

South Hills Beauty Academy

2014-2015

Therapeutic Massage and Bodyworks Program Catalog



South Hills Beauty Academy
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Get more information from our website

www.shnhbeauty.com

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Classes are forming now, call to enroll! 1-800-310-SHBA

ADMINISTRATION

President/Owner	Mary Pernatozzi
Assistant CEO/Financial Aid Director	Irene Pernatozzi
Assistant CEO/Office Manager	April Pernatozzi
Admissions/ Financial Aid Assistant	April Pernatozzi
Attorney	Scott F. Kenedy
Consulting Physician	Scott Carnivale, MD

AFFILIATIONS

Licensed by - Pennsylvania Department of Education
State Board of Private Licensed Schools Act
333 Market Street, 12th floor
Harrisburg, PA 17126-0333

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

MEMBER OF

American Massage Therapy Association (**AMTA**)

APPROVED FOR

Financial Aid – Direct Loans / Pell Grant
Occupational Vocational Rehabilitation

EQUAL OPPORTUNITY

South Hills Beauty Academy is an equal opportunity training center and practices no discrimination on the basis of race, color, religion, age, sex, financial status or ethnic origin in its admissions, instruction, or employment policies.

OUR MISSION

At South Hills Beauty Academy we strive to ensure strong offerings in technical arts, conceptual classroom and clinic instruction. We continue to offer a high standard in total curriculum, meet the professional requirements of state level, and incorporate the demands of the industry so that we can assure all students the highest quality education and preparation for employment.

OUR GOAL

Our school will build a strong, solid foundation for students as they become experts in their field of study. We believe in the worth and value of the individual student, therefore we provide a professional atmosphere that creates the opportunity for learning.

OCCUPATIONAL / EDUCATIONAL OBJECTIVES

1. To successfully complete our comprehensive and progressive career training in the field of Massage Therapy.
2. Acquire proficiency and competence in four types of hands-on massage therapy techniques: Swedish Therapeutic, Shiatsu Massage, Normalization of Soft Tissue, and Integrative therapeutic Massage.
3. Develop a comprehensive understanding of the structure and function of the human body.
4. Obtain a practical working knowledge of anatomy, kinesiology, musculoskeletal pathology, and pathophysiology.
5. Learn the effects of massage on the human body, including their benefits and contraindications.
6. Comprehend the psychological and emotional aspects of massage therapy.
7. Enhance the self-awareness of the therapist and the ability to effectively interact with clients in a personal, therapeutic, and professional manner.
8. Appropriately refer clients to other professional healthcare practitioners.
9. Develop an appreciation of the therapist's own body and the importance of self-care,
10. Learn professional business and legal practices, and ethical and social issues related to massage therapy.

DRUG- FREE INSTITUTION

South Hills is a drug free institution. The use of non-prescription drugs and /or Alcohol is strictly prohibited. Students with concerns, questions and /or problems regarding drugs and /or alcohol are encouraged to contact school personnel.

ADMISSION REQUIREMENTS

Our Main Admissions offices are located at South Hills Beauty Academy.

High School Diploma -or-

Holders of High School Equivalent Certificate (G.E.D), a transcript showing high school completion or a certificate of attainment.

Admission to the School

South Hills Beauty Academy admits as student's women and men of good character and health who are qualified by previous education and experience to meet its academic challenges and to become a practicing massage therapist. Applications for admission are available online on our web site at www.shnhbeauty.com or they may be obtained by contacting the Office of Admissions. The application for admission must be accompanied with a registration fee of \$75.00 this fee is refundable if enrollment is cancelled within five (5) days of signing the enrollment agreement and **no** classes have been attended. For the day program, new students are admitted at the beginning of each month.

Entrance Requirements

Applicants must meet the following requirements:

- All applicants must be at least (16) years of age and be a High School graduate or have its foreign equivalent, or a General the equivalency (G.E.D.)
- Students are strongly recommended to take at least one year each of high school biology, chemistry, physics, and mathematics through algebra.
- Students must demonstrate sufficient maturity, including the capacity to ethically and responsibly manage professional boundaries.

