A Division of Raphael's School of Beauty Culture, Inc.

2014
January 2014 - VOLUME 9

CATALOG OF GENERAL INFORMATION

MASSAGE THERAPY

BOARDMAN
615 Boardman-Canfield Rd.
Boardman, OH 44512
(330) 782-3395
Certificate of Registration #11-07-1970T

Visit our website:
www.RaphaelsMassageTherapySchool.com
Admissions 1-800-511-6405
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GOVERNING BODY:

Ralph P. Delserone, III
P.O. Box 238
Girard, OH 44420
(330) 652-1559

MISSION STATEMENT:
The mission of this school is to prepare students to become successful in their chosen field of massage, to encourage self growth, motivation, professionalism and prepare them to pass the state licensing exam.

ACCREDITED SCHOOLS:
Any students interested in obtaining information on tuition and fees at any other NACCAS-accredited school within this state may send a stamped, self-addressed envelope to the following address requesting this information:

NACCAS
4401 Ford Ave., Suite 1300
Alexandria, VA 22302
(703) 600-7600

ADMINISTRATIVE STAFF:
Owner Ralph P. Delserone, III

Ralph brings extensive knowledge to the industry. His mother, Jacquilyn Eusanio, started out with one salon in 1965, continuing to create a chain of salons, a Cosmetic Therapy college and Raphael’s School of Beauty Culture, Inc. After graduating from college, Ralph worked alongside his mother running the daily operations of the schools, then purchased the schools from her in 2006.

CORPORATE STAFF: (full-time)
Ralph Delserone Owner BS in Finance from Gannon Univ.
Carly Allen Vice President of Operations 45 years licensed Cosmetology Instructor
Michelle Benson Financial Aid Director 29 years Director of Financial Aid for 8 beauty schools
Lisa Collins Director of Student Services 13 years admissions & compliance

FACULTY: (Massage Therapy)
Mary Kay Beig Massage Therapy Instructor 14 years Licensed L.M.T.; A.A.S. Massage Therapist
Dr. Ronald Fasline Anatomy & Physiology Instructor Retired Medical Doctor
THE SCHOOL:
Raphael’s School of Beauty Culture, Inc. was established in 1958 as McKinley Heights College of Cosmetology and acquired in 1970 by Jacquilyn Eusanio. In 2006, Jacquilyn’s son, Ralph Delserone, purchased the schools from her and started the Massage Therapy program in 2008. In the school’s 40-year history the keystone of this educational program has been and remains today “quality.” The graduates have gone on to become successful operators, teachers, massage therapists, salon owners and sales representatives in the fields of cosmetology and massage therapy.

SCHOOL’S FACILITIES:
All of our schools are handicapped-accessible and have central air conditioning for your comfort in the summer and gas heat in the winter. All areas are appropriately furnished and well-lighted. The schools consist of classrooms, practical rooms, facial rooms, clinic areas, lunch rooms, offices, and lockers.

FINANCIAL AID:
We offer Federal Pell Grants, which do not have to be repaid as long as the student completes the course, and Federal Direct Student Loans, which must be repaid, to those students who qualify.

Advance of funds to students are at the discretion of the school until such time as all tuition and fees have been received.

CONSUMER INFORMATION:
Available upon request.

STARTING DATES:
You may enroll on any day of the month. The Massage Therapy program starts at the Boardman campus only on the third Monday of each month.

ENROLLMENT:
Students who enroll in the Massage Therapy course and attending on a full-time schedule will complete their course in not less than 9 months and students attending on a part-time schedule will complete their course in approximately 12 months. We currently only offer a part-time schedule.

SCHOOL HOLIDAYS:
Our schools are closed on the following holidays:


School closures for extenuating circumstances:

If the Raphael’s school in which you are attending is closed for any reason, it will be broadcast on TV Channels 21, 27, 33, 3, 19, 23, 25, & 43 and Radio Stations HOTFM101, K105, Mix106.5, Magic105.7, WGAR99.5, KISS96.5, & WMMS100.7. Text messages will also be sent to students who have requested to be on the notification list.

TEXTBOOKS AND EQUIPMENT:
The books and supplies you receive become your responsibility and you are expected to maintain them by replacing lost or broken articles in order that you may practice your work properly. Books and supplies are separate from tuition and are non-returnable.

Any personal items or equipment or books left on the school’s premises by any students for more than 30 days after graduation or discontinuation become the property of Raphael’s School of Beauty.
**TRANSFER POLICY:**
Raphael’s does not accept hours transferred from another massage therapy school.

**LICENSING REQUIREMENTS FOR MASSAGE THERAPY:**
Massage is the treatment of disorders of the human body by the manipulation of soft tissue through the systematic external application of massage techniques including touch, stroking, friction, vibration, percussion, kneading, stretching, compression, and joint movements within the normal physiologic range of motion; and thereto, the external application of water, heat, cold, topical preparations, and mechanical devices.

