



2011 – 2012 School Catalog

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**American Institute
School of Wellness and Beauty
5000 C Coconut Creek Parkway
Margate, Florida 33063**

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GENERAL INFORMATION

MISSION STATEMENT

American Institute (AI) is committed to excellence in education. It is our mission to provide quality distance and on-site education, realistic laboratory experiences, and hands-on clinical experiences in medical facilities. AI enables students to develop and exhibit the professional skills, personal behaviors, and a record of reliability necessary to successfully obtain entry-level employment.

To support our mission our objectives are to:

- ❖ Provide a stimulating and supportive learning environment which encourages students to graduate
- ❖ Enable students to improve their lives economically and professionally
- ❖ Meet workforce demands for allied health, wellness and beauty professions by providing excellent and innovative education
- ❖ Provide a caring and qualified faculty and staff committed to the professional and academic success of each student
- ❖ Provide relevant program content which enables students to qualify for certification/registry exams, where required, and that meets the expectations of employers
- ❖ Provide resources for the personal growth of our students for the improvement of the communities of which we are a part

HISTORY

The American Institute School of Health Careers campus has provided training in growing allied health professions including Medical Assistant, Medical Office Administration, and Dental Assistant since 1992. The American Institute School of Wellness and Beauty has provided training in the field of Massage Therapy since 1989 and has provided training in the fields of Cosmetology and Skin Care since 1999.

STATEMENT OF OWNERSHIP AND CONTROL

The Institution is owned by The School of Health Career, Inc., a corporation formed under the laws of the State of Florida. The School of Health Career, Inc. is a wholly-owned subsidiary of AI Holdings, Inc. AI Holdings, Inc. Through its parent company, American Institutes Holdings LLC is governed by its Board of Directors. Primus Capital Fund VI, LP owns approximately 80% of the common voting stock of American Institutes Holdings, LLC. The members of the Board of Directors for American Institutes Holdings, LLC are Scott B. Harper – Chairman of the Board, Randy Proto – President/CEO and Director and Arthur E Benjamin – Director.

SCHOOL FACILITIES

American Institute, Main Campus is located at:

**5000C Coconut Creek Parkway
Margate, Florida 33063**

American Institute is situated on the southeast corner of State Road 7 (441) and Coconut Creek Parkway. Easily accessible from I-95 and the Florida Turnpike, the campus is also on major bus routes including the Broward County Transit 441 Breeze. Ample parking is available for students, faculty, staff and guests. The campus is fully compliant with the Americans with Disability Act (ADA).

The facility consists of approximately 16,000 square feet and houses classrooms, an Academic Resource Center, Student Spa and Salon, and administrative offices which include education offices, admissions offices, Financial Aid Services, Career Services and Student Services. The entire campus is WIFI accessible. Classrooms for all programs are multi-purpose lecture and lab which are outfitted with industry standard teaching equipment such as, and not limited to LCD screens and projectors, massage therapy and spa tables, hydraulic esthetics beds, nail and pedicure stations.

The Academic Resource Center is equipped with computers with internet access, audio/visual equipment, videos, books and magazines that are industry related. A large student lounge has refrigerators, microwave ovens and lunchroom seating. The Student Spa has eight private massage rooms – two of which are dual purpose for skin care services. The Student Cosmetology Salon houses twenty (20) salon stations, three (3) nail stations, and three (3) electronic and massaging pedicure stations. Administrative Offices include education offices, admissions offices, Financial Aid Services, Career Services and Student Services.

American Institute, Branch Campus is conveniently located at the corner of State Road Seven (441) and Oakland Park Blvd.:

**3190 North State Road 7
Lauderdale Lakes, Florida 33319**

Our main building consists of 7500 square feet and is situated on the southeast section of the shopping plaza. An additional classroom facility is located within the same plaza. Convenient public transportation and ample parking facilities are available adjacent to the institution. There are administrative and education offices, a reception area, several spacious classrooms for instruction, laboratory areas for demonstrating the hands-on skills necessary for employment. There is academic resource center available for students with internet access to online study materials as well as for the completion of student projects. There are two storage areas and a student lounge equipped with vending machines, microwave ovens, toaster and refrigerator and several bathroom facilities that are handicapped accessible.

LICENSURE/ACCREDITATION/APPROVALS/MEMBERSHIPS

The institutions that comprise the American Institute Family of Schools are institutionally accredited. Our institutions are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) located at 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201. ACCSC is an accrediting body that

is recognized by the United States Department of Education. ACCSC standards are designed to foster institutional improvement and measure the quality of the education delivered to our students.

Beyond institutional accreditation there are other accreditations that institutions may seek in certain instances. These are called programmatic accreditation. The schools' programs are not currently programmatically accredited.

American Institute, Main Campus and American Institute, Branch Campus are licensed by the Commission for Independent Education, Florida Department of Education.

Additional information regarding the licensure of these institutions may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400.

The school is approved by the United States Department of Education to offer Title IV – Student Financial Assistance programs to eligible students.

American Institute also possesses the following membership:

- ❖ Florida Association of Post Secondary Schools and Colleges (FAPSC)
- ❖ Career College Association (CCA), now Association of Private Sector Colleges and Universities (APSCU)
- ❖ National Center for Competency Testing (NCCT)
- ❖ National Allied Health Professionals (NAHP)
- ❖ Florida State Massage Therapy Association (FSMTA)
- ❖ Florida Associate of Beauty (FAB)
- ❖ American Association of Cosmetology Schools (AACCS)
- ❖ American Massage Therapy Association (AMTA)
- ❖ Approved for Veteran's Training Benefits
- ❖ Broward Chamber of Commerce
- ❖ Margate Chamber of Commerce

LICENSURE and PROFESSIONAL CERTIFICATIONS

State licensure is required to practice Massage Therapy in the state of Florida. Upon graduation, the student may sit for certain certification exams offered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) or by the Federation of State Massage Therapy Boards (FSMTB). Passing one of the approved exams is a requirement for licensure in the State of Florida. Both NCBTMB and FSMTB are non-profit organizations that support state massage boards in advocating for simplified and standardized licensing of massage therapists. You may want to refer to the FSMTB website directly for further information. <http://www.fsmtb.org>. You may also want to refer to the NCBTMB website directly for further information. <http://www.ncbtmb.org>. Massage Therapy Licensure is regulated by FL Department of Health, Board of Massage.

Both Cosmetology and Skin Care require licensure for employment in the State of Florida. Licensure is regulated by the Florida Department of Business and Professional Regulation (FDBPR). You may want to refer to the FDBPR website directly for further information. <http://www.myfloridalicense.com/dbpr>.

The National Association of Health Professionals® (NAHP®) and National Competency Center of Testing® (NCCT®) are independent organizations that administers examinations and awards credentials in the areas of Medical Assisting and Medical Office Administration, as well as Phlebotomy and EKG technology. NAHP® or NCCT® credentials document personal achievement of recognized professional standards. Credentials awarded by either organization are nationally accepted in the medical and dental community as an attestation to your technical skills and knowledge but are not mandatory to practice your chosen profession.

Individual success on the certification or licensure examination will be dependent upon the graduate and the institution does not guarantee that graduates will pass or be eligible to take the respective examinations.

CATALOG AND POLICIES

Students are expected to be familiar with the information presented in the Enrollment Agreement, Catalog and any addenda to the Catalog. This Catalog serves as a handbook for the student. By enrolling in the American Institute, the student agrees to abide by all policies of the Institution. If at any time, there is conflict between the Enrollment Agreement and the Catalog, the Enrollment Agreement is the binding contract.

PROGRAM ADVISORY COMMITTEE

American Institute has cultivated and maintains a current and active group of individuals who serve in the capacity of a Program Advisory Committee (PAC). The group consists of employers and clinical site personnel who hire and work with our current student body. The purpose of the group is to exchange ideas, seek technical assistance and to make certain that the equipment, study materials and techniques taught in all programs at the campus will provide the skills necessary to meet employer expectations upon graduation. These meetings are typically held twice during each year whereby a thorough review of American Institute facility, curriculum and faculty can be reviewed and whereby suggestions can be made for ongoing improvement in the delivery of our academic programs.

ADMISSIONS POLICIES

ADMISSIONS REQUIREMENTS

The Institution encourages the applications of qualified students regardless of race, sex, color, religion or national origin. Note that some programs have different admissions requirements.

Applicants who are applying to the school must:

- ❖ Possess a high school diploma, a General Equivalency Diploma (GED), have earned a diploma at a foreign high school that is equivalent to a U.S. issued diploma, or demonstrate an ability to benefit (ATB) from the school's training program. Applicants without a high school diploma or a GED may be accepted after achieving a federally mandated passing score on a standardized test proctored by an independent certified test administrator approved by the Department of Education for determining a student's ability to benefit from a program offered by the school. High school diplomas in languages other than English must be translated to English and may require an evaluation to determine its equivalency to an United States issued high school diploma.
- ❖ Applicants for all program (excluding Diagnostic Medical Sonography) must be 17 years of age or older and must be 18 years of age upon graduation.
- ❖ Parents or Guardian signature is required for applicants under 18 years of age.

See supplement D for Admission Requirements for Diagnostic Medical Sonography Programs.

ADMISSIONS PROCEDURES

For First-Time Applicants

All applicants are required to complete a personal interview with an admissions representative. This interview will be conducted at the campus. The interview enables school administrators to determine whether an applicant is a qualified candidate for enrollment into the program. Parents, children and/or significant others are encouraged to participate in the admissions interview and tour the facility. This process provides an opportunity for an applicant to ask questions relating to the school's curriculum and career objectives and to learn about the school's equipment and facilities. Once the applicant has been interviewed, he or she may apply for admission to the school. For a student to be considered for admission, all supporting documents and paperwork must be submitted.

The following items are required to complete the application process:

- ❖ Application for Admission
- ❖ Admissions disclosures and information forms
- ❖ Submitted evidence of a High School diploma, GED, or qualified, official ATB score
- ❖ Satisfactory personal interview conducted on campus
- ❖ Completed Financial Aid forms (for those wishing to apply and when applicable)

-
- ❖ Enrollment Agreement
 - ❖ Registration Fee

Admissions application packets are reviewed by the Campus President to determine the student's acceptance or denial to the school's programs.

Students are accepted for a particular program and start date. If a student is unable to start their program as scheduled, the school will maintain the student's application and acceptance up to 180 days from acceptance date at no charge. Some documents from the original application may need to be resubmitted.

The school reserves the right to reject applicants if the items listed above are not successfully completed.

For Returning Students

A student who withdraws in good standing may be readmitted to the school provided that all required paperwork is completed, and the student is current with his or her financial obligation to the school. Regardless to the reason for interruption (withdrawal), student is only permitted to apply for readmission no more than two times and will not be re-admitted a third time.

Students applying to re-enter must request re-admittance to the institution in writing. Such request must be in the form of a letter and must set forth valid reasons for granting the request. A Reentry Committee will evaluate the student's written request and prior academic history and make a determination on whether to grant a student request. A student may be requested to attend the Reentry Committee in person. Student will be notified in writing about Committee's final decision.

Because of the technical nature of our programs, students who apply to reenter more than a year after interrupting may be required to complete the program in its entirety. Many of our courses are building blocks for future courses, and it is therefore essential that this knowledge be retained in order to progress satisfactorily. Students may request credit for previously completed course or petition for test-out from a course previously taken prior to withdrawal. All requests for Test-out or credit transfer must be made in writing and must be submitted to the Director of Education for approval. Requests for Test-out or eligibility for credit transfer will be reviewed by the Director of Education and evaluated on case-by-case basis.

All students accepted for reentry are subject to current charges and tuition fees.

STATEMENT OF PHYSICAL HEALTH

For programs that include an externship, students are required to submit a Statement of Physical Health on the form provided by the school. The form must be completed and signed by licensed medical practitioner. Although the school has a list of providers and medical facilities that offer medical examinations at a discounted student rate, the cost of that examination is the sole responsibility of the student.

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

Agencies and institutions that accept students for clinical rotations, employers and certain regulators and licensing bodies may conduct criminal and/or personal background checks as well as random drug testing.

The student is responsible for any costs associated with these additional requirements. All expects that students in all programs can meet the criminal background check and random drug test requirements of clinical affiliates, employers and licensing agencies.

Students with criminal records that include felonies or misdemeanors (including those that are drug related or of a violent nature) or personal background issues such as bankruptcy might not be accepted by certain agencies for clinical rotations, licensure, or employment. For Massage Therapy candidates; According to State of Florida Department of Health, Board of Massage Therapy Florida Statutes, Title XXXII "Regulation of Professions and Occupations", Chapter 456 "Health Professions and Occupation: General Provisions", Section 456.0635 Medicaid fraud; disqualification for license, certificate, or registration, subsection (2), paragraph (a):

(2)Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue or renew a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant, has been:

(a)Convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, chapter 893, 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or pleas ended.