*All entrance requirements must be met prior to enrollment. If requirements are not met in full, the student will not be permitted to enroll.

* Our school will run a basic background check for each individual interested in enrollment to verify ability to sit for the licensing exam. In order to sit for the NCEBMT to get licensed the student must submit and pass a Background check for the application process.

-CREDIT FOR PREVIOUS HOURS

An Official transcript of hours from an accredited school is required at time of enrollment to be submitted for review. Hours towards our Massage Program may be evaluated and approved at the discretion of the director. The student will then be charged for the hours needed at the current hourly tuition rate and any additional equipment needed. Transfer of hours to another school is at the sole discretion of the receiving institution, and will require a request for an official transcript from our school.

CLASS SCHEDULE

Classes begin the first Monday of each month:

Day Classes

FULL TIME : Monday through Friday 9:00a.m- 4:30p.m.

PART TIME: Monday, Wed, Friday 9:00a.m.- 4:30 p.m

- All schedule may not be available

HOLIDAYS

NEW YEARS DAY GOOD FRIDAY (1/2 Day) & EASTER MONDAY

MEMORIAL DAY JULY 4th Summer Break* (Dates may vary)

LABOR DAY THANKSGIVING & Day after

DECEMBER Winter Break*

*Winter Break: December 24th through January 1st *Summer Break: 1week in July (dates may vary)

*Class is in continuous session unless informed otherwise.

SCHOOL CANCELLATIONS AND POSPONEMENTS

In the event that the school will be closed or delayed due to weather this information will be listed on Channel 4 WTAE.

Qualifications

- A student must possess the following abilities, with or without reasonable accommodation, for completion of the Therapeutic massage/bodyworks Program
- Ability to apply massage and adjunctive techniques over the full range of a client's body, including positioning clients, palpating, feeling with hands and fingers, pushing, pulling, kneading, grasping, twisting wrists, and lifting up to 10 pounds, for periods of up to one hour without interruption;
- Ability to determine depth and intensity of manual pressure and force, as applied in the performance of common massage and adjunctive procedures and techniques;
- Ability to see and hear, with or without reasonable accommodation, sufficient that the student can receive and record client histories; document treatment plans; provide instructions to clients; and provide routine client safety services;
- Ability to perform in all laboratory and clinical settings without posing a threat to herself/himself, to the safety and well-being of fellow students, or to clients;
- Ability and willingness to receive massage and adjunctive treatment. Much of the technical instruction in the programs requires reciprocal application of the techniques of massage therapy, including trigger point therapy and cross fiber friction. In reciprocal laboratory experiences, receiving techniques is necessary in order to learn proper procedures, and to receive and provide learning feedback; reciprocal application of technique is also useful for developing sensitivity to client needs. The School may temporarily excuse a student from receiving massage therapy provided that there is a specific medical contraindication, as determined in writing by a licensed health care professional. Must be able to pass oral, written, and practical examinations, and meet all of the clinical requirements of the School.

Facilities of South Hills Beauty Academy

The Academy Offers 3 Floors, 10,000 Square Feet Of Training Class Rooms.

Our **Main Level** consists of our Reception area, Guest Demonstration Area, Retail Center, Salon Training Clinic, Manicuring Training Clinic, Waxing/Massage Treatment Room, Theoretical Classrooms, Practical Classrooms, Library, Dispensary, Supervisor's Office, Teacher's Office, and Restrooms.

Our **Lower Level** Consists of Additional Classroom, Student Break Rooms, Restrooms and Locker Rooms.

Our **Upper Level** is dedicated to our Esthetic Skin Care Program and *Therapeutic Massage and Body Works Program*. The training classrooms dedicated to the massage program consist of 1,273 sq feet of open space. The students will be required to purchase a portable Massage Table upon enrollment and set up the tables each class for training. Massage therapy/Esthetic Treatment rooms are 648 sq feet, and consist of 3 treatment rooms with 8 divisions and 1 wet bed room with 2 divisions. Administrative offices are also on this level.

All students, with or without reasonable accommodation, must carry out laboratory and clinical assignments, including providing massage therapy services to clients.

