

Ashmead

COLLEGE

2005-2006 CATALOG
 Ashmead 011206

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The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in College policies and procedures at any time such changes are considered to be desirable or necessary.

A MESSAGE FROM THE PRESIDENTS

Welcome to Ashmead College! For over 30 years, people with a desire to make a good living while helping others have turned to Ashmead for the knowledge and support necessary to reach their dreams. Our graduates have touched the lives of tens of thousands of their clients, promoting wellness and improving their quality of life. We hope you find our exceptional programs, outstanding faculty, and "make a difference" attitude to be the right combination to help you succeed in your journey.

Being successful at Ashmead, and in the world of health and helping others, may require you to step outside of your comfort zone and try new things. New experiences can make us feel uneasy and/or insecure. Eleanor Roosevelt once said "You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do." I encourage you to meet your challenges head-on, face your fears, and continually push yourself to become the best you can be.

At Ashmead College, we consider ourselves your partner in success. We will provide you with the tools you need to acquire the knowledge and skills necessary to succeed in your career. It is up to you to put those tools to work. The administration, the faculty, the staff, and your fellow students are here to support and assist you as you take this important step toward creating a more fulfilling future for yourself.

We are genuinely excited about your enrollment at Ashmead, and we are committed to helping you achieve your dream.

Meredyth Given
Everett Campus President

Lorine Hill
Tacoma Campus President

Siri McElliott
Portland Campus President

Open
Vancouver Campus President

Juanita Carpenter
Seattle Campus President

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ABOUT CORINTHIAN COLLEGES, INC.

This college is a part of Corinthian Colleges, Inc. (CCi). CCi was formed in 1995 to own and operate schools across the nation that focus on high-demand, specialized skills. CCi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and schools in various states, CCi provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. By emphasizing focused training, CCi provides people entering or reentering today's competitive market with practical, skill-specific training vital to their success.

Corinthian Colleges, Inc. is dedicated to providing vocational and technical training that meets the current needs of business and industry. Under CCi ownership, the College will maintain its long-standing reputation for innovation and high-quality private vocational education.

MISSION STATEMENT AND OBJECTIVES

Ashmead College is committed to health, personal growth, and professional fulfillment through excellence in education and customer service. We believe in offering ongoing support to our graduates as they become successful practitioners in their field. Currently offering valuable and positive career choices in Massage Therapy, Spa Specialist, Clinical/Sports and Fitness Training, we are rapidly expanding to meet the growing demand for well-trained practitioners in other complementary health care fields.

EDUCATIONAL OBJECTIVES

Ashmead College provides students with an interactive learning environment that has a firm foundation in both practical and theoretical education. The objective of Ashmead's vocational training programs is to prepare students to become successful practitioners in their fields.

The objective of the Professional Licensing Program in Massage is to prepare students to qualify for and take the National Certification Board for Therapeutic Massage and Bodywork's National Licensing Exam and the National Certification Exam. Upon passing one of these exams, graduates are qualified to be licensed in Washington state. Students are also prepared to take the Oregon practical exam and become licensed in Oregon. Graduates are equipped to work in a variety of settings, including chiropractic clinics, spas, and self employment. For those who wish to specialize, we continue to offer the Clinical and Sports Massage fifth-term program (not available at all campuses). Graduates of all the Professional Licensing Programs receive a diploma from Ashmead College.

The objective of the Professional Licensing Spa Specialist program is to provide students with a sound theoretical base and the practical experience with aromatherapy and spa treatments and their uses for health and well-being. Students are also prepared to become successful massage practitioners.

The objective of the Professional Licensing & Clinical and Sports Massage program is to provide students with a sound theoretical base and practical experience in clinical and sports massage settings.

The objective of the Fitness Trainer program is to prepare students with the training necessary to work successfully within the thriving health and fitness industry. Graduates of the program are prepared to work in various health and wellness facilities and receive a diploma. The Fitness Trainer Program prepares graduates to sit for major certifications, including the National Strength Conditioning Association (NSCA), the American Council on Exercise (ACE), and the American College of Sports Medicine (ACSM).

COLLEGE HISTORY

Ashmead College was founded in September 1974 as the Seattle Massage School to teach massage skills to people wishing to practice professional massage in Washington State. Throughout the 1980's and 1990's, Seattle Massage School was recognized nationally as an innovator and leader in massage education. Seattle Massage School was the first massage school in Washington to be licensed by the state and the second massage school on the west coast to receive national accreditation by the Accrediting Commission for Continuing Education and Training (ACCET). Seattle Massage School offered the first advanced course for continuing education in 1987.

To provide students with a well-rounded, real-world learning experience and to provide massage services to the community, an in-house Student Clinic was created in 1989. The Student Clinic has experienced such

tremendous success that expansion has occurred annually to meet public demand for Ashmead's massage services. In response to employer demand, the College developed and implemented fourth-term courses involving a Hospital Internship beginning in 1993 and a Sports Internship beginning in 1997, continuing our commitment to provide the greatest training opportunities for students.

In September 1991, the College opened its first branch campus in Tacoma to better serve students in this area. The second branch campus was opened in Everett in June 1993. To serve southwestern Washington and northern Oregon, a third branch campus was opened in February 1999 in Vancouver, Washington. In July of 2002 Ashmead College celebrated the opening of its fifth campus in Portland, Oregon. The Portland Campus is located in southwestern Portland.

In 1999 the College adopted the new name, Ashmead College, which better reflects the geographic reach and scope of programs available across the nation for those who are seeking to make a difference and a good living. The Fitness Trainer Program was launched in November 1999 to support the growing demand for qualified and skilled professionals in the health and fitness industry.

In August 2003 Corinthian Colleges, Inc. purchased Career Choices, Inc., the owner of Ashmead College, as a wholly owned subsidiary.

COLLEGE FACILITIES

The Seattle campus is located in the Northgate area, two blocks west of I-5 on the corner of Meridian Avenue North. The 24,500 square foot facility includes two floors. Thirteen classrooms, a supply store, student lounge, and all audio-visual and classroom equipment are located on the top floor. Administrative offices and the reception area are located on the second floor. The Student Clinic is located in the Greenlake area.

The Everett area campus is located in downtown Everett with easy access to I-5. The 8,250 square foot facility includes five classrooms, administrative offices, a supply store, and all the audio-visual and classroom equipment used by the campus. In addition, there are two classrooms located across the street.

The Tacoma area campus is located 1/4 mile off I-5 in the Fife Business Park. The 18,000 square foot facility includes eight classrooms, administrative offices, a supply store, reception area, and all the audio-visual and classroom equipment used by the College. The Student Clinic is located adjacent to the campus.

The Vancouver campus is located in Stonemill Center. The 18,000 square foot facility in Building B includes ten classrooms, administrative offices, a supply store, reception area, and all the audio-visual and classroom equipment used by the campus. The Student Clinic is located adjacent to the campus.

The Portland campus is located in the Plaza West Building. The 18,249 square foot facility on the fourth and fifth floors includes 11 classrooms, administrative offices, a supply store, reception area, and all the audio-visual and classroom equipment used by the campus. The Student Clinic is located on the fifth floor.

LICENSING ACCREDITATIONS, CREDENTIALS AND MEMBERSHIPS

LICENSED AND ACCREDITED BY

Accredited by the Accrediting Council for Continuing Education and Training and licensed under Chapter 28c.10 RCW by the State of Washington Workforce Training and Education Coordinating Board, 128 10th Ave., S.W., P.O. Box 43105, Olympia, WA, 98504-3105, 360-753-5662. Approved by the Oregon Department of Education, 225 Capitol Street, N.E., Salem, Oregon, 97310-0203, 503-378-3569.

APPROVED BY

Washington State Board of Massage
Oregon State Board of Massage Therapists
Department of Education, Salem, Oregon

ASHMEAD COLLEGE MEMBERSHIPS

AMTA's Council of Schools
Washington State Financial Aid Association
Seattle King County Chamber of Commerce
Washington Federation of Private Career Schools and Colleges
Better Business Bureau

ADMISSIONS

APPLICATION AND ENTRANCE REQUIREMENTS

Applicants must successfully pass the entrance interview to enroll. Applicants are evaluated on the basis of their motivation and ability to benefit from our programs. Applicants are evaluated without discrimination on the basis of age, sex, race, national or ethnic origin, religion, creed, sexual preference, or general disability. Applicants must be a minimum of 18 years of age upon graduation from Ashmead College and be a high school graduate or possess a GED.

Ashmead College will accept an application for admission before a student graduates from high school or receives his/her GED. However, the student will be required to submit proof of high school completion or GED before entering classes. In this situation, admission is contingent on receipt of the diploma, final transcript or other proof of completion.

As part of the admissions process, students complete a Confidential Health Intake Form. If contraindications for the selected program are present, a doctor's release will be required for admissions into the College. Applicants may be denied admission on the basis of health problems, poor hygiene, lack of financial capability, lack of physical capability, insufficient motivation, or exhibiting no ability to benefit from our programs. Ashmead will not enroll persons who have been convicted of a sexual crime (including, but not limited to: prostitution, sexual assault, molestation and rape). Students should be aware that felonies may affect the ability to be licensed in massage and may affect admission into Ashmead College.

Note to applicants to the massage programs: A criminal background check is performed by Washington State when an individual applies to be a Licensed Massage Practitioner and may be conducted for Oregon applicants. Consequently, if an applicant for licensure has been convicted of a felony, he/she may not be eligible for licensure. If an applicant has concerns regarding his/her eligibility for licensure, Ashmead College recommends that he/she contact the State Board of Massage for additional information.

Ashmead College facilities are wheelchair-accessible. Students are asked to identify any physical or learning needs during the admissions process. Student needs will be assessed on an individual basis, and the institution will make a reasonable attempt to accommodate students. Ashmead College reserves the right to deny a student admission if the student is unable to meet the demands of the program and/or profession.

Introductory massage courses may be offered at each campus. Please contact the Admissions Department to schedule an interview or to inquire about the Day of Massage or Introduction to Massage and Exercise Your Future workshops.

Process

Applications are accepted and interviews conducted throughout the year. All applicants are screened and interviewed by our admissions staff. To become a student at Ashmead College, individuals should call the campus that they are interested in attending and schedule an entrance interview.

Transferable Credits

Ashmead College has an articulation agreement with City University in which Ashmead College students may transfer up to 90 lower-division credits to City University. In order for a course to qualify to meet general education credits, the grade must be a 2.0 or better in order to be transferred. Elective credits must collectively have an overall 2.0 GPA. Upper-division courses must have a 2.0 or better to be accepted for transfer. All other colleges reserve the right to transfer Ashmead College's credits at their own discretion.

Credit for Previous Education

Ashmead College will grant academic credit and advanced standing toward its certificates and diplomas based on a student's prior coursework at an accredited postsecondary institution. However, no more than 50% of the program requirements will be waived. A student must enroll in and successfully complete at least 50% of the program offered by Ashmead College in order to graduate and receive a completion certificate. In order to have transcripts evaluated the student must complete an admissions interview and make a formal application to the school.

A student may request academic credit for previous coursework under the following conditions:

1. The credits to be transferred were awarded within the past 24 months by an accredited postsecondary institution. (If coursework was completed over 24 months ago, a student may be allowed to waive a course by passing a competency test with a score of 80% or better, and the course meets all other conditions).
2. The student completed the course with a grade of C or better, at least 2.0 on a 4.0 scale.
3. The number of hours required to complete the course to be transferred must meet or exceed the number of hours required by Ashmead College for the same course.
4. The subject matter of the course to be transferred is determined by Ashmead College to be substantially the same as the subject matter of the course to be waived.

To have his/her prior coursework evaluated for transfer, the student should submit a written request indicating the courses for which he/she wishes to receive credit, along with official transcripts and course descriptions from each educational institution that awarded the credits the student desires to transfer. This information, transcripts and course descriptions should be submitted to the Registrar no later than one month prior to the start of the term in which the student wishes to enroll.

