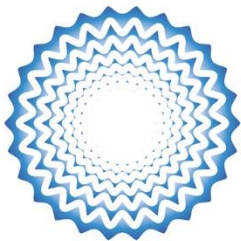
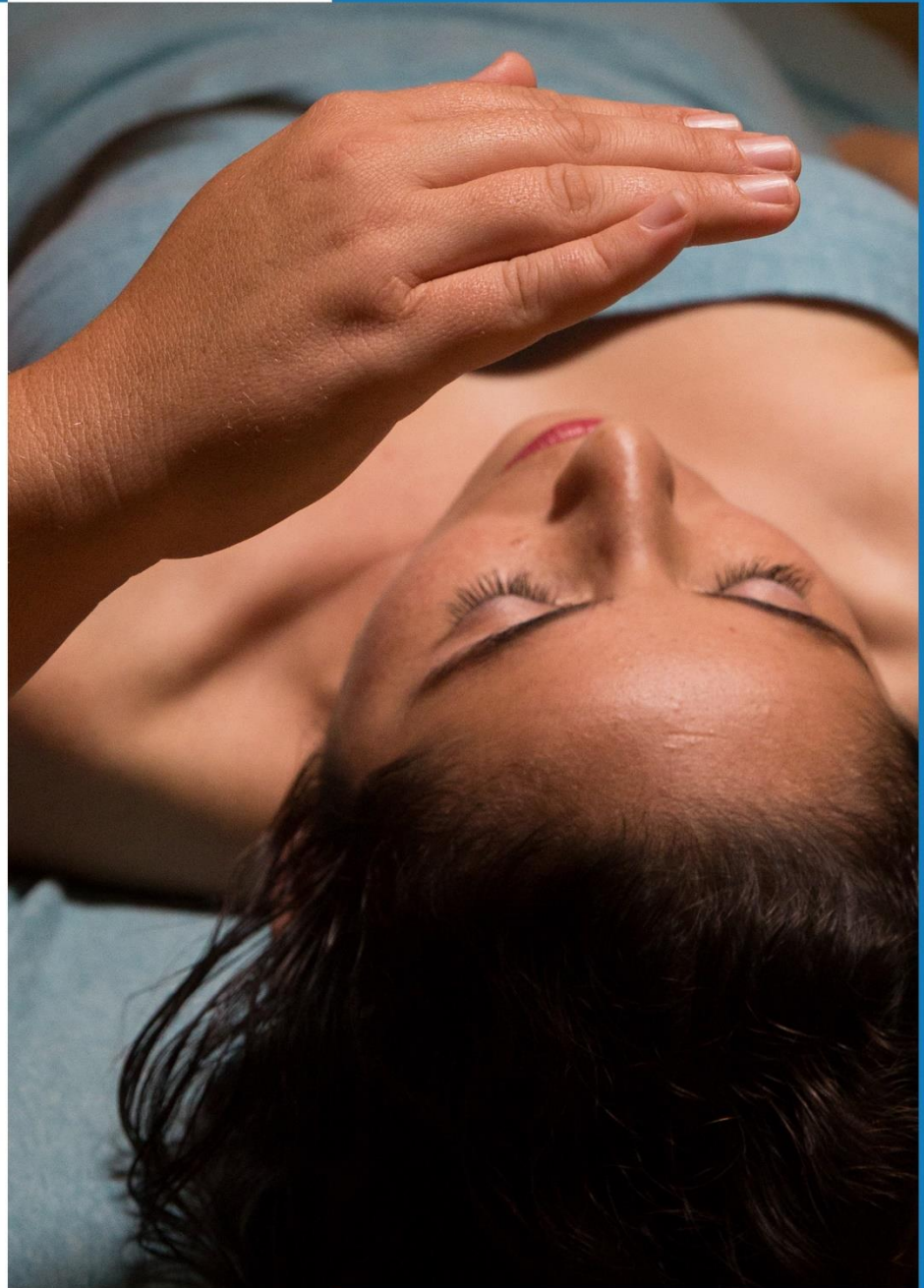


CATALOG

January 1st, 2018 - January 1st, 2019



International College
of
Holistic Studies



ICoHS:

INTERNATIONAL COLLEGE OF HOLISTIC STUDIES

Welcome to International College of Holistic Studies. We are committed to helping every student identify and fulfill his or her dream while traveling a rich and satisfying path of balance.

Our entire staff and instructors are ready to make your ICoHS experience the best it can be. Congratulations on starting your life-affirming and life-changing journey!

International College Of Holistic Studies

1500 State Street, San Diego | CA 92101

Phone: (858) 581-9460 | After Hours emergency: (858) 381-7205

www.ICoHS.edu | info@ICoHS.edu

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The school catalog is available digitally to all interested parties, including prospective students, via the website (link at bottom of main page). The catalog can also be made available in hard copy and/or link sent to prospective students, or other interested parties, via email, upon request.

ICoHS is a private non-profit institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of the Title 5 of the California Code of Regulations.

ICoHS does not have a pending petition in bankruptcy, does not operate as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.



LOG

International College Of Holistic Studies | San Diego | California | USA

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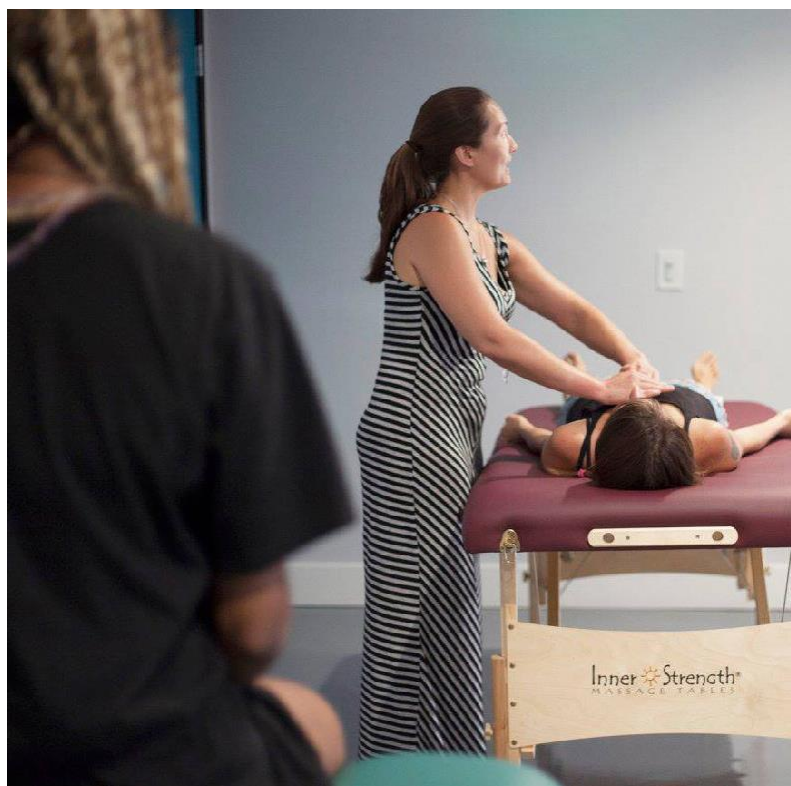


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INSPIRING THE PATH OF BALANCE

Our commitment to your future success makes a difference! We have decades of study, professional experience and academic innovation invested in providing the courses you need to succeed! We take an avid interest in your progress, create an environment that forges life-long relationships and strive to provide an experience that includes academic greatness, personal insights and fun. It is our responsibility to see that you master the skills you need in your chosen specialization. Then we go one step further, teaching you how to build and maintain a thriving professional practice.

Since 1984, thousands of our graduates have gone on to work in luxurious resorts, day spas, sports clubs, medical offices or their own private practices. Our students come from all over the world, but they all have one thing in common – a strong desire to improve the health and well-being of others.

ICoHS students find their time here exciting, challenging and fulfilling. Many of our graduates tell us that their experience at ICoHS ignites a passion they have long been seeking in their lives. With an ICoHS education, these same benefits can be yours.

HISTORY

International College of Holistic Studies was originally founded by Doug Peterson in 1984 as the Institute of Health Sciences. In 1990, under the direction of Seymour Koblin and the Board of Directors, the name of the school changed to The School of Healing Arts to better reflect the community oriented vision of holistic health. For over 30 years, the School of Healing Arts has played an important role in helping students receive training in the field of Eastern and Western approaches to massage, nutrition, herbs, exercise and other holistic health modalities.

In 2015, the Board of Directors, envisioned the School of Healing Arts expanding internationally. This vision ultimately led to the institution changing the name from the School of Healing Arts to International College of Holistic Studies (ICoHS).

As a private non-profit 501c3 school, ICoHS works with the Board of Directors: Kieu L. Vo, Ronald M. Sahmel and Dr. Lucy Scantlebury. The School's operations are governed by the Board of Directors.





MISSION STATEMENT

ICoHS provides the highest quality of education and professional career training by integrating a balance of Western and Eastern holistic health principles and practices. Education is facilitated in a dynamic, compassionate, and personalized environment whereby students are inspired to reach their fullest growth potential.

Creating a dynamic, compassionate, and personalized learning environment is at the heart of the institution. Our approach in reaching this goal equates to our core values.

The programs offered at ICoHS are designed to prepare students for entry-level positions in the field of massage or holistic health. Lifelong learning is modeled and encouraged through our various continuing education classes.

The cornerstones on which International College of Holistic Studies was founded are:

Students Come First:

There are a minimum number of core courses required; the majority of the curriculum is based upon student interests, aptitude and abilities. International College of Holistic Studies is committed to helping individuals discover and develop their unique gifts and talents.

Quality and Relevant Education:

Students are encouraged to evaluate their learning styles, their gifts and graces and their personality profiles. Students are also encouraged to understand their dreams and fears while developing their personal and professional skills.

Compassionate, Clean and Welcoming Environment:

International College of Holistic Studies is committed to providing on-going support to individuals that are committed to owning and growing their own private practices or businesses.



SCHOOL AFFILIATIONS

In keeping with our high standards, ICoHS is approved (approval to operate means compliance with State standards and operating in compliance with all agency/organization standards) by the following organizations:

- ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING (ACCET)
- ASSOCIATED BODYWORK AND MASSAGE PROFESSIONALS (ABMP)
- CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC)
- DEPARTMENT OF VETERAN AFFAIRS (VA)
- NATIONAL CERTIFICATION BOARD OF THERAPEUTIC MASSAGE AND BODYWORK (NCBTMB)
- U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT STUDENT AND EXCHANGE VISITOR PROGRAM (SEVP)
- U.S. DEPARTMENT OF EDUCATION
- VOCATIONAL REHABILITATION AND EMPLOYMENT SERVICES (VR&E)
- WORKFORCE INVESTMENT ACT (W.I.O.A)
- YOGA ALLIANCE (YA)

ICoHS is accredited through ACCET.



GENERAL INFORMATION

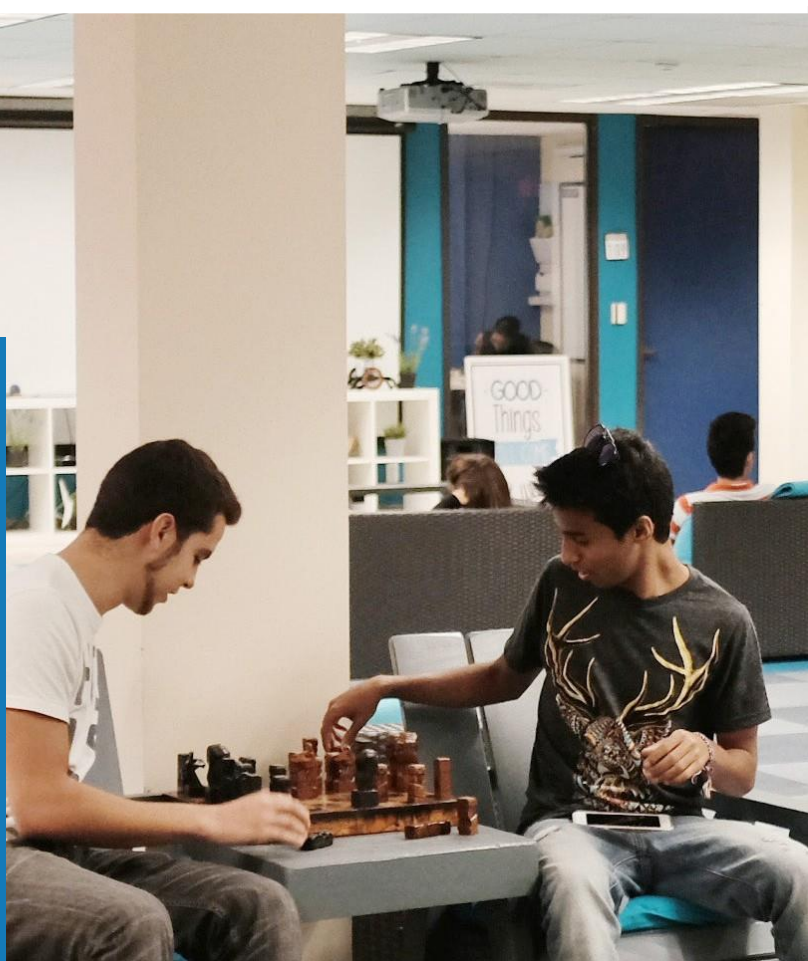
For general school information, you may contact the Admissions Department at info@icohs.edu.

MISREPRESENTATION POLICY OF TRUTH AND CANDOR

ICoHS staff and faculty are committed to maintaining the highest standard of integrity in every aspect of its operations and to assuring complete transparency, candor and accuracy in all of its communications with students, accrediting agencies and the public. Furthermore, policies and procedures are aimed at eliminating errors while communicating with students and the public.

STUDENTS RIGHT TO KNOW

The most current pre-enrollment information is given upon enrollment. This will include the graduation, placement and licensure rates for the most recent award year. This information may also be found on the website <https://icohs.edu>.





CAMPUS LOCATION & FACILITIES

Located in San Diego's famous "Little Italy," the ICoHS campus is just blocks from the San Diego Bay. With every mode of transportation nearby, ICoHS is easily accessible. From our friendly staff to our beautifully designed space, ICoHS provides students with the resources for success.

- General and Specialized Classrooms
- Computer Lab
- Massage Practice Room
- Student Kitchen
- Student Lounge
- Student Massage Clinic
- Yoga Studio
- Zen Meditation Room

The campus is well-equipped with audio-visual equipment, massage tables, futons for bodywork classes, charts, visual aids, skeletons, videos and overhead projection equipment.

Class sessions are held on the ICoHS campus located at 1500 State Street, San Diego, CA 92101.

SCHOOL HOURS

Monday - Thursday
8:30 A.M. - 6:00 P.M.

Friday
8:30 A.M. - 5:00 P.M.

ACADEMIC PROGRAMS



MASSAGE THERAPIST

500 clock hours
Time for completion: 2 - 3 quarters
Lecture/Lab/Practicum Ratio: 33%/60%/7%
CIP Code 51.3501
O-Net Number 31-9011.00

The objective of this program is to offer students an education in massage therapy which meets the massage requirements to obtain a certificate to work towards becoming a Massage Therapist in the State of California through the California Massage Therapy Council (CAMTC). Graduates of this program will be qualified to take the MBLEx examination. Students will learn about the body and effective methods for improving the health and well-being of future clients. Upon completion of the program, graduates will be qualified to work in day spas, chiropractors' offices, wellness centers, etc. or in their own private practice.

Self-employment is a common vocational objective after completion of the academic program.

Code	Program Courses	Clock Hours	Pre-requisite	Lecture Hours	Hands-on Hours
HOC 100	Holistic Consciousness*	30		5	25
HOC 101	Eastern Perspectives*	45		15	30
A&P 101	Anatomy and Physiology I*	30		20	10
A&P 102	Anatomy and Physiology II*	30	A&P 101	20	10
BEC 101	Business, Ethics and Communication I*	30		10	20
KIN 101	Kinesiology*	30		10	20
MSG 101	Parasympathetic Massage*	45		10	35
MSG 102	Circulatory (Swedish Massage)*	45		10	35
MSG 103	Touch Anatomy*	30		10	20
MSG 104	Client Assessment*	30	MSG 102	10	20
MSG 105	Deep Tissue Massage*	30	MSG 102	10	20
PAT 101	Pathology*	45		20	25
MBL 100	MBLEx Test Prep and CPR First Aid*	45	Requires Approval	15	30
PRA 201	Massage Therapist Practicum**	35	Requires Approval	--	--
TOTAL		500		165	300

* Core course

** To be eligible for PRA 201, students must have successfully completed A&P 101, MSG 101, MSG 102, BEC 101 and PAT 101 and be approved by the Academic Coord. CAMTC Attendance Requirements: To meet the qualification of the California Massage Therapy Council (CAMTC) students in the Massage Therapist program must complete at least 500 supervised hours of massage education and training in the Massage Therapist program. If students fall short of requirements, they will need to make-up these hours. Completion of all 500 hours is a requirement for CAMTC certification.

