



Heal The Body
 Enrich The Mind
 Enlighten The Spirit

East-West Healing Arts Institute
 4601 N. Oakland Ave., Suite 218
 Milwaukee, WI 53211
 414-312-7929 • acupressureschool.com

Asian Bodywork and Therapeutic Massage Program

Full-Time/Part-Time Academic Calendar for Milwaukee Campus Fall 2018:
 November 10th, 2018 – October 5th, 2019 *This schedule is subject to change.*

Classes are held on the following days and times:

Day of week	Time	Subject
Saturdays	9:00 a.m. – 5:30 p.m.	Eastern Theory & Technique
Mondays & Wednesdays	6:00 p.m. – 10:00 p.m.	Western Theory & Technique

Student Clinic (begins term II): Students choose a Tuesday, Thursday or Sunday 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: Saturday, November 3rd, 2018 from 9 am to 12 pm

Term I

November 10, 2018 First Day of Class
 Nov 22 – Nov 25, 2018 Thanksgiving Day Break
 Dec 21, 2018 – Jan 3, 2019 Winter Break
 January 25, 2019 End Term I

Term IV

May 20, 2019 Start Term IV
 May 24 – May 30, 2019 Memorial Day Break
 Jul 1 – July 7, 2019 Independence Day Break
 July 28, 2019 End Term IV

Term II

January 26, 2019 Start Term II
 March 22, 2019 End Term II

Term V

July 29, 2019 Start Term V
 Aug 30 – Sep 5, 2019 Labor Day Break
 Sep 28, 2019 End Term V

Term III

March 23, 2019 Start Term III
 Apr 20– Apr 21, 2019 Easter Break
 May 19, 2019 End Term III

Graduation: Saturday October 5, 2019

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 Spring 2019 (June), and graduates in May 2020.

TUITION, FEES, AND PAYMENT PLANS

*Cost for Academic Term, Group 40 Full-Time	□ Plan A (Pre-Pay)	□ Plan B (2 Payments)	□ Plan C (4 Payments)
Application Fee (Non-refundable)	100	100	100
Base Tuition	12,500	12,500	12,500
Payment Plan Fee		500	1,000
Text Books	600	600	600
Massage Table	350	350	350
Credentialing Fee (State and National)	400	400	400
Graduation fee	25	25	25
Total Charges	13,975	14,475	14,975

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 40 Part-Time	□ Plan A (Pre-Pay)	□ Plan B (2 payments)	□ Plan C (6 payments)
Application Fee (Non-refundable)	100	100	100
Base Tuition	12,500	12,500	12,500
Finance Fee		750	1,250
Text Books	600	600	600
Massage Table	350	350	350
Credentialing Fee (State and National)	400	400	400
Graduation fee	25	25	25
Total Charges	13,975	14,725	15,225

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. Cost ranges are as follows)

	Minimum	Maximum
Student Liability Insurance (required) Due by First Day Class	\$45	\$99
CPR, First Aid, AED Certification (required) Due by Term II	\$60	\$75
Scrubs (required) Due by Term 2, WK 1	\$40	\$70
Linens (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	\$655	\$1,594

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

Payment Plans and Terms: Plans B & C are payment plans which include an additional payment plan fee. 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.

Incidental Administration Charges

Transcript requests: \$15

Schedule modification: \$100

Tutoring fee/1-on-1 makeup w/Instructor: \$35/hour

3% Processing Fee for tuition paid by credit card

Check return (NSF): \$25

Late fee (five business days): \$50

FINANCIAL AID

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

- **Pell Grants:** This is grant money for your education that does not have to be paid back, and is available to qualifying students based on financial need.
- **Federal Direct Student Loans:**
 - **Subsidized Federal Direct Student Loan:** This loan is a long-term low interest student loan based on financial need. The government subsidizes, or pays the loan interest until 6 months after graduation.
 - **Unsubsidized Federal Direct Student Loan:** This loan is not based on financial need. It is available to students who do not qualify for the full amount of a subsidized loan, or in combination with an unsubsidized loan.
- **Parent Loan for Undergraduate Students (PLUS):** This loan enables parents of dependent students to get guaranteed loans to assist with the post-secondary education expenses of their children. Approval is based on income and credit history.

