
School Closures.....	14
CLASS SIZE .....	14
STUDENT KIT .....	14
TRANSCRIPT REQUEST .....	15
PAYMENT OPTIONS .....	15
TITLE IV FINANCIAL AID & RESOURCES* .....	16
Federal PELL Grant.....	17
Federal Supplemental Educational Opportunity Grant (FSEOG).....	17
Federal Direct Loans .....	17
Direct Subsidized Loans.....	17
Direct Unsubsidized Loans .....	17
Direct Parent PLUS Loans.....	17
HOW TO APPLY FOR FINANCIAL AID.....	17
TITLE IV ELIGIBILITY REQUIREMENTS.....	17

FINANCIAL AID RIGHTS & RESPONSIBILITIES	18
METHODS & FREQUENCY OF DISBURSEMENTS	18
ACADEMIC YEAR.....	18
ADDITIONAL FINANCIAL AID RESOURCES .....	19
Related Professional Scholarship Information	19
TITLE 38 – VETERAN'S RESOURCES .....	19
CODE OF CONDUCT.....	20
COVID-19 POLICY .....	21
ATTENDANCE POLICIES .....	21
ABSENCE / TARDY / EARLY DEPARTURE POLICY.....	22
DRESS CODE .....	22
TIME CLOCK.....	23
MAKE UP HOURS/ASSIGNMENTS POLICIES	24
SATISFACTORY ACADEMIC PROGRESS POLICY	24
Satisfactory Status.....	25
Academic Warning Status.....	25
Financial Aid Probation Status .....	25
Appeal Process .....	25
MAXIMUM TIME FRAME .....	26
LEAVE OF ABSENCE POLICY .....	26
CHANGE OF CONTACT INFORMATION .....	26
RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA).....	26
ALTERNATIVE LEARNING HOURS/WORKSHOPS	27
TERMINATION BY THE SCHOOL .....	27
CANCELLATION AND REFUND POLICY .....	28
GRIEVANCE POLICY.....	29
GRADUATION AND DIPLOMA REQUIREMENTS.....	30
LICENSING REQUIREMENTS.....	31
CONTINUING EDUCATION .....	32
SAFETY GUIDELINES .....	32
CHEMICAL DEPENDENCY/SUBSTANCE ABUSE PREVENTION PROGRAM .....	33
ADDITIONAL ASSISTANCE.....	33
SPECIAL NEEDS .....	33
HOUSING.....	33
PLACEMENT ASSISTANCE .....	33
COPYRIGHT INFRINGEMENT POLICY.....	34
TUITION AND FEES.....	35

## **VISION**

Arizona Holistic Institute of Healing Arts is committed to broadening our students' horizons by integrating Eastern and Western practices. Our program emphasizes the essential connection between mind, body, spirit, health, and sustainable living. We believe that a balanced body and mind are the foundation for overall wellness. By encouraging students to prioritize their well-being, we equip them with a deeper understanding and a holistic approach that enriches both their personal lives and professional careers.

## **MISSION STATEMENT**

Arizona Holistic Institute of Healing Arts provides a high-quality massage therapy program. Our education is based on an integrated wellness approach. Our students learn the latest trends and techniques along with basic skills in a spa-like setting from accomplished professionals with practical experience in the wellness industry. Offered in a positive and creative atmosphere, the training encourages personal growth and produces qualified, employment-ready graduates.

## **SCHOOL HISTORY**

Pure Aesthetics Natural Skincare School opened in November 2006 and by March 2007 had its first graduating class. Over the next several years, Pure Aesthetics Natural Skincare School continued to grow, producing highly qualified, employment-ready aestheticians. Student enrollment began to increase, and guests were returning for all their spa needs and bringing their friends. Before we knew it, we had outgrown our school.

In January 2016, we were incredibly excited to have opened our brand-new facility. It is in a high traffic area, which has greatly improved visibility and walk-in clientele for both spa services and potential students. The lobby area is bright and welcoming with floor to ceiling windows. As you walk into our school, you will notice the clean and professional setup we achieved through modern furniture accented with bright color pops.

Perhaps our most appealing aspect to our school is our six private treatment rooms. Each room is fully equipped with supplies the students may need to perform treatments like professionals in a spa-like atmosphere. Relaxing music and dimmable lighting provide guests with a true spa experience. In addition, we now have separate classrooms, one for theory and written testing and one for practical applications. In the practical application room students get hands-on training before accepting outside guests in the spa.

In January 2023, Pure Aesthetics Natural Skincare School began offering a 700-hour Professional Massage Therapy program. It was an easy decision to make as this educational expansion will only further solidify the company's mission. Finally, in February 2024, our Massage program moved to a beautiful new facility located just a short distance from our main campus. This new facility is now operating under an approved name "ARIZONA HOLISTIC INSTITUTE OF HEALING ARTS".

## **DISCLAIMER**

*The purpose of this catalogue is to inform students of the policies and procedures of this institution, without consideration of race, color, age, ethnicity, nation of origin, religion, pregnancy, sex, sexual orientation, gender identity, marital status, disability, or status as a US veteran. All students are required to read and understand the policies and procedures set forth by Pure Aesthetics, LLC, and the Arizona State Board for Private Postsecondary Education. The policies and procedures in this catalogue will be enforced by Arizona Holistic Institute of Healing Arts staff. Pure Aesthetics, LLC reserves the right to change, modify, delete, or add to this catalogue at any time.*

## OBJECTIVES

- Provide comprehensive training in the study of massage therapy.
- Challenge students to develop skills necessary for personal and professional growth.
- Maintain a respectful, nurturing learning environment.
- Produce graduates qualified to work in the spa, wellness, and medical industries.

## LOCATION AND FACILITY

Arizona Holistic Institute of Healing Arts is centrally located in Tucson, Arizona near a convenient city bus stop. The 5000 square-foot facility faces the beautiful Catalina Mountains. This tranquil learning environment includes a theory classroom, a practical classroom, both a book and a video library, a retail area, and a professionally equipped clinic with modern equipment and semi-private treatment areas.

Located at:

4940 East Speedway Boulevard

Tucson, Arizona 85712

(520) 640-9001

[www.ahihaimassage.com](http://www.ahihaimassage.com)

## REQUIRED EQUIPMENT

The school is well supplied with audio-visual equipment, massage tables, visual aids, and projection equipment for educational purposes. Massage Therapy equipment includes but is not limited to massage chairs, bolsters, hot stone roasters w/basalt stones, and hot towel cabinets.

We ask that students treat equipment as if it were their own. Please operate the equipment with care and inform a staff member immediately if the equipment fails to work properly.

## OWNERSHIP

Pure Aesthetics, LLC. Kaelen H. Johnson owns 100% of Pure Aesthetics, LLC.

## ADMINISTRATION, FACULTY AND STAFF

**KAELLEN H. JOHNSON – FOUNDER, DIRECTOR, CEO & LICENSED AESTHETICS INSTRUCTOR**

Kaelen began her career in the health and wellness industry in 1993, at the spa at Canyon Ranch. With fifteen years at Canyon Ranch, and more than five years at Loews Ventana Canyon Resort Spa, Kaelen provided a wide variety of services that included herbal wraps, facials, laser hair removal and makeup. During that time, she was also an educator for the exclusive organic skincare product line Essensa and completed a rigorous apprenticeship with Bliss Spa in New York City. Kaelen holds aesthetics licenses in both Arizona and New York, along with her aesthetics instructor license here in Arizona. She has been an invited speaker at national industry conferences and has written for industry trade publications.

Inspired by what she wished she learned during her own beauty school experience, Kaelen opened Pure Aesthetics Natural Skincare School in 2006 to help spread her passion for ecological responsibility and to fill the need for a quality aesthetics school in Tucson. In 2014, Kaelen made her dream a reality when she launched a line of organic skincare products. Based on her recognition that what we put onto our bodies is as important as what we put into our bodies, Kaelen and her product development team spent over a year getting the products Made-Safe Certified. This is a demanding process that ensures products are safe for humans, animals, and the environment. In 2018, Kaelen launched KH Organic Day Spa, where she could utilize her products and hire her top graduates.

**MAX SIMAKHODSKIY – ASSOCIATE DIRECTOR, BA, LICENSED MASSAGE THERAPIST**

Max comes to Arizona Holistic Institute of Healing Arts with over 20 years of experience in therapeutic massage and bodywork. He was also awarded a bachelor's degree in Business Administration with Summa Cum Laude honors from the University of Maryland. As Associate Director, he is responsible for managing program development, curriculum review, and prospective growth.

**NADIA HLIBKA – INSTRUCTOR, LICENSED MASSAGE THERAPIST**

Nadia has been a licensed massage therapist since 2005. Her teaching expertise includes human anatomy and physiology, QiGong Acupressure, Myofascial Release, and Restorative Yoga among other modalities. Nadia is also dual licensed in Aesthetics and a former graduate of Pure Aesthetics.

**DENISE VOUGHT – INSTRUCTOR, BS, LICENSED MASSAGE THERAPIST, CYI**

Denise has 9 years of experience in therapeutic massage, specializing in medical conditions. She is passionate about learning and has training in multiple modalities to include: Thai Massage, Shiatsu, Jones Fascial Counterstrain, Craniosacral Therapy, Reflexology, Essential Oils, Swedish Massage, Animal Massage, Zero Balancing, Medical Massage, Myofascial Release, Trigger Point Therapy, Spinal Touch Therapy, Manual Lymphatic Drainage, Reiki, Touch for Health, Acupressure. Denise was born in Tucson and graduated from Sahuaro H.S., after which she served 4.5 years in the Army. She received her Massage Certification from Myotherapy College in Utah.

**LINDA WELCH – INSTRUCTOR, LICENSED MASSAGE THERAPIST, MASSAGE EDUCATOR**

Linda began her massage career in January 2001 and has been in private practice for the past 24 years. As a graduate of the Desert Institute of the Healing Arts in Tucson, she joined the teaching staff and fell in love with educating future therapists. She has a corporate background and got her calling in 1999 when the corporation she worked for closed its doors for good. This allowed her to go to massage school, a lifelong goal she always wanted to pursue. She was once treated by a massage therapist due to an on-the-job injury and it was then that she decided she wanted to help others by becoming a massage therapist.