Random drug testing may be required by healthcare facilities before acceptance or during the clinical rotations. If at any time a student tests positive for prohibited substances, the student will be removed from the clinical site and may be subject to withdrawal from the program.

Applicants to the program who have questions regarding how these issues may affect their clinical placement, ability to graduate, licensure or potential employment should discuss this with the, Program Director, Director of Education, or Campus President. The Institution does not have control regarding the decisions of outside agencies. A student who is unable to be placed on or dismissed from a clinical rotation due to an adverse result on either a criminal background check or random drug test may be responsible for finding his or her own clinical site or, in extreme cases, may be dismissed from the program.

INTERNATIONAL STUDENTS

The American Institute is not authorized under federal law to enroll non-immigrant foreign students.

DEPARTMENT OF VETERANS AFFAIRS STUDENTS

VA Student: A student who receives educational benefits from the U.S. Department of Veterans Affairs (VA).

Standards of Progress

Each VA Student is expected to complete his/her program within the number of training hours (clock hours) approved by the Bureau of State Approving for Veteran's Training, Florida Department of Veterans Affairs. The student must also maintain a minimum grade point average (GPA) of 2.0. (70-79% by the end of each

module). Additionally, the student must meet all the skills and technical requirements of his/her program. If it is determined that a VA student cannot successfully complete the program within the approved number of training hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who has not maintained a minimum 2.0 GPA by the end of any module will be placed on academic probation/financial aid warning for the next module. If the student has not attained at least a 2.0 GPA by the end of the probationary/warning period, the student's VA educational benefits will be terminated.

A VA student whose educational benefits have been terminated for unsatisfactory progress may petition American Institute to be re-certified after one module has elapsed. AI may re-certify the student providing there is a reasonable probability the student will be able to attain and maintain a 2.0 or better G.P.A. for the remainder of the program.

VA students will be provided a written progress report each module. A copy of the report will be placed in the student's permanent file maintained by AI.

Attendance Policy

VA students are required to attend all classes. Excused absences will be granted for extenuating circumstances only and must be documented in the student's file. Early departures, missing class, tardiness, etc., for any portion of any hour will be counted as one full hour of absence.

Instructors shall submit VA students' daily attendance records to AI's Veteran's Affairs Coordinator monthly.

Three (3) unexcused absences in any calendar month will result in termination of educational benefits for unsatisfactory attendance.

A student whose VA educational benefits have been terminated for unsatisfactory attendance may petition AI to be re-certified after one month has elapsed. AI may re-certify the student providing it determines that the cause of the student's absences has been removed.

Students enrolled in Diagnostic Medical Sonography may not be certified for VA benefits.

Credit for Previous Training and/or Experience

VA students with previous postsecondary educational training/experience must have official transcript(s) sent to AI. Transcript(s) for previous postsecondary educational training/experience will be evaluated and if credit(s) are accepted and/or granted, the VA student's training, time, and tuition will be reduced proportionally. The VA and the student will receive a written notice of the credit(s) allowed.

TRANSFER OF ACADEMIC CREDIT FROM OTHER ACADEMIC INSTITUTIONS

The programs at AI are oriented towards job preparation. Transferability of Credit is always determined by the receiving institution. Unless a student receives written assurance from another institution, that the student's course work taken at the American Institute Family of Schools will transfer, the student should assume that any credits obtained while attending our schools cannot be transferred.

If a student would like to request transfer credit for courses taken at other institution, a request for credit transfers must be made in writing to the Director of Education and the student must provide or request an official transcript and provide catalog description from the transferring institution. All requests for transfer credit must be submitted prior to the student beginning the program. Failure to provide documentation may result in denial of this request.

During the process of credit(s) transferability assessment, the Institution uses the following criteria:

- ❖ The coursework must be completed at an accredited institution.
- ❖ Only grades of “C” or higher qualify for consideration.
- ❖ Any course or courses must be equal to or greater in credit hours to the subject(s) offered by the school.
- ❖ The course(s) must be similar in contact hours and similar in format to the subject(s) offered by the school in terms of type of instructional delivery (e.g. theory, lab, externship, clinical, etc.).
- ❖ General education and non-core curriculum subjects must not be older than 10 (ten) years.
- ❖ Core subject(s) may not be older than five years to be considered for transfer credit.
- ❖ Foreign course work must be translated and/evaluated at the student’s expense. Acceptance of foreign course work is solely at the discretion of the Academic Dean.

All prior education and training will be evaluated, and where deemed appropriate, the student will be granted credit or advanced placement. The applicant will be notified regarding the acceptance or rejection of the credit transfer after all required materials have been evaluated. No credit will be given for subject-related work experience.

Transfer credits are calculated in the CGPA as credit hours completed not as credit hours attempted.

Decisions regarding transfer credit are made on a case-by-case basis and may require some testing, lab or scanning assessment. No more than 50% of the program credits may be transferred into American Institute from another institution.

FINANCIAL INFORMATION

TUITION AND FEES

Students may pay by cash, check, money order or credit card for educational costs. Tuition is due based on the terms in the student enrollment agreement and any supplemental payment plan agreed to during the financial aid interview. Students unable to make timely tuition payments must speak with a representative in the business office to continue in their program of study. Unexcused late payments may be cause for suspension or dismissal.

SEE CATALOG SUPPLEMENT C FOR TUITION AND RATES

FEDERAL STUDENT FINANCIAL ASSISTANCE

Students cannot always afford to pay their educational costs in full at the beginning of their programs of study. Therefore, the school participates in various programs designed to assist students to meet their educational costs on a more affordable basis. The school is accredited by a nationally recognized accrediting commission and is approved by the U.S. Department of Education to offer federal financial assistance (Title IV) programs to eligible students.

Many students supplement Title IV assistance or pay for their educational costs with other programs such as Veterans benefits, agency sponsorship, employer reimbursement or in-house financing.

A student must apply for admission prior to completing a packaging appointment with the Financial Aid Department at the school. In general, financial aid is awarded based upon need. In order to assist applicants to complete their financing prior to beginning classes, the school makes available individual appointments for each applicant with a Financial Aid Advisor who will assist with form completion and answer questions that may arise. However, general information about Financial Aid is available to all prospective applicants in the Financial Aid Department.

In general, an applicant may be eligible for federal Title IV assistance if the applicant:

- ❖ Is enrolled as a regular student in one of the school's programs
- ❖ Has a valid Social Security Number
- ❖ Is a U.S. citizen or eligible non-citizen
- ❖ Is not in default on any Federal student loan
- ❖ Does not owe a repayment on any federal grant
- ❖ Possesses a high school diploma, its equivalency, or has demonstrated an ability to benefit from the school's programs
- ❖ Has demonstrated Selective Service registration (males only)
- ❖ Has not been convicted of a drug offense while receiving federal financial aid
- ❖ Continuing students must maintain satisfactory academic progress

The following federal aid programs are available to those students who qualify (subject to availability of funds):

- ❖ **Federal Pell Grant:** This is a grant to assist undergraduates who have not earned a bachelor's or professional degree with education expenses. It does NOT have to be paid back. For 2011-2012, the maximum Pell Grant award is \$5,550.
- ❖ **Federal Supplemental Educational Opportunity Grant (FSEOG):** The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the college will determine to whom and how much it will award based on federal guidelines. The range of awards are typically between \$100-\$200 for the entire program.
- ❖ **Federal Work Study (FWS)** is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus or community service-related. Jobs on-campus must be student service positions. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.
- ❖ **Federal Direct Subsidized Stafford Loan:** This is a low interest fixed rate loan for students attending school at least half time. The interest rate for loans disbursed on or after July 1, 2010 is 4.5 percent. It MUST be paid back. Interest does not accrue while students are attending school, during their grace period, and during periods of deferments.
- ❖ **Federal Direct Unsubsidized Stafford Loan:** This is a low interest fixed rate for independent students enrolled at least half-time. The interest rate is 6.8 percent. It MUST be paid back. Interest will accrue on this loan while students are in school, during their grace period, and during periods of deferment; the interest rate can be paid while the student is in school.
- ❖ **Federal Direct PLUS Loan:** This is a low interest fixed rate loan for parents who want to borrow to help for their child's education. The interest rate is 7.9 percent. This loan is available only to parents without adverse credit histories. It MUST be paid back.

Annual Loan Limits – Stafford Loan			
Dependent Students (whose parents were not denied a PLUS loan)	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
First-Year Undergraduate (Freshman)	\$3,500	\$2,000	\$5,500
Second-Year Undergraduate (Sophomore)	\$4,500	\$2,000	\$6,500
Third-Year and Beyond Undergraduate (Junior, Senior)	\$5,500	\$2,000	\$7,500

Independent Students (and dependent students whose parents were denied a PLUS loan)	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
First-Year Undergraduate (Freshman)	\$3,500	\$6,000	\$9,500
Second-Year Undergraduate (Sophomore)	\$4,500	\$6,000	\$10,500
Third-Year and Beyond Undergraduate (Junior, Senior)	\$5,500	\$7,000	\$12,500

Aggregate Loan Limits – Stafford Loan			
	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
Dependent Undergraduate Students (whose parents were not denied a PLUS loan)	\$23,000	\$8,000	\$31,000
Independent Undergraduate Students (and dependent students whose parents were denied a PLUS loan)	\$23,000	\$34,500	\$57,500

FEDERAL AID APPLICATIONS

Any student who wishes to apply for federal Title IV financial assistance must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA information is electronically transmitted to the U.S. Department of Education's Central Processing Service (CPS) and the School receives in return a processed Institutional Student Information Record (ISIR). The ISIR is used to determine Federal Pell Grant and Federal Direct Loan eligibility. The Financial Assistance Office will retain the ISIR as documentation of the student's eligibility. (If a student wishes to have a printed copy of their ISIR, it may be requested from the School's Financial Assistance office.)

CORRECTION OF INFORMATION

If, as the result of verification (described below) or another documentation process, it becomes necessary to correct any of the information on an ISIR, the Financial Assistance office will note the corrections on the current ISIR and submit the corrections to the Central Processor electronically after obtaining signed documentation. A new ISIR, showing the corrected information, is then generated.

If the applicant becomes ineligible for a Federal Pell Grant or other Title IV aid as the result of corrections in his/her information, the applicant will be so informed by the Financial Assistance office. If corrections

result in a change in eligibility, the Financial Assistance Office will complete an updated financial plan with the student.

REQUIREMENTS FOR VERIFICATION OF THE APPLICANT'S DATA ON THE FAFSA

A certain portion of FAFSAs submitted to the CPS are subject to a process called Verification. Verification means that the applicant is asked to “verify” or confirm that the information on the application is correct.

Verification requires the applicant and spouse or parent (if applicable) to sign a Verification Worksheet. In addition, the applicant may be required to submit a copy of the prior year's federal tax returns for each year a FAFSA is submitted to the Financial Assistance office. If the applicant is married, the return(s) must include the spouse's information. If the applicant is dependent, copies of the parents' prior year's tax returns are also required.

Time period within which required documentation must be provided:

Except in instances where extenuating circumstances intervene, the required documentation must be provided within 30 days of the date the applicant is notified to do so. All financial aid disbursements are withheld until this process has been completed.

CONSEQUENCES OF FAILURE TO PROVIDE THE INFORMATION WITHIN 30-DAY PERIOD

Students will receive no disbursement of funds if they fail to provide the information required for verification within 30 days, and they may be dismissed from school. In addition, they will be expected to make cash payments in lieu of any expected financial aid disbursements to the School. If the results of the verification satisfy the requirements, the first disbursement of funds to which the student is entitled will be released. If the verification results are negative, the student will be called into the Financial Assistance office and the items that were not accurate will be discussed.

The student (and/or the family) will be required to correct inaccurate information by resubmitting the aid application (with corrected information) to the Central Processor.

If the School has reason to believe that any application has been intentionally submitted under false or fraudulent circumstances, such application will be referred to the Department of Education Office of the Inspector General.

DEFINITION OF FINANCIAL NEED

Financial need is calculated to determine a student's eligibility for some types of Title IV aid programs. Financial need is the difference between the student's cost of attending school and the amount of the student and/or family's financial resources. The need formula can be stated as follows:

COST OF ATTENDANCE minus EXPECTED FAMILY CONTRIBUTION minus OTHER ESTIMATED FINANCIAL ASSISTANCE = FINANCIAL NEED

A student's financial need may not be funded entirely or in some cases not at all by Title IV programs. Students are expected to pay any unfunded portions.