In order for a student to be eligible for graduation, the student must complete all required coursework (as indicated above) and maintain a cumulative attendance of 80% or higher.

Attendance and/or graduation from a CAMTC approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code Sections 4600 et. seq.

The objective of the Professional Massage Therapist program is to offer students an education in massage therapy which exceeds the minimum requirements to obtain certification through the California Massage Therapy Council (CAMTC) to work as a Massage Therapist in the State of California. Students will learn in-depth about the body and effective methods for improving the health and well-being of future clients, and be trained in providing a variety of massage modalities. Depending on the concentration focus, students will learn one of the following massage modalities: spa modalities, orthopedic massage, energy work, Asian bodywork or sports massage. Upon completion of certification, graduates will be qualified to work in day spas, chiropractors' offices, wellness clubs, etc. or in their own private practice.

PROFESSIONAL MASSAGE THERAPY

750 clock hours
Time for completion: 3 - 4 quarters
Lecture/Lab/Practicum Ratio: 32.5%/59.5%/8%
CIP Code 51.3501
O-Net Number 31-9011.00

Self-employment is a common vocational objective after completion of the academic program.

Code	Program Courses	Clock Hours	Prerequisite	Lecture Hours	Hands-on Hours
HOC 100	Holistic Consciousness*	30		5	25
A&P 101	Anatomy and Physiology I*	30		20	10
A&P 102	Anatomy and Physiology II*	30	A&P 101	20	10
A&P 103	Anatomy and Physiology III*	30	A&P 102	15	15
BEC 101	Business, Ethics and Communication I*	30		10	20
BEC 102	Business, Ethics and Communication II*	30	BEC 101	10	20
KIN 101	Kinesiology*	30		10	20
MBL 100	MBLEx Test Preparation and CPR*	45	Requires Approval	15	30
MSG 101	Parasympathetic Massage*	45		10	35
MSG 102	Circulatory Massage*	45		10	35
MSG 103	Touch Anatomy*	30		10	20
MSG 104	Client Assessment*	30	MSG 102	10	20
MSG 105	Deep Tissue Massage*	30	MSG 102	10	20
MSG 201	Movement Therapy*	30		10	20
PAT 101	Pathology*	45		20	25
PRA 201	Professional Massage Therapy Practicum**	60	Requires Approval	--	--
	Concentration Courses (4)*** Select one concentration area	120	Requires Approval	40	80
	Electives***	60		20	40
TOTAL		750		245	445

* Core courses

** To be eligible for PRA 201, students must have successfully completed A&P 101, MSG 101, MSG 102, BEC 101 and PAT 101 and be approved by the Academic Coord. CAMTC Attendance Requirements: To meet the qualification of the California Massage Therapy Council (CAMTC) students in the Professional Massage Therapy program must complete at least 500 supervised hours of massage education and training in the program. If students fall short of requirements, they will need to make-up these hours. Completion of all 500 hours is a requirement for CAMTC certification.

*** Students may select one or two concentrations from: Spa Modalities, Orthopedic Massage, Energy Work, Asian Bodywork, Sports Massage. The lecture ratio and hands-on ratio varies depending on the concentration chosen and the electives taken. What is presented above are estimates to be considered. Must be approved by the Academic Coordinator.

In order for a student to be eligible for graduation, the student must complete all required coursework (as indicated above) and maintain a cumulative attendance of 80% or higher. Attendance and/or graduation from a CAMTC approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code Sections 4600 et. seq.

PROFESSIONAL MASSAGE THERAPY CONCENTRATION COURSES

CONCENTRATION #1: SPA MODALITIES (120 HOURS)

Code	Program Courses	Clock Hours	Prerequisite	Lecture Hours	Hands-on Hours
HER 10	Spa Techniques	30		10	20
HER 104	Aromatherapy	30		10	20
MSG 14	Lomi Lomi	30		10	20
MSG 255	Special Populations	30		10	20
TOTAL		120		40	80

CONCENTRATION #2: ORTHOPEDIC MASSAGE (120 HOURS)

Code	Program Courses	Clock Hours	Prerequisite	Lecture Hours	Hands-on Hours
MSG 60	Craniosacral Therapy	30		10	20
MSG 250	Orthopedic Massage	60	A&P 101, MSG 101, MSG 102, BEC 101 & PAT 101	20	40
MSG 255	Special Populations	30		10	20
TOTAL		120		40	80

CONCENTRATION #3: ENERGY WORK (120 HOURS)

Code	Program Courses	Clock Hours	Prerequisite	Lecture Hours	Hands-on Hours
CHI 101	Chi Kung	30		10	20
MSG 13	Reiki I	30		10	20
MSG 54	Reiki II	30	MSG 13	10	20
MSG 255	Special Populations	30		10	20
TOTAL		120		40	80

PROFESSIONAL MASSAGE THERAPY CONCENTRATION COURSES

CONCENTRATION #4: ASIAN BODYWORK (120 HOURS)

Code	Program Courses	Clock Hours	Prerequisite	Lecture Hours	Hands-on Hours
MSG 11	Ayurvedic Massage	30		10	20
MSG 240	Thai Massage	45		15	30
ZEN 102	Shiatsu II	45		15	30
TOTAL		120		40	80

CONCENTRATION #5: SPORTS MASSAGE (120 HOURS)

Code	Program Courses	Clock Hours	Prerequisite	Lecture Hours	Hands-on Hours
MSG 10	Russian Sports Massage	30		10	20
MSG 56	Trigger Point Therapy	30		10	20
MSG 260	Sports Massage Techniques	60	A&P 101, MSG 101, MSG 102, BEC 101 & PAT 101	20	40
TOTAL		120		40	80

HOLISTIC HEALTH PRACTITIONER

The objective of this program is to offer students a holistic overview while providing the highest level of certification recognized for massage and bodywork professionals among those wishing to further enhance their credibility in the profession. Graduates of this program will be qualified to meet licensing requirements for the State of California to practice as a Holistic Health Practitioner. Upon obtaining certification, graduates may work in day spas, chiropractic/wellness centers, etc. or establish their own practice.

1000 clock hours
 Time for completion: 4 - 5 quarters
 Lecture/Lab/Practicum Ratio: 32%/62.5%/5.5%
CIP Code 51.3501
O-Net Number 31-9011.00

Self-employment is a common vocational objective after completion of the academic program.

Code	Program Courses	Clock Hours	Prerequisite	Lecture Hours	Hands-on Hours
HOC 100	Holistic Consciousness*	30		5	25
HOC 101	Eastern Perspectives*	45		15	30
A&P 101	Anatomy and Physiology I*	30		20	10
A&P 102	Anatomy and Physiology II*	30	A&P 101	20	10
A&P 103	Anatomy and Physiology III*	30	A&P 102	15	15
BEC 101	Business, Ethics and Communication I*	30		10	20
BEC 102	Business, Ethics and Communication II*	30	BEC 101	10	20
KIN 101	Kinesiology*	30		10	20
MSG 101	Parasympathetic Massage*	45		10	35
MSG 102	Circulatory (Swedish Massage)*	45		10	35
MSG 103	Touch Anatomy*	30		10	20
MSG 104	Client Assessment*	30	MSG 102	10	20
MSG 105	Deep Tissue Massage*	30	MSG 102	10	20
MSG 201	Movement Therapy*	30		10	20
NUT 101	Holistic Nutrition I*	30		10	20
PAT 101	Pathology*	45		20	25
ZEN 101	Shiatsu I*	30		10	20
MBL 100	MBLEx Test Prep and CPR First Aid*	45	Requires Approval	15	30
PRA 202	Holistic Health Practitioner - Practicum**	55	Requires Approval	--	--
	Concentration***	330		100	230
TOTAL		1000		320	625

* Core course

** To be eligible for PRA 202, students must have successfully completed A&P 101, A&P 102, BEC 101, MSG 101, MSG 102, MSG 104, MSG 105 and PAT 101 and be approved by the Academic Coord.

***The lecture ratio and hands-on ratio varies depending on the concentration chosen and the electives taken. What is presented above are estimates to be considered. Must be approved by the Academic Coordinator.

In order for a student to be eligible for graduation, the student must complete all required coursework (as indicated above) and maintain a cumulative attendance of 80% or higher

Attendance and/or graduation from a CAMTC approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code Sections

4600 et. seq.

ACADEMIC CALENDAR



International College
of
Holistic Studies

2018 ACADEMIC CALENDAR

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

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MARCH

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APRIL

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29	30					

MAY

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27	28	29	30	31		

JUNE

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JULY

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29	30	31				

AUGUST

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SEPTEMBER

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30						

OCTOBER

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NOVEMBER

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25	26	27	28	29	30	

DECEMBER

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

ACADEMIC TERMS IN 2018

Winter Intersession	1/8 - 2/12	Summer 2018 - A	7/23 - 8/24
Winter 2018 - A	2/20 - 3/26	Summer 2018 - B	8/27 - 10/1
Winter 2018 - B	3/27 - 4/30	Fall 2018 - A	10/9 - 11/13
Spring 2018 - A	5/7 - 6/11	Fall 2018 - B	11/14 - 12/20
Spring 2018 - B	6/12 - 7/17		

HOLIDAYS

Jan 01	New Year's Day	Sep 03	Labor Day
Jan 15	Martin Luther King Day	Oct 08	Columbus Day
Feb 19	Presidents' Day	Nov 12	Veterans' Day
May 28	Memorial Day	Nov 22-24	Thanksgiving
Jul 04	Independence Day	Dec 25	Christmas Day

LEGEND

START DATES
EVERY 5 WEEKS
HOLIDAYS

ADMISSIONS & ENROLLMENT



TUITION & FEES

Program	Clock Hours	Application Fee (non-refundable)	Program Tuition	Books & Supplies	Estimated and Total Charges	Award Earned
Massage Therapist	500	\$100	\$10,500	\$1,100	\$11,700	Certificate
Professional Massage Therapy	750	\$100	\$15,750	\$1,900	\$17,750	Certificate
Holistic Health Practitioner	1,000	\$100	\$21,000	\$2,300	\$23,400	Certificate

Certification Fees	Anticipated Cost
MBLEx Application Fee	\$195.00
CAMTC Application Fee	\$150.00
Fingerprint Live Scan	\$80.00
Passport Photo	\$10.00

Miscellaneous Fees	Cost
Unofficial Transcripts	\$5.00
Continuing Education Units Transcripts	\$5.00
Official Transcripts (first request is free)	\$15.00
Duplicate Certificate	\$35.00
Make-up Fee	\$21.00/hr
Application Packet (non-refundable)	\$100.00
Wire Transfer Fee for Domestic Transfer	\$25.00
Wire Transfer Fee for International Transfer	\$45.00
Express Mail - US (non-refundable)	\$35.00
Express Mail - International (non-refundable)	\$75.00
Late Payment Fee	\$25.00
International Student Processing Fee	\$2,500.00
Credit Transfer Fee (non-refundable)	\$4.00 per unit (up to \$100.00)

ENROLLMENT REQUIREMENTS

Admission to ICoHS is contingent upon the prospective student meeting the following criteria:

- Have a High School certificate or equivalent
- Be 18 years of age or older
- Completing an interview with an admissions representative
- Complete a Personal Statement
- Provide picture identification; i.e. driver's license, passport, etc.
- Pay the application fee in full and establish a payment plan.
- International Students must have a TOEFL score of 500 or TOEFL iBT 61 or IELTS 6.0. Other forms of English Proficiency Tests may be accepted.

NON-DISCRIMINATION POLICY

As required by Section 504, 34 Code of Federal Regulations, applicants are considered on the basis of individual merit without regard to disability, gender, sexual orientation, marital status, age, religion, creed, and race, national, ethnic origin or any other status protected by law. This policy applies to admission, employment, financial agreements and all other matters within ICoHS. The School's administration is designated to coordinate School compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).

All service members of the armed services will not be denied admissions, based on reasons related to their service.

CREDIT TRANSFER

Transfer credit may be given for courses completed at other post-secondary institutions when such courses are determined to be comparable in scope and content to ICoHS' own courses. To be eligible for transfer credits, the following criteria must be followed:

- Transfer credits may be given for courses completed within the past five (5) years.
- Transfer credits may be awarded for equivalent coursework documented by official transcript that indicates the units or hours of training in each subject. Similar course titles (e.g. human anatomy, kinesiology) do not necessarily mean that the course content is equivalent.
- To receive transfer credits, the Student must provide an official school transcript from the previous school(s) and other supporting documentation, including course descriptions and syllabi.
- All transfer credit requests and required documentation must be submitted to the Admissions and Records Department no later than 14 days after the start of school.
- Only coursework completed at an institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation may be transferable.
- A minimum grade of "C-" or its equivalent must be earned in the coursework under transfer consideration.
- ICoHS reserves the right to accept or reject any or all credit hours earned at another institution.
- No more than half (50%) of the program's total coursework may be accepted for transfer.
- Coursework transferred is not included when computing grade point average.
- Transfer credits will appear as (TC) on the Student's transcript.

- For applicants whose credits were earned previously at School of Healing Arts, all prior credits earned will be accepted for transfer, in which case the standard \$4.00 fee will not be assessed for each transferable hour.

A \$4.00 fee will be assessed for each transferable hour up to but not exceeding \$100.00. Tuition adjustments will be based on the per clock hour value of the tuition charged. The acceptance of transfer credits may affect the amount of Financial Aid for which the Student may be eligible. Students will be notified of the status of their transfer credits within 14 days (including holidays) of their transfer request submission.

Students will have 14 days (including holidays) upon rejection of their credit transfer to appeal. Additional documentation may be requested. ICoHS will respond to appeals within 14 days (including holidays) of the appeal submission.

ICoHS does not accept hours or credits earned through challenge examinations, achievement tests, or experiential learning, nor does ICoHS accept ability-to-benefit exceptions.

ICoHS has not entered into an articulation or transfer agreement with any other college or university.

Notice Concerning Transferability of Credits to the 500-hour Massage Therapy Program

Acceptance of transfer credits does not exempt one from attending classes at ICoHS. Students will still be required to attend all scheduled classes in the program.

Notice Concerning Transferability of Credits to the California Massage Therapy Council (CAMTC)

Students seeking to be certified through CAMTC are limited to the amount of credits that may be transferred into ICoHS. Students enrolled in the Massage Therapist, Professional Massage

Therapy or Holistic Health Practitioner program and seeking credit transfers should be aware that CAMTC reserves the right, in its sole discretion, to not accept any or all transfer hours. Pursuant to Business and Professions Code section 4604, CAMTC can only consider transfer hours from CAMTC approved schools. Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC will consider up to 125 hours of equivalent anatomy and physiology, health and hygiene, and/or business completed at a college or university of the state higher education system.

For more information regarding the acceptability of transfer credits for CAMTC certification, please visit CAMTC's website (www.camtc.org).

Notice Concerning Transferability of Credits & Credentials Earned at ICoHS

The transferability of credits a Student earns at ICoHS is at the complete discretion of the institution to which the Student may seek transfer. Acceptance of the certificate earned is also at the complete discretion of the institution to which a Student may seek to transfer. If the credits or certificate a Student earns at ICoHS is not accepted at the institution to which a Student seeks to transfer, the Student may be required to repeat some or all of their coursework at that institution. For this reason, students should make certain that their attendance at ICoHS will meet their educational goals. This may include contacting an institution to which a Student may seek to transfer after attending ICoHS to determine if they will award credit for the courses completed. ICoHS will provide an official transcript, syllabi, or course outlines as needed to facilitate the credit transfer process, if requested.

TERMS & METHODS OF PAYMENTS

Tuition and fees are charged to a student at the start of the program. Arrangements for funding must be made prior to the start of the program. Failure to complete payment arrangements may result in an administrative hold placed on a student's account until satisfactory payment arrangements are finalized.

Students have the option to pay for the entire program or pay for the quarter they are attending. In both cases, payment must be made at the time of registration.