PROGRAM DESCRIPTION

Our Massage therapy program is designed for individuals seeking a career in therapeutic massage therapy and body work. At South Hills Beauty Academy we will teach you a wide range of massage techniques. We will train you to assess client's individual needs and have the knowledge to develop a customized massage program to meet those needs.

In this program you will learn the following Swedish Massage, Prenatal Massage, Athletic/Sports Massage, Lymph Massage, Chair Massage, Reflexology/Shiatsu Massage, Aromatherapy /Body Treatments, Stone Massage, Spa Business and More...

You will have the opportunity to gain hands-on practical experience in the student clinic. You will use the massage skills you have learned to practice on clients and the general public. As a massage therapist you can start your own business. You can seek employment in Spa Resorts, Hotels, Salons, Wellness Centers, Massage Clinics, Sports Teams, Cruise Lines and Chiropractic Offices.

Upon completion of the 750 hour Program you will receive a diploma that certifies completion of our Therapeutic Massage/Bodyworks Program and will be prepared for an **entry-level position as a massage therapist**. With our program requirements graduates are approved to take the National Certification Exam (NCETMB) of the National Certification Board for Massage Therapy & Bodywork (NCBTMB). At the end of your program a \$185.00 fee is required along with the application to apply. Also a back ground check and other forms are required. Student must hold active CPR certification that is active for at least 6 months after the date of application.

THERAPEUTIC MASSAGE/BODYWORKS (750 hours)

\$11.00 per hour

Tuition	\$ 8,250.00
Kit & Supplies	\$ 650.00
Books	\$ 250.00
Uniforms (1) Lab Coat	\$ 150.00
<u>Enrollment Fee</u>	<u>\$ 75.00</u>
TOTAL COST OF PROGRAM	\$ 9,375.00

*additional costs for obtaining CPR certification & application fee for NCBTMB exam and Background Check

Financial Aid Programs Available

Qualified students attending South Hills Beauty Academy are eligible to participate in certain financial aid programs:

** There is NO GRANT ELIGIBILITY FORTHIS PROGRAM

I. Direct Student Loan Program

The United States Department of Education Publication, "The Student Guide," updated and issued for each school year, details the above programs. Copies are available to all students and applicants from South Hills Beauty Academy by Financial Aid Counselors.

Applying for Financial Aid

If you are interested in applying for the Pell Grant (based on financial need) or Direct Loan please visit www.pin.ed.gov and apply for a PIN #. Once you obtain your PIN# our school can assist you in the application process by individual appointments.

You will need to complete the following: (these forms are provided by the school)

- FAFSA application
- Direct Loan Application
- Verification Worksheet
- Parent Plus Loan (optional)

**Along with the forms above, you may need to provide copies of the following: 1040 tax returns, Driver's License, Social Security Card, High School Diploma or G.E.D.

The following factors will be measured to determine Satisfactory Academic Progress:

THEORY(test grades, homework, etc.)
PRACTICAL
CLINIC
ATTENDANCE

THEORY GRADING SYSTEM (Based upon tests, homework, etc.)

A... 100% to 94%	Excellent
B... 93% to 85%	Good
C... 84% to 75%	Satisfactory
D... 74% to 65 %	Unsatisfactory
F... 64% to below	Poor

PRACTICAL GRADING SYSTEM

Maximum **100** point value
Minimum Score of 75 Required

The student's performance in each evaluation category will be assessed using the "**HH-H-S-U**" scale:

HH = High Honors = 100%-94%
H = Honors = 93%-85%
S = Satisfactory = 84%-75%
U = Unsatisfactory = 74%-64%

Students must maintain a 75% grade point average in theory and a 75% grade point average in practical and clinic in order to be considered to be making Satisfactory Academic Progress.

Students meeting minimum requirements at evaluation will be considered making Satisfactory Academic Progress

After the student completes the application process the school will submit the application electronically and the student as well as the school will receive notification of the result of the application.