Individuals applying for a Massage license must meet the following requirements:
1. Study of Massage Therapy
   a. Hold a high school diploma or equivalent.
   b. Course of instruction must be for a period of not less than nine months and a minimum of seven hundred fifty clock hours at an approved school of Massage Therapy (Rule 4731-1-16).
   c. Subjects include both Practical and Theoretical instruction as well as Anatomy, Physiology, Ethics, Clinical Program and Hygiene; and such other subjects as the Board deems necessary and appropriate to Massage.

2. Possess sufficient character and moral standing
   a. All individuals are required to submit to a FBI and BCI & I background check. Final licensure eligibility based on an individual’s background is determined on a case by case basis during the application process. It is the sole decision of the individual whether or not to enroll in massage therapy school if there is a derogatory mark on his or her background.

3. Pass the MBLEx (Massage and Bodywork Licensing Exam) administered by the Federation of State Massage Therapy Boards. Information regarding the MBLEx is found on the Federation’s website: http://fsmtb.org.

4. Out-of-State Graduates
   Go to http://med.ohio.gov/pdf/eligibility-requirements.pdf for licensure requirements if you graduated massage therapy school outside Ohio.

5. The application for licensure may be downloaded at: http://med.ohio.gov/pdf/Applications/mtapp.pdf. Applicants may also email the Board to request an application: med.ct.mt@med.state.oh.us or call the Medical Board at 614-466-3934.

6. The fee for the application is $150.00. Fees submitted are neither refundable nor transferable. The fee must be submitted with the application before the review process will begin which is typically ten to twelve weeks.
**LICENSING AND ACCREDITATION:**
Our schools are currently registered with:

State Board of Career Colleges and Schools
30 East Broad Street
Suite 2481
Columbus, OH 43215
(614) 466-2752 or 800-275-4219
Registration #07-01-1813T

Our schools are nationally accredited* by:

NACCAS
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600

**ENROLLMENT AGREEMENT:**
Upon execution of this agreement, the student and the sponsoring guarantors, if any, become fully liable for the total fees of said course in accordance with our refund policy.

It is understood and agreed that part of the curriculum of the course includes practice by the students upon each other and upon other individuals of the various techniques, methods and practices of massage therapy.

The student agrees to abide by all rules, regulations, and procedures of our school. Every student is required to attend their contracted schedule which includes evenings and Saturdays. A schedule may be posted in advance with the students’ names and dates they are to be in attendance, however, it is the sole responsibility of the student to know the Saturdays they are scheduled to attend.

**ACCESS TO ACADEMIC RECORDS:**
Students and parents or guardians of dependent minors have the right to gain access to their cumulative records by appointment under the supervision of an instructor. Information pertaining to a student’s cumulative record will be released within 10 days of written instructions and/or written permission (per request) of the student and/or guardian if the student is under legal age or to any regulatory agency, such as NACCAS, that may request this information. A fee of $15.00 will be charged for all written requests for a copy of student’s file from the student and/or guardian if the student is under legal age.

**TERMINATION POLICY:**
Student agrees, as a condition of acceptance, to adhere to the policies for grading, attendance, conduct and graduation as described. Failure to adhere and abide by these rules and regulations may result in suspension or termination.

**STUDENT RECRUITMENT:**
It is the policy of this school not to recruit any students who are admitted or are currently attending another massage therapy school. We do not employ the services of a Recruiting Agent to Agency for any kind. We do not use employment agencies to recruit prospective students. We do not place ads in help-wanted sections to recruit students and prospective students are not led to believe they are responding to a job opportunity. We do not recruit students at welfare offices, unemployment lines, food stamp centers, homeless shelters or nursing homes. We rely solely on advertising and word-of-mouth recommendations from our current students and graduates.
ADMISSION POLICY for MASSAGE THERAPY:

- All prospective Massage Therapy students must take a basic skills test and pass this test with a 70% or higher. The test consists of 34 verbal questions and 16 math questions.

- All prospective students must complete an Admissions Application and return it to the Boardman campus.

- All applications will be reviewed and approved by the campus Admissions Representative and campus Manager.

- Incomplete applications will not be considered for review.

- Applications received from an applicant with a felony conviction will be further reviewed by the school’s owner, directors, staff, and campus Admissions Representative and Manager. The Medical Board of Ohio does not guarantee licensure for those with a felony conviction.

- Submitting an application does not guarantee admission.

- Prospective students will be notified by phone of approval or denial of admission.

- In the event a prospective student cannot be reached via phone, a letter will be mailed to the address provided on the Admissions Application.

- Raphael’s School of Massage Therapy reserves the right to approve or deny admission based on information gathered from the Admissions Application, during conversations with prospective students or friends and family members of prospective students (on the phone or in person), letters written by or on the behalf of a prospective student, or any other form of communication.

  Raphael’s School of Massage Therapy teaches all courses in English only.

