

# 2010 Massage Therapy Program



Irving, Texas (Dallas)  
[hightechinstitute.edu](http://hightechinstitute.edu)



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**HIGH-TECH INSTITUTE**

4250 N. Beltline Road  
 Irving, TX 75038  
 972-871-2824 • 800-265-1825  
 Business Hours:

Monday-Thursday: 7:00 a.m. to 8:00 p.m.  
 Friday: 7:00 a.m. to 6:00 p.m.

**HIGH-TECH INSTITUTE, IRVING, TX IS A BRANCH OF:  
 THE BRYMAN SCHOOL OF ARIZONA**

2250 W. Peoria Ave.  
 Phoenix, AZ 85029  
 602-274-4300

**ALSO BRANCHES OF THE BRYMAN SCHOOL:**

**HIGH-TECH INSTITUTE**  
 3710 Maguire Blvd.  
 Orlando, FL 32803

**HIGH-TECH INSTITUTE**  
 2320 S. Rancho Dr.  
 Las Vegas, NV 89102

**HIGH-TECH INSTITUTE**  
 5865 Shelby Oaks Dr.  
 Memphis, TN 38134

**ANTHEM COLLEGE**  
 350 Blackhawk St.  
 Aurora, CO 80011

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# | A MESSAGE FROM THE CEO |



**PEOPLE SHOULD  
COME TO OUR  
SCHOOL BECAUSE  
WE HAVE  
SOME UNIQUE  
APPROACHES IN  
TERMS OF HOW  
WE CAN HELP.  
BILL HILLARD  
HTI CEO**

Welcome to High-Tech Institute,

For over 25 years High-Tech Institute has been a leader in career education innovation. It is a unique type of school, training men and women for meaningful and rewarding careers in some of the fastest-growing and most sought after career fields through its campus. High-Tech Institute programs include Massage Therapy. The many programs offered at our campus focus on giving students like you in-depth hands-on training, providing the skills you want and the skills today's employers demand. Our school has built a long-standing tradition of excellence from the selected training materials, equipment and our faculty, all designed to give you the best career oriented education possible. Each student in our school is treated as an individual by a faculty and staff that are dedicated to helping you achieve your professional goals. We know the key to a successful career begins with the proper education and at High-Tech Institute we are committed to providing you with the best educational experience possible. We encourage you to explore the programs offered at High-Tech Institute and take the next steps toward an exciting, challenging and satisfying new career.

Sincerely,

A handwritten signature in white ink that reads "Bill Hillard". The signature is written in a cursive, flowing style.

Bill Hillard  
President, CEO

## | OUR MISSION |

The mission of High-Tech Institute is to provide quality postsecondary education focused on career success in the fields of Allied Health Care and to provide a learning environment that inspires all students to realize their full potential.

- :: Quality of life is improved through education.    :: It only takes one person to make a difference.
- :: The road to success requires active participation.    :: When we help people achieve success, everyone wins.

### **TO FULFILL THIS MISSION, HIGH-TECH INSTITUTE HAS ESTABLISHED THE FOLLOWING:**

- :: To provide students with the skills and knowledge to qualify or requalify for employment in their field of study.
- :: To provide “first-class” student services that contribute to student success and achievement.
- :: To provide qualified faculty to ensure that appropriate and applicable curriculum material and training are delivered to students.
- :: To provide an educational environment that respects and accommodates a diversity of individual backgrounds, abilities, interests, and opinions.
- :: To respond to the changing needs of the medical and business communities we serve.
- :: To provide placement assistance to facilitate students’ successful transition into their careers.
- :: To encourage students to envision education as a life-long learning process.
- :: To exercise honesty, integrity, and the highest ethics in every facet of the School’s operation.

## | HISTORY AND PHILOSOPHY |

High-Tech Institute in Phoenix, Arizona, was originally founded in 1965 as the Electronic Institute of Arizona, and was purchased by High-Tech Institute, Inc. in 1982. In 2003, High-Tech Institute in Phoenix began offering online programs. In 2007, High-Tech Institute in Phoenix was renamed Anthem College.

High-Tech Institute, Inc. acquired The Bryman School in Phoenix, in 1989, and re-named it The Bryman School of Arizona, in 2007. High-Tech Institute, Inc. acquired Allied College of St. Louis, Missouri in 2003. High-Tech Institute, Inc. owns a total of 16 schools which are listed below.

High-Tech Institute, Inc. is owned by High-Tech Institute Holdings, Inc., a company owned 50% by Pobiak Family Trusts and 50% by Great Hill Equity Partners. They also own TCI Education Inc., a group of 6 schools located in New York, New Jersey, and Pennsylvania.

Branch campuses of Anthem College in Phoenix, and the year they were established:

High-Tech Institute, Sacramento, California	1992
High-Tech Institute, St. Louis Park, Minnesota	1996
High-Tech Institute, Nashville, Tennessee	1999
High-Tech Institute, Atlanta, Georgia	2001
High-Tech Institute, Kansas City, Missouri	2003

Branch campuses of The Bryman School of Arizona in Phoenix, and the year they were established:

Anthem College, Aurora, Colorado	1994
High-Tech Institute, Orlando, Florida	1998
High-Tech Institute, Irving, Texas	2000
High-Tech Institute, Las Vegas, Nevada	2002
High-Tech Institute, Memphis, Tennessee	2003

Branch campuses of Allied College in Maryland Heights, and the year they were established:

Allied College, Fenton, Missouri	1992
Anthem College, Beaverton, Oregon	2004
High-Tech Institute, Brookfield, Wisconsin	2006

Our School is based upon excellence in curriculum, staff, faculty, equipment, and service to the student body and Allied Health Care community, as well as the community-at-large. We firmly believe that training in small groups, combined with a highly structured curriculum that meets the needs of these professions, are the key ingredients for a successful training program.

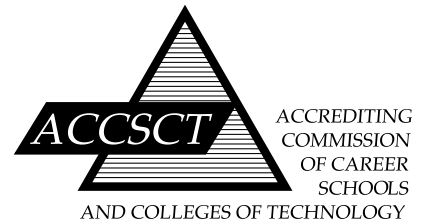
The School is committed to a career focused classroom approach in order to provide our students, upon graduation, with the knowledge and technical proficiency that will make them employable for entry-level positions and updating the curriculum accordingly.



## | ACCREDITATIONS AND RESIGTRATION |

### ACCREDITATIONS

High-Tech Institute is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT). The Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, U.S. Code, and subsequent legislation. This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges, Austin, TX.