-Borrower Rights and Responsibilities

Many students require financial assistance during their training. However, in considering Student loans you are accepting a serious responsibility. When you accept a Federal Stafford Loan you are accepting the responsibility to repay the full amount borrowed plus interest. During your program the loans can assist you to pay for your schooling. You will benefit from a grace period of six months after graduation before you have to start repayment on the loan. If you handle your responsibilities well, repaying the loan will help you build a better financial future. If you do not pay and default on your loan, there will be financial consequences.

-Borrower Rights

“As a student you have a right to know”

1. The financial aid programs are available at your school and how you qualify.
2. How your financial need was determined and what items were considered in your budget.
3. The type and amount of loan fees that the lender will deduct from your loan that will still be included in repayment.
4. When your loan disbursements are due and how they will be divided.
5. Your monthly payment plan and when you will be expected to start repayment.
6. Your school's policies concerning enrollment, required attendance, and good academic standing.
7. Your school policy on when tuition, fees, and other costs must be paid and alternative ways of payments.
8. Your school policy on refunds if you should not complete the desired program.

SATISFACTORY PROGRESS

All Students must maintain attendance progress as well as academic progress in order to be considered as having successfully completed the program of study in which he/she has enrolled.

All students must attend 75% of the duration of the course in order to attain satisfactory attendance progress. All students must maintain a 75% grade point average in theory, practical, and clinic in order to be making satisfactory academic progress.

To assure that students are making satisfactory progress in attendance as well as academic, evaluations are scheduled for each program of study offered by the school, or before on an as needed basis.

Scheduled Evaluations

Satisfactory Attendance Progress (SAP)

All Students must complete the required hours for each course. SAP Evaluation will be @ 375 hrs

Full Time (5 Months)	750 Hours	21 Weeks
Part Time (8.5 Months)	750 Hours	34 Weeks

All students must attend 75% of the duration of the course in order to attain Satisfactory Academic Progress. Students below 75% will be placed on Attendance Probation. Students are required to achieve at least 75% by the next grading period. Students on probation are to be making Satisfactory Academic Progress. Students who have missed 15% of the duration of the course will be required that all that time be made up. MAKE-UP hours at no charge will be scheduled at the discretion of the Supervisor or Director.

**All students are required to notify the school if they will be tardy or absent. Excessive absences and tardiness will be cause for dismissal. Attendance records must be filled out and updated upon returning to the school after an absence. To consider an excused absence legal documentation with contact number must be provided upon return. If no documentation can be provided it is considered an unexcused absence.

Maximum Time Frame for Program Completion

You must complete your program of study in a period of time not to exceed 1.33 times the contracted program length on your Enrollment Agreement. A leave of absence will be considered in the calculation of the maximum time frame. Any student who fails to complete the program in the designated time will be subject to pay the current tuition rate for additional hours needed.

<u>Title</u>	<u>Length</u>	<u>Maximum Completion Time</u>
<u>Full Time Day</u>		
Therapeutic Massage /Bodyworks	21.5 Weeks	28.6 Weeks
<u>Part-time Day</u>		
Therapeutic Massage /Bodyworks	36 Weeks	47.7 Weeks

* All Schedules may not be currently offered.

Making Satisfactory Academic Progress as of the program midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

Students failing to meet minimum progress requirements will be placed on probation for one grading period with the opportunity to meet requirements next grading period. During probation, students are expected to make Satisfactory Academic Progress.

A student receiving Financial Aid will continue to be eligible as long as he/she maintains a record of Satisfactory Academic Progress and Satisfactory Attendance.

If you are not making SAP at the time of the evaluation or monthly academic and attendance reviews, you will be placed on probation.

South Hills Beauty Academy does not offer remedial classes or course repetition. Therefore, it has no effect on Satisfactory Academic Progress.

The terms for re-establishing your satisfactory progress will be detailed in your probationary letter. Failure to comply with the terms of probation may result in termination or withdraw.

REINSTATEMENT OF AID

If it is determined that you are not making SAP by virtue of your grades and/or attendance, and if your financial aid is terminated because you were not able to comply with terms of a probation period or other rules and regulations of the school, your financial aid may be reinstated once you re-establish SAP according to the terms of probationary period for that program.