ADMISSION REQUIREMENTS:

Our school only admits as students persons having the following:
  Proof that the student is beyond the age of 16;
  Proof of high school graduation or equivalent;
  Pass a basic skills test administered by the school with a 70% or higher;
  Complete and return an Admissions Application;
  Non-resident and/or alien students must provide proof of residency and/or authority to earn income in order to receive

  Ohio State Medical Board will not grant a Massage Therapy license to an individual with a felony conviction. A background
**STUDENT COMPLAINT PROCEDURE:**
It is the policy of Raphael’s School of Massage Therapy that all complaints received from students must be in writing, signed, dated, and mailed to the main office at:

Raphael’s School of Beauty Culture, Inc.
615 Boardman Canfield Rd.
Boardman, OH 44512

All complaints will be reviewed by the school President, Director, Financial Aid Administrator, and location manager. All plans of action and/or correction will be discussed at the meeting and a written response will be given or mailed to the student within thirty (30) business days. This gives the committee ample time to review the complaint and take appropriate action.

After following the school’s published complaint procedure, massage students may direct any problem or complaint to:

Executive Director
State Board of Career Colleges and Schools
30 East Broad Street
Suite 2481
Columbus, OH 43215
(614) 466-2752 or 800-275-4219

All students may direct any problem or complaint to:

Executive Director
National Accrediting Commission of Cosmetology Arts and Sciences
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600

**RECORD RETENTION:**
All student academic and financial aid records are maintained a minimum of three (3) years as required by the U.S. Department of Education.

**TUITION:** Price is in effect as of February 1, 2013.

Massage Therapy Course (900 hours) - available at the Boardman location only

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<td>Licensing Fee</td>
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<td>Books and Supply Usage</td>
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<td><strong>Total</strong></td>
<td>$11,750.00</td>
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* Sales tax must be applied at county tax rates for Books and Supplies. Mahoning County: 7.00%

A down payment is required at the time of enrollment for all courses. We do not accept down payments from third-party sources, with the exception of BVR, VA, scholarships and payments made on behalf of wards of the court. An exception to this policy may be made by the school Director on a case by case basis, provided the prospective student can prove an extenuating circumstance exists.

**PAYMENT PLAN:**
Full payment for tuition and fees are due at the beginning of the course, unless the student can demonstrate that he/she is unable to pay the full amount; in that case, monthly payments may be permitted.
REFUND POLICY – MASSAGE THERAPY ONLY:
1. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing within five business days of the signing of the enrollment agreement, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school’s administration in person. This provision shall not apply if the student has already started academic classes.
2. If a student cancels his enrollment after five business days after the signing of the enrollment agreement, but prior to entering classes, he shall be entitled to a refund of all monies paid to the school less the registration fee of $100.00 for the Massage Therapy course.
3. An applicant rejected by the school shall be entitled to a full refund of all monies.
4. For cash students, the school will calculate a refund using the following method to determine the total charges the student owes and deduct any cash payments to determine the balance due, if any.
   a. A student who withdraws before the first class and after the 5-day cancellation period will be obligated for the registration fee.
   b. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
   c. A student who starts class and withdrawals after the academic term is 15% complete but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
   d. A student who starts class and withdrawals after the academic term is 25% complete but before the academic term is 40% completed will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.
   e. A student who starts class and withdrawals after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.
5. For students who receive Federal financial aid and enroll in and begin classes, the school will calculate the Federal Return of Title IV Aid to determine how much Pell Grant funds must be returned to the Department of Education. The school will then calculate a refund using the school’s refund method to determine the total charges the student owes. The school will then deduct the net amount of financial aid and any cash payments from what the student owes to determine the balance the student owes, if any. If a balance remains (this includes cash students), the student must pay the amount due or make satisfactory payment arrangements with the school within 30 days or the student’s account will be turned over to an independent collection agency.

Return of Title IV Aid

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<td>Total charges owed to school</td>
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<td>Financial aid applied to account</td>
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<td>Amount student owes</td>
<td>$3512.00</td>
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Enrollment time is defined as the time elapsed between the actual starting date and the date of the student’s last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in item (2) or a formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance. Formal termination by the school of a student’s enrollment shall occur within 30 days of a determination by the school that the student has withdrawn without notifying the school. Enrollment time for the purpose of calculating refunds is defined as the time elapsed between the actual starting date and the student’s last day of physical attendance. A refund may account for any absence time that occurs during the student’s enrollment period. For a student who is on an approved leave of absence that notifies the school that he or she will not be returning, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. In the case of illness or disabling accident, death in the immediate family or other circumstance beyond the control of the student, the school makes a settlement which is fair to both.
7. If a school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a Pro-Rated refund of tuition.
8. If a course is canceled subsequent to a student’s enrollment, the school shall at its option: a) provide a full refund of all monies paid, or b) provide completion of the course.
9. If a student is absent for a period of 30 days, a re-enrollment fee of $50.00 will be charged.
**MASSAGE THERAPY COURSE – CURRICULUM:** available at Boardman campus only  
SOC Code: 31-9011

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<td>IV. DEEP TISSUE MASSAGE</td>
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<td>V. PREGNANCY MASSAGE</td>
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Fundamentals of Therapeutic Massage; ISBN 978-0-323-02026-8; $52.72  
Theory & Practice of Therapeutic Massage, 5th Edition (bundle includes text book, workbook, exam review and Student CD); ISBN 978-1-43-548524-2; $134.67  

For more information on pricing, previous editions and other formats, visit [www.cengage.com/highered](http://www.cengage.com/highered) and search by ISBN #, keyword, title, or author for the material of your choice.

