



East-West Healing Arts Institute

A National Leader in Fully Integrated Eastern & Western Massage Training



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2023-2024 School Catalog

Welcome from the president



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

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

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

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

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

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

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

In Good Health and High Spirits,

XiPing Zhou
MDOM, L.Ac.
President and Founder



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History

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



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

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

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



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

Mission Statement

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

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

Commitment to our Students:

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

Commitment to Community:

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

Program Overview and Objectives



The Asian Bodywork and Therapeutic Massage Program prepares students to excel in the massage therapy industry. The program encompasses a

rigorous Western Science course of study designed specifically for massage therapists in conjunction with ancient Eastern Philosophy of Traditional Chinese Medicine. The program includes thorough instruction in both Eastern and Western modalities of therapeutic massage. The complete integration of Eastern and Western provides a truly unique experience for the student and the future client.

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

Learning Objectives of the Program:

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

By the end of the program, students will:

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



Program Options: Full-Time or Part-Time

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

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

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

East-West Healing Arts Institution program delivery is residential.

Course Outline

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

Western Science

S101	Musculoskeletal Anatomy	32
S102	Practical Anatomy	12
S103	Clinical Pathology	8
S104	Kinesiology and Body Structure Assessment	40
S105	Anatomy and Physiology	48
S106	Pathology	32

Subtotal: 172

Ethics, Business and Law

B101	Massage Ethics	16
B102	Business Fundamentals and Law	36
B103	Wisconsin Licensure & Exam Preparation	8

Subtotal: 60

Eastern Massage Techniques and Theory I

E101	Introduction to Traditional Chinese Medicine	8
E102	TuiNa Techniques	61
E103	Acupressure Point Location and Indication	40
E104	Movement for Asian Bodywork and Therapeutic Massage	18

Subtotal: 127

Eastern Massage Technique and Theory II

E201	Advanced Acupressure Tool Techniques	17
E202	Advanced Acupressure Point Application and Integration	24
E203	Theory of Eastern Medicine	56
E204	TuiNa for Medical Conditions	32

Subtotal: 129

Eastern Massage Technique and Theory III

E301	Chai Qiao	4
E302	Zen Shiatsu	12
E303	Thai Massage	12
E304	Foot Reflexology	8

Subtotal: 36

Hands-On Integration

H101	Student Clinic	Prerequisite S103 or W101, Faculty Practical	130
H102	Student Chair Massage		28
H103	TuiNa and Acupressure Internship		10

Subtotal: 168

Total Hours: 800



Course Descriptions

Western Massage Techniques and Theory I (52 total clock hours)

W101 Swedish Massage Techniques and Theory I (40 clock hours)

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

W102 Psychology of Touch (4 clock hours)

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

W103 Soft Skills (4 clock hours)

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

W104 Special Populations (4 clock hours)

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

Western Massage Techniques and Theory II (36 total clock hours)

W201 Deep Tissue (20 clock hours)

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

W202 Sports Massage (8 clock hours)

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

W203 Hydrotherapy/Spa Treatment (4 clock hours)

This class gives an overview of hot and cold hydrotherapy techniques. Indication and contraindications of the hot and cold therapy will be discussed in the class. Specific spa treatment techniques are also included in the class. Prerequisite to this course is W101.

W204 Clinical Aromatherapy (4 clock hours)

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

Western Massage Techniques and Theory III (20 clock hours)

W301 Integrated Craniosacral, Myofascial Bodywork (20 clock hours)

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

Western Science (172 clock hours)

S101 Musculoskeletal Anatomy (32 clock hours)

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

S102 Practical Anatomy (12 clock hours)

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

S103 Clinical Pathology (8 clock hours)

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

S104 Kinesiology and Body Structure Assessment (40 clock hours)

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

S105 Anatomy and Physiology (48 clock hours)

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

S106 Pathology (32 clock hours)

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



Business, Law and Ethics (60 clock hours)

B101 Ethics (16 clock hours)

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

B102 Business Fundamentals and Law (36 clock hours)

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

B103 Wisconsin Licensure & Exam Preparation (8 clock hours)