ICoHS participates in federal and state financial aid programs. Consumer disclosure information is available by contacting info@icohs.edu or by visiting the website.

Payment-in-full:

Students must make full payments prior to the start of the program. The application, registration, textbooks and other supplies are in addition to the tuition. The payment-in-full option is not impacted by subsequent tuition increases.

Payment Plan:

Students electing this "pay as you go" option will pay the monthly amount at the first of every month. The payment plan option is not impacted by subsequent tuition increases. Methods of payments accepted are cash, check, Mastercard and VISA.

Loans:

The Student understands that if he/she obtains a loan to pay for his/her educational program,

the Student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, regardless of employment status.

Some of the books and supplies may be taken home and kept, some can be taken home but must be returned prior to moving forward to the next class, and others are on campus reference only books/supplies. Lost, mutilated, or stolen items that belong to International College of Holistic Studies will be replaced at the expense of the student.

If a student cannot be reached for payment within 30 business days and is delinquent with a payment, the Admissions Office will contact the student. If appropriate arrangements cannot be made, the student may be placed on an administrative hold and will not be eligible to enroll into classes. ICoHS will withhold institutional services including grades, transcripts, and certificates for students who are not current with their scheduled tuition payments. Failure to complete payment arrangements may result in an administrative hold placed on a student's account until satisfactory payment arrangements are finalized and the student's information may be sent to collections. ICoHS's Cancellation and Refund Policy will apply.

LATE PAYMENT FEES

Failure to make tuition payments in full by the first day of the quarter will result in the assessment of late payment fees and a warning letter stipulating the deadline to arrange for payments. Late payment charges may be assessed each month that the account has an overdue, outstanding balance. The late payment fee is \$25.00. It is the student's responsibility to ensure that payment arrangements are made in a timely manner in order to avoid fees.

If course and enrollment fees are not paid in full by the deadline stipulated on the late notice, the student's enrollment may be administratively withdrawn.

All payments must be made by 4:00 P.M. (PST) at the Admission's Office.

CANCELLATION & REFUND POLICY

Cancellation/Student's Right to Cancel (First Class Session, or the Seventh Day After Enrollment):

1. Students have the right to cancel their enrollment, including any equipment or other goods and services included in the agreement, and receive a full refund (less any non-refundable fees not to exceed \$200.00) prior to the start of the program, through attendance of the first class session, or the seventh day after enrollment, whichever is later.

2. Cancellations due to program cancellation by ICoHS, will receive a full refund (less any non-refundable fees not to exceed \$200.00) within 45 days of cancellation date. No show/non starts and cancellation by Student during the cancellation period, will receive a full refund (less any non-refundable fees not to exceed \$200.00) within 45 days of cancellation date.

3. As required by the Bureau for Private Postsecondary Education (BPPE) Ed Code 94919, a cancellation shall occur when ICoHS receives written notice (e-mail, letter, fax or in-person) of the Student's request to cancel to: ICoHS, 1500 State Street, San Diego, CA.

92101. You are due a refund, as applicable, within 45 days after ICoHS receives a Notice of Cancellation.

4. After the end of the cancellation period, you have the right to stop your enrollment at ICoHS, and the right to receive a refund for the part of the course not taken (up to the 60% completion of course).

Students receiving federal student financial aid funds are entitled to a refund of moneys not paid from federal student financial aid program funds, if applicable.

The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed to ICoHS with proper postage.

Trial Period (First 14 Calendar Days of Program Start):

A Student who withdraws from the program within the first 14 calendar days of their program start date will be considered a cancellation, not a withdrawal, and will have all charges refunded and all payments returned to the individual or the applicable funding source less the non-refundable fees of up to \$200.00, as itemized in the enrollment agreement as being non-refundable.

Withdrawals:

ICoHS will first perform the Return to Title IV (R2T4) policy in accordance with Federal regulations for any Student receiving Title IV funds.

Students may withdraw from ICoHS at any time after the cancellation period by notifying ICoHS at 1500 State Street, San Diego, CA 92101. The effective date of withdrawal is based on the Date of Determination (“DOD”), which would be the date when the institution is made aware of the withdrawal. The enrollment status of such students will be changed to “Drop.” The Student will be immediately withdrawn from ICoHS and the Student’s future classes will be deleted from his/her schedule.

If a Student is absent for 14 consecutive calendar days, including holidays, and does not communicate directly with ICoHS regarding the nature of those absences, and does not officially withdraw from the program, he/she will be considered withdrawn from the program. Should a Student decide to continue the program, he/she will be required to re-apply. The refund will be calculated based on the last day attended (“LDA”) according to the pro-rate refund policy described below.

The Student will receive a pro-rated refund if the Student has completed 60% or less of the scheduled hours in the current period of financial obligation. Period of Financial Obligation is defined as follows: “The training period for which a Student is legally obligated to pay, which may be less than the total period of enrollment, if tuition is charged in smaller increments, such as by the quarter. Under no circumstance may a period of financial obligation exceed a 12-month period.” The refund will not include the \$100 non-refundable application fee. If the Student has completed more than 60% of the period of attendance for which the Student was charged, the Student is no longer eligible to receive a refund.

Refunds are based on the scheduled hours in the program, not just the hours actually attended by a Student.

For the purpose of determining a refund under this section, a Student shall be considered withdrawn from the program of instruction when any of the following occurs:

- The effective date the Student notifies ICoHS of the Student’s withdrawal.
- ICoHS terminates the Student’s enrollment for failure to maintain satisfactory academic progress.
- The Student fails to abide by the policies and regulations of ICoHS and/or the Student fails to meet any financial obligations to ICoHS.
- The Student is absent for 14 consecutive calendar days, including holidays, and does not communicate directly with ICoHS regarding the nature of those absences, and does not officially withdraw from the program.
- If the Student fails to return from a Leave of Absence (“LOA”), the DOD will be the date the Student is scheduled to return from their LOA. A refund will be calculated based on the Student’s last date of attendance.

When a Student withdraws from the program, a refund shall be issued by check or credit card, within 45 calendar days of receipt of the Notification of Withdrawal.

As mandated by the State of California BPPE, the refund calculation will be based upon the total tuition charged, divided by the total scheduled hours of the course(s). This is considered the per hour rate. This rate is multiplied by the number of hours the Student attended in the course (including time absent before the last day attended) to determine the amount the Student owes.

When a student withdraws from the program, a refund shall be issued by check or credit card, within 45 calendar days of receipt of the Notification of Withdrawal. International College of Holistic Studies will only refund funds to the person or company from whom the funds originated.

As mandated by the State of California BPPE, the refund calculation will be based upon the total tuition charged, divided by the total scheduled hours of the course(s). This is considered the per hour rate. This rate is multiplied by the number of hours the student attended in the course (including time absent before the last day attended) to determine the amount the student owes.

Refund Calculation Sample:

Massage Therapist

500 total program hours

Last date of attendance after 65 hours of instruction = 13% of the program completed
 $\$10,500.00 \text{ tuition} / 500 \text{ hours} = \$21.00 \text{ per hour rate}$

$\$21.00 \text{ per hour rate} \times 65 \text{ hours of instruction} = \$1,365.00 \text{ owed to ICOHS}$

$\$10,500.00 \text{ Tuition paid} - \$1,365.00 \text{ owed to ICOHS} + \$0.00 \text{ refundable charges} = \$9,135.00$

Refund Amount: \$9,135.00



TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE OF STUDY

This policy applies to Title IV recipients who withdraw (officially, unofficially) or are dismissed from enrollment at International College of Holistic Studies. It is separate and distinct from the Institutional Cancellation and Refund Policy which applies to all withdrawn students. The calculated amount of the “Return of Title IV Funds” that is required for students affected by this policy are determined according to the following definitions and procedures as defined by federal regulation.

The return of Title IV funds is administered by the Financial Aid Office of International College of Holistic Studies. And it is the Financial Aid Office and/or the School Director that is designated to accept notification of official withdrawals.

The law specifies how the school must determine the amount of Title IV program assistance that the student earns if they withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Direct Loans and Direct PLUS Loans.

Though a student's aid is posted to their school account at the start of each period, students earn the funds as they complete the period. If a student withdraws during a payment period or period of enrollment (the school will define these for the student), the amount of Title IV program assistance that a student has earned up to that half point is determined by a specific formula.

If a student received (or the school or parent received on a student's behalf) less assistance than the amount that was earned, the student may be able to receive those additional funds. If a student received more assistance than earned, the excess funds must be returned by the school and/or student.

The amount of assistance that a student has earned is determined on a pro rata basis. For example, if the student completed 30% of a payment period or period of enrollment, 30% of the assistance originally scheduled to be received is earned. Once a student has completed more than 60% of the payment period or period of enrollment, all assistance that was scheduled to be received for that period is earned.

If the student did not receive all of the funds earned, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the school must obtain permission from the student/borrower before it can disburse the funds. A student may choose to decline some or all of the loan funds so that additional debt will not be incurred. The school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. The school needs permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission (some schools ask for this when a student enrolls), you will be offered the funds. However, it may be in a student's best interest to allow the school to keep the funds to reduce the debt owed the school.

There are some Title IV funds that were scheduled to be received that cannot be disbursed to a student once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 20 days of a program before withdrawing, the student will not receive any Direct Loan funds that would have been received had the student remained enrolled past the 30th day.

If the student (or the school or parent receives on behalf of the student) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The institutional charges multiplied by the unearned percentage of student funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount.

For any loan funds that the student must return, the student (or the parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to be received. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws are separate from any institutional refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. If the student doesn't already know the school's institutional refund policy, the student should ask the school for a copy. The school can also provide the student with the requirements and procedures for officially withdrawing from school.

If the student has any questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800-433-3243. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

WHEN A STUDENT IS CONSIDERED TO HAVE WITHDRAWN

A student is considered to have withdrawn from a payment period or period of enrollment if, in the case of a program that is measured in clock hours, the student does not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment that the student was scheduled to complete.

STUDENT WITHDRAWS BEFORE TITLE IV FUNDS ARE DISBURSED

If the student paid all school charges/fees and then ceased enrollment prior to Title IV funds being disbursed, the school is responsible for determining if Title IV funds could have been disbursed. The school must determine the Title IV funds earned by the student and follow the procedures for making a post-withdrawal disbursement.

R2T4 CALCULATION

Students who receive Title IV aid (Federal Pell, Federal Subsidized and/or Federal Unsubsidized Stafford loans and PLUS loans) and withdraw from ICoHS are subject to the Return of Title IV aid regulations. (Federal law now requires that a Student must “earn” the aid that they receive.)

When a Student withdraws from ICoHS, ICoHS is required to determine the amount “earned” using the Return of Title IV regulations. This calculation is based on the number of hours the Student attended divided by the number of hours for which the aid was disbursed. If the Student completes 60% or more of the hours, all the aid has been earned. If a Student completes 59% or less of the hours in a given payment period, the earned and unearned portion will be calculated.

- The “unearned” portion of the tuition will be returned to the appropriate Title IV program. ICoHS will then bill the Student for the amount of tuition that was returned in excess of the ICoHS’ refund policy.
- The “unearned” portion of the aid that was disbursed directly to the Student will also be calculated. If applicable, the Student will owe repayment to the Title IV programs. The Student will receive an overpayment letter and will be given 45 days to make the repayment of Title IV funds. The Student will be ineligible for further Title IV aid until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education.
- Repayment of Pell Grant(s) is also calculated for any Student completing 59% or less of the hours in a given payment period.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

For a student who withdraws after the 60% mark of scheduled attendance in the time period or period of enrollment, there are no unearned funds; the student has earned 100% of the Title IV funds scheduled to be received.

If the calculation determines the amount of funds disbursed to the student is less than the amount the student earned, the student is eligible to receive a post- withdrawal ~~disbursement~~(PWD) if conditions for a late disbursement are satisfied.

If the calculation determines the amount of funds disbursed to the student is greater than the amount earned by the student, the unearned funds must be returned to the Dept. of ED.

International College of Holistic Studies responsibility in regard to the return of Title IV funds are as follows:

- Provide students with the information contained in the R2T4 Policy.
- Identify students who have withdrawn and will be affected by the R2T4 Policy.
- Perform the R2T4 calculation, guidelines & standards provided by the Department of Education.
- Return all unearned Title IV Funds in compliance with the Dept. of ED requirements.
 - Within 14 school business days, but no later than 45 days after the school determined date of withdrawal.
- Process any post-withdrawal of earned funds due the student.
 - Post- withdrawal disbursement to student's account for outstanding institutional charges:

- Within 14 school business days, but no later than 180 days after the school determined date of withdrawal.
- Post- withdrawal disbursement to ~~student~~ for earned Title IV funds in excess of outstanding current institutional charges.
 - Loans – Within 14 school business days, but no later than 180 days from the school determined date of withdrawal.
 - Grants – Within 14 school business days, but no later than 45 days from the school determined date of withdrawal.

Provide notifications to students (parents).

- Written notification providing the student (or parent) the opportunity to accept all or part of a post withdrawal disbursement of Title IV loan funds.
 - Within 30 days of the school determined date of withdrawal.
- Notification to student (or parent) of outcome of late request for a post-withdrawal disbursement to a student; request received by school after the specified period and schools chooses not to make the disbursement.
 - Within 14 school business days.
- Notification to student of grant overpayment.
 - Within 30 days of school determined date of withdrawal.

Provide notifications to the Dept. of ED.

- Referral of student to Debt Resolution Services if student does not pay overpayment in full, does not enter into repayment agreement, or fails to meet terms of repayment agreement.
 - Within 14 school business days.

- Referral of student to NSLDS if student does not pay overpayment in full, does not enter into repayment agreement, or fails to meet terms of repayment agreement.
 - No later than 45 days from the date the student is notified of overpayment.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid recipients, repayment on Federal Loans begins six (6) months from their last date of attendance. Students who took a full 180 day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

The R2T4 does not dictate the schools institutional refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the schools Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Any Student who has withdrawn or been dismissed is accorded all terms and conditions of the ICoHS refund policy. If a refund is due on a Student's account for which Title IV payments have been made, ICoHS will deposit the refund to the Student's Title IV account.

The refund will not exceed the amount awarded to the Student from the account. All students who receive Title IV funds and withdraw with a refund due will have the refund amount refunded according to the following refund distribution policy:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Other Student Financial Aid Programs
- Other Federal State, Private, or Institutional Sources of Aid
- The Student

If Student received Federal Financial Aid, Loan Exit counseling is required at ICoHS to be completed within 30 days of his/her DOD. If the Student cannot be reached within 15 days, then the loan exit counseling paperwork will be mailed to the Student and must be returned by the date indicated on the paperwork.

The calculation for the percent of completion of the payment period is as follows:

The school will determine the actual date the student started the payment period and the last date of attendance and will determine the scheduled clock hours within that period of time.

The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation.

Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty five (45) of the earlier of (1) date the school sends the student notification of the over award (2) the date the school was required to notify the student of overpayment. Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student's eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45th) day following notification from the school.

The student will have the options of payment of the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty five (45) days allotted, the school will report this to NSLDS.

If the school's Institutional Refund Calculation indicates the student owes an outstanding tuition and/or fee charges, the debt to the school must be paid in full before the release of transcripts.

The student's responsibility in regard to the return of Title IV funds are as follows:

- When possible, the student should notify the financial aid office in writing of official withdrawal.
- If the student cancels the decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.

- School charges, which were previously paid by FSA funds, might become a debt that the student will be responsible for paying upon the return of Title IV funds.
- Return unearned Title IV Funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
 - Loans – according to terms of the loan.
 - Grants – within 45 days of earlier of date school sent or were required to send notice.
- Submit response instructing school to make postwithdrawal disbursement 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs.
- Student borrowers of the Direct Stafford Loans are required to attend or complete online Exit Counseling before leaving school.

FEDERAL REFUND REQUIREMENTS VERSUS STATE/ACCREDITATION REFUND REQUIREMENTS

In addition to the Return of Title IV requirements for federal financial aid recipients, International College of Holistic Studies is required by the Accrediting Council for Continuing Education & Training (ACCET) to calculate a prorated refund for all withdrawn students regardless of whether or not the student received Title IV funds.

In some instances, the student may, after Title IV funds are returned, owe a balance to International College of Holistic Studies to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return.

FINANCIAL ASSISTANCE

Planning ahead and applying for financial assistance can help students obtain an education, which may otherwise be outside their financial reach.