- **Course Description:** This curriculum and program of study is designed to instruct a student in massage therapy, and prepare the student for employment as a massage therapist.

- **Instructional Method:** Instruction is comprised of demonstrations, practical/hands-on, field trips, guest speakers, and audio/visual demonstrations.

- **Program Objective (Massage Therapy):** The objective of the Massage Therapy program is to provide instruction in this growing service area. After completing this program, a student will be qualified to be employed as a massage therapist providing massage services.

- **GRADING POLICY:**  
  
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Grade Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>69 &amp; below</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Students must maintain a “C” average (a minimum of 70%) in order to be making satisfactory progress. Students are responsible for making up any work missed due to an absence or scheduled day off and may do so on their next scheduled day of attendance.

- **OBJECTIVES OF OUR SCHOOL:**  
  Our objective is to give our students the best possible training available in the principles and practices of the massage therapy profession, and that it is the purpose of our school to prepare students to pass state examinations, enter upon, progress in and make a contribution to the massage therapy profession.
STUDENT ADVISING AND EVALUATIONS:
The students will be evaluated and advised at 450 and 900 hours of attendance for the Massage Therapy course.

Students must maintain at least a 70% grade average and be attending at a pace leading to completion of the course within 1 1/2 times the enrollment period to be considered to be making satisfactory progress. Students that meet minimum requirements at evaluation are considered to be making satisfactory progress until the next scheduled evaluation. Personal advising is also available if needed.

STATE EXAMINATION:
The State Examination for the Massage Therapy course is administered by the Federation of State Medical Boards and administers the Massage and Bodyworks Licensing Examination (MBLEx) in English only.

GRADUATION REQUIREMENTS:
The following must be completed in a State-approved school:
The student must have completed in a satisfactory manner the State of Ohio's requirement of clock hours for the course

- Complete the requirements of the Curriculum Units;
- Maintain a passing grade in each course unit;
- Satisfactorily complete the School’s final written and practical exam;
- Made full payment of all fees and obligations to the school or satisfactory arrangements have been made.

When the student completes the clock hour requirements of attendance for the State of Ohio and the student has successfully completed the prescribed course of study, the student will receive a diploma indicating that the student has successfully completed the prescribed course of study.

LEAVE OF ABSENCE POLICY:
Students who have completed a minimum of 15% of their contracted hours are permitted to take a leave of absence for a maximum of 180 days as long as the request is made in writing. Students will not be permitted to take more than one leave of absence in any 12-month period. The student’s satisfactory progress will be the same when returning from a leave of absence as it was before the leave. Students who receive Veterans Benefits and take a leave of absence will have their benefits terminated. VA students are not permitted to take leaves of absence and will be terminated if an extended absence is requested.

RE-ENROLLMENT POLICY:
Should a student find it necessary to be out of school for an extended period of time and is not eligible for leave of absence, the student will be discontinued and re-enrolled when the student is able to return. Re-enrollment will be considered on an individual basis with proper documentation. If the school’s tuition price has increased during the student’s discontinuance, the student will re-enroll under the new tuition price. The student will be charged a $50.00 re-enrollment fee in addition to the current enrollment down payment. The student will be re-enrolled with the same satisfactory progress status as when the student discontinued.

EMPLOYMENT ASSISTANCE:
Our school does not guarantee placement upon completion of the course, however, our school will assist students in obtaining a job by notifying the student by phone or mail of available positions. Our school obtains information regarding jobs from local operators who have notified our schools of openings. Students are advised that the law prohibits any school from guaranteeing placement as an inducement to enter school.

Our school does not have control of local employment conditions or the economy. Although graduating students and alumni are provided employment opportunities with the industry at graduation and thereafter, this in no way constitutes a promise or guarantee of employment.
NON-DISCRIMINATION POLICY:
The School does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, disability, age, marital status, national origin, or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in its education programs or activities.

Further, the School is required by Title IX of the Higher Education Act not to discriminate on the basis of sex in such a manner. Questions regarding Title IX may be referred to the School’s Title IX coordinator or to the U.S. Department of Education’s Office of Civil Rights (“OCR”). The School’s Title IX coordinator is Felicia Seifert. She may contacted at (330) 782-3395 ext. 1107 or by email at fseifert@raphaelsbeautyschool.edu.

EXTRA INSTRUCTIONAL CHARGES:
Any student attending beyond their contract ending date will be required to enroll for the hours they have left to complete and pay the school’s hourly tuition rate for all hours left to complete beyond the contract ending date. These charges cannot be paid from the student’s financial aid.