### REGISTRATION WITH TEXAS DEPARTMENT OF HEALTH

The Massage Therapy Program at High-Tech Institute is registered with and regulated by the Texas Department of State Health Services, Massage Therapy Registration Program. Students may contact:

Texas Department of State Health Services  
Massage Therapy Registration Program  
1100 West 49th Street  
Austin, TX 78756-3199  
512-834-6616

### MEMBERSHIPS

High-Tech Institute is an active member of the:

- :: National Association of Student Financial Aid Administrators (NASFAA)
- :: Career College Association (CCA)
- :: Career Colleges & Schools of Texas (CCST)
- :: Metroplex Association of Career Schools (MACS)

## | DESCRIPTION OF FACILITY |

The School facility consists of 46,700 square feet of floor space, which is divided into classrooms, laboratories, administrative offices and a student break area. Parking is available at no additional charge to the student. All classrooms and labs are designed for a maximum capacity of 30 students. The equipment used for training consists of operating room equipment and instruments, medical equipment, and computers. All facilities are fully accessible to handicapped students. The campus is centrally located to apartments, shopping and banking, all with access to public transportation.

## | INSTITUTIONAL LEADERSHIP |

### CORPORATE OFFICERS

William O. Hillard, *CEO*  
David Kramer, *CFO*  
Sandi Gibson, *President-Eastern Division*  
Sheila Eriksen, *President-Western Division*  
Diane Gilmore, *Vice President*  
Vickey Cook, *Vice President*

### BOARD OF DIRECTORS

Dr. Jim Hutton, *Chairman of the Board*  
Dennis G. Pobiak, *Director*  
Marilyn E. Pobiak, *Director*  
Christopher S. Gaffney, *Director*  
Matthew T. Vettel, *Director*

### CAMPUS PRESIDENT

Cindy Bryant

## | ADMISSION POLICIES AND STANDARDS |

### ADMISSION POLICIES AND PROCEDURES

Students interested in applying for admission to High-Tech Institute's Massage Therapy Program should call, e-mail (info@hightechschoools.com), or write the School to arrange for an interview with an authorized Admissions Representative.

It is required that an Admissions Representative conducts an initial interview with the prospective student. High-Tech Institute prefers that the parent(s) or spouse also attend the interview. This gives both the applicant and family the opportunity to ask specific questions relating to the School curriculum and career opportunities. The School Catalog is also reviewed.

If the Admissions Representative feels that the student's desire is genuine, an application for admission is submitted. Prospective students will not be denied admission on the basis of race, color, national origin, sex, handicap, age, or veteran status (except in cases in which a handicap constitutes a bona fide obstacle to the efficient administration of Massage Therapy). The following items must be completed at the time of application:

- :: Official School Application
- :: Request for High School Diploma, High School Equivalency or GED
- :: Enrollment Agreement
- :: Payment of Registration Fee

Once the completed items mentioned above have been submitted, the Campus President reviews the file for completeness and sends a letter of acceptance. If the School does not accept an applicant, all fees paid to the School are refunded.

The School reserves the right to reject a student previously accepted if the items listed above are not successfully completed.

### ADMISSION REQUIREMENTS

High-Tech Institute evaluates each applicant without discrimination regarding to age, sex, race, nationality, religion, creed, or marital status. In order to be considered a student of the School, an applicant must meet the following criteria:

- :: 18 years of age or older;
- :: A High School graduate or have a GED Certificate;
- :: Score an 8 or higher on the School's Entrance Assessment Test;
- :: Physically, mentally, emotionally, and financially capable of completing the program;
- :: Furnish a current photo ID;
- :: Submit a completed application, along with a refundable application fee of \$50.00;
- :: A Student may be ineligible for enrollment if he/she has been convicted of, entered a plea of no lo contend ere or guilty to, or received deferred adjudication to crimes or offenses involving prostitution or sexual offenses; or convicted of a violation of the Massage Therapy Act within the past five years.
- :: Enrollment for this program is possible up to the Friday prior to the start of the program.
- :: High-Tech Institute accepts the Ability to Benefit students (students who do not possess a High School Diploma or GED)who have successfully passed an entrance test administered by a third party.

### STUDENTS WITH DISABILITIES

The facility is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles, and a restroom to facilitate wheelchair students.



## | FINANCIAL ASSISTANCE |

### PRIVATE LOAN PROGRAM

Private loans (loans not sponsored by a government agency) are offered by banks or other financial institutions to students and their parents. Private loans can help bridge the financial gap for School expenses, generally at much lower interest rates than credit cards. A student's eligibility for private loans is determined by the lending institutions. The interest rate on a private loan is usually 1 to 3 percent above the prime interest rate. Interest begins accruing when the loan is disbursed.

### INSTITUTIONAL LOAN PROGRAM

The Institutional Loan Program was created for students attending High-Tech Institute. The Institutional Loan Program provides an affordable payment program worked out in accordance with individual financial circumstances as reflected in the financial information submitted to the School. The objective of this program is to provide students with an alternative source of funding for tuition. The loans have no associated fees and carry a 0 to 18 percent interest rate depending upon the length of the loan.

## | CANCELLATION & REFUND POLICY |

### CANCELLATION AND REFUND POLICY

A Student will receive a full refund if he cancels the enrollment agreement, in writing, within 72 hours (until midnight of the 3rd day excluding Saturday, Sunday and legal holidays) after the enrollment agreement is signed by the prospective Student.

If tuition is collected in advance of the first day of the program, and, if, after expiration of the 72-hour cancellation privilege, the Student does not enter the program, not more than \$100.00 shall be retained by the School.

If a Student enters the School and is terminated or withdraws, the School may retain \$100.00 of tuition and the minimum refund of the remaining tuition will be outlined based on 500 clock-hours of instruction. Hours attended are ones, which are prior to the official termination or withdrawal.

Less than 72 hours after the enrollment agreement is signed, 100% of the tuition, or during the first week or 50 hours, whichever is less, 90% of the tuition, or after the first week or 50 hours, whichever is less but within the first three weeks, 80% of the tuition, or after the first 3 weeks but within the first quarter (125 hours), 75% of the tuition, or during the second quarter (126 hrs to 250 hrs), 50% of the tuition, or during the third

quarter (251 hrs to 375 hrs), 10% of the tuition, or during the last quarter (376 hrs to 500 hrs), 0% of the tuition.

During the last quarter of the program, the Student may be considered obligated for the full tuition.