International College of Holistic Studies is currently approved by the following organizations:

San Diego Workforce Partnership

3910 University Avenue, Suite 400
San Diego, CA 92105
Telephone: (619) 228-2900

Federal Student Aid,

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202
Telephone: (800) 872-5327

Veteran Affairs

8810 Rio San Diego Drive
San Diego, CA 92108
Telephone: 1-800-488-8244

SCHOLARSHIPS

Depending on the budget available, International College of Holistic Studies may offer scholarships throughout the year for students who demonstrate leadership, compassion, and civic duties.

Students have the option to apply to become Student Ambassadors by completing and submitting a Scholarship Application form and supporting documents to the Dean of Student Services. The Scholarship Application form is available to students in the International College of Holistic Studies Administrative lounge.

The Scholarship Application form will be reviewed by the Scholarship Committee consisting of the Executive Director and management. Selection for scholarships depend on student needs and funds available. Scholarships will be distributed at the beginning of each academic term and will range from \$500.00 - \$1000.00. Scholarship awards will be announced at the beginning of the academic quarter. Students may appeal the decision within two weeks by submitting an appeal letter to the Dean of Student Services. The appeals process will be completed with a final decision within two weeks of receipt of the appeal letter.

To apply for the Student Ambassador program, a student must meet the following requirements:

- Good academic standing
- Willing to help others
- Attendance above 90%
- A commitment to ICOHS's mission
- The ability to commit the time necessary to fulfill duties
- Participates in community service
- The ability to work well with others and lead by example
- Responsible and dependable
- An enthusiastic and positive attitude

Please see the Dean of Student Services for more information.

STUDENT TUITION RECOVERY FUND

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in

an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

STUDENT COMPLETION RATE

ICoHS publishes its student completion rates for all vocational programs through the Performance Fact Sheets. Performance Fact Sheets are made available on the icohs website, www.icohs.edu. Completion rates represent the percentage of a given cohort of certificate students who graduated from ICoHS. ICoHS publishes the student completion rate annually as required by the United States Department of Education and the Accrediting Council for Continuing Education and Training (ACCET).

RE-ADMISSION OF WITHDRAWN STUDENTS

Students seeking re-admission to ICoHS must contact the Admissions Office, submit a new application along with the application fee, and petition the Re-Admission Committee in writing.

The petition to the Re-Admission Committee should include relevant information regarding reasons for leaving ICoHS, academic status at the time of departure, activities since leaving including study at other institutions and future goals. If health difficulties affected a student's course of study at ICoHS, he/she will need to provide a health update and a recommendation from a qualified medical or mental health clinician. If a student had enrolled elsewhere since last attending ICoHS, an official transcript of course of study at the other institution may be requested. For working students, a recommendation from an employer may be helpful.

Upon receipt of the petition, the student's enrollment status will be reviewed to determine

his/her eligibility for re-admission based upon ICoHS standards of academic progress and in accordance with ICoHS behavioral and financial good standing policies. ICoHS will verify that the student is in good standing and that the student is not in default or collection. Failure to withdraw properly may be grounds for denial of re-admission. Students will only be allowed for re-admission one time after withdrawal prior to graduation from a program.

Any questions about the re-admission criteria or process may be directed to admissions@icohs.edu.

PHOTO RELEASE

ICoHS staff members take photographs of students on a variety of occasions. These include photographs taken of each individual when they begin orientation at ICoHS and photographs of classroom and ICoHS activities (e.g., classroom instruction, volunteer events and social events). Individual photographs are used for several reasons:

- To confirm a student's identity
- To assist ICoHS staff members in keeping student records accurately filed
- To create a student ID card
- To share our program with prospective students and other community members

Such photographs are property of ICoHS and are to be used solely for school business purposes. On occasion, photographs may be displayed (e.g. on the bulletin board) to inform students and staff of ICoHS activities. Many of the photographs include more than one person.

When photographing ICoHS activities in the classroom, it is expected that the group being photographed will be advised in advance, and that anyone not wishing to be photographed will be excluded from the views being photographed. When students are included in such photographs, it should not be assumed that the agreement to be in the photograph constitutes permission to use the photograph in published materials.

ACADEMICS



ATTENDANCE POLICY

We consider every class important for students' academic progress because attendance and preparation for class help students to meet their individual goals. As such, it is imperative that the student go to class to obtain the hands-on training that is necessary for them to begin working with the public. The minimum acceptable attendance rate for students enrolled at International College of Holistic Studies is an 80% attendance rate for completion/graduation. Students whose cumulative attendance falls below 80% at any point are advised to perform make-up hours to return their attendance to at least 80%. In accordance with International College of Holistic Studies' mission statement, attendance is a key component in full participation and thus, achievement of the learning objectives of each course and program.

Students are informed of the attendance policy through the catalog and the syllabus which they receive on the first day of class. Students who are unable to attend a class should e-mail (preferable) or call the academic coordinator. When a student misses class it is his/her responsibility to obtain missed information and assignments. If a student misses a quiz or test, he/she must make arrangements with the instructor to take a makeup exam. If a student is withdrawing from a course, the student must notify ICoHS immediately. Undocumented absences will be considered to be unexcused absences.

Students may be excused from class depending on their circumstances. An excused absence is defined as the following: Military Leave, Family Emergency, Jury Duty and a Medical Condition. Documentation is required in all situations. Students can be excused from attendance for up to 10% of the overall program. Students are required to make up missed classwork during the time they are absent in accordance with the guidelines posted in the Make-up Policy.

Attendance Classification:

- P = Present
- A= Absent (A student is considered to be absent if he/she arrives to class fifteen (15) minutes or more after the start of a class)
- T = Tardy (A student is considered to be tardy if he/she arrives to class within fifteen (15) minutes of the start of each class)
- ED = Early Departure (A student will receive an early departure mark if he/she leaves before the instructor dismisses class)

If a student is given 3 tardies and/or early departures in a quarter, he/she will receive one absence.

Students should be in communication with their instructors about attendance throughout the course.

ENROLLMENT CLASSIFICATION

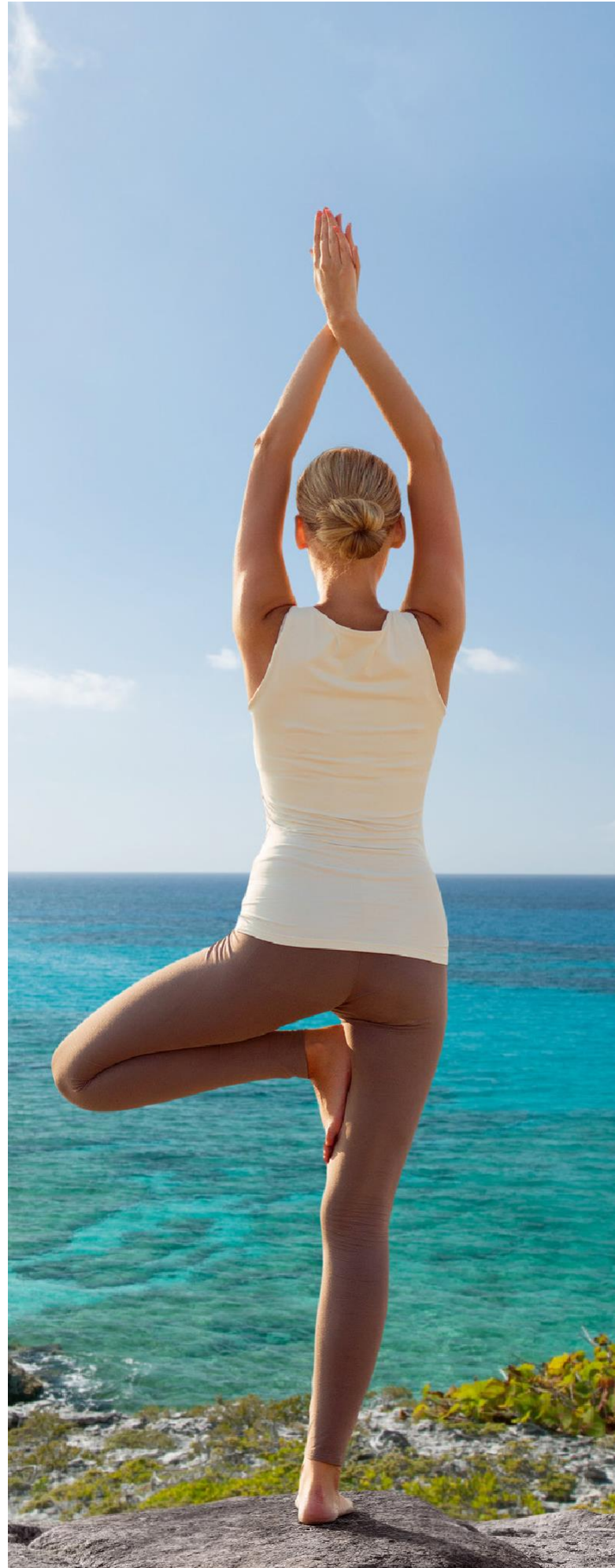
- Full-time: 24 hours per week
- Part-time: 18 hours per week

RECORDING ATTENDANCE

Attendance rosters are generated by the database system and given to instructors to use in class before the first day of the course. The attendance taking procedures and codes used are explained to instructors during the new instructor orientation. Instructors record attendance and progress daily to ensure an accurate and timely record is available via an attendance roster. This information is given to the relevant department and inputted into the database system. Students who are tardy or depart early from class are required to sign in and out. At the end of the week the attendance rosters are returned to the Admissions Department who audits them for accuracy against the attendance posted, updates the attendance grades and files them for recordkeeping.

CONSECUTIVE CLASSES MISSED

If a student is absent for 14 consecutive calendar days, including holidays but excluding scheduled breaks, and does not communicate directly with International College of Holistic Studies regarding the nature of those absences, and does not officially withdraw from the program, he/she will be considered withdrawn from the program. Should a student decide to continue the program, he/she will be required to apply for re-admission.



LEAVE OF ABSENCE

A student must request the leave of absence, in writing, prior to the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with ICoHS's consecutive absence policy, he/she must be withdrawn. Students may request a leave of absence under the following conditions: Military Leave, Family Emergency, Jury Duty and/or a Medical Condition. No leave of absence will be granted without approval of the Center Director.

Any student in good standing (that is, without any unresolved academic, financial or disciplinary issues) may be granted a leave of absence for up to 180 calendar days in a 12-month period or one-half of the published program length (whichever is shorter). Multiple leave of absence requests may be permitted provided the total amount of times does not exceed the published limit.

The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for ICoHS to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. ICoHS will not assess the student any additional charges as a result of the leave of absence. The student's maximum time frame will be extended by the number of days in the leave of absence.

If the student does not return to ICoHS on his/her scheduled return date, the student will be administratively withdrawn from the program and ICoHS will apply its refund policy in accordance with the applicable requirements. In this case, the student will be informed that the last date of physical attendance is used for the purpose of calculating the Return of Title IV funds.

TEXTBOOK CHECKOUT POLICY

approval of the Center Director. Exceptions will be made for service animals.

Students are required to have the course assigned textbook or packet for classroom instruction.

Students who do not bring text materials to class may be advised by their course instructor to check-out text materials by speaking with the Admissions Department. Depending on inventory availability, the Admissions Department will determine if the student may check-out the text materials. If sufficient inventory is available, the Admissions Department will ask the student to sign for any text materials borrowed (using the textbook checkout list) and return them within seven (7) days.

Students must return borrowed text materials within seven (7) days. Should a student fail to do so, the student will be invoiced the MSRP value of the text material(s).

ACCESS TO ADDITIONAL LEARNING RESOURCES

Students have access to the on-site computer lab for study, research, MBLEx test practice and print needs. Computer lab hours are Mon – Fri, 9:00am to 6:00pm. There are no sign-in or I.D. requirements for students to use the lab.

PROCEDURE FOR CHILDREN/PETS ATTENDING CLASS

The classroom and the workplace are not the best places for children or pets. ICoHS asks that students, instructors, and employees of ICoHS

do not bring pets or children to class or work.
Emergency exceptions to this policy require the

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress is the qualitative (grade point average) and quantitative (attendance) measure of a student's progress toward completing a program of study.

Students must meet formal standards that measure their satisfactory progress toward graduation as well as pace of course completion in the specified timeframe. The policy is consistently applied to all students and complies with the guidelines established by International College of Holistic Studies accrediting/state agencies and the federal regulations established by the US Department of Education.

Quantitative and Qualitative Factors

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

1. Minimum cumulative grade point average (GPA) of 70%.
2. Minimum cumulative attendance rate of 80% of contracted hours.
3. Cumulative GPA of 70% and cumulative attendance of 80% is required for graduation as well as attaining satisfactory progress.

In order to determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date.

A student who has not achieved the minimum cumulative GPA of 70% or who has not successfully completed at least a cumulative rate of attendance of 80% is not eligible for Title IV assistance, if applicable.

Completion of Course Within Designated Period of Time

Students whose transfer hours are accepted by International College of Holistic Studies, those transfer hours are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours. Course incompletes, withdrawals, or transfers of credit from other institutions are not included when computing grade point averages.

Maximum Timeframe

Students must complete the educational program within the maximum timeframe. The Maximum Timeframe for all programs is calculated at 150% of scheduled hours. In the case of Leave of Absence (LOA), the maximum timeframe will be extended by the number of days in the LOA.

Program	FT/PT Classification	Program Hours	Maximum Program Length (in clock hours, 150%)	Hours Per Week
Massage Therapist	Full-time	500	750	24
	Part-time	500	750	18
Professional Massage Therapist	Full-time	750	1,125	24
	Part-time	750	1,125	18
Holistic Health Practitioner	Full-time	1,000	1,500	24
	Part-time	1,000	1,500	18

Evaluation Procedures and Required Level of Achievement

Progress Reports occur monthly while formal Satisfactory Progress Evaluations occur at the end of each payment period, detailed as followed: Holistic Health Practitioner student reaches 450 and 900 actual hours, the Professional Massage Therapy student reaches 375 actual hours and the Massage Therapist student reaches 250 actual hours.

The monthly Progress Reports are issued to each student in order to track his/her progress towards meeting satisfactory progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

Examinations are given in all subjects and copies (both manual and electronic) are kept of grades as well as attendance. The following system/numeric grading scale is used for the evaluation of a student's academic ability:

Grade Grade Point 100%-point Scale

- | | | |
|-----|-----|-----------|
| • A | 4.0 | 90%-100% |
| • B | 3.0 | 80%-89% |
| • C | 2.0 | 70%-79% |
| • F | 0.0 | 69%-below |

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students receive a hard copy of their Satisfactory Progress Determinations at the time of each of the evaluations.

Students in the Holistic Health Practitioner program who are deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on Financial Aid Warning status or has prevailed upon appeal resulting in a status of Probation.

Incompletes

Students will receive an incomplete grade, marked as an "I" on their transcript, if the student fails to submit all required coursework and assessments. All students who receive an incomplete grade must meet with the Academic Coordinator and their respective instructor to review their academic plan and the steps necessary to successfully complete the program. Students with two or more incompletes will not be allowed to register for further courses. Incomplete grades have a 0.00 value towards GPA calculation.

Financial Aid Warning Definition

A documented meeting to start a period in which a student is given time to redeem poor attendance, failing grades, or poor rate of pursuit. Students will be placed on Financial Aid Warning status for the following evaluation period under the following circumstances:

- Unsatisfactory Rate of Pursuit – Students who do not test or progress in the program as designed.
- Unsatisfactory Attendance – Compliance with Attendance policy is required.
- Unsatisfactory GPA – Below a 70% GPA

Failure to successfully complete Financial Aid Warning will result in the student's administrative withdrawal.

Financial Aid Warning and Re-establishment of Satisfactory Progress

Students who are failing to meet minimum requirements for attendance or academic progress at a SAP evaluation period will be placed on Financial Aid Warning for the following evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Financial Aid Warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress and will be ineligible for Title IV assistance.

When a student is placed on Financial Aid Warning Status, the student will be notified via email and official mail, and contacted by the Academic Coordinator. As a result of being placed on Financial Aid Warning Status, an Individualized Learning Plan will be initiated by the Academic Coordinator, detailing the steps necessary to be removed from Financial Aid Warning Status. Students must satisfy the requirements of their Individualized Learning Plan by the end of the evaluation period. If at the end of the Financial Aid Warning period, the student has still not met the qualitative, quantitative and maximum timeframe requirements, the student will be determined as not meeting satisfactory academic progress and will be ineligible for Title IV assistance and administratively withdrawn from their program. The school will notify students by email and official mail if the student is being administratively withdrawn for unsatisfactory academic progress.