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

Eastern Massage Techniques and Theory I (127 clock hours total)

E101 Introduction to Traditional Chinese Medicine (8 clock hours)

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

E102 TuiNa Techniques (61 clock hours)

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

E103 Acupressure Point Location and Indication (40 clock hours)

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

E104 Movement for Asian Bodywork and Therapeutic Massage (18 clock hours)

Exercise and movement are integral parts of traditional Chinese medicine. This class introduces the basics of Asian movement forms including TaiChi, QiGong, and Yoga. Students learn how to increase body awareness. Students integrate body, mind, and spirit to continually refresh their inner sources of energy while performing

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

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

E201 Advanced Acupressure Tool Techniques (17 clock hours)

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

E202 Advanced Acupressure Point Application and Integration (24 clock hours)

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

E 203 Theory of Eastern Medicine (56 clock hours)

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

E204 TuiNa and Therapeutic Massage for Medical Conditions (32 clock hours)

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

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

E301 Chai Qiao (4 clock hours)

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

E302 Zen Shiatsu (12 clock hours)

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



E303 Thai Massage (12 clock hours)

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

E304 Foot Reflexology (8 clock hours)

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

Hands-On Integration Series (168 clock hours)

H101 Student Clinic (130 clock hours)

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

H102 Student Chair Massage (28 clock hours)

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

H103 TuiNa and Acupressure Internship (10 clock hours)

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

Admission

Non-Discrimination

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

Admission Requirements

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

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

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

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

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

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



Additional Program Admission Requirements

All applicants to East West Healing Arts Institute must:

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

Re-Entering Students

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

Non-Regular Students

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

Transfer of Credits/Advance Standing

East-West Healing Arts Institute may grant credit for prior college or massage school experiences from an institution accredited by an agency recognized by United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Credit determination is established by comparing course content to East-West courses. Proficiency examination is also required. The School Administrator will make the final determination to grant transfer credits/advanced standing.

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

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

Tuition

For complete tuition information, please refer to the current Catalog Addendum.

Tuition Refund Policy

I. Refund Policy

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

Refund Formula

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

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

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

For Veterans Benefits

The nonrefundable portion of registration fees will not exceed \$10. All other charges to the student (including tuition, books and supplies issued by the school, registration fees in excess of \$10 and other



fees) will not exceed the prorated portion of total charges that the length of the completed portion bears to the total length of the course. This policy is in compliance with the requirements of 38CFR21.4244.

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

When a student who has received Federal Financial Aid withdraws or is dismissed, the Financial Aid Office will use a specific formula (Return of Title IV, R2T4) to calculate the amount of federal financial aid that may be retained on behalf of the student, and the amount that is required to be returned to the US Department of Education. This calculation determines the percentage of earned aid and is based on the ratio of clock hours scheduled to be complete within a payment period (0-400h or 401-800h) as of the last day of attendance, divided by the total hours in the payment period (400 hours).

The amount of assistance that a student has earned is determined on a pro-rata basis. That is, if a student completes 30% of the payment period, they earned 30% of the assistance they were originally scheduled to receive. Once 60% of the payment period has been completed, all assistance for that payment period has been earned. If a student received less assistance than the amount that was earned, they will be able to receive those additional funds. If the student received more assistance than they earned, the excess funds must be returned to the Department of Education.

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

- The Student's institutional charges multiplied by the unearned percentage of student funds, or
- The entire amount of the excess funds.

If a student earned less aid than was dispersed, funds will be returned to the US Department of Education no later than 45 days after determination of student withdrawal or termination in the following order: Unsubsidized Federal Direct Student Loan, Subsidized Federal Direct Student Loan, Federal Parent (PLUS) Loan, Federal Pell Grant. All funds required to be returned to the US Department of Education are charged to the student's tuition account balance and affects the amount of refund or balance owed by the student upon withdrawal/dismissal. Any tuition monies due to the school by the student who cancels, withdraws or is dismissed, not covered by Federal grants/loans, is due in full when the student leaves school.

