East-West Healing Arts Institute

A National Leader in Fully Integrated Eastern & Western Massage Training

Madison Main Campus
East-West Healing Arts Institute
6425 Normandy Lane
Madison, Wi 53719
608-240-1600

Milwaukee Campus
East-West Healing Arts Institute
2949 N. Mayfair Road, Suite 300
Wauwatosa, WI 53222
414-312-7929

2015 - 2016 School Catalog

Welcome from the president

On behalf of East-West Healing Arts Institute faculty, alumni, and students, I welcome you to explore a new pursuit in alternative medicine and the massage therapy profession.

During the past few decades, massage has gained much esteem in the United States as an effective therapy for managing stress, preventing illness, and promoting general well-being. I believe the future of medicine is in your hands, as it involves achieving a state of balance.

As founder of the school and a Doctor of Oriental Medicine, I feel that healing comes from the tri-unity of body, mind, and spirit. Our daily lives and careers should be based on the balance and harmony of the body, mind, and spirit.

Our program involves hands-on bodywork and clinical practice. We teach in-depth Western Science to enhance your knowledge, foster personal growth, and strengthen individual leadership. Even your own health and well-being will improve during your training here. A major goal of the program is to help students achieve a more positive attitude.

We face so many challenges in our daily lives including financial, environmental, health, and social stresses. Your touch can make a difference in people's health. I believe as a massage therapist, through professional touch and therapeutic massage, you can make a great impact on the lives of individuals as well as the community.

As an East-West student, you will find a supportive community, a large network of therapists, and a career that is both rewarding and satisfying.

I invite you to explore the many opportunities available in Asian bodywork and therapeutic massage. I am confident that you will achieve great success as a student and in your continuing career. The future of medicine is a partnership of Eastern and Western philosophies, combining both modern and traditional practices together with your hands.

In Good Health and High Spirits,

XiPing Zhou
MDOM, L.Ac.
President and Founder

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History

In May 2000, East-West Healing Arts Institute was founded by Dr. XiPing Zhou. The program began with six students and three instructors who all shared a belief in natural healing and Asian bodywork. The program was established to develop skills in TuiNa (Chinese medical massage) as well as Western massage. This allowed students to experience a variety of Eastern and Western massage modalities, gain an in-depth education in both the Western scientific view of the human body, and classical Chinese healing philosophy. The program originally consisted of 650 hours. Within the first year, the program increased to 700 hours. Our Asian Bodywork and Therapeutic Massage Program now has 800 hours.

Today, East-West Healing Arts Institute has two Wisconsin campuses, located in Madison and Milwaukee.

Madison Main Campus is 6,500 square feet, including 2 classrooms, 12 clinic treatment rooms, a library, a kitchen, and lounge area.

Milwaukee Campus is over 4,500 square feet, including classroom space, 6 clinical treatment rooms, a kitchen, and a library and student lounge.

East-West Healing Arts Institute is Accredited by the Accrediting Bureau of Health Education Schools. The Madison Main Campus received Accreditation in 2012, and the Milwaukee Campus received Accreditation as a Non-Main Campus in 2015.

Mission Statement

Through the commitment and extraordinary experiences of highly qualified faculty teaching techniques that have been proven effective over the millennia, this school is dedicated to training each student to integrate and utilize his or her entire being in helping others throughout their community.

The Asian Bodywork and Therapeutic Massage Program prepares students in the analysis and synthesis of knowledge and skills of Western and Eastern science and bodywork. Our interdisciplinary program includes thorough instruction in Eastern and Western modalities of therapeutic massage, as well as a rigorous course of study in Western science and Eastern Theory.

Commitment to our Students:

- To make learning an accessible, achievable, and relevant experience.
- Promote student success.
- Continue to improve curriculum to meet evolving healthcare needs.
- Gain career success through hands-on experiences.

Commitment to Community:

- Promote benefits of massage therapy in order to increase awareness and acceptance of the profession.
- Graduate leaders who are dedicated to improving the health and well-being of the community.
- Enhance the accessibility of massage therapy through a community-based clinical education program with the support of professional acupuncture, chiropractic, massage, and medical facilities.

Program Overview and Objectives

The Asian Bodywork and Therapeutic Massage Program prepares students to excel in the massage therapy industry. The program encompasses a rigorous Western Science course of study designed specifically for massage therapists in conjunction with ancient Eastern Philosophy of Traditional Chinese Medicine. The program includes thorough instruction in both Eastern and Western modalities of therapeutic massage. The complete integration of Eastern and Western provides a truly unique experience for the student and the future client.

The program totals 800 hours, far exceeding the 600 hour requirement by the state of Wisconsin for licensing. Our program meets and exceeds requirements for taking the Massage and Bodywork Licensing Examination (MBLEx) with the Federation of State Massage Therapy Boards (FSMTB). Passing the MBLEx is required for licensure in Wisconsin and all states that require a state licensing exam to become licensed in Massage Therapy and Bodywork Therapy.

Learning Objectives of the Program:

- Actively endeavor to integrate student's entire being in helping others in the community through the understanding of the tri-unity and harmony of body, mind, and spirit.
- Broaden student's knowledge of diverse and relevant massage techniques.
- Prepare students for the MBLEx Licensure Exam and the Wisconsin Laws and Statutes Exam.
- Integrate complementary treatments of modern Western medical knowledge and traditional Eastern healing techniques.
- Assist in career success through Business Fundamentals course, community outreach, job-search strategies and career planning.

By the end of the program, students will:

- Establish a commitment to lifelong learning.
- Identify structures and functions of the human body and its systems in health and disease, as they relate to the applications of massage therapy and bodywork.
- Understand the concepts, fundamental principles and philosophies of Oriental medicine and locate anatomically twelve main meridians and top acupressure points.
- Discuss and demonstrate knowledge regarding the physiological and emotional effects of touch, massage and bodywork techniques.
- Demonstrate competency in structural assessment.
- Understand usage of terminology appropriate to the massage therapy and bodywork industry.
- Differentiate components of a therapeutic environment.
- Develop a health and wellness model and establish a commitment to massage therapy and bodywork practice.
- Build skills necessary for critical analysis in assessment and massage session planning based on client intake, histories, assessment findings, client goals, and client response to application of massage and bodywork techniques.
- Gain hands-on training and clinical practice of professional treatment through Student Clinic, TuiNa and acupressure Internship.
- Recognize individual and cultural differences, communicate verbally and nonverbally with clients in an effective and appropriate manner.
- Meet expectations of clients receiving bodywork and therapeutic massage.
- Establish a foundation of leadership, business ethics, community outreach and career planning.
- Develop self-care strategies, and hone body mechanics and movements to enhance bodywork and massage therapy skills.
- Perform a full body massage that integrates Asian bodywork and therapeutic massage.
- Understand causes of different illness and injury and utilize and integrate techniques to benefit common medical conditions.