The Director of Education will review the information provided by the student. After evaluating the transcript(s), the Director of Education may require the student to take written or practical examinations in order to demonstrate that the student has sufficient grasp of the material covered in a given course. If a test is administered, the student must receive a score of 80% or better in order to receive credit for the course.

The Registrar will notify the student of the results of the review and make any adjustments to the student's schedule. If the student is granted credit for previous education, the student will receive a passing grade for the course, denoted by a P on the Ashmead College transcript, and be awarded the number of credits associated with the course. In addition, the student's tuition will be reduced by the cost of the course.

As credit for prior coursework may affect the student's enrollment status, it may affect eligibility for Financial Aid. Students should meet with Financial Aid personnel after their transcripts have been evaluated and their schedule established.

ACADEMIC POLICIES

ATTENDANCE POLICY

Ashmead College is committed to helping students attain their educational goals. To assist in these efforts, regular attendance is required. All coursework must be completed to Ashmead College's standards. The student is responsible for initiating procedures to make up any coursework missed.

Attendance is recorded daily--in 15-minute increments (rounded up)--at the beginning of each class and after each break. Attendance will be monitored daily by the Registrar and the Director of Education. Absences will be discussed by campus staff at weekly tracking meetings. Hours absent will be the criteria used for the following.

Attendance will be tracked within each term.*

Hours absent in a term will result in the following:

Programs	1 st	1 st	2 nd	
4-Term Programs	Warning	Probation	Probation	Termination
Professional Licensing	21 Hours	31 Hours	41 Hours	51 Hours
Fitness Trainer	18 Hours	27 Hours	36 Hours	45 Hours
Professional Licensing & Spa Specialist	25 Hours	37 Hours	50 Hours	62 Hours
5-Term Program				
Professional Licensing, Clinic and Sports Massage Therapist	follows Professional Licensing's attendance policy in Terms 1 through 4 and follows Professional Licensing & Spa Specialist's attendance policy in Term 5			

*Cumulative program absence may not exceed 25%

Academic requirements may include attendance and participation as reflected in the specific course syllabus. Regular, punctual attendance is essential to successful completion of the program. Students are expected to attend all classes as scheduled. Students are informed throughout their enrollment of the importance of regular

attendance. Attendance is discussed during Student Development, Financial Aid entrance workshops, and during the first class day of each new course.

Absences and tardiness are cumulative throughout the term. Tardiness will be accrued and counted toward the total program hours of absence. Attendance will be taken during the first 5 minutes of the scheduled class start time. Any student arriving late or leaving early for a scheduled class will be considered tardy. Example: If a student arrives 20 minutes late to a class, he/she will be recorded as 30 minutes late.

WARNING NOTICES

Warning notices may be issued to students who are in jeopardy of probation, unsatisfactory progress in their program of study, or termination. This is a proactive measure provided to support the continued success and satisfactory progress of all students. Lack of response to warning notices may result in termination from the College. A student may receive a warning notice for any of the following circumstances.

Academic Warning

Students will receive an Academic Warning Notice for any E grade received, provided their cumulative GPA is above the minimum standard for satisfactory progress. Students receiving Academic Warning Notices are eligible for, and are encouraged to attend, lab and tutoring services for the area(s) of deficiency. This will be arranged through the instructor and the Director of Education.

Behavioral Warning

Students will receive a Behavioral Warning Notice for exhibited and documentable inappropriate behavior and will be expected to change their behavior. Lack of response to Warning Notices may result in termination from the College or an additional Warning Notice. Behavioral infractions are tracked throughout the entire program.

Financial Warning

A student who fails to fulfill the financial agreement with the College, complete financial aid paperwork, or maintain financial aid eligibility, or whose account becomes delinquent will receive a Financial Warning Notice.

LEARNING AIDS AND EQUIPMENT

Ashmead College provides the most current equipment and instructional tools to enable students to achieve their learning objectives. For example, at each campus location, each massage classroom has portable massage tables with screens or curtains dividing the room. Learning enhancements include skeletons, muscle and bone charts, and anatomy models.

Each fitness trainer classroom has appropriate equipment for training students in body analysis, flexibility, endurance, and strength testing. Examples include: treadmills, exercise bikes, free-weights, and skeletons. Aromatherapy/spa classrooms are equipped with warming devices, blending equipment, and essential oil kits.

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, a student must have:

1. Achieved a cumulative grade point average of 2.0;
2. Attended a minimum of 75% of the total program in which they were enrolled;
3. Completed all required coursework, including workshops;
4. Completed Financial Aid Exit interview and all related materials (applies to Federal Student Loan borrowers only);
5. Met Career Services exit interview requirements and completed all relevant paperwork;
6. Provided proof of scheduling of National Licensing Exam (unless waiver requirements are met).

Certificates and transcripts will be withheld from students and outside agencies until all requirements are met. A student may graduate from the program with the special designation of Honors if the student has satisfactorily completed all graduation requirements, has completed the program within the time frame shown on the enrollment agreement with the College, and has a cumulative grade point average (GPA) of 3.5 or greater.

The Honors designation will be recognized on the Certificate of Graduation.

ACADEMIC STANDARDS AND GRADING

Grades are given for all lecture and practical courses. Grading is numerical, ranging from 0 to 4.0; grades are not rounded up to percentage. Statements of academic progress will be provided at the end of each term. Following are grades and grade point standards:

Grade	Meaning	Percentage	Point Value
A	Excellent	100-93	4.0
B	Very Good	92.9-85	3.0
C	Good	84.9-77	2.0
D	Poor	76.9-70	1.0
E	Failing	69.9-0	0.0
P	Passing	0	0
L	Leave of Absence		0
I	Incomplete		Not Calculated
N	Non-complete		Not Calculated
S	Satisfactory		Not Calculated
W	Withdrawal		Not Calculated
*	Repeated coursework		

No remedial courses are included in the curriculum. Students must complete all practical, lecture and special topic coursework in order to fulfill the graduation requirements.

PASS/FAIL

Ashmead offers select courses on a pass/fail basis. Students who fail these courses will proceed through the probationary stages. Students are required to repeat and pass the courses in order to graduate. Fees for repeat credits will apply. The following is a list of courses at Ashmead that require a pass grade:

Number	Course Name	Credits
112	Lab	0.69
212	Lab	0.69
151	Aromatherapy Foundation	3.86
251	Spa Industry, Body Wraps, Spa Foot Treatments	2.82
351	Spa Industry, Seaweed, Buff & Bronze	2.89
451	Mud/Clay, Eastern Inspired Treatments, Signature Treatment, Spa Run	2.82
165A	Student Development	0.85
130	Student Development	0.85

A P grade will count as credits attempted and successfully completed but will not be calculated into a student's GPA. A failing grade in these courses will affect the student's GPA.

SATISFACTORY/NON-COMplete

Satisfactory S and non-complete N grades are used by Ashmead College to track successful completion of topics required to receive a massage license in the states in which Ashmead operates. Workshops offered at Ashmead include AIDS Education & First Aid/CPR. The satisfactory S and non-complete N grades have no credit value and are not calculated into the student's GPA.

REPEATED COURSEWORK

A student who fails or does not complete a course will receive an E grade and will be required to retake the course before continuing in that topic sequence. Upon successful completion of a repeated course, the original

grade will be notated with an asterisk (*), indicating that the course has been repeated and a new grade assigned. The student's GPA will be recalculated based on the higher of the two grades.

Students will be scheduled to retake only the failed course the following term and charged a retake course fee and may not be eligible for financial aid during the term the single course is taken. (See tuition and fees in Appendix B for retake charges.) Students may be required to arrange self-pay or alternative financing for the cost of retaking the failed course(s). Once the failed course is successfully completed, students will resume normal progression in other topics during their remaining terms and be charged the remainder of the program tuition as applicable.

In extreme circumstances College officials may decide that a student is eligible to retake the failed course and continue normal progression in all other topics within the same term. If College officials determine the student can continue normal progress in other topics with the addition of the retake course, the student will be charged the retake course fee plus the normal tuition for the term. In this case, the student may continue to qualify for financial aid for the cost of the normal tuition.

A student who fails a course a second time may be allowed to retake the failed course again but may not be allowed to enroll in any other courses for the term. A second retake will be allowed only if it is determined that satisfactory academic progress can be met and that the program can be completed within the maximum time frame. A student who fails a course a third time will not be allowed additional retakes. A student may be allowed to retake a course that he/she has not failed in extenuating circumstances. Tuition charges, refund policies, and financial aid policies stated in this catalog will be in effect in this situation.

The weeks attended during retakes or extended course schedules are considered enrolled time and are counted in refund calculations as applicable.

COURSE INCOMPLETES

A student may request an "incomplete" for coursework he/she has begun during the first three weeks of a term. If an incomplete is granted, an individual contract will be drawn up for each course. The contract will specify the academic, attendance and other requirements for completion of the course. The student will be required to return to class the following term at the same point in the term which he/she last attended. Attendance in the term prior to the request for incomplete will carry over to the next term. Coursework completed prior to the granting of the incomplete will carry over and count toward the final grade. Due to the nature of our programs, a student may not take an incomplete from an individual course.

Requests for an incomplete must be made in writing on the Request for Incomplete Form and submitted to the Registrar no later than the end of the third week of the term. When a student submits a request for an incomplete, the student's academic status and attendance will be reviewed. If this review shows that the student is in good standing, the incomplete will generally be granted. The student should continue attending all courses until the request has been granted up to the Friday of the third week of the term.

For determining progression toward completion, a grade of I is counted as credits attempted and not counted as hours "successfully completed." Once the student has successfully completed the course, the I is replaced with a letter grade, and the GPA and satisfactory academic progress determination will be recalculated based on the higher of the two letter grades.

The College reserves the right to deny a request for an "incomplete" for any reason, including, but not limited to, a student's inability to successfully complete the course based on attendance or academic performance in the term prior to the request for the incomplete. The student must also be able to complete the program within the maximum timeframe allotted. The student will have the option to withdraw and re-enroll if the request is denied.

If the student does not complete the coursework as outlined in the contract, the student will be withdrawn. The standard refund policy will apply.

REINSTATEMENT

Students who withdraw or are dismissed from the program may apply for readmission by contacting the Registrar 30 days prior to the student's desired start date. Students may be readmitted provided they meet the admissions criteria and have successfully completed any and all probationary or other agreements with the College. In addition, the College will review the student's financial obligations, and the student may be required to pay any outstanding balance. Readmission is at the sole discretion of the College. Readmission will be on the basis of space availability. Students who are readmitted will be charged tuition for the number of terms

remaining in the program at the current tuition rate, plus any fees. Fees for repeated coursework also apply. If an Ashmead College program has been changed since the student last attended, the readmitted student is expected to fulfill all completion requirements of the College's current program in order to graduate.

A student who has not been in attendance for a period of six months or less may be readmitted without testing. A student who has been withdrawn over six months is required to demonstrate academic readiness as determined by the Education Department through various evaluation methods.

A student returning to classes after withdrawing will be subject to a satisfactory progress analysis and determination applied to the previous period of enrollment. If the student failed to meet the minimum standards, but is returning after two or more years have elapsed, the prior status may be disregarded if he/she elects to begin the program again. Students not meeting the minimum standards of academic progress in the previous enrollment may be enrolled in a probationary status upon reentry. Students applying for readmission who have previously been awarded financial aid, or who plan to access financial aid, must reapply for aid with the Financial Aid Department and/or make arrangements for deferments of prior loans with their loan holder. Eligibility for financial aid may be reinstated when the student complies with the standards of academic progress. It is the student's responsibility to initiate reapplication for financial aid consideration and eligibility and to ensure that appropriate action is taken to keep prior student loans in good standing.