**LICENSURE**

Arizona State Board for Private  
Postsecondary Education (AZPPSE)  
1740 W. Adams, Suite 3008  
Phoenix, AZ 85007  
(602) 542-5709

**ACCREDITATION**

Arizona Holistic Institute of Healing Arts is accredited  
by:  
Accrediting Council for Continuing Education  
& Training (ACCET)  
1722 N Street NW  
Washington, DC 20036  
(202) 955-1113

**AFFILIATIONS**

Arizona State Board of Massage Therapy (AZBMT)  
Associated Bodywork & Massage Professionals (ABMP)  
Arizona Private School Association (APSA)  
American Association of Cosmetology Schools (AACS)  
Arizona Department of Health Services, Bureau of Radiation Control  
Arizona Barbering and Cosmetology Board (AZBCB)  
Associated Skin Care Professionals (ASCP)  
National Association of Financial Aid Administrators (NASFAA)

## ADMISSIONS

Arizona Holistic Institute of Healing Arts encourages all prospective students to complete the [Application for Admission](#) available on our website before they make an appointment to tour the facility and meet with an admissions advisor. Alternatively, a prospective student may complete the Application for Admission in-person before the start of their tour. Once students are accepted into our programs, a member of the admissions department works closely with them to complete the FAFSA, secure financial aid\*, and submit all documentation required for enrollment. Once a prospective student's funding is in place, an additional appointment with an advisor is required where a potential student will submit all required documentation (see Admissions Requirements section), pay the registration fee, and sign an Enrollment Contract.

\* Please note that Title IV financial aid is available to those who qualify. To be eligible to receive federal student aid, you must meet certain requirements. For the eligibility criteria, please visit <https://studentaid.gov/help/federal-student-aid-eligibility>. For additional information, please see the "TITLE IV FINANCIAL AID & RESOURCES" section of this catalog (pages 16-18). You may also contact our Financial Aid Dept. advisor at [Krystal@pureaesthetics.edu](mailto:Krystal@pureaesthetics.edu)

*Non-Discrimination Statement:* Arizona Holistic Institute of Healing Arts in its admission, instruction, and graduation policies does not discriminate based on race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran.

### ADMISSION REQUIREMENTS FOR PROFESSIONAL MASSAGE THERAPY PROGRAM

- Applicants must be at least 18 years old to apply and must provide government-issued photo identification with proof of age. \*
- Applicants must have a high school diploma or GED to be accepted for enrollment.\*\*
- Applicants must be **fully** able to participate in required classroom activities, including giving **and** receiving massage and/or bodywork treatments regardless of gender **at all times**.
- Applicants must pay a \$200 registration fee
- Applicants must complete Application for Admission
- Applicants must complete an Arizona Statement of Citizenship or provide Alien Status for State Public Benefits
- Applicants must provide evidence of U.S. Citizenship, U.S. National status, or Alien status
- Applicants must provide Social Security card
- Applicants must complete and sign Enrollment Contract

\*If an applicant is under 18 years old at the time of enrollment, a parent / guardian's signature is required. Enrollees must turn 18 years old before the start of class.

\*\*If your proof of education is from an institution located outside the United States, you must submit an official translation and evaluation to determine the credential awarded is the U.S. equivalency. This evaluation must be completed by an organization accredited by the National Association of Credential Evaluation Services (NACES). You are responsible for paying whatever fees may be associated with this service.

For Title IV purposes, Arizona Holistic Institute of Healing Arts Natural Skincare School does not accept Ability-to-Benefit students.

### TRANSFER STUDENTS

Arizona Holistic Institute of Healing Arts may accept up to 350 clock hours from students who began training elsewhere. Students who wish to transfer their hours from another school to Arizona Holistic Institute of Healing Arts must meet the following criteria:

- Program hours must have been awarded by an accredited institution recognized by the US Department of Education and the Council for Higher Education Accreditation.
- Only massage therapy coursework will be accepted.
- Students must have received a grade of no less than 80%.
- Courses must have been completed within the four years prior to enrolling at Arizona Holistic Institute of Healing Arts

The acceptance of transfer hours is at the discretion of the school. Students using Veterans Administration educational benefits must abide by the policies set forth by the Veterans Administration.\*

In addition to the standard admission requirements, a transfer student must obtain a Transfer Hours Form when completing the admission application. Along with the Transfer Hours Form, the student must submit an official transcript, catalog and course syllabi or outlines from the transferring institution. Once Arizona Holistic Institute of Healing Arts determines whether the hours completed elsewhere are eligible for transfer, the transferring student must schedule an Infection Control Exam, administered by Arizona Holistic Institute of Healing Arts, and pay the \$50.00 testing fee. The transferring student must pass with at least 85%. The entire transfer process must be completed, and the final number of transfer hours must be approved, before an enrollment contract may be drawn up.

Approved transfer hours are assessed a fee of \$3.00 per hour. Tuition for transferring students is calculated based on the total number of hours needed to fulfill the program requirements. A reduction in the number of hours a student is contracted to complete may reduce the amount of financial aid awarded.

If a transfer hours request is denied, a student has the right to appeal the decision within five (5) business days. The appeal must be made in writing and outline the reasons the student believes the transfer hours should be considered. The student may provide additional documentation to support the appeal. Once the appeal has been received, Arizona Holistic Institute of Healing Arts will issue its decision within ten business days. Decisions are made by the Director and issued in writing. All appeals decisions are final.

Students who wish to transfer hours earned at Arizona Holistic Institute of Healing Arts to another institution must complete and submit a Transcript Request Form. Transcripts will be mailed to the designated institution within 14 business days of receipt of the request. There is a \$10 fee for production of official transcripts. Arizona Holistic Institute of Healing Arts cannot guarantee that another institution will accept transfer hours from our school, as each school determines its own criteria for accepting transfer hours. Requests for official transcripts will not be granted until all financial obligations to Arizona Holistic Institute of Healing Arts have been satisfied.

### RE-ENTRY POLICY

A student who has voluntarily withdrawn, failed to return after a leave of absence, or been terminated for causes other than violations of our academic integrity or honesty policies, may request to re-enter the program. A re-entry request is defined as a request for re-enrollment to complete any remaining hours of education. The following are required for re-enrollment:

- A non-refundable fee of \$200.00 (waived if re-enrolled within 12 months of the original start

date).

- A signed re-commitment letter that outlines changes the student made to support success.
- A re-admission appointment with the admissions advisor to verify the remaining hours and establish an effective plan for completion of the curriculum.
- Completion of a new enrollment contract.

#### **CREDIT EVALUATION POLICY FOR RECIPIENTS OF VETERANS BENEFITS\***

Students receiving VA education benefits must provide proof of ALL previous postsecondary education and training. Arizona Holistic Institute of Healing Arts will examine transcripts from all prior institutions, including military training, traditional college/university coursework and vocational training. Credit will be granted as appropriate. The veteran or eligible recipient and the VA will be notified of the transcript evaluation results. All prior training for those using VA education benefits is required to be evaluated; therefore, no transfer fees are assessed.

#### **\*VETERANS ADMINISTRATION APPROVAL**

Arizona Holistic Institute of Healing Arts is not approved by the State Approving Agency (SAA) to enroll veterans and other eligible persons. Although the Professional Massage Therapy program along with all of our Aesthetics programs were approved by SAA for Veterans Education to be conducted at the main campus located at 2850 E Speedway Blvd, Tucson, AZ, it is not approved by SAA for Veterans Education to be conducted at the new location at 4940 E Speedway Blvd, Tucson, AZ. Per the federal regulations code [38 CFR § 21.4251](#) Minimum Period of Operation Requirement for Educational Institutions, our new location must be operational for 2 years before receiving SAA approval. We expect to receive SAA approval sometime in 2026. Our Aesthetics programs conducted at the main campus are approved for Chapters 33, 30, 35, 32, 1606, and 1607.

#### **ELIGIBILITY FOR VETERAN BENEFITS**

The Department of Veteran Affairs (VA) offers education benefits to eligible Service members, Veterans and their dependents who wish to further their education and advance their career. VA Education Service administers five benefits programs to provide benefits and resources. These benefits include financial support for undergraduate and graduate degrees, non-college degree programs, licensing and certification tests, apprenticeships, on-the-job training and more.

Upon receiving SAA approval, you may be eligible for one or more of the following VA education benefit programs:

- Post-9/11 GI Bill® (Chapter 33)
- Montgomery GI Bill® Active Duty (MGIB-AD) (Chapter 30)
- Montgomery GI Bill® Selected Reserve (MGIB-SR) (Chapter 1606)
- Veterans' Education Assistance Program (VEAP) (Chapter 32)
- Survivors' and Dependents' Education Assistance (DEA) Program (Chapter 35)

For more information on VA education benefit programs and eligibility please visit <http://www.va.gov/education/eligibility/> It is a student's responsibility to verify VA benefit rates by contacting VA at 888-442-4551 or visiting <https://www.va.gov/education/benefit-rates/>

Select Reserve participants may be eligible under Chapter 1606.

To ensure continuity of benefits, satisfactory progress (90%) must be made toward stated program goals. Satisfactory attendance (90%) in enrolled programs is always expected. To use Veteran Administration



benefits to pay your tuition and fees, you will need to provide our school with the following:

- A copy of your complete and submitted VA Form 22-1995
- A copy of DD2-14 provided to you from VA
- A current and valid certificate of eligibility
- All documents required for admission and listed in the Admissions section of this catalog.

## **COURSE OUTLINE – Professional Massage Therapy Program**

(CIP Code 51.3501) (SOC Code: 31-9011.00)

### DESCRIPTION

The 700-hour Professional Massage Therapy program provides students with rigorous, comprehensive training in the art and science of massage therapy. Complemented by Milady's Theory & Practice of Therapeutic Massage textbook and CIMA, a digital learning platform, coursework includes human anatomy and physiology, kinesiology, pathology, medical terminology, business and ethics, integrative assessment and documentation, and various massage modalities. The curriculum furnishes a solid foundation to master many different bodywork techniques. Additionally, students will apply their broad theoretical knowledge and developing skills through hands-on experience practicing on clients at the student clinic.

The Professional Massage Therapy program provides a course of study that exceeds most state requirements, while reflecting the most current techniques and research. Graduates are eligible to apply for the State of Arizona Massage Therapist license immediately as currently there is no exam requirement by the Arizona State Board of Massage Therapy. Nevertheless, they are fully prepared and eligible to sit for the Massage and Bodywork Licensing Exam (MBLEx) that is offered by the Federation of State Massage Therapy Boards (FSMTB), which may be required for licensure in other jurisdictions. Students must complete the entire program to graduate.

### OBJECTIVES

- Demonstrate knowledge of and proficiency in the art and science of massage therapy within a holistic health framework.
- Apply concepts related to Human Anatomy & Physiology, Kinesiology, and Pathology.
- Comprehend theoretical knowledge of and apply Eastern and Western massage therapy techniques.
- Work with clients in a variety of settings, under the direct supervision of a licensed faculty member while developing successful and ethical therapeutic relationships with clients.
- Demonstrate understanding of professional issues, including legal and ethical concerns, business practices, and the importance of continuing education throughout the career.
- Develop and implement a self-care strategy.
- Prepare for application for licensure in the State of Arizona.