CAREER CHOICES:
The following is a list of places that are available for practice to graduates of the massage therapy course:

<table>
<thead>
<tr>
<th>Spas and fitness centers</th>
<th>Sports medicine facilities</th>
<th>Hotels</th>
<th>Cruise ships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation resorts</td>
<td>Corporate workplace</td>
<td>Hospitals</td>
<td>Doctors’ offices</td>
</tr>
<tr>
<td>Physical therapy facilities</td>
<td>Chiropractors’ offices</td>
<td>Nursing homes</td>
<td>Private practice</td>
</tr>
</tbody>
</table>

CODE OF ETHICS:
1. This school has its principle objective in the training of qualified massage therapists to render the best possible service to patrons.
2. The school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and techniques in massage therapy.
3. This school observes all rules and regulations issued by the State Medical Board of Ohio and Health Department.
4. This school encourages its instructors to keep abreast of the latest teaching methods in massage therapy in the way of reading educational books and attending teachers’ courses, workshops, and classes.
5. This school takes part in educational conferences and regional meetings in order to advance the massage therapy profession.
6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workshops, videos, and other audio-visual aids) in order to provide the best possible training for its students.
7. This school maintains honest and fair relationships with its staff, students, patrons, other schools and the State Medical Board of Ohio.
8. This school purchases only high grade standard equipment and supplies to be used for the instruction of its students.
9. This school advertises truthfully and makes honest representations to its students.
10. This school refrains from any criticism which reflects unfavorably on other schools and the massage profession.
11. All forms and information contained in the students’ files are kept in a locked office and/or locked filing cabinet. No information concerning any student is given to anyone for any reason. If a student wants our school to release any information to anyone, they must provide a signed release form. The student’s parent or guardian must also sign a release form if the student is a minor.
12. Students and parent or guardian of a dependent minor have a right to review the student’s file at any time. Please contact the school director to set up a file review.
SAFETY PRECAUTIONS (Massage Therapy):
Excellent training and its proper application is also necessary for massage therapists to be able to cope with the physical demands of the work. Without proper technique, massage therapists themselves are prone to injury. They stand for long periods of time, often in awkward postures. They use repetitive movements. They have to apply so much pressure with their own hands, putting their own nerves, muscles, ligaments and tendons under constant stress. Each session is very tiring. Because of the nature of the work, massage therapists cannot have themselves booked eight hours a day, seven days a week. Most schedule only three to six hours of massage sessions per day. There has to be enough rest and recovery time between sessions. This will also ensure that the therapist is able to give optimum service.

PHYSICAL DEMANDS (Massage Therapy):
Excellent training and its proper application is also necessary for massage therapists to be able to cope with the physical demands of the work. Without proper technique, massage therapists themselves are prone to injury. They stand for long periods of time, often in awkward postures. They use repetitive movements. They have to apply so much pressure with their own hands, putting their own nerves, muscles, ligaments and tendons under constant stress. Each session is very tiring. Because of the nature of the work, massage therapists cannot have themselves booked eight hours a day, seven days a week. Most schedule only three to six hours of massage sessions per day. There has to be enough rest and recovery time between sessions. This will also ensure that the therapist is able to give optimum service.

EXPECTED JOB COMPENSATION / JOB DEMAND (Massage Therapy):
With a diploma in massage therapy, you can find work in a broad range of settings:
- Spas and fitness centers
- Sports medicine facilities
- Vacation resorts, high-end hotels, and bed and breakfasts
- Cruise ships
- Hospitals and nursing homes
- Chiropractors’ offices and rehabilitation centers
- Corporate workplaces
- Private practice

In 2005, massage therapy was projected to be a $6 to $11 billion a year industry. AMTA estimates that in 2010, massage therapy was a $12-17 billion industry. It is estimated that there are 280,000 to 320,000 massage therapists and massage school students in the United States.

According to the U.S. Department of Labor in 2010, employment for massage therapists is expected to increase 19 percent from 2008 to 2018, faster than average for all occupations. However, this is one percentage point lower than their forecast in 2006. Between July 2009 and July 2010, roughly 48 million adult Americans (18 percent) had a massage at least once.

The economy affected the number of people who had a massage from July 2009 to July 2010 (down 4 percentage points from 2008-2009).
POLICIES FOR PROFESSIONAL DEVELOPMENT (Massage Therapy):

- Daily time sheets are to be filled in by the student and signed by the instructor EVERY DAY. Students must follow the attendance schedule they agreed to at enrollment.
- Missing class is not permitted. Doing so will cause you to miss important lecture and/or hands-on lessons needed to graduate. At the discretion of the director and the instructors, extenuating circumstances may allow a student to remain in the program after missing class.
- Students are responsible for their own educational equipment and personal belongings while in school and for items left on school property. Be prepared for class and hands-on massage practicals by having all tools and supplies required to complete class assignments and client services each day. Lockers are the property of Raphael’s School of Beauty Culture, Inc. and each student is given access to a locker for personal and educational belongings. Students are responsible for providing their own lock. The School reserves the right to inspect lockers without notice. If a student is discontinued or withdraws from the school, their personal property must be removed from the school within 30 days from the date of discontinuance/withdrawal/Leave of Absence or the items will be disposed of by the school.
- The school provides scrubs to all students that must be worn every day. Additional sets of scrubs may be purchased by students at the school’s cost.
- It is required that all students groom themselves in a manner befitting the highest professional standards established by the school and the profession. Hats, scarves, or head-coverings of any kind are not permitted. Shoes must be black or white, comfortable, clean and cleanable, and must be closed-toed.
- Raphael’s School of Massage Therapy reserves the right to prohibit the use of any form of clothing, hair or face covering, jewelry, or any form of visible attire which we believe, at its sole discretion, to be offensive, disruptive, unsanitary, unsafe, restrictive, unprofessional, or generally not consistent with the mission of Raphael’s School of Massage Therapy or the medical profession.
- Family and friends may visit students during school hours as clients only.
- Each student is responsible for the cleanliness and sanitation of their surrounding work area including but not limited to: massage tables and area; and client changing area. Each student is also required to perform one cleaning duty each day as assigned by an instructor prior to signing out for the day.
- Massage Therapy students are permitted one 15-minute break.
- Students not earning credit hours are not permitted in the school. Students must sign in promptly when arriving and leave the premises promptly after signing out for the day.
- Ohio State Medical Board rules and regulations must be adhered to at all times.