Refunds will be made within 30 days of the earliest of:

- :: the effective date of termination if the Student is terminated, or
- :: the date of receipt of written notice of withdrawal, or
- :: 10 instructional days following the first day of the program if the Student fails to enter.

### CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES

1. If the School does not accept the applicant, or cancels the Application, all funds paid, including the Registration Fee, will be fully refunded.
2. If cancellation is requested in writing by the student (or by parent/guardian if student is a minor), prior to midnight of the third business day (excluding Saturdays, Sundays and business holidays), after signing the Application, all funds paid, including the Registration Fee, will be refunded.

3. If the enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school, or representations by the owners or representatives of the school, a full refund of all monies paid by the student will be made.
4. If such cancellation occurs after the three-business-day period but before the commencement of classes, the Application Fee will be retained by the School and any tuition deposits paid will be refunded. The student is not responsible for payment of any unpaid portion on the Application Fee.
5. Students who have not visited the School facility prior to Application will have the opportunity to withdraw without penalty and have all monies refunded within three days following a tour of the School facilities and inspection of the equipment which would occur on or before the first day of class.
6. Any monies paid by the applicant are refunded to the applicant in the event the School discontinues a program of training during a period of time within which a student could have reasonably completed the program. This provision shall not apply in the event the School ceases operation.
7. Any monies due the Applicant shall be refunded within 30 days from cancellation or failure to appear on or before the first day of class.

**TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES**

A student may withdraw in person or in writing. Students who discontinue training for any reason are required to have an exit interview with Student Services and Financial Aid.

The State Refund Policy is used to determine the amount of tuition to be refunded to a student who withdraws or is terminated after the first day of class. Refunds are computed from the first date of entrance (commencement of training) to the last date of actual attendance as determined by official attendance records. Examples of refund calculations are available upon request from the Financial Aid Department at the school.

**TEXAS DEPARTMENT OF STATE HEALTH SERVICES REFUND POLICY:**

Refunds are issued as follows:

- :: Less than 72 hours after the enrollment agreement is signed, 100% of the tuition, or
- :: During the first week or 50 hours, whichever is less, 90% of the tuition, or
- :: After the first week or 50 hours, whichever is less but within the first three weeks, 80% of the tuition, or
- :: After the first 3 weeks but within the first quarter (125 hours), 75% of the tuition, or
- :: During the second quarter (126 hrs to 250 hrs), 50% of the tuition, or
- :: During the third quarter (251 hrs to 375 hrs), 10% of the tuition, or
- :: During the last quarter (376 hrs to 500 hrs), 0% of the tuition. During the last quarter of the program, the student may be considered obligated for the full tuition.

Refunds will be made within 30 days or the earliest of:

- :: the effective date of termination if the student is terminated, or
- :: the date of receipt of written notice of withdrawal, or
- :: 10 instructional days following the first day of the program if the student fails to enter.



## | STUDENT SERVICES |

### HOUSING

High-Tech Institute staff assists students in obtaining housing. Affordable apartments are available, many within easy commuting distance to the School. Upon request by the student or parents, the School will assist in securing accommodations for the student. However, students and their parents (if applicable) are ultimately responsible for housing arrangements. The average cost of housing for students of High-Tech Institute ranges from \$400 to \$650 per month, which may be shared with another student.

### STUDENT EMPLOYMENT

The School assists students in locating part-time and full-time employment. Therefore, many students are able to defray a part of their expenses by working while pursuing their studies.

### STUDENT ACTIVITIES

High-Tech Institute offers a wide variety of activities and events for students. There may be organized team sporting events such as volleyball, softball, School attendance contests and T-shirt Days. The students of High-Tech Institute also give of their time and skills to various community service projects, such as blood drives and health fairs.

### LIBRARY AND LEARNING RESOURCES

High-Tech Institute has a library available to students and faculty of all programs, which contains materials and Internet sources applicable to the courses of study presented at the campus. Hours of operation are Monday through Friday. Students are able to check out materials with the assistance of the Student Services Department. The School has identified local community libraries that have professional librarians on staff to assist students with specific needs. The off-campus library access information is as follows:

### CENTRAL LIBRARY

801 W. Irving Blvd., Irving  
972-721-2440  
Mon. - Thur. 10:00 am - 9:00 pm  
Fri. 10:00 am - 6:00 pm  
Sat. 9:00 am - 6:00 pm  
Sun. 2:00 pm - 6:00 pm

### EAST LIBRARY

440 S. Nursery Road, Irving  
972-721-3722  
Mon. & Wed. 12:00 pm - 9:00 pm  
Tue. & Thur. 9:00 am - 6:00 pm  
Fri. 9:00 am - 1:00 pm  
Sat. & Sun. Closed

### NORTHWEST LIBRARY

2928 N. Beltline Road, Irving  
972-721-2691  
Tues. & Thur. 12:00 pm - 9:00 pm  
Wed., Fri., Sat. 9:00 am - 6:00 pm  
Sun. & Mon. Closed

### SOUTHWEST LIBRARY

2216 W. Shady Grove Road, Irving  
972-721-2546  
Mon. & Tue. 12:00 pm - 9:00 pm  
Wed., Fri., Sat. 9:00 am - 6:00 pm  
Sun. & Thur. Closed

### VALLEY RANCH

9940 W. Valley Ranch Parkway, Irving  
972-831-0669  
Mon., Tues.  
& Thur. 1:00 pm - 9:00 pm  
Wed. & Fri. 10:00 am - 6:00 pm  
Sat. 9:00 am - 6:00 pm  
Sun. 1:00 pm - 5:00 pm

### GRADUATE PLACEMENT ASSISTANCE

Graduates are advised regarding opportunities for job interviews. While no ethical School can guarantee employment, High-Tech Institute makes a sincere effort toward successful placement of its graduates. The School believes that assisting the graduating students in obtaining employment is one of its most important responsibilities. Each student participates in instruction regarding proper interview techniques and preparation of resumes and letters of introduction prior to being given directions on how to conduct a job search.

Student referrals for job placement result from direct contact between the School's Graduate Placement Department and prospective employers.

Student placement and placement rates are based on multiple outcomes and the programs are not represented to lead to any particular outcome, including the course title.

Upon graduation or at any other time thereafter, graduates may take advantage of the School Placement Assistance Program at no charge. The School makes a reasonable effort to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the School to assist in placement. Failure on the student's part to follow placement procedures may result in discontinuation of placement services.

Upon completion of the program graduates must pass a national exam in order to work as a licensed massage therapist in the state of Texas.