### FORMAT

Arizona Holistic Institute of Healing Arts instructors utilize several teaching methodologies to deliver the program objectives both on campus and through interactive distance learning. They include:

- Teacher-Centered Approach - instructors deliver knowledge to their students through lectures and direct instruction and aim to measure the results through testing and assessment.
  - Direct (traditional) Instruction - instructors convey knowledge to their students primarily through lectures and scripted lesson plans.
  - Kinesthetic Learning - students perform hands-on physical activities.

- High-Tech Approach - instructors utilize many different types of technology to aid students in their classroom learning.

\*For VA students only: Upon receiving SAA approval, the program will be conducted as resident training in compliance with VA federal regulations. All VA students receiving benefits must complete all required classroom related activities in person/on-campus.

#### CLASS PARTICIPATION

Unless contrary to the express written orders of the student's personal physician, all students must be **fully** able to participate in required classroom activities, including giving **and** receiving massage and/or bodywork treatments regardless of gender **at all times**.

#### GRADING CRITERIA

The Professional Massage Therapy program includes both theory and practical experience. Theory is evaluated by written examinations and projects. Practical assignments are evaluated as completed and counted towards program requirements. Students must maintain a cumulative theory grade average of 80%. To graduate, students must pass both final written and practical exams with a minimum of 75%.

Numerical grades are awarded based on the following grading scale:

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = 0% - 59%

#### COURSE TOPICS

The Professional Massage Therapy program covers the following topics:  
(700 clock hours include approximate theory hours/approximate practical hours)

- **Historical Overview of Massage - 2.5/1.5**  
Learning the origin of therapeutic massage, development and progression of the profession, and understanding the reasoning behind various techniques.
- **Requirements for the Practice of Therapeutic Massage - 5/5**  
Understanding and practicing within the scope of practice. Understanding and abiding by local laws and regulations in order to stay within legal parameters and to safeguard yourself and your clients. Students will learn how to conduct subject-related research, study case reports, and ensure their reliability.
- **Professional Ethics for Massage Practitioners - 25/5**  
Setting intentions and creating professional boundaries to achieve a healthy practitioner/client interaction. Practicing good ethics to help gain the respect of the medical community and the general population. Creating a safe environment to protect the client, the profession, and the therapist. Learning about ethics as they relate to the field of massage therapy, what constitutes a professional, how to recognize and effectively manage sexually harassing behaviors, and what roles the Standards of Practice play in massage therapy.
- **Overview of Human Anatomy and Physiology and Medical Terminology - 18/2**  
Understanding of anatomy, physiology, kinesiology, and pathology to knowledgeably perform

massage therapy, whether in a healthcare or wellness setting. Recognizing signs and symptoms of certain conditions to help determine the best course of action during a professional session. Recognizing conditions involving stress or pain and understanding of the mechanisms involved to help the practitioner formulate treatment plans. Familiarizing with medical terminology to help the student/practitioner decipher medical terms.

- **Human Anatomy and Physiology - 70/16**

Grasping foundational concepts of the structure and functions of the body to allow the practitioner to understand how massage affects the body on various levels. Topics include anatomical and physiological processes of the skeletal, muscular, integumentary, circulatory, lymph-vascular, endocrine, respiratory, digestive, urinary, human reproductive, and nervous systems.

- **Effects, Benefits, Indications, and Contraindications of Massage - 12.5/10**

Understanding the effects, benefits, and indications to help the practitioner recruit and educate clients about the health benefits of massage and help promote the field of massage therapy to the public and healthcare industry. This knowledge is the basis for designing a safe protocol that is unique to each client and each therapy session. In addition, this course will cover contraindications for massage and address various health conditions that may have an adverse effect on both a client and a practitioner.

- **Equipment and Products - 2.5/1**

Understanding the proper use and care of equipment and products in order to prevent injury to the client or practitioner and to reduce wear and tear. The effects of various products that are used for massage (oils, lotions, creams, stones, etc.) will be discussed and applied during a hands-on portion of the course.

- **Infection Control and Safety Practices - 10/2**

Understanding the types of infections and safety risks encountered in a massage practice is a requirement for a knowledgeable, responsible, professional massage therapist. Understanding the basics of cleaning and disinfecting practices and following established guidelines in order to protect the client's/practitioner's health and well-being.

- **Consultation and Documentation - 10/5**

Consultation helps the practitioner to tailor the massage session to better fit the needs of the client. Documentation helps ensure better communication with members of the healthcare team and with insurance companies as well as may prove necessary during legal proceedings. Topics such as intake forms, SOAP notes, health screening will be addressed. Students will participate in teaming activities to develop new skills to interview and document.

- **Classification of Massage Movements - 10/16**

Understanding the effects of the various movements to allow the practitioner to create better routines and treatment plans to serve his/her clients. Kinesiology - the study of movement - will be fully addressed with the focus on bones of the joints, movements of each joint, and muscles that produce those movements. Students will engage in teaming activities to practice newly developed massage movements.

- **Preparations for the Practitioner - 15/20**

Developing good self-care practices to enhance the practitioner's ability to perform multiple massages while reducing the chance of injury. Understanding and using the concepts of centering and grounding to provide a way to better connect with the client and help the practitioner maintain stamina and energy. This course will cover topics such as proper body mechanics, correct posture and stances, and strength and flexibility of the hands among others.

- **Procedures for Complete Body Massages - 25/45**  
 Studying certain guidelines to ensure that the services the client receives meet professional standards and the client's expectations. Topics include practicing massage sequences and draping techniques.
- **Massage in the Spa Setting - 5/10**  
 Familiarizing with typical spa settings and routines as well as understanding the basics of spa treatments to give massage practitioners a competitive edge for finding employment. Topics include the history of spas, advanced massage techniques typically offered in spas, spa modalities that therapists typically perform, common essential oils used in spas, and spa policies and philosophy among others.
- **Clinical Massage Techniques - 30/30**  
 Understanding and ability to perform clinical massage techniques to provide the practitioner with tools to address areas of tension, limited range of motion, pain and stiffness, and minor injuries in the chronic or subacute stages. Covered approaches include neuromuscular therapy, muscle energy techniques, trigger point therapy, myofascial therapies, and craniosacral therapy among others.
- **Lymph Massage - 10/20**  
 Deeper understanding of anatomy and physiology of the lymphatic system. Applying this therapeutic form of soft-tissue mobilization enables the practitioner to dramatically enhance lymph formation and promote drainage within the superficial and deep systems of the lymph vascular network. The effects of lymph massage as well as techniques of lymph massage are fully addressed.
- **Therapeutic Procedures - 10/20**  
 Building a foundation for the practitioner to assess, plan, treat, and evaluate clients seeking relief from physical conditions and dysfunctions. Identifying and practicing assessment techniques including posture analysis, range of motion testing, palpation of the suspected structures, and a number of functional or orthopedic assessments among others. Students will pair up to conduct a team project aimed at developing APTE skills.
- **Athletic/Sports Massage - 10/20**  
 Introduction to the theories and principles of pre-, inter-, and post-event sports massage. Covered topics include physiological principles that govern sports massage, various athletic injuries and their rehabilitation, stretching, and contraindications.
- **Massage for Special Populations - 10/20**  
 Examining ways that the massage practitioner can help clients with special needs. Topics include infant and child massage, prenatal massage, geriatric massage, medical massage, massage for physically challenged individuals, and considerations for clients in end-of-life care. Students will utilize massage equipment tools such as life-sized dolls to perform infant massage, learn to use bolstering pillows to perform prenatal massage, and role play to practice newly developed skills to massage clients with disabilities.
- **Massage in Medicine - 5/10**  
 Understanding the recent acceptance of massage from alternative to complimentary to integrative medicine and then into mainstream health care to help the practitioner who is interested in pursuing medical massage. Students will also learn about massage in a hospital setting, insurance reimbursement, and record keeping among other topics.

- **Other Therapeutic Techniques - 10/43**

Students will be introduced to the basics of Chair massage, Hot Stone massage, and Reflexology. Although additional thorough training is highly recommended in order to fully grasp the essence of these modalities, students will apply this foundational knowledge by practicing the newly learned massage protocols. Additionally, the fundamental energy concept is presented to familiarize students with Shiatsu massage, Acupressure, Acupuncture, and other Asian energetic manipulation techniques.

- **Business Practices - 10/15**

In this course students will learn the fundamentals of massage therapy business. Course topics will focus on the business plan, ethics, record-keeping, finances, policies, procedures, professionalism, communications, insurance processes, marketing, and advertising. Students will discuss target markets, as well as identify success strategies and obstacles to success when managing a business. Professional development, client retention and career longevity will also be a focus of the course.

- **First Aid/CPR - 4/4**

The American Heart Association Basic Life Support (BLS) for Healthcare Providers Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner.

- **Massage Clinic - 70**

This is a “hands-on” requirement allowing the student to work on PANSS clients in a clinical setting. Students receive 70 hours of supervised clinical practice with instructors present on campus or off-site facilities. Students will experience a variety of body types and interactions with the public through activities including client interviews and assessments, creating client files, reviewing documentation, consulting and debriefing the client, recording accurate S.O.A.P notes, and providing client education. Students will use this experience to master clinical skills, perform clerical functions, marketing skills, and customer service skills such as scheduling, re-booking, and following-up with clinic clients. This part of the Professional Massage Therapy program provides the student with an invaluable opportunity to function autonomously as a massage therapist and begin developing their personal massage skills with school clients, while having a qualified instructor present and available. At the end of this course, students will have gained experience working in a massage therapy clinic with the objective of preparing them to work independently as a professional massage therapist.

## **HOURS OF OPERATION**

### RETAIL HOURS

Sunday: Closed

Monday-Thursday: 9:00 am - 9:00 pm

Friday: 9:00 am - 3:00 pm

Saturday: 10:00 am - 6:00 pm

### EDUCATIONAL HOURS

\*See below, based on program scheduled hours.

\*Note: Due to the varying hours of the educational programs offered, a bell is located at the front lobby entrance door for access when the door is locked to provide the required safety for our students and instructors.

## **SCHEDULES**

Applicants may enroll in Arizona Holistic Institute of Healing Arts training programs at any time. The school reserves the right to reschedule, postpone, or cancel classes.

