



East-West Healing Arts Institute
 6425 Normandy Lane, Madison, WI 53719
 608-240-1600 • acupressureschool.com

Asian Bodywork and Therapeutic Massage Program

Full-Time Academic Calendar for Spring 2017:

April 9th, 2017 – March 12th, 2018 *This schedule is subject to change.*

Classes are held on the following days and times:

Day of week	Time	Subject
Sunday	9:00 a.m. - 5:30 p.m.	Eastern Theory & Technique
Monday and Wednesday	6:00 p.m. - 10:00 p.m.	Western Theory & Technique

Student Clinic (begins term II): Students choose a Tuesday, Thursday or Saturday clinic day.

Student Chair Massage: Students participate in supervised chair massage events in the community.

Internship: Students intern in Dr. Zhou's Acupuncture & Wellness Clinic.

Orientation: Sunday April 2, 2017

Term I

April 9 First day of class
 May 27-June 2 Memorial Day Break
 June 17 End Term I

Term II

June 18 Begin Term II
 July 1-7 Independence Day
 Break
 Aug 19 End Term II

Term III

Aug 20 Start Term III
 Sept 2-8 Labor Day Break
 Oct 21 End Term III

Term IV

Oct 22 Start Term IV
 Nov 20-26 Thanksgiving Break
 Dec 23-Jan 5 Winter Holiday Break
 Jan 16 End Term IV

Term V

Jan 17 Start Term V
 February 24 End Term V

Graduation: Sunday March 12, 2018

16 month Part-Time Program: starts with either Eastern or Western Theory & Technique track, adds Student Clinic term II, then begins the 2nd Theory & Technique track (Western or Eastern) in Fall 2017(October), and graduates in August 2018.

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TUITION AND FEES

Tuition, Fees, and Payment Plans

*Cost for Academic Term, Group 45 - Full-Time	<input type="checkbox"/> Plan A (Pre-Pay)	<input type="checkbox"/> Plan B (2 Payments)	<input type="checkbox"/> Plan C (4 Payments)
Application Fee (Non-refundable)	100	100	100
Base Tuition	11,500	11,500	11,500
Finance Fee		500	1000
Text Books	600	600	600
Massage Table	350	350	350
Credentialing Fee (State Licensure)	400	400	400
Graduation fee	25	25	25
Total Charges	12,975	13,475	13,975

Full-Time: PLAN A = 1 Payment (Due first day of class), PLAN B = 2 Payments (Due first day of class and approx. 5th month of program), PLAN C = 4 Payments (Spread over 8 months, approximately every other month). A \$500 deposit is required within 2 weeks of acceptance into program.

*Cost for Academic Term, Group 45 - Part-Time	<input type="checkbox"/> Plan A (Pre-Pay)	<input type="checkbox"/> Plan B (2 Payments)	<input type="checkbox"/> Plan C (6 payments)
Application Fee (Non-refundable)	100	100	100
Base Tuition	11,500	11,500	11,500
Finance Fee		750	1,250
Text Books	600	600	600
Massage Table	350	350	350
Credentialing Fee (State Licensure)	400	400	400
Graduation fee	25	25	25
Total Charges	12,975	13,725	14,225

Part-Time: PLAN A = 1 Payment (Due first day of class), PLAN B = 2 Payments (Due first day of class and approx. 8th month of program), PLAN C = 6 Payments (Spread over 12 months, approximately every other month). A \$500 deposit is required within 2 weeks of acceptance into program.

Supplies and Other Expenses: All fees are subject to change.

(Other required equipment and supply costs are based on student preferences. Estimated cost ranges are as follows)

	Minimum	Maximum
Student Liability Insurance (required) Due by First Day Class	\$45	\$99
CPR/AED & First Aid Certification (required) Due by Term II	\$60	\$75
Linens~ sheets & blanket (required) Due by Term 1, Wk 2	\$40	\$100
Lotions (required) Due by Term 1, Wk 2	\$100	\$400
Misc. optional books, workshops, supplies, accessories	\$20	\$300
Massage Chair (optional)	\$350	\$550
Total	\$615	\$1,524

The above costs are *in addition to* the application fee, base tuition, finance fees, text-book, massage table charges and graduation fee. Items are required for participation in the EWHAI massage therapy program if they are so noted.

Payment Plans and Terms: All fees are payable by cash, personal check, or credit card. An additional 3% processing fee will be charged if tuition is paid by credit card.