COST OF ATTENDANCE

The School's Financial Assistance office estimates the student's Cost of Attendance for aid eligibility determination purposes only, using nationally approved living expense guidelines. An average cost of attendance for a student attending school consists of allowances for room, board, personal, transportation and miscellaneous expenses, plus one academic year's tuition and fees. A sample cost of attendance for an 8-month period of attendance is as follows:

	PROGRAM A	PROGRAM B
First Academic Year Tuition (as indicated per Enrollment Agreement)*	\$ 14,970.00	\$ 12,995.00
Fees (as indicated per Enrollment Agreement)*	\$ 25.00	\$ 100.00
Room and Board**	\$ 6,370.00	\$ 6,370.00
Personal	\$ 2,567.00	\$ 2,567.00
Miscellaneous	\$ 525.00	\$ 525.00
Transportation	\$ 931.00	\$ 931.00
Total Estimated Cost of Attendance***	\$ 25,388.00	\$ 23,488.00

* These amounts are for illustration purposes only and do not necessarily represent actual tuition and fees for a seven month period of attendance. Students should refer to their **Enrollment Agreement** for actual or estimated costs.

** The School does not offer room and board. These estimates are used solely for purposes of eligibility determination.

*** The Total Estimated Cost of Attendance listed above is a sample used for illustration purposes only, and does not necessarily represent an actual cost of attendance for any particular student or program.

Furthermore, financial aid available does not typically cover the entire cost of attendance. Students and their families are expected to fund the difference. The Cost of Attendance should not be assumed to reflect all of the student's costs of coming to school.

EXPECTED FAMILY CONTRIBUTION

The student's Expected Family Contribution is calculated by the Central Processor and is a function of the information entered on the Free Application for Federal Student Aid. An Expected Family Contribution (EFC) figure is included in the ISIR that is produced by the Central Processor when the student's application is processed. The EFC is a measure of how much the student and his or her family can be expected to contribute to the cost of the student's education during the academic year.

REQUIREMENTS FOR THE REVIEW OF A FINANCIAL AID APPLICANT'S FINANCIAL AID HISTORY

It is a federal requirement that the school determine any and all federal Title IV aid previously received by any aid applicant. The school uses the National Student Loan Data System (NSLDS) to obtain the

financial aid history of each financial aid applicant. The information is found on the ISIR. Financial aid disbursements are withheld until confirmation of previous aid is received.

REQUIREMENTS FOR CITIZENSHIP VERIFICATION

When a student applies for federal Title IV financial assistance, an electronic database match (for Social Security number, name and birth date) is conducted by the Central Processor to determine the student's eligibility status with the Social Security Administration and the United States Citizen and Immigration Service (USCIS). The results of those matches are reported on the student's ISIR.

If either match is unsuccessful, the student must resolve his or her citizenship status. The Financial Aid office will inform any applicant in this situation of the steps necessary to verify citizenship, which may include contacting the USCIS. Financial aid disbursements will not be made until citizenship status has been confirmed.

DISBURSEMENT PROCEDURES FOR TITLE IV AID

Title IV aid is disbursed in at least two equal payments during each academic year using the following definitions and calculations: An academic year is defined as 36 quarter credits and at least 30 weeks.

Federal Direct Loans are disbursed as a credit to the student's account. A student's first loan disbursement is made after the start of the program. The student's second loan disbursement is scheduled for the midpoint of the academic year. When a student receives a Direct Loan credit, the student receives a notice advising the student or the parent (in the case of a PLUS loan) that the loan has been credited to the student's account and asking the student or parent if he/she continues to want all of the loan.

Federal Pell Grant disbursements are credited directly to a student's account at the beginning of each payment period. Each recipient is issued a receipt when a disbursement has been credited to his/her account.

If a credit balance occurs on a student's account, the student or parent in the case of PLUS borrowers may request that the excess funds be retained by the school to pay for future tuition and fee charges, applied to other educationally related charges (i.e., books, supplies, equipment, etc.), or refunded to the Direct Loan Program to reduce the student's principal balance, all within the current academic year. Without a student's or parent's authorization(s), credit balances will be paid within 14 days to the student, or to the parent in the case of PLUS Loans.

HOW STANDARDS OF ACADEMIC PROGRESS AFFECT STUDENT AID

In order to qualify for student aid under Title IV programs, a student must meet the standards of satisfactory academic progress. Satisfactory Academic Progress (SAP) is discussed in detail in this Consumer Brochure (catalog), and the requirements are discussed in the section on Satisfactory Academic Progress later in this catalog.

If students are placed on academic probation/financial aid warning, they remain eligible for financial aid disbursements during the probationary/warning period. If students fail to make satisfactory progress by the end of their probationary/warning period, they are suspended from financial aid eligibility pending any additional appeals. Students who are suspended from financial aid eligibility will also be terminated from the school.

FEDERAL FINANCIAL AID COUNSELING

Entrance Counseling

The institution ensures loan entrance counseling is conducted either online at the Department of Education website, studentloans.gov, before a borrower takes out a loan or a paper copy can also be completed in the financial aid office. The interview includes:

- ❖ an explanation of the use of a master promissory note (MPN);
- ❖ importance of repayment obligation;
- ❖ description of consequences of default;
- ❖ sample repayment schedules;
- ❖ information in reference to a borrower's rights and responsibilities; and
- ❖ other terms and conditions.

Exit Counseling

The institution ensures loan exit counseling is conducted at the financial aid office or via mail at completion of a program or withdrawal from the institution. The interview includes:

- ❖ an explanation of the use of a master promissory note (MPN);
- ❖ importance of repayment obligation;
- ❖ description of consequences of default;
- ❖ sample repayment schedules;
- ❖ information in reference to a borrower's rights and responsibilities; and
- ❖ other terms and conditions.

Loan Payment Calculator

The Loan Payment Calculator may be used to calculate monthly payments under the standard and extended repayment plans. You may refer to the following websites to access a Loan Payment Calculator: finaid.org/calculators/loanpayments.html or ed.gov/offices/OSFAP/DirectLoan/calc/html.

Statement of Educational Purpose

Federal financial aid is to be used solely for educational expenses related to a student's attendance at American Institute.

Referrals to the Office of Inspector General

American Institute is required by law to make referrals to the Office of Inspector General of any cases of suspected fraud and abuse involving the federal financial aid programs.

RETURN TO TITLE IV

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of federal financial aid funds the student did not earn calculated according to a federal formula. This calculation will be based on the student's last date of attendance (LDA), which is the withdrawal date.

Schools are required to determine the amount of federal financial assistance that must be returned based upon the percentage of the payment period completed prior to withdrawing. The amount of federal financial assistance earned is based on the number of days attended up to the withdrawal date divided by the number of days in the program's payment period. After a student has attended more than 60 percent of the payment period or period of enrollment, the student will have earned 100 percent.

Once the amount of federal financial aid that was not earned has been calculated, federal regulations require that the school return the federal financial aid in the following order:

- 1** Federal Direct Loans
 - a** Unsubsidized Federal Direct Stafford Loans
 - b** Subsidized Federal Direct Stafford Loans
 - c** Federal Parent PLUS loans received on behalf of the student
- 2** Federal Pell Grants
- 3** Federal SEOG

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, in the case of a Federal Parent PLUS loan) must return or repay, as appropriate, the remaining grant and loan funds. Loan funds are returned in accordance with the terms and conditions of the promissory note. If there are any grant funds to be returned by the student, the student is responsible for returning any overpayment that exceeds 50 percent of the amount of grant received. The student (or parent, if a Federal Parent PLUS loan) will be notified of the amount that must be returned or repaid, as appropriate.

If the student earned more federal financial aid funds than were received, the student (or parent in the case of a PLUS loan) may be eligible to receive a post-withdrawal disbursement. If the student or parent is eligible to receive a post-withdrawal disbursement of loan funds, the institution will ask for the student's or parent's (as applicable) permission to disburse the loan funds. The institution may automatically disburse the post-withdrawal disbursement of grant funds.

All returns of unearned Title IV funds will be made within forty-five (45) days of the school's date of determination of the student's withdrawal.

REFUND POLICY

If a student is unable to complete his or her training due to withdrawal or dismissal from the program, the Institution will calculate the amount of tuition and fees that are owed to the Institution. For refund calculation purposes, academic year tuition and fees will be divided into payment periods. Payment

periods are defined as an equal portion of an academic year that represents the lesser half of the program or half of the academic year. There are typically two or three payment periods per academic year. When a student has completed sixty percent (60%) or less of a payment period, the tuition and fees shall be refunded on a pro-rata basis calculated as of the student's last date of attendance. When a student terminates his or her program of study after completing more than 60% of the payment period, the Institution may retain the entire cost of tuition and fees for the payment period. If the amount of funds retained on the student's behalf exceeds tuition costs, the school will issue a refund. Registration and application fees are not included in the pro-ration. All refunds due will be paid within forty-five (45) days of the student's date of determination.

In the event a student needs to withdraw from school, the student is required to advise the Registrar and/or Director of Education. Written notice is preferable but not required.

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the right to know:

- ❖ The School's accrediting and licensing agencies
- ❖ The School's programs, facilities and faculty
- ❖ The cost of attending school
- ❖ The financial assistance available
- ❖ How the Financial Assistance office determines the student's financial need
- ❖ Each type of aid to be received and how it will be disbursed
- ❖ How to submit appeals under various school policies
- ❖ The School's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility
- ❖ Interest rates, repayment amounts, cancellation and deferment provisions for all loans borrowed by the student
- ❖ The criteria for continued eligibility for financial aid
- ❖ Student completion and retention rates, placement rates, and student body diversification

All students have the following responsibilities:

- ❖ To review and consider all aspects of the School program before enrolling
- ❖ To complete financial aid applications accurately and truthfully
- ❖ To provide additional documentation, verification, correction, etc. as requested by the School or agency
- ❖ To read, understand and keep copies of all forms received
- ❖ To notify the School of any change in their financial circumstances
- ❖ To notify the School and the lender of a name or address change
- ❖ To understand the School's satisfactory academic progress policy

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- ❖ To understand the School's refund policies
 - ❖ To sign all required certification statements
 - ❖ To repay all loans according to the promissory notes signed

PROGRAM TERMINATION/CANCELLATION

In the event classes are permanently cancelled by the school, the student will be entitled to a refund of any tuition monies already paid for their cancelled classes.

ENROLLMENT CANCELLATION

A student may cancel his enrollment within three business days of signing the Enrollment Agreement. In the event that a student cancels his enrollment, all tuition and fees paid will be refunded. If a student cancels his enrollment after three business days, but prior to the first day of class, the student will receive a refund of all tuition and fees paid, except for the registration fee. If a student cancels his enrollment after three business days and after classes have begun, the Institutional Refund Policy will be applied. Students are asked to submit requests for cancellation in writing to the school. If the school rejects a student application for enrollment, all monies paid will be refunded.

INSUFFICIENT FUNDS POLICY

There is a \$25 fee for any checks returned for insufficient funds.

ACADEMIC AND ATTENDANCE POLICIES

ATTENDANCE POLICY

The technical nature of the training and graduate employability goals of the programs offered requires that students attend classes on a regular basis. Regular attendance and punctuality will help students to develop good habits necessary for successful career. Acquisition of the skills needed for success in classes can only be mastered with regular class participation and attendance.

Consequently, the following are the school's attendance policies:

- 1 Students in clock hour programs must attend 100% of the program hours to meet graduation requirements.
- 2 Attendance is recorded on daily basis and students will only receive a credit for the time attended each day for each course. Students arriving to class late or leaving early will be considered tardy and marked absent for the time missed.
- 3 Faculty is responsible to monitor students attendance and advising students who have been absent from their classes.
- 4 Students are encouraged to schedule medical, dental, or other personal appointments after school hours. Students of some programs are not permitted to make up absences for the classroom-training portion of the program, but they may be permitted to make up missed class work. If student finds that he or she will be unavoidably absent, he/she should notify the instructor. In the event of documented extenuating circumstances, students may be eligible to make any missed class work, tests, or other projects at the sole discretion of the instructor but cannot make up the absence (for applicable programs).
- 5 Students who demonstrate poor attendance performance may at first receive a verbal warning followed by the written advisories. Disregard of verbal warnings and/or written advisories and continuation of unsatisfactory attendance progress may result in dismissal from the program.
- 6 Students attending their externship assignments are expected to complete 100% of their hours and adhere to the schedule set forth by the school and affiliated externship site. In the event of an unforeseen absence initiated by the student or externship site, including but not limited to holidays, office vacation time, etc., students will be required to make up the absence.
- 7 Students will be dismissed from the program if they are absent for fourteen (14) consecutive calendar days.

GRADING SYSTEM

A final grade will be determined by compiling a weighted average of grades awarded for each course and may include laboratory projects, written tests/quizzes, class participation, professionalism, attendance, outside assignments and final examinations.

Instructors will issue grades at the end of each module/level. Students will receive a copy of their grade from their instructor or the registrar.