### **PART-TIME EVENING: APPROXIMATELY 46 WEEKS, 15.5 HOURS PER WEEK**

Tuesday 4:00 pm – 9:30 pm

Wednesday & Thursday 4:00 pm – 9:00 pm

### **FULL-TIME: APPROXIMATELY 24 WEEKS, 30 HOURS PER WEEK**

Monday – Friday 9:00 am – 3:30 pm

Please refer to our website [www.ahihaimassage.com](http://www.ahihaimassage.com) for a list of upcoming start dates. Start and end dates are subject to change.

## **SCHOOL CLOSURES**

New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, 4th of July, Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving Break, Winter Break, Spring Break, and Summer Break.

\*\* Arizona Holistic Institute of Healing Arts may be open for clinic floor hours during scheduled breaks if demand necessitates. Participation will be optional for those students wishing to make up hours.

## **CLASS SIZE**

Class sizes at Arizona Holistic Institute of Healing Arts have approximately eight to twenty students per instructor for the 700-hour program. To encourage effective learning, Arizona Holistic Institute of Healing Arts aims not to exceed the classroom instructor-student ratio of 1:6 in clinic and 1:20 in lecture for all schedules and programs. These ratios allow for active participation and instructor support.

## **STUDENT KIT**

Students receive a non-refundable kit with books and supplies used for the duration of their program. Students are responsible for their personal kits and must replace any lost items. Each student will receive an itemized list of kit items and will initial for each item received. The content of our kit does not change, per se. The content of the kit remains the same, however, there could be a change with brand/product name, especially in a case where a product has been discontinued. If there is a change in price, Arizona Holistic Institute of Healing Arts would seek VA approval before certifying those fees for veteran students (Currently, AHIHA has not been approved by SAA for VA benefits). Each Massage Therapy kit contains at minimum:

- Chromebook with Milady CIMA course access
- Associated Massage and Bodywork Professionals (AMBP) Student Membership
- Arizona Holistic Institute of Healing Arts Scrubs
- Arizona Holistic Institute of Healing Arts Name Tag
- Massage Table w/Bolster
- Massage Linens
- KH Jojoba Oil, KH Massage Lotion, Holster w/Bottles and Pumps

In addition, the cost of the Arizona State Board of Massage Therapy initial licensing fee (\$219.50), the fingerprinting fee (\$30.00), the Non-IVP Level 1 Fingerprint Clearance Card fee (\$109.00), and the

FIRST AID/CPR certification (\$55.00) are covered by Arizona Holistic Institute of Healing Arts.

Some items in a kit for students enrolled in the Professional Massage Therapy program may be substituted to properly reflect their intended usefulness.

Gift Cards and Service gift certificates are not covered under VA education benefits. Please see Kit list for the breakdown.

\*Student kit items received are non-refundable after the 3-day cancellation period. Books and supplies are provided after the 3-day cancellation period.

\*\*Students are given a 20% discount on Kaelen Harwell Organic Skincare products and 10% on other items purchased in the Arizona Holistic Institute of Healing Arts retail area. Upon completion of the program, graduates receive a 10% discount on products and services for life. Please note: no double discounts will apply.

## **TRANSCRIPT REQUEST**

Students can obtain their official academic transcripts from Arizona Holistic Institute of Healing Arts by submitting a \$10.00 Transcript Fee and Official Transcript Request Form to:

Arizona Holistic Institute of Healing Arts  
2850 E. Speedway Blvd  
Tucson AZ, 85716

All transcript requests must be made in writing. Transcripts will be mailed to the designated institution within 14 business days of receipt of the request. Arizona Holistic Institute of Healing Arts cannot guarantee that another institution will accept transfer hours from our school, as each school determines its own criteria for accepting transfer hours. Requests for official transcripts will not be granted until all financial obligations to Arizona Holistic Institute of Healing Arts have been satisfied.

## **PAYMENT OPTIONS**

Payments may be made via cash, Visa, American Express, Discover, or MasterCard, TFC Credit Corporation, certified check, or money order. Arizona Holistic Institute of Healing Arts also accepts payments from ARIZONA@WORK, the Veterans Administration (VA educational benefits), the Military Spouse Career Advancement Accounts (MyCAA) program, Tribal WIOA, and Rehabilitation Services Administration. Arizona Holistic Institute of Healing Arts is eligible for the following Title IV programs: Pell Grant, Direct Stafford Loans, and Federal Supplemental Educational Opportunity Grant (FSEOG). Please note that Title IV financial aid is available to those who qualify.

A registration fee must be paid at the time of enrollment. If a student is unable to attend the program they originally registered for, the fee may be applied towards a future start date of the same program within one calendar year of the original start date specified on the signed enrollment contract. Payments may be made monthly, with no interest, throughout the program to equal total program cost. An extended payment plan may be available to those who request it in advance through Arizona Holistic Institute of Healing Arts administration. Please see the Enrollment Contract for plan details. Students who select a monthly tuition payment plan may be required to submit a Recurring CC Payment Authorization form.

Late payments may be subject to a fee of 10% of the delinquent amount owed after a 5-day grace period. Although the late fee may be charged on the sixth day after the due date, a 10-day grace period will be

allowed before possible suspension. The late fee will be added to the scheduled monthly payment and must be paid in full.

Installment payments are expected on or before the scheduled due date. The first installment payment is due on or before the first day of class. Subsequent payments are due on the first of each month. If a class start date falls before the fifteenth of the month, the second payment is due at the start of the following month. However, if a class start date falls on or after the fifteenth of the month, the second installment payment is due at the start of the second full calendar month of the program (i.e., if a class starts on January 14th, the second payment is due February 1st. If a class starts on January 15th, the second payment is due March 1st). All payments should be made on or before the first of the month unless alternative arrangements are made with the school administration.

\*It is the student's responsibility to ensure payments are made on time. The school does not inform the students each day that the payment is late. Students who are 30 days late or more on making a payment may be terminated from the program. Delinquent payments will be assigned to a licensed collection agency. Students will be responsible for paying the collection agency fee, which may be based on a percentage at a maximum of 30% of the delinquent account, together with all reasonable costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account (except where prohibited by applicable law and only to the extent prohibited). If the claim is litigated, the student will be responsible for all the reasonable associated court costs and disbursements in addition to reasonable attorney's fees.

**\* Disclosure Statement: Tuition Payments: 3% card processing fee is added to credit and debit card transactions.**

## **TITLE IV FINANCIAL AID & RESOURCES\***

School Code: 041775

Arizona Holistic Institute of Healing Arts offers financial aid for students who qualify. Qualified students can apply for and receive Federal PELL Grant, FSEOG (based on availability of funds), Federal Direct Loan Program (FSLP) while attending school. FPELL is a gift from the Federal Government for the students who qualify. Students do NOT need to pay back the FPELL. There are no payments due for the Subsidized and Unsubsidized loans until six (6) months after the student leaves school. This departure date refers to graduation well as early withdrawal from the program. If the student does not finish the program, Arizona Holistic Institute of Healing Arts will refund any unused tuition back to the lender/servicer; however, the student is responsible for any funds kept by Arizona Holistic Institute of Healing Arts for tuition needs.

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance for both direct and indirect costs. Financial aid includes grants and loans. Grants do not have to be repaid. Financial aid is awarded to students who have 'need'. Need is the difference between the amount of money that the family will be expected to contribute to meet the costs and the cost of education at this school.



Arizona Holistic Institute of Healing Arts participates in the following Title IV financial aid programs:

#### **FEDERAL PELL GRANT**

The Federal PELL Grant is an aid awarded to eligible students with financial need who do not have a bachelor's degree or higher. These grants do not have to be repaid unless the student withdraws prior to the completion of his/her program. Award amounts are subject to change annually. The amounts are dependent on cost of attendance, estimated family contribution, enrollment status, and whether the student attends for a full academic year or less. Formula 4 is used for the Aesthetics program and is based on the full-time schedule, regardless of the student's enrollment status.

#### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant for undergraduate students with exceptional financial need. Students who receive Pell Grants and have the most financial need will receive FSEOG first on a first come, first served basis and availability of funds. FSEOG does not have to be repaid unless the student withdraws prior to the completion of his/her program. The FSEOG aid is administered by Arizona Holistic Institute of Healing Arts and is considered campus-based aid.

#### **FEDERAL DIRECT LOANS**

Federal Direct Loans are funds lent directly to students by the U.S. Department of Education and must be repaid with interest. These low interest loans are used to help cover the costs of higher education. Arizona Holistic Institute of Healing Arts will review the results of the Free Application for Federal Student Aid (FAFSA) to determine the amount that may be borrowed. There are three types of Direct Loans that may be available:

#### **DIRECT SUBSIDIZED LOANS**

Subsidized loans are reserved for students demonstrating financial need. Interest is not charged while the student is in school at least half time or during certain deferment periods.

#### **DIRECT UNSUBSIDIZED LOANS**

Students are not required to demonstrate financial need to be eligible for Unsubsidized loans. Interest accrues on the unsubsidized loan as soon as it is disbursed and until it is paid in full. Students are encouraged to make interest-only payments while they are in school, during grace periods, and during deferment and forbearance periods. If a student chooses not to make interest-only payments, the interest will capitalize on the loan amount.

#### **DIRECT PARENT PLUS LOANS**

Parents of a dependent student may apply for a Direct Parent PLUS loan to help pay for their children's educational expenses.

For more information regarding these programs, please visit [Understanding Federal Aid](#).

#### **HOW TO APPLY FOR FINANCIAL AID**

To be considered eligible for Title IV financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). This aid is available to those who qualify.

#### **TITLE IV ELIGIBILITY REQUIREMENTS**

All Title IV funds are awarded based on eligibility determined by information students or their parents provide when they complete the Free Application for Federal Student Aid (FAFSA). The application is accessible online at <https://fafsa.ed.gov>. Students may be required to provide additional documentation to support information provided on the FAFSA. This request may delay the disbursement of federal

student aid. Typically, students receive a Financial Aid Estimate before Title IV funds are awarded. Once an award amount is determined, an Offer Letter is generated, and the file is deemed complete. Students must be enrolled at Arizona Holistic Institute of Healing Arts before the Title IV funds can be disbursed.

Students who accept a Federal Direct Loan must complete entrance counseling and sign a Master Promissory Note (MPN). Upon enrollment, students' information is entered into the National Student Loan Data System (NSLDS) and it is accessible to guaranty agencies, lenders, and institutions authorized to use that data system.

#### **FINANCIAL AID RIGHTS & RESPONSIBILITIES**

Students who receive federal financial aid have the following rights:

- The right to review individual financial aid files.
- The right to accept or decline financial aid awards.
- The right to know how financial need was determined.
- The right to request an explanation of the funding sources on the financial aid award.
- The right to know Arizona Holistic Institute of Healing Arts' refund policy.