DENIAL OF READMISSION

Students may be denied readmission for lack of timeliness in completing assigned work, lack of space availability, failure to follow through on any previous agreements or probation, demonstrated lack of commitment to complete the program as shown by poor attendance and performance in previous periods, dismissal due to inappropriate behavior, demonstrated lack of ability to benefit based on past performance in the program, no effort demonstrated to meet financial obligations, and/or default on prior Federal Title IV loans received from Ashmead College. A student denied readmission may appeal that decision to the President of Ashmead College. The President's decision is final and cannot be appealed.

WITHDRAWAL OR TERMINATION

Students who withdraw or are terminated from the program must have an exit interview with the Director of Education and the Registrar and with a Financial Aid representative if Federal Financial Aid was received. Students may withdraw or be dismissed from the program for the following reasons:

1. Voluntary withdrawal: the student elects to withdraw from the program.
2. Failure to return from a Leave of Absence (LOA) or incomplete: the student does not return from an LOA or incomplete and does not notify the College.
3. Lack of available space following an LOA or an incomplete: the student cannot be placed in the returning term from LOA or an incomplete due to lack of class space.
4. Attendance: the student misses 25+% of his/her term.
5. Failure to meet academic or behavior standards: the College may dismiss a student for failing to meet requirements of the College, including satisfactory academic progress and standards of behavior.
6. Failure to meet financial obligations with the College: the student does not fulfill the financial agreement with the College or does not complete necessary financial paperwork.
7. Failure to return from the term break within the first week of the following term.

If, per the College's refund policy, a refund is due, it will be processed within 30 days of the date of termination. For students with balances due to the College, payment is required in full by 30 days after withdrawal or termination, or the student must sign a contract refinancing the balance for payment beyond 30 days. Credit will be given only for courses completed, and only course completions will be recorded on the official transcript. Transcripts are available after financial obligations are met.

LEAVE OF ABSENCE (LOA)

The agreement established between Ashmead College and an individual student is for a continuous program. Ashmead College discourages leaves of absence (LOAs); however, the College acknowledges the need in certain emergency situations. An LOA is allowed for a maximum of one term, and only one LOA may be granted in a 12-

month period. Requests for leave must be in writing to the Director of Education or the Registrar. Students are required to use the Leave of Absence Request Form. An LOA may be requested from the first day of a term break to the final Friday of the term break. If the student begins the next term, he or she is not eligible for an LOA. In addition, the student must have completed the preceding term to be eligible for an LOA.

The College will consider granting a leave of absence for medical, family emergency, or financial reasons. The written request must include documentation verifying the need for the leave of absence. The College will make every effort to grant the LOA in a timely manner. When a student submits a request for a leave of absence, the student's academic, attendance, and financial status are reviewed. If this review shows that the student is in good standing, the LOA will generally be approved. The Registrar will notify the student by letter within one week of the approval.

The College reserves the right to deny a request for LOA for any reason, including, but not limited to, a student's failure to maintain satisfactory progress in the program or current term; the student's probationary status, inability to reenter at a term start, or the student's lack of performance in fulfilling the financial agreement with the College. If the request is denied, the student will be notified by mail and will be given the opportunity to meet with the Registrar or Director of Education to discuss other options.

A student who is granted an LOA remains obligated to the College for all financial agreements with the College. Monthly payments continue to be due as per the Enrollment Agreement. Students receiving Federal Financial Aid may be required to reapply for financial aid or may receive a reduction in funding, in which case their tuition balance must be paid by the end of the original enrollment. It is recommended that students receiving financial aid meet with the Financial Aid Office prior to taking an LOA, and they are required to meet with Financial Aid upon returning from an LOA.

A student who fails to return from an LOA will be considered a withdrawal. The student will be notified by letter to the address of record on file with the Registrar. If the student is withdrawn from the program, the standard refund policy will apply.

Students who take an approved leave of absence (LOA) will receive an L grade, with a credit value of zero, for the term. If the student does not return as scheduled from the approved (LOA), he or she will be withdrawn, and the L grade will be changed to a W.

REINSTATEMENT AFTER LEAVE OF ABSENCE

Whenever possible, an LOA student will be reinstated at the start of the next available term. The College cannot, however, guarantee that there will be space available. A student who is unable to be placed due to lack of space following a leave of absence will have to withdraw from the program and re-enroll for the next term start. The student may choose to withdraw fully from the program rather than take the LOA. In either of these cases, the standard refund policy will apply.

Students who go on LOA status during a term break will be reinstated at the start of the next term the following quarter.

STANDARDS OF ACADEMIC PROGRESS

The program is taught in a sequential manner and requires each student to meet performance criteria for each course before moving to the next level. While the progress of all students is reviewed, those encountering difficulty in maintaining standards will be closely monitored. Those who need help can utilize a variety of options, including individual or group tutoring and study groups. All assigned work must be completed before the end of each quarter.

For students to be considered to be making satisfactory academic progress in their program of study, they must meet the minimum standards of academic progress. To maintain satisfactory academic progress, students must maintain the minimum cumulative GPA and be progressing at a rate that will allow them to complete the program within the maximum time frame allowable. The maximum time frame allowable is one and one-half times the length of the program, as identified in the contract with the College.

Progress is measured in the following ways:

1. Progress in learning theoretical material is measured through quizzes and examinations.
2. Progress in learning practical material is measured through demonstration, student and instructor feedback, and practical exams.

- In addition to class time, documented massage practice outside of class, study, and completion of assigned homework are required.

Evaluation Point	Credits Required PLP	Credits Required FTP	Credits Required PLP Spa	Credits Required PLP Sports	Cumulative GPA
End of 1 st Term	5	5	6	5	1.5
End of 2 nd Term	9	9	10	9	1.75
End of 3 rd Term	21	22	25	21	2.00
End of 4 th Term	36	37	43	36	2.00
End of 5 th Term	51	53	61	51	2.00
End of 6 th Term	62.5	64.47	74.89	62.5	2.00

PLP = Professional Licensing Program; FTP = Fitness Trainer Program.

COURSE COMPLETION CONTRACT

A student's grade for a course is a compilation of grades for homework/exchanges, quizzes, and examinations. If an instructor determines that successful completion of a course is in jeopardy or any portion of class work is deficient, a Course Completion Contract may be drawn up between the student and instructor. This procedure has been established to proactively monitor student achievement and support student success.

EXAMS AND QUIZZES

Students have up to one week to retake a quiz or written/practical exam and are required to utilize the specified times posted in the lab for quiz and written/practical exam make-ups. Students are required to sign up for a posted make-up time to retake any quiz or written/practical exam through the front desk or designee. A \$10.00 fee will be assessed to retake a quiz or written exam, and a \$25.00 fee will be assessed to retake a practical exam. These fees must be paid before the student will be allowed to sit for the retake. The student will be required to show his/her receipt before being allowed to sign up to retake the exam or quiz. No refund will be issued if a student does not show up for the make-up exam, and the student will receive a zero on the make-up exam.

A maximum of two make-ups are allowed per term per class. Any further tests will result in a zero score. The highest grade a student can receive on any make-up quiz, practical/written test is 77% (C) or lower.

If a student wishes to appeal the fee or 77% maximum on a retake, he/she has three days from the day of the missed quiz, exam, and/or practical to submit his/her appeal to the Director of Education.

CHEATING

If a student is caught cheating, he/she must meet with the Director of Education and will be given a formal written notice. The student will also be informed of the future consequences if the cheating continues as well as the need for personal integrity and ethics in the work environment. A second cheating offense will result in withdrawal of the student from Ashmead College.

If a student is caught cheating on a written or practical/competency exam, the exam will be terminated, and the student will receive a zero on the exam. Students caught cheating on a written exam will not be re-evaluated. However, students caught cheating on a practical/competency exam will be required to make up the practical exam but will only be given one opportunity. Students must comply with the competency guidelines stated in the syllabus to pass the course and also must adhere to Ashmead's test retake/make-up policy. If a student is caught cheating on a homework assignment, he/she will receive a zero and will not be able to make up the assignment.

PROBATION

A student who falls below the minimum GPA standard and/or fails to complete the minimum number of credits needed to meet the minimum course completion standards at the end of the evaluation period will be placed on probation.

Academic probation does not exceed 90 days (excluding term breaks), and the exact length of probation and specific objectives are given at the time of notification. A student on probation is considered to be making satisfactory progress.

The Notice of Probation identifies the area(s) that are deficient, the College representative with whom to meet, and the date/time at which the meeting with the College representative should take place. The student is responsible for meeting with the assigned College representative to discuss the reasons for and the terms of the probation. If necessary, the student and a College representative may prepare a written agreement to support the successful correction of the probationary situation. Copies of any written agreements are given to the student, and the original is placed in the student's file.

If at the end of the probation period the student has completed the objectives of the probation, the student will be removed from probationary status. If the student's cumulative GPA and/or cumulative credits are below the minimum standards, the student will meet with a College representative to discuss the student's ability to complete the program.

At the College's discretion, a second probationary period may be allowed, provided it is determined that it is possible for the student to achieve the minimum academic progress standards by the end of the second probationary period. A student who is not allowed a second probationary period will be terminated from the program. A student who is allowed a second probationary period and achieves the objectives of the probation will be removed from probationary status. If at the end of the second probationary period the student's cumulative GPA and/or cumulative credits are below the minimum standards, the student will be terminated from the program. No more than two probationary periods may be granted during a student's enrollment.

If a student who has been removed from probationary status after achieving the objectives of a first probationary period fails to meet the standards in a subsequent term, the College will follow the above-stated policy for a second probationary period.

If a student who has been removed from probationary status after achieving the objectives of a second probation period fails to meet the standards in a subsequent term, the student will be terminated from the program.

PERMANENT CLASS OR PROGRAM CHANGE

Students may request a class or program change by filling out the appropriate section of the Student Request for Change Form and forwarding it to the Registrar. Except in an emergency, permanent section changes are granted only over a term break, effective the following term. Permanent program changes are granted only over a term break, effective the following term. Documentation may be required. Changes of this kind are subject to space availability and approval by the Registrar. The request will be considered for approval only if there is space in the class the student is requesting. Space is determined by appropriate student/teacher ratio and classroom size. If space is not available, the request will be approved only if the student can find another student in the other class who is willing to switch.

Change requests may not be allowed for individual courses (such as only Kinesiology or Anatomy and Physiology). A student must request a change of the assigned class, which will result in a change to the schedule for all courses. The student will receive notification of approval or denial within one week. Students remain in the originally assigned class until they receive official notification.

WORKSHOP DATE CHANGE

Any request for a workshop change must be submitted 48 hours prior to the scheduled date. Students complete the appropriate section of the Student Request for Change Form and submit the form to the Registrar. The Registrar will notify the student of approval or denial within two days of receipt of the form.

Students are expected to complete the First Aid/CPR workshop at the time it is offered during their program. Students who have not completed this workshop by the end of his/her second term will be required to take the course elsewhere and submit proof of completion to the Registrar in order to graduate.

STUDENT REQUEST FOR CHANGE

It is the student's responsibility to keep the College informed of all name, address, and phone number changes. Students must complete the appropriate sections of the Student Request for Change Form, available from the Registrar, and forward the completed form to the Registrar when a change occurs.

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION

Corinthian Colleges, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the CCI Student Help Line, (800) 874-0255.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

The College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the College President.

CLASSROOM CONDUCT

Students are expected to conduct themselves in a professional manner at all times. Additionally, appropriate behavior in the learning environment, including regular and punctual attendance, is expected. Inappropriate behavior or conduct may result in a written warning or immediate expulsion from the College.

The College strictly enforces the practice of modesty with regard to the profession. Respect and sensitivity are expected to protect and ensure the modesty of students, instructors and the general public throughout the educational process. Any deviation from the standards may result in immediate expulsion. Students are to conduct themselves in a professional, legal, and cooperative manner that is not disruptive, harassing, or dangerous to themselves or others, and that does not impede the progress of other students in the learning environment. Students are expected to maintain the classrooms and equipment at the same high level as expected in a professional clinic.