If the R2T4 calculation and return of Title IV funds results in a credit balance on the student's account, all monies paid to the school in excess of the sum due to the school by the student who cancels, withdraws or is dismissed, will be refunded as soon as possible, and no later than 14 days after the calculation of R2T4.

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

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

If the calculation of Return to Title IV requires that the student return a portion of the financial aid that they received, the student has 45 days after notification to return the overpayment. Failure to do so may result in the student's ineligibility for federal student aid.

The student will receive a letter to their home mailing address when the R2T4 calculation has been completed indicating the amount charged back, the current correct account balance, and the student's option for repayment. Questions about the Return to Title IV policy can be directed to the financial aid office at **financialaid@acupressureschool.com**.

A sample worksheet used to calculate Return to Title IV Funds by EWHAI is available at: <https://ifap.ed.gov/ilibrary/document-types/return-title-iv-aid-worksheets>. and selecting "Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program."

Questions about this policy should be directed to the Financial Aid Office at **financialaid@acupressureschool.com**.

If a student has earned more aid than has been disbursed, they may be eligible for a post-withdrawal disbursement. Students will be notified within 30 days of the R2T4 calculation if they are eligible for a post-withdrawal disbursement and must consent to disburse the funds to their student account.

If a student is due a post-withdrawal disbursement, EWHAI will disburse any amount of the post-withdrawal disbursement of grant funds that is not credited to the student's account as soon as possible but no later than 45 days after the date of determination that the student withdrew. EWHAI may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees (as contracted in the Enrollment and Tuition Agreement). East-West Healing Arts Institute must obtain student permission to use the post-withdrawal grant disbursement for all other school charges. If a student does not give their permission, they will be offered the funds. However, students will be advised that it may be in their best interest to allow EWHAI to keep the funds to reduce student debt at the school.

If the post-withdrawal disbursement includes loan funds, EWHAI must obtain permission from the student before disbursement can be made. The student will be notified within 30 days of R2T4 calculation, and has 14 days from receipt of notification to accept or decline some or all of the loan funds.

If the post-withdrawal disbursement is applied to the student's account and results in a credit balance, the funds will be disbursed to the student as soon as possible, and no later than 14 days after the date of post-withdrawal disbursement.

There are some Title IV funds that a student is scheduled to receive that cannot be disbursed to the student once they withdraw because of other eligibility requirements. For example, if a student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawing, they will not receive any Direct Loan funds that would have been received had they remained enrolled past the 30th day. If a student receives (or EWHAI or parents receive on a student's behalf) excess Title IV program funds that must be returned, EWHAI will return a portion of the excess equal to the lesser of: 1. the student's institutional charges multiplied by the unearned percentage of their funds, or 2. the entire amount of excess funds. East-West Healing Arts Institute will return this amount within 45 days even if it didn't keep this amount a student's Title IV program funds. If EWHAI is not required to return all of the excess funds, the student must return the remaining amount.

Any Federal Direct loan funds that a student must return must be repaid by the student (or their parent for a Direct PLUS Loan) in accordance with the terms of the promissory note. That is, the student must make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid by the student is half of the grant funds received or were scheduled to receive. Students do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Students must make



arrangements with EWHAI or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when a student withdraws are separate from any refund policy of EWHAI. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. East-West Healing Arts Institute may also charge a student for any Title IV program funds that the school was required to return.

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

Cancellation, Withdrawal and Termination Policy

Cancellation of Program by the School

If the school cancels or discontinues the program, the student shall have all tuition, fees and other charges refunded.

The school reserves the right to revise the course schedules and curriculum as necessary. The school shall provide notice of any changes within seven business days of the schedule change.

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

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

Withdrawal or Termination Date

Official Withdraw or Termination

An official withdrawal is determined as the date the school receives notice of the student's intention to discontinue the training program, and an official termination is the date the student has been dismissed due to violating published school policy. For refund and R2T4 calculations, the withdrawal date is determined as the student's last day of attendance (the last day a student participated in class, projects, student clinic, or examination).

Unofficial Withdraw

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

Student Services

Student Supplies

Required textbooks, massage table, and other course materials may be purchased from the school, or other sources as long as they comply with school requirements. For complete information regarding required materials and supplies for courses and student clinic, please refer to the student handbook.