At the discretion of the Director, these rules may be changed and subsequently posted on the bulletin board. Students not observing all rules and regulations will be terminated.

ATTENDANCE POLICY (Massage Therapy):

Raphael’s School of Massage Therapy does not, in any way, take away or deduct hours earned by any student for any reason. Raphael’s School of Massage Therapy does not give credit for hours not properly earned. Students are responsible for properly signing in and out to the nearest ¼ hour each day.

- Students must follow the schedule they have indicated on the attendance schedule form or contract.
- Students who arrive at school tardy are required to call the school prior to their scheduled start time.
- Students are responsible to make up any work missed in theory and practical classes they do not attend.
• If you are sent home or if you leave by your own decision prior to your scheduled end time for any reason the day will be documented as an unexcused absence and may result in being discontinued from the program.
• If you do not come to school in the proper school uniform, you will be sent home.
• Class starts promptly at 6:00 P.M. All students must be signed in by 6:15 P.M. to be permitted into the class. Any students arriving after their scheduled start time will not be permitted to sign in. They will be sent home and the day will be documented as an unexcused absence which could result in being discontinued from the program.
• Daily time sheets are to be filled in by the student and signed by the instructor in charge at the end of every day. Please be aware that 30 consecutive days of unexcused absences is cause for termination.

PROFESSIONAL DEVELOPMENT CODE OF CONDUCT (Massage Therapy):
Raphael's School of Massage Therapy reserves the right to suspend or dismiss a student for any reason, including but not limited to the following: failure to attend classes regularly; breach of School’s Policies for Professional Development; breach of Ohio State Medical Board’s rules and regulations; falsification of school records or timesheets; and failure to make cash payments. In addition:

• Stealing is a serious offense. Stealing of any kind from the school, fellow students, clients or anyone else will not be tolerated and will result in immediate termination and legal prosecution. In addition, the reason for termination will be recorded on the termination form that is forwarded to the Ohio State Board of Cosmetology.
• The use or possession of any item that is, or resembles, a firearm, explosive, or weapon of any kind that can be used to cause physical injury is prohibited on school property or school sponsored or sanctioned events. The result will be immediate dismissal and the proper authorities will be notified.
• Using foul or abusive language, profane language, sarcastic remarks, inappropriate, disruptive or unprofessional conduct.
• Verbal and/or physical abuse of an instructor, a client or another student, threats or intimidation.
• Sexual harassment, innuendoes, conversations, or acts, and racial, ethnic or religious slurs or references will not be tolerated and are means for immediate dismissal without previous warning. Intentional defacing or destruction of school, student, client, or staff member’s property.
• Using, distributing or trafficking drugs or alcohol on school property, during school hours, or at school sponsored functions is strictly prohibited. The result is immediate termination. We reserve the right to send home any student suspected of being under the influence.
• No one may refuse to serve a client at any time for any reason. Refusing a ticket may result in suspension or termination.
• Use of cell phones, MP3 players, PDA’s, or any other electronic device not approved by the School Administration is not permitted in the classroom or the massage area. All cell phones must be turned off and put away while in school. You may use your cell phone when signed out on a break or lunch in designated areas only.
• Students shall not, under any circumstances, whether during school and on school premises, or off school premises and not during school hours, use internet chat rooms, “facebook”, or “twitter”, or similar internet media communications, either directly or indirectly, to disparage, ridicule, make derogatory comments, or otherwise speak ill of the school, its instructors, employees, independent contractors, or any other third party associated with the school. The student understands that should he or she participate in such conduct that they may be subject to immediate suspension and/or dismissal. The student also understands that such conduct could result in a civil lawsuit for defamation of character.
• Falsifying school records, including but not limited to, applications, timesheets, clock punches, or forging a staff member’s signature or initials, is cause for suspension or termination.
**ACADEMIC TERM—Massage Therapy**

**Term 1: 0-250 Hours**
- Kinesiology: 20 hours
- Massage: 130 hours
- Hygiene/Sanitation: 8 hours
- Reflexology: 6 hours
- Nervous System: 8 hours
- Anatomy/Physiology: 78 hours

**Term 2: 251-500 Hours**
- Kinesiology: 20 hours
- Massage: 119 hours
- Hygiene/Sanitation: 8 hours
- Reflexology: 6 hours
- Nervous System: 8 hours
- Hydrotherapy: 16 hours
- Anatomy/Physiology: 73 hours