The school uses the following grading system for its programs:

LETTER	GRADE AVERAGE RANGE	DESCRIPTION	GPA
A	90-100	Excellent	4.0
B	80-89	Above average	3.0
C	70-79	Average	2.0
F	Below 70	Fail	0.0
P	Pass	Pass	Not effected
W		Withdrawn	Not effected
I		Incomplete	Not effected
T		Transferred	Not effected
T-0		Test-Out	Not effected

A grade of “I” indicating an “Incomplete” may be issued, at the instructor’s sole discretion, if a student is missing required coursework at the end of the course. All incomplete work must be made up within 2 weeks of completion of the course in which the “I” was assigned. If the student fails to complete the required coursework, the student will receive a grade of “0” for assignments missed and the student’s final grade will be calculated accordingly.

A student may be issued a “W” grade for courses if the student withdraws or is dismissed from the program prior to completing the course or module/level.

If a student receives a grade of “F” or “W” for course(s) in any module/level, that module/level must be repeated in its entirety. Student can not repeat the course more than once. Second failure or incompletion of the same course concluding with the grade “F” or “W” will result in automatic withdrawal from the program.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students are expected to maintain satisfactory progress toward graduation. At the time a student begins his or her program of study, the student is considered to be making satisfactory academic progress (SAP). Satisfactory academic progress is measured in terms of successful course completion (quantitative measures) in terms of a minimum Cumulative Grade Point Average (CGPA) (qualitative measures), and on the basis of the maximum time frame for the program.

SAP for Credit Hour Programs is evaluated at the end of each term. For Clock Hour Programs, SAP is evaluated at the end of each level.

GPA and Grade Average Standards

For programs measured in credit hours, students are required to maintain a cumulative grade point average of at least 2.0. For programs measured in clock hours, students are required to maintain a grade average of at least 75%.

Successful course completion

At each evaluation period, students must have successfully completed at least 67% of credits attempted for programs delivered in credit hours and at least 75% of clock hours scheduled for programs delivered in clock hours.

Maximum Time Frame

The maximum time allowed for a student to complete the program is the period of time during which a student attempts 1.5 times the number of clock hours or the number of credits required to complete the program.

Students must complete 100% of clock or credit hours required for graduation. Periods of non-enrollment are not considered in the calculation of maximum time frame. The requirements for rate of progress are to assure that the student is progressing at a rate that will allow them to meet the graduation requirements within the maximum time frame allowable.

Effect of certain grades on Satisfactory Academic Progress Incomplete grade "I" is not included in the calculation of the GPA but are counted in the successful course completion percentage as courses attempted but not successfully completed. Upon resolution of the incomplete grade, the student's academic progress will be re-evaluated.

Grades of "W" indicate that the student withdrew, was withdrawn from the course prior to its completion, or failed to uphold satisfactory course attendance and was administratively dropped. These grades are not included in the calculation of the CGPA but are counted in the successful course completion percentage as courses attempted but not successfully completed.

A failing grade of "F" will be included in the CGPA until the course is repeated and a passing grade is achieved. When a passing grade is earned for a course, only the passing grade will be used to determine the CGPA (Cumulative Grade Point Average). However, both attempts are used in the calculation of the successful course completion percentage.

Course grades of "Pass", "Failed", "T", "T-O" are not factored in calculation of CGPA.

American Institute does not offer remedial courses.

Accepted transfer credits are included as credits attempted and credits earned but are not included in calculation of GPA or CGPA.

ACADEMIC PROBATION/FINANCIAL AID WARNING

Each student's progress is evaluated at the end of each term/level. Student will be placed on academic probation/financial aid warning when the CGPA and/or credits/hours completion does not meet the minimum requirements. Student will remain on academic probation/financial aid warning for a period of one term/level and will be reviewed for meeting SAP at the end of that term/level. If after one term/level on probation/warning the student's CGPA and/or credit completion is above the probation/warning range, the student is removed from probation/warning. Students who still do not meet SAP standards after one probationary/warning term will be dismissed. Students who are dismissed for not meeting SAP during their probationary/warning period may appeal their dismissal in writing to the Director of Education. See the appeal procedure below. During any period of academic probation/financial aid warning, students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students who are denied financial aid due to not meeting the minimum standards of satisfactory academic progress or who are terminated from the school may appeal the decision in writing to the Campus Director/ Campus President within 10 days of notification of such decision, which should also include documentation of any special circumstances by following the student appeal process section of this catalog.

GRADUATION REQUIREMENTS

A diploma will be presented to a student who has:

- ❖ Successfully completed all required courses in their program of study within the maximum required time frame
- ❖ Earned a minimum of a 2.0 GPA or a Grade Average of 75%
- ❖ Fulfilled all financial obligations to the institution
- ❖ Completed any required graduation application or graduation clearance processes

EXTERNSHIP

Externships courses are designed to be instructional in nature by providing students with hands-on experience. Externship training is a cooperative effort between the school, student and the extern site. Students who successfully complete the didactic portion of their program and receive approval will be placed on an externship at a local facility. The school is responsible to ensure that the student has a viable clinical facility or facilities in which the student can complete requisite clinical courses within 30 days of the students expected graduation date. The school will attempt to assign sites that are within a thirty (30) mile radius of the school and that are convenient for the student although this might not always be possible. Based on clinical site availability, students may be required to complete their externship at more than one (1) site. The school maintains liability insurance on all students and faculty while attending clinical sites.

All students on externship or enrolled in externship courses are supervised by approved facility staff. As a simulated work environment, the site expects the student to obey all rules and regulations regarding the site and assignment. This includes punctuality and reliability of attendance. Students are expected to complete 100% of the required externship hours. The site has the right to remove any student who demonstrates disregard for program and/or site policies and procedures.

Externship schedules are determined by the site and may vary from the schedule that student attended while in school. Students in the same program may not have the same externship schedule as their classmates. Externship courses are completed over a minimum of 10 weeks (day division) and 12 weeks (evening division) of practicum, averaging 20 (evening division) and 24 (day division) hours per week.

Both day and evening division students should expect that the offering of an externship will be during the day office hours.

Students who decline two (2) externship sites may be required to withdraw from the program. In this event, the school makes no assurances as to when or if other sites will be available.

STUDENT SERVICES

STUDENT SERVICES OVERVIEW

At American Institute, meeting the needs of our student population extends to situations outside of the classroom. By raising the bar of student service delivery, American Institute endeavors to create a learning environment which is interactive, supportive and nurturing. The methodology of student service delivery is centered on three points of purpose.

ROOTS

By creating a “home away from home” environment on our campus, students at American Institute establish a tangible institutional investment. Through a variety of seminars, cultural and social events, the School strives to encourage a family atmosphere and social cooperation between students, staff and faculty. We encourage students to share their personal issues and challenges with us so that we can assist them in and out of the classroom.

The school has been designed with students in mind. Ideas and suggestions for social events or organizations are always welcome, and help to create student roots at the American Institute. Extracurricular events are a vital component in enhancing the learning and social environment within the School.

Examples of student service programming that facilitate the establishment of student roots are:

- ❖ Social Events
- ❖ Community Events and Celebrations
- ❖ Student Assemblies
- ❖ Guest Speakers

HOUSING

The school has no dormitory facilities available, but the Student Services Office can assist a prospective student in finding suitable living accommodations.

RESOURCES

At the American Institute we recognize that many of our students endure personal challenges that require intervention from outside sources to intervene in order to bring closure to those challenges. By supplying resources that provide solutions for student issues, we have created a supportive atmosphere that affords the student the opportunity to focus on academic goals while receiving assistance which addresses their personal needs.

The school has amassed a vast array of resources for our students who require assistance in their personal and academic lives. From classroom resources that facilitate the learning dynamic, to social resources that address the personal needs of our students, American Institute places a premium on providing a variety of resources for student support.

Academic resources include:

- ❖ Learning Resource Center
- ❖ Basic Skills Tutorials
- ❖ Curriculum-based Tutorials

Social/Community Resources include:

- ❖ Childcare Referrals
- ❖ Part Time Job Placement Assistance
- ❖ Legal Assistance Referrals
- ❖ Housing Assistance Referrals
- ❖ Medical and Mental Health Referrals

REINFORCEMENT

The education process at American Institute is enhanced by the reinforcement dynamic of student services. In an effort to reinforce the concepts being taught in the classroom, the School provides co-curricular opportunities for our students. Through field trips, guest speakers and seminars, we reinforce academic concepts in interactive forums.

ADVISING

The staff and faculty at school are available for advising and conferencing at anytime. Those students who may need specialized counseling in a particular area will be referred to qualified counselors. Lists of available counseling facilities are available in Education Department or may be posted in student lounge.

ACADEMIC RESOURCE CENTER AND SERVICES

The School's Mission is to provide quality education which enables students to develop and exhibit the professional skills, personal behaviors and track record of reliability necessary to successfully obtain entry-level employment in the respective healthcare fields for which they are trained.

In support of this mission, the institution's academic resources are customized to fit the profile of our programs of study; Cosmetology, Massage Therapy, Skin Care, Medical Assistant, Medical Office Administration. The publications entail reference materials, text books, lab manuals, dictionaries, various testing preparatory material, as well as Internet accessible information.

The materials of the Academic Resource Center (ARC) support the diploma programs offered at the American Institute. The collection of books consists of over 100+ items organized in Dewey Decimal library classification order. As is appropriate for the courses of study, the collection consists mostly of items in the areas of human anatomy and physiology, the promotion of health, diseases and disease prevention, pharmacology, medical terminology, medical specialties, sonographic science, physics, and medical careers /technology. Other books available in the ARC cover computer software, job search and interviewing skills, self help/improvement and basic math and reading.

The school subscribes to LIRN (Library and Information Resource Network) that all students can access via the Internet from on campus, their home computers or anywhere they have Internet access through a log in provided to them by the institution. Online databases covering health and other related topics can be readily accessed through this network. The collections of databases are comprised of medical/health related subjects, business, legal, and psychology information.

In addition to having 24/7 access to the resources of LIRN through their home computers, students enrolled in distance education programs access the resources of the Academic Resource Center when they attend their weekly on campus laboratory courses.

CAREER SERVICES

The School provides job search assistance for graduates in good standing. The School cannot and does not promise or guarantee employment upon graduation.

Job search assistance will be in the form of some or all of the following:

- ❖ Interviewing Skills Seminars
- ❖ Resume Preparation Seminars
- ❖ Interviewing Scheduling
- ❖ Job Search Techniques Seminars

Securing employment requires a cooperative effort between the graduate and the School. Attendance and participation at the above mentioned seminars and approaching job opportunities with a positive attitude are important factors in finding employment. Maintaining weekly contact with the School's placement department is critical in the job search as is an understanding that this search can take an undetermined period of time. Potential employers may consider attitude, grades, attendance, personal performance and an interview in making a final hire decision. The programs at the school are designed to prepare students for entry-level positions. This typically entails additional training to further learn skills specific to that position. Graduates must understand and adopt "foot in the door" approach by being flexible with starting salaries, hours and location.

SCHOOL REGULATIONS AND INFORMATION

DEFINITION OF A CREDIT HOUR

The school offers some programs in credit hours. A credit hour is defined as follows:

- ❖ One quarter credit hour for at least 10 hours of classroom contact; or
- ❖ One quarter credit hour for at least 20 hours of supervised laboratory/shop instruction; or
- ❖ One quarter credit hour for 30 hours of externship.

For Financial Aid credits, where required by law, the institution uses federally defined clock-to-credit conversion to determine the enrollment status for Financial Aid processing. The conversion formula is; 37.5 hours of instructional and approved homework hours = 1 Financial Aid credit.

DEFINITION OF A CLOCK HOUR

The Cosmetology Program is offered in Clock Hours. A Clock Hour is defined as follows:

- ❖ One Clock Hour per 50- to 60-minute class, lecture, or recitation in a 60-minute period; or
- ❖ One Clock Hour per 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period.

DEFINITION OF ACADEMIC DELIVERY PERIODS

The Institution uses different academic construct to deliver the content of the programs.

For clock hour programs:

Level – is defined as 400 hours of scheduled instruction. This period includes delivery of various theory content and practical applications.

For credit hour programs:

Module – is defined as generally a 5-6 week period of instruction. This period includes delivery of one or more courses.

Term – is defined as generally a 12-18 week period of instruction and varies by program and shift. This period includes modules grouped together to form a term.

CLASS SIZES

At American Institute, average class sizes vary by program. The student/teacher ratio for lecture classes is typically 35:1 for lab classes 20:1. Due to nature of the patient care environment, in clinical/lab courses, students typically interact with their clinical instructor very small teams.

HOURS OF OPERATION

Margate Campus

Regular school business hours are:

Monday through Thursday from 8:30am-10:00pm

Friday 8:30am-6:00pm

Saturday 9:00am-6:00pm

Student salon hours are:

Monday through Thursday from 9:00am-3:00pm and 6:00pm-10:00pm

Friday 9:00am-6:00pm

Saturday 9:00 am-4:00 pm

Student Clinic hours are:

Monday, Wednesday: 9:00am-10:00pm

Tuesday, Thursday: 1:00am-6:00pm

Friday 9:00am-6:00pm

Saturday 9:00 am-6:00 pm

(Massage Clinic, License #MM22167)

Lauderdale Lakes Campus

Regular school business hours are:

Monday through Thursday from 8:00am-6:00pm

NEW STUDENT ORIENTATION

Orientation is conducted prior to the beginning of each new program as a means of introducing new students to the school. At this time, members of the faculty and staff familiarize students with the facility, the scope of the program offered and various academic and school policies.