Federal Student Aid, Financial Assistance, Scholarships and Grants

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

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

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

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

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

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

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

Career Services

East-West Healing Arts Institute cannot guarantee employment after completion of the Asian Bodywork and Therapeutic Massage Program. Graduates often find that EWHAI's reputation is of great value when seeking employment post-graduation. Graduates from EWHAI consistently excel in the massage therapy industry. We assist in career success through the Business Fundamentals and Law course, Community Outreach, job search strategies, interviewing skills, resume preparation, and career planning. East-West



Healing Arts Institute surveys graduates and employers to effectively monitor our student's success and monitor our curriculum for continued improvement. We also provide graduates help with career development by posting continuing education opportunities. East West offers all alumni endless professional and career development assistance after graduation. Students become a part of the East West family from the first day on campus.

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

Tutoring

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

Accessibility for Students with Disabilities

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

Stress Support

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

Student Representative

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

School Policies

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

Student Conduct

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

Abusive Situations

Abuse in any form will not be tolerated at East-West Healing Arts Institute and will be dealt with swiftly and professionally (see Abusive Situations under Grievance Procedure), and is grounds for dismissal.

Academic Misconduct

Academic honesty and personal integrity are fundamental to a student's personal and intellectual growth. Academic misconduct may include and is not limited to cheating, impeding and damaging the work of others, use of unauthorized materials, or falsifying documents or records. Any student caught in an act of academic misconduct will be reprimanded and disciplined. The student may be asked to repeat the work involved, receive a lower or failing grade, or another appropriate disciplinary action. The student will receive an oral reprimand and/or a written reprimand will be placed in the student's records. If a student is caught cheating on an exam, the student will be dismissed from class, receive a 0/F on the exam and not have the opportunity to retake the exam. A second incident of academic misconduct is grounds for dismissal.

Disruptiveness

Disruptive behavior (talking in class, tardiness, eating, frequent exiting and entering class, not fully participating, using cellular or other electronic devices, or engaging in any behavior that instructors or fellow students consider intimidating, or poses a threat) will not be tolerated. The student will be asked only once to cease the disruptive behavior. If the behavior continues, the student will be asked to immediately leave class. The student will be required to meet with the School Administrator and to make up missed class time and work at the student's expense. A second incident of disruptiveness may be grounds for dismissal from the program.

Disruptive behavior that poses a danger to the health or welfare of students, clients, faculty or other members of the East-West community is grounds for automatic dismissal without the option to reapply.

Dress Code

Professional appearance is important to the student's success and to the reputation of the school. This school is a professional clinical environment. Students will come to class appropriately attired for the practice being done that day in class. Hands-on work done in class requires loose, comfortable clothing to be worn. Classroom temperature varies considerably during the day. Dressing in layers is helpful. Inappropriate clothes include pajamas, slippers, those that do not cover the midriff, see-through or revealing, soiled, or advertise offensive material. Inappropriate, derogatory, or sexually offensive language on clothing will not be tolerated on school premises.

Drug-Free Environment

Smoking and vaping are prohibited on campus, and the use of alcohol or illegal substances on East-West Healing Arts Institute campus is strictly prohibited and will not be tolerated. Any student who is found to be using or under the influence of alcohol or any illegal or controlled substance will be immediately dismissed from class. The School Administrator and Program Director will meet with the student to discuss their behavior, and determine whether probation or dismissal is warranted. Any incident of on-campus alcohol or illegal substance use will be grounds for automatic dismissal from the program.



Harassment/Inappropriate Conduct

The most productive and satisfying academic environment is one in which learning is accomplished in the spirit of mutual trust and respect. The learning environment at East-West is expected to be free from inappropriate conduct and harassment, including sexual harassment. It is the policy of East-West Healing Arts Institute (East-West) to provide students with a learning environment free of harassment and other inappropriate conduct. East-West Healing Arts Institute encourages reporting any perceived incidents of harassment, regardless of the offender's identity or position. It is the policy of East-West Healing Arts Institute to investigate all such reports. East-West Healing Arts Institute prohibits retaliation against any person who reports harassment or inappropriate conduct or who participates in any investigation of such reports.