While the College is sensitive to the demands of home and family, children may not accompany a student to class or student clinic.

STUDENT CONDUCT CODE

Background

The College maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the College and to prepare for what the student might later expect to find in a professional-level work environment. The College maintains the right to discipline students found in violation of College policies.

- The College maintains the right to discipline students found in violation of College policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. College Work Study students who violate the student conduct of conduct in the performance of their college work study duties are subject to disciplinary action/procedures.

- The Campus President or designee (typically the Director of Education/Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the College.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCI college.

Student Conduct Code

Students must show respect toward and be cooperative with College faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct that may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of College property. Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the College. Violations that warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the College's or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated College official.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the College has reason to believe that a student has violated the student conduct code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the College.

Other student conduct code violations shall be governed by a progressive disciplinary procedure. For isolated, minor student conduct code violations, the College may decide to conduct academic advising and issue a verbal reminder of the student conduct code, or to provide the student with written notice, as the College deems appropriate. The College may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the College.

First Offense - A written warning. The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.

Second Offense - Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

Threats to Health/Safety - Immediate dismissal. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the College President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 10 days or a reasonable period of time after the student receives notice from the College that he/she has been dismissed. Students should refer to the Campus Grievance Procedures in the College catalog. The student who appeals a dismissal shall receive written notice of the decision. The College President's decision on an appeal shall be considered final.

Academic Integrity

- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or

creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the College.

- If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the College as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

SEXUAL HARASSMENT POLICY

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at Ashmead College is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the College President. Please be reminded that this policy applies to students as well as employees.

Ashmead College is committed to providing a learning and work environment safe from harassment and sexual harassment. To assure our employees, students and third parties have an environment safe from harassment and sexual harassment, we have established guidelines to address grievances and claims:

- We have zero tolerance for sexual harassment and have an application procedure in place for persons to file complaints alleging sexual harassment.
- We will take measures to prevent retaliation to the persons presenting the claim and take steps to ensure confidentiality.
- We will make every attempt to provide impartial, adequate and reliable investigation of all complaints.
- We will designate reasonable and prompt timeframes for the major stages of the complaint and investigation process.
- We will provide notice to all parties involved of the outcome of the complaint.
- We will take steps to prevent reoccurrence of any harassment and to correct any discriminatory effects on the complainant and others if appropriate.

To report an incidence of sexual harassment, please contact the College President at the campus at which the incident occurred.

DRESS AND ATTIRE

The College's policy is to accommodate the students' needs for personal expression while providing guidance to promote positive public perception. Therefore, all clothing shall be clean, neat and in good repair. Instructors will provide guidelines on appropriate dress that presents a professional image and variations of appropriate dress for different professional settings (e.g., medical and chiropractic clinics, sports clinics and events, community service programs, private massage practice, various business settings, and interviews). Students are expected to adhere to explicit guidelines developed for use during student clinic and internship.

CPR/FIRST AID POLICY

All students must take CPR/First Aid in Term 2 unless the student shows equivalent CPR/First Aid training to the Registrar prior to Term 2 and receives notice of acceptance from the College. If the student shows proof and

receives approval from the College, he/she will receive the attendance hours and a pass P grade for CPR/First Aid workshop. If the student does not take CPR/First Aid in Term 2, he/she must take CPR/First Aid at an outside agency and show proof of successful completion to the Registrar prior to the student's graduation date. A student who fails to complete the CPR/First Aid workshop at Ashmead or show proof of equivalent to the registrar will not be allowed to graduate and will be withdrawn from the program.

TRANSCRIPTS AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., tuition and fees due to the College are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$5 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution 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 institution 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 educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Additional FERPA information is available from the institution’s Business Office.

ALCOHOL AND DRUG POLICY

Ashmead College is committed to providing an environment for teaching and learning that is not impeded by the presence of illicit drugs or alcohol. Therefore, any student who possesses, distributes, or uses illicit drugs is subject to immediate dismissal. In addition, the possession and consumption of alcoholic beverages on the school site or attendance while under the influence of alcohol or illicit drugs is not permitted. In compliance with the Federal Drug-Free Schools and Communities Act of 1989, all students and employees of Ashmead College are notified of the following policies:

1. The possession, use and/or distribution of illicit drugs and alcohol at any Ashmead College facility or College-authorized activity are prohibited.
2. Students who are found to be possessing, using, or distributing drugs or any other controlled substance will be subject to full criminal penalties under local municipality, state, and federal law. Conviction can result in sanctions including probation, fines, and imprisonment.
3. Students found to be in violation of this prohibition will be subject to dismissal from the program. The following steps will be taken:
 - a. When it is discovered that a student is in violation of the policy stated above, the student will be confronted immediately by the appropriate Ashmead College personnel. Individuals confronted may be asked to leave the College immediately, and the College will notify the proper authorities, if applicable.
 - b. Any student who possesses, uses, or distributes a controlled substance will be subject to dismissal from the College.
 - c. Any student who possesses, uses, is under the influence of, or distributes alcohol on school premises will also be subject to dismissal.
 - d. Instructors, administrators, and other Ashmead College personnel have discretionary power to confront a student with a suspicion that the student is in violation of this policy.
 - e. Any student taking psychotropic or mood-altering prescription drugs or over-the-counter drugs that have behavior-altering side-effects is required to inform the instructor as it may affect the ability to give or receive massage.

Ashmead College maintains a list of community substance abuse and treatment agencies. This list is available from the College.

Information regarding the identification, uses and effect, of controlled substances and alcohol is included in the orientation packet. Students who are found to be possessing, using, or distributing drugs or any other controlled substance will be subject to full criminal penalties under local municipal, state, and federal law. Conviction can result in sanctions including probation, fines, and imprisonment. Federal trafficking penalties are also included in the orientation packet.

Failure to adhere to Ashmead College policies will result in verbal reprimand or warning, written reprimand or warning, probation, and/or expulsion from the program.

APPEALS PROCEDURES

Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on evidence of bias, error or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., that affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

When an appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

Students should contact the Director of Education for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has 14 calendar days to submit a written appeal. Written appeals will be considered by the campus' Appeal Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee's deliberations. The Appeal Committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeal Committee are final.

UNRESOLVED APPEALS - STATE PROCEDURES

A student who has exhausted the above appeals procedures may appeal in writing directly to the state regulatory agency that licenses or approves the College.

In Washington:

Workforce Training and Education Coordinating Board (WTECB)
128 10th Ave. SW, P.O. Box 43105
Olympia, WA 98504-3105
Phone: 360-753-5662

In Oregon:

Students aggrieved by action of the College should attempt to resolve these problems with appropriate College officials. Should this procedure fail, students may contact:

Superintendent of Public Instruction
Oregon Department of Education
255 Capitol Street NE
Salem, OR 97310-0203
Phone: 503-378-3569

ACCREDITING COMMISSION PROCEDURE

Ashmead College is recognized by the Accrediting Council for Continuing Education and Training (ACCET) as meeting and maintaining rigorous standards of quality. It is the mutual goal of ACCET and the College to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution.

However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complain procedure, and the problem(s) have not been resolved, the student has the right as in encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed, or emailed to the ACCET office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. A letter of complaint must contain the following:
 - a. A detailed description of the problem(s);
 - b. The approximate date(s) that the problem(s) occurred;
 - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
 - d. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - e. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).
4. SEND TO:

ACCET
Chair, Complaint Review Committee
1722 N Street NW
Washington, DC 20036
(202) 955-1113
Fax (202) 955-1118
www.accet.org

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, National School of Technology has established policies regarding campus security.

The College strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The College encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the College President, student advisor or instructor. It is important that school personnel are aware of any such problems on school campuses. The College President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the College President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The College will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the College for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The College has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any College activities.

STATISTICAL INFORMATION

The public law referenced herein requires the College to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the College will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

POLICY AND PROGRAM CHANGES

The College catalog is current as of the time of printing. The institution reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. The College reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this College catalog.

INCLEMENT WEATHER POLICY

The following is the policy for campus closure in the event of adverse weather conditions in the area of the individual campuses.

Everett will be closed to students and faculty only when the Everett School District is closed. Outlying areas of Snohomish County will not affect Ashmead being open--only the Everett School District.

Fife/Tacoma will be closed to students and faculty only when the Fife School District is closed. Outlying areas of King and/or Pierce Counties will not affect Ashmead being open--only the Fife School District.

Seattle/Northgate will be closed to students and faculty only when the Seattle School District is closed. Outlying areas of King County will not affect Ashmead being open--only the Seattle School District.

Vancouver will be closed to students and faculty only when the Evergreen School District is closed. Outlying areas of Clark, Clackamas, and Multnomah Counties will not affect Ashmead being open--only the Evergreen School District.

Portland will be closed to students and faculty only when the Tigard-Tualatin School District is closed. Outlying areas of Washington counties will not affect Ashmead being open--only the Tigard-Tualatin School District

Each student needs to listen to the local news and radio stations for the respective school district closures for each individual campus.

Late Starts

Late starts will affect only the morning classes. A two-hour morning delay means classes start at 10:00 am. The remainder of the classes will run as scheduled.

Change in Weather

If there is a change in the weather during the day, all final afternoon and evening closure decisions will come from the College President.

Student Attendance

Students are responsible for all materials covered when the weather keeps them from attending. When possible, Ashmead will make reasonable accommodations for the student if he/she is unable to attend due to inclement weather conditions.

Phone Coverage

Phone coverage may not be available depending on the weather conditions. If possible, Ashmead's administrative staff will make efforts to update the campuses' phone message, but students need to rely on local

news and radio stations for announcements regarding school district closures for each individual campus.

TUITION AND PROGRAM EXPENSES

Tuition and fees information can be found in Appendix B: Tuition and Fees in this catalog
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PAYMENT OPTIONS

If a student wishes to make monthly or quarterly cash tuition payments that result in all tuition being paid by graduation, the student should contact the Financial Aid Office. Cash payment plans are subject to credit approval, and the terms and availability of these cash payment programs are based on the applicant's creditworthiness.

Students who qualify may utilize Federal Financial Aid, Alternative Loan programs, and/or third party funding to meet their educational costs. Students may qualify to make payments directly to the College toward any balance not covered by other sources. Availability of financing and the terms of the contract are based on the student's creditworthiness. More information is available from the Financial Aid Office.

NOTE TO VETERANS

Both Ashmead College campuses qualify for veteran's benefits. Any student who is eligible to receive veteran's education benefits cannot claim these benefits for any portion of Ashmead College programs taken by the student in his or her program of study that the student previously successfully completed, as determined in accordance with U.S. Department of Veterans Affairs regulations. Each student eligible and desiring to receive veterans educational benefits while attending Ashmead College must provide the college with official transcripts for all previous post-secondary education and the student's military discharge document DD214 prior to the first scheduled class in the student's program of study.

CANCELLATION/REFUND POLICY

This institution employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the institution retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

CANCELLATIONS

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies paid will be refunded.

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by this Enrollment Agreement. Students will receive a full refund of all money paid if they withdraw no later than the fifth day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided that the applicant has not commenced training.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within five days following a tour of the school facilities. Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session.

Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition.

Students who are unable to complete their program of study due to the school's cancellation or discontinuance of the program will receive a refund of all monies paid. Students who enrolled as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school may cancel this enrollment agreement without penalty and receive a refund of all monies paid.

REFUNDS

This institution is certified by the U.S. Department of Education and is an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned that can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal programs or lender, as applicable. Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies

Any monies due an applicant or student will be refunded within 30 days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. The refund computation will be based on the last date of student attendance.

If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within 30 days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school may make a settlement that is reasonable and fair to both parties.

Textbook and Equipment Return/Refund Policy

Textbook fees are non-refundable after the first five days of school. If the student obtains and returns unmarked, pristine, re-sellable-condition textbooks, unworn uniforms, or unused equipment within five days following the date of the student's termination, the institution shall refund the charge for the textbooks, uniform or equipment.