## | ATTENDANCE POLICY |

### ATTENDANCE POLICY

All absences must be made up to ensure completion of the required number of program hours prior to entering internship.

The School's attendance policy approximates the expectations found in a work environment. Each student needs to learn the discipline of regular and prompt attendance as well as the skills involved in his field of study. When the student moves from training into a career, the employer will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. Satisfactory student attendance is established when the student is present in his assigned classroom for the required amount of scheduled contact time.

Students are expected to attend all scheduled classes and to be on time for their classes. The loss of subject material due to tardiness or absence can be very costly in this intensive educational environment.

In the event of an emergency or an unavoidable absence, students must call the Student Services Department. The message is then forwarded to their Instructor.

A student who reports to class after the scheduled start time or returns late from a class break, or who departs prior to the designated class dismissal time, is considered tardy. The tardies are rounded up to the nearest 15-minute intervals. All absences and tardies are recorded, regardless of the reason and become part of the student's record at the School. Students earn attendance credit by attending classes as scheduled. If accumulated tardies and absences reach more than 10% of the scheduled hours, the student will be placed on Attendance Probation.

### THE EFFECT OF ATTENDANCE ON GRADES

A student's attendance will impact his grade. If a student accumulates tardies and absences of 0% to 5%, two (2) points will be added to the final course grade.

If a student accumulates tardies and absences of 5.1% to 10%, no points will be added to or subtracted from the final course grade.

If a student accumulates tardies and absences of 10.1% to 15%, two (2) points will be subtracted from the final course grade.

A master record of attendance indicating the number of scheduled hours for each class session and the absences and make-up for each student are maintained in a roll-book. Each student is required to attend all classes as scheduled. The State requires completion of all 500 hours of the curriculum to be eligible for the State examination. Therefore, missed hours must be made up before a student is allowed to enter the Internship portion of their training. Make-up hours must be approved and supervised by an Instructor.

According to Texas Department of State Health Services Regulations, a student will be terminated from the program if the student accumulates absences of more than 10 consecutive School days, or more than 15% of the total clock hours (45 hours) of the program.

A student may not start a program after 10% of the program has been taught except in those cases where appropriate credit for previous education has been given.



### MAKE-UP WORK/TESTS

If a student arrives late for class, and a test is still in progress, the student may take the test without penalty. Students are permitted to make-up one test per course within two (2) days of returning to class. The student will have ten (10) points deducted from this test score. If a student does not make-up the test within the two (2) days he will receive a zero (0) for the test. If a student is present, on test day, and doesn't take the test he receives a zero (0).

It is the responsibility of the student to make arrangements for the make-up test. Arrangement for the make-up test should be coordinated with the Instructor, Program Manager/Director or Student Services. Make-up work shall not be authorized for the purpose of removing an absence. Students must make up each absence. There is no charge for make-up hours. Permission to take a test in advance must have the approval of the Director of Education.

If a student misses an assignment due to absences or tardiness the assignment will have ten (10) points deducted from the score. If a student does not make-up the assignment within two (2) days of his return to class, the student will receive a zero (0) for the assignment.

### LEAVE OF ABSENCE

A leave of absence for reasonable purposes acceptable to the massage therapy educational program shall not exceed the lesser of 30 school days or 60 calendar days.

1. A student shall be granted only one leave of absence for each 12-month period.
2. Attendance records shall clearly show the dates for which the leave of absence was granted. A written statement as to why the leave of absence was granted, signed by both the student and the director of the massage therapy educational program indicating approval, shall be placed in the student's file.
3. If the student fails to return from leave, the student will be automatically terminated and a refund made in accordance with §140.344 of this title. The effective date of termination shall be the last day of the leave of absence.



# | SATISFACTORY ACADEMIC PROGRESS POLICY |



## SATISFACTORY ACADEMIC PROGRESS

To be considered to be making Satisfactory Academic Progress toward graduation students must maintain a specific grade point average as well as proceed through the program of study at a pace leading to completion in a specified time frame.

The School's Satisfactory Academic Progress Standards have been established to ensure the quality of educational programs offered and to ensure the responsible disbursement and administration of Federal Title IV Financial Aid.

Only students who are making Satisfactory Academic Progress (SAP) as defined by this policy are considered to be in good standing and eligible to receive Federal Financial Aid.

## MINIMUM STANDARDS FOR ALL STUDENTS

Students must make Satisfactory Academic Progress (SAP) toward the completion of course requirements in their selected program of study. The School will consider students to be making SAP if they meet the following criteria:

### Programs longer than one academic year:

1. Maintain a minimum grade point average of 1.5 at the midpoint of attempted credits in the first academic year of the program of study; 2.0 at the end of the attempted total credits in the first academic year of the program of study; and achieve a 2.0 grade point average at the end of 100% of total attempted credits of the program of study.
2. Successfully complete 67% of all attempted credits at each evaluation point.

### Programs equal to one academic year:

1. Maintain a minimum grade point average of 1.0 at the end of 25% of the attempted credits in the program of study; a 1.5 minimum grade point average at the end of 50% of the attempted credits in the program of study; and achieve a 2.0 grade point average at the end of 100% of total attempted credits in the program of study.
2. Successfully complete 50 percent of all attempted credits in the first evaluation period and 67% of the cumulative attempted credits in each evaluation point thereafter.

## MAXIMUM TIME FRAME

Students must complete the training program within a time period which may not exceed 150 percent of the normal time frame required to complete their program. Therefore, students may attempt no more than 150 percent of the number of credits required for graduation in the program of study in which they are enrolled.

### Programs longer than one academic year:

Evaluation Point: Maximum time frame will be evaluated at the end of the attempt of:	CGPA	Rate of Progress % of Attempted Credits Successfully Completed
50% of credits in the first academic year	1.5	67%
100% of attempted credits in the first academic year	2.0	67%
100% of attempted credits in the program of study	2.0	67%
150% of attempted credits in the program of study	2.0	67%

### Programs equal to one academic year:

Evaluation Point: Maximum time frame will be evaluated at the end of the attempt of:	CGPA	Rate of Progress % of Attempted Credits Successfully Completed
25% of attempted credits	1.0	50%
50% of attempted credits	1.5	67%
100% of attempted credits	2.0	67%

A Leave of Absence and scheduled holiday breaks are not considered when calculating maximum time frame since no credits are attempted during those times.

Any student whose completion rate falls below the required completion percentage and/or minimum grade point average for that evaluation period will be placed on academic probation for the next evaluation period. While on probation the student remains eligible for Title IV financial aid. Any student who successfully completes 67 percent of the credit hours attempted in the evaluation period and the minimum grade point average in the evaluation period while on academic probation will be allowed to remain in school and continue on academic probation to the next evaluation point.