While receiving financial aid, each student has the following responsibilities:

- The responsibility to remain in Satisfactory Academic Progress (SAP). Satisfactory Academic Progress is defined as maintaining a cumulative GPA of at least 80% and cumulative attendance of at least 90%. Failure to maintain SAP may result in loss of eligibility for financial aid.
- The responsibility to complete all application forms accurately and honestly.
- The responsibility to provide correct information. If it is found that a student purposely provided false information, it may be considered a criminal offense, which could result in an indictment under the U.S. Criminal Code Chapter 47.
- The responsibility to provide all requested documentation to the financial aid department in a timely manner. Failure to do so may result in a delay or loss of financial aid.
- The responsibility of reading and understanding all materials s/he signs.
- The responsibility to keep copies of all signed documents.
- The responsibility for all agreements that they sign.

#### **METHODS & FREQUENCY OF DISBURSEMENTS**

Generally, students receive Title IV funding in two installments, called disbursements. Disbursements typically occur at the beginning and midpoint of a student's program. Title IV disbursements are issued once all eligibility requirements are fulfilled. First-time Direct Loan borrowers must wait thirty (30) days after the first day of class before Arizona Holistic Institute of Healing Arts is permitted to release loan money to students. Otherwise, loans will be disbursed upon enrollment, and once a student completes 350 hours. Disbursement Notifications are updated in the RGM student portal.

Scheduled Direct Loan disbursement(s) will not be released while a student is on official Leave of Absence. Arizona Holistic Institute of Healing Arts applies students' financial aid awards towards tuition and fees. Once a student's tuition and fees are paid in full, any Title IV funds exceeding the tuition and fees are released directly to the student within fourteen (14) calendar days, unless a student requests in writing that those funds be held longer or returned to their student loan to minimize their loan debt.

#### **ACADEMIC YEAR**

An academic year for Arizona Holistic Institute of Healing Arts is defined as 900 clock hours and 26 weeks. Since the Professional Massage Therapy program is less than an academic year, financial aid is

prorated accordingly.

**US DEPARTMENT OF EDUCATION OMBUDSMAN**

The US Department of Education has an FSA Ombudsman Group that is neutral, informal, confidential. The office is available to help resolve disputes about your federal student loans. You can contact them by mail:

P.O. Box 1843  
Monticello, KY 42633  
1(877) 557-2575

**ADDITIONAL FINANCIAL AID RESOURCES**

Students may also be eligible to receive grant money through ARIZONA@WORK. Please see the admissions advisor for more details about where to apply.

**RELATED PROFESSIONAL SCHOLARSHIP INFORMATION**

Additional scholarship information may be provided as it becomes available.

It is the student's responsibility to ensure that all financial aid applications and additional documentation requested are submitted prior to given deadlines. If a student fails to do so and has not been approved for financial aid by the class start date, they will be required to pay the first monthly payment amount calculated from the total tuition cost. This amount will be due prior to starting school unless prior written approval is granted by the Director.

**TITLE 38 – VETERAN'S RESOURCES**

In accordance with the Veterans Benefits and Transition Act of 2018, section 3679 of Title 38, Arizona Holistic Institute of Healing Arts complies with the requirements of 38 USC 3679(E) as outlined below.

NOTE: A Covered Individual is any individual who is entitled to education assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, post-9/11 GI Bill® benefits.

Any covered individual attending our program is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Arizona Holistic Institute of Healing Arts will not prevent the student's enrollment, impose any penalty, including late fees, denial of access to classes, educational resources, or other institutional facilities, or require that the covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

\*All covered individuals are required by Arizona Holistic Institute of Healing Arts to take the following additional actions:

- Provide a certificate of eligibility for entitlement to educational assistance no later than the first day of class.
- Submit a written request to use such entitlement.

## CODE OF CONDUCT

Professional behavior is expected at all times while interacting with school personnel, classmates, and clients. In order to be successful at Arizona Holistic Institute of Healing Arts, students must abide by certain standards of conduct. Adhering to these standards ensures each student is afforded the exceptional training they deserve. Students are expected to know and comply with these standards of conduct while enrolled at Arizona Holistic Institute of Healing Arts and are expected to treat their training as they would a job.

- All students must attend classes and participate as scheduled. Sleeping during class is not permitted.
- An instructor or administration staff member must approve absences, late arrivals, and early releases.
- All students must be in the dress code prior to clocking in or out for the day.
- Hair, makeup, and attire must be neat and professional.
- Arizona Holistic Institute of Healing Arts may, at any time, dismiss students for not complying with the dress code requirements (this includes personal hygiene).
- Name Tag IDs must always be worn while on the premises of the school.
- Students are permitted to use cell phones for texting during designated breaks and/or during their lunch breaks. Students must go outside to the back or side of the building, to use their cell phones to make phone calls. Students may also use the office phone for emergency calls if they receive permission from an instructor or administrative staff member. In cases of emergency, family members may call the school directly and a staff member will deliver the message to the student per FERPA guidelines.
- To stay conscientious of our guest's comfort, this is a no smoking facility. We ask students who smoke to do so in the great outdoors, out of sight of guests, in a non-uniform shirt.
- Students are not permitted to use electronic cigarettes inside the facility.
- No food or drink, except bottled water, is allowed on the clinic floor or in the practical classroom.
- Workstations must be kept clean.
- Only Arizona Holistic Institute of Healing Arts' products may be used for practice and working on guests.
- Student exchanges must be pre-approved by an instructor.
- It is the student's responsibility to clock in and out properly.
- Students are responsible for their personal belongings. The school accepts NO responsibility for lost or stolen property.
- Students found vandalizing or stealing school property, equipment, or products will be terminated and held financially responsible.
- Students may not socialize with visitors during school hours.
- Students may not congregate in the lobby, or at the front desk, unless formal instruction is being offered.
- Please keep interaction with desk staff brief and professional. Students (except student instructors) are not permitted to sit/stand behind the front desk; this area is for staff only.
- Students must park in designated areas (on the east side of or behind the building)

- The presence of firearms, weapons, hazardous materials or devices, or controlled substances (including but not limited to any cannabis products) on campus is strictly prohibited. Students found in possession of any of these items may be suspended or terminated.
- Conversations should be professional. The use of profanities is unacceptable.
- Cheating or dishonesty is not permitted.
- Students may not refuse guest services or daily duties, with the exception for pre-approved extenuating circumstances at the discretion of the instructor or administration.
- Students are expected to be respectful and courteous to guests, staff, and other students. Students who fail to comply may be asked to leave for the day and will lose the hours for that period. Aggressive behavior will NOT be tolerated. Examples of aggressive behavior include physical assault, verbal harassment, abusive or foul language, threats, failure to respond to staff instructions. The school may terminate any student from the program who exhibits behaviors considered inappropriate as determined by Arizona Holistic Institute of Healing Arts.
- Students suspected to be under the influence of drugs (including Cannabis) and/or alcohol will be asked to leave the school premises immediately and find a safe ride home.
- Students caught plagiarizing on any assignment will earn an automatic zero. A second infraction may result in termination. If there is a question, please see an instructor.

\*If concerns are identified, students may be required to seek outside resources to assist them in their personal and/or school life to continue in the program.

## **COVID-19 POLICY**

Since the beginning of the pandemic, Arizona Holistic Institute of Healing Arts has carefully evaluated ever-changing conditions and has consistently made very difficult decisions with two key priorities in mind: the health of students, clients, and staff and the provision of the best education possible in the midst of those ever-changing conditions. We have never deviated from those chief priorities, nor will we; however, the conditions, circumstances, and realities through which we have pursued those priorities and which have even defined those priorities continue to change. At the Director's discretion, Arizona Holistic Institute of Healing Arts may institute a mask requirement for its students, clients, and staff at any time. We continue to encourage those who choose to wear a mask to do so, and we will enforce our prohibition of disrespectful behavior towards anyone based upon their choice of whether or not to wear a mask. Arizona Holistic Institute of Healing Arts' promise and commitment to provide a safe and healthy environment for its students, clients, and staff remains paramount. Our goal is to inform you about the safety measures we take to keep everyone at Arizona Holistic Institute of Healing Arts and their families safe so that you can make a sound decision for your family without uncertainties. Arizona Holistic Institute of Healing Arts follows the latest guidelines from the CDC and the Pima County Health Department to help fight the COVID-19 pandemic. We encourage everyone to get vaccinated against COVID-19. The COVID-19 policy and procedures will be discussed in detail as part of your orientation during the first week of class. Additionally, as part of the curricula, these guidelines will be addressed with a focus on the massage profession.

## **ATTENDANCE POLICIES**

Arizona Holistic Institute of Healing Arts requires students to maintain a minimum 90% cumulative attendance average throughout the program. Students with prior knowledge of an absence must fill out the proper forms before the date of the absence. Arizona Holistic Institute of Healing Arts reserves the right to dismiss any student whose attendance interferes with our learning environment. Any student who misses 14 consecutive calendar days (excluding school-designated multi-day breaks) without prior

approval will be terminated. Any missed hours must be made up. Students are required to complete all 700 clock hours in order to graduate.

Students must be in the classroom with their required materials by the start of class. Both full and part-time students are given at least one 10-minute break per day (Full Day-2 and Evening-1) during which they are not required to clock out unless they leave the property. Students are required to clock out for a 30-minute lunch break on school days exceeding six hours. If a student does not clock out for the required lunch, a half-hour will be deducted from his/her time for the day. Students returning late from lunch without notifying the school may be sent home for the remainder of the day. Students who do not return from lunch and fail to notify the school may be suspended the following school day.

It is crucial for Professional Massage Therapy program students to attend all classes without absences for the first 175 program hours. After completion of the initial 175 hours, students are allowed to service guests on the clinic floor. Clinic practice is vital for success; therefore, absences during clinic floor time are ill advised.

\*Students have 40 grace hours throughout their program to allow for missed time. Please refer to the Make Up policy for additional information.

\*\*Any additional expenses incurred to make-up hours will not be certified for VA Educational Benefits.

\*\*\*Arizona Holistic Institute of Healing Arts will not submit a graduation notice to the Arizona State Board of Massage Therapy until all charges (including over-hours charges) are paid in full.

## **ABSENCE / TARDY / EARLY DEPARTURE POLICY**

In the event a student must be absent from class they must submit a written request in advance to [info@pureaesthetics.edu](mailto:info@pureaesthetics.edu) at least 1.5 hours before class start time. It is the student's responsibility to speak with the staff or to leave detailed voicemail or email with the school. In case of an emergency, please notify a staff member as soon as possible.