TEMPORARY INTERRUPTIONS

If you will be required to miss a considerable amount of class time due to an illness, emergency, or personal problems, a student must submit a signed and dated request for a leave of absence to the school supervisor or director. The director will make a determination whether or not the request for a leave may be granted. **A personal leave may not exceed 30 days.** A medical leave, by order of a physician, may be requested for a period of time not to exceed 6 months. You are only permitted one leave per program. When you return from your leave you will be in the same academic and attendance status as when you left for your leave.

APPEAL PROCESS

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the Director of Education, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for re-evaluation of progress. This appeal must be received by the Director of Education within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand.

An appeal will be schedule within five (5) business days of the receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a minor), supervisor, instructor, or director of education. A decision on the student's appeal will be made within five (5) business days by the Director and will be communicated to the student in writing. The decision will be final.

Should a student prevail upon his/her appeal and be determined as making SAP, the student will automatically re-enter in the course and financial aid funds will be reinstated to eligible students.

TARDINESS POLICY

DAY students are required to be in class promptly at 9:00 a.m. and 12:30 p.m. for roll call. No student will be permitted to disrupt class in session after 9:15 a.m. Students without an excuse are considered late and will not receive credit for the a.m. session. Students who are late for the afternoon session at 12.30 p.m. will be dismissed without credit for this session.

REFUND POLICY FOR FINANCIAL AID

The return of Title IV funds as prescribed in section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV has not earned is then returned to the Title IV program. It is a proportional calculation based on the date of withdraw through (60%) of the payment period.

The institution will determine the date of withdraw and then determine the percentage of the payment period, or period of enrollment attended by the student.

The institution will determine the amount of Title IV for which the student was eligible by percentage of time enrolled.

The institution will compare the amount of aid earned to the amount disbursed. If the amount disbursed exceeds the amount earned this amount of Title IV funds must be returned.

The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion that could have been directly disbursed to the student on the charges that were covered.

The institution and/or the student must then distribute the unearned Title IV aid back to the Title IV programs. After this process has been completed the institution will then perform the calculation of a student refund.

For all students who enroll and begin classes the following tuition adjustment is authorized plus a \$100.00 withdraw fee.

Therapeutic Massage & Bodyworks
2013-2014 Tuition = \$7,500

<u>% time completed</u>	<u>Hours In</u>	<u>% Tuition</u>	<u>\$ Owed</u>
01% to 4.9%	(1-49)	20%	= \$1,500
5% to 9.9%	(50-99)	30%	= \$2,250
10% to 14.9%	(100-149)	40%	= \$3,000
15% to 24.9%	(150-249)	45%	= \$3,375
25% to 49.9%	(250-499)	70%	= \$5,250
50% and over	(500-1000)	100%	= \$7,500

RE-ENTER POLICY

The Academy allows withdrawn students to re-enroll with no loss of hours already credited if the student was in good standing with the school academically and financially. The student would have to pay the current enrollment fee and would be charge the current rate of tuition for the hours needed to complete the program.

CONDUCT POLICY

All students must adhere to the rules and regulations of the school at all times. The school reserves all rights to suspend or expel any student who causes discord.

STUDENT RECORDS POLICY

Students, parents and/or guardians of a dependent minor have the right to gain access to their cumulative records by appointment under supervision with interpretation to student findings when reviewing files. Information pertaining to student records will be released only upon written instructions and consent of the student, parent and/or guardian of a minor student.

COUNSELING/ ADVISORY

Advising will be offered to any student/graduated who is having difficulties with his/her academic or professional career. Students have the privilege of consulting management at all times.

REFUND/WITHDRAW POLICY

Students' tuition, fees and refund policies are clearly and completely stated in print from and uniformly administered adequate student financial records are kept. Our policy complies with a mandated policy according to our accreditation agency and the PA Department of Education. This applies to all withdraws or terminations for any reason including student decision, course or program cancelation or school closure.