**Term 3: 501-750 Hours**
- Massage: 70 hours
- Ethics/Ohio Statutes/Laws: 29 hours
- Business/Appts/Insurance: 21 hours
- Aroma Therapy: 8 hours
- Herbology: 16 hours
- Medical Errors: 6 hours
- HIV/Aids: 8 hours
- Shiatsu: 12 hours
- Anatomy/Physiology: 80 hours

**Term 4: 751-900 Hours**
- Program Review/Exam Prep: 100 hours
- Anatomy/Physiology: 50 hours
- Total: 900 hours

**DEPARTMENT OF LABOR—Standard Occupational Classification:**
31-9011 Massage Therapists

Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.

**PLACEMENT RATES:**
- **Boardman Campus**
  67% of the students who have graduated in 2012 and were eligible to work found jobs in the massage therapy industry.

**ON-TIME COMPLETION RATES:**
Our institution determines on-time completion for part-time students as 18 months.

- **Boardman Campus — On-time completion**
  Massage Therapist—10 actual graduates of 11 scheduled to graduate; 91%

**MEDIAN LOAN DEBT**
Below is the Median Loan Debt our graduates have incurred during each of the Award Years indicated:

<table>
<thead>
<tr>
<th>Award Year</th>
<th>Title IV</th>
<th>Non-Title IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-13</td>
<td>*</td>
<td>$0</td>
</tr>
</tbody>
</table>

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.
SATISFACTORY ACADEMIC PROGRESS POLICY:

04/2014

1. In order for all students, including those who receive Title IV financial aid, to be considered to be making satisfactory progress towards a certificate or massage therapy diploma, a student must maintain specified grade averages as well as proceed through the course at a pace leading to completion in the specified time frame. This policy is the same for all students within a course and with the same attendance schedule. This policy is also located in the school’s catalog given to students prior to enrollment.

2. Attendance Progress:
The maximum time a student has to complete their course is one and a half times the course length. The course length for the Massage Therapy program is 900 hours. (For example, a student in the 1800-hour program who is a full-time student is contracted for 18 months and the maximum time frame would be 27 months. A part-time student is contracted for 28 months and the maximum time frame would be 42 months.) Satisfactory Academic Progress is based on actual hours of attendance.

A student who is enrolled full or part time must attend at least 67% of their scheduled hours in order to be considered making satisfactory progress and to complete the course within the maximum time frame. Only students who maintain satisfactory progress, students who are in Financial Aid Warning, or students who are in Financial Aid Probation with a successful appeal are eligible to receive financial aid. Any student not completing the course within the contract maximum ending date will be charged an hourly rate for the hours they have left to complete (Extra Instructional Charges). This policy complies with regulations applicable to the school.

3. Academic Progress:
The following factors will be measured in determining academic satisfactory progress:

<table>
<thead>
<tr>
<th>Theory work (test grades, workbooks, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical work (grades from practical worksheets)</td>
</tr>
<tr>
<td>Laboratory work (grades from clinic worksheets)</td>
</tr>
</tbody>
</table>

All theory, practical and laboratory work will be graded according to the following grading scale:

- A: 90 - 100% excellent
- B: 80 - 89% good
- C: 70 - 79% satisfactory
- F: 69 and below failing

Students must maintain a C grade average (a minimum of 70%) in order to be considered making satisfactory progress. Students are permitted to take any failed exam over once with the second grade substituting for the first grade even if it is lower. Our institution does not offer course incompletes, repetition or non-credit remedial courses, therefore, they have no effect on satisfactory progress.

4. Determination of Progress:
The students will be evaluated at 450 and 900 hours for the Massage Therapy program. Students must maintain at least a 70% grade average and be attending at a pace leading to completion of the course within the contract maximum ending date to be considered making satisfactory progress.

Students that meet minimum requirements at evaluation are considered to be making satisfactory academic progress until the next scheduled evaluation and are advised as such. Students that do not meet the minimum requirements at evaluation are advised by written and signed documentation. Only students who maintain satisfactory progress, students who are in Financial Aid Warning, or students who are in Financial Aid Probation with a successful appeal are eligible to receive financial aid. All SAP reports are available to students at their request.

5. Transfer Hours
Raphael's does not accept hours transferred from another massage therapy school.
6. Financial Aid Warning:
Students who do not meet minimum requirements at SAP evaluation period will be placed on Satisfactory Academic Progress (SAP) warning until the next evaluation period with the opportunity to meet requirements for the next evaluation period. During the SAP warning period, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students.

At the end of the SAP warning period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress. If the student does not meet SAP at the end of the Financial Aid Warning payment period, the student will be ineligible for financial aid assistance and will be placed on Financial Aid probation.

7. Financial Aid Probation:
A student who was placed on Financial Aid Warning and fails to make (SAP) at the next scheduled evaluation period will be placed on Financial Aid Probation and have Title IV financial aid funds terminated. A student who was placed on Financial Aid Probation and has successfully appealed their loss of eligibility will have their eligibility for Title IV funds reinstated.