Students who are eight (8) minutes late after class begins will not be permitted to attend their class that day and will need to leave. They will be considered absent. Students will receive a one (1) day suspension after three (3) unexcused absences. Each additional unexcused absence will result in an additional one (1) day suspension. A student will be terminated from the program after receiving three (3) suspensions regardless of the violation.

Students who clock out before the scheduled class end time will be considered having an early departure. Early departures may be excused if the student provides documentation including, but not limited to, medical notes, legal-related documentation, mandatory Department of Economic Security (DES) appointments, or other pre-arranged appointments. Excessive early departures may result in suspension. All missed clock hours must be made up in accordance with the school's Make-Up policy.

## **DRESS CODE**

All students enrolled in the Professional Massage Therapy program are required to wear the prescribed uniform while at school and during school functions. Yoga attire is permitted when a Yoga class is offered on campus. Students not in compliance with the dress code will be given the opportunity to either make corrections (rent loaner clothes) or be sent home. Arizona Holistic Institute of Healing Arts reserves the right to set and maintain massage therapy standards for all students. By enrolling in this

institution, students agree to this dress code policy and the consequences for violating said dress code. Exceptions to the policy may be made for religious or medical reasons if proper documentation is provided and prior authorization is given by the Director and/or other administrative staff. Students are permitted to wear only the attire listed below. The required uniform consists of:

- A black or green Arizona Holistic Institute of Healing Arts logo scrub shirt.
- Black or green scrub pants – no leggings or tights (provided in the student kit)\*
- Closed-toe shoes (no slippers or boots).
- Arizona Holistic Institute of Healing Arts name tag (a \$12.00 fee is required for replacement tags).

Massage therapists work closely with clients; therefore, it is inappropriate to wear certain types of jewelry that is going to come in contact with the client. Acceptable jewelry includes small earrings and unobtrusive facial piercings. Rings, bracelets, and watches are not allowed during practical applications. Nails should be kept short with NO artificial enhancements (tips, acrylic, gel), as some guests are sensitive to chemicals. Non-toxic, non-chipped nail polish in nude colors is acceptable. Students with shoulder length or longer hair must wear it tied back when working on guests and during practical procedures. No strong perfumes are allowed. Please observe personal hygiene standards.

\*Smokers are required to remove their logo shirts before smoking on breaks. Arizona Holistic Institute of Healing Arts would like to portray an image of health. Smokers are asked to refrain from smoking immediately before their clinic shift and must wash their hands immediately afterward.

## TIME CLOCK

Each student must record their hours using a time clock. The time clock is the only legal record of time in school. Students are advised to set their personal watch/clock to the time clock and record their hours in the calendar we have provided. Arizona Holistic Institute of Healing Arts uses a rounding time clock; therefore, if a student clocks in at 9:07, the punch will round to 9:00. Students are responsible for clocking in or out at the beginning of the day, before and after lunch, and at the end of the day. **Early arrival at school is limited to 15 minutes prior to the authorized clock-in time.** All students leaving the school campus must clock out prior to leaving and back in upon return. Students attending more than six hours in one day are entitled to two 10-minute breaks and are required to clock out for one 30-minute lunch. Students attending less than six hours in a day are entitled to one 10-minute break. If a student exceeds his/her break period, s/he will be clocked out for the full amount of break time.

Each student is allowed 5 time clock corrections during his/her program. Time clock corrections may be used if a student forgets to clock in or out. If a student wishes to make a time clock correction, they must complete a Time Clock Correction form, which is then verified and signed by the instructor on duty and turned in to an administrative staff member. Students are allowed five corrections ONLY. If a student forgets to clock in or out and their five corrections have been used, that student may lose time for which they were present.

Students are responsible for keeping track of their own hours. Arizona Holistic Institute of Healing Arts recommends that students transcribe their hours to the calendar provided on the first day of class. Students may request a meeting with Student Services to review their hours. If there is a question or discrepancy about the hours, please notify the administration; however, the time clock prevails.

\*Students can check their hours through the RGM portal. Your on-campus hours are recorded daily.

### **MAKE UP HOURS/ASSIGNMENTS POLICIES**

All absent hours must be made up. An administrative staff member will email designated dates and times in which students may sign up for didactic or hands-on make up hours to make up missed time that is comparable in time, content, and delivery. Students are not permitted to attend make up hours to advance their scheduled graduation dates. Sign up for make-up hours is on a first come, first served basis. Students with excused absences are given priority. If a student does not attend their approved make up hours, they may lose the privilege to attend future make up hours. Additional make up hours may be acquired through attending workshops. However, workshops are subject to cancellation if minimum student enrollment is not met.

Students have 40 grace hours throughout their program to allow for missed time. At each quarterly evaluation period (175, 350, 525 hours), students will be informed on the number of make up hours used/remaining. Should students exhaust the allotted grace hours, they will incur the \$25.00 charge per every additional hour used that is required to complete missed work. Make up hours that must be completed due to an excused absence will not count toward the 40 grace hours allotment. However, the student must provide administration with documentation including, but not limited to, medical notes, legal-related documentation, mandatory Department of Economic Security (DES) appointments, or other pre-arranged appointments.

Students are required to make up missed tests and/or projects within two weeks or at the discretion of the instructor. Any missed tests and/or projects not made up will be assigned a zero. Late submissions are subject to an automatic deduction of 10% off of the available points on the first day and an additional 5% each day up to 30% off. It is the student's responsibility to plan with their instructor to make up all missed tests and projects. Please contact the administration to discuss an extension if extenuating circumstances exist.

\*For VA students only: Upon receiving approval by SAA, the program will be conducted as resident training in compliance with VA federal regulations. All VA students receiving benefits must complete all required classroom related activities in person/on-campus.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress (SAP) is a measurement of both attendance and academics of students' progress through the program. All students are required to meet these minimum requirements regardless of schedule or payment method. Students receiving federal funds under the Title IV Department of Education federal financial aid programs must maintain satisfactory progress to continue eligibility for said funds. The SAP policy is consistently applied to all students, in all programs offered at Arizona Holistic Institute of Healing Arts.

For the 700-clock hour Professional Massage Therapy program, satisfactory academic progress will be monitored on a quarterly basis (175, 350, 525, and 700 hours). Additionally, students may stay informed on their progress in RGM.

Each student is required to make quantitative (time-based) progress toward program completion. To be considered making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.

Each student is required to make qualitative (grade-based) progress towards their program completion.



To be considered making satisfactory qualitative progress, a student must achieve a minimum cumulative grade point average of 80% during each evaluation period.

Any approved leave of absence will be time not factored into the satisfactory academic progress calculation. Students returning from a leave of absence will re-enter school with the same academic status they had prior to the leave. Any student who re-enrolls after withdrawing will only be given credit for coursework that was completed. The coursework and hours attended in the previous enrollment will count towards cumulative satisfactory academic progress evaluations. At the end of each evaluation period, students will be notified in writing of their satisfactory academic progress status.

#### **SATISFACTORY STATUS**

Students who achieve the minimum quantitative (90% attendance) and qualitative (80% GPA) progress for an evaluation period will be making satisfactory progress until the next scheduled evaluation period.

#### **ACADEMIC WARNING STATUS**

Students who fail to achieve quantitative (90% attendance) and/or qualitative (80% GPA) cumulative progress for an evaluation period will be placed in warning status for one scheduled evaluation period with the chance to regain satisfactory academic progress prior to their next evaluation period. During warning, a student may continue to receive assistance under the Title IV, HEA federal aid programs for one payment period despite the determination that the student is not making satisfactory academic progress. There is no appeal available for those in academic warning status. At the end of the next evaluation period, progress will be re-evaluated. If the student has attained the minimum quantitative (90% attendance) and qualitative (80% GPA) progress, they will be determined to be making satisfactory progress. If the student fails to meet the requirements, they will lose federal financial aid. The student may appeal, and if deemed successful, will be placed on Financial Aid Probationary status. If incremental qualitative or quantitative measures are less than the minimum allowed at any evaluation period, the student must demonstrate to the school that they can attain the minimum standard at graduation.

#### **FINANCIAL AID PROBATION STATUS**

Students who fail to meet the quantitative (90% attendance) and/or qualitative (80% GPA) cumulative progress for a second evaluation period will be placed on probation. They will no longer be eligible to receive assistance under the Title IV, HEA federal aid programs. The student does have the right to appeal their probationary status. A successful appeal allows for assistance under Title IV, HEA federal aid program funds to be reinstated until the next scheduled evaluation period. At the end of the probationary period, if the student is meeting the minimum requirements or if they are following the prescribed academic plan, they will be determined to be in satisfactory academic progress. Failure to achieve these requirements at the end of the probationary evaluation period may result in the administrative withdrawal of the student.

#### **APPEAL PROCESS**

Within five calendar days of the receipt of the probation notification, the student must submit a written appeal of their status to the Director. The appeal must be accompanied by documentation supporting the mitigating circumstances that have prevented the student from obtaining satisfactory academic progress and what has changed that will allow the student to return to satisfactory academic progress prior to the completion of their program. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family, injury, or illness of the student, etc. Should a student fail to submit an appeal within the five-day time frame, the original decision will stand, resulting in an administrative withdrawal from the program. The student will be notified if they are withdrawn in person or by mail.

Once the appeal and supporting documents are submitted to the Director and/or Office Manager, an academic plan meeting will be scheduled within three business days. During the meeting, the School Director and/or the Office Manager, and the student will develop a written plan that will ensure that the student is able to meet the minimum satisfactory academic progress standards prior to the end of their program. The School Director will assess all appeals and determine whether the student may be permitted to continue in school on a Financial Aid probationary status, despite not meeting the satisfactory progress requirements. The student will be presented in person or sent the written decision by mail within ten business days of receipt of the appeal. The decision of the School Director is final.

#### **MAXIMUM TIME FRAME**

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in scheduled clock hours. Time spent on an approved leave of absence is not counted against the maximum time frame calculation. Students scheduled to exceed the maximum time frame will be administratively withdrawn.

#### **LEAVE OF ABSENCE POLICY**

A student requesting leave must complete and sign the Request for a Leave of Absence Form that includes the length of time and specific reason for request. The form must be completed in advance of the leave unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within the time frame consistent with Arizona Holistic Institute of Healing Arts' consecutive absence policy, they will be withdrawn. The leave of absence must be between 14 calendar days and 180 calendar days or one-half the published program length (whichever is shorter). Multiple leaves of absence may be permitted provided the total of the leaves does not exceed the limit. The request must be accompanied by appropriate documentation specifying the reason for the request. No additional charges will be assessed for taking a leave of absence alone. To reflect a modification in graduation date, a student will be required to sign an addendum to their Enrollment Contract upon return from a leave of absence. Arizona Holistic Institute of Healing Arts reserves the right to deny or approve any request for a leave of absence. Students on leave of absence are expected to continue making tuition payments in accordance with the terms of their enrollment contract.