Any student on academic probation who brings their cumulative completion rate to 67% and their grade point average to the minimum requirement will be removed from academic probation.

Students receive a report card at the end of each course. A record of the final course grades is also maintained in the student's academic file. Student's who fail courses are advised by Student Services and/or a Program Manager. If a student should withdraw or transfer from a course, a grade of "W" or "T" may be given.

Though the grade is not calculated into the GPA, it is included in attempted credits which may negatively affect the student's maximum time frame.

**EFFECT OF GRADES ON SAP**

Grade Point	Grade	Credits Earned	Credits Attempted
4.0	A	Yes	Yes
3.0	B	Yes	Yes
2.0	C	Yes	Yes
0.0	F	No	Yes
—	P	Yes	Yes
—	E	Yes	Yes
—	W	No	Yes
—	R	No	Yes
—	L	No	Yes
—	T	No	Yes
—	AU	No	No
—	I	No	Yes

**ADDITIONAL CONSIDERATION FOR ALLIED HEALTH CARE STUDENTS**

Should it be determined by the instructional staff and School administration that at the end of a student's training he is not considered to be "safe" with regard to client welfare, he is retained in the classroom (review status) until he is: 1) considered safe, and shall advance to internship; 2) not considered safe, at which time he will be terminated. In either case the time frame shall not exceed one month.

**CHANGING PROGRAMS**

If a student changes programs, only those courses that apply toward the new program will be counted in calculating the number of credits attempted and in calculating the cumulative GPA.

**TRANSFER CREDIT**

Transfer credits are included as credits attempted, but are not factored into the cumulative GPA.

**INCOMPLETE COURSE**

The School does not assign an Incomplete (I) as a grade. A student who withdraws during a course or does not complete the course will not receive any credit for the course nor will a grade be given for partial course completion. A student who completes an entire course, but academically fails the course and then withdraws from the program of study, will receive a failing grade on their permanent record.

These course withdrawals and/or failures will be counted in calculating the number of credits attempted.

**REPEATED COURSE**

A student must repeat all failed courses to be eligible to graduate. A student cannot repeat a passed course in order to receive a higher grade. Upon successful completion of the failed course, the failed course grade is replaced with the passing grade.





### APPEAL PROCESS

Any student not attaining the required GPA or attempted credits during the probationary period will be terminated. The student may submit a written appeal of his/her termination within five calendar days of notification of their termination. The appeal should be addressed to the Campus President. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. The Appeals Committee will review all appeals. The student will be notified of the committee's decision within five business days of the Campus President's receipt of the appeal. The decision of the Appeals Committee is final. Students reinstated must be brought back on an "Academic Probation" status. Upon re-entry, the student must abide by the terms and conditions set out in the committee's letter granting the appeal. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress is regained.

### THE ROLE OF THE FINANCIAL AID DEPARTMENT

The Financial Aid Department evaluates the academic progress of students before any disbursement is made. This is to ensure that only those students who are making Satisfactory Academic Progress (SAP), as defined by the policies, are considered to be in good standing and eligible to receive Federal Financial Aid. Students who may lose or are not eligible for Title IV funding may be able to utilize the institutional loan program. A student who fails a probationary period is not considered to be making SAP but may re-establish SAP by bringing his progress up to minimum standards and may re-establish Federal Financial Aid eligibility.

### STUDENT COMPLAINT / GRIEVANCE PROCEDURE

Student grievances relating to School matters should first be discussed with the individual Instructor and/or Program Manager and then the Director of Education. If the grievance is not resolved satisfactorily with the Director of Education, it can then be submitted to the Campus President of High-Tech Institute, whose decision is considered final in all matters pertaining to the School.

For any grievances relating to Section 504 of the Rehabilitation Act of 1973 (prohibiting discrimination on the basis of disability), Title IX of the Education Amendments of 1972 (prohibiting discrimination on the basis of sex) or the Age Discrimination Act of 1975, the Campus President who is the Section 504 Coordinator should be contacted. The individual to contact is Cindy Bryant, Campus President, at (972) 871-2824.

The student may expect a grievance to be addressed and/or resolved in a timely manner, within two weeks from the time the grievance is issued at each level.

If a complaint is not settled at the institutional level, the student may contact the Texas Department of State Health Services, Massage Therapy Registration Program, 1100 West 49th Street, Austin, Texas 78756-3183 at 512-834-6616.

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the School has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant for the Commission to forward a copy of the complaint to the School for a response.

The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Blvd., Ste. 302, Arlington, VA 22201, (703-247-4212). A copy of the Commission's Complaint Form is available at the School and may be obtained by contacting the Director of Education.

#### **TUTORING**

The School faculty arranges and conducts a number of interactive activities in which students are able to reinforce learning material presented in their course of study. Tutoring is available through scheduling with faculty for one-on-one or group style review of material and development of study skills. Review classes are also held prior to registration exams. Additional laboratory time is available for students wishing to practice the hands-on performance of techniques and skills.

#### **GRADUATION REQUIREMENTS**

In order to graduate, a student must have completed all coursework and the State required 500 hours of training and maintained a satisfactory grade of 70% or better, and have met all financial obligations to the school.

#### **TRANSCRIPTS**

An official Student Transcript is maintained for each student. The transcript provides a complete record of all course grades.

High-Tech Institute will supply a reasonable number of official transcripts to whomever the student or graduate designates. There is no charge for this service. The School reserves the right to withhold a transcript if the student's financial account is in arrears and to limit the number of transcripts provided at no charge.

#### **UNIT OF CREDIT**

One semester credit hour earned is defined as the successful completion of 15 clock hour of lecture, 30 clock hours of laboratory activities or 45 clock hours of externship. All program credit totals have been rounded to the nearest whole number.

Each designated clock (contact) hour represents a minimum of 50 minutes of instruction within a 60 minute period.



## | PREVIOUS EDUCATION AND TRAINING |

### **CREDIT FOR PREVIOUS EDUCATION**

High-Tech Institute encourages students who have previous education to apply for evaluation of credit transfer towards High-Tech Institute's programs. There is no charge for the evaluation. Any and all credit must be granted prior to the start of the program and cannot exceed 75% of the total credits required to complete the program. Once students start their program, credit evaluation will not be accepted. In each case, the evaluation for credit process will be completed within 30 days of application. Massage Therapy students must apply to the Texas Department of State Health Services prior to transfer of credit into the institution.