Students are expected to be familiar and comply with East-West Healing Arts Institute's policy prohibiting harassment, retaliation or other inappropriate conduct.

Sexual harassment may involve individuals of the same or different gender. Sexual harassment includes, but is not limited to:

1. Unwelcome sexual advances or requests for sexual favors.
2. Unwelcome verbal, physical, or visual conduct of a sexual nature.
3. Making submission to (or rejection of) such conduct as a factor in academic decisions involving students.
4. Conduct that interferes with a student's performance or creates a hostile, intimidating, or offensive learning environment or permitting such conduct on the East-West campus or at East-West sponsored Student Chair Massage events.
5. Making sexual jokes and innuendos.
6. Improper commenting about an individual's body, sexual prowess, or sexual deficiencies.
7. Leering, whistling, or inappropriate touching.
8. Making insulting or obscene comments or gestures.
9. Displaying sexually suggestive objects or pictures on campus.

It is the policy of East-West to prohibit other forms of unlawful harassment, including but not limited to: harassment on the basis of race, religion, age, national origin, and sexual orientation. Examples of this type of harassment are name-calling, slurs, or offensive jokes.

Relationships

East-West Healing Arts Institute encourages personal growth in our students, faculty, administration and staff. Students may experience difficulties and stress related to school or their professional or personal life. It is important for each student to be supported by their classmates, the administration, staff and faculty in positive and productive ways. The School Administrator, faculty, and clinic supervisors can offer assistance with any concerns or problems that may occur during the course of a student's education at East-West. All situations are handled with respect and confidentiality.

While attending the East-West's *Asian Bodywork and Therapeutic Massage* program, the student may feel a personal connection with another student, a faculty or staff member, or a member of the administration. Personal relationships, beyond platonic ones, between students are prohibited, as they may interfere in the learning environment. Personal relationships beyond the platonic between a student and faculty member, staff member or a member of the administration will not be tolerated. Both individuals will be dismissed.

Tips, Charging Clients

East-West Healing Arts Institute's students are **not** allowed to charge for any massage services they provide, whether during practice/homework massages, Student Chair Massage or Student Massage Clinic. Students are not professional massage therapists, and should not represent themselves as such. Because of liability issues, and in compliance with state laws, we strongly discourage students from providing massage at any massage organization or company. East-West is not responsible for any incidents or inappropriate conduct that may occur off campus. If such complaints are received, disciplinary action will be taken and any incident may be grounds for dismissal from the program.

Students are permitted to receive tips for massage services provided. Generally acceptable amounts of tips are \$2 – \$15 per massage. Students are permitted to place a small tip jar or bowl for clients.

Conduct Dismissal Appeal

If a student who has been dismissed from the program due intolerable conduct wishes to appeal the determination, they must do so in writing and submitted their appeal to the School Administrator and the Review Committee within 3 calendar days of receiving notification of dismissal. The student must explain the circumstances regarding their conduct and how he or she will improve future performance. The Review Committee will consist of three members that including School Administrator, Program Supervisor, and one Advisory Board member. The decision of the Review Committee is final and may not be further appealed.

Academic Policies

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

Grades are issued to students in writing at the completion of each course and are based on class participation, exams, hands-on techniques, written tests, homework, special projects, attendance, and timely completion of all assignments and clinical sessions, etc. as indicated on the course syllabus. Grades provide feedback on progress toward graduation. Grade of A, B, or C are acceptable. Grades of D and F do not constitute successful completion of a course. These grades affect GPA (grade point average). Grades that do not affect GPA are I/incomplete and W/withdraw. Because we do not offer remedial, non-credit and P/F courses, they do not affect GPA. Progress reports are provided at the end of each term. All students must complete required coursework in 150% of allotted time for program and maintain grades at or above 70% (C) in all classes to graduate.