Students apply for Federal Student Aid directly by visiting the free application website www.FAFSA.ed.gov ~ **EWHAI 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. For questions regarding Federal Student Aid, contact the financial aid office: financialaid@acupressureschool.com

STAFF

Program Supervisor: XiPing Zhou, MDOM L.Ac. LMT. Nationally Certified Oriental Bodywork Therapy Instructor. Has over 30 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. 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: Melanie Savidas, LMT. East-West Healing Arts Institute

IT Multi-Media Director: Plamen Dimitrov

Campus Director – Milwaukee Non-Main Campus: Bruce Sun, WI C.Ac., LMT.

MS-MIS of University of Wisconsin-Milwaukee. Lakeside School of Massage Therapy, MSOM of Midwest College of Oriental Medicine-Racine, Diplomate of Oriental Medicine (NCCAOM).

Education Coordinator – Milwaukee Non-Main Campus: Stacey Pangratz, BSW.

Bachelor's degree from University of Wisconsin-Milwaukee.

ADJUNCT FACULTY

XiPing Zhou, MDOM LAc: E101 Introduction to TCM, E204 TuiNa and Therapeutic Massage for Medical Conditions, and E104 TaiChi, QiGong. Teaching experience: 30 years. Part-time Instructor/Adjunct Faculty

Marylisa Ayala, BA, LMT: W101 Swedish Massage Theory & Technique, W104 Special Populations/Pregnancy, W201 Deep Tissue, W203 Hydrotherapy. Teaching experience: 8 years. UW-Milwaukee; Lakeside School of Massage. Part-time Instructor/Adjunct Faculty.

Donna Boucher: E302 Zen Shiatsu. Teaching experience: 13 years. Boston Shiatsu School, Cambridge, MA. Part-Time Instructor/Adjunct Faculty.

Sara Cotton, BA, MA, EYR, RTT: E301 Chai Quiao, E303 Thai Massage. Teaching experience: 10 years. University of Wisconsin-Madison. Part-Time Instructor/Adjunct Faculty.

Rachel Fisher, BS, LMT: S104 Kinesiology, S105 Anatomy & Physiology, S106 Pathology. Bachelor of Science in Kinesiology (Minor in Health & Wellness), University of Wisconsin, Eau Claire. Teaching experience: 6 years. Part-Time Instructor/Adjunct Faculty.

Kathy Ginn, LMT: B101 Ethics, B102 Business and Law, W103 Soft Skills, and W102 Psychology of Touch. Teaching experience: 11 years. McKinnon Institute, Oakland, CA, Crystal Mountain School of Massage Therapy, Albuquerque, NM. National Speaker, Part-time Instructor/Adjunct Faculty

Lauren Lucia BS, MSOM, WI C.Ac., LMT, BCTMB, AOBTA®Certified Practitioner: E102 TuiNa Techniques, E204 TuiNa for Medical Conditions, S101 Musculoskeletal Anatomy, W202 Sport Massage, W204 Aromatherapy. Student Clinic Supervisor. Teaching experience: 3 years. University of New Orleans, Pacific College of Oriental Medicine. Part-time Instructor/Adjunct Faculty.

Maureen McNulty, MSOM, WI C.Ac., LMT: E103 Acupressure Point Location, E202 Advanced Point Application and Integration, E304 Foot Reflexology. Teaching experience: 3 years. UW-Milwaukee, Lakeside Massage Therapy School, Midwest College of Oriental Medicine. Part-time Instructor/Adjunct Faculty.

Marie Pike, LMT: W301 Integrated Craniosacral Myofascial Bodywork. Teaching experience: 2 years. East-West Healing Arts Institute. Part-time Instructor/Adjunct Faculty.