The National Student Loan Data System (NSLDS) will be updated on the LOA status. Any LOA period will affect the student loan grace period and repayment date. Contact the loan servicer.

#### **CHANGE OF CONTACT INFORMATION**

Please notify Arizona Holistic Institute of Healing Arts of any changes in name, address, phone number or email address while in school and after graduation. This will ensure our students and alumni receive necessary documents, including, but not limited to, federal tax form 1098-T.

#### **RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Arizona Holistic Institute of Healing Arts complies with the Family and Education Rights and Privacy Act (FERPA) of 1974 (amended in January 1975 and appearing in its final form in July 1976). The act defines requirements, which are designed to protect the privacy of students concerning their records maintained by Arizona Holistic Institute of Healing Arts. The information pertaining to a student and their records shall not be released to a third party without the written authorization of the student, judicial order, or a lawfully issued subpoena. Education records are all records Arizona Holistic Institute of Healing Arts maintains regarding a student.

Students (or the parents or legal guardians of students under age 18) have the right to request that the school correct any records they believe to be inaccurate or misleading. If the school decides not to amend the record, the student may submit a request for a formal hearing in writing to the Administration Office.

Following the student's request for a formal hearing, the Director or designee will schedule a meeting for the formal hearing within 10 business days of the request. Following the formal hearing, the Director or designee will contact the student in person or via writing within ten business days with a final decision as to whether Arizona Holistic Institute of Healing Arts will accept or reject the student's request to amend the record. If the school decides not to amend the record, the student has the right to place a statement with their record setting forth their view regarding the contested information.

All current student records are kept in the locked administrative office at the school. Records greater than 5 years old are held in off-site storage. Current and former students may view their records by making an appointment with an administrative staff member. Appointment requests for on-site records will be held within 10 business days of the request. Records older than 5 years may require an additional 7 business days as they are stored off-site.

All student records are maintained in perpetuity.

FERPA Release form is available at our Admission Office or by downloading it on our website <https://pureaesthetics.edu/family-educational-rights-and-privacy-act-of-1974-ferpa/>

## **ALTERNATIVE LEARNING HOURS/WORKSHOPS**

Arizona Holistic Institute of Healing Arts periodically offers workshops for additional opportunities to learn advanced skills and techniques not offered in the curriculum. A student may complete these workshops to be accepted as alternative hours while in school. Alternative hours may only be earned by attending workshops conducted by Arizona Holistic Institute of Healing Arts. In extenuating circumstances, additional alternative hours may be available through other means such as distance learning. The frequency and types of workshops offered during any given class schedule will depend on demand. Please see [www.ahihaimassage.com](http://www.ahihaimassage.com) for a current workshop schedule. It is recommended that students sign up for at least two weeks in advance as workshops are subject to cancellation if enrollment is low.

Alternate Learning hours/workshops are not certified nor charged for veteran students.

## **TERMINATION BY THE SCHOOL**

Arizona Holistic Institute of Healing Arts reserves the right to terminate a student prior to the completion of their program for one or more of the following reasons:

- Failure to meet program requirements.
- Failure to meet financial obligations.
- Failure to uphold the ethics and standards of the aesthetics profession and/or exhibiting behaviors considered inappropriate as determined by Arizona Holistic Institute of Healing Arts.
- Failure to comply with the established rules, regulations, and code of conduct.
- Missing 14 calendar days (excluding school-designated breaks) without prior approval.
- Failure to return to school on the documented date of return for any student on a leave of absence.

## **CANCELLATION AND REFUND POLICY**

This policy applies to all terminations, for any reason, by either party. The percentage of program completion is based on the number of scheduled program hours occurring between the start date of the program and the last date attended. The termination date is the last date of actual attendance by the student.

The registration fee becomes non-refundable three days after signing an Enrollment Contract.

An applicant whose admission is denied by the school is entitled to a refund of all monies paid.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three business days (excluding Saturday, Sunday, and federal and state holidays) of signing an Enrollment Contract is entitled to a refund of all monies paid.

No later than 30 days after receiving the notice of cancellation, the school shall provide the 100% refund. A student who withdraws within three business days of the start of the program is entitled to a full refund, minus the cost of books and supplies received and any other applicable fees. During the first week of class, tuition charges retained will not exceed 10% of the stated tuition up to a maximum of \$1,000.00.

A student withdrawing after the first week of classes but prior to completing 50% of the scheduled period of enrollment will be refunded based on the tuition and fees assessed to the student on a prorated basis plus ten percent (10%) of the unearned tuition for the period of training that was not completed (not to exceed \$1,000.00). The scheduled period of enrollment is defined as the entire program. Veteran's benefits and Rehabilitation Services Administration refunds will be completed based on state and federal policies.

The refund will be based on the period of enrollment that has elapsed through the last day of attendance by the student. This is determined by the number of clock hours that the student has been scheduled to attend through the last recorded date of attendance. These hours are divided by the total program hours to determine the percentage of the program elapsed. This percentage will be multiplied by the total tuition to determine the amount of earned tuition. Earned tuition will be subtracted from the total tuition to determine the amount of unearned tuition for the period of training that was not completed. Ten percent (10%) of the amount of unearned tuition will be added to the amount of earned tuition and charged to the student. The sum of these two calculations will then be compared to the amount of tuition paid by the student to determine whether a refund is due or additional tuition is owed.

For a student terminating training after completing more than 50% of the scheduled period of enrollment, the school will retain the entire contract price of the program. Veteran's benefits and Rehabilitation Services Administration refunds will be based on state and federal policies.

**Special Cases:** In the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.

Any monies due to the applicant will be refunded within 30 days from cancellation or failure to appear on or before the first day of class. Any monies due to the student shall be refunded within 30 days from the withdrawal date.

If the student does not return from an authorized leave of absence, refunds will be made within 30 calendar days from the scheduled end of the leave of absence.

In the event Arizona Holistic Institute of Healing Arts cancels a program due to insufficient enrollment, all tuition paid will be refunded to the student within 30 days following the scheduled start date. If for any reason Arizona Holistic Institute of Healing Arts is permanently closed after students have begun a program, refunds will be issued based on the amount of program time completed.

If a class is postponed more than 60 days from the original scheduled start date and the student no longer wishes to continue enrollment, the student may receive a full refund of the registration fee in addition to all tuition paid. Classes are subject to postponement if fewer than eight students are registered and confirmed at least one week prior to the scheduled class start date.

*\*Note: The cost of the books and supplies items received is non-refundable after the 3-day cancellation period. Books and supplies are provided after the 3-day cancellation period.\**

## **GRIEVANCE POLICY**

Arizona Holistic Institute of Healing Arts fosters and supports an environment of open and honest communication. In accordance with Arizona Holistic Institute of Healing Arts' objective, every reasonable effort will be made to resolve any student grievance internally, in a timely manner and in accordance with standards of fairness. Arizona Holistic Institute of Healing Arts first encourages the student to speak with a Arizona Holistic Institute of Healing Arts staff or faculty member to resolve their grievance. If this does not lead to a resolution, a written complaint is to be submitted to the Office Manager and/or Director within ten business days of the date of the incident. The written complaint can be submitted in person or via mail. A copy of the written complaint will be kept in the student's file.

Please send mail to the following address:

Attn: School Director  
Arizona Holistic Institute of Healing Arts Natural Skincare School  
2850 E. Speedway Blvd  
Tucson, AZ 85716

The Director will respond to the written complaint within ten business days in writing. This response will be delivered either in person, through email or via mail. A hard copy of the response will be kept in the student's file.

Any student who fails to meet Satisfactory Academic Progress Evaluation Policy requirements, including those expelled after failing to achieve minimum requirements, has the right to file a grievance. If the student feels as though the determination of their SAP Evaluation is incorrect, they may request reevaluation of progress.

If the student's complaint cannot be resolved after exhausting Arizona Holistic Institute of Healing Arts' grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. A complaint must be filed within two years of the student's last date of attendance. The student must contact the State Board for further details.

The State Board address is:

Arizona State Board of Private Postsecondary Education  
1740 W. Adams Street, Suite 3008  
Phoenix, AZ 85007  
(602) 542-5709  
[info@azppse.gov](mailto:info@azppse.gov)    <https://ppse.az.gov/>

If the student is still unsatisfied following Arizona Holistic Institute of Healing Arts' written response, the student has the right and is encouraged to submit a complaint to Arizona Holistic Institute of Healing Arts' accrediting agency, ACCET, in writing via the online form on the ACCET website (<https://accet.org/about-us/contact-us>).

Online Complaint Submission Form:



In matters involving adverse actions taken by Arizona Holistic Institute of Healing Arts faculty or administrators, such as disciplinary action or dismissal, the adverse action may be implemented prior to or during processing.

## **GRADUATION AND DIPLOMA REQUIREMENTS**

All students must meet the following requirements to graduate from Arizona Holistic Institute of Healing Arts:

- Meet minimum program requirements.
- Comply with the attendance policy (90% cumulative attendance, students must complete all 700 clock hours).
- Complete all the required program hours.
- Maintain satisfactory progress.
- Satisfy all financial obligations to the school.
- Pass the practical final school examination with a 75% or higher.
- Pass the written final school examination with a 75% or higher.
- Receive and evaluate a professional massage.
- Have a minimum cumulative grade point average of 80%.
- Meet all Arizona State Board of Massage Therapy requirements.

If any of these requirements are not met prior to a student reaching 700-clock hours, they will be responsible for continuing to attend school in their regular schedule until all the outstanding items are completed. Additional tuition/fees may apply.

\*Upon graduation, certification of hours is provided. Certification of hours will not be provided until all requirements have been fulfilled. Arizona Holistic Institute of Healing Arts will submit each graduate's graduation packet to the Arizona State Board of Massage Therapy within fourteen business days of completion.