STUDENT DRESS CODE

The Institution maintains a professional dress code for all students for reasons of safety as well as appearance. The dress code is designed so that students convey a message of professionalism, discipline and pride. You are to wear the following whenever you are participating in school activities unless notified otherwise by your instructor or program director. This includes all times when you are coming to school for scheduled classes, unscheduled tutoring times with or without instructor guidance, and all clinic and externship courses.

For All Programs Students

- ❖ School provided Scrub Set (top and bottom)
- ❖ Close toed, rubber sole shoes are required. Permitted foot attire is; sneakers, nursing shoes, crocks. Any form of sandal, flip-flop, boot, and cloth tennis shoe, slip-on are not permitted.

For All Programs Students

- ❖ School provided Scrub Set (top and bottom)
- ❖ Close toed, rubber sole shoes are required. Permitted foot attire is; sneakers, nursing shoes, crocks. Any form of sandal, flip-flop, boot, and cloth tennis shoe, slip-on are not permitted.

For Allied Health Programs Students

- ❖ White turtle neck or white T-shirt may be worn underneath the scrub top, in case of cold classroom temperature or inclement weather. Under scrubs garment must be tacked in and should not be seen hanging beneath the scrub top. No sweatshirts, heavy jackets or “hoodies” allowed to be worn over scrubs.
- ❖ Clean socks without designs and bright colors (white preferred)
- ❖ Long hair must be pulled back or up while attending labs or performing any laboratory or patient related procedures.
- ❖ Headwear in form of scarf, shawls, shower caps, “sleep caps”, baseball caps, “doo-rags”, “doo-bands” is not allowed.
- ❖ Only single pierced earring allowed. Earrings must be very small in the small hoop or stud style. Big, long, or hanging earrings are not allowed.
- ❖ No facial or visible body piercing allowed.
- ❖ Nails are to be kept short and groomed. Only light colors nail polish allowed
- ❖ Jewelry is limited to wedding bands or single ring, and small chain. Accessorizing your scrubs with colored necklaces, bracelets, chains, scarf’s in not permitted and is not considered professional.
- ❖ All body tattoos should be covered as much as possible.
- ❖ Second hand watch is required for clinical classes and externship assignment.
- ❖ Protective coat will be provided by the school for clinical/laboratory training when needed.

ELECTRONICS AND CELL PHONE USAGE

All electronic devices, iPods, cell phones, pagers, etc. are to remain in the “OFF” position during class time. Cell phones and pagers should be in “SILENCE/VIBRATE” mode and may be checked during breaks and only in the lobby area or cafeteria area. If you have a special circumstance that requires that you be reached immediately, please see your instructor.

STUDENT CONDUCT

Upon acceptance to school, each student agrees to demonstrate professional behavior and maintain a professional appearance, which will enable the school to recommend him or her to prospective employers as a professional, courteous, considerate, and well-mannered individual.

American Institute maintains policies and rules which are consistent with its announced educational objectives and which are related to the accomplishment and protection of these objectives. Any student

unable or unwilling to abide by Institute policies and rules may expect disciplinary action by American Institute. American Institute may dismiss any student whose conduct is unsatisfactory and shall be under no liability for such action. Degrees of disciplinary action in American Institute include: reprimand, probation and dismissal.

The general policy of American Institute is that for a first offense, the instructor will determine an appropriate penalty. For a second offense, the instructor and Director of Education will determine an appropriate penalty, up to and including dismissal from the School. Depending on the nature and severity of the offense, the school reserves the right to impose the maximum penalty even in the case of a first offense.

American Institute defines the following as disciplinary offenses:

- 1** Academic Dishonesty: submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing an Institute academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, and awards.
- 2** Falsification: willfully providing Institute offices or officials with false, misleading, or incomplete information; intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a Institute official or an emergency service agency; misusing, altering, forging, falsifying, or transferring to another person Institute-issued identification; forging, or altering without proper authorization, official Institute records or documents or conspiring with or inducing others to forge or alter without proper authorization Institute records or documents.
- 3** Identification and Compliance: willfully refusing to or falsely identifying one's self, willfully failing to comply with a proper order or summons when requested by an authorized Institute official.
- 4** Institute Facilities and Services: acting to obtain fraudulently – by deceit, by unauthorized procedures, by bad checks, by misrepresentation – goods, services, or funds from Institute departments or student organizations or individuals acting in their behalf; misuse, alteration, or damage of fire-fighting equipment, safety devices, or other emergency equipment or interference in the performance of those specifically charged with carrying out emergency services; wrongful use of Institute properties or facilities.
- 5** Disorderly Conduct on the Campus: threats to, physical abuse of, or harassment which threatens to or endangers the health, safety, or welfare of a member of the American Institute community; breach of the peace; physically assaulting another; fighting; obstructing or disrupting teaching, administrative, or public service functions; obstructing or disrupting disciplinary procedures or authorized Institute activities; vandalism.
- 6** Theft and Property Damage: theft or embezzlement of, destruction of, damage to, unauthorized possession of, or wrongful sale or gift of property belonging to American Institute, a member of American Institute community, or a campus guest.
- 7** Institute Rules: violating Institute policies and rules, which have been posted or publicized and announced, provisions contained in Institute contracts with students shall be deemed “rules” under this code.

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- 8 Weapons on Campus:** possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate campus functions, activities, or assemblies; or using firearms, incendiary devices, explosives, articles, or substances calculated to intimidate, disturb, discomfort, or injure a member of American Institute community.
 - 9 Violations of Federal or State Laws of Special Relevance to American Institute:** when the violation of federal or state law, including but not limited to those governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson occurs on campus, the offense will also constitute an offense against American Institute. If a student is suspected of being under the influence of alcohol or drugs while on Campus or participating in an Institute sponsored event, the student may be requested to submit to drug testing at their expense. Before resuming classes, the student must produce a drug test document that states the student tested negative for drugs. The student will not be permitted to return to class until this document is provided to the Campus President.
 - 10 Disruptive Noise:** making noise or causing noise to be made in any manner, which disturbs classes, meetings, office procedures, and other authorized Institute activities.
 - 11 Attempt to Injure or Defraud:** to make, forge, print, reproduce, copy, or alter any record, document, writing, or identification used or maintained by American Institute when done with intent to injure, defraud, or misinform.
 - 12 Persistent Violations:** repeated conduct or action in violation of the above code is relevant in determining an applicant's or a student's enrollment in American Institute.

The expectation of professionalism begins when the student makes application to American Institute for admission. In addition, American Institute students are expected to conduct themselves at all times as professional, mature ladies and gentlemen, ethical in their actions, manners, and dress.

Disciplinary Standards

The following are the various degrees of disciplinary standards that can be imposed on students. Students charged with disciplinary offenses have the rights of due process and appeal (see "Appeal Process").

- 1 Reprimand:** An oral or written warning per the circumstances of the particular case. The immediate compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Probation or Dismissal.
- 2 Probation:** A special status with conditions imposed for a limited time after determination of policy violation or behavioral misconduct. The immediate and permanent compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Dismissal.
- 3 Dismissal:** An indefinite dismissal/suspension from school. If after evaluating the evidence received, and considering the safety and well being of students, faculty, and Institute property, the Campus President believes that there is an indication that a student's misconduct will be repeated or continued or poses serious threat to students, faculty and Institute property, he/she will immediately dismiss/suspend a student from school.

Note: American Institute will confiscate any goods used or possessed in the violation of Institute regulations, rules or policies or local, state, federal laws.

GRIEVANCE PROCEDURE

This grievance procedure is intended to provide an orderly process by which grievances of a professional nature are examined or resolved within the established structure of the school. It is understood that this procedure is available to students on a voluntary basis and that any student shall have the right to pursue a grievance through regular administrative channels.

Definitions:

- ❖ **GRIEVANT** – “Grievant” shall refer to a student.
- ❖ **GRIEVANCE** – A “grievance” shall mean a written claim by a grievant that there has been a violation, misinterpretation, or an inequitable application of any existing policies, rules, or regulations of the school, which substantially affects a grievant.
- ❖ **PARTY IN INTEREST** – A “party in interest” is the grievant, the instructor(s), or the administrator(s) who are involved in the examination and resolution of the claim.

The grievant may be present at any informal or formal meetings, hearings, or appeals.

Informal Procedures:

Level One – The Party in Interest

The parties in interest acknowledge that it is usually most desirable for a student and his/her immediately involved party to resolve problems through free and informal communications.

Level Two – Department Supervisor

If the grievant is dissatisfied with the response or solution provided in Level One, the grievant must present the grievance in writing to the Department Supervisor.

Formal Procedures:

Level One – Campus President

If the grievant is dissatisfied with the informal procedure within 30 (thirty) days after he/she knew of the act or condition on which the grievance is based, the grievant may present the original written grievance to the Campus President. A separate notation should be made of any attempts to resolve the grievance from the submission of the first written grievance. A grievance filed must specifically state the existing policy, rule, or regulation, which has been violated, misinterpreted, or inequitably applied and how the grievant is thereby affected. The Campus President shall arrange a meeting to take place within five (5) working days of receipt of the grievance. The grievant and the Campus President shall be present in the meeting.

The Campus President shall provide the grievant with a written answer to the grievance within five (5) working days after the meeting.

Level Two – Corporate Representative

If the grievant is not satisfied with the disposition of his/her grievance at Level One, he/she may submit a written request to the Corporate Representative for review.

The Corporate Representative for the American Institute Schools is;
Mr. Pat DeLucia
711 Westchester Ave., Suite 207
White Plains, NY 10604
e-mail: pdelucia@americaninstitute.edu

The Corporate Representative shall provide a written response within five (5) working days of receipt.

STUDENT APPEAL PROCEDURE

The school tries its best to formulate and enforce school policies that support the Mission of the institution. At times, a student may be unable to meet the school's policy as it is described due to extenuating circumstances. A student who wishes to appeal the school's decision with regard to loss of financial aid eligibility or application of a school policy must submit their request in writing within 10 days of receiving notification of the school's decision. A student should explain all mitigating circumstances that may exist. The school will review a student's request and make a determination if the student will be reinstated to satisfactory status. The student will be notified in writing of the decision. The decision is final and may not be further appealed.

Failure to Appeal

Should the grievant fail to appeal a decision within the period of ten (10) working days; the decision will be deemed as acceptable. If the appeal is approved due to mitigating or special circumstances, the student will be placed on probation and will be considered making satisfactory academic progress and eligible for financial aid, if applicable.

All parties shall be given at least two (2) days' notice of scheduled meetings.

Mutual consent of both parties may extend the time periods within the above procedures.

Complain Procedures for the State and Accrediting Agency

No reprisals of any kind shall be taken by either party or by any member of the administration against any party involved. A grievance may also be directed to the school's Accrediting agency or to the Commission for Independent Education listed below:

**Commission for Independent Education
Florida Department of Education**
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399
(888) 224-6684 toll-free

**Accrediting Commission of
Career Schools and Colleges**
2101 Wilson Blvd. Suite 302
Arlington, VA 22201
(703) 247-4212

PREGNANCY POLICY

Pregnancy does not preclude attendance for any student unless the student has been advised otherwise by her physician.

COMMUNICABLE DISEASE POLICY

Should a student contract a communicable disease, that information must be provided immediately to the American Institute. Depending upon the circumstances, the student may be administratively withdrawn from certain courses, particularly clinic/lab courses, or externship and then return upon resolution of the disease.

SEXUAL HARASSMENT POLICY

The school is committed to treating its students and employees with dignity and respect. All students and employees have the right to be free from unwanted verbal, physical or sexual advance that is prohibited by law. Sexual harassment violates both Federal and State laws.

If a student or employee has been determined to have harassed another, appropriate disciplinary action will be taken up to and including expulsion from school or termination of employment.

Any incident of expected harassment should immediately be reported to the Campus President.

STUDENT'S RIGHT TO PRIVACY AND ACCESS TO RECORDS; PROCEDURE TO INSPECT EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records.

- 1** Each student enrolled at American Institute shall have the right to inspect and review the contents of his/her educational records, including grades, records for attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records may be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
- 2** A student's educational records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.