Program Options: Full-Time or Part-Time

Our Asian Bodywork and Therapeutic Massage Program leads to a diploma certifying completion of 800 hours in Eastern and Western Massage Theory and Techniques. Full-Time and Part-Time enrollment is available for the convenience of our students.

Our full-time program consists of five terms, 8 weeks per term, equaling 40 weeks of course work or approximately 10 months. Full-time students attend sixteen hours of classroom instruction per week. The program offers 2 different schedules dependent on availability at time of enrollment: one weekday (9:00 am - 5:30 pm) and one weekend day (9:00 am - 5:30 pm) or two evenings (6:00 pm - 10:00 pm) and one weekend day (9:00 am - 5:30 pm). In addition to classroom instruction, students will fulfill hands-on integration coursework, detailed in the catalog on page 10 and meet outside classroom requirements.

Our part-time program consists of eight terms, 8 weeks per term, equaling 60 weeks of coursework, approximately 16 months. Part-time students attend 8-16 hours of classroom instruction per week; 8 hours/week in terms 1 - 3, 16 hours/week in terms 4 - 6, then 8 hours/week in terms 6 - 8. Students begin with either the Western series (weekday or evenings) and proceed to include the Eastern series (weekend days) at the completion of the first five terms, or vice versa. Students who elect to start with the Eastern series (weekend class) must meet the pre-requisites before beginning the hands-on integration course H101 Student Clinic, listed in the catalog on page 10. In addition to classroom instruction, part-time students will fulfill hands-on integration coursework, detailed in the catalog on page 10, and meet all outside classroom requirements for graduation, detailed in the catalog on page 21-22.

East-West Healing Arts Institution program delivery is residential.

Course Outline

Western Massage Techniques and Theory I			**CLOCK HOURS**
W101	Swedish Massage Techniques and Theory I		40
W102	Psychology of Touch		4
W103	Soft Skills		4
W104	Special Populations	Prerequisite W101	4
			Subtotal: 52
Western Massage Techniques and Theory II			
W201	Deep Tissue	Prerequisite W101	20
W202	Sports Massage	Prerequisite W101	8
W203	Hydrotherapy/Spa Treatment	Prerequisite W101	4
W204	Clinical Aromatherapy		4
			Subtotal: 36
Western Massage Techniques and Theory III			
W301	Integrated Craniosacral, Myofascial Bodywork		20
			Subtotal: 20

Western Science			
S101	Musculoskeletal Anatomy		32
S102	Practical Anatomy		12
S103	Clinical Pathology		8
S104	Kinesiology and Body Structure Assessment		40
S105	Anatomy and Physiology		48
S106	Pathology		32
			Subtotal: 172
Ethics, Business and Law			
B101	Massage Ethics		16
B102	Business Fundamentals and Law		36
B103	State Licensure & Exam Preparation		8
			Subtotal: 60
Eastern Massage Techniques and Theory I			
E101	Introduction to Traditional Chinese Medicine		8
E102	TuiNa Techniques		61
E103	Acupressure Point Location and Indication		40
E104	Movement for Asian Bodywork and Therapeutic Massage		18
			Subtotal: 127
Eastern Massage Technique and Theory II			
E201	Advanced Acupressure Tool Techniques		17
E202	Advanced Acupressure Point Application and Integration	Prerequisite E103	24
E203	Theory of Eastern Medicine		56
E204	TuiNa for Medical Conditions	Prerequisite E101, E102, E202	32
			Subtotal: 129
Eastern Massage Technique and Theory III			
E301	Chai Qiao		4
E302	Zen Shiatsu		12
E303	Thai Massage		12
E304	Foot Reflexology		8
			Subtotal: 36
Hands-On Integration			
H101	Student Clinic	Prerequisite S103 or W101, Faculty Practical	130
H102	Community Outreach		28
H103	TuiNa and Acupressure Internship		10
			Subtotal: 168
		Total Hours:	**800**

Course Descriptions

Western Massage Techniques and Theory I (48 total clock hours)

W101 Swedish Massage Techniques and Theory I (40 clock hours)
Techniques and Theory I provides an introduction to western massage through history, proper terminology, and effects of massage. Students develop skills for critical analysis in assessment and massage session planning based on client intake, histories, assessment findings, client goals, and client response to application of massage and bodywork techniques. Students explore Swedish and western massage techniques while learning self-care strategies and body mechanics to enhance bodywork and massage therapy skills.

W102 Psychology of Touch (4 clock hours)
Psychology of Touch explores how the psychological life of the body affects massage therapy, the therapeutic relationship, and how the massage therapist can offer a safe and supportive connection for the client. The purpose of this introductory class is to explore the inseparable Body/Mind matrix and the ethical stance this requires. Students acquire an understanding of the various responses clients may have to touch as well as how to appropriately handle these responses within the therapeutic massage session.

W103 Soft Skills (4 clock hours)
Skillful communication is the foundation of healthy relationships and thriving practices. Regardless of the technique used, it is done in relation with the other person. Good communication is a two way process that involves an exchange of ideas, emotions, and attitudes. This course highlights key communication concepts and explores how to offer simple and attentive presence to clients.

W104 Special Populations (4 clock hours)
This course gives an introduction of the benefits, effects, indications, and contraindications of massage to special population clients such as pregnant women and cancer patients. Specific massage techniques and methods related to special populations will also be covered in this class. Prerequisite to this course is W101.

Western Massage Techniques and Theory II (32 total clock hours)

W201 Deep Tissue (20 clock hours)
Theory of trigger points, basic muscle function, physiological laws, and anatomy palpation comprise the core of Deep Tissue massage. This hands-on course is subdivided into four body areas: Cervical and Cranial, Shoulder and Upper Extremities, Torso, and Lower Extremities. Each body area is given special attention, covering indications and contraindications for common malfunction in the muscle groups. Prerequisite to this course is W101.

W202 Sports Massage (8 clock hours)
Students learn massage techniques and theories as they relate to sporting injuries, performance, and prevention. This course discusses practical skills for working with athletes. This class includes performing a 1 hour therapeutic session for an athlete. Prerequisite to this course is W101.

W203 Hydrotherapy/Spa Treatment (4 clock hours)
This class gives an overview of hot and cold hydrotherapy techniques. Indication and contraindications of the hot and cold therapy will be discussed in the class. Specific spa treatment techniques are also included in the class. Prerequisite to this course is W101.

W204 Clinical Aromatherapy (4 clock hours)
Clinical Aromatherapy provides instruction and demonstration on the use of therapeutic essential oils for massage and bodywork, therapist self-care, and client home-care. The benefits, indications, and contraindications of essential oils are discussed in class.