Satisfactory Academic Progress Policy

Students must maintain satisfactory academic progress to remain enrolled in the program. Satisfactory Academic Progress (SAP) is defined as a passing grade of 70% or in every course and an appropriate rate of progress towards completion of the program (67% of scheduled hours completed). The School Administrator monitors grades and attendance every week, conducts an SAP check at the end of each month, and notifies students in writing about unsatisfactory academic progress.

Students with unsatisfactory academic progress have the opportunity to work with the School Administrator to develop a plan utilizing one of the following options at the School Administrator's approval to improve their academic progress: taking an alternative quiz, exam, make-up time for hands-on coursework, written assignments, case study, or clinic internship. Students may also choose, with administrator approval, to tutor with the instructor or take the same course with the next group at his/her own cost within the allowing 150% of program time frame. This policy promotes East-West Healing Arts Institute's commitment to honor individuals who face learning difficulties.

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



Incomplete Grades

Incomplete grades ('I') do not affect GPA. Completed grades earned and course hours attended will be used to calculate SAP & GPA at the end of that term. Incomplete grades must be completed by the end of the next term. Incomplete grades that are not completed by the end of the next term will be assigned an 'F'. Both the 'F' earned and the attended course hours will be used to calculate SAP & GPA at the end of the term.

Repeated Courses

Students who do not pass a course by 70% are assigned an 'F' may, with approval of the School Administrator, repeat a course with the next group at their own cost. The new grade earned will replace the previous grade and be used to calculate SAP & GPA. If a student repeats a class that they failed or withdrew from, only the hours that make up for absences in the previous class will be used for calculation of SAP and progress towards program completion. Students are not allowed to repeat a course that they have successfully completed.

Withdrawal from a Class

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

Academic Warning, Probation, and Dismissal

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

Academic Warning

Students will be given an academic warning when their grade falls below the passing grade for a course, or if they fail to make satisfactory progress towards completion. Grades will be checked at the end of each month and warnings will be issued by the 10th of the following month. A student will be removed from warning and returned to regular status if the student meets or exceeds the academic standards by the end of that month. Students who do not meet academic standards by the end of the warning month will be placed on academic probation. Federal Student Aid recipients with an academic warning are notified that they could be in danger of losing their financial aid eligibility and what they must do to maintain eligibility (see Satisfactory Academic Progress for Federal Student Aid).

Academic Probation

Students on academic warning who do not raise their grade and rate of progress at or above academic standards by the end of the warning month will be placed on academic probation for one month. A student that meets or exceeds academic standards by the end of the probation month will be removed from probation and returned to regular status. Federal Student Aid recipients that have been placed on academic probation are notified that they may lose their financial aid eligibility and what they must do to maintain eligibility (see Satisfactory Academic Progress for Federal Student Aid). A student on probation that does not bring up their grades or attendance to academic standards by the end of the probation month faces dismissal.

Dismissal

If a student still has not brought grades to or rate of progress to academic requirements by the end of the

following month after probation status, the individual may be dismissed from East-West Healing Arts Institute.

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

Appeals

A student who has been put on probation or academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the School Administrator and the Review Committee within 15 calendar days of receiving notification of probation or dismissal. The student must explain the circumstances that contributed to unsatisfactory academic performance and how he or she will improve future performance. The Review Committee will consist of three members that including program supervisor, a faculty and one advisory board member. The decision of the Review Committee is final and may not be further appealed.

Reinstatement

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

Maximum Time Frame:

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

Attendance and Absence Policy

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

Excused Absences

East-West Healing Arts Institute discourages missing any class time. Absences must be made up in a timely manner. Any absence not reported to the school is considered an unexcused absence. When students are



aware they will be missing class time, they must inform their instructors and the School Administrator in writing on the Absence Request Form at least seven days before the day(s) they will be absent. The student will then have an excused absence. The student is responsible for any missed work and class hours. All absences will be cumulative. Regardless of the circumstances surrounding an absence, students are allowed only two absences (two schedule program days) for weekday (Western Series) and two absences for weekend (Eastern Series) per term for full-time students. More than two absences in any course per term will result in a meeting with the School Administrator. At this meeting, the student will be asked to sign a written warning. Any subsequent absences greater than the two allowed absences may result in probation or dismissal. Extenuating circumstances will be considered and must be approved by the School Administrator and accompanied by the proper documentation.