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- 3 Students may request a review of their educational records by submitting a written request to the Campus President. The review will be allowed during regular school hours under appropriate supervision.
 - 4 Students may request that the institution emend any of their educational records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request must be made in writing and delivered to the Campus President or Vice President of Education, with the reason for the request. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or the administrator involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If the student requests a further review, the Campus President or Vice President of Education will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the final decision. Copies of student challenges and any written documentation regarding the contents of the student's records will be retained as part of the student's permanent record.
 - 5 Directory information is information on a student that the school may release to third parties without the consent of the student. American Institute has defined directory information as the student's name, address(es), telephone number(s), e-mail address(es), birth date and place, program of study, dates of enrollment, attendance, and graduation, grades, honors and awards as well as credential awarded. If student does not want his or her directory information to be release to third parties without the student's consent, the student must present such a request in writing to the Registrar.
 - 6 The written consent of the student is required before personally identifiable information from educational records of that student may be released to the third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
 - 7 A student who believes that American Institute has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

CONSUMER INFORMATION

Information about the schools and the programs can be found at www.americaninstitute.edu.

ANNUAL SECURITY REPORT

The school publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations and on the public property surrounding the campus. The annual report is published each year by October 1 and contains statistics for the three (3) most recent years. The annual security report is provided to all current students and employees.

COMPLETION, GRADUATION AND TRANSFER-OUT RATE REPORT

The school publishes a report annually which details the completion, graduation and transfer rates by program. A copy of the most recent report is available in Education Department during regular business hours.

TRANSCRIPTS

A transcript of final grades will be retained with the student's permanent record. An official transcript is given to the student upon completion of his/her program at no charge. Requests for additional transcripts may be made in writing to the Registrar. There is a charge of \$5.00 for each transcript. A student is not eligible to receive a transcript if he or she is not in good financial standing with the school.

PROGRAM INFORMATION

COURSE NUMBERING SYSTEM

Course numbers are composed of a two to four letter alphabetic identifier of the subject area followed by a three-digit numeric course number. Numeric course numbers in the 100's identify basic courses typically taken in the first year of study. Course numbers in the 200's identify more advanced courses typically taken after the completion of 100 level courses, in the first or second year of study. Within a given set, i.e., 100's or 200's there are no prerequisites unless indicated in the individual course descriptions.

PROGRAMS DESCRIPTION

COSMETOLOGY

Diploma Program

Total Service Hours: 610 Hours
Total Clock Hours: 1200 Hours
Program Length: Days: 12 Months
Evenings: 18 Months

Course Number	Course Title	Service Hours	Course / Clock Hours
C0101	Manicure and Pedicure	20	120 Clock Hours
FLL101	Florida Law, AIDS/HIV	–	20 Clock Hours
C0102	Chemical Waving and Relaxing	65	100 Clock Hours
C0103	Hair Shaping	75	200 Clock Hours
C0104	Hair and Scalp Treatments	45	60 Clock Hours
C0105	Hair Coloring	45	150 Clock Hours
C0106	Shampoo and Rinse	50	70 Clock Hours
C0107	Hair Arranging	300	300 Clock Hours
C0108	Facials, Hair Removal and Make-up	10	120 Clock Hours
C0109	Sanitation and Sterilization	–	40 Clock Hours
C0110	Salon Management/Market View	–	20 Clock Hours
	TOTAL	610	1200 Clock Hours

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

PROGRAM OBJECTIVE

License by Examination. The primary objective of the cosmetology program is to prepare students for the state licensing examination to become a licensed cosmetologist. A licensed cosmetologist's opportunities include working in beauty salons, resort hotels and the opportunity to own his or her own salon. The length of time normally required for completion of the program is 12 months for day students and 18 months for evening students.

MASSAGE THERAPY

Diploma Program

Total Instructional Hours: 720 Hours
Total Quarter Credit Hours: 54.0 Quarter Credits
Program Length: 8 Months

Course Number	Course Title	Course Hours	Course / Credit Hour
SC101	Anatomy and Physiology I	8	0.8 Quarter Credit Hours
SC102	Anatomy and Physiology II	84	7.6 Quarter Credit Hours
SC103	Anatomy and Physiology III	60	6.0 Quarter Credit Hours
MT101	Massage Theory and Practicum I	8	0.4 Quarter Credit Hours
MT102	Massage Theory and Practicum II	50	3.0 Quarter Credit Hours
MT103	Massage Theory and Practicum III	74	4.2 Quarter Credit Hours
MT104	Massage Theory and Practicum IV	118	8.2 Quarter Credit Hours
MT105	Massage Theory and Practicum V	54	3.0 Quarter Credit Hours
MT106	Massage Theory and Practicum VI	80	4.0 Quarter Credit Hours
MT107	Massage Theory Applications	12	1.2 Quarter Credit Hours
AL101	Allied Modalities I	80	6.6 Quarter Credit Hours
AL102	Allied Modalities II	16	1.6 Quarter Credit Hours
AL103	Allied Modalities III	20	2.0 Quarter Credit Hours
HIV101	HIV/AIDS	4	0.4 Quarter Credit Hours
ET101	Ethics	6	0.6 Quarter Credit Hours
FL101	Florida Law and Rules of Massage	10	1.0 Quarter Credit Hours
CR101	Comprehensive Course Review	20	2.0 Quarter Credit Hours
HY101	Hydrotherapy	16	1.4 Quarter Credit Hours
	TOTAL	720	54.0 Quarter Credit Hours

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

PROGRAM OBJECTIVE

The Massage Therapy Program consists of 54 Quarter Credit hours/720 clock hours with classes in the daytime or evenings. The length of time normally required for completion of the program is seven and a half (7.5) months.

A Massage Therapist becomes licensed in the State of Florida by satisfying the educational requirements of the Florida Board of Massage, and passing the National Certification exam for Therapeutic Massage and Bodywork following graduation.

Our program consists of 54 Quarter Credit hours of coursework and supervised practice.

It is designed to prepare a student to take the required licensure exam as well as preparing the student to become a highly skilled entry-level Massage Therapist, capable of working successfully in a variety of professional facilities and/or be self-employed. The Massage Therapy curriculum is presented in an integrated manner. In this way students build upon a solid foundation of knowledge acquired during the earlier part of the course. Graduates receive a diploma upon graduation.

MEDICAL ASSISTANT

Diploma Program

Total instructional hours: 960 include 240 hours of clinical externship*
Total quarter credit hours: 59.0**

Program Length including Externship:

Days: 12 months
Evenings: 14 months

* Medical Assistant Externship (clinical) is a full-time commitment of 240 hours. Actual times are set by the externship sites. Students are responsible for transportation to and from the extern site, as well as meals.

** The listing of credit hours is not meant to imply that the credits can be transferred to colleges or other private career school programs. Transfer credits are the sole discretion of the receiving school.

Course Number	Course Title Section	Total Course Hours	Course / Credit Hour
MED100	Patient Relations and Communication	50	5.0 Quarter Credit Hours
MED101	Computer Applications	50	3.5 Quarter Credit Hours
MED102	Medical Office Management	100	7.5 Quarter Credit Hours
MED103	Anatomy and Physiology with Medical Terminology	100	10.0 Quarter Credit Hours
NUR101	Clinical Competencies	100	6.0 Quarter Credit Hours
NUR102	Electrocardiography Techniques with CPR	100	6.0 Quarter Credit Hours

Course Number	Course Title Section	Total Course Hours	Course / Credit Hour
LAB101	Laboratory Procedures	100	6.0 Quarter Credit Hours
LAB102	Phlebotomy Techniques	100	6.0 Quarter Credit Hours
BUS101	Professional Development	20	1.0 Quarter Credit Hours
MA180	Clinical Externship	240	8.0 Quarter Credit Hours
	TOTAL	960	59 Quarter Credit Hours

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

PROGRAM OBJECTIVE

The objective of the Medical Assistant Program is to prepare students with sufficient theoretical knowledge and hands on skills to qualify for an entry level position as a Medical Assistant in a clinic or a physician's office. The duties of a Medical Assistant are very important, varied and interesting. Whether in a physician's office, a clinic or a hospital, the Medical Assistant performs many services on behalf of the physician. These may include admissions, preparing patients for examinations and/or treatment, performing lab work, diagnostic equipment, and performing EKG's. The Medical Assistant is also responsible for patient records. A diploma is issued to students who have successfully completed the program.

MEDICAL OFFICE ADMINISTRATION

Diploma Program

Total instructional hours: 960 include 240 hours of administrative externship*
 Total quarter credit hours: 62.0**

Program Length including Externship:

Days: 12 months
 Evenings: 14 months

* Medical Office Administration Externship is a full-time commitment of 240 hours. Actual times are set by the externship sites. Students are responsible for transportation to and from the extern site, as well as meals.

** The listing of credit hours is not meant to imply that the credits can be transferred to colleges or other private career school programs. Transfer credits are the sole discretion of the receiving school.

Course Number	Course Title Section	Total Course Hours	Course / Credit Hour
MED100	Patient Relations and Communication	50	5.0 Quarter Credit Hours
MED101	Computer Applications	50	3.5 Quarter Credit Hours

Medical Office Administration Program (continued)

Course Number	Course Title Section	Total Course Hours	Course / Credit Hour
MED102	Medical Office Management	100	7.5 Quarter Credit Hours
MED103	Anatomy and Physiology with Medical Terminology	100	10.0 Quarter Credit Hours
NUR101	Clinical Competencies	100	6.0 Quarter Credit Hours
MOA101	Health Records and Claims Management	100	7.5 Quarter Credit Hours
MOA102	Health Information Processing	100	6.0 Quarter Credit Hours
MOA103	Medical Coding and Compliance	100	7.5 Quarter Credit Hours
BUS101	Professional Development	20	1.0 Quarter Credit Hours
MOA190	Administrative Externship	240	8.0 Quarter Credit Hours
	TOTAL	960	62.0 Quarter Credit Hours

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

PROGRAM OBJECTIVE

The objective of the Medical Office Administration Program is to prepare students with sufficient theoretical knowledge and hands on skills to qualify for an entry level position as a Medical Administrative Assistant in a clinic or a physician's office. The duties of a Medical Administrative Assistant are very important, varied and interesting. Whether in a physician's office, a clinic or a hospital, the Medical Administrative Assistant performs many services on behalf of the physician. Having knowledge of the business of healthcare, plus training in computer applications and basic clinical skills, Medical Administrative Assistants will contribute to the smooth functioning of the modern healthcare facility. Graduates of this program may find entry-level employment as Medical Administrative Assistants in medical or dental offices, health insurance companies, ambulatory care facilities, billing centers, or medical record facilities, as well as clinics and home health agencies.

SKIN CARE

Diploma Program

Total Service Hours: 60 Hours
Total Clock Hours: 300 Hours
Program Length: 3-4 Months

Course Number	Course Title	Service Hours	Course / Clock Hours
FLL102	Florida Law and Rules	–	5 Clock Hours
FLL103	HIV/AIDS Training	–	4 Clock Hours
SK101	Sanitation and Sterilization	–	30 Clock Hours
SK102	Hair Removal	–	56 Clock Hours
SK103	Practical Application	40	150 Clock Hours
SK104	Salesmanship/Salon Management	–	15 Clock Hours
SK105	Make Up	10	20 Clock Hours
SK106	Advanced Techniques	10	20 Clock Hours
	TOTAL	60	300 Clock Hours

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

PROGRAM OBJECTIVE

Licensed by Registration. The objective of this program is to provide complete training in the field of skin care. A registered skin care professional's opportunities include skin care operator or manager, skin consultant or technician, and owning your own salon. The length of time normally required for completion of the program is 3-4 months.

COURSES DESCRIPTIONS

AL 101 – Allied Modalities I

6.6 Credits

Students are introduced to a large variety of specialties of the massage industry.

Adjunct Modalities 1, 2, 3. This class is designed to acquaint the student with various modalities.

Discussions, demonstrations and practice of circa 25 modalities introduce the student to optional areas of specialization within the massage profession.

Asian Bodywork. The purpose of Asian bodywork is to give the students a basic understanding of the Eastern philosophies of the human body, health and bodywork. Chinese medicine, meridian systems and Japanese shiatsu are discussed, demonstrated and practiced.

CranioSacral Therapy. This technique is used for finding and correcting cerebral and spinal imbalances or blockages that may cause physical, emotional, and intellectual dysfunctions. The class includes an overview of theory, as well as demonstration and practice.

Energy Techniques. The awareness of energy is discussed with hands-on practice of working with various light or no-touch techniques.

Feldenkrais. This is an educational system centered on movement, aiming to expand and refine the use of the self through awareness. The class includes theory, demonstration and practice.

Geriatric Massage. Physical, emotional and social problems faced by the elderly are discussed along with indications, contraindications, and appropriate treatment. Techniques are demonstrated and practiced.

LomiLomi. LomiLomi is a traditional Hawaiian form of health care, representing a holistic approach to health and wellness. LomiLomi emphasizes spirituality and healing through massage, stretching, joint mobilization, ceremonies, ritualistic practice and prayer.

Spa Techniques 1, 2. A variety of spa therapy techniques are instructed, demonstrated and practiced by students to experience an assortment of treatments being offered in spas.