A student may appeal the decision if he/she has a documented reason for their unsatisfactory progress, and the underlying circumstances have changed (see appeal procedure below). The basis for filing an appeal, such as death of a relative, injury, illness, or other special circumstances must be documented in the student's file. International College of Holistic Studies must determine that Satisfactory Academic Progress standards can be met by the end of the subsequent evaluation period in order for the appeal to be approved.

Appeal Procedure

If a student is determined as not making satisfactory progress, the student may appeal the negative determination due to:

- Death of a relative
- Injury or illness of the student
- Other special circumstances

The student must submit a written appeal (see Financial Aid Office for official Appeal Policy Form) to the school administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed and what circumstances have changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation. If the student fails to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within ten (10) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Dean of Education. A decision on the student's appeal will be within three (3) business days by the Dean of Education and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his/her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students. The student will be placed on Financial Aid Probation status.

Financial Aid Probation Definition

A documented meeting to start a period in which a student is given time to redeem poor attendance, failing grades, or poor rate of pursuit. Students will be placed on Financial Aid Probation status for the following evaluation period. Failure to successfully complete Financial Aid Probation will result in the student's administrative withdrawal.

Financial Aid Probation and Re-establishment of Satisfactory Progress

If International College of Holistic Studies grants an appeal, additional conditions may be imposed for the student's continued eligibility to receive Title IV, such as changing schedules. If such an appeal is granted, the student is placed on Financial Aid Probation for one evaluation period. As a result of being placed on Financial Aid Probation, an Individualized Learning Plan will be initiated by the Academic Coordinator, detailing the steps necessary to be removed from Financial Aid Probation.

If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements, all Federal aid will be suspended until such time that the student re-establishes satisfactory academic progress.

Federal financial aid, if applicable, will not be disbursed to students placed on Financial Aid Probation unless the student had appealed and prevails on appeal. Students may re-establish satisfactory progress and Title IV aid (as applicable) by meeting minimum attendance and academic requirements at the next evaluation period. Failure to successfully complete Financial Aid Probation will result in the student's administrative withdrawal.

Leave of Absence, Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a LOA will not be included in the student's cumulative attendance calculation.

- An LOA is a temporary interruption in a student's program and refers to a specific time period of non-attendance.
- Multiple LOA's may be granted in any 12 month period.
- Total number of days allowed for a LOA may not exceed 180 days in a 12 month period.
- LOA has no effect on the "Satisfactory Academic Progress Standard".

- If student was deemed maintaining Satisfactory Academic Progress prior to LOA or withdrawal of training, upon his/her return, the student is deemed in good standing and may continue the program of study from the point of interruption.
- LOA timeframe does not involve any additional charges from International College of Holistic Studies.
- Students on approved LOA need to be aware that the LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, the Financial Aid Coordinator will meet with the student and provide information regarding the following:
 - loan obligations
 - possible revisions in his/her aid package
 - deferment options
 - notifications to lending institutions
 - deferments may be canceled
 - effects on veteran-benefits
 - grace periods exhausted
 - consequences of not returning to International College of Holistic Studies at the expiration of the LOA
- Student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In this case, the student will be informed that the last date of physical attendance is used for the purpose of calculating the Return of Title IV funds.
- Should withdrawal result, a student's grace period for a Title IV loan programs might be exhausted.
- A LOA will be granted if the request meets the following:
 - Submitted to the school in advance unless prevented by unforeseen circumstances.
 - Submitted in writing, signed and dated with specific reasons for request explained in full.
 - Request must be approved by school official.
 - To request full one hundred eighty (180) day LOA, complete documentation and certain conditions will be needed to support said request, i.e.: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).

When a student takes an LOA, the contract end date is amended. To calculate the new contract end date, the amount of the days of the LOA is added onto the contract end date.

RE-ADMISSION POLICY

Students may reapply to be re-admitted to the School. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Students re-entering after 180 days will be charged at the current tuition rates for newly entering students. Students returning within 180 days will keep the initially contracted rate.

APPEALS PROCEDURE

****This section only applies to students in the Holistic Health Practitioner program****

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination.

The student must submit a written appeal (see Financial Aid Office for official Appeal Policy Form) to the school administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the student fails to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within ten (10) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Dean of Education. A decision on the student's appeal will be within three (3) business days by the Dean of Education and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his/her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and funds will be reinstated to eligible students.

WARNING, PROBATION AND RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

****This section only applies to students in the Holistic Health Practitioner program****

Students who are failing to meet minimum requirements for attendance or academic progress at a SAP midpoint will be placed on Financial Aid Warning for the following evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Financial Aid Warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress and will be ineligible for Title IV assistance.

When a student is placed on Warning Status, the student will be notified via email and contacted by the Academic Coordinator. As a result of being placed on Warning Status, an Individualized Learning Plan will be initiated by the Academic Coordinator, detailing the steps necessary to be removed from Warning Status. Students must satisfy the requirements of their Individualized Learning Plan by the end of the payment period.

If at the end of the Warning period, the student has still not met the qualitative, quantitative and maximum time-frame requirements, the student will be determined as not meeting satisfactory academic progress and will be ineligible for Title IV assistance and administratively dismissed from their program. The institution will notify students by email and official mail if the student is being administratively withdrawn for unsatisfactory academic progress.

A student may appeal the decision if he/she has a documented reason for their unsatisfactory progress, and the underlying circumstances have changed (see appeal procedure below). The basis for filing an appeal, such as death of a relative, injury, illness, or other special circumstances must be documented in the student's file. International College of Holistic Studies must determine that Satisfactory Academic Progress standards can be met by the end of the subsequent evaluation period in order for appeal to be approved. If International College of Holistic Studies grants the appeal, additional conditions may be imposed for the student's continued eligibility to receive Title IV, such as changing schedules. If such an appeal is granted, the student is placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements, all Federal aid will be suspended until such time that the student re-establishes satisfactory progress.

Federal financial aid, if applicable, will not be disbursed to students placed on Financial Aid Probation unless the student had appealed and prevails on appeal.

Students may re-establish satisfactory progress and Title IV aid (as applicable) by meeting minimum attendance and academic requirements at the next evaluation period. If the student has not met academic and attendance requirements for two consecutive evaluation periods, the student will be determined as not making satisfactory progress and will be terminated.

MAKE-UP TEST

Due to the importance of each class session, students are responsible for all material, even if they are absent from class. Make-up tests must be scheduled in advance and proctored by a qualified instructor. Students must notify the instructor and Academic Coordinator as early as possible that they will miss a test and the reason. The student must provide documentation of extenuating circumstances (Military Leave, Family Emergency, Jury Duty and/or a Medical Condition) to the Academic Coordinator to receive approval for a make-up test. Make-up of a missed test is subject to approval by the administration and faculty member. Faculty members are under no obligation to excuse a student from a test and may assign a failing grade to a missed test. If approved for a make-up test, students will have two weeks from the exam date to make-up the test. Make-up test fees are applicable (see Fee Schedule).

Failed Examinations: Students are not permitted to retake any failed exam in academic courses without the permission of the Academic Coordinator. Such permission is granted only in the case of extenuating circumstances (Military Leave, Family Emergency, Jury Duty and/or a Medical Condition).

All make-up tests must be completed prior to graduation. Excessive use of the make-up work policy may require meeting with the Academic Coordinator.

MAKE-UP ATTENDANCE

Students will have opportunities to make-up their attendance. Students are allowed to make-up a total of 25% of the program. Attendance to be made-up must follow the curriculum and syllabus for the class for which the student wishes to make-up hours. Student must complete the assignments and make-up hours under the supervision of the instructor on duty. All students will have opportunities to make-up their attendance by performing the following:

- 1: Pick up the “Make-up Verification” form from the Academic Coordinator’s office
- 2: Complete the form and take it to your instructor for approval.
- 3: Once approved, return the Make-Up Request/ Credit Verification Form to the Academic Coordinator (academics@icohs.edu) to schedule a make-up session.

Students can make-up their attendance for a particular course no later than the Friday before finals week.

**To meet the qualification of CAMTC, students in the Massage Therapist program need to attend a total of 500 supervised hours for the Massage Therapist course, if students fall short of these hours, they will need to make-up these hours.

ADD/DROP SUBMISSIONS

Students have until the end of the first week of the current calendar quarter to add or drop a class. Should a student add a course, the course and grade assessed for the course will appear on the students’ transcript. Dropped classes before the end of the first week, will not affect the student in a negative way nor will they appear on transcripts. Students who drop a course are subject to the International College of Holistic Studies “Cancellation and Refund Policy”.

WITHDRAWAL SUBMISSIONS

After the initial add/drop period has ended, students have the option to withdraw from a course until the end of the eighth week of the current calendar quarter. Withdrawn courses will appear as a “W” on the students’ transcript. Students who withdraw from a course are subject to the International College of Holistic Studies “Cancellation and Refund Policy”. After the initial add/drop period has ended, students have the option to withdraw from a course until the end of the eighth week of the current calendar quarter.

Withdrawn courses will appear as a “W” on the students’ transcript. Students who withdraw from a course are subject to the International College of Holistic Studies “Cancellation and Refund Policy”.

REPEATED COURSES

Courses in which a “Fail” or a “Withdrawal” grade is earned must be retaken at normal tuition rates the next time the course is offered. The student may not progress to the next sequential course in the respective series until the “F” or “W” has been remedied. When a student repeats a course in which an “F” or “W” has been earned, only the new grade will be calculated in the student’s GPA.

Students needing or wishing to repeat a class must register for it as if it were a regular course. Students may repeat a course no more than one time. Further repeats are not allowed without permission from the Executive Director and the Academic Coordinator.

Students who require extra academic assistance and/or tutoring are given a remedial study plan that is approved by the Academic Coordinator. Remedial study may include, but is not limited to, individual tutoring and skill training. Students are financially responsible for any additional costs associated with the remedial study plan.

GRADUATION REQUIREMENTS

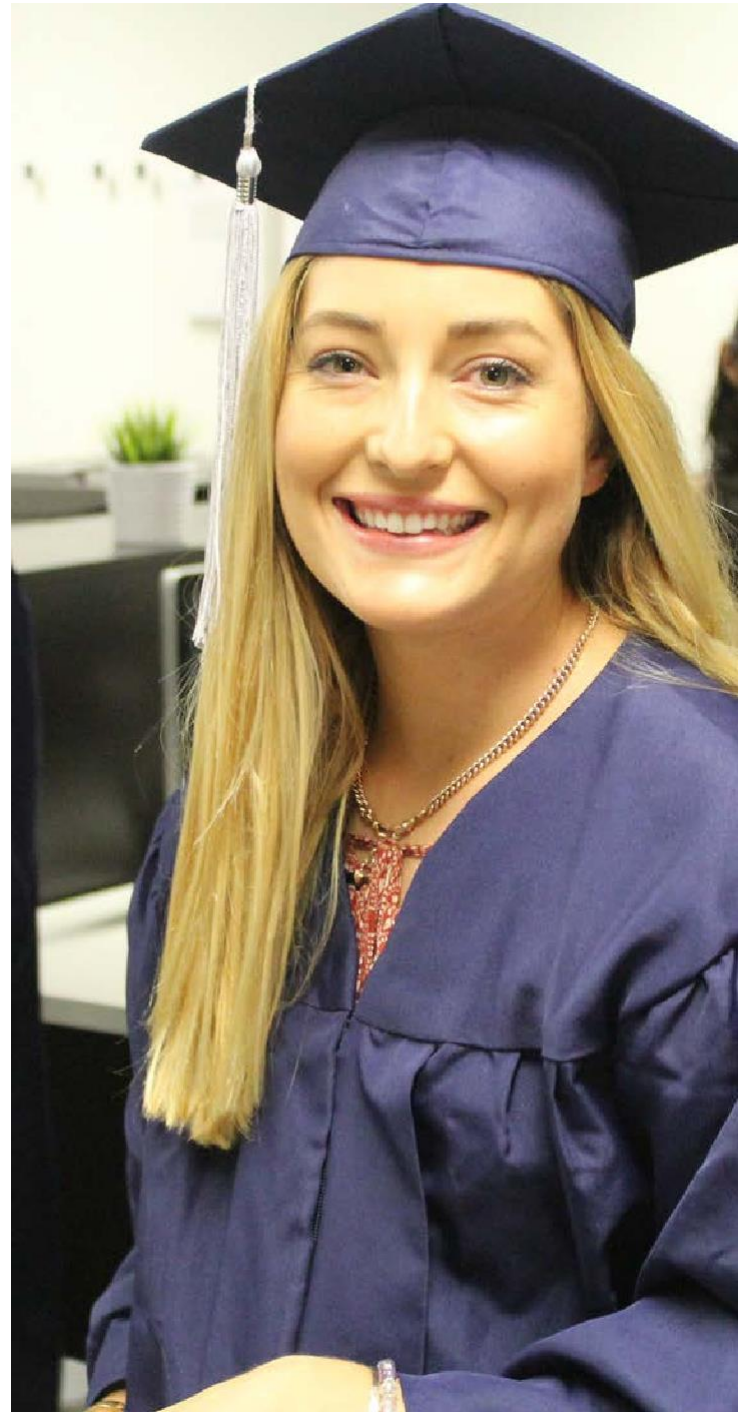
ICoHS is proud to report that our graduates have found outstanding record of success in seeking employment upon completion of their program. ICoHS attributes student success based on the effectiveness of the programs, high standards of excellence, and the motivation of the students.

To be eligible for graduation, students must meet the following requirements:

- Satisfactory completion of all coursework
- A minimum cumulative grade point average of 2.0 (70%)
- A minimum cumulative attendance of 80%

Attendance and/or graduation from a CAMTC approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code Sections 4600 et. seq.

**To meet the qualification of the California Massage Therapy Council (CAMTC) students in the Massage Therapist program must complete at least 500 supervised hours of massage education and training in the Massage Therapist program. If students fall short of requirements, they will need to make-up these hours. Completion of all 500 hours is a requirement for CAMTC certification.





ELECTRONIC RECORDING

No electronic recording of any International College of Holistic Studies courses is permitted without the express written consent of the Executive Director.

KEEPING A TIDY SCHOOL

We ask that students help keep ICoHS facilities clean by not eating in the classrooms. At ICoHS, the student lounge includes a refrigerator and microwave for student use. After each class, please dispose of trash, wipe down the massage tables to remove any oil or lotion, put the face cradle away by attaching it to the underside of the table, and leave the table clean for the next class's use. Practicing professional and responsible skills in school will carry over into your massage practice.

COPYRIGHT INFRINGEMENT POLICY

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. The School strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution's computer system and network.

The School respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of the School to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like areas, The School will follow the legal doctrine of fair use currently a part of the copyright law. The School's students and faculty will not make unauthorized copies of copyrighted material on or using the School's computer system, network or storage media. Also, The School's faculty and students will not store unauthorized copies of copyrighted works using the School's system, network and/or storage media.

The School's faculty and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the School's computer system, network, and Internet access or storage media.

This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. The School reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, the School reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions. For more information, please see the website of the US Copyright Office, www.copyright.gov.

STUDENT SERVICES





STUDENT ACTIVITIES

ICoHS offers various on-campus activities for students and for the community. The goal of our student activities is to provide our students with the total ICoHS experience. That means supporting student opportunities for learning, involvement, leadership, community building and creative expression that go beyond the classroom. Some of our activities include:

- Community Service
- Field Trips
- Fitness Workshops
- Open House Events
- Social Gatherings
- Student-led Expositions



INTERNATIONAL STUDENT SUPPORT

ICoHS takes pride in welcoming students from all over the world. Here is a list of support services we offer for our international students:

- Accommodations
- A Student Mentor Program
- Immigration student services
- Cultural adjustment workshops
- Help with understanding U.S. rules, regulations and culture

PROVISION OF SERVICES FOR STUDENTS WITH SPECIAL NEEDS

ICoHS provides reasonable accommodations for students with disabilities or other special needs. Any person with a grievance related to discrimination, including requests for academic adjustments, auxiliary aids and services, and requests for accommodation under Title III of the “Americans with Disabilities Act” should perform the following procedures:

- Students have the responsibility to request accommodations a minimum of two months prior to the start of a program.
- Notify the Executive Director in writing of any grievance and provide any supporting materials that explains the grievance, and the accommodation, academic adjustment or auxiliary aid that will satisfactorily address the grievance. Students may contact the Executive Director in the following ways:

By Telephone: 858-581-9460

By Mail: ICoHS Executive Director
1500 State Street
San Diego CA, 92101

- The Executive Director will respond within two weeks of receiving the request.
- Students may appeal the decision regarding their request. Please contact the Executive Director with all the previously requested information. Appeals must be submitted within two weeks of the date of the decision. The Executive Director will respond within two weeks of receiving the request.