No refunds will be considered after week one of the student's start.

Withdrawal during FIRST term of attendance.			Withdrawal in SECOND or subsequent term of attendance.			
	For students who reside in		The school will retain 100% of all charges for prior terms completed, PLUS:			
	WASHINGTON State	OREGON State	For students who reside in WASHINGTON state		For students who reside in OREGON state	
Student Attends	% of Term Tuition Charges Retained by School		Student Attends	% of Term Tuition Charges Retained by School	Student Attends	% of Term Tuition Charges Retained by School
Week 1	10%	9.1%	Week 1	10%	Week 1	9.1%
Week 2	20%	18.2%	Week 2	25%	Week 2	18.2%
Week 3	30%	27.3%	Weeks 3-5	50%	Week 3	27.3%
Week 4	40%	36.4%	Weeks 6-11	100%	Week 4	36.4%
Week 5	50%	45.5%			Week 5	45.5%
Week 6	60%	100%			Weeks 6-11	100%
Weeks 7-11	100%	100%				
A student will not be liable for periods of uncharged tuition.						

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

If a recipient of SFA program funds withdraws from the institution during a payment period or period of enrollment in which the recipient began attendance, the school must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the last date of attendance.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds

The College must return the lesser of

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Workforce Training and Education Coordinating Board Refund Requirements

The school will calculate refunds using the Workforce Training and Education Coordinating Board Refund Requirements and the Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

For the purpose of determining a refund under the Workforce Training and Education Coordinating Board Refund Requirements Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

A Student Who Withdraws or is Terminated...	Is Entitled to a Refund of...	The Institution Is Eligible to Retain...
During the first week or 10% of the contracted instructional time, whichever is less	90% Tuition	10% Tuition
After the first week or 10%, but prior to completion of 25% of the contracted instructional time	75% of Tuition	25% of Tuition
After the first 25%, but within 50% of the contracted instructional time	50% of Tuition	50% of Tuition
After completion of more than 50% of contracted instructional time	0% of Tuition	100% of Tuition

Institutional Refund Calculation

For students attending this campus who terminate their training before completing more than 60% of an enrollment period (academic year), the school will perform a pro-rata refund calculation. Under a pro-rata refund calculation, the school is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student). The percentage of weeks attended is rounded up to the nearest 10% and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro-rata refund. The school may retain the entire contract price of the period of enrollment--including tuition, fees and other charges--if the student terminates the training after completing more than 60% of the enrollment period.

REFUND POLICIES

Refund After Entering Classes

For the purposes of calculating whether a refund is due, the Official Date of Termination is the last date of recorded attendance. The Official Date of Termination shall be when:

1. The College receives notice of the student's intention to discontinue the training program; or
2. The student is terminated for a violation of a published College policy that provides for termination; or
3. The student, without written notice to the institution, fails to attend classes for 30 calendar days. Refunds will be calculated based upon the period of charges incurred through the student's last day of attendance as documented by the College's attendance records. A week is any seven-day period in which at least one day of regularly scheduled instruction, examination, or preparation for examination occurs. The student's account will be charged in four installments in the first four periods of attendance, which correspond with the four 11-week academic terms for the 12-month program, or in five installments which correspond with the five 11-week terms for the 15-month program for which the student has enrolled. These installments are called tuition charges.

It is the policy of Ashmead College to charge a student's account by period of attendance. A student who withdraws will not be liable for periods of uncharged tuition. Ashmead College will charge tuition to the accounts of all new students on the Monday following the commencement of classes. All continuing students will be charged tuition for the new period of attendance the day the term begins. In the event that a student discontinues, the College will retain earned tuition based upon the period of attendance for which charges have accrued. No refunds will be issued for used textbooks or lab fees.

The enrolling student recognizes that he/she is fully responsible to the College for all charges incurred, regardless of financial aid funding. Any financial aid funding that the student has not completed by the filing of forms or signing of check(s) will add to a balance owing to the College and is payable at the time of withdrawal or graduation. A student may contract for the additional balance owed.

The student also acknowledges that if he/she withdraws from the program at any time and the College is unable to process federal financial aid, or if the College must return previously awarded aid to the source, the student is immediately liable for payment of all charges incurred to date. Failure to pay will constitute default by the student to the College of her/his financial obligation to the College.

If the College discontinues instruction in any program after the student enters training, including circumstances in which the College changes its location, students will be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees. This will be paid unless comparable training is arranged by the College and agreed upon, in writing, by the student. Students entitled to refunds must apply in writing to the College within 90 calendar days of the discontinuance or relocation. The College must disburse any earned refund within 30 calendar days after receipt of a request.

Discontinuation of instruction for students attending Oregon campuses: If the College discontinues instruction in any program after the student enters training in Oregon, including circumstances in which the College changes its location, students will be notified in writing of such events. The student will be entitled to a full refund of tuition and fees unless the superintendent determines that the College has made provision for students enrolled at the time to complete a comparable training program at another institution at no additional tuition cost to the student.

Remittance to the Federal Government

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (or his or her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

FINANCIAL ASSISTANCE

This College offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the College recognizes that many students lack the resources to begin their educational training. The campus participates in several types of institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA). The College's financial aid representatives use this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the College. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account, or to the lender if they received a federal loan.

The following are descriptions of the financial aid programs available at this school. Additional information can be obtained through the Financial Aid Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

The *Federal Student Guide*, which provides a detailed description of these programs, is distributed by the Financial Assistance Office at the school without cost or obligation. The Student Guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

Financial Aid

Title IV Federal Financial Aid is available to enrolled students who qualify. Applications are available at the College where a Financial Aid Representative is available to assist students individually to determine eligibility. Ashmead College currently participates in the Federal Pell Grant, Federal Stafford Loan, and Federal Plus Loan programs. For more information, contact the Financial Aid Office.

Student Clinic Massage Discounts

Students receive discounted student clinic massages with presentation of a valid picture ID and an Ashmead College Student Identification Card. Students must follow all expectations outlined for regular clients.

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

Federal Stafford Loan (FSL)

Formerly the Guaranteed Student Loan (GSL), this low interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half time status, terminates training or graduates.

Federal Parent Loan for Undergraduate Students (FPLUS)

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

Sallie Mae Signature Loan Program (SLM)

SLM Financial provides a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a SLM loan application during their financial aid interview.

Student Tuition Assistance Resource Loan (STAR Loan)

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to fifty% of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

Imagine America Scholarships

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.\

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

"Careers That Work" Scholarship Program

Ashmead College participates, as a member, in the scholarship program "Careers that Work" offered through the Washington Federation of Private Career Schools and Colleges. Each high school is provided certificates for three \$1000 tuition scholarships, to be used at any school participating in the program. The program is designed to promote the vocational opportunities available to a high school graduate at a private career school.

Alternative Loan Programs

The school offers several affordable cash payment plans as well as a variety of private loan options with affordable payment terms that meet the needs of our student population. Corinthian has partnered with several lenders who provide an opportunity to our students for their educational funding. Each plan is offered as an alternative funding source to augment other funding alternatives, such as cash, federal financial assistance, state grants, contract or employer billing. It is important to fully understand the requirements of each plan. Additional information, including a thorough description of each payment plan, can be obtained from the Financial Aid Office.

STUDENT SERVICES

Ashmead College recognizes the importance of a strong system of support for students when they return to school and make the transition into a new career. Faculty, Directors and Registrars are available to discuss student progress or special needs. In an effort to assist our students in this process, Ashmead College offers the following student services.

CAREER SERVICES

The first priority of our Career Services Department is to place graduates in meaningful employment in the area of their training. The Career Services Department follows the student from admission into the College to 90 days after placement. Job development is an important element of placement; the Career Services Coordinator makes contact with potential employers to develop job leads and direct referrals to Ashmead graduates. The Career Services Department maintains records on graduates for communication purposes and provides accurate information to potential students and the public. The Career Services Department also works with employers to improve the training of our students and the working environment of the Massage, Spa Specialist and Fitness professions.

EMPLOYMENT OPPORTUNITIES

Graduates have a wide range of interests and use the skills they gain through the program to participate in diverse career paths. After graduation, many graduates open their own businesses or work with established organizations such as chiropractic or physical therapy clinics, hospitals, salons, spas, resorts, cruise ships, health clubs, fitness organizations or sports teams.

The College pledges to assist graduates, wherever reasonable, to secure employment; however, no guarantee of employment is made.

The following services are available:

- Job placement and job matching with employers.
- Consultations for graduates seeking self-employment, including:
 - Job search (resume, cover letter, proposal writing, etc.)
 - Marketing (business card and brochure development, interview and phone skills, client garnering and retention, etc.)
 - Business Management (insurance billing, bookkeeping, business plan development)

TUTORING

Study and Tutoring Labs

All students are encouraged to attend the Study/Tutoring Labs, which begin the first week of each term. Instructors and graduates of Ashmead College facilitate labs, using educational books, materials, videos, and skeletal models. This is an environment geared for group study, interactive learning, and one-on-one assistance.

Weekly lab is mandatory for all students enrolled in terms 1 and 2 of the Professional Licensing Program.

Independent Tutoring

Group or individual tutoring is available from a pool of graduates and teaching assistants. Ashmead College does not guarantee that tutors will be available each term. A list of tutors is maintained at each campus. The student is responsible for scheduling the tutoring session directly with the tutor.

TEACHING ASSISTANTS

Ashmead College provides a continuing education program for advanced students and graduates who desire to learn teaching techniques. Second-, third- and fourth-term students may apply to become Teaching Assistants (TA's) for classes they have taken. Graduates may become TA's for any level of the program. They have the opportunity to assist during practical classes and conduct presentations under the supervision of the instructor. TA positions are volunteer opportunities to increase skills and knowledge in the field of massage and education. Teaching Assistants receive a certificate worth up to eight hours of continuing education credit.

LOST AND FOUND

Any unclaimed items (such as sheets, oils, notebooks, etc.) will be taken to lost and found. Valuables, such as watches or jewelry, will be taken to the front reception desk. Students should write their name on all books, oil bottles, and notebooks. Items will be retained for a maximum of 30 days, after which they will be donated to charity or discarded.

PROGRAMS BY LOCATION

Program	Everett	Fife	Seattle	Tigard	Vancouver
Professional Licensing	X	X	X	X	X
Professional Licensing Spa Specialist	X	X	X	X	X
Professional Licensing Clinical and Sports Massage Therapist					X
Fitness Trainer	X	X	X		

MASSAGE THERAPY PROGRAMS

Career options for Licensed Massage Practitioners/Therapists (LMP/LMT) extend far beyond private practice. Increasingly, their skills are sought by rehabilitation clinics, chiropractic offices, spas and resorts, corporations, sports teams, and sponsors of sporting events.

Other areas of demand include athletic training facilities and gyms, hospitals, birthing centers, orthopedic clinics, residential care facilities for the elderly and disabled, and alternative and complementary health care clinics.

There are many different types of massage. Some are named for the way the hands work. Others, such as Swedish and Thai massage, are named for the country where the form was first developed or practiced. Specialist massage involves specific kinds of work suited to particular demands.

The Spa Specialist program offers the student extensive training in current spa techniques and aromatherapy. The Sports Massage Specialist focuses on the application of massage in the prevention and treatment of sports-related injuries.

Ashmead College is committed to teaching skills that enable practitioners to serve a wide variety of client needs. We teach a variety of specific skills for developing and running a successful massage practice.

A career in massage therapy offers the opportunity to help others, touch lives daily and become a positive part of people's health and well-being.