Prenatal and Infant Massage. The specifics of each trimester of pregnancy, common discomforts and warning signs of serious complications are discussed followed by a demonstration and practice. The infant massage class teaches the students the benefits of massage to the newborn and infants. The instructor may demonstrate on an infant while the students practice on large baby dolls.

Reflexology. Students are introduced to the manual technique for manipulation of the reflex points on hands and feet, based on the theory that specific points affect other body organs and areas. The class includes demonstrations and practice.

Thai Massage. This is an introduction to the realm of Thai massage, which is an interactive manipulation of the body using passive stretching and gentle pressure along energy lines combined with yoga postures. The class includes demonstrations and practice.

AL 102 – Allied Modalities II

1.6 Credits

This course provides students with a variety of self care techniques.

Holistic Health Principles 1, 2. Natural health care is presented stressing the prevention of disease rather than its cure. Methods for preventing common conditions are introduced, along with simple home remedies using charcoal, aloe, garlic, and common herbs.

Relaxation Techniques. Students learn how to relieve stress through relaxation techniques and ways to improve their learning and memory skills.

Ergonomics. An introduction to the use of proper body mechanics to prevent injury.

AL 103 – Allied Modalities III

2.0 Credits

Proper professional skills are of the essence for massage therapists. This course covers industry awareness; job search basics and practical ideas for promotion and marketing are examined and reviewed with students. Additionally, standards and business procedures are covered.

Advanced S.O.A.P. Notes. Students learn S.O.A.P. note charting with appropriate medical terminology.

Industry Awareness. A class aimed at familiarizing students with the different facets of the beauty and wellness industries, such as general industry trends; the spa environment; Medical Massage clinics; Holistic Health Centers; On-site Sports Massage; Outcall Agencies; Yachts and Cruise ships; and Private

Practice. Students are introduced to a broad range of professional resources including associations, magazines, websites, and continuing education providers.

Job Search Basics. Students are presented with necessary skills to successfully find employment in their field of choice after graduation. Topics include: scanning and understanding job offers; resume writing; presentation and grooming; interview skills; and salary negotiations.

Business Practices. This class provides students with the technical skills necessary to start a private practice and/or be employed as an independent contractor. Topics include: business plan basics; business entities; budgeting and financing; business registration; tax information; business accounts; using SBA resources; choosing a liability insurance; massage establishment license and basic accounting skills.

Private Practice Building and Marketing. Attention is directed towards the importance of efficient marketing techniques in order to acquire and keep a solid client base. Students will learn how to write a marketing plan; target specific markets; build a website; participate in community events; select efficient advertising; get publicity for their business; network; and acquire solid marketing tools: business cards; gift certificates; brochures, flyers, and postcards.

BUS101 – Professional Development **1.0 Credit**

This course is designed to assist students to learn the importance of personal skills needed to succeed in chosen profession as well as develop strong skills necessary to determine career path, find a job and succeed in the competitive work place.

C0101 – Manicure and Pedicure **120 Clock Hours**

Students learn to use professional manicuring implements, supplies, and procedures for shaping and polishing the nails of both hands and feet.

C0102 – Chemical Waving and Relaxing **100 Clock Hours**

Students learn to use professional chemicals and implements in waving and relaxing the hair.

C0103 – Hair Shaping **200 Clock Hours**

Students develop the ability to use hair shaping implements to cut hair.

C0104 – Hair and Scalp Treatments **60 Clock Hours**

Students learn scalp stimulation and other hair treatments.

C0105 – Hair Coloring **150 Clock Hours**

Students learn lightening, permanent, and semi-permanent hair coloring.

C0106 – Shampoo and Rinse **70 Clock Hours**

Students learn proper scalp and hair preparation techniques.

C0107 – Hair Arranging **300 Clock Hours**

Students learn a variety of hair styles.

C0108 – Facials, Hair Removal and Makeup **120 Clock Hours**

Students learn to administer a facial, a variety of hair removal techniques and application of make-up.

C0109 – Sanitation and Sterilization **40 Clock Hours**

Use of chemicals and ultraviolet to clean and sterilize instruments.

C0110 – Salon Management / Market View **20 Clock Hours**

Cover business ethics, management of staff and clients, and overview of the current employment market.

CR 101 – Comprehensive Course Review **2.0 Credits**

Includes 8 hours of review, 4 hours of electronic Board Exam practice, Licensure Application, and the Final Exam.

ET 101 – Ethics **0.6 Credits**

A course discussing the importance of professional morals, values and principles appropriate for health care professionals which includes upholding the integrity of the profession, respecting each client, staying committed to high quality of service, and working within the scope of the practice.

FL 101 – Florida Statutes and Rules of Massage **1.0 Credit**

The Florida Department of Health, Board of Massage has established Chapter 480 to protect the public from unqualified massage therapists. Rules and regulations of state law are thoroughly presented to acquaint students with the legal parameters of their practice.

FLL101 – Florida Law, AIDS / HIV **20 Clock Hours**

Overview of cosmetology law, rules, and regulations. Specialty registration for handling HIV/AIDS issues.

FLL102 – Florida Law and Rules **5 Clock Hours**

An overview of cosmetology law, rules, and regulations for both health and economic matters.

FLL103 – HIV/AIDS Training **4 Clock Hours**

The fundamentals of HIV including modes of transmission, infection control procedures, and prevention.

HIV 101 – HIV/AIDS **0.4 Credits**

This course details the history, means of exposure and protection, pathology, and symptoms of the HIV virus. Students are taught universal precautions.

HY 101 – Hydrotherapy **1.4 Credits**

Students learn indications, contraindications, and use of various water therapies including saunas, steam baths, whirlpools, contrast baths, and hot and cold packs is covered.

Water Shiatsu. Water Shiatsu is a gentle form of body therapy performed in a pool. It combines elements of massage, joint mobilization, shiatsu, muscle stretching and dance.

Colon Therapy. Colon Hydrotherapy is the gentle infusion of water to clean the colon. Students are taught about colon irrigation through lecture, and a demonstration of a colon hydrotherapy session.

LAB101 – Laboratory Procedures

6.0 Credits

This course provides an overview of microbiology concept, immune system anatomy and physiology as well as aseptic techniques with emphasis on aseptic technique proficiency and OSHA and CLIA regulations as they apply to laboratory environment and its impact on transmission of infectious diseases. Sterilization techniques are also discussed, including type of material and instrumentation exposed to sterilization, handling sterile field and assisting with minor surgical procedures. Equipment and proper techniques are demonstrated and practiced. Emphasis is also placed on proper techniques of collecting laboratory specimen other than blood as well as appropriate documentation corresponding with the collection of different samples. At this time the student learns anatomy and physiology of the urinary system and its impact on collecting proper variety of urine samples. Concept of urinalysis is also introduced, including physical, chemical and microscopic examination of urine, normal and abnormal urine components as well as basic collection of various urine samples.

LAB102 – Phlebotomy Techniques

6.0 Credits

This course teaches the fundamentals of blood structures and functions as well as blood chemistry. Emphasis is placed on proper blood specimen collection from adults, children and infants as well as laboratory testing. The students learn how to perform hematological tests to aid in the diagnosis of illness and pathological conditions by using various testing techniques and equipment. A basic overview of blood count and the process of visualizing and performing red blood cell counts are covered. The practice of venipuncture is initiated and the student learns several techniques and the precautions involved in the proper procedure. The student practices blood collection and the proper handling and storage of samples.

MA180 – Clinical Externship

8.0 Credits

The course is designed to provide students with the experience of the working environment in health care facilities.

The student will be placed in a physician's office, clinic, hospital or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health-care practitioners and will experience various aspects of the medical facility.

MED100– Patient Relations and Communication

5.0 Credits

This course provides the student with an overview of the legalities and ethical behavior associated with medical facilities. Topics such as the history of medicine as well as future trends will be discussed. The student is introduced to the standards of licensure, certification/registration, and medical governing organizations. This course introduces the student to personal qualities necessary to function in the clinical environment. It clearly defines the "healthcare team" in various specialty facilities. The students are introduced to the attitudes towards illness and the cultural differences, beliefs and geographical impacts on those attitudes. The course defines the different types of laws that govern physicians/hospitals, and their employees. HIPAA regulations are extensively discussed. Documentation of medical records,

maintenance and patient confidentiality are covered, including, but not limited to, drug screening, child and elderly abuse, HIV/AIDS patient, rape, and disabilities as well as the “Good Samaritan Law”.

MED101– Computer Applications

3.5 Credits

Students in this course will learn how computer operations and software applications, such as word processing, spreadsheet, database, and presentation software work together to increase productivity in the workplace.

MED102 – Medical Office Management

7.5 Credits

This course provides the student with an overview of the legalities and ethical behavior associated with medical facilities. This course introduces the student to personal qualities necessary to function in the clinical environment. It clearly defines the “healthcare team” in various specialty facilities. The students are introduced to the attitudes towards illness and the cultural differences, beliefs and geographical impacts on those attitudes. The course defines the different types of laws that govern physicians/hospitals, and their employees. This course also provides instruction in the fundamentals of the operation and maintenance of a medical office. The students will learn all skill necessary to manage the medical facility such as telephone techniques, basic financing and accounting procedures, appointment scheduling as well as proper filing techniques and charting procedures. This course is aimed at teaching basic coding and third party billing. The concepts of ICD-9, CPT-4, and HCPCS level II coding systems are covered. The student learns the CMS-1500 claim instructions and is then introduced to managed care, commercial payers and government insurance agencies such as Medicaid, Medicare and workers’ compensation. The student receives practice in preparing claims using the Medisoft program.

MED103 – Anatomy and Physiology with Medical Terminology

10.0 Credits

This course provides an introduction to the various systems of the body and principles of human Physiology. The course will include the study of the skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine, integumentary, and reproductive systems. This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. Furthermore, along with learning anatomy and physiology of the above mentioned body systems, the student will learn necessary medical terminology related to those systems as well as diagnostic and laboratory testing. Correct pronunciation, spelling and the definition of medical terms will be covered.

MOA101 – Health Records and Claims Management

7.5 Credits

In this course the student will be introduced to the medical records and their content. Reasons and principles of documentation are also introduced as well as the importance of maintaining accurate records. The equipment and supplies needed in a health record area of the office are presented and students learn how to properly set up files. Students will practice filing rules, techniques and procedures as well as proper correspondence and legal aspects of record request and release. The course also covers techniques of processing payment for services, collection problem solving as well as office and insurance collection strategies.

MOA102 – Health Information Processing**6.0 Credits**

This course provides an overview of health insurance industry including private, commercial, and governmental insurance as well as concept of managed care plans. Students will study in details the differences in claim processing for Blue plans, Medicare, Medicaid, Medigap, Tricare CHAMPUS, CHAMPVA, Workers' Compensation and disability insurance.

MOA103 – Medical Coding and Compliance**7.5 Credits**

This course is aimed at teaching basic coding for physician office and hospital. The concepts of ICD-9, CPT-4, and HCPCS level II coding systems are covered. The student learns the CMS-1500 and UB-92 claim instruction. Upon completion of this course, students will be able to apply their knowledge and skills in the use of Current Procedural Terminology(CPT) and International Classification of Diseases (ICD) as well as their use in claims processing and medical procedures coding managed care, commercial payers and government insurance agencies such as Medicaid, Medicare and workers' compensation, different systems of coding and reimbursement as well as diagnosis related groups, ambulatory groups, benefit form, electronic submissions. The student receives practice in preparing claims using the Medisoft program.

MOA190 – Administrative Externship**8.0 Credits**

The course is designed to provide students with the experience of the working environment in health care facilities. The student will be placed in a physician's office, clinic, hospital or other suitable facility to practice and enhance their administrative skills. The student will be supervised by the physician or other qualified health-care practitioners and will experience various aspects of the medical facility.

MT 101 – Massage Theory and Practicum I**0.4 Credits**

Swedish Massage Basic Strokes Labs # 1, 2. As part of the first week of training, students are introduced to the five categories of Swedish massage, and the numerous variations of strokes in each category. Special attention to proper body mechanics and draping procedures are addressed.

MT 102 – Massage Theory Practicum II**3.0 Credits**

Swedish Massage Labs # 3, 4, 5. Labs consist of structured massage classes where students are taught a basic routine pertaining to each body part. After basics, massage labs are expanded to integrate additional soft tissue modalities, theories, practices, and applications.

Swedish Massage Practicum. Students practice on fellow students to hone their massage skills. This practicum offers the student time to explore learned techniques at their own pace and needs with an instructor present.

MT 103 – Massage Theory and Practicum III**4.2 Credits**

Swedish Massage Labs # 6, 7, 8. Labs consist of structured massage classes where students are taught a basic routine pertaining to each body part. After basics, massage labs are expanded to integrate additional soft tissue modalities, theories, practices, and applications.

Chair Massage. Students learn how on-site chair massage can be utilized and the benefits of chair massage in building a practice. After this class students may participate in optional off campus events such as health fairs and conventions.