Bruce Sun, MS-MIS, MSOM, WI C.Ac., LMT: E101 Introduction to TCM, E102 TuiNa Techniques, E103 Acupressure Point Location, E104 Movement, E201 Advanced Tools, E202 Advanced Point Application and Integration, E203 Theory of Eastern Medicine, E204 TuiNa for Medical Conditions, H101 Clinic Preparation, B103 Licensure & Exam Preparation and Student Clinic Supervisor. Teaching experience: 4 years. UW-Milwaukee, Lakeside School of Massage, Midwest College of Oriental Medicine. 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 exceeds all requirements to become a Licensed Massage Therapist in Wisconsin.

Annual Security Report

EWHAI's Annual Security Report (ASR) provides information regarding:

- 3-year Crime Statistics for EWHAI-Madison Campus and the Surrounding Public Property
- Policies & Procedures for reporting and responding to crimes that occur on campus, EWHAI campus security & law enforcement policies & procedures, and how the EWHAI community can prevent crimes and be responsible for their own safety and security, as well as others
- Policies & procedures for reporting and responding to emergencies that occur on campus, including EWHAI's emergency response & evacuation procedures
- EWHAI's policies regarding the possession, use and sale of alcoholic beverages and illegal drugs, including the enforcement of underage drinking laws, Federal and State laws, and institutional sanctions
- Resources for drug abuse education and prevention
- EWHAI's sexual abuse and domestic violence prevention education program and resources

The 2017 ASR is posted on EWHAI's website: acupressureschool.com/pdf/EWHAI-2017-Annual-Security-Report. A paper copy of this ACR is available, upon request: contact the School Administrator: admin@acupressureschool.com

Gainful Employment Disclosure

EWHAI's Gainful Employment Disclosure provides information regarding: 1) occupations that our Asian Bodywork & Therapeutic Massage program prepares students to enter, 2) program length (normal time to complete the full-time program), 3) the on-time graduation rate for students completing the program, 4) program costs for normal completion time, 5) job placement rates for students that completed the program, and 6) median loan debt incurred by students who completed the program. EWHAI's 2016-17 Gainful Employment Disclosure is posted on EWHAI's website: acupressureschool.com/images/GET/Gedt.html

Satisfactory Academic Progress for Federal Student Aid

Rights and Responsibilities of Students receiving Financial Assistance

Students have certain rights and responsibilities regarding maintaining eligibility for their Federal Student Aid as described below:

Satisfactory Academic Progress

Federal regulations and accreditation standards require East-West Healing Arts Institute to monitor academic progress of all matriculated students toward completion of their program (graduation) unless enrolled in personal enrichment courses. This process is called Satisfactory Academic Progress (SAP). This policy is enforced in conjunction with all other school policies and procedures. SAP is monitored weekly using two factors; grades earned for each completed class and cumulative attendance rate (percent of scheduled hours attended).

Grading Policy Defined

Grades provide clear feedback on progress toward graduation. Successful completion of a course requires a grade of A, B, or C. Grades of D and F do not constitute successful completion of a course. Satisfactory Academic Progress is defined as a passing grade of 70% or more per course (C) and an appropriate rate of progress toward completion of the program (67% of scheduled hours completed). Students with unsatisfactory academic progress have the opportunity to work with the School Administrator to develop a plan utilizing one of the following options at the School Administrator's approval to improve their academic progress: taking an alternative quiz, exam, make-up time for hands-on homework, written assignments, case study, or clinic internship.

Students participating in the Title IV Federal Financial Aid Programs are required by Federal Law to maintain Satisfactory Academic Progress in order to remain eligible for Federal funding.

Monitoring Grades and SAP

SAP is monitored weekly. Minimum SAP requirements to maintain Financial Aid Eligibility include maintaining a 70% (C) or more per course and an appropriate rate of progress toward completion of the program (67% of scheduled hours completed). Federal regulations require the SAP be evaluated minimally at the end of a Title IV payment period (halfway through the program).