Western Massage Techniques and Theory III (20 clock hours)

W301 Integrated Craniosacral, Myofascial Bodywork (20 clock hours)
This course examines different applications of manual therapy and enhances knowledge of diverse massage techniques. Students apply techniques and learn the point that these techniques change. Students gain a basic understanding of the principles of Cranioscral system and Myofascial system and techniques for whole body treatment. Students are assigned a case study which employs the development of a treatment plan, use of relevant techniques and professional feedback.

Western Science (172 clock hours)

S101 Musculoskeletal Anatomy (32 clock hours)
Musculoskeletal Anatomy overviews the muscle and skeletal system of the body. This course provides a functional education for the massage therapist. Lecture and demonstration are followed by students discussing, identifying, and palpating components of the human musculoskeletal system in class.

S102 Practical Anatomy (12 clock hours)
Practical Anatomy emphasizes the study of the most common anatomical areas of the human body which a massage therapist will analyze and treat through hands-on review of musculoskeletal anatomy. Students solidify their knowledge of muscle origin, insertion, and action in a practical working format, preparing students for clinical interactions with clients.

S103 Clinical Pathology (8 clock hours)
Clinical Pathology is an introduction to pathology covering common disorders a massage therapist may encounter in clinic and their practice. Massage contraindications and universal precautions are discussed.

S104 Kinesiology and Body Structure Assessment (40 clock hours)
Kinesiology is an introduction to the study of human movement. Classes include lecture, discussion, demonstration, and identification of the components of the human musculoskeletal system as it pertains to movement. The class combines kinesiology, theory, and hands-on practice. Students are given tools for posture and gait analysis. This in-depth body structure assessment allows students to begin analyzing abnormalities in body structure.

S105 Anatomy and Physiology (48 clock hours)
This course includes lecture, discussion, demonstration, and identification of the components of the organ systems that make up the human body. Students learn medical terminology while studying anatomy and physiology pertaining to individual organ systems and to the human body as a whole.

S106 Pathology (32 clock hours)
Pathology is the study of dysfunction within the body. Students learn signs and symptoms of various conditions encountered in the clinical setting. Building on knowledge and skills of anatomy and physiology, students learn to identify and analyze common conditions. Pathology provides the skills to assess the appropriateness of massage for the client.

Business, Law and Ethics (60 clock hours)

B101 Ethics (16 clock hours)
This course explores the importance of professional boundaries and complexities of ethical considerations in the hands-on healing service professions. Learn to establish a robust, appropriate framework for therapist and client professional relationships.

B102 Business Fundamentals and Law (36 clock hours)
This course focuses on the importance of a sound business practice and professional image. Legal aspects of clinical practice are discussed along with current regulations and state laws. Marketing, advertising, business plans, risk management, job seeking, and how to start a new practice are also covered.

B103 State Licensure & Exam Preparation (8 clock hours)
This class provides a structure for students to navigate and complete the application process for WI licensure in Massage Therapy and Bodywork Therapy (WI LMT). This class facilitates students completing and submitting their WI LMT application, and prepares them for the two exams required for licensure; 1) WI Jurisprudence Exam, and 2) The Massage and Bodywork Licensing Examination (MBLEx). Passing both exams are required for WI State Licensure.

Eastern Massage Techniques and Theory I (123 clock hours total)

E101 Introduction to Traditional Chinese Medicine (8 clock hours)
This introductory course explores Traditional Chinese Medicine (TCM), a complete medical system that is used to diagnose and treat illness, prevent disease, and improve well-being. Based on treating the root of a problem rather than just symptoms or disorders, TCM includes acupuncture, herbal medicine, TuiNa Chinese Medical Massage, Nutrition, and TaiChi Exercise. This course also will cover an introduction to Herbology and an overview of herbal medicine as it fits into the framework of TCM.

E102 TuiNa Techniques (61 clock hours)
TuiNa is a highly sophisticated form of therapeutic massage, developed over thousands of years in China as an integral part of Traditional Chinese Medicine (TCM). This vigorous massage modality includes many different techniques that are applied to various areas of the body and specific points of the meridians. In this class, students learn more than 50 TuiNa techniques such as rolling, grasping, pressing, rubbing, pushing, kneading, rotating, and stretching. This course includes Dr. Zhou's Chair Massage Routine, highly practical for short, fully-clothed sessions at public venues. Students also learn the Whole Body TuiNa Routine and complete the Full Body Graded Practical Exam.

E103 Acupressure Point Location and Indication (40 clock hours)
This course covers the location, indications, energetic aspects, and regional anatomy of major acupressure points. Students will learn to precisely hands-on locate acupressure points according to anatomical musculoskeletal terminology. Students learn how to stimulate these points along the meridians using acupressure techniques. The course also covers the medical uses of 120 common acupressure points, 14 major meridians, their pathways, and the interconnection between the meridians.

E104 Movement for Asian Bodywork and Therapeutic Massage (18 clock hours)
Exercise and movement are integral parts of traditional Chinese medicine. This class introduces the basics of Asian movement forms including TaiChi, QiGong, and Yoga. Students learn how to increase body awareness. Students integrate body, mind, and spirit to continually refresh their inner sources of energy while performing

the physically challenging work of massage. This class helps students understand physical and emotional balance, fitness, strength, and correct body mechanics while performing massage.

Eastern Massage Technique and Theory II (129 total clock hours)

E201 Advanced Acupressure Tool Techniques (17 clock hours)
This course teaches students how to apply various accessory tools on specific acupressure points or medical conditions. These techniques will enrich students' application of TuiNa. These techniques include Moxibustion, Cupping, and Guasha. Each technique is taught with variations, indications, and medical uses. Students will learn these styles to complement their healing routine while giving their hands and wrists a break from intensive hands-on work. All the necessary tools will be supplied including a water buffalo horn, cups, mugwart herb and moxa.

E202 Advanced Acupressure Point Application and Integration (24 clock hours)
Students perform hands-on review of acupressure point locations and applications. Students learn strategies to combine multiple acupressure points to treat specific conditions and methods to stimulate the points to create a therapeutic effect. Dr. Zhou's Acupressure, Meridian, and Qi Balancing Routine is taught in this course. Prerequisite: E103

E 203 Theory of Eastern Medicine (56 clock hours)
This course explains theoretical and philosophical concepts of Traditional Chinese Medicine including the inner connections between body, mind, and spirit. The classes cover numerous theories including Qi Balance, Yin Yang Harmony, the Five Phases, Six External Pernicious Influences, the Seven Emotions, the Eight Principle, and Internal Organ Equality Patterns, diet theory, the Eight Principle Patterns of Disharmony, cold-induced disorders, and warm disease theory. Additional study and detailed discussion is given to organ physiology and causes of disease in TCM.

E204 TuiNa and Therapeutic Massage for Medical Conditions (32 clock hours)
Expanding on a general understanding of TuiNa application and medical uses, students learn Dr. Zhou's TuiNa treatment protocols for specialized treatment of many common medical conditions including headache, lower back pain, fibromyalgia, depression, and arthritis. This class also reviews Western pathologies and anatomy, Eastern medical theory, and TuiNa techniques. Prerequisites: E101, E102, and E202.