1. An applicant not accepted by the school shall be entitled to a full refund of all monies paid.
2. If a student(or in the case of a student under legal age, his /her parent or guardian) cancels his/her enrollment in writing, within three business days of the signing of the enrollment agreement or contract, all monies collected by the school less the non-refundable \$50.00 application fee will be returned. The cancellation date will be determined by the postmark on written notification, or the date information was delivered to the school administrator. This policy applies regardless of whether or not the student has started training.
3. If a student cancels his/her enrollment after three business days after signing of the contract, but prior to entering classes, he/she will be entitled to a refund of all monies to the school less the non-refundable application fee of \$50.00.
4. For students who enroll and begin classes, the following schedule of tuition adjustments is authorized:

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance. Any monies due to the student will be refunded within thirty (30) days of formal cancellation by the student as defined in item # 2, or formal termination by the school.

In cases of an unofficial withdraw determined by monitoring attendance every (30) days and monitoring participation in classes, refunds shall occur no more than (45) days after the last day of physical attendance or date the school determined withdraw. The date of withdrawal determination for a student on an approved leave of absence is the date of the scheduled date of return or the date the student notifies the institution that the student will not be returning.

5. If a student withdraws and returns his/her kit, books, and uniforms within the first week of the start of class unused or undamaged, the student will receive a full refund. If items are used the student will be responsible for the full cost of the items.

6. All refunds due to the student will be paid within (30) days after personal or written request of termination is received by the school, or within (30) days of the date the school determined withdrawal.
7. The cost of extra items to the student such as: instructional supplies or equipment, service charges, student activity fees, deposits, rentals, and other charges are not considered in tuition adjustment computations.
8. In case of permanent school closure the student shall be entitled to a pro-rata refund of tuition.
9. If a course is cancelled, subsequent to a student's enrollment, the school shall and it's option:
 - a. Provide a full refund of all monies paid or
 - b. Provide completion of the course at a later date

In case of Approved leave of Absence or Unofficial withdraw:

1. Any student who takes a leave of absence & does not return at the determined date will be terminated. The last date of the leave of absence will be used as the termination date.
2. Fifteen (15) consecutive days of absence is cause for termination if unexcused, unless the student can show the administration proof of extenuation circumstances. In the event that a Student unofficially withdraws from his or her course of study, the following will apply:

After a (15) day period of absence:

 - The School will attempt to contact the student during the absence period by phone and or mail in order to evaluate the student's status and situation.
 - Offer counseling, schedule changes or leave of absence (if applicable)
 - If the school is unsuccessful in its efforts to ratify the student situation, the student will automatically be withdrawn from the program
 - The school will perform a refund calculation in accordance with federal guidelines.

Job Placement Assistance / Employment Opportunities

Placement assistance is open to all graduates of South Hills Beauty Academy, not only upon graduation, but throughout their professional career. **Employment opportunities for entry level massage therapists** are posted at the schools for local and national listings, non-local listings may require relocation. Students will have the opportunity to meet with industry representatives and personnel to perform various trade techniques, and discuss employment opportunities with the students. When students avail themselves to the schools placement service, referrals may be given, and students may be counseled in preparation for employment. However, the Academy does not guarantee employment, but will assist the students in seeking employment.

GRADUATION REQUIREMENTS

In order to graduate, students must successfully complete the designated work assignment in clinic and theory, as well as the practical aspect of the following courses:

Therapeutic Massage/Body works 750 hours

All students must maintain and pass the final exam with a minimum 75% grade point average. All financial obligations must be fulfilled two weeks prior to graduating. Upon completion of the designated program the student has contracted, he/she will receive a diploma that certifies completion of 700 hour program in Therapeutic Massage & Bodywork.

SCHOLARSHIP POLICY

The awarded amount of the scholarship will cover cost of tuition only. You are responsible for cost of kits, books, uniforms and fees. Eligible programs for the scholarship are the Instructors course and Therapeutic Massage and Bodywork. The amount will be awarded and credited to your account as you are approaching graduation and the completion of the course. You must maintain satisfactory Academic and satisfactory Attendance throughout your program in accordance to our SAP policy. If you do not maintain SAP you may be in jeopardy of losing the Scholarship.

In the case of withdraw from the course or you do not complete the program for any reason, the scholarship may be void or pro-rated and you will be responsible for the tuition percentage according to our withdraw procedure stated in your contract.

An interview may be requested. Scholarship availability is limited and not guaranteed