TEMPORARY HOUSING

ICoHS does not have dormitory facilities under its control and has no responsibility to assist a student in finding housing.

The cost of nearby housing varies. An approximate range is \$800.00 per month for a studio apartment and \$1,500.00 per month for a two bedroom apartment.

ICoHS can provide housing lists for students in need of a place to stay while attending school. ICoHS does not have any dormitories available, but there are ample student housing opportunities listed:

Vantaggio Suites
1736 State Street
San Diego, CA 92101
619.595.0111
www.vantaggiosuites.com

Newport Place
1343 C Street,
San Diego, CA 92101
619.876.4592
www.newportplace.com

Broadway Lofts
1007 5th Avenue
San Diego, CA 92101
(619) 610-0954
www.broadwaylofts.com

Promenade Apartments
8685 Rio San Diego Drive
San Diego, CA
(619) 293-3888
www.promenadeliving.com

CAREER PLANNING

The Dean of Student Services provides assistance to include professional advice, skills and strategies for career planning. Our Dean of Student Services has expertise in the following areas:

- Registering for the MBLEx
- Applying for massage certification
- Refining a resume and cover letter
- Preparing for a career in the holistic industry
- Job Search Strategies
- Setting up interviews with employers
- Role-playing interview scenarios
- Community outreach opportunities
- Networking opportunities

Placement assistance is provided. However, it is understood that ICoHS does not and cannot promise or guarantee neither employment nor level of income or wage rate to any student or graduate.

Before pursuing a program at ICoHS, student understands and acknowledges that self-employment is a common vocational objective after completion of the academic programs.



STUDENT HEALTH POLICY

In general, we ask that the ICoHS community honor their body and respect the health of those at ICoHS. Here are some guidelines for attendance. Students should ask their instructor if they are still unsure after reading these guidelines.

Don't attend class if:

- Your illness is contagious.
- You are running a fever.
- You are vomiting or experiencing extreme intestinal distress.

Attend class if:

- You have sprained your wrist, hand or finger; you can learn without being able to participate in hands-on work.
- Your cold symptoms are no longer prevalent.
- Your illness (flu, bronchitis, etc.) is no longer contagious.
- Your energy level is adequate.

MASSAGE CODE OF CONDUCT

Massage therapist shall:

1. Demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service.
2. Conduct all business and professional activities within their scope of practice and all applicable legal and regulatory requirements, including not performing massage for money, goods, or services without the appropriate certification and regulatory requirements.
3. Acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and/or colleagues.
4. Demonstrate professional excellence through regular self-assessment of strengths, limitations, and effectiveness by continued education and training.
5. Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy within the constraints of the law.
6. Project a professional image and uphold the highest standards of professionalism.
7. Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients, and associates.
8. Refrain from engaging in any sexual conduct or sexual activities involving their clients in the course of a massage therapy session.
9. Be truthful in advertising and marketing, and refrain from misrepresenting his or her services, charges for services, credentials, training, experience, ability or results.

INTERNATIONAL COLLEGE OF HOLISTIC STUDIES CODE OF ETHICS

ICoHS is a community committed to the highest intention for health and wholeness within our work, our clinic and ourselves. ICoHS is committed to creating a sacred space that ensures a safe journey of transformation for students, therapists, instructors, clients, and staff. ICoHS support this code so that the highest attention and utilization of healing skills can be administered with integrity, presence and love. Our community chooses to create an environment of trust and safety for the good of everyone.

International College of Holistic Studies community participants (students, instructors, faculty, directors, management, staff, interns, and clients):

- Honor our intrinsic involvement in the total community of life on the planet Earth and the Universe.
- Maintain clear and honest communications to support the profound transformation that occurs both in the classroom and in therapy sessions. We support an environment where all information revealed in the classroom or in therapeutic sessions, whether medical or personal, be kept confidential.
- Establish and create trust in all relationships by maintaining clear boundaries to support an atmosphere of safety.

- Respect each other's physical and emotional state and do not abuse each other through actions, words or silence, nor take advantage of the therapeutic relationship.
- Agree that the safest environment is maintained when instructors/staff/students abstain from dating and sexual relationships with each other.
- Refrain from the use of any mind-altering drugs, alcohol, or intoxicants prior to or during professional sessions and in the classroom.
- Consider the client's comfort zone for touch and for degree of pressure, and honor the client's requests as much as possible within personal, professional and ethical limits.
- Acknowledge the inherent worth and individuality of each person and therefore do not unjustly discriminate against clients, students, or colleagues.
- Pay close attention to cleanliness and professional appearance of self including clothing, linens, equipment, and of the classroom/therapy room environment in general.
- Conduct ourselves in a professional and ethical manner, performing only those services for which we are qualified, and represent our education, certification and professional affiliations honestly. We do not in any way profess to practice medicine or psychotherapy, unless certified to do so.
- Strive for professional excellence through regular assessment of personal and professional strengths and weaknesses, and by continued education and training.
- Support a fair and just application of all ICoHS's policies and guidelines.



DISCIPLINARY COMMITTEE

In the case that an issue arises at International College of Holistic Studies, the following procedures are to be followed:

1. An incident report should be completed by the respective parties. The HR Specialist will collect all incident reports.
2. The HR Specialist will collect information from respective parties, interview respective parties, and ask for a written account of the occurrence. All interviews and conversations will be clearly documented.
3. The HR Specialist will coordinate with the respective department manager to try and resolve the issue.
4. If the issue is deemed “unresolvable” then the issue will go to the disciplinary committee (consisting of Administrative Staff and volunteer Faculty members) to discuss the issue.
5. A disciplinary committee will form, meet, and discuss the occurrence. As an outcome of this meeting, a resolution will be identified. The meeting will be documented by a member of the disciplinary committee and given to the HR Specialist.
6. If necessary, a follow-up to the disciplinary committee meeting will occur.
7. The HR Specialist will inform all involved parties of the resolution.

COMPLAINT POLICY

Should a problem arise, International College of Holistic Studies will work with students to find a resolution. The complainant may prepare a letter with the following information regarding the complaint:

- Complainant’s full name, mailing address, and other means of contacting him/her (e.g. telephone, fax number, e-mail address, etc.);
- Name, address and telephone number of the organization and/or the individual the complaint is being filed against (respondent);
- A clear, concise statement of the facts describing the complaint(s), including the date(s) the alleged violation(s) occurred;
- If known, the provisions under the law, regulations, grant, or contract believed to have been violated;
- A description of the attempts made to resolve the matter with the organization and/or the individual where the alleged violation occurred;
- Complainant’s requested remedy; and
- Complainant’s signature, and in the case of a minor, the parent or guardian’s signature.

Please note the following:

- The absence of any of the requested information will not be a basis for dismissing the complaint. A grievance or complaint may be amended to correct inaccuracies and add additional information any time up to the time of the Hearing. Grievances or complaints may not be amended to add new issues. The one (1) year time period in which a grievance or complaint may be filed is not extended for grievances or complaints that are re-filed with

- amendments. Grievances or complaints may be withdrawn at any time prior to the issuance of the Hearing Officer's decision.
- When the complainant is a minor (17 years and under), a parent or legal guardian must sign the complaint and must attend any formal hearings. In this event, decisions will be issued to the parent/guardian with a copy to the minor.
- The official filing date of the complaint is the date the written complaint is received by ICoHS. Upon receiving the Complaint Form, the School will make every effort to find a fair solution and will notify the involved parties of the resolution within two (2) weeks. Formal reports will be promptly investigated and resolved. The Dean of Student Services, Executive Director or the Human Resources Specialist will interview the appropriate parties.
- If, after hearing the response, the student does not feel that the resolution is appropriate, an appeal may be requested by sending a letter to the Executive Director.

Any questions a Student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, by calling 888-370-7589, by faxing 916-263-1897.

A Student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll free or by completing a complaint form, which can be obtained on the Bureau's website, www.bppe.ca.gov.

RECORDS



RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the School receives a request for access. A student should submit to the Admissions Department a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask ICoHS to amend a record should write the Admissions Department and clearly identify the part of the record the student wants changed, and specify why it should be changed. If ICoHS decides not to amend the record as requested, ICoHS will notify the student in writing of the decision and the student’s right to a hearing regarding

the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before ICoHS discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. ICoHS discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. ICoHS will

make a reasonable attempt to notify each student of these disclosures.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ICoHS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

- Family Policy Compliance Office
- U.S. Department of Education
- 400 Maryland Avenue, SW
- Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within ICoHS whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial assistance for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their

accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

RETENTION OF STUDENT RECORDS

Students' complete files, including application documents for the International College of Holistic Studies, SEVIS I-20 documents, financial statements, academic progress reports, and other documents, are kept on-site in a secured and locked area to which only International College of Holistic Studies staff have access.

Upon completion of their studies, students' complete physical files are kept for 5 years after the scheduled end date of their program – electronic files are kept indefinitely. Physical copies of financial information is retained for 7 years.

- Admission Documents: Kept both electronically and in hard copy.
- Student Accounts: Kept electronically. Students receive receipts in hard copy.
- Student Grades/Transcripts: Kept both electronically and in hard copy.
- Attendance Records: Kept electronically on the database.
- Counseling Records: Kept both electronically and in hard copy.

In compliance with the State of California Bureau of Private Postsecondary Education (BPPE), official student records are kept electronically on the network server at ICoHS main campus. ICoHS maintains, for each student who is granted a certificate for completion of a program, permanent records of the following:

- The certificate awarded and the date on which the certificate was awarded
- The courses and units on which the certificate was based
- The grades earned by the student in each of the courses
- A transcript of the grades earned by the student in each of the courses



CHANGE OF NAME

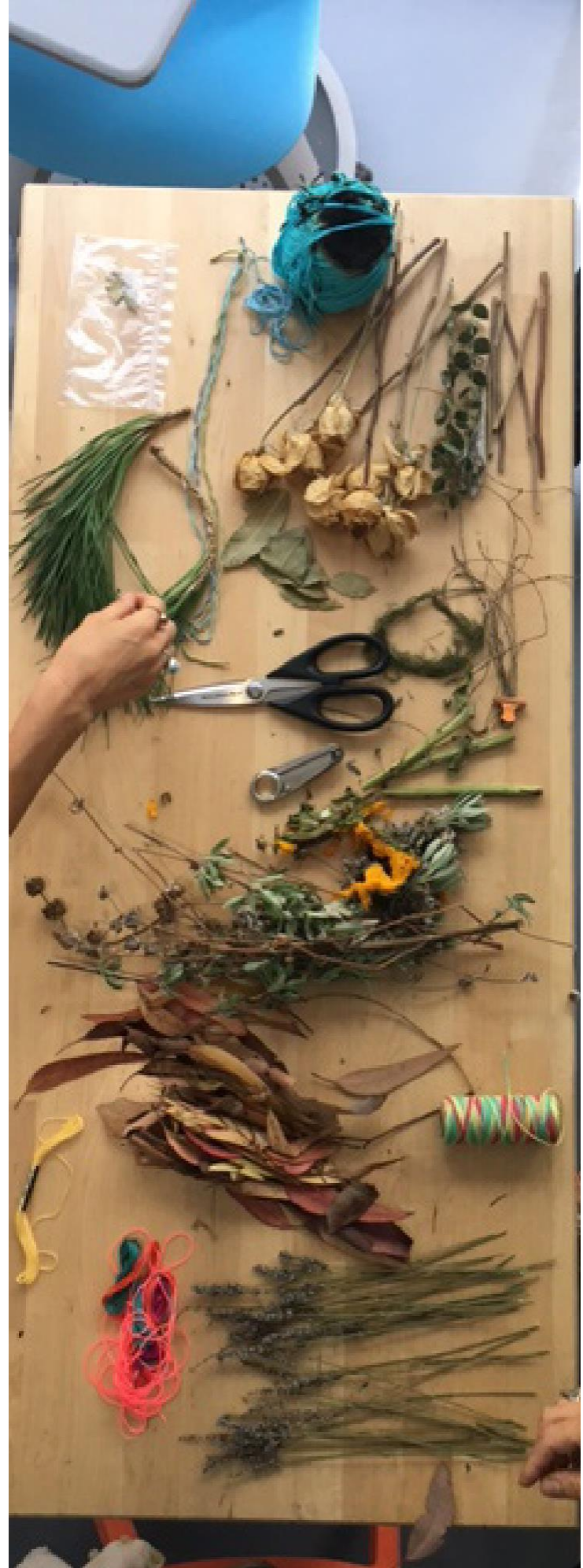
Any student who experiences a name change during the course of their program at ICoHS must submit a written request. They must show official documentation of the name change (driver's license, social security card, passport, etc). The name change will be reflected on all official documents following the request.

TRANSCRIPTS

Students may request an unofficial transcript of their records for a \$5.00 fee, or official transcripts of their records for a \$15.00 fee. The student must complete a Transcript Request Form, which they can obtain from the Admissions Department or online on ICoHS's website. Students must submit the Transcript Request Form to the Admissions Office. This request must be in writing, must include the student's signature, social security number and the student must be in good financial standing. Allow seven (7) business days for preparation. ICoHS will notify the student when their request is available for pick-up. If students have any questions, please contact the Admissions Department.

TEACH OUT POLICY

In the event of unforeseen circumstances, should ICoHS have to close as a School and a business, a teach-out plan will be implemented. ICoHS would no longer accept new students but would continue to offer courses to those currently enrolled for one year in San Diego. Students who are not able to complete their training program within this time frame due to personal schedule conflicts will be directed to massage schools for transfer of credit.



MESSAGE LAWS



CALIFORNIA STATE CERTIFICATION

In California, applicants may apply for certification as a Certified Massage Therapist (CMT). The California legislature established a non-profit organization, the California Massage Therapy Council (CAMTC), to certify California massage therapists to work anywhere in California without also obtaining a city or county massage permit or certificate. ICoHS graduates are eligible to apply for CAMTC certification.

The purpose behind CAMTC's creation was to serve the interests of the public and the massage profession by making the process of certification the same throughout the State, rather than different in each city and county. Statewide certification through CAMTC streamlines massage therapist registration procedures, helps local governments keep track of whether a massage therapist is actually licensed or certified elsewhere, and increases transparency for the general public about what "certified" stands for in a title.

The State of California currently requires a passing score on a CAMTC approved exam and a minimum of 500 hours of on-site training or more of Massage Therapy education from a CAMTC approved school, with a minimum of 100 hours of instruction in the following subjects:

- Anatomy
- Physiology
- Contraindications
- Health & Hygiene
- Business & Ethics

CAMTC Approved Exam:

As of January 1, 2015, the CAMTC approved exams are the MBLEx and the BCETMB if taken at any time, and the NCETM or NCETMB if taken prior to February 1, 2015.

ICoHS will provide the necessary information to the students before graduation. However, it is the student's responsibility to obtain the appropriate application and send all documents for certification.

City or County Permits or Licenses:

California cities and counties have a variety of massage rules, regulations, and fees. Some California cities require minimal hours of training while other cities require comprehensive training, and some fees are modest while others are expensive.

Outside the State of California:

Students who wish to pursue their professional massage therapy practice outside of the State of California after they graduate, whether as a private practitioner or as an employee of an organization, are responsible for checking that State's requirements on their own behalf.