At the end of the Financial Aid Probation period, the student must be making (SAP) or the student’s financial aid will be terminated.

8. SAP Appeal Process:
A student placed on Financial Aid Probation may appeal for reinstatement and meet one of the following: be able to mathematically meet SAP by the next evaluation period or be placed on an academic plan. The student would have to complete a (SAP) Appeal Form to explain his/her individual situation. The student’s appeal must be made within 7 days of being placed on Financial Aid Probation and must include the reason for failing to meet SAP and what has changed that will allow the student to now make SAP. The bases for filing an appeal are: death of a relative; injury or illness of the student; or other special circumstances. The administrators’ decision is final. All appeals must be accompanied by professional documentation and be maintained in the student’s permanent file.

9. Re-instatement of Financial Aid:
A student’s financial aid may be reinstated as soon as they regain satisfactory progress status, or have successfully appealed for reinstatement and have been placed on (SAP) probation until their next scheduled evaluation. The student will receive financial aid for any hours they are eligible to receive from the date of reinstatement. The student will be responsible to pay for any missed financial aid payments that occurred during the student’s termination from financial aid.

10. Leave of Absence:
Students who have completed a minimum of 15% of their contracted hours are permitted to take a leave of absence for a maximum of 180 days as long as the request is made in advance and in writing. Students will not be permitted to take more than one leave of absence in any 12-month period. At the discretion of the director, a leave of absence may be granted if unforeseen circumstances exist. The student’s satisfactory progress will be the same when returning from a leave of absence as it was before the leave. Students who receive Veterans Benefits and take a leave of absence will have their benefits terminated. VA students are not permitted to take leaves of absence and will be terminated if an extended absence is requested. Upon returning from the leave of absence, the student’s contract end date will be extended by the same number of days taken in the leave of absence.

11. Withdrawals/Course Incompletes
Any student who withdraws from his/her contracted program or fails to complete his/her training will have notice placed in their file as to progress at the point of withdrawal.

Repetition and non-credit remedial courses are not offered and, therefore, have no effect on satisfactory progress.

12. Re-enrollment
Any student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry, however, a student failing to meet satisfactory progress requirements at the point of withdrawal will have the same status when they return and they must meet satisfactory progress requirements before receiving financial aid funds. Students who are discontinued from this school for unsatisfactory progress will be permitted to re-enroll one time. If they are discontinued again, they will not be permitted to re-enroll unless they can prove special circumstances for their poor attendance/performance. If a student wishes to re-enroll a second time, they must set up an appointment with the school’s manager to explain these circumstances.

A student who is deemed by the school to need additional review work will not be charged for this additional work. An exception to this policy may be made in the case of students who have transferred from another institution which teaches under a different system than does this institution. In that case, the determination of the number of additional hours will be based both on the length of time the student has been out of school as well as the system utilized by the first institution.
POLICY FOR SAFEGUARDING CUSTOMER INFORMATION:

Definitions:
Customers are prospective students and students who apply to attend Raphael's School of Massage Therapy and apply for private or government grants or loans to finance their educations.

Nonpublic personal information is information which is not publicly available on:
- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your application to enroll in Raphael's School of Massage Therapy
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website

Raphael's School of Massage Therapy is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

Raphael's School of Massage Therapy shall be responsible to coordinate the school's information security program. The administrator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including:
- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The administrator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in Raphael's School of Massage Therapy shall be held for 3 months then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice on January 15th each year.

Raphael's School of Massage Therapy shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.
**NOTICE ON DISCLOSURE OF NONPUBLIC PERSONAL INFORMATION:**

We collect nonpublic personal information about you when you apply to attend Raphael's School of Massage Therapy and/or when you apply for a private or government student grant or loan. This information includes:

- Your name
- Address
- Social security number
- Assets and income
- Name of your bank and account number

We do not disclose this information to any person or institution except to the United States Department of Education, loan guarantee agencies, and/or loan servicing agencies. We may also disclose nonpublic personal information about you to nonaffiliated third parties as permitted by law. For example, accrediting agencies have access to any records we maintain on you pursuant to the Federal Family Educational and Privacy Rights Act.

Your applications, containing the nonpublic personal information listed above, are maintained and safeguarded against loss or damage. Access to them is restricted to designated employees.

Students must provide to Raphael’s School of Beauty Culture, Inc. detailed, written permission to have any information released to a third party. Written permission must include the student’s name at the time of enrollment, dates of enrollment, and specify what information they want released and to whom.

Written permission is valid for each occurrence only. If the student requires information to be released to more than one party, written permission is required for each party and each occurrence.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

The Family Educational rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day Raphael’s School of Massage Therapy receives a request for access.
   A student should submit to the school manager, director, or other appropriate office official, a written request that identifies the record(s) the student wishes to inspect. The school’s official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
   A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identifying the part of the record the student wants changed, and specify why it should be changed.
   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Raphael’s School of Massage Therapy discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Raphael’s School of Beauty Culture, Inc. in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Raphael’s has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Raphael’s School of Beauty Culture, Inc.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Raphael’s School of Massage Therapy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901