### **PRIOR EDUCATION CREDIT POLICY**

In order to complete the evaluation process, the student must request and supply the School with an official transcript and copies of the course description(s) from each institution where previous course(s) were completed. Course descriptions must come from an official school catalog for the year in which courses were completed. The Director of Education, along with qualified subject matter experts, will review previously completed coursework for compliance with the following criteria:

- :: Accreditation – Transferring school must be accredited by an agency recognized by the Secretary of the US Department of Education (e.g., public or private four-year Universities, two-year Community Colleges, public or private technical or vocational schools, or military school).
- :: Comparability of course content – The content of previously completed courses must match content items and course objectives of its High-Tech Institute equivalent.
- :: Similarity between credits earned – Credits earned at another institution should be equal (or greater than) the number earned for the High-Tech Institute equivalent.
- :: Applicability of the Credit – Transfer credits will only be awarded for courses that are directly applicable to the program the student is attempting to transfer credit into.

:: A grade of 2.0 or higher was earned.

Technical/Occupational coursework must be completed within the last 5 years in order to be eligible for a transfer of credit review and award.

### **RE-ENTRY, RE-ENROLL, MOVING FROM ONE COMPANY OWNED CAMPUS TO ANOTHER COMPANY OWNED CAMPUS**

Re-enter: students who return to the same program within 12 months of terminating are considered re-entered and all prior courses that were successfully completed may be applied towards the student's diploma.

Re-enroll: students who return to school after 12 months or into a different program are considered re-enrolled. The student's transcripts must be evaluated following the same guidelines as any other evaluation of credit.

Moving From One School to Another (within 12 months): The student's transcripts must be evaluated and successful course completion confirmed prior to granting transfer credit.

Moving From One School to Another (after 12 months): The student's transcripts must be evaluated following the same guidelines as any other evaluation of credit.

### **TRANSFERABILITY OF CREDIT FOR U.S. MILITARY VETERANS**

Every veteran who applies for educational benefits through High-Tech Institute must provide official copies of academic transcripts from all institutions attended for evaluation. Veterans must follow the guidelines for applying for transfer credit outlined in the credit for previous education section. Enrollment certification will not be completed and sent to the Veterans Administration until this step is accomplished. The VA has ruled that all prior education at the post-secondary level must be evaluated by the school and transfer credit granted for applicable courses. Not all programs are approved for Veterans Training.



**APPEAL PROCESS FOR TRANSFER CREDITS**

Students who wish to appeal a decision made by the school must obtain and complete an Appeal Form within 30 days of the decision to deny credit. The form must include information regarding the course(s) they wish to transfer and an outline of which course(s) they feel they should receive credit for. The student must supply additional documentation to support their appeal. If no additional documentation is received, the appeal will be automatically denied. Appeals for credit denials are referred to and reviewed by the Chief Academic Officer of High-Tech Institute, Inc., whose decision is final. Decisions related to appeals will be returned to students within 30 days of their receipt.

**TRANSFER OF CREDIT TO OTHER INSTITUTIONS**

Decisions concerning the acceptance of credits by any other institution are made at the sole discretion of the receiving institution. As such, credits earned at High-Tech Institute may not be universally transferable to another academic institution. No representation is made whatsoever concerning the transferability of any credits earned to any other institution.

Students considering continuing their education at, or transferring to, other institutions must not assume that credits earned at High-Tech Institute will be universally accepted by the receiving institution. Students must contact the Registrar or designated official of the receiving institution to determine what credits, if any, that institution will accept.

**ENGLISH PROFICIENCY**

Each student enrolling in a Diploma Program is required to demonstrate the ability to read and write in standard English. Evidence of such level of English proficiency may be established by transcripts of prior study from English speaking schools; scores on the School entrance exams, personal interviews and/or by special demonstrations orally or in writing. All classes are taught in English.



## | REGULATIONS AND POLICIES |

### **STUDENT DRESS CODE**

Students are required to wear the designated School uniform. Two uniforms are issued to each student. The student is required to wear white duty shoes, with enclosed heel, toe and white soles.

A male student's hair length should not extend beyond the collar (untethered). If a beard is worn, it should be short and well groomed. Hats or caps or hair coverings of any kind are not to be worn in the building. No facial piercing (including tongue) is permitted.

### **CHILDREN ON CAMPUS**

Children are not permitted to attend any class with their parents, nor are they allowed on campus while a parent is attending class. Children are not allowed on campus during make-up tests or tutoring sessions.

### **STUDENT CONDUCT**

Students are to treat all members of the staff and other students with respect and dignity. A student who willfully destroys School property, attends the School under the influence of drugs or alcohol, is insubordinate, is caught cheating, is boisterous, obscene or vulgar may be suspended or terminated.

### **DRUG-FREE CAMPUS**

In accordance with the Drug-Free Schools and Communities Act, Public Law 101-226, High-Tech Institute is declared a drug and alcohol-free School. Student use of alcohol or the unlawful manufacture, distribution, dispensing or use of a controlled substance or alcohol anywhere on School property, or while participating in School related activities, are prohibited. Students who violate this policy are subject to disciplinary action up to and including expulsion. A detailed copy of this policy is provided to all current students and is also available in the Financial Aid and Student Services offices.

### **GRADUATION**

Formal graduation ceremonies are held quarterly throughout the year. Students must complete all areas of the program with a cumulative grade point average of 75% or better. In addition, students must satisfy all financial obligations to the school and participate in an exit interview with the Financial Aid Department. A Diploma is awarded to those meeting the graduation requirements of their respective program of study.



### **CAMPUS SECURITY**

A copy of the School's Campus Security Policy is issued to all students.

### **NON-DISCRIMINATION POLICY**

High-Tech Institute offers equal opportunities, without distinction or discrimination because of race, color, sex, religion, age, national origin, physical or mental handicap, or Vietnam era veteran status, in any of its academic programs or activities, or in any of its employment practices.

### **TERMINATION BY THE SCHOOL**

At its sole discretion, the School reserves the right to terminate any student who fails to maintain satisfactory progress, fails to adhere to the attendance policy stated in this Catalog, fails to make payments as agreed, destroys or damages any property of the School (the student may be held liable for repair and/or replacement of the damaged property), is caught cheating, engages in unlawful or improper conduct or conduct contrary to the best interests of the School, or demonstrates behavior disruptive to normal classroom discipline. Upon such termination the student is notified in writing.