Eastern Massage Technique and Theory III, (36 total clock hours)

E301 Chai Qiao (4 clock hours)
Chai Qiao is an ancient Tuina modality. It is a type of walking-stretching deep massage by using toes, heals, and planter of the foot. The technique will give students another perspective of massage practice by using feet and entire body weight. This class covers specific Chai Qiao techniques by the foot on various acupressure points and large muscle groups. This technique allows the practitioner to work on meridians and various acupressure points.

E302 Zen Shiatsu (12 clock hours)
Shiatsu means "finger pressure." Japanese bodywork is based on TCM (Traditional Chinese Medicine), using finger or thumb pressure to stimulate the meridians. Shiatsu integrates meridian therapy, point selection and corrective exercises to help improve overall well-being. The focus of Zen Shiatsu is on the meridian lines. This course covers various Shiatsu techniques on the specific acupressure meridians. Students begin class with warm-up exercises to open the meridians. This helps to develop a grounded and clear approach to bodywork.

E303 Thai Massage (12 clock hours)
Traditional Thai Massage, and Thai Yoga Bodywork incorporates elements of reflexology (pressure points on feet, hands, head, and face) with compression on energy lines by using palms, thumbs, elbows, and other parts of the body. Thai massage utilizes assisted yoga postures to stretch and relax the body, as well as to tone muscles and internal organs. This course covers varieties of Thai stretching-pressing techniques by using different part of the body. Students will learn treatment on padded floor mats as well as how to adjust techniques for the massage table.

E304 Foot Reflexology (8 clock hours)
This course consists of introduction to both Eastern and Western techniques in Foot Reflexology. Students will learn the theory and basic principles of foot reflexology. Commonly used foot reflex points and entire foot reflexology routines are covered in the course. This course allows students to learn basic foot reflexology techniques and to apply these techniques to the whole body massage practice.

Hands-On Integration Series (168 clock hours)

H101 Student Clinic (130 clock hours)
This course begins with a review and study of student clinic guidelines, policies, and procedures in preparation for required clinical hours. Students perform therapeutic and relaxation massage, and implement the techniques of Western and Eastern massage in a professional setting. Under instructor supervision, this real world experience helps students develop clinical massage skills, self-confidence, professional communication, and marketing skills. Prerequisites: S103 or W101, faculty massage.

H102 Community Outreach (28 clock hours)
This course begins with leadership and business fundamentals central to students' success in massage practice. Students role play as well as discuss how to market the massage profession. Students perform massage within the local community, as well as special community events under instructor supervision. This practical experience proves to be successful in helping students to further develop their skills in communicating with the public while benefiting our community.

H103 TuiNa and Acupressure Internship (10 clock hours)
Gain invaluable first-hand experience in a real world setting. Participate in an internship designed to transform theory into practice. Experience the healing process through the application of Eastern theory and techniques. Analyze and evaluate a variety of medical conditions while observing and participating in client intake and treatment alongside acupuncturists and professional massage therapists.

Admission

Non-Discrimination
East-West Healing Arts Institute admits all students regardless of race, gender, sexual orientation, religion, creed, color, national ancestry, age, disability or any other factor prohibited by law.

Admission Requirements

Admission to East-West Healing Arts Institute programs is open to all applicants who are over 18 years of age (prior to the first day of class). All applicants are required to complete a personal interview with an admissions representative in person and pass a criminal background check.

Parents, children, and/or significant others are encouraged to tour the school facilities or attend our open house. This gives applicants and their families an opportunity to see and learn about the school and to ask questions relating to the school's curriculum and career objectives.

Applicants desiring admission should apply promptly for admission. In order to be accepted for a specific start date, applicants should be aware of the following: Enrollment is limited per group. Applications are due 3 weeks prior to the start of class. Enrollment less than two weeks prior to the beginning of class is considered late, and those applications will be considered for a specific start date only if enrollment is available.

1. Applicants who wish to pursue our Asian Bodywork and Therapeutic Massage Program with either full-time or part-time status may be admitted to East-West Healing Arts Institute if they complete an application form and include the following documents:
   a. A biographical sketch describing why you want to be a massage therapist and addressing each of the following points: History of any education or experience in massage or the health field; How you currently care for yourself in the harmony of body, mind, and spirit; How you will finance your training; Potential impact of attending this school on your personal and/or financial situation.
   b. A recent photograph of the applicant.
   c. A recommendation letter from a guidance counselor, teacher, or work supervisor regarding your self-discipline and attitude.
   d. A letter from a health professional stating you are mentally and physically capable of giving and receiving massage.
   e. Submit proof of graduation from high school. Any of the following will be accepted: official high school transcripts, a copy of high school diploma, General Educational Development (GED), or a statement signed by the applicant that attests to graduation and includes the date of graduation and name of high school last attended. Graduation from high school or equivalency is required to obtain state licensure.
   f. Application fee of $100. This fee is non-refundable unless the applicant cancels the application within 3 business days; applicants will have until midnight of the third day, excluding Saturdays, Sundays, and legal holidays. If you cancel the application within the 3 business days, your application fee will be refunded in full within 10 days of receiving the cancelation notice.

The school reserves the right to reject applicants if the items listed above are not successfully completed.

2. Applicants must schedule an interview to discuss their interest in our 800 Massage Program, review class schedule, and policies. An interview with the school administrator or admissions representative does not guarantee acceptance into the school. Applicants must complete a satisfactory interview with the school administrator or admissions representative. Personal interviews enable us to determine whether an applicant is a qualified candidate for enrollment into the program.
3. As part of the admissions process, East-West Healing Arts Institute conducts a criminal background check for each student. Convictions of certain crimes or pending charges may be grounds for denial of license if the circumstances of the conviction or charge are substantially related to professional practice. Applicants should check the following websites or call for more information: http://dhfs.state.wi.us/caregiver or call (608) 266-5764 or contact the Wisconsin Department of Safety and Professional Services: http://dsps.wi.gov or call (608) 266-2112. If you are liable for delinquent state taxes or child support, check with the Wisconsin Department of Safety and Professional Services as this may also impact your ability to obtain a Massage Therapy License.
4. Once an applicant has completed and submitted the application form, the required documentation, the application fee, and a satisfactory personal interview in addition to passing the criminal background check, East-West Healing Arts Institute will review the information and inform the applicant of the enrollment status. Notification is by electronic mail and/or post mail. If an applicant is not accepted, the application fee is not refunded.
5. To complete the enrollment process: meet with the school administrator to sign the enrollment agreement, the tuition agreement, and pay a $500 deposit. The deposit is refundable according to our refund policy.