Business Licenses:

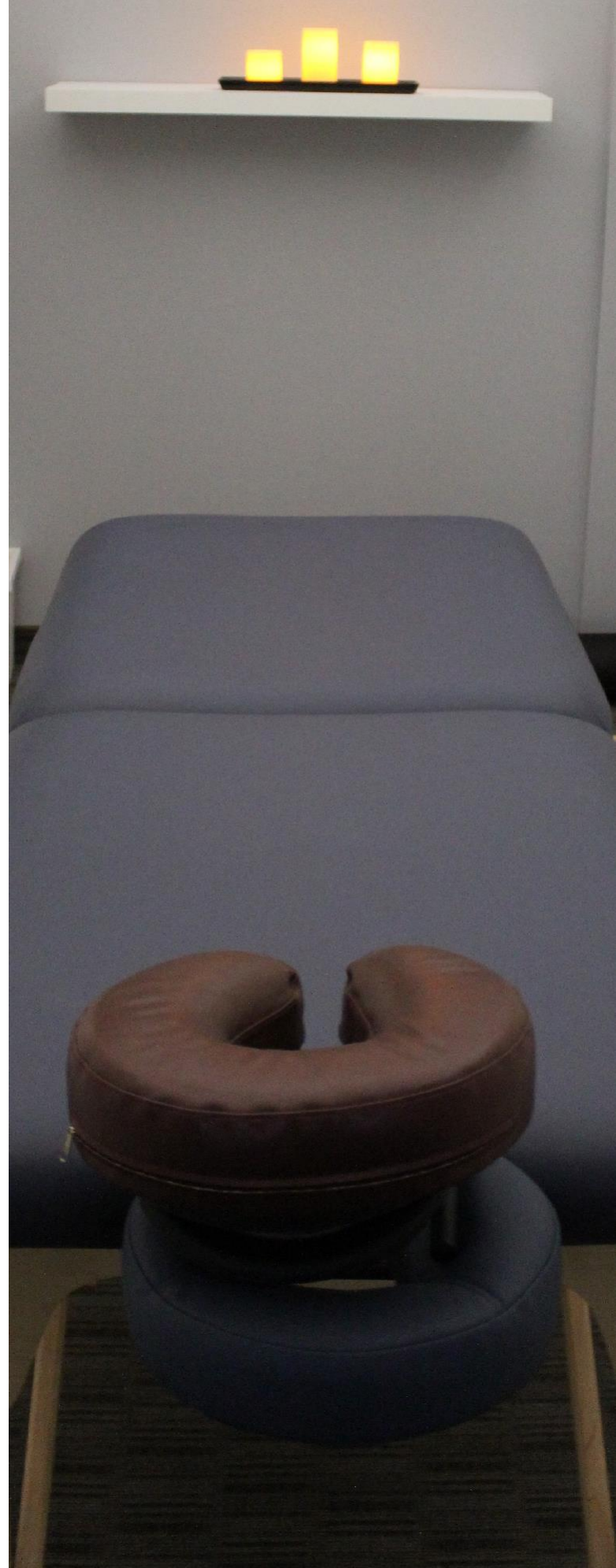
Massage Therapists who have a private practice should note that they are responsible for obtaining a business license in the city or country in which they operate. Please consult with a lawyer or other professionals to ensure city, state, and federal laws are followed.

BOARD CERTIFICATION

Board Certification is the highest voluntary credential in the massage therapy and bodywork profession. This credential requires fulfilling additional qualifications—including more education, hands-on experience and a background check—ensuring therapists achieving this credential have the proper foundation to better serve their clients and demonstrate a commitment to raising the standards of the profession.

To become Board Certified, you must meet or exceed the following requirements:

- Pass the Board Certification (BCETMB) exam
- Complete 750 hours of education, including 250 hours of professional, hands-on experience
- Pass a thorough national background check (performed by NCBTMB)
- Obtain a current CPR certification
- Agree to uphold NCBTMB's Standards of Practice and Code of Ethics
- Agree to oppose Human Trafficking



COURSE DESCRIPTION

CORE COURSES

(A&P 101) Anatomy and Physiology I

Clock Hours: 30

A&P 101 is an introductory course in human anatomy and physiology. Students will be given an overview of the body's systems, body chemistry, cellular structure, cell function, tissues and membranes, and the function of the skin and bones.

(A&P 102) Anatomy and Physiology II

Clock Hours: 30

A&P 102 builds upon A&P 101 as students continue to explore human anatomy and physiology. Students will learn the structures and functions of the nervous system, sensory system, endocrine system, cardiovascular system-heart, cardiovascular system-blood vessels, cardiovascular system-blood, and the lymphatic system and body defense.

Prerequisite: A&P 101

(A&P 103) Anatomy and Physiology III

Clock Hours: 30

A&P 103 is a continuing course in human anatomy and physiology. Students will learn the structures and functions of the respiratory system; digestive system; metabolism and nutrition, urinary system and body fluids, reproductive system and development and heredity.

Prerequisite: A&P 102

(BEC 101) Business, Ethics and Communications I

Clock Hours: 30

Students will review moral issues confronting practitioners, including legalities, sexual boundaries, professional and personal integrity and the importance of communication skills in clarifying intention. Students will learn how to communicate effectively while maintaining appropriate boundaries within their scope of practice. Successful business practices and integrity will be discussed as well as conflict resolution based on compassion and professionalism.

(BEC 102) Business, Ethics and Communications II

Clock Hours: 30

This course is designed to introduce the student to the applications of marketing and entrepreneurship strategies for small business owners. The student will understand the four P's of marketing and principles of entrepreneurship to give him/her the very basic background to start a small business, and learn about the taxes associated with operating a small business. The student will design a short business plan.

Prerequisite: BEC 101

(HER 101) Introduction to Herbs

Clock Hours: 30

Students will learn plant anatomy, how herbal medicine is used around the world, herbal action terms, how plant medicines coincide within each body system, and gain an understanding of flower essences. Students in this course will gain a basic understanding of how to utilize herbs and flower essences therapeutically.

(HOC 100) Holistic Consciousness

Clock Hours: 30

Holistic Consciousness provides the framework for attaining longevity as a Holistic Health Practitioner/Massage Therapist. This course will explore the relationship between the body, mind, and the human energy field as an introduction to how our thoughts and emotions can contribute to wellness. Integrated holistic modalities with a focus on self-care, guide students through a personal healing journey as they experience and awaken their healer within. By integrating these concepts into their practices, students learn how to become more balanced in their personal and professional lives in preparation for a successful, lifelong career as a holistic provider.

(HOC 101) Eastern Perspectives

Clock Hours: 45

An in-depth continuation course of the skills necessary to understand practical application of Yin/Yang and the 5 elements applied to body language, birth dates, facial, palm and behavioral characteristics.

(KIN 101) Kinesiology

Clock Hours: 30

Students will be introduced to the principles of biomechanics and anatomy in relation to human movement. Kinesiology 101 emphasizes the exploration of personal movement patterns to better understand patterns in others.

(MBL 100) MBLEx Test Prep and CPR First Aid

Clock Hours: 45

This course is designed to give students all the necessary information and skills to prepare for the MBLEx exam and to provide students with training for CPR certification.

Prerequisite: Academic Coordinator(s) Approval

(MSG 101) Parasympathetic Massage

Clock Hours: 45

In this course, students will learn how to utilize a relaxing massage style using slow, flowing strokes to induce the client into the alpha state where the body's own healing powers are most accessible.

(MSG 102) Circulatory (Swedish Massage)

Clock Hours: 45

This course of study provides a thorough, systematic protocol for therapeutic circulatory treatment sometimes referred to as "Swedish massage". By improving surface and deep circulation, the work of the heart is lessened, blood making improves, nutrients and metabolites (among other things) are transported more effectively, and the lymphatic system is flushed.

(MSG 103) Touch Anatomy

Clock Hours: 30

This course introduces students to the major muscular and bony structures of the human body. The first part of each class consists of lecture of specific anatomical structures. The second part of the class is a hands on experiential learning experience as students will find by touch the structures presented and draw them on a partner's body with wax pencils, labeling all structures covered.

(MSG 104) Client Assessment

Clock Hours: 30

In this course students will be presented with an overview of Eastern and Western body-reading and assessment practices that can help them make better decisions about therapeutic applications, interventions and recommendations.

Prerequisite: MSG 102

(MSG 105) Deep Tissue Massage

Clock Hours: 30

This class will provide a systematic framework for effecting therapeutic change in dysfunctional and disorganized myo-fascia. This technique is also effective in releasing congestion, emotional trauma, and restoring muscular balance. It addresses the ubiquitous fascial system both through manipulation and energetically.

Prerequisite: MSG 102

(MSG 201) Movement Therapy

Clock Hours: 30

An introductory course in Movement Therapy. Students will learn about incorporating various movement techniques into massage and efficient ways to utilize principles of body-mechanics into their practice.

(NUT 101) Holistic Nutrition I

Clock Hours: 30

An introductory course focusing on the field of human nutrition from a holistic perspective. The scope of this class is to cover theoretical aspects of nutrition, relations of function to nutritional status, nutritional causes and effects of disease, community nutrition and education, and the determinants of eating behavior.

(PAT 101) Pathology

Clock Hours: 45

Class content focuses on disorders and diseases commonly encountered by massage therapists and bodyworkers. Students learn to identify the conditions in the context of pathology along with signs and symptoms, complications, and treatment options as well as the indications and contraindications for massage and bodywork. Standard precautions to ensure clients and therapists safety and well-being are covered as well.

(PRA 201) Massage Therapist Practicum

Clock Hours: 35

Students will practice massage modalities and techniques taught throughout the program to demonstrate proficiency in providing massage therapy to clients. Students will be given the opportunity to apply their training in a professional setting and gain practical experience in the duties and functions of a massage therapist. Students will be given feedback as they learn what is needed to successfully enter the workforce while building confidence and experience as they prepare for transition as a graduate.

Prerequisite: Anatomy & Physiology I (A&P 101), Parasympathetic Massage (MSG 101), Circulatory (Swedish Massage) (MSG 102), Business, Ethics and Communication I (BEC 101) and Pathology (PAT 101).

(PRA 202) Holistic Health Practitioner - Practicum

Clock Hours: 55

Students will practice different massage modalities and techniques taught throughout the program to demonstrate proficiency in providing massage therapy to clients. Students will be given the opportunity to apply their training in a professional setting and gain practical experience in the duties and functions of a massage therapist. Students will be given feedback as they learn what is needed to successfully enter the workforce while building confidence and experience as they prepare for transition as a graduate.

Prerequisite: Anatomy & Physiology I (A&P 101), Anatomy & Physiology II (A&P 102), Parasympathetic Massage (MSG 101), Circulatory (Swedish Massage) (MSG 102), Business, Ethics and Communication I (BEC 101), Client Assessment (MSG 104), Deep Tissue Massage (MSG 105) and Pathology (PAT 101).

(PRA 203) Professional Massage Therapist Practicum

Clock Hours: 60

Students will practice massage modalities and techniques taught throughout the program to demonstrate proficiency in providing massage therapy to clients. Students will be given the opportunity to apply their training in a professional setting and gain practical experience in the duties and functions of a massage therapist. Students will be given feedback as they learn what is needed to successfully enter the workforce while building confidence and experience as they prepare for transition as a graduate.

Prerequisite: Anatomy & Physiology I (A&P 101), Parasympathetic Massage (MSG 101), Circulatory (Swedish Massage) (MSG 102), Business, Ethics and Communication I (BEC 101) and Pathology (PAT 101).

(ZEN 101) Shiatsu I

Clock Hours: 30

This is an introductory course in acupressure massage. Zen-Touch™ Shiatsu is a relaxing, balancing and powerful experience. Zen-Touch™ Shiatsu will teach students how to understand and improve health conditions through integrated balance of energy movement and bodywork.

ELECTIVE COURSES

Students must take all core courses pertaining to their program. All courses can be taken as an elective with the approval of the Academic Coordinator. Electives in the elective section of the catalog can only be taken as an elective, not a core course.

(CHI 101) Eternal Spring Chi Kung

Clock Hours: 30

An in-depth course in the principles and practices of Energy Cultivation through “Eternal Spring” Chi Kung (energy training). Students will perform exercises for self-health and provide health recommendations for clients. Students will learn the first of 4 systems of Chi Cultivation.

(CHI 102) Nei Kung

Clock Hours: 30

An in-depth course in the principles and practices of Energy Cultivation through, Nei Kung (internal health training). Students will perform exercises for self-health and recommendations for clients.

(CHI 103) Tai Chi Chuan

Clock Hours: 30

Tai Chi Chuan - Students will perform the connected movement exercises of Tai Chi Chuan for self-health and recommendations for clients.

(CHI 104) Taoist Meditation

Clock Hours: 30

Students will learn Taoist Meditation practices and benefits including methodologies for relaxation and cultivating energy.

(CHI 105) Self-defense Applications

Clock Hours: 30

Students will learn how to apply Tai Chi Chuan by directing chi energy force as a system for self-defense.

(CHI 106) Chi Exercises Integration

Clock Hours: 30

In this course students will learn how to combine and integrate all 5 of the Chi-Kung disciplines: Eternal Spring, Nei Kung, Tai Chi, Taoist Meditation, and Self Defense practices to create a cohesive class.

(FIT 101) Introduction to Fitness Counselor

Clock Hours: 45

This course will educate students with knowledge, skills, techniques and methods using aerobic and anaerobic exercise for various needs and goals including correct and effective application of aerobic and anaerobic exercises, biomechanics, lever ranges, asymmetry, and inflexibility and imbalances of muscle groups.

(FIT 102) Strength and Power

Clock Hours: 30

This course will focus on techniques to enhance or optimize the overall strength and conditioning to burn adipose tissue and regulate water retention while increasing lean muscle mass. Dynamic exercises are used to enhance power, aid mobility and increase synovial fluid.

(FIT 103) Tailored Technical Training

Clock Hours: 60

Students will learn how to modify exercises to meet individual needs including how to effectively select repetitions, sets, and tempo, and recovery time to help clients optimize their performance. This course will also include specific nutrition, lifestyle and psychology information for working with special populations.

(FIT 104) Exercise Components and Principles

Clock Hours: 30

This course covers the essentials of fitness training starting with the 5 components of fitness including cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition. The 7 main principles of exercises will also be covered which include individuality, specificity, progression, overload, adaptation, recovery and reversibility.

(FIT 105) Sports Nutrition and Lifestyle

Clock Hours: 30

This course provides students with knowledge to optimize overall health in regards to nutrition and fitness. This course will cover in depth knowledge of sports specific nutrition and lifestyle recommendations and how to effectively implement this to enhance mental and physical performance, speed up recovery time, and help people achieve their desired goals as quickly and as safely as possible while focusing on the needs of each individual.

(FIT 106) Fitness: Consultation, Communication and Assessment

Clock Hours: 30

This course will teach students how to perform fitness assessments for clients prior to exercise to find out relevant information such as blood pressure, heart rate, peak flow, body fat percentage, body mass index and water retention that may impact their ability to safely in a fitness program and to assist them in setting appropriate goals.

(FIT 107) Core and Coordination

Clock Hours: 30

The Core and Coordination course will offer students in depth information of how to successfully activate, condition and strengthen both the inner and outer units of the core with a range of different exercise methods and techniques. Students will be given the experience to practice doing the exercises themselves and to guide others through the exercises.

(FIT 108) Preventative and Corrective Exercise

Clock Hours: 30

In this course students will learn how to identify poor body mechanics and asymmetry in relation to exercise. Corrective exercise techniques are taught and practiced to bring balance to the body by improving posture, and preventing injury caused by dysfunctional movement patterns.

(FIT 109) Weight Loss Management and Hypertrophy

Clock Hours: 30

This course teaches students how to effectively design a fitness and nutrition program for clients whose goals are to lose weight, maintain weight, or gain muscle mass. Students will learn how to modify as appropriate for each case.

(FIT 10) ACE Health Coach

Clock Hours: 30

This course is designed to provide theoretical knowledge and practical skills in health coaching. Topics include effective coach-to-client communication techniques; behavioral, nutritional, and physiological sciences (particularly as they relate to the obese client); screening and assessment; guidelines for designing and implementing safe, effective, and purposeful exercise programs; and the legal, professional, and roles of the health coach.

(HEA 11) Vibrational Healing

Clock Hours: 30

In this course, students will learn about Vibrational Healing by analyzing historical, empirical and scientific research theories. This class will explore various modes of vibrational healing which include: homeopathy, flower essences, hands-on healing, energy systems, aromatics, crystals, movement, as well as sound and light healing and beyond.

(HER 10) Spa Techniques I

Clock Hours: 30

This course explores the science of spa techniques and implementing those unique tools into a holistic practice. Students will develop individualized treatments to best suit their field of interest. We will cover a variety of bodywork modalities including hot stone massage, body wraps, scrubs and dry brushing.

(HER 102) Materia Medica

Clock Hours: 30

This course provides an in depth look at individual plants including their medicinal, historical, magical, folkloric, and practical use. While on the herb walks, we will identify medicinal plants, taste them, and possibly bring them back to the classroom to review.