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Incidental Administration Charges

Transcript requests: \$15	3% Processing Fee for tuition paid by credit card
Schedule modification: \$100	Check return (NSF): \$25
Tutoring fee/1-on-1 makeup w/Instructor: \$35/hour	Late fee (five business days): \$50

FINANCIAL AID

East-West Healing Arts Institute-Madison offers Title IV Federal Student Aid for those students who qualify. Eligible students who apply for Federal Student Aid may participate in the following programs:

- Pell Grants
- Federal Direct Student Loans
- Parent Loan for Undergraduate Students (PLUS)

Students apply for Federal Student Aid directly by visiting the free application website www.FAFSA.ed.gov~ **EWHA I Federal School Code: 042193**. Eligibility is determined by the US Department of Education. To ensure that funds are available at the beginning of the program, *students should complete the FASA application no later than 4 weeks prior to orientation*. Once processing is complete, students will be notified regarding the amount Financial Aid that is available.

Refund Policy

A student who cancels their Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of all monies paid, except for the \$100 non-refundable application fee, within 10 business days. A student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the \$100 non-refundable application fee. If this Enrollment Agreement is not accepted by East-West Healing Arts Institute or if EWHA I cancels this agreement prior to the first day of class attendance, all monies, excluding the application fee, will be refunded.

Refunds are determined by the date of withdrawal from the program or the official date of termination. The official date of termination or withdrawal shall be determined by the date the school receives notice of the student's intention to discontinue the training program, or the student's last day of attendance (the last day a student participated in class, projects, student clinic, or examination); or if the student has been dismissed due to violating published school policy. East-West Healing Arts Institute may declare a student withdrawn from the program after absences for two consecutive scheduled class weeks without contacting the school. Refunds will be made within 40 days of the notice to withdrawal or date of determination of withdrawal by the school.

Refund Formula

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a prorated refund as follows:

<u>After completion of at least</u>	<u>but prior to completion of</u>	<u>the refund will be</u>
	The first day of class	100%
1 unit/class	10% of the program	90%
10%	20% of the program	80%
20%	30% of the program	70%
30%	40% of the program	60%
40%	50% of the program	50%
50%	60% of the program	40%
60%	no refund	

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As part of this policy, the school will retain a one-time application fee of no more than \$100. A written notice of withdrawal is not required. For students receiving funds under Title IV and Title 38, the school will comply with federal guidelines concerning constructive notice of withdrawal. All, or a portion of the refund, will be used to pay grants, loans, scholarships or other financial aid in conformity with federal and state law. The school will make a “good faith” effort to make a refund if necessary by sending certified mail to students and/or parent’s permanent address.

For Veterans Benefits

The nonrefundable portion of registration fees will not exceed \$10. All other charges to the student (including tuition, books and supplies issued by the school, registration fees in excess of \$10 and other fees) will not exceed the prorated portion of total charges that the length of the completed portion bears to the total length of the course. This policy is in compliance with the requirements of 38CFR21.4244.

Refund Policy for Federal Financial Aid (Return of Title IV Funds)

When a student who has received Federal Financial Aid withdraws or is dismissed prior to completing 60% of the program, the Financial Aid Office will calculate the amount of federal financial aid that may be retained on behalf of the student, and the amount that is required to be returned to the US Department of Education. This calculation determines the percentage of earned aid and is based on the ratio of clock hours scheduled to be complete as of the withdrawal/ dismissal date divided by the total hours in the award period. The student can request a detailed copy of the refund calculation from the financial aid office at financialaid@acupressureschool.com or by phone at 608-240-1600.

If a student earned less aid than was dispersed, funds will be returned to the US Department of Education in the following order: Unsubsidized Federal Direct Student Loan, Subsidized Federal Direct Student Loan, Federal Parent (PLUS) Loan, Federal Pell Grant. All funds required to be returned to the US Department of Education are charged to the student’s tuition account balance and affects the amount of refund or balance owed by the student upon withdrawal/dismissal. If the calculation of Return to Title IV requires that the student return a portion of the financial aid that they received, the student has 45 days after notification to return the overpayment. Failure to do so may result in the student's ineligibility for federal student aid.

The student will receive a letter to their home mailing address when a calculation has been completed indicating the amount charged back, the current correct account balance, and the student's option for repayment. Questions about the Return to Title IV policy can be directed to the financial aid office at financialaid@acupressureschool.com or by phone at 608-240-1600.

If a student has earned more aid than has been disbursed, they are eligible for a post-withdrawal disbursement. Students will be notified that they are eligible for a post-withdrawal disbursement and must consent to disburse the funds to their student account.