PROFESSIONAL LICENSING

12 Months

Credit Hours: 62.50

Clock Hours: 805.5

	Total Hours	Total Credits
Term One		
101 Anatomy and Physiology I	20.00	2.00
110 Kinesiology I	46.75	4.06
112 Lab	13.75	0.69
119A Massage Theory & Practice I	109.25	8.23
130 Student Development	8.50	0.85
Term 1 Total	198.25	15.83
Term Two		
201 Anatomy & Physiology II	22.00	2.20
210 Kinesiology II	46.75	4.06
212 Lab	13.75	.69
219A Massage Theory and Practice II	124.00	9.15
Term 2 Total	206.50	16.10
Term Three		
302 Anatomy & Physiology III	22.00	2.20
310 Kinesiology III	22.00	2.20
319A Massage Theory and Practice III	93.50	6.68
346 Student Clinic I	65.00	4.25
Term 3 Total	202.50	15.33
Term Four		
402 Anatomy & Physiology IV	22.00	2.20
410 Kinesiology IV	22.00	2.20
419 Massage Theory and Practice IV	89.25	6.59
446 Student Clinic II	65.00	4.25
OR		
447 Hospital Internship		
OR		
449 Sports Internship		
Term 4 Total	198.25	15.24
Terms 1 through 4 total	805.50	62.50

PROFESSIONAL LICENSING - SPA SPECIALIST

12 Months

Credit Hours: 74.89

Clock Hours: 979.75

	Total Hours	Total Credits
Term One		
101 Anatomy and Physiology I	20.00	2.00
110 Kinesiology I	46.75	4.06
112 Lab	13.75	0.69
119A Massage Theory & Practice I	109.25	8.23
130 Student Development	8.50	0.85
151 Aromatherapy Foundation	46.75	3.86
Term 1 Total	245.00	19.69
Term Two		
201 Anatomy & Physiology II	22.00	2.20
210 Kinesiology II	46.75	4.06
212 Lab	13.75	0.69
219A Massage Theory and Practice II	124.00	9.15
251 Spa Industry, Body Wraps, Spa Foot Treatments	42.50	2.82
Term 2 Total	249.00	18.92
Term Three		
302 Anatomy & Physiology III	22.00	2.20
310 Kinesiology III	22.00	2.20
319A Massage Theory and Practice III	93.50	6.68
346 Student Clinic I	65.00	4.25
351 Spa Industry, Seaweed, Buff & Bronze	42.50	2.89
Term 3 Total	245.00	18.22
Term Four		
402 Anatomy & Physiology IV	22.00	2.20
410 Kinesiology IV	22.00	2.20
419 Massage Theory and Practice IV	89.25	6.59
446 Student Clinic II	65.00	4.25
451 Mud/Clay, Eastern Inspired Treatments, Signature Treatments, Spa Run	42.50	2.82
OR		
448 Spa Internship		
Term 4 Total	240.75	18.06
Terms 1 through 4 total	979.75	74.89

PROFESSIONAL LICENSING, CLINIC AND SPORTS MASSAGE SPECIALIST

15 Months

Credit Hours: 81.57

Clock Hours: 1,048.75

	Total Hours	Total Credits
Term One		
101 Anatomy and Physiology I	20.00	2.00
110 Kinesiology I	46.75	4.06
112 Lab	13.75	0.69
119A Massage Theory & Practice I	109.25	8.23
130 Student Development	8.50	0.85
Term 1 Total	198.25	15.83
Term Two		
201 Anatomy & Physiology II	22.00	2.20
210 Kinesiology II	46.75	4.06
212 Lab	13.75	0.69
219A Massage Theory and Practice II	124.00	9.15
Term 2 Total	206.50	16.10
Term Three		
302 Anatomy & Physiology III	22.00	2.20
310 Kinesiology III	22.00	2.20
319A Massage Theory and Practice III	93.50	6.68
346 Student Clinic I	65.00	4.25
Term 3 Total	202.50	15.33
Term Four		
402 Anatomy & Physiology IV	22.00	2.20
410 Kinesiology IV	22.00	2.20
419 Massage Theory and Practice IV	89.25	6.59
446 Student Clinic II	65.00	4.25
OR		
447 Hospital Internship		
OR		
449 Sports Internship		
Term 4 Total	198.25	15.24
Term Five		
501 Anatomy & Physiology V	30.00	3.00
502 Kinesiology V	40.00	4.00
503 Massage Theory and Practice V	80.75	5.99
504 Business Marketing	4.00	0.40
505 Advanced Injury and Assessment	16.00	1.30
506 CPR/First Aid	7.50	0.63
507 Sports Massage Clinic Internship	65.00	1.75
Term 5 Total	243.25	19.07
Terms 1 through 5 total	1,048.75	81.57

FITNESS TRAINER PROGRAM

Fitness Training is one of the fastest growing and exciting industries in America. As the public become aware of its need for personal fitness planning, qualified professional trainers and fitness coaches are in constant demand. The Ashmead College Fitness Trainer Program prepares students to work independently as fitness professionals or in various settings in the health and fitness industry. Specific courses within the Fitness Trainer Program also prepare graduates for careers working with elderly, disabled, and other special populations.

Four 11-Week Terms

Credit Hours: 64.47

Clock Hours: 759.75

	Total Hours	Total Credits
Term One		
160A Anatomy & Physiology I	20.00	2.00
161A Fitness Programming I: Healthy Populations	46.75	3.93
162A Exercise Physiology I	40.00	3.55
163A Kinesiology I	46.75	4.23
164A Nutrition & Exercise I	20.00	2.00
165A Student Development	8.50	0.85
Term 1 Total	182.00	16.56
Term Two		
260A Anatomy & Physiology II	22.00	2.20
261A Fitness Programming II: Special Populations	46.75	4.23
262A Exercise Physiology II	44.00	3.95
263A Kinesiology II	46.75	4.23
264A Nutrition & Exercise II	22.00	2.20
266A CPR/First Aid	8.50	0.65
Term 2 Total	190.00	17.46
Term Three		
360A Anatomy & Physiology III	22.00	2.20
361A Fitness Programming III: Therapeutic & Rehabilitative Exercises	46.75	4.23
367A Fitness Assessment	46.75	3.78
368A Group Exercise Instruction	46.75	3.33
369A Marketing & Business Management	22.00	2.20
Term 3 Total	184.25	15.74
Term Four		
460A Anatomy & Physiology IV	22.00	2.20
461A Fitness Programming IV: Performance Enhancement	46.75	4.23
470A Health & Wellness Management	46.75	3.88
471A Internship	66.00	2.20
472A Legal Issues in the Fitness Industry	22.00	2.20
Term 4 Total	203.50	14.71
Terms 1 through 4 Total	759.75	64.47

COURSE DESCRIPTIONS

101 Anatomy & Physiology I

Anatomy & Physiology 1 is an overview and beginning of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the chemical, cellular, and tissue levels of the human body, as well as the skeletal, muscular, and integumentary systems.

110 Kinesiology I

The main focus of Kinesiology 1 is the study of the muscles of the upper body and posterior trunk. Students will learn specific palpation of each muscle and its attachments as well as the actions it produces. This course also covers basic anatomical terminology, basic arthrology and functions of muscle tissue.

112 Lab

Structured study time for the purpose of assisting students in achieving competency in each course. Students may have the opportunity to receive individualized help and to establish study groups.

119A Massage Theory & Practice I

Practical hands-on aspects of Swedish full-body massage as well as the foundation of Swedish wellness massage. Students learn the history of massage and the profession today, the psychological impact of touch and safe touch protocols. Skills such as positioning and draping for client modesty, palpation, screening techniques, and medically-oriented record keeping are taught. Practitioner self-care, body mechanics, hygiene, infectious diseases and communication topics are also covered. Students experience all aspects of massage theory and practice through in-class practice and homework assignments at every level throughout the year. Special Massage Theory & Practice topics include: AIDS Education (1 day) Addresses client and practitioner concerns about AIDS in relation to massage. This course includes all requirements for health care professionals as identified by the State of Washington in the AIDS Omnibus Act for Health Care Workers and relates the required information for the safe practice of massage regardless of the practitioner's or the client's HIV status. Seated massage workshop (2 days) teaches student how to apply massage techniques in a chair setting and the business opportunities chair/onsite massage offers.

130 Student Development

Provided to students as an integral part of completing the Professional Licensing Program. Students begin developing their personal learning goals and understand more about school principles and philosophies, how they learn and how the curriculum is delivered. General communication and learning skills are introduced. Study strategies, test taking tips and class preparation are also discussed.

151 Aromatherapy Foundation

Students will receive training in aromatherapy that meets the National Association of Holistic aromatherapy guidelines for a Foundation Certificate. Students will learn about the therapeutic properties of essential oils, methods of applying oils, blending techniques, treatment design and how to deliver an aromatherapy consultation and aromatherapy massage. This module forms the basis for blending and customizing spa product in upcoming modules and teaches the therapist how to better incorporate essential oils into a massage practice or spa setting.

160A Anatomy & Physiology I

Anatomy & Physiology 1 is an overview and beginning of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the chemical, cellular, and tissue levels of the human body, as well as the skeletal, muscular, and integumentary systems.

161A Fitness Programming I: Healthy Populations

One of the most important roles of the fitness specialist is the ability to understand client needs and to create an appropriate exercise plan based on these needs. This class is designed to teach concepts of exercise prescription including cardiovascular, strength, flexibility, and core training in a healthy population.

162A Exercise Physiology I

Explores the effects of exercise on the human body. This class will develop the scientific foundation in which all exercise programs will be based upon.

163A Kinesiology I

Students learn the fundamentals of the musculoskeletal system and biomechanics. Kinesiology 1 will focus on upper body structure, function, and movement.

164A Nutrition & Exercise I

An introduction to the fundamentals of nutrition as they relate to a healthy population. Students learn nutritional guidelines, discuss current trends in nutrition and complete a dietary analysis.

165A Student Development

Students begin developing their personal learning goals and understand more about school principles and philosophies, how they learn and how the curriculum is delivered. General communication and learning skills are introduced. Study strategies, test taking tips and class preparation are also discussed.

201 Anatomy & Physiology II

This course is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the cardiovascular, respiratory, lymphatic, and immune systems, as well as the special topics of inflammation and tissue repair.

210 Kinesiology II

Kinesiology 2 is a continuation of in-depth study of the muscular system. This term students focus on the muscles of the neck, leg and anterior trunk. Students continue to study the specific palpation of each muscle and its attachments as well as the actions it produces.

212 Lab

A continuation of a structured study time for the purpose of assisting students in achieving competency in each course. Students may have the opportunity to receive individualized help and to establish study groups.

219A Massage Theory & Practice II

Students will continue to strengthen their Swedish massage skills while introducing and integrating the theory and practice of deep tissue massage and the proprioceptive technique of combining deep tissue with range of motion ("pin & stretch"). Students will learn how to safely and effectively work in areas of caution, assess posture & gait and document a case study on a client focusing on functional goals. Students will also learn the therapeutic uses of hydrotherapy, taking blood pressure, and how to safely massage pregnant clients to meet their special needs. Students will explore Massage Law and its relevancy to massage practice and attend a basic level certification course in CPR and First Aid. Special Massage Theory & Practice topics include: Professional Development (1 day) Devoted to exploring the legal and professional aspects applicable to establishing, operating and maintaining a healthy and professional massage practice. Students relate their own personal and professional beliefs with laws that currently exist and notice how these laws will affect their future massage practice.

251 Spa Industry, Body Wraps, Spa Foot Treatments

Students of the Spa Specialist Program will develop an understanding of the spa industry and how spa treatments are designed. The student will learn how to enhance basic treatments with such skills as dry skin brushing, paraffin dips and hot towel steams. Students will learn a total of 9 different spa treatments to utilize in a dry room setting. In addition, further aromatherapy skills will be developed as students continue to create blends and customize product for treatments.

260A Anatomy & Physiology II

This course is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the cardiovascular, respiratory, lymphatic, and immune systems, as well as the special topics of inflammation and tissue repair.

261A Fitness Programming II: Special Populations

An introduction to the exercise requirements of special populations. Strategies for exercise prescription for those with various diseases and disorders will be examined.

262A Exercise Physiology II

Exercise Physiology 2 will include physiological responses to advanced endurance and resistance training.