Attendance, Tardiness, Makeup and Tests

Students are required to sign an attendance sheet for every class they attend. No student is allowed to sign in for another student. Student attendance records are also maintained electronically. Students are required to attend 100% of their classes to successfully complete the full program. Students who are 10 or more minutes late for class or who return late from a scheduled break, including lunch will be considered tardy. For each term, two incidents of being tardy or leaving early in one class will count as one unexcused absence. Regular absence can lead to a variety of negative consequences up to and including dismissal from the program. The School Administrator will meet with the student regarding tardiness and this may result in a written warning or lead to probation. Students are required to make up all missed class hours, class work, and exams within three weeks of the missed class. If a student has extenuating circumstances, the student should meet with the School Administrator. As a requirement of graduation, all missed work must be made up prior to the end of the fourth week of Term V.

If a student misses a class, the student is responsible for making up the course work and paying the making up charges. It is the student's responsibility to make arrangements with the instructor to make up all hours missed. Make-up requirements are determined by the instructor and may include making up the class the next time it is offered, tutoring (\$35 per hour tutoring fee will be charged by the instructor), and/or doing an assignment on campus (at no charge). The student will complete the assigned make-up work, verify a Make-up Sheet is filled out and signed by the instructor, and turn it in to the School Administrator. Classes must be made up prior to graduation and within the allotted 150% time frame for the program. Missing classes may postpone graduation due to enrollment and scheduling of classes. Students are strongly encouraged to meet with the School Administrator regarding any absences and their effect on progress through the program.

Financial Aid Probation

Students failing to meet the academic requirements will be placed on probation for one month. Students will be notified in writing that they have been placed on probation. Probation notices will be distributed within 10 days of the end of the month.

Students will be able to receive aid for the probation month. However, for financial aid eligibility to continue, students must meet both the minimum academic requirements by the end of the probation month. The probation notice will inform the student what class(es) must be brought to a passing grade and/or the attendance that must be successfully achieved in order to meet the minimum academic requirements.

Financial Aid Suspension

If a student fails to meet minimum academic requirements for two consecutive months, the student will be notified in writing they have been placed on Financial Aid Suspension. The suspension notice will detail what class must be brought to a passing grade and attendance must be successfully achieved to meet the minimum academic requirements. Suspension notices are distributed within 10 days of the end of the month. Students remain suspended from financial aid, and are responsible for required tuition payments until they meet the minimum academic requirements or are dismissed.

Financial Aid Appeals Process

Students who have been placed on financial aid probation, or suspension, or who have exceeded the 150% maximum timeframe limit may file an appeal if they have extenuating circumstances. Students must submit the following documentation within 15 days of notification:

- A letter explaining the extenuating circumstances, and
- Third-party documentation supporting the reason for the appeal

The documentation will be reviewed and students will receive written notification of the result of their appeal within 15 business days from submission of their documentation. If the appeal is granted, the student will be able to receive aid for the month listed in the notification. However, for financial aid eligibility to continue, students must meet the minimum academic requirements by the month specified in the notification. All results are final.

Return of Title IV Funds

Federal law requires that when you withdraw during a payment period or period of enrollment, the amount of FSA program assistance that you have earned up to that point is determined by a specific formula. 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. If you received less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned to the Department of Education. The amount of assistance that you have earned is determined on a pro-rate basis. That is, if you complete 30% of the payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed 60% of the payment period, you earn **all** of your assistance.

If you received excess funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of the excess funds.

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. Any tuition monies due to the school by the student who cancels, withdraws or is dismissed, not covered by Federal grants/loans, is due in full when the student leaves school.

Any monies paid to the school in excess of the sum due to the school by the student who cancels, withdraws or is dismissed, will be refunded within 40 days to the appropriate bank/lender on behalf of the student's account and the student will be notified.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note with the holder of the loan: scheduled payments over the term of loan.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are required to return 50% of the grant assistance that you receive. Any amount that you do not have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

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@acpressureschool.com or by phone at 608-240-1600.