Additional Program Admission Requirements

All applicants to East West Healing Arts Institute must:

1. Attend an orientation session prior to the start of class.
2. Sign Student Disclosure relating to Health Information Portability Accountability Act (HIPAA).
3. Any applicants for whom English is a second language, must demonstrate proficiency through assessments established by East-West Healing Arts Institute. Further information is provided by the school administrator or admissions representative.

Re-Entering Students

Students who have previously attended East-West Healing Arts Institute will be subject to the same admissions requirements and procedures as new applicants; they must complete a new Enrollment Agreement and are charged the current tuition at time of re-entry.

Non-Regular Students

Occasionally an individual who is not enrolled in the Asian Bodywork and Therapeutic Massage Program desires to attend single class or specific course at East-West Healing Arts Institute. A non-regular student may be a faculty member who audits the course, a previous East-West Healing Arts student, or a licensed massage therapist who is continuing their education. These Individuals must receive written approval by the School Administrator or program supervisor, to attend a single course as a non-regular student. Non-regular students must comply with all policies and procedures contained in the catalog and handbook. Non-Regular students are given a certificate for completion of course hours as well as a grade compliant with school grade policy. A non-regular student who later wishes to enroll in the Asian Bodywork and Therapeutic Massage Program may apply to have course hours counted towards the program. However, courses taken more than six months prior to enrollment will not be considered for credit in the program. Fee charges for non-regular students are determined on a class by class basis.

Transfer of Credits/Advance Standing

East-West Healing Arts Institute may grant credit for prior college or massage school experiences from an institution accredited by an agency recognized by United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Credit determination is established by comparing course content to East-West courses. Proficiency examination is also required. The Advanced Standing Committee makes the final determination. The Advanced Standing Committee is comprised of at least three of the following, The Program Supervisor, an Advisory Board member, the Administrator and an Instructor.

1. All transfer credit considerations need to be in writing and received at least three weeks prior to the beginning of class. The transfer student will meet with the School Administrator for an interview any pay a $100 transfer credit consideration fee.
2. The first step for consideration is to provide the School Administrator with a written request along with official transcripts and a catalog containing course descriptions for comparison with East-West course work.
3. The second step is a proficiency test. Students will need to pass all examinations with a minimum score of 75% in order to test out of course work. If all examinations are passed with a 75% score, the course requirement will be filled by transfer credits and clock hours will be awarded. Students will not receive a discount, partial discount or credit, or a refund on tuition, books, and supplies costs.
4. Transfer Students must complete all Hands-on Integration classes and hours with East-West
5. A maximum of 200 hours may be transferred.

Advance standing may be granted to a non-regular student who has taken courses in the past six months with EWHAI. Full tuition will be charged to the student at the time of enrollment in the Asian Bodywork and Therapeutic Massage Program. Advanced standing must be approved by the School Administrator as well as the instructor for the course taken prior to enrollment in the program. East-West Healing Arts Institute does not give credit for experiential learning.

Tuition

For complete tuition information, please refer to the student handbook and catalog supplement.

Tuition Refund Policy

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 EWHAI 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 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:

After completion of at least	but prior to completion of	the refund will be
	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	

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.

For Federal Financial Aid (Return of Title IV Funds)
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. 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.

Cancellation, Withdrawal and Termination Policy

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.

In the case of school closure, EWHAI will notify students in writing at least 30 days prior to closing date, and designate a permanent custodian for all student records. Refunds of all tuition and fees, including retuning Federal Student Financial Aid funds to the U.S Department of Education, will be provided within 45 days of the date of school closure.

Withdrawal or Termination Date
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 student's last day of attendance (the last day a student participated in class, projects, student clinic, or examination), or the date the student has been dismissed due to violating published school policy.

Student Services

Student Supplies

East-West Healing Arts Institute supports our students by providing a student store where massage supplies can be purchased at very reasonable rates. Books and supplies may be purchased at the school store. Required course materials may also be purchased from other sources as long as they comply with the course material requirements. For complete information regarding required materials and supplies for courses, please refer to the student handbook.

Financial Assistance , Scholarships and Grants

East-West Healing Arts Institute 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 Grant
- Federal Direct Student Loans
- Parent Loan for Undergraduate Students (PLUS)

Pell Grants are awarded based on financial need and do not require repayment if all conditions are met. Loans are available to those who qualify, independently of financial need, and must be repaid to the lender on a repayment schedule after completion (or withdrawal) from the program.

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, individuals applying for Federal Student Aid should complete the FASA application no later than 4 weeks prior to orientation. A Financial Aid Coordinator is available to assist with questions regarding these programs.

Other funding sources that may provide financial assistance to those who qualify:

- Veterans Benefits (grants)
- Workforce Development Board (grants)
- Community Action Coalition for South Central Wisconsin (grants)

Eligibility for these programs is determined by each institution. Many other organizations offer scholarships or grants to their employees, members, or employee's children. Professional business clubs, community organizations, banks or credit unions, corporations, and churches often have money available for pursuing education. Students are encouraged to investigate these organizations regarding educational money available. Libraries will often have information and books about scholarships, grants, and loans. Please contact the School Administrator for more information or assistance.

East West Healing Arts believes in helping students achieve balance in body, mind, and spirit. Therefore, East West Healing Arts Institute offers students discounts in the student clinic as well as Dr. Zhou's Acupuncture Clinic. For complete details on discounts offered to students, please refer to the student handbook.

Career Services

East-West Healing Arts Institute cannot guarantee employment after completion of the Asian Bodywork and Therapeutic Massage Program. Graduates often find that EWHAI's reputation is of great value when seeking employment post-graduation. Graduates from EWHAI consistently excel in the massage therapy

industry. We assist in career success through the Business Fundamentals and Law course, Community Outreach, job search strategies, interviewing skills, resume preparation, and career planning. East-West Healing Arts Institute surveys graduates and employers to effectively monitor our student's success and monitor our curriculum for continued improvement. We also provide graduates help with career development by posting continuing education opportunities. East West offers all alumni endless professional and career development assistance after graduation. Students become a part of the East West family from the first day on campus.

Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

Tutoring

There may be occasions when a student needs to receive tutoring from an instructor as a result of missing class, poor class performance, or a student request. Students must pay the instructor a $35 per hour tutoring fee. If multiple students are making up the same class time, they may split this per hour tutoring fee.

Accessibility for Students with Disabilities

East-West Healing Arts Institute is dedicated to the success of all students that demonstrate an ability to benefit from this education. Student services are available for students with disabilities, including special accommodations regarding testing, learning, and health issues. EWHAI is committed to making all reasonable accommodations for students with disabilities. Please see the School Administrator for more information.

Stress Support

East-West Healing Arts Institute is committed to supporting each student to achieve a positive educational experience. Students who are experiencing stress for any reason (personal, family, financial, or academic difficulty) are encouraged to contact the School Administrator to schedule a meeting to map out a strategy for addressing the stress so it doesn't negatively impact the student's education. If necessary, the student may also contact a member of the Board of Directors for assistance.