## LICENSING REQUIREMENTS

The Arizona State Board of Massage Therapy does not require written nor practical examination to grant a Massage Therapist license to those applicants who graduate from an accredited state school. Upon graduating from a Board-recognized massage school with a minimum of 700 hours, applicants must submit:

- Completed and signed license application.
- Payment of \$219.50 for licensure (Submitted by Arizona Holistic Institute of Healing Arts).
- A full set of fingerprints on a standard FD-258 fingerprint card for the purpose of obtaining a federal and state criminal records check.
- Non-IVP Level 1 Fingerprint Clearance Card
- One **passport quality** photograph of the applicant's head and shoulders no larger than 2 1/2 by 3 inches taken no more than 60 days before the date of the application
- A legible copy (front and back) of a document from the Evidence of U.S. Citizenship, U.S. National Status, or Alien Status list
- If applicable, documentation related to any Professional Conduct question of the application in which the answer is "Yes" including whether the applicant has committed any of the actions or been subject to any of the actions listed in the definition of good moral character in R4-15-101 \*

\*Per Arizona Administrative Code A.A.C. R4-15-101

[https://apps.azsos.gov/public\\_services/Title\\_04/4-15.pdf](https://apps.azsos.gov/public_services/Title_04/4-15.pdf)

"Good moral character" means an applicant:

- a. Has not been convicted of a felony or an offense involving moral turpitude or prostitution, solicitation, or other related offense;
- b. Has not been convicted of an act involving dishonesty, fraud, misrepresentation, or gross negligence;
- c. Is not currently incarcerated in a local, state, or federal penal institution or is not on community supervision;
- d. Has not had a professional license revoked or suspended by this state, a political subdivision of this state, or a regulatory board in another jurisdiction in the United States, or voluntarily surrendered a professional license in lieu of disciplinary action; or
- e. Has not had a massage therapy certification revoked or suspended by a national massage therapy certifying agency.

To ensure that students have a reasonable expectation of obtaining an Arizona massage therapy license after successfully completing the Professional Massage Therapy training at the Arizona Holistic Institute of Healing Arts, an applicant is hereby made aware of the following requirements set forth by the Arizona Revised Statute [A.R.S. § 32-4222](#) Qualifications for Licensure:

- A. An applicant for a license as a massage therapist shall:
  7. Within five years preceding the date of the application, not have been convicted of:
    - (a) A class 1, 2 or 3 felony.

- (b) A class 4, 5 or 6 felony offense involving moral turpitude that has a reasonable relationship to the practice of massage therapy.
- (c) A misdemeanor involving prostitution or solicitation or other similar offense involving moral turpitude that has a reasonable relationship to the practice of massage therapy.

8. Within the past five years, not have voluntarily surrendered a license under section 32-4254 or not have had a license to practice massage therapy or another similar license revoked by a political subdivision of this state or a regulatory agency in another jurisdiction in the United States for an act that occurred in that jurisdiction and that would be subject to discipline pursuant to this chapter.

Arizona Holistic Institute of Healing Arts Professional Massage Therapy program applicants are advised to contact the Arizona State Board of Massage Therapy for further clarification before completing their enrollment process. Please contact the Board for any additional information at:

Arizona State Board of Massage Therapy  
1740 West Adams Street, Suite 3401  
Phoenix, AZ 85007  
[Info@massageboard.az.gov](mailto:Info@massageboard.az.gov)

Graduates who plan to become licensed in another state should reach out directly to the state licensing agency in their respective state. Massage Therapy students and licensees should become familiar with the laws and regulations that govern the practice of Massage Therapy in any state, country, or foreign jurisdiction in which they practice. Arizona Revised Statutes, Title 32, Chapter 42, Sections 4201 through 4260 and Arizona Administrative Code, Title 4, Chapter 15 are the laws and regulations that govern and provide oversight for Massage Therapy in Arizona and can be accessed online at <https://massagetherapy.az.gov/statutes-and-rules>. Please be aware that Arizona Holistic Institute of Healing Arts will only provide the necessary requirements and documentation for the state of Arizona. It is advisable to become licensed in the state of Arizona prior to becoming licensed in another state. Transcripts are available through Arizona Holistic Institute of Healing Arts and/or the Arizona State Board of Massage Therapy for a fee. Arizona Holistic Institute of Healing Arts cannot guarantee licensure in Arizona or other states or countries.

## CONTINUING EDUCATION

Arizona Holistic Institute of Healing Arts students and graduates receive a discount on continuing education workshops held at the school. Please visit [www.ahihaimassage.com](http://www.ahihaimassage.com) for a list of our upcoming workshops and costs. The massage therapy industry is constantly evolving, therefore, after graduation and initial licensure, Arizona State law requires completion of 24 Continuing Education hours **before submitting** a license renewal application.

## SAFETY GUIDELINES

All students and staff are encouraged to take an active role in maintaining a safe environment. To avoid accidents, injuries, or falls, students and staff are required to take preventative measures by:

- Using equipment properly.
- Following manufacturer's directions when using chemicals and products.
- Immediately wiping up spills.
- Properly disposing of trash and other used materials.
- Assisting elderly and handicapped clients.
- Keeping work areas free from personal items and debris.



Immediately report building and equipment safety hazards to a staff member. In the case of a fire, students and staff must:

- Instruct all clients to evacuate the building.
- Assist clients who may need additional assistance.
- Walk to the far end of the parking lot to avoid injury and allow room for emergency crews.
- Not re-enter the building until clearance has been given.

## **CHEMICAL DEPENDENCY/SUBSTANCE ABUSE PREVENTION PROGRAM**

The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness policy. Any student with a dependency problem is encouraged to seek help by confiding in any Arizona Holistic Institute of Healing Arts staff member. Arizona Holistic Institute of Healing Arts may refer students to a counseling program and provide a list of substance abuse hotline numbers, also posted in the break room. Arizona Holistic Institute of Healing Arts strictly prohibits drug and alcohol use on school premises. If a student is caught selling or using mind-altering substances including Cannabis while on campus, they will be placed on probation and/or expelled at the discretion of the Director.

## **ADDITIONAL ASSISTANCE**

At Arizona Holistic Institute of Healing Arts, we are passionate about our students and their success. Our administrative staff has an open-door policy and encourages students to speak up should they need advice or support in reference to their education or if they are having a challenging personal problem or instructor issues. Please do not hesitate to make an appointment with an administrative staff member so we may assist you or refer you to the appropriate resources.

## **SPECIAL NEEDS**

Students who require special assistance should inform Arizona Holistic Institute of Healing Arts prior at the time of enrollment or as soon as the need arises. Faculty and staff will make any reasonable accommodation. Documentation may be required.

## **HOUSING**

Arizona Holistic Institute of Healing Arts does not offer institutional housing.

## **PLACEMENT ASSISTANCE**

Arizona Holistic Institute of Healing Arts wants all its students to succeed in the workplace after graduation and offers lifetime placement assistance. Arizona Holistic Institute of Healing Arts has a designated Placement Coordinator to facilitate the placement process, including informing graduates of relevant job leads, contacting graduates to gather placement documentation and assisting graduates in their job search in the Massage Therapy field. This is one of several reasons we encourage our graduates to inform us of any changes to their contact information. Although Arizona Holistic Institute of Healing Arts does not guarantee employment, we maintain relationships with many local salons, spas and resorts and are often contacted when positions become available. Graduates are invited to join a private Facebook group where Arizona Holistic Institute of Healing Arts administrators post new job leads as they become available. ONLY students who have met all graduation requirements are authorized to join this group.

Self-employment is a common vocational objective of the Professional Massage Therapy program. The

benefits and responsibilities include but are not limited to:

- You choose your schedule and how many hours a week you want to work.
- You oversee marketing yourself and getting clients and referrals.
- You decide your work environment: mobile, renting out a room, having clients come to you, etc.
- As a self-employed solopreneur, you must manage invoices, expenses, and business taxes.

## **COPYRIGHT INFRINGEMENT POLICY**

Arizona Holistic Institute of Healing Arts honors U.S. copyright laws, which provide protection for “works of authorship” such as textual works (e.g. software, reports, and periodicals), musical works, sound recordings (e.g. CDs, MP3 files), graphical works (e.g. schematics and maps), pictorial works (e.g. clip art, sketches, photographs, and paintings), audiovisual works (e.g. videos and DVDs) and sculptural works. Subject to limited exceptions, the “exclusive rights” provided by the U.S. copyright law with respect to such works permit the owner to control the copying of them, the making of a derivative work based thereon, the distribution of them, and even certain “public performances” of them.

Arizona Holistic Institute of Healing Arts has adopted the following policy guidelines to ensure compliance with copyright law.

No reproduction of sound recordings, software, or audiovisual works is permitted using Arizona Holistic Institute of Healing Arts facilities, or for work on a Arizona Holistic Institute of Healing Arts project, absent confirmation that (a) Arizona Holistic Institute of Healing Arts is the copyright owner of the work, or (b) confirmation that Arizona Holistic Institute of Healing Arts has the right to use the copyrighted materials, or (c) confirmation that there is another reason why such copying would not infringe upon copyright rights. This policy normally precludes downloading copyrighted music, video, or any other type of file from the internet from unlicensed sites or unlicensed file sharers, or the production of additional copies of software beyond the scope of a software license.

The unlicensed public performance of copyrighted materials (such as music) is normally subject to copyright restrictions, particularly where the music is used solely for entertainment, the size of the group hearing the music is large, and the site where the music is played is not a private home. Thus, any music, video, or audio/visual broadcast at Arizona Holistic Institute of Healing Arts, or at any outside events sponsored by or affiliated with Arizona Holistic Institute of Healing Arts, must be approved by the owner.

The reproduction of copyrighted materials by Arizona Holistic Institute of Healing Arts faculty and staff, at Arizona Holistic Institute of Healing Arts facilities, or for the benefit of Arizona Holistic Institute of Healing Arts, is prohibited absent appropriate license rights or copyright exceptions. This applies regardless of whether the copying is by downloading something from the Internet, or whether it is by photocopying or other reproduction from a hard copy, or whether it is by distribution via the Internet.

Whenever copyrighted work is being used under license by Arizona Holistic Institute of Healing Arts, special care should be taken that the use conforms to the limitations of the license. This is particularly important in the case of software, clip art, and access to databases.

## TUITION, FEES, OTHER COSTS

Course	Clock Hours	Tuition	Fees	Books and Supplies
Professional Massage Therapy	700	\$11,956.00	\$200.00*	\$1,844.00**

Note: Per DoD instruction clock hour tuition rate = \$17.08 per clock hour

\*The \$200.00 registration fee becomes non-refundable three days after signing an Enrollment Contract.

\*\*The cost of the books and supplies items received is non-refundable after the 3-day cancellation period. Books and supplies are provided after the 3-day cancellation period.

Each student enrolled in the Professional Massage Therapy program is required to receive and evaluate one professional massage before graduation and provide proof of receipt. The cost will range between \$50 and \$150 and is not included in the total program costs. The professional massage will enable students to experience treatment outside of the classroom setting.

Tuition for a student with transfer hours will be based on the total number of hours the student needs to fulfill the course requirements and will be prorated accordingly.

Veteran students cannot be certified beyond 700 clock hours.

Pure Aesthetics is an Equal Opportunity Employer/Program 01/2020

Auxiliary aids and services are available upon request to individuals with disabilities.