Unexcused Absences

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

Make-up

If a student misses a class, the student is responsible for making up the course work and paying the making up charges. It is the student's responsibility to make arrangements with the instructor to make up all hours missed. Make-up requirements are determined by the instructor and may include making up the class the next time it is offered, tutoring (\$35 per hour tutoring fee will be charged by the instructor), and/or doing an assignment on campus. The student will complete the assigned make-up work, verify a Make-up Sheet is filled out and signed by the instructor, and turn it in to the School Administrator. Classes must be made up prior to graduation and within the allotted 150% time frame for the program. Missing classes may postpone graduation due to enrollment and scheduling of classes. Students are strongly encouraged to meet with the School Administrator regarding any absences and their effect on progress through the program.

Satisfactory Academic Progress for Federal Student Aid

Rights and Responsibilities of Students receiving Financial Assistance

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

Satisfactory Academic Progress

Federal regulations and accreditation standards require East-West Healing Arts Institute to monitor the progress of all matriculated students toward completion of their program (graduation) unless enrolled in personal enrichment courses. The Satisfactory Academic Progress (SAP) policy for Federal Student Aid is enforced in conjunction with all other school policies and procedures. Satisfactory Academic Progress is defined as a passing grade of 70% (C) in every course and an appropriate rate of progress towards completion of the program (67% of scheduled hours completed). The School Administrator monitors grades and attendance every week, and SAP at the end of every month. For Title IV recipients, an official Satisfactory Academic Progress Assessment for Federal Student Aid (passing grade of 70% in all classes and having attended minimum of 67% of scheduled clock hours) is conducted at the end of the 0-400h payment period to determine eligibility to receive financial aid for the 401-800h payment period.

Grading Policy Defined

Grades are issued to students in writing at the completion of each course and are based on class participation, exams, hands-on techniques, written tests, homework, special projects, attendance, and timely completion of all assignments and clinical sessions, etc. as indicated on the course syllabus. Grades provide feedback on progress toward graduation. Grade of A, B, or C are acceptable. Grades of D and F do not constitute successful completion of a course. These grades affect GPA (grade point average). Grades that do not affect GPA are I/incomplete and W/withdraw. Because we do not offer remedial, non-credit and P/F courses, they do not affect GPA. All students must complete required coursework in 150% of allotted time for program and to maintain grades at or above 70% (C) in all classes to maintain SAP and to graduate.

Monitoring Grades and Satisfactory Academic Progress

The School Administrator monitors grades and attendance weekly, and SAP at the end of every month. For Title IV recipients, an additional official Satisfactory Academic Progress Assessment for Federal Student Aid (passing grade of 70% in all classes and having attended minimum of 67% of scheduled clock hours) is conducted at the end of the 0-400h payment period.

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

Course Incompletes

Incomplete grades ('I') do not affect SAP for Federal Student AID, however attended course hours in the incomplete class are used in the SAP calculation.

Course Repeats

When a student repeats a class that they previously failed or withdrew from, the new grade earned will replace the previous grade and be used in the calculation of SAP for Federal Student Aid. For a repeated class, only the attended hours that make up for absences in the previous class will be used for calculation of SAP for Federal Student Aid.

Course Withdrawal

Students who withdraw from a class due to modification of their Enrollment Agreement from full-time to part-time status, or by going on approved leave of absence, may be required to repeat the class in its entirety. Class withdrawals ('W') do not affect SAP for Federal Student Aid. Class hours completed before a student withdraws will be used in the calculation of SAP for Federal Student Aid, and maximum time frame for Federal Student Aid. Students who withdraw from a class with a passing grade may have the option to continue the class where they left off. Students who withdraw from a class with a failing grade will be given a warning and required to repeat the class in its entirety (see Course Repeats)

Transfer of Credit

Transfer of credit granted for a course (See Transfer of Credit/Advanced Standing) requires demonstration of having previously taken and passed a comparable class, as well as passing a proficiency exam. The grade for the class assigned transfer credit is the grade earned on the proficiency exam, and is used in calculation of SAP for Federal Student Aid. The clock hours for the class assigned transfer credit will be used in the calculation of SAP for Federal Student Aid.