(HER 103) Essential Applications

Clock Hours: 30

Students will get a lot of hands-on experience in this course. They will explore application of herbs for women, men, and children's health, as well as basic first aid situations. Students will also get a look at using herbs in a culinary fashion as we all make a pasta with Mediterranean spices. Plants for cosmetic use will be reviewed during our spa day as we learn beauty secrets from the kitchen.

(HER 104) Aromatherapy

Clock Hours: 30

Students will gain proficiency with essential oils through direct interaction with more than 100 essential oils learning their properties, powerful nuances, uses and differentiations. A comprehensive spiritual history coupled with current scientific research of the oils will be utilized to most fully understand how they affect each body system as well as catalyze mental and emotional healing. Students will learn the way to choose appropriate oils, how to distinguish quality oils and avoid inferior and unsafe oils. Students will learn a variety of ways to use essential oils and how to do so safely.

(HER 105) Herbal Creation

Clock Hours: 30

In this hands-on course students will learn how to prepare 11 different types of medicines. In addition, students will learn how to use their intuition to communicate with plants on a deeper level. This session also includes the Herbal Ally research portion of the program. Each student will be assigned a plant to study at home for one month, after which a report, product made from the plant, and presentation are required. Each student will have a total of 3 Herbal Allies throughout the course.

(HOC 102) Research Methods

Clock Hours: 5

A basic introduction course on how to write a research paper, finding resourceful information, and formatting.

(MSG 10) Russian Sports Massage

Clock Hours: 30

This course covers the “training” protocol for Russian Sports Massage. Students will meticulously review Russian Sports Massage hand techniques and body dynamics and how, when, where and why they should use these methods. Students will discuss benefits to the various systems of the body and reported results with different athletic and non-athletic applications.

(MSG 11) Ayurvedic Massage

Clock Hours: 30

This oil massage from the south of India is designed to balance the bodily constitution. The speed and oil used are determined by the constitutional pulse. By performing the movements necessary to perform Ayurvedic massage the therapist gains improvement in coordination, flexibility, strength, stamina, breathing and a deeper understanding of the anatomy of the body and its natural movement limitations. By receiving Ayurvedic massage the bodily constitution is balanced, the body becomes supple, flexible and impervious to pain and injury.

(MSG 12) Western Sports Massage

Clock Hours: 30

An introduction to the sports massage program first developed by Jack Meager. Students will learn the basics of Meagher’s system of bodywork along with many sports stretches that can be used during 15 to 30 minute sports massage sessions. During this course students will have the opportunity to work on professional, semi-professional, and college athletes.

(MSG 13) Reiki Level 1

Clock Hours: 30

Reiki 1 awakens the energy centers and sensitizes students to energy as they practice on themselves and others. Students will learn the history, and philosophy as they experience giving and receiving Reiki. Attunements will be performed in a sacred ceremony as a rite of passage. Students will commit to the transformational practice and process of Reiki with a 10 week long immersion as they learn how to use their work intuitively. Upon completion of this course students will receive a Level 1 certificate of initiation and will be able to provide in person sessions as a Level I Reiki Practitioner.

(MSG 14) Lomi Lomi

Clock Hours: 30

Lomi Ka’ala Hoku, also known as Lomi Lomi massage, is an ancient Hawaiian concept of working with the MANA (life force) of the body, mind and soul of an individual. Lomi Ka’ala Hoku means “Massage Journey to the Stars”. The idea is to calm the mind in order to heal the body, and come from total acceptance of who they are and where they are in their life or their journey right now.

Temple style bodywork refers to the body as being the sacred temple of the soul. It incorporates the movements of Hula, Ti Chi and Ti Kwon Do. Many of the hand and foot movements of the LUA, the martial arts of the KANE (men) can be found in temple bodywork, which “dances” around the table.

(MSG 15) Reflexology

Clock Hours: 30

This course teaches the ancient healing art of Reflexology based on energy zones that run throughout the body and extend to the fingers and toes. Students will learn the history and benefits of this work and the relationship between the body structure, organs, glands and reflex points on the feet. Students will learn how to apply a series of techniques to the feet to achieve a natural state of balance within the body to alleviate pain, provide relief from various ailments and optimize health.

(MSG 50) Structural Myofascial Reintegration

Clock Hours: 30

We will utilize the insights of Ida Rolf, employing the general techniques of deep tissue and movement, both active and passive, to systematically reorganize the fascial structure. This method has been shown to lead to dramatic shifts in posture, movement efficiency, physical and emotional pain-conditions, and general well-being. We will learn to employ the tools of superficial and deep fascial release organized by a series of ten structural lessons.

(MSG 51) Fibromyalgia

Clock Hours: 30

Fibromyalgia is estimated to be the second most common condition encountered in clinics for the treatment of chronic pain and it is now recognized that many people who initially present with chronic low back pain may go on to develop the syndrome (Leon Chaitow). This class will present the holistic health therapist, the fibromyalgia sufferer and the friends and family of those who have this debilitating condition with the opportunity to develop the skills necessary to alleviate their pain.

(MSG 52) Pregnancy Massage

Clock Hours: 30

This course provides essential knowledge and techniques for proper positioning and draping to ensure comfort and safety while working with pregnant women. Students will gain an understanding of what is happening during each trimester as a woman transitions physically, emotionally, and structurally and how to support her throughout her term. Contraindications and precautions will be emphasized as well as sensitivity and body mechanics for the bodyworker.

Master Teacher level.

(MSG 54) Reiki II

Clock Hours: 30

This course is an intermediate level course in Reiki healing for the students who have successfully completed level 1 Reiki Practitioner. After receiving a level 2 attunement students will learn how to work with three sacred symbols as traditionally used in the Usui method to enhance healing sessions. Upon successful completion of this course students will be able to perform distant healing sessions, will receive a level 2 Reiki practitioner certificate, and will be eligible to move on to Reiki level 3, Master Teacher level. Prerequisite: MSG 13

(MSG 56) Trigger Points (Upper Body)

Clock Hours: 30

In this course students will gain an insight into what Trigger Points are, how to work with them and how to prevent them without causing pain to clients and without injuring themselves.

(MSG 58) Passive Joint Mobilization

Clock Hours: 30

This course provides students with the framework of performing gentle oscillations, undulations and other rhythmical movements to disarm holding patterns and relieve stress.

(MSG 60) Craniosacral Therapy

Clock Hours: 30

Craniosacral Therapy is a gentle hands-on method of evaluating and enhancing the functioning of a physiological body system called the craniosacral system—comprised of the membranes and cerebrospinal fluid that surround and protect the brain and spinal cord. Using a soft touch generally no greater than 5 grams, or about the weight of a nickel, practitioners release restrictions in the craniosacral system to improve the functioning of the central nervous system.”

(MSG 240) Thai Massage

Clock Hours: 45

This will be an introduction to the Traditional Massage of Thailand as taught in the Old Chiang Mai Traditional Hospital (northern, soft style). Students will learn a protocol for the supine position involving points, presses and lengthening designed to open the client to the natural healing process.

(MSG 250) Orthopedic Massage

Clock Hours: 60

In this course, learn orthopedic massage techniques that are helpful for treatment of soft tissue pain and injuries. The student will learn the fundamental principles for orthopedic massage.

Prerequisite: A&P 101, BEC 101, MSG 101, MSG 102, PAT 101

(MSG 255) Special Populations

Clock Hours: 30

This course is designed for massage therapy students and/or practitioners. The course covers specific techniques to be applied when working with elderly and ill patients in a variety of settings. The course will also cover energy work techniques for special populations.

(MSG 260) Sports Massage

Clock Hours: 60

In this course students will learn sport massage techniques that are helpful for pre and post event treatment of soft tissue in athletes. The student will learn the techniques to apply sports massage.

Prerequisite: A&P 101, BEC 101, MSG 101, MSG 102, PAT 101

(NUT 12) Children's Natural Health and Healing

Clock Hours: 30

This course will provide a comprehensive overview of natural health and healing methods for children. Students will learn the five elements essential to health and how to assure that each is addressed. Students will learn therapies including, but not limited to, vitamins, minerals, nutrition, super foods, healing herbs, essential oils, massage, hydrosols, flower essences, water and heat therapies, stress management, etc. All body systems will be addressed as well as a number of nationwide health concerns effecting our youth today. Finally, students will also learn the great importance of honoring the sacredness of each child and how to compassionately assist with matters of the heart and mind.

(NUT 13) Plant Homesteading

Clock Hours: 30

This course will connect students to the source of healing with food and herbal medicine. Students will learn techniques for growing a healthy organic garden, when to plant and harvest, how to companion plant food and medicinal herbs, what to do with what is grown, and the holistic approaches to the entire process. This is an applied course, so students will be doing much of what is taught in the classroom and/or at home.

(NUT 16) Holistic Nutrition Experience

Clock Hours: 30

This course will give students a chance to experience what it is to meet with a client, as well as what it is to be a client. Students will have session-long partners to consult as a nutritionist and to take advice from as a client. Students will research and do their best to treat their partners, students will also keep holistic journals throughout the course, and act on the advice from their partners. This class will be very discussion based, each week students will meet with their partners, and share experiences. The Midterm and Final will involve writing professional Client Case History and expressing personal experience of the process. The lecture portion of the class will be based on the Holistic Nourishment of Color. The nutrients found in different colored foods, as well as the Psychological, Cultural, Mental, Spiritual, and Scientific associations of colors. Each week students will make or buy something healthy exhibiting that week's food color. Students will bring the food to class along with the recipe. At the end of the course, each student will have a color coded recipe book.

(NUT 17) Urban Holistic Gardening

Clock Hours: 30

This class is an experiential opportunity to connect with nature within the urban sprawl. Students will be transforming neglected spaces by designing food forests filled with medicinal herbs and produce, thereby employing permaculture principles and practicing biomimicry by replicating nature's cyclical patterns. Students will also be employing systems thinking into designing, planting, and problem solving. This will include: Water Wisdom, Energy Solutions, and Planning for Continued Growth.

(NUT 102) Holistic Nutrition II

Clock Hours: 30

The course is designed to teach the difference between typical lab limits and optimal lab limits for common blood chemistry markers. During the actual course students will learn how to interpret lab markers from a functional perspective, and why this is important. Students will also learn associated nutritional and lifestyle interventions to address values not within an optimal range in order to improve or maintain health and vitality.

(NUT 103) Comparative Nutrition

Clock Hours: 30

An overview and comparison of the wide variety of nutritional approaches that are commonly considered as healthy nutritional models of today as well as ancient eastern models and the pros and cons for each.

(NUT 104) Women's Wellness

Clock Hours: 30

Women's Wellness explores women's health from puberty to elder hood. Students will learn about the common health challenges throughout the major milestones of life, and clarify fact from fiction. With each life milestone, students will explore and learn about the nutritional changes and improvements that could be employed for improved balance and health.

(YOG 10) Yoga and Sound Exploration

Clock Hours: 30

This course explores the relationship between Yoga and Healing with Sound. Students will be introduced to a number of methods that incorporate the use of sound and yoga as a therapeutic and healing tool. The science and technology of how sound affects the body and mind will be discussed and there will be a focus on the use and application of Mantra. Also, students will practice yoga and get to experience and experiment with ancient instruments such as drums, singing bowls and gongs.

(YOG 12) Introduction to Breathwork and Meditation

Clock Hours: 30

This course will introduce different styles of Breathwork and Meditation with a discussion of the chakra system. A variety of breathing techniques and meditation exercises are practiced for students to use as a complement to their massage practice once integrated into their well-being. These subjects will be discussed in a traditional and non-traditional sense allowing the students to decide for themselves how they may fit them into their healing practice.

(YOG 13) Conscious Breath

Clock Hours: 30

This course will take an in-depth look at Breathwork and conscious breathing. It will give the student definitions and experience of Breathwork and Conscious Breathing so they may understand the various levels through the senses and intuitively. They will experience the roles of the breather and the sitter and what it means to be of service, to be unconditionally present for another being's process.

(YOG 14) Intro to Shamanic Healing

Clock Hours: 30

Shamanic Healing, an ancient and effective method for problem solving, can help you navigate your daily challenges and traumatic issues. Students will learn basic and advanced shamanic techniques, including shamanic journeying; explore how to ask questions that yield useful and direct answers; and practice heart-centered communication and conflict resolution. Students will be taught to access the information already within them through self-awareness, introspection and interaction with their shamanic totems.

(YOG 101) Yoga Philosophy

Clock Hours: 30

This course of study provides an introduction into three main philosophies of yoga. The material covered will be the Bhagavad Gita, Patanjali Yoga Sutras and The Hatha Yoga Pradipika.

(YOG 102) Yoga Techniques and Training I

Clock Hours: 60

In this course we will learn the foundational techniques to a basic hatha yoga practice. This includes the 5 points of yogic lifestyle, pranayama breathing exercises, 12 basic traditional asanas, relaxation and meditation. The students will become familiar with a 90-120 min basic class and be able to teach it.

(YOG 103) Yoga Techniques and Training II

Clock Hours: 30

This course will introduce variations and adaptations to the pranayama and yoga asanas from Yoga I and is an intermediate level of study. Prerequisite: YOG 102

(YOG 104) Yoga Techniques and Training III

Clock Hours: 30

This course introduces Ayurveda as the sister science to Yoga and will give the student a basic understanding of the relationship between Ayurveda and Yoga. Prerequisite: YOG 103

(YOG 105) Ayurveda as Yoga

Clock Hours: 30

This course introduces Ayurveda as the sister science to Yoga and will give the student a basic understanding of the relationship between Ayurveda and Yoga.

(YOG 106) Yoga as Ayurvedic Applications

Clock Hours: 30

This course introduces Ayurveda as the sister science to Yoga and will give the student a basic understanding of the relationship between Ayurveda and Yoga.

(YOG 107) Yoga Teaching Methodology

Clock Hours: 30

This course prepares the student for fine tuning their presence as a yoga teacher from timing, music, assisting, etiquette and overall professionalism. This course will act as a grounding tool for bringing together the techniques and training courses and can also be a stand-alone course for yoga teachers looking to fine tune their role as a yoga teacher. Prerequisite: YOG 104

(YOG 108) Yoga Lifestyle and Ethics

Clock Hours: 30

This course will cover in depth the lifestyle and ethics of a yoga aspirant by integrating what we've learned about Ayurveda, Yoga practices and Philosophy. From personal practice, meditation, nutrition, having the ability to respond to personal energy needs and relating to the worlds inside and out, this course brings it all together in ways that are inspiring and fun.

(YOG 109) Yoga Anatomy

Clock Hours: 30

This course explores the relationship between Yoga and Anatomy & Physiology. The student will learn how the application of Yoga can benefit this system as a whole and how each Asana contributes to improved movement patterns and overall health. This class will also address contraindications for particular Asanas in relation to various health issues.

(ZEN 102) Shiatsu II

Clock Hours: 45

This course will provide a basic understanding on Shiatsu and how to perform a full body sequence. This style of bodywork offers a relaxing experience without the use of oil, removal of clothing or a massage table making it easy to accommodate recipients in any environment. The 5 elements offer an eastern perspective in holistic wellness, complementing other modalities when integrated or used solely in a holistic practice.

ADMINISTRATIVE STAFF & FACULTY



ADMINISTRATIVE STAFF

Kieu L. Vo - Executive Director
Joel Pilco - Center Director
Naira Yeghian - Dean of Student Services
Gloria Olson - Human Resources & Finance Specialist
Rosemary JaQuay - Academic Coordinator
Veronica Cruz - Admissions Coordinator
Jessica Cheng - Admissions Assistant



SCHOOL FACULTY

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Cara Holland
Brent Honnerlaw
Rosemary JaQuay
Elizabeth Jacobowitz
Martine Melillo
Julie Plunkett
Faiza Al-Turki
Karen Heine Zlatic
Patricia (Aricia) Zazo
Julia Zuniga

FACULTY QUALIFICATIONS

- Certificate in related field such as:
 - Massage Therapy or Holistic Health Practitioner (500 or 1000 hours)
 - Yoga Instructor (200-500 hours certified by the Yoga Alliance)
 - Certificates in related fields of study.
- Completed applicable state certification requirements.
- Three years of teaching experience.
- Excellent communication skills (oral and written).
- Ability to perform work with a high degree of accuracy; exceptional attention to detail.
- Familiarity with classroom technology (computers, multimedia, projectors, tablets, etc.).
- Must be proficient in Microsoft Office product (Word, Excel, Outlook, PowerPoint).

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the
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