263A Kinesiology II

As a continuation of Kinesiology 1, students will study mechanical concepts related to human movement of the lower body. Total kinetic chain movement will also be examined.

264A Nutrition & Exercise II

Students will learn optimal nutrition for weight control and sport performance. Students will also discuss eating disorders, and the use of nutritional modification and exercise in a weight control program.

266A CPR/First Aid

This basic level certification course is designed to give students the knowledge and skills necessary to respond in an emergency, to assist in keeping someone alive, and to reduce pain and minimize the consequences of injury or sudden illness until professional medical help arrives. CPR/First Aid (2 days or 1 weekend day) Multimedia American Red Cross First Aid is taught.

302 Anatomy & Physiology III

Anatomy & Physiology 3 is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the urinary, reproductive, and digestive systems, as well as the special topics of pregnancy, nutrition, metabolism, body temperature regulation, and abdominal palpation.

310 Kinesiology III

Kinesiology 3 examines the major synovial joints of the body and how to assess them. In this term students participate in an in-depth study of the structures of the trunk, shoulder, elbow, wrist and jaw. Students will learn active, passive, and resisted range of motion assessment for the shoulder, elbow and wrist.

319A Massage Theory & Practice III

In-depth understanding of how to develop and apply treatment plans in relation to soft tissue disorders. Pathologies commonly associated with the upper body are covered as well as working with clients with chronic pain. Advanced massage techniques are introduced to strengthen treatment techniques previously covered. This class includes 4 days in Oriental Medicine and 1 day of a business class covering resumes and business plans.

346 Student Clinic I

A safe, professional clinic setting where students learn by experience. Students identify key aspects of maintaining a practice, problem solve difficult situations, run the operations and delivery of service with instructor supervision and support. Students work with the public by providing massage for clients on a weekly basis.

351 Spa Industry, Seaweed, Buff and Bronze

Term 3 spa introduces the student to concepts for adding spa treatments to a private massage practice, developing a day spa concept or working for an established spa. Students design and delivery a signature spa treatment and work with products like seaweed (thalassotherapy), mud (fangotherapy), auto-tanning products and products that smooth the contours of the body. Spa product ingredients are explained and students learn to make their own spa products.

360A Anatomy & Physiology III

Anatomy & Physiology III3 is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the urinary, reproductive, and digestive systems, as well as the special topics of pregnancy, nutrition, metabolism and body temperature regulation.

361A Fitness Programming III: Therapeutic & Rehabilitative Exercises

This class will address the specific requirements of clients undergoing rehabilitation. Students will learn common rehabilitation protocols and understand the role of the health fitness specialist in a comprehensive treatment program.

367A Fitness Assessment

This class is designed to introduce the basic concepts behind fitness testing and provide practical experience in the techniques of assessment of posture, blood pressure, heart rate, flexibility, muscular strength/endurance, cardiovascular fitness and body composition.

368A Group Exercise Instruction

Examine factors involved with safely instructing a group fitness class and provide the opportunity for students to experience leading and participating in group fitness class.

369A Marketing & Business Management

Students will develop essential business and marketing skills necessary to enter into the fitness industry. Liability insurance, business licenses, business plan development and creative marketing skills will be examined.

402 Anatomy & Physiology IV

Anatomy & Physiology IV is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the nervous and endocrine systems. In addition, students will prepare and give short presentations to the rest of the class on pathologies of the human body.

410 Kinesiology IV

Kinesiology IV continues to look at the major synovial joints. This class examines with the spine, focuses on the structure of the neck and progresses to the hip, knee and ankle. Students learn active, passive and resisted range of motion assessment for the neck, hip, knee and ankle.

419 Massage Theory & Practice IV

Focuses on how to develop and apply treatment plans in relation to soft tissue disorders of the lower body. Pathologies commonly associated with the lower body will be covered. All previously learned techniques are reviewed and advanced techniques introduced to augment the development of treatment plans. This class includes a 4 days business class covering marketing, insurance billing overview, business practices and a portfolio review day. This course also offers a one day review in Oriental Medicine.

446 Student Clinic II

A safe, professional clinic setting where students learn by experience. Students identify key aspects of maintaining a practice, problem solving difficult situations, run the operations and delivery of service with instructor supervision and support. Students work with the public by providing massage for clients on a weekly basis.

447 Hospital Internship

Students have the opportunity to give massage to patients in a variety of hospital wards with the assistance of Ashmead's supervising instructor. Students also give relaxation massages to the medical staff.

448 Spa Internship

The spa clinic offers spa students the unique opportunity to work with the public in a supervised setting. Spa skills that are practiced in the classroom are honed and polished in the professional atmosphere of the spa clinic. Students learn how to manage their time when offering a series of spa treatments in a row. They also practice record keeping and charting for spa treatments.

449 Sports Internship

Students have the opportunity to experience on-site massage clinical learning at fitness and sports facilities focusing on treatment for the athlete with the assistance of Ashmead's supervising instructor.

451 Mud/Clay, Eastern Inspired Treatments, Signature Treatments, Spa Run

Students will learn how to develop spa treatments that utilize different mud and clay products. They will also learn about the use of wet room equipment in order to enhance treatments. Students explore Eastern influences in spa treatments and create their own signature spa treatment. Towards the end of the term and the program, students will participate in a Spa Run which gives valuable experience in designing a menu, development and pairing of services, client management and flow between multiple services.

460A Anatomy & Physiology IV

Anatomy & Physiology IV is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the nervous and endocrine systems. In addition, students will prepare and give short presentations to the rest of the class on pathologies of the human body.

461A Fitness Programming IV: Performance Enhancement

This class is designed to teach advanced training methods for all components of fitness, focusing on sports performance enhancement through high intensity training.

470A Health & Wellness Management

Health counseling and behavior modification skills will be developed to assist clients in exercise adherence, smoking cessation and weight management.

471A Internship

In order to gain the experience necessary to be hired into a work setting, the internship will provide students with the opportunity to use their knowledge in an applied environment with real customers. Settings include various health, wellness, and fitness facilities and studios.

472A Legal Issues in the Fitness Industry

This course is designed to introduce students to the legal issues related to the field of health and fitness, focusing on scope of practice, negligence, liability and general fitness recommendations for clients.

501 Anatomy & Physiology V

Relates anatomical and physiological principles to fitness and athletic preparation. Designed to provide the basics of fitness principles and exercise prescription. Classes will include physiological responses to exercise, principles of strength, endurance and flexibility training, principles of exercise prescription and basic research design.

502 Kinesiology V

A two-part class focusing on developing palpatory skills and isolated muscle testing to incorporate into assessments. Joint by joint, students will learn to isolate specific muscles to help in their overall injury assessment. The second part of the class explores force analysis during motion and using the information to help identify involved structures and possible causes.

503 Massage Theory and Practice V

Designed to explore the theory and practice of clinical treatment with a focus on injury evaluation and treatment. Classes include integration of assessment with treatment plans using a variety of techniques and communication with medical professionals, psychology of rehabilitation and sports event management. The MTP class is designed to bring together components from the other classes in this program and provide comprehensive treatment strategies.

504 Business Marketing

Provides students with a better understanding of working in clinical settings. Marketing ideas, billing, professional interactions will be covered along with using resumes as marketing tools.

505 Advanced Injury and Assessment

Explores the basic concepts of orthopedic injury assessment thereby allowing the LMP to treat appropriately and to know when to refer to other medical providers. The class covers most common special tests which are accepted throughout the medical community and are easily incorporated into evaluations.

506 CPR/First Aid

A re-certification in CPR.

507 Sports Massage Clinic (Internship)

Designed to give students practical hands-on experience working with athletes. Students learn to interact with other medical professionals and gain better understanding of the role massage can play in rehabilitation. Students will also be required to attend off-site sporting events, where they will have the opportunity to provide sports massage to athletes.

CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned and operated by Corinthian Colleges, Inc.:

<p>AMI Daytona Beach, CA</p> <p>Ashmead College Everett, WA Fife, WA Portland (Tigard), OR Seattle, WA Vancouver, WA</p> <p>Blair College Colorado Springs, CO</p> <p>Bryman College Alhambra, CA Anaheim, CA City of Industry, CA Everett, WA Gardena, CA Hayward, CA Los Angeles (Wilshire), CA Lynnwood, WA New Orleans, LA Ontario, CA Port Orchard, WA Renton, WA Reseda, CA San Bernardino, CA San Francisco, CA San Jose, CA St. Louis (Earth City), MO Tacoma, WA Torrance, CA West Los Angeles, CA</p>	<p>Bryman Institute Brighton, MA Chelsea, MA Gahanna, OH Eagan, MN</p> <p>Duff's Business Institute Pittsburgh, PA</p> <p>Everest College Arlington, TX Dallas, TX Everest Online Fort Worth, TX Mesa, AZ Phoenix, AZ Portland, OR Rancho Cucamonga, CA Vancouver, WA</p> <p>Everest Institute Silver Spring, MD</p> <p>Florida Metropolitan University Tampa (Brandon), FL FMU Online Jacksonville, FL Lakeland, FL Melbourne, FL North Orlando, FL Orange Park, FL Clearwater (Pinellas), FL Pompano Beach, FL South Orlando, FL Tampa, FL</p>	<p>Georgia Medical Institute Atlanta (Downtown), GA Atlanta (DeKalb), GA Jonesboro, GA Marietta, GA Norcross, GA</p> <p>Kee Business College Chesapeake, VA Newport News, VA</p> <p>Las Vegas College Henderson, NV</p> <p>Mountain West College Salt Lake City, UT</p> <p>National Institute of Technology Austin, TX Cross Lanes, WV Dearborn, MI Detroit, MI Houston (Bissonnet), TX Houston (Galleria), TX Houston (Greenspoint), TX Houston (Hobby), TX Long Beach, CA San Antonio, TX Southfield, MI</p> <p>National School of Technology Fort Lauderdale, FL Hialeah, FL Miami (Kendall), FL Miami, FL</p>	<p>Olympia Career Training Institute Grand Rapids, MI Kalamazoo, MI</p> <p>Olympia College Burr Ridge, IL Chicago, IL Merrillville, IN Merrionette Park, IL North Aurora, IL Skokie, IL</p> <p>Parks College Arlington, VA Aurora, CO McLean (Tyson's Corners), VA Thornton, CO</p> <p>Rochester Business Institute Rochester, NY</p> <p>Springfield College Springfield, MO</p> <p>WyoTech Technical Institute Bedford, MA Blairsville, PA Fremont, CA Laramie, WY Oakland, CA Sacramento, CA</p>
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STATEMENT OF OWNERSHIP

This campus is owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

DIRECTORS

David G. Moore
Jack D. Massimino
Beth A. Wilson

OFFICERS

David G. Moore
Jack D. Massimino
Beth A. Wilson
Stan A. Mortensen
Robert C. Owen

TITLE

Chairman of the Board
Chief Executive Officer
Executive Vice President, Operations
Senior Vice President, General Counsel and Corporate Secretary
Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