### **APPEAL AND RE-ENTRY**

Students who are terminated for unsatisfactory progress may petition the Campus President for re-entry into class. The School may allow a student, whose enrollment was terminated for unsatisfactory progress, to reenroll at the start of the next program. Re-entry is at the discretion of the Director and requires an interview with the student, who must demonstrate a desire to complete the program and maintain satisfactory progress. Students re-entering the School are charged current tuition rates for the time required to complete the program, plus a \$100 reinstatement fee.

The School shall place a student who returns after their enrollment was terminated for unsatisfactory progress on Academic Probation for the next grading period. The School shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment may be terminated.

If the student feels the School has made an error in determining that he is not making satisfactory progress, he should put his arguments in writing, addressed to the attention of the Campus President. The Campus President, whose decision is final, reviews each case.

### **SPECIAL RECOGNITION AWARDS**

Students have the opportunity to earn special awards while pursuing their studies. Specific awards that can be achieved are Perfect Attendance, Student of the Month, and Academic Excellence. Awards are acknowledged by the presentation of special certificates. Students who achieve a cumulative grade point average of 95% or higher graduate with honors.

### **DIRECTORY INFORMATION**

Directory information includes the student's name, dates of attendance and completion status (graduation, termination) and is given by the School to any inquirer. However, the student may, by requesting in writing within ten (10) working days of matriculation, ask that such directory information not be disclosed. Students wishing other information to be disclosed must request such disclosure in writing, and such request must specify the information to be disclosed, the reason for disclosure and the person to whom disclosure may be made.





#### **ACCESS WITHOUT STUDENT CONSENT**

The School may release student information without the student's written consent if the disclosure is to

1. federal and state authorities where required;
2. accrediting agencies;
3. comply with a judicial order or subpoena, provided that the School makes a reasonable effort to notify the student prior to such compliance;
4. persons responsible for determining eligibility for financial aid for which the student has applied or received;
5. officials of another School to which the student has applied;
6. organizations conducting studies involving testing, student aid programs or instructions where personally identifiable information will not be disclosed;
7. protect the health or safety of a student or other person;
8. any organization who sponsors the student at the School by paying any portion of the cost of training directly to the School; or
9. comply with conditions otherwise required by the Family Education Rights and Privacy Act of 1974.

#### **EXEMPTION**

Certain items are not considered part of the student's records under the Family Education Rights and Privacy Act of 1974 (FERPA). These include, but are not limited to; certain confidential letters of recommendation received by the School, records about students or incidents made by and accessible only to the Instructors or Administrators, and School security records or records maintained by certain professionals acting in their capacity for treatment purposes which are available only to persons providing the treatment.

#### **REQUESTING OF RECORDS**

The School maintains a record of requests for disclosure of student records as part of the official record of the student, and said records show:

1. the person requesting the information;
2. the information requested;
3. the reason for the request; and
4. whether or not the information was provided. Student records are retained permanently by the School and kept in accordance with the Family Education Rights and Privacy Act of 1974.

## | PROGRAM OUTLINE |

### BASIC MASSAGE THERAPY PROGRAM

#### OBJECTIVES

The objective of the High-Tech Institute Massage Therapy Program is to provide students with a comprehensive education and prepare students for an entry-level position in the field of Massage Therapy. This includes a thorough understanding of the structure and function of the human body, the effects of Massage Therapy, and the skills and techniques necessary to be effective as a Massage Therapist. Students will gain a practical working knowledge and an understanding of the State curriculum, as provided by the Texas Department of State Health Services. The School also teaches an understanding of self-care, including proper body mechanics for safety and injury prevention and the necessary skills for planning, beginning and successfully operating a business in Massage Therapy.

#### 500 PROGRAM CLOCK HOURS / 24 SEMESTER CREDIT HOURS

This program consists of 500 hours as required by the Texas Department of State Health Services to become a licensed massage therapist with the state. Upon successful completion of the training program, the student is eligible to take the massage therapy national examination. The program requirements are as follows:

Course Number	Course	Lecture Hours	Lab Hours	Total Clock Hours	Total Sem Credit Hours
MT 08180	Anatomy	50	0	50	3.0
MT 08181	Physiology	25	0	25	1.5
MT 08182	Pathology	40	0	40	2.5
MT 08183	Health & Human Hygiene	20	0	20	1.0
MT 08184	Swedish Massage	63	62	125	6.0
MT 08185	Massage Techniques	38	37	75	3.5
MT 08186	Hydrotherapy	0	20	20	0.5
MT 08187	Kinesiology	10	40	50	1.5
MT 08188	Massage Therapy Laws and Rules	45	0	45	3.0
MT 08199	Supervised Clinic Internship	0	50	50	1.5
<b>Totals</b>		<b>291</b>	<b>209</b>	<b>500</b>	<b>24</b>

Total Program Weeks 28

Pupil to teacher ratio is 30 to 1.

## | CLASS SCHEDULE |

All sessions meet Monday through Friday.

The program is completed in approximately 28 weeks.

Session I 7:15 AM – 11:15 AM

Session II 11:45 AM – 3:45 PM

Session IV 6:45 PM – 10:45 PM

Break schedule 10 minutes for every 50 minutes of instruction

START DATES See catalog supplement.



## | COURSE DESCRIPTIONS |

### **MT o8180 - ANATOMY**

Clock Hours: Lecture 50 / Lab 0

Semester Credits Hours 3.0

During this course the student studies the anatomy of the human body. The subject matter includes detailed information on all body systems including location, components, and relationship to massage therapy.

*Prerequisite: None*

### **MT o8181 - PHYSIOLOGY**

Clock Hours: Lecture 25 / Lab 0

Semester Credits Hours 1.5

During this course the student will be introduced to the physiology of the human body. The subject matter includes detailed information on all body systems including their components, functions, and relationship to massage therapy.

*Prerequisite: None*

### **MT o8182 - PATHOLOGY**

Clock Hours: Lecture 40 / Lab 0

Semester Credits Hours 2.5

During this course the student studies the pathology of the human body. The subject matter includes detailed information on health and disease relating to all body systems including the components relationship to massage therapy.

*Prerequisite: None*

### **MT o8183 - HEALTH AND HUMAN HYGIENE**

Clock Hours: Lecture 20 / Lab 0

Semester Credits Hours 1.0

During this course the student studies the concepts of health and hygiene as it relates to the client, massage therapist, and clinical environment. Concepts include ethical guidelines for client interaction, sanitation practices, personal care, basic first aid, and Cardiopulmonary Resuscitation (CPR).