Intro to Internship and S.O.A.P. Notes. Students learn the procedures for processing medical intake forms and proper charting of findings and treatment progress. This is in preparation for the student's internship.

Swedish Massage Practicum. Students practice on fellow students to hone their massage skills. This practicum offers the student time to explore learned techniques at their own pace and needs with an instructor present.

MT 104 – Massage Theory and Practicum IV

8.2 Credits

Medical and Sports Massage. Students learn to apply their knowledge of different pathologies studied during the anatomy and physiology course regarding possible indications or contraindications for the use of massage. Approach and protocol for treatment in situations where massage is indicated are covered. Practical, hands-on sessions consisting of addressing specific conditions of various body areas which will incorporate modalities learned in previous classes.

Sports massage addresses injuries common to particular sporting activities, in which way massage can help, and how pre and post-event massage can reduce the frequency of such injuries.

Treatment Plans. Students learn how to establish a targeted and well-balanced treatment plan according to the information provided on the intake form and through an interview with the client.

Internship 1. After completing at least 100 hours of student-on-student practicum, plus two hands-on evaluations, students are eligible to work as interns under the supervision of an instructor. This enables students to develop confidence and refine their skills.

Manual Lymphatic Drainage. Students learn the benefits and special applications of MLD technique to stimulate flow of lymphatic fluid.

Multi-hand Techniques. Students learn to perform tandem four-handed massage, and other techniques that require more than one therapist per massage client.

Neuromuscular Techniques 1, 2. Students are introduced to the technique in which the application to trigger points to break the cycle of spasm and pain. Methods of assessing and as well as treating specific conditions are addressed.

Rolfing. An introduction and demonstration of bodywork aimed toward working the connective tissues of the body to achieve structural and postural changes.

Stone Massage. A popular modality used in spa and salons. A combination process that uses heated and cooled stones placed on the body and are moved with slow massage strokes.

Massage Practicum. Students practice on fellow students to hone their massage skills. This practicum offers the student time to explore learned techniques at their own pace and needs with an instructor present.

MT 105 – Massage Theory and Practicum V**3.0 Credits**

Swedish Massage Practicum. Students practice on fellow students to hone their massage skills. This practicum offers the student time to explore learned techniques at their own pace and needs with an instructor present.

Internship 2. This is a continuation of Internship 1, allowing the student to become more comfortable in a professional setting.

MT 106 – Massage Theory and Practicum VI**4.0 Credits**

Internship 3. After completing 220 hours of practicum and three evaluations, students are eligible to work as interns under supervision of an instructor. At this stage an 80-hour internship program is included within the practicum.

This offers the student an opportunity to further refine their skills by incorporating previously learned techniques.

MT 107 – Massage Theory and Applications**1.2 Credits**

Western Massage Theory. After having acquired a basic knowledge of anatomy, physiology and pathology, in-depth information regarding the effects of massage on the body and appropriate application of western massage is address. In addition, the importance of professionalism, appearance, communication skills and boundaries is emphasized.

Medical Errors. Information that addresses the reduction and prevention of medical errors to ensure the client's safety is taught.

NUR101 – Clinical Competencies**6.0 Credits**

This course introduces the student to basic clinical and nursing skills such as vital signs, assisting with basic and specialty examinations, and patient preparation. Anatomy, physiology and medical terminology of special senses are discussed and its function in hearing and vision testing. Students receive the practical experience of the patient interview techniques and collecting data for medical history. Emphasis is placed on specialty examination preparation and assistance. Rehabilitation process is also introduced. Students will learn the use and teaching of crutch walking and ambulatory rehabilitation. Principles of radiology are also discussed.

NUR102 – Electrocardiography Techniques with CPR**6.0 Credits**

This course teaches the anatomy and physiology of the heart and its relationship to ECG (EKG) procedures. Students learn how to prepare the patient for the procedure and perform the standard 12 lead ECG (EKG). In addition students learn how to recognize and troubleshoot artifacts appearing in the tracing, abnormal rhythms and classify simple arrhythmias and recognize their clinical significance. The student is introduced to variations in ECG (EKG) testing such as exercise ECG (EKG) and ambulatory monitoring. During the course of study, students will also be introduced to clinical pharmacology and different routes of drug administration. At the end of the course the student will receive basic CPR training.

SC 101 – Anatomy and Physiology I**0.8 Credits**

As part of the first week of training, students learn the scientific language and concepts of the body's systems. This introduction to the human body is lecture, focusing on medical terminology. Upon completion of this course students have a basic understanding of the cells and tissues of the body and how anatomical terms are used.

SC 102 – Anatomy and Physiology II**7.6 Credits**

Students learn the scientific language and concepts of the skeletal and muscular systems. This in-depth study includes lectures, descriptive observation, demonstrations and applied anatomy labs. Upon completion of classes, students have a working knowledge of the components and functions of the skeletal and muscular systems and kinesiology. Related pathologies as well as indications and contraindications for massage pertaining to these systems are also addressed.

SC 103 – Anatomy and Physiology III**6.0 Credits**

Students learn the scientific language and concepts of the body's systems. This in-depth study includes lectures, descriptive observation, and demonstrations. Upon completion of classes, students have a working knowledge of the components and functions of the integumentary, nervous, cardiovascular, respiratory, digestive, urinary, endocrine, and lymphatic systems. Pathology as well as indications and contraindications for massage pertaining to these systems are also addressed. In addition the student learns Cardio-Pulmonary Resuscitation, the Heimlich maneuver, as well as recognizing situations in which these techniques are to be applied. The instructor presents the students with various common situations, symptoms, and procedures surrounding the administration of these techniques.

SK101 – Sanitation and Sterilization**30 Clock Hours**

Sanitization of implements and equipment with chemical agents.

SK102 – Hair Removal**56 Clock Hours**

Students gain knowledge of electrical and chemical hair removal.

SK103 – Practical Application**150 Clock Hours**

Improve skin appearance via massage techniques and cosmetic creams.

SK104 – Salesmanship / Salon Management**15 Clock Hours**

Day to day salon operations, retail sales, and customer service.

SK105 – Make Up**20 Clock Hours**

Proper application techniques for differing skin tones and events.

SK106 – Advanced Techniques**20 Clock Hours**

Specialized focused on various advanced modalities of skin care.

SUPPLEMENT A

PROGRAM START DATES CALENDAR

2012 START DATES

MASSAGE THERAPY PROGRAM

Start Date	Estimated Grad Date
1/9/12	8/12/12
2/21/12	9/30/12
4/2/12	11/11/12
5/21/12	12/23/12
7/2/12	2/10/13
8/13/12	3/24/13
10/1/12	5/12/13
11/12/12	6/23/13

SKIN CARE PROGRAM – DAY

Start Date	Estimated Grad Date
1/3/12	3/25/12
1/30/12	4/22/12
2/27/12	5/20/12
3/26/12	6/17/12
4/23/12	7/15/12
5/21/12	8/12/12
6/18/12	9/9/12
7/16/12	10/7/12
8/13/12	11/4/12
9/10/12	12/2/12
10/8/12	1/6/13

COSMETOLOGY PROGRAM – DAY

Start Date	Estimated Grad Date
1/3/12	2/10/13
2/13/12	3/24/13
3/19/12	4/28/13
5/7/12	6/9/13
6/11/12	7/21/13
7/23/12	8/25/13
9/4/12	10/6/13
10/8/12	11/10/13
11/12/12	12/22/13

COSMETOLOGY PROGRAM – EVENING

Start Date	Estimated Grad Date
1/3/12	8/25/13
2/13/12	10/6/13
3/19/12	11/10/13
5/7/12	12/22/13
6/11/12	2/9/14
7/23/12	3/23/14
9/4/12	4/27/14
10/8/12	6/8/14
11/12/12	7/20/14

MEDICAL ASSISTANT PROGRAM – DAY

Start Date	Estimated Grad Date
1/3/12	12/23/12
2/13/12	2/10/13
3/19/12	3/24/13
5/7/12	4/28/13
6/11/12	6/9/13
7/23/12	7/21/13
9/4/12	8/25/13
10/8/12	10/6/13
11/12/12	11/10/13

MEDICAL ASSISTANT PROGRAM – EVENING

Start Date	Estimated Grad Date
1/9/12	2/10/13
2/21/12	3/24/13
4/2/12	5/12/13
5/21/12	6/23/13
7/2/12	8/4/13
8/13/12	9/22/13
10/1/12	11/3/13
11/12/12	12/22/13

HOLIDAYS AND VACATION CALENDAR – 2012

OFFICIAL BREAKS CALENDAR	No Classes-School Closed
12/26/2011 - 1/2/2012	Winter 2011 Break
4/30/2012 - 5/6/2012	Spring 2012 Break
8/27/2012 - 9/2/2012	Summer 2012 Break
12/24/2012 - 1/1/2013	Winter 2012 Break
OFFICIAL HOLIDAYS CALENDAR	No Classes-School Closed
1/16/2012	Martin Luther King Day
2/20/2012	President's Day
5/28/2012	Memorial Day
7/4/2012	Independence Day
9/3/2012	Labor Day
11/22/2012	Thanksgiving Day
11/23/2012	Day after Thanksgiving

SUPPLEMENT B

STAFF

STAFF	POSITION
Richard McCulloch	Campus President Full Time
David Brown	Director of Financial Services Full Time
Nina Zandi	Director of Admissions Full Time
James Robert Black, LMT	Director of Education Full Time
Gail Naas, LMT, CT	Director of Career Services Full Time
Lise Benitah, LMT	Program Director Massage Therapy Program Full Time
Anabel De La Vega	Program Director Skin Care Program Full Time
Belinda Roy, NCRMA	Program Director Medical Assistant Program Full Time
Sandy Mazor	Registrar Full Time
Rodrigo Martinez-Davila	Financial Services Advisor Full Time
Marianne Miller	Assistant Director of Admissions Full Time
Bernadette Edwards	Senior Admissions Representative Full Time
Maria Elena Miranda	Admissions Representative Full Time

Jessica Almonte-Deas

Admissions Representative

Full Time

Candice Joyner

Admissions Representative

Full Time

Marie Reid

Operations Manager

Full Time

Roberta Gilmore

Associate Director of Career Services

Full Time

Victoria Ramanuskas

Student Services Representative

Full Time

FACULTY

FACULTY

PROGRAM

Lise Benitah, LMT

License # MA 9462

Program Director/Instructor

Massage Therapy Program

Full Time

Anabel De La Vega

License # FB0720583

Program Director/Instructor

Skin Care Program

Full Time

Belinda Roy, NCRMA

Florida Career College

Pembroke Pines, FL

Program Director/Instructor

Medical Assistant Program

Full Time

Bernadette Colgan, LMT

License # MA 28784

BA in International Relations

Marymount Manhattan College

New York, NY

Instructor

Massage Therapy Program

Part Time

Carla DiMauro, BA, LMT

License # MA 19619

Stetson University

DeLand, FL

Events Coordinator/ Instructor

Massage Therapy Program

Part Time

Claire Forrest, LMT

License # MA 13255

Instructor

Massage Therapy Program

Part Time

Lavaughn Gearhart
License # CL1187638

GuadelupeMendieta
License # CL 023303

Arynette Neal, BA, LMT
License # MA 40883
University of North Texas
Denton, TX

Katrena Newton
License # CL1192265

Don Spence, LMT
License # MA 40883

Gustavo Troche, AS
License # CL1197884
Pontifical Catholic University of Puerto Rico
Ponce, Puerto Rico

Michelle Boigris, MOA, NCRMA, BSL/Trainer
Allen School for Physician Assistants, Jamaica, NY

Instructor
Cosmetology Program
Full Time

Instructor
Cosmetology Program
Full Time

Instructor
Massage Therapy Program
Part Time

Instructor
Cosmetology Program
Part Time

Instructor
Massage Therapy Program
Part Time

Instructor
Cosmetology Program
Full Time

Instructor/Education Supervisor
Academic Resource Center Manager
Full Time

SUPPLEMENT C

TUITION AND FEE SCHEDULE

The tuition and fee schedule by program is as follows:

PROGRAM	1ST ACADEMIC YEAR TUITION*	2ND ACADEMIC YEAR TUITION*	APPLICATION and OTHER FEES*	TOTAL FEES*
Medical Assistant	\$ 14,970.00	\$ 4,000.00	\$ 25.00	\$ 18,995.00
Dental Assistant	\$ 14,970.00	\$ 4,000.00	\$ 25.00	\$ 18,995.00
Medical Office Administration	\$ 14,970.00	\$ 4,000.00	\$ 25.00	\$ 18,995.00
Massage Therapy	\$ 12,845.00	–	\$ 150.00	\$ 12,995.00
Cosmetology	\$ 12,435.00	\$ 3,410.00	\$ 100.00	\$ 15,945.00
Skin Care	\$ 3,000.00	–	\$ 449.00	\$ 3,449.00

*SUBJECT TO CHANGE WITHOUT NOTICE