Seattle Campus Administration	
President: Juanita Carpenter Director of Admissions: Juli Lau Admissions Representative: Marsha Aldinger Admissions Representative: Bethany Jue Admissions Representative: Elizabeth Wade Admissions Representative: Jessica Bradley Administrative Assistant: Valerie Pitt Administrative Assistant: Stephen Rudolf Maintenance: Randy Kenyon	Director of Finance: Sybil Smith Financial Aid Representative: Sara Dewitt Financial Aid Representative: Chris James Accounts Specialist: Karen Wetterhahn Director of Education: Shannon Alyea Registrar: April Sprague Student Clinic Coordinator: Sharon Heckel Student Clinic Receptionist: Roxanne Clark Director of Career Services: Shauna Moss
Seattle Campus Instructors	
Dorothy Barron, LMP Kathryn Bromley, BA, MS, LMP Patrick Bufi, ND Kirk Butler, BS, LMP Allen Dodd, LMP Emily Edison, MS, RD, ACSM-H/FI Kelly Elsenbaumer, MS, ACSM-H/FI, CSCS Sean Fordham, BHK, ACSM-H/FI, CSCS Robyn Fordham, BA, LMP Pam Foster, LMP Bruce Friend, ND Kimberlee Furugori, BA, LMP Paul Haertig, BA, LMP Kathlene Kelly, LMP Jennifer Kuduk, BS, LMP	Meghann Lawrence, LMP Kathryn Lowe, LMP Janis Lynne, LMP Ingrid Martin, LMP Catherine Mastroianni, DC Sean Miller, LMP Carrie Nelson, LMP Jennifer Nestor, LMP Kaysie Noll, LMP Paula Pelletier-Butler, LMP Shenelle Pratt, MS, ACSM-H/FI, ACSM-ES Rachel Ramirez, MS, ACSM-H/FI, CSCS Nathan Steck, BS, CPCU, LMP Julie Vanderoef, LMP
Tacoma Campus Administration	
President: Lorine Hill, BA Evergreen State College Director of Admissions: Andrea Niemeyer Director of Education: Anne Williams, BFA, Conish College, LMP, Seattle Massage School, CHT, Institute of Therapeutic Learning Director of Financial Aid : Amanda Flynn, BA Washington State University Director of Career Service: Teri Zelepuza BA, Evergreen State College Admission Representative: Anna Shaw Admission Representative: Terri Slyne Admission Representative: Taffie Lewis Admission Representative: Barbara Cockle Admission Representative: Amy Schmoker	Financial Aid Representative: Kimberly Warren, LMP, Seattle Massage School, Financial Aid Representative: Marty Jagodensky, BA, St. Mary's University Front Office Administrator: Renee Toomata Front Office Administrator: Veronica McHugh Administrative Assistant :Alicia Chapman Career Service Representative: Suzanne Smith Registrar: Angela Schneider, LMP, Ashmead College Student Accounts Representative: Betsy Johnson, LMP, Seattle Massage School Student Services Advisor : Katharine Appleyard, BA, Allegheny College Supply Store Manager: Keiko Boyne

Tacoma Campus Instructors	
Angie Coxon, LMP, Ashmead College Alla Kammers, LMP, Seattle Massage School Andrea McClelland, LMP, Seattle Massage School Andrew Rife, ND, M.Ed, Antioch University Arik Gohl, LMP, Ashmead College Christy Cael, BS, Eastern Washington University, LMP, Ashmead College David Blunk, LMP, Seattle Massage School David Christian, LMP, Ashmead College Debbie Bates, LMP, Ashmead College Deby Giske, LMP, Seattle Massage School Erin Murphy, LMP, Brenneke School of Massage Jennifer Shires, LMP, Seattle Massage School John Frostad, L.Ac., Bastyr University, BSOM, Green River Community College Kala Taft, LMP, Ashmead College Katharine Russel, BS, Washington State University, MS, University of Oregon Leigh Johnson, LMP, Ashmead College Les Wintermute, LMP, Ashmead College	Linda Ross, Ph.D., West Virginia University, MA, West Virginia University, MS, University of Texas Lisa Murrey, MS, University of Kentucky Margaret Perry, LMP, Ashmead College Margie Miller, LMP, Seattle Massage School Mary Bryan, BA, Evergreen State College, LMP, Seattle Massage School Mary Soule, BA, Central Washington State University, LMP, Ashmead College Matthew Osborn, LMP, Ashmead College Melody Lickert, LMP, Ashmead College Michelle McCoy, CD, Seattle Midwifery School, CIMI, Seattle Midwifery School, LMP, Seattle Massage School Molly Brignall, ND, Bastyr University, BS, Nebraska Wesleyan university Roslyn Barnett, LMP, Seattle Massage School Tammy Creley, LMP, Alexandra School of Massage Tomi Johnson, BA, University of Washington, LMP, Brian Utting School of Massage Ute Ohm, BA, Smith College, ND, Bastyr University, LMP, Brenneke School of Massage

Vancouver Campus Administration:	
President: Open Director of Education: Kim Marshel Director of Finance: Lisa Sobolewski Financial Aid Officer: Sarah Patch Financial Aid Representative: Erika Huffman Director of Admissions: Lalitha Pataki Admissions Representative: Marion Lane Admissions Representative: Debbie Hendrickson Admissions Representative: Rosemary Szabo-Berry	Director of Career Services: Holly Marlatt Registrar: Kristin Verbout Administrative Assistant: Ellen Winder Supply Store Coordinator: Bethany McIlvain Bookkeeper: Dana Mitchell Student Clinic Coordinator: Glenda Morgan Student Clinic Assistant: Sherry Bliss Student Clinic Assistant: Kim Pamer

Vancouver Campus Instructors:	
Cheree Carver, LMP Cheryl Owens, LMP Erica Lind, LMP Candace McWhirter, LMP Joshua David, ND Candice Genereaux, LMP Jeremy Sutton, BS, LMP John Green, LMP Hulda Towns, LMP	Anita Harper, LMP Zdenek Zumr, LMP Lincoln Heartsong, LMP Cheyenne Lujano, LMP Don McBride, ND Kathy Kristenson, LMP Cathy Zozaya, LMP Nancy Miller, LMP

Everett Campus Administration:		
Meredyth Given	President	BA Temple University; LMP Seattle Massage School (now Ashmead College)
Gemini Sanford	Director Of Education	MPhil, Kings College BA, California State University, Northridge
Danielle Zimmermann	Finance Director	AAS Everett Community College
Paige Mathis	Admissions Director	BS, Central Washington University
Tammy Parsons	Director of Career Services	BA., Sheldon Jackson College

Everett Campus Instructors:**MASSAGE PROGRAM INSTRUCTORS**

Milissa Allen	Licensed Massage Practitioner
Shannon Allen	Licensed Massage Practitioner
Cynthia Babb	Licensed Massage Practitioner
Sharon Ballenger	AA Everett Community College , Licensed Massage Practitioner
Brandy Bilkovich	Licensed Massage Practitioner
Laura Callahan	BA, Georgetown University, Licensed Massage Practitioner
Anne Geil	BA ,Carleton College, Licensed Massage Practitioner
Ronda Hardcastle	AA, Licensed Massage Practitioner, Certificate of Personal Training
John Hillenbrand	BS University Of Arizona
Carla McCarley	Licensed Massage Practitioner
Evonne Nelson	Licensed Massage Practitioner
Jeremy Porter	Licensed Massage Practitioner
Brian Rewerts	BS, ND Bastyr University
John Richter	Licensed Massage Practitioner
Ulrike Scott	Licensed Massage Practitioner
Jennifer Houston	Licensed Massage Practitioner
Anne Weech	Licensed Massage Practitioner

FITNESS TRAINER PROGRAM INSTRUCTORS

Beth Frazier	BS, MS Western Washington University , ACSM Personal Trainer Certified
John Hillenbrand	BS University Of Arizona
Brian Rewerts	ND Bastyr University

Portland Campus Administration:

President: Siri McElliott	Student Accounts Representative: Ivan Dixon
Director of Education: Julie Carico	Front Office Administrator: Jana Fritzsche
Director of Finance: Caitlin Upshaw	Admissions Representative: Julie Beck
Director of Admissions: Gayle Draney	Admissions Representative: Lois DeLap
Director of Career Services: John Gladney	Admissions Representative: Deborah Leber
Registrar: Doreen Davis	Admissions Representative: Sherry Stephens
Financial Aid Representative: Ryan Selmann	Student Clinic Coordinator: Jaylin Rider
Financial Aid Representative: Melissa Blas	

Instructors

Jordan Barton, LMT	Ziestus Lanuza, LMT
Daniel Brown, ND	Samantha Levine, ND
Mindy Cash, ND	Tracy Lloyd, LMT
Lynn Chiavacci, BS, LMT	Sheila Montgomery, LMT
Tabitha Collins, LMT	Melanie Morin, LMT
Robin Curry, LMT	Joseph Morris, LMT
Alexandra Demetro, LMT	Nathan Nordstrom, LMT
Rod Diehm, LMT	Stephanie Paley, LMT
Carola Dilorenzo, LMT	Michele Stokes, LMT
Cyr Foote, LMT	Joey Peterson, Tutor
Brenda Jacobs Jones, LMT	Chris Pelletier, Tutor

APPENDIX B: TUITION AND FEES

PROGRAM	MASSAGE PROFESSIONAL LICENSING	PLP & SPA SPECIALIST	FITNESS TRAINER	PLP & CLINICAL SPORTS MASSAGE
Lab/ Supply Fees		\$800		
Required Textbooks	\$435	\$435	\$435	\$590
Tuition Per Term				
Term 1-4	\$3,169	\$3,821	\$3,169	\$3,169
Term 5				\$3,345
Total Tuition & Fees	\$13,111	\$16,519	\$13,111	\$16,611
Additional Costs Not Included in the Above Fees				
Misc. Supplies (variable)	\$300	\$300	\$0	\$350
Massage Table and Accessories	\$700	\$700	\$0	\$700
Total Supplies	\$1,000	\$1,000	\$0	\$1,050
Other Fees:				
Course retake fee	Based on number of hours in the class			
Quiz or exam retake fee	\$10.00			
Practical exam retake fee	\$25.00			

The \$800.00 supply fee for the PLP & Spa Specialist Program is assessed each term, \$500.00 term one; \$100.00 term two; \$100.00 term three; \$100.00 term four.

The College reserves the right to cancel or postpone any class with insufficient enrollment, or to modify the course work, revise the course contents, course title, and the sequencing of courses based on legislative, professional, or educational mandates or any other reason which the College may deem necessary.

APPENDIX C: CALENDARS

Class Times

Morning Classes: 8:00 am to 12:15 pm
 Afternoon Classes: 1:00 pm to 5:15 pm
 Evening Classes: 6:00 pm to 10:15 pm

Schedules may vary due to required clinic shifts, internships, study labs, or workshops. Days attended vary depending on the program. Please refer to your course syllabus for correct dates and times.

Everett Campus		
Professional Licensing Program/ Professional Licensing Aromatherapy Spa Program		
	Start Date	Graduation
Winter	11/28/2005	11/17/2006
Spring	3/6/2006	2/23/2007
Summer	6/5/2006	5/18/2007
Fall	9/5/2006	8/17/2007
Fitness Training Program		
	Start Date	Graduation
Fall	10/31/2005	10/13/2006
Winter	1/30/2006	1/19/2007
Spring	5/1/2006	4/20/2007
Summer	7/31/2006	7/20/2007

Seattle Campus		
Professional Licensing Program/ Professional Licensing Aromatherapy Spa Program/ Fitness Training Program		
	Start Date	Graduation
Winter	11/28/2005	11/17/2006
Spring	3/6/2006	2/23/2007
Summer	6/5/2006	5/18/2007
Fall	9/5/2006	8/17/2007

Tigard Campus		
Professional Licensing Program/ Professional Licensing Aromatherapy Spa Program/ Fitness Training Program		
	Start Date	Graduation
Winter	1/03/2006	12/15/2006
Spring	4/3/2006	3/16/2007
Summer	7/5/2006	6/15/2007
Fall	10/2/2006	9/14/2007

Fife Campus		
Professional Licensing Program/ Professional Licensing Aromatherapy Spa Program/ Fitness Training Program		
	Start Date	Graduation
Winter	11/28/2005	11/17/2006
Spring	3/6/2006	2/23/2007
Summer	6/5/2006	5/18/2007
Fall	9/5/2006	8/17/2007

Vancouver Campus		
Professional Licensing Program/ Professional Licensing Aromatherapy Spa Program/ Fitness Training Program		
	Start Date	Graduation
Winter	1/03/2006	12/15/2006
Spring	4/3/2006	3/16/2007
Summer	7/5/2006	6/15/2007
Fall	10/2/2006	9/14/2007