Student Representative

Each class will elect a Student Representative to occasionally meet with the School Administrator to facilitate cooperative student/administration communication. The Student Representative must be comfortable discussing student concerns with staff and staff concerns with classmates. Student Representatives must be in good academic standing in all classes. It is the Student Representative's responsibility to meet at least once per term with the School Administrator. The meeting will be documented. If resolution of a student issue is not found with the School Administrator, the issue will be forwarded to the Board of Directors for resolution.

School Policies

For a complete and thorough listing of academic and student conduct policies, please refer to our student handbook.

Student Conduct

Professionalism is of the utmost importance to prepare students for a career in massage therapy. Respect for and cooperation with fellow students, faculty, administration, staff, and clients is expected to achieve an environment that is pleasant and conducive to learning. Students are expected to follow all conduct policies (dress code, disruptiveness, etc) as detailed in the student handbook while in class, student clinic, and in the community. Inappropriate conduct will result in a meeting with the school administrator who will determine consequence in accordance with student handbook. Repeated offences may lead to probation or dismissal from the program.

Academic Policies

Grade Policy	Letter Grade	Numerical Grade
Grades are based on the following numerical system:	A	90 -100%
	B	80 - 89%
	C	70 - 79%
	D	60 - 69%
	F	59% or less

Grades are issued to students in writing at the completion of each course and are based on class participation, exams, hands-on techniques, written tests, homework, special projects, attendance, and timely completion of all assignments and clinical sessions, etc. as indicated on the course syllabus. Progress reports are provided at the end of each term during the required End of Term Meeting that includes feedback on the student's level of professionalism, participation, and mastery of skills. All students must complete required coursework in 150% of allotted time for program and maintain grades at or above 70% (C) in all classes to graduate.

Satisfactory Academic Progress Policy

Students must maintain satisfactory academic progress to remain enrolled in the program. Satisfactory academic progress is defined as a passing grade of 70% or more per course and an appropriate rate of progress towards completion of the program (67% of scheduled hours completed). The School Administrator will conduct a Satisfactory Academic Progress Check at the end of each term and notify students in writing about unsatisfactory academic progress.

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 coursework, written assignments, case study, or clinic internship. Students may also choose, with administrator approval, to tutor with the instructor or take the same course with the next group at his/her own cost within the allowing 150% of program time frame. This policy promotes East-West Healing Arts Institute's commitment to honor individuals who face learning difficulties.

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.

Incomplete Grades

Incomplete ('I') grades must be completed by the end of the next term. The completed grade earned, as well as the hours completed for the course, will be used to calculate SAP at the end of that term. Incomplete grades that are not completed by the end of the next term will be assigned an 'F'. Both the 'F' earned and the course hours will be used to calculate SAP at the end of the term.

Repeated Courses
Students who do not pass a course by 70% or are assigned an 'F' may, with approval of the School Administrator, repeat a course with the next group at their own cost. The new grade earned will replace the previous grade and be used to calculate SAP. The hours for the repeated class will be used in the calculation of maximum time frame (150% of program length) for Federal Student Aid. Students are not allowed to repeat a course that they have successfully completed.

Withdrawal from a Class
Students who withdraw from a class due to modification of their Enrollment Agreement from full-time to part-time status, or by going on approved leave of absence, may be required to repeat the class in its entirety. The class hours completed before a student withdraws will be used in the calculation of maximum time frame for Federal Student Aid. Students who withdraw from a class with a passing grade may have the option to continue the class where they left off. Students who withdraw from a class with a failing grade will be given a warning and required to repeat the class in its entirety.

Warning, Probation, and Dismissal
Students on warning and/or probation must participate in academic advising as deemed necessary by the school as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal, even though their minimum academic performance or rate of progress may be above the dismissal levels.

Warning
Students will be given a warning when their grade falls below the passing grade for a course, or if they fail to make satisfactory progress towards completion. At the end of the next term, the student will be removed from warning and returned to regular status if the student meets or exceeds the academic standards. Students with a warning are notified that they are in danger of losing their financial aid eligibility and what they must do to maintain eligibility. Students with warning status maintain eligibility during the next term.

Probation
The student will be placed on probation if they continue to fall below the passing grade or do not achieve satisfactory progress towards completion after the warning. Students receiving financial aid who are placed on probation will lose their eligibility for financial aid. Students on probation will be evaluated at the end of the term.

Students who raise their grade and rate of progress at or above the satisfactory academic progress will be removed from probation and returned to regular status. Students on probation who have lost their eligibility for financial aid can regain their eligibility once they have been removed from probation and returned to regular student status.

Dismissal
If a student still does not meet the pass grade or rate of progress requirements in the following term after the probation status; the individual will be dismissed from East-West Healing Arts Institute.

The School Administrator will notify the student of academic dismissal in writing. East-West Healing Arts Institute reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students, clients, faculty, or other members of the East-West Healing Arts Institute community, or failure to comply with the policies and procedures of the

East-West Healing Arts Institute. A tuition refund, including Return to Title IV calculation may be due in accordance with East-West Healing Arts Institute policy.

Appeals
A student who has been academically dismissed or put on probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the School Administrator and the Review Committee within 3 calendar days of receiving notification of probation or dismissal. The student must explain the circumstances that contributed to unsatisfactory academic performance and how he or she will improve future performance. The Review Committee will consist of three members that including program supervisor, a faculty and one advisory board member. The decision of the Review Committee is final and may not be further appealed.

Reinstatement
A student who did not complete the program and was academically dismissed may apply for reinstatement to the institution by submitting a written request to the School Administrator. The request should be in the form of a letter explaining the reasons he/ she feels they should be readmitted. The decision of the Review Committee regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to completing the program. Dismissed students who are readmitted will sign a new Enrollment Agreement and will be charged tuition consistent with the current published rate at time of readmission.

Maximum Time Frame:
The maximum time-frame to complete the program is 150% of program length. For the 40 week Full-Time program, the maximum time-frame is 60 weeks. For the 60 week Part-Time program, the maximum time-frame is 90 weeks. Regardless of enrollment status or length of time to completion, Title IV Financial Aid recipients (Madison Main Campus) are awarded financial aid for the 800 clock hour program (8/9 of an academic year), and no additional financial aid will be allowed.

Attendance and Absence Policy
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.

Excused Absences
East-West Healing Arts Institute discourages missing any class time. Absences must be made up in a timely manner. Any absence not reported to the school is considered an unexcused absence. When students are aware they will be missing class time, they must inform their instructors and the School Administrator in writing on the Absence Request Form at least seven days before the day(s) they will be absent. The student will then have an excused absence. The student is responsible for any missed work and class hours. All absences will be cumulative. Regardless of the circumstances surrounding an absence,

students are allowed only two absences (two schedule program days) for weekday (Western Series) and two absences for weekend (Eastern Series) per term for full-time students. More than two absences in any course per term will result in a meeting with the School Administrator. At this meeting, the student will be asked to sign a written warning. Any subsequent absences greater than the two allowed absences may result in probation or dismissal. Extenuating circumstances will be considered and must be approved by the School Administrator and accompanied by the proper documentation.