A sample worksheet used to calculate Return to Title IV Funds by EWHAI is available at: <http://ifap.ed.gov/ifap/titleiv.jsp> and selecting "Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program."

Questions about this policy should be directed to the Financial Aid Office at financialaid@acupressureschool.com or by phone at 608-240-1600.

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Cancellation of Program by the School

If the school cancels or discontinues the program, the student shall have all tuition, fees and other charges refunded. The school reserves the right to revise the course schedules and curriculum as necessary. The school shall provide notice of any changes within seven business days of the schedule change.

Cancellation of class due to weather will be made up on an arranged date and time. Make-up of all classes missed is required.

Withdrawal or Termination Date

Official Withdraw or Termination

The official date of withdrawal or termination shall be determined by the date the school receives notice of the student's intention to discontinue the training program, or the date the student has been dismissed due to violating published school policy.

Unofficial Withdraw

East-West Healing Arts Institute may declare a student withdrawn from the program after absences for two consecutive scheduled class weeks without contacting the school. The unofficial withdrawal date is determined by the student's last day of attendance (the last day a student participated in class, projects, student clinic, or examination).

If a student is due a post-withdrawal disbursement, EWHAI will disburse any amount of the post-withdrawal disbursement of grant funds that is not credited to the student's account as soon as possible but no later than 45 days after the date of determination that the student withdrew.

If the post-withdrawal disbursement includes loan funds, EWHAI must obtain permission from the student before disbursement can be made. A student may choose to decline some or all of the loan funds so that they don't incur additional debt. EWHAI may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees (as contracted in the Enrollment and Tuition Agreement). East-West Healing Arts Institute must obtain student permission to use the post-withdrawal grant disbursement for all other school charges. If a student does not give their permission, they will be offered the funds. However, students will be advised that it may be in their best interest to allow EWHAI to keep the funds to reduce student debt at the school.

There are some Title IV funds that a student is scheduled to receive that cannot be disbursed to the student one they withdraw because of other eligibility requirements. For example, if a student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawing, they will not receive any Direct Loan funds that would have been received had they remained enrolled past the 30th day. If a student receives (or EWHAI or parents receive on a student's behalf) excess Title IV program funds that must be returned, EWHAI will return a portion of the excess equal to the lesser of: 1. the student's institutional charges multiplied by the unearned percentage of their funds, or 2. the entire amount of excess funds. East-West Healing Arts Institute will return this amount even if it didn't keep this amount a student's Title IV program funds. If EWHAI is not required to return all of the excess funds, the student must return the remaining amount.

Any loan funds that a student must return, must be repaid by the student (or their parent for a Direct PLUS Loan) in accordance with the terms of the promissory note. That is, the student must make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds

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that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid by the student is half of the grant funds received or were scheduled to receive. Students do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Students must make arrangements with EWHAI or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when a student withdraws are separate from any refund policy of EWHAI. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. East-West Healing Arts Institute may also charge a student for any Title IV program funds that the school was required to return.

East-West Healing Arts Institute's refund policy is published in the School Catalog Addendum, the Enrollment Agreement, and the Student Handbook, and is available upon request

Students who have withdrawn or terminated that have incurred any student loan debt as per NSLDS is advised to complete Exit Loan Counseling.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Student to whom rights have been transferred are "eligible students".

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. EWHAI charges \$15 for transcripts and \$50 for copies of all educationally related records. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has a right to a formal hearing with the School Board of Directors. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her views about the contested information.

Generally, schools must have written permission from the parent or eligible student 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 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

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a reasonable amount of time to request that the school not disclose directory information about them. (EWHAJ does not sell or publish public directory lists or information.) Schools must notify parents and eligible parents 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 direction of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address: Family Policy Compliance Office US Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920.

STAFF

Program Supervisor: XiPing Zhou, MDOM L.Ac. LMT. Nationally Certified Oriental Bodywork Therapy Instructor. Has over 28 years of teaching experience, specializing in TuiNa, Acupressure and AcuStone therapy. Master's Degree of Science in Medicine at HeiLongJiang, Medical University of TCM in Harbin, China. Dr. Zhou was a professor for five years at the Midwest College for the study of Oriental Medicine in Racine, Wisconsin. He practiced acupuncture at Columbia, St. Mary's West Clinic in Milwaukee, WI. Currently Dr. Zhou practices acupuncture and oriental bodywork in Madison, WI and gives lectures internationally.