Loss of Financial Aid Eligibility for Unsatisfactory Academic Progress

Students participating in the Title IV Federal Financial Aid Programs are required by Federal Law to maintain Satisfactory Academic Progress in order to remain eligible for Federal funding. If a student is not making



Satisfactory Academic Progress for Federal Student Aid when evaluated at the end of the 0-400h payment period, they lose their eligibility to receive Title IV funds. Students will be notified in writing within 3 days that they have lost their financial aid eligibility for failure to meet SAP. Students who lose their financial aid eligibility are responsible for their remaining balance of tuition and fees. Students that lose financial aid eligibility have 15 days from notification to appeal that result on the basis of: injury or illness, death of a relative, or other special circumstances (see Financial Aid Appeals Process). Students that successfully appeal termination of their financial aid will be placed on Financial Aid Probation (see Financial Aid Probation and Reestablishing Financial Aid Eligibility) and may reestablish aid eligibility if they fulfill the requirements of their academic plan and make SAP.

Financial Aid Probation and Reestablishing Financial Aid Eligibility

Students who have successfully appealed the loss of their financial aid eligibility for unsatisfactory academic progress will be put on financial aid probation and work with the School Administrator to establish an academic plan. The academic plan will inform the student what class(es) must be brought to a passing grade and/or the attendance that must be successfully achieved in order to meet the minimum academic requirements to make SAP and reestablish eligibility for Title IV funds.

Financial Aid Appeals Process

Students who have lost their financial aid eligibility due to not making Satisfactory Academic Progress may appeal the result on the basis of: injury or illness, death of a relative, or other special circumstances. The appeal must be submitted within 15 days of notification of loss of aid eligibility to explain why the student failed to make Satisfactory Academic Progress, and what changes in circumstances have occurred that will allow the student to meet academic requirements and SAP.

The appeal will be reviewed and students will receive written notification of the result of their appeal within 15 business days from submission of their documentation. If the appeal is granted, the student will be placed on Financial Aid Probation and work with the School Administrator to establish an academic plan specifying what is required for the student to make Satisfactory Academic Progress. Once SAP is established, the student will be able to receive aid for the payment period listed in the notification. However, for financial aid eligibility to continue, students must meet the minimum academic requirements during the payment period specified in the notification. All results are final.

Students who have exceeded the 150% maximum timeframe limit may file an appeal if they have extenuating circumstances. Students must submit the following documentation within 15 days of notification:

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

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

Leave of Absence, Withdrawal, and Re-Enrollment Policy

Leave of Absence:

Students may be granted a leave of absence (LOA) during their enrollment period. A leave of absence may be granted for family emergencies, major health issue, or severe learning challenges, with an expectation of returning to active enrollment at EWHAI. Students interested in a leave of absence must complete a written request and meet with school administrator to have the request approved. Short-term LOAs are granted

for planned absences of at least 2 weeks with the expectation that the student will complete all make up upon returning and complete their program as scheduled. Students may request multiple short-term LOAs during their program, not to exceed 180 days total. Long-term LOAs are granted when the student needs to temporarily suspend their attendance, with the expectation that they will resume their program and graduate with the next class. For students receiving Federal student aid, all financial aid will be put on hold until the student returns to active enrollment. If a student does not return to active enrollment within 180 days, they are considered to have voluntarily withdrawn from the program. A refund calculation, including return to title IV calculation, will be done according to our Refund Policy including Return to Title IV Policy. Students do not return from leave of absence and considered withdrawn from the program who then wish to return to the program must follow the withdrawal and re-enrollment policy as listed below.

Withdrawal and Re-Enrollment Policy:

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

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

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

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

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

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

Graduation Requirements

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

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



Graduation Requirements List:

1. 100% class attendance.
2. Complete course work within 150% of the length of the course.
3. Demonstrate an average proficiency of at least 70% or higher for each class.
4. Successfully complete all required hands-on integration coursework: Student Clinic, Student Chair Massage, and TuiNa and Acupressure