Unexcused Absences
An unexcused absence occurs when a student does not immediately contact the school about an emergency or illness that results in an absence. Having unexcused absences for two consecutive weeks without contacting East-West Healing Arts Institute may result in termination from the program. East-West Healing Arts Institute will first attempt to contact the student by phone or email with a warning that dismissal may occur. Students may be allowed to reapply for the next available group if they meet the current requirements, have a successful interview with school administrator, and pay the required tuition at the current rate.

Make-up
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 ($50 course modification fee will be charged), tutoring ($35 per hour tutoring fee will be changed), or doing an out-of-class assignment ($35 per assignment fee will be charged). 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.

Leave of Absence, Withdrawal, and Re-Enrollment Policy

Leave of Absence:
Students may be granted one leave of absence during their enrollment period. A leave of absence may be granted for family emergencies, major health issue, or severe learning challenges, with an expectation of returning to active enrollment at EWHAI within six months. Students interested in a leave of absence must complete a written request and meet with school administrator to have the request approved. For students receiving Federal student aid, all financial aid will be put on hold until the student returns to active enrollment. If a student does not return to active enrollment within 6 months, they are considered to have voluntarily withdrawn from the program. A refund calculation, including return to title IV calculation (Madison Main Campus), will be done according to our Refund Policy including Return to Title IV Policy. Students do not return from leave of absence and considered withdrawn from the program who then wish to return to the program must follow the withdrawal and re-enrollment policy as listed below.

Withdrawal and Re-Enrollment Policy:
Students who choose to withdraw from the Asian Bodywork and Therapeutic Massage Program are requested to submit constructive notice requesting to withdraw from the program, provide an explanation for the request and meet with the school administrator for an exit interview. To see how refunds for withdrawals are calculated, see the Cancellations and Refund Policy, including Return to Title IV.

Students who have withdrawn from the program that have incurred any student loan debt as per NSLDS is advised to complete Exit Loan Counseling (Madison Main Campus).

Students who wish to return to the program must apply for re-enrollment within 12 months (365 days). To do so, they must submit a letter to administration requesting re-enrollment, pay the $100 application fee and any remaining unpaid charges owed to East-West Healing Arts Institute. If the student re-enrolls within 6 months, the $100.00 application fee will be waived.

Students who re-enroll to the program within 6 months of withdrawing may have the option to pick up where they left off in the program. Students do not repeat courses that they have successfully completed before withdrawing. Students will be required to repeat a class in its entirety that they did not complete before withdrawing from the program.

Students who re-enroll into the program after withdrawing must apply for Federal Student Aid with the US Department of Education newly if they are re-enrolling in a different academic year than their initial enrollment (Madison Main Campus). All coursework completed before withdrawal and after re-enrollment will be used in the calculation of maximum time frame (150% length of program). Students are not eligible to receive Federal Student Aid beyond 800 clock hours, and no additional financial aid will be awarded. Questions about this policy should be directed to the Financial Aid Office at financialaid@acupressureschool.com or by phone at 608-240-1600.

Students who leave the program for more than 12 months (365 days) must retake the entire program. To do so, they must submit a new application, pay the current application fee, have a successful interview with the School Administrator, and pay full current tuition.

Graduation Requirements

Students must complete all graduation requirements in order to graduate. Upon completion of the Asian Bodywork and Therapeutic Massage Program, students will receive a diploma certifying they successfully completed a minimum of 800 hours in Eastern and Western Massage Theories and Techniques from East-West Healing Arts Institute.

All non-classroom hour documentation and materials for a student's file must be completed and given to the School Administrator week four of term V. If a student is experiencing difficulty with this provision, he or she must request an extension by completing a course work extension form and giving it to the School Administrator. The School Administrator has the right to grant or deny the request.

Graduation Requirements List:

1. 100% class attendance.
2. Complete course work within 150% of the length of the course.
3. Demonstrate an average proficiency of at least 70% or higher for each class.
4. Successfully complete all required hands-on integration coursework: Student Clinic, Community Outreach, and TuiNa and Acupressure Internship hours.
5. Comply with all policies and procedures at all times.
6. Develop and maintain professional ethics.
7. Return school materials borrowed: library materials, equipment, or other learning resources in good condition or payment must be made to the school.
8. Show proof of liability insurance.
9. Show proof of current CPR/AED and First Aid.

10. Complete the Massage and Bodywork Licensing Exam (MBLEx)..
11. Successfully submit WI LMT application and pass the Wisconsin Laws and Statutes Exam. A copy of the test feedback report must be on file prior to graduation.
12. Participate in a program evaluation.
13. All the fees and tuition have been paid to the school.

Transcripts/Diploma

In order to receive a diploma at graduation, all required paperwork must be submitted four weeks before the last day of class. Any student not meeting this requirement is encouraged to participate in the graduation ceremony, but will not receive their diploma or transcripts until all required paperwork is in and only if the student was granted an extension. The completion date on the transcripts and diploma will be the date all required documents are received and may be picked up from the school within 30 days. When all graduation requirements have been met, a graduate will receive a diploma and two copies of their final transcripts. Additional transcripts are available upon request for a fee. See current catalog addendum for transcript fee.

Honors and Certificates

1. East-West Healing Arts recognizes high student achievement for its graduates.
2. East-West Healing Arts gives Chinese Character Awards to students who demonstrate exceptional achievement.

Records Retention

Student records are maintained in a secure manner and will be kept for a period of seven years. After the seven year period, only transcripts and graduate records will be kept. Copies of student transcripts will be available for a fee of $15. With a written request to the school administration, students will have access to review their own files. Information will not be released to any persons or agencies without the written consent of the student.

HIPAA Privacy Statement: East-West pledges to keep both student and clinic information and records private and protected in the school and school clinic.

Grievance Procedure

Abusive Situations

Abuse in any form will not be tolerated at East-West Healing Arts Institute and will be dealt with swiftly and professionally.

If a student is the victim of abuse from a fellow student, instructor, staff person or massage therapist, the student is required to inform the School Administrator, Student Massage Clinic Director or Supervisor, or instructor within a 24 hour period of the incident. Likewise, if a student becomes aware of any abusive situations regarding a fellow classmate, instructor or anyone else connected to the East-West Healing Arts Institute, we urge the student to report the abuse within 24 hours. Such reports will be handled confidentially, professionally, and with respect to the privacy of all parties.