Business Manager and Accountant: LiPing Mu, BA. University of Wisconsin Whitewater

School Administrator: Terri Gomez, PhD LMT BCTMB. University of Wisconsin-Madison, University of California, Davis, TIBIA Massage School

Financial Aid Officer: Marie Pike, LMT. East-West Healing Arts Institute

Director of Student Chair Massage: Justin Polka, BA LMT BCTMB. University of Wisconsin-Madison, East-West Healing Arts Institute

Academic Dean: Natasha Garbe, BA LMT. Montana State University Northern. East-West Healing Arts Institute.

IT Multi-Media Director: Plamen Dimitrov

FACULTY

XiPing Zhou, MDOM LAc: E101 Introduction to TCM, E204 TuiNa and Therapeutic Massage for Medical Conditions, and E104 TaiChi, QiGong. Teaching experience: 26 years. Part-time Instructor/Adjunct Faculty

Donna Boucher: E302 Zen Shiatsu. Teaching experience: 12 years. Boston Shiatsu School, Cambridge, MA. Part-Time Instructor/Adjunct Faculty.

Tasha Bynum, LMT: W204 Clinical Aromatherapy. Teaching experience: 6 years. East-West Healing Arts Institute, Center for Aromatherapy Research and Education. Part-time Instructor/Adjunct Faculty

Sara Cotton, BA MA EYR RTT: E104 Movement, E301 Chai Quiao, E303 Thai Massage. Teaching experience: 9 years. MA Library and Information Studies, BA English University of Wisconsin-Madison. Part-time Instructor/Adjunct Faculty

Trevin Gay, BFA, MFA, LMT: B102 Business Fundamentals & Law. Teaching experience: 2 year. MFA in Theater Naropa University, BFA in Theater Emporia State University. TIBIA Massage School. Part-time Instructor/Adjunct Faculty

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Kathy Ginn, LMT: B101 Ethics, W103 Soft Skills, W102 Psychology of Touch. Teaching experience: 10 years. McKinnon Institute, Oakland, CA, Crystal Mountain School of Massage Therapy, Albuquerque, NM. National Speaker, Part-time Instructor/Adjunct Faculty

Terri Gomez, PhD LMT BCTMB: S103 Clinical Pathology, B103 WI Licensure and Exam Prep, S106 Pathology. Teaching experience: 21 years. PhD in Nutritional Sciences at University of Wisconsin-Madison, BS in Exercise Physiology at University of California, Davis, TIBIA Massage School. Part-time Instructor/Adjunct Faculty

Elisabeth Norton, BA BS LMT: S102 Practical Anatomy, W301 Integrated CrS/MFR Bodywork. Teaching Experience: 12 years. BA in Psychology, BS in Geological Sciences, University of Missouri-Columbia; Massage Therapy Institute of Missouri, Columbia, Missouri. Part-time Instructor/Adjunct Faculty

Justin Polka, BA LMT BCTMB: E103 Acupressure Point Location and Indication, E201 Advanced Tools, H102 Student Chair Massage Prep, E201 Advanced Tools. Teaching experience: 10 years. BA University of Wisconsin-Madison. East-West Healing Arts Institute. Part-time Instructor/Adjunct Faculty

Matt Safarik, L.Ac., CMT. E203 Theory of Eastern Medicine. Teaching experience: 1 year. Masters of Acupuncture & TCM at Yo San University, BS in Sociology at Arizona State University, Boulder College of Massage Therapy. Part-time Instructor/Adjunct Faculty

Leora Weitzman, PhD LMT BCTMB: S101 Musculoskeletal Anatomy, S104 Kinesiology, W201 Deep Tissue. Teaching experience: 9 years. PhD in Philosophy at Stanford University, BA in Philosophy at Stanford University, TIBIA Massage School. Part-time Instructor/Adjunct Faculty

LaCuir Yancey, LMT BCTMB CPT: W202 Sports Massage, E202 Advanced Acupressure Point Application and Integration, E201 Advanced Tools. Teaching experience: 11 years. East-West Healing Arts Institute. Part-time Instructor/Adjunct Faculty

Chad Yonkus, LMT BCTMB CPT: E201 Advanced Tools, E204 TuiNa for Medical Conditions. Teaching experience: 6 years. East-West Healing Arts Institute. Part-time Instructor/Adjunct Faculty

Lisa Wipperfurth, LMT BCTMB: E201 Advanced Tools. Teaching experience: 3 years. East-West Healing Arts Institute. Part-time Instructor/Adjunct Faculty

Regulation & Licensing

Wisconsin State Law requires that massage therapists be licensed in order to practice massage. East-West Healing Arts Institute meets and exceeds all requirements to become a Licensed Massage Therapist in Wisconsin.