*Prerequisite: None*

### **MT o8184 - SWEDISH MASSAGE**

Clock Hours: Lecture 63 / Lab 62

Semester Credits Hours 6.0

During this course the student will be introduced to the history of massage, modern massage applications. The student will be introduced to the theory and techniques of Swedish massage. The student will also be required to demonstrate basic Swedish massage techniques and a full body Swedish massage sequence.

*Prerequisite: None*

### **MT o8185 - MASSAGE TECHNIQUES**

Clock Hours: Lecture 38 / Lab 37

Semester Credits Hours 3.5

During this course the student studies the techniques used in the sports massage field, the application and benefits of chair massage, specific techniques and considerations for massage with clients who have special needs. The student will be introduced to clinical skills for working with geriatric and pregnant clients as well as techniques and benefits of Trigger Point Therapy.

*Prerequisite: None*

### **MT o8186 - HYDROTHERAPY**

Clock Hours: Lecture 0 / Lab 20

Semester Credits Hours .5

During this course the student studies the concepts of hydrotherapy as it relates to massage therapy. This includes an introduction of temperature ranges and applications of heat and cold in various elemental forms. Concepts include precautions, indications, contraindications, equipment use, and demonstration of appropriate modality application.

*Prerequisite: None*



**MT 08187 - KINESIOLOGY**

Clock Hours: Lecture 10 / Lab 40  
Semester Credits Hours 1.5

During this course the student studies kinesiology and the techniques. The students will be introduced to the relationship that joints have to body movement and the application of kinesthetic movement techniques to learn muscle strength and function.

*Prerequisite: None*

**MT 08188 - MASSAGE THERAPY LAWS & RULES**

Clock Hours: Lecture 45 / Lab 0  
Semester Credits Hours 3.0

During this course the student is introduced to business practices, legal considerations, and licensing requirements related to the massage therapy profession. Concepts include ethics, the business environment, marketing, scope of practice, and the development of a business plan.

*Prerequisite: None*

**MT 08199 - SUPERVISED CLINIC INTERNSHIP**

Clock Hours: Lecture 0 Lab / Internship 50  
Semester Credits Hours 1.5

The Supervised Clinic Internship consists of 50 clock hours (five hours a day, five days a week) and is undertaken following the successful completion of all massage classroom coursework. The internship is designed to provide massage techniques and business practice practical application experience in a clinic setting. The Supervised Clinic Internship hours are unpaid.

*Prerequisite: MT08180, MT08181, MT08182, MT08183, MT08184, MT08185, MT08186, MT08187, MT08188*



STUDENTS ENGAGE IN SUPERVISED "HANDS-ON" TRAINING IN TRADITIONAL SWEDISH MASSAGE AND OTHER RELATED MODALITIES.

## | STUDENT INFORMATION DISCLOSURES |

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

Under the authority of the Family Educational Rights and Privacy Act of 1974, students have a right to examine certain files, records or documents made by the School which pertain to them. The School will permit students to examine such records within forty-five (45) days after the student submits a written request. A fee will be charged for the cost of reproduction of such records.

Education records are files, records or documents that the School maintains which contain information that directly relates to the student. These include student files, placement files and financial aid files.

Students may request that the School amend their education records on the grounds that they are inaccurate, misleading or in violation of their right to privacy. In the event the School refuses to amend a record, the student may request a hearing. If the hearing officer upholds the School's refusal to amend the record, the student will still be allowed to include a statement into his student record regarding the disputed information, which will be released whenever the record in question is released.

### **DIRECTORY INFORMATION**

Directory Information includes the student's name, address, phone numbers, email address, photograph, program of study, degrees awarded, honors and awards received, dates of attendance, completion status (graduation, termination) and participation in official recognized clubs and activities, and is given to any inquirer. However, the student may request that such directory information not be disclosed by requesting and submitting the "Request to Prevent Disclosure of Directory Information" form in the Student Services Office at any time.

### **DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION**

Students wishing other information to be released must request such releases by requesting and submitting the "Authorization for Release of Personally Identifiable Information" form. This form is presented to the student during the enrollment process. Or the student may request the form in the Student Services Office. The form must specify to whom the release is being made and exactly what information is to be released.

### **ACCESS WITHOUT STUDENT CONSENT**

The School may release student information without the student's written consent if the disclosure is to (1) federal and state authorities where required; (2) accrediting agencies; (3) comply with a judicial order or subpoena, provided that the School makes reasonable effort to notify the student prior to such compliance; (4) persons responsible for determining eligibility for Financial Aid for which the student has applied or received; (5) officials of another school to

which the student has applied; (6) organizations conducting studies involving testing, student aid programs or instructions where personally identifiable information will not be disclosed; (7) to protect the health or safety of a student or other person; (8) any organization who sponsors the student at the School by paying any portion of the cost of training directly to the School; or (9) comply with conditions otherwise required by the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **EXEMPTION**

Certain items are not considered part of the student's records under the Family Educational Rights and Privacy Act of 1974 (FERPA). These include, but are not limited to: certain confidential letters of recommendation received by the School; records about students or incidents made by and accessible only to the Instructors or Administrators; and School security records or records maintained by certain professionals acting in their capacity for treatment purposes which are available only to the persons providing the treatment.

### **REQUESTING RECORDS**

The School maintains a record of requests for disclosure of student records, and said records show: (1) the person requesting the information; (2) the information requested; (3) the reason for the request; and (4) whether or not the information was provided. Student records are retained permanently by the School and kept in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **RETENTION OF RECORDS**

Student records are retained in accordance with federal regulations, state laws and accreditation standards.

### **DRUG-FREE CAMPUS**

In accordance with the Drug-Free Schools and Communities Act, Public Law 101-226, High-Tech Institute is declared a drug and alcohol-free School. Student use of alcohol or the unlawful manufacture, distribution, dispensing or use of a controlled substance or alcohol anywhere on School property, or while participating in School related activities, are prohibited. Students who violate this policy are subject to disciplinary action up to and including expulsion. A detailed copy of this policy is provided to all current students and is also available in the Financial Aid and Student Services offices. The policy can also be viewed on the School's Internet Web site ([www.hightechinstitute.edu](http://www.hightechinstitute.edu))

### **CAMPUS SECURITY AND CRIME STATISTICS**

High-Tech Institute is strongly committed to crime prevention and the safety of the campus community. A copy of the School's Security Policies and Procedures and the Campus Crime Statistics may be obtained in the Financial Aid Office or viewed on the School's Internet Website, [www.hightechinstitute.edu](http://www.hightechinstitute.edu).