Any student accused of abuse will be immediately suspended from classes until a thorough investigation has been concluded. If the student has been found guilty of such abuse, then the student will be formally expelled from the program and will not be eligible to reapply at any point in the future.

If the complaint is not resolved to the reporting student's satisfaction, or if the student feels that school authorities will not act upon a complaint, the student may submit a written complaint to the Wisconsin Educational Approval Board (EAB).

Sharon Johnson, Education Consultant
Wisconsin Educational Approval Board
201 W. Washington Ave (3rd floor),
Madison, WI 53703
phone: 608-266-1354
web: http://eab.state.wi.us
email: Sharon.Johnson@eab.state.wi.us

As a health care practitioner, it is a legal requirement that a massage therapist reports any knowledge of abuse to the proper authorities within 24 hours of gaining such knowledge. Failure to do so can lead to the therapist having his/her massage license revoked.

Procedure for Official Complaints
If a student wishes to file an official complaint against another student, a faculty member, or a staff person, the student should follow the official complaint procedure instituted by the school to preserve students' rights and safety. Students should file an official complaint with a faculty member, the School Administrator or one of the Student Massage Clinic Supervisors within 24 hours of the incident of complaint. Filing a complaint means completing the official complaint form and meeting with a member of the East-West administrative staff or a clinic supervisor. The complaint forms are located on the bulletin board outside the administrative offices. The complaint will then be reviewed and investigated. Any necessary action will be determined in accordance with the school's written policies, as well as municipal, state, and federal law. A written response to the complaint will be issued within five working days.

The safety, health, and well-being of our students are concerns of the administrators, faculty, and staff of East-West Healing Arts Institute. All complaints will be handled confidentially, professionally, and expediently.

General Information

Campus Facilities
Since its founding in 2000, EWHAI has grown to include two campus locations. The Madison Main Campus is on Madison's West side, conveniently located close to downtown Madison, 75 miles from Milwaukee, and 150 mile from Chicago. Our facilities include: library and administrative offices, practice/clinic area with twelve treatment rooms, 2 large hands-on teaching classroom, large lecture classroom equipped with A/V and computer projection, kitchen, and indoor and outdoor break areas.

The Milwaukee Non-Main Campus is located in Wauwatosa, just ¼ mile from Mayfair Mall. The site is handicap accessible. Campus facilities offer: ample classroom space equipped with A/V and computer projection for lectures and hands-on learning, professional and student clinics with twelve treatment rooms, a student library and lounge, a kitchen/dining area and administrative offices. The campus also features indoor/outdoor break areas and free on-site parking.

Holiday Break Policy
EWHAI provides holiday breaks for Thanksgiving, Christmas, New Year's Day, Easter, Memorial Day, Independence Day and Labor Day.

Accreditation
Accredited by the Accrediting Bureau of Health Education Schools (ABHES).
7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043
Tel (703) 917-9503; Fax (703) 917-4109; Email: info@abhes.org

Approvals
East West Healing Arts Institute's Asian Bodywork and Therapeutic Massage Program has been approved by the State of Wisconsin Educational Approval Board since 2000. Wisconsin Educational Approval Board (EAB), 201 W. Washington Ave (3rd floor), Madison, WI 53703. Phone 608-266-1354. Fax: 608-264-8477.

East-West Healing Arts Institute is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a continuing education provider. 1901 S Meyers Rd, Ste. 240, Oakbrook Terrace, IL 60181. Phone 800-296-0664.

Approved by the state of Wisconsin Department of Vocational Rehabilitation (DVR)
Workforce Development Board, 1819 Aberg Ave., Suite 16, Madison, WI 5370.
Phone 608-249-9001.

Statement of Ownership
East-West Healing Arts Institute is a C Corporation owned by Dr. XiPing Zhou, LiPing Mu, Shengbo Zhou, and Stanford Zhou.

Members of the Board of Directors
XiPing Zhou; LiPing Mu; TianXing Liu

Memberships
East-West Healing Arts Institute is a member of ABMP (Associated Bodywork and Massage Professionals) 1271 Sugarbush Dr., Evergreen, CO 80439-9766. www.abmp.org Phone 800-458-2267

This catalog is current as of the time of publication: October 1, 2015. It may be necessary to make changes to this catalog due to the requirements and standards of the school's accrediting bureau, state approval board, U.S. Department of Education, or other reasons.. East-West Healing Arts Institute reserves the right to make changes at any time to any provision of this catalog, including tuition and additional fees, academic programs and courses, school policies and procedures, faculty and administrative staff, school calendar and dates, and other provisions as necessary.

Photographs: While not all photographs in this publication were taken at East-West Healing Arts Institute, they represent the general type and quality of equipment and facilities found at East-West Healing Arts Institute.

Graphic design by P. M. Duren.

Graduate Testimonials

Kathleen Connery, Group 29

Upon graduating high school I knew that East West Healing Arts Institute was the right fit for me. It met all my criteria and more. It didn't just provide me with the adequate amount of skills to become a therapist, but molded me into a healer. The feeling of a family-like environment with the staff and teachers created bonds and friendships to last a lifetime, while still maintaining professionalism. The teachers were warm and welcoming to the students, in and out of the classroom, answering any question or concern. Their main goal is to help us thrive in this business and STAY in this business.

Jim Snider, Group 30 /UW Strength & Conditioning Coach

East-West Healing Arts has a curriculum that is unmatched in allowing for a complete healing experience. The vast array of Eastern techniques along with Western allow for me to apply these methods to help in the physical preparation of athletes, from the ability to clear movement restrictions, recovery and energetic healing all the way to herbals. East-West will help you to perform at a higher level.

Lisa Zeman, Group 26 /Pinnacle Massage, LLC

My time at East-West can best be summed up in one word: family. Everyone here, be it an instructor, someone in the office or Dr. Zhou and his family made me feel like an asset to the school. I felt like I was important and they WANTED me to succeed.

There was always a helping hand or an ear to listen. You will not find a more dedicated staff. I couldn't dream of having attended anywhere else! Best of luck to you. You will succeed with East-West in your corner!

If You Have a Dream

Begin on your journey today by taking that first step.
Don't wait for some distant day to come,
it may be too late before you've ever begun.

Not everyone will agree with all you decide.
Be true to yourself first and foremost.

The only thing in life is what you DO
with the time you spend here on earth.

Don't be afraid to follow your desires.
They are not silly or selfish.

Take the time and do what makes you feel alive.
Leave your fears and regrets in the past,
for this is where they belong.

Don't cloud today with things that can't be undone.
You have no more control over yesterday or tomorrow
than you do the raging of your passions.

Do not quiet these dreams nor quench your desires,
for if you do, your journey is ended.

You have only today to begin anew and follow your dream.
For in the end all we have is our memories.

When the twilight comes to us, let there be
no excuses, no explanations, no regrets!

East-West Healing Arts Institute

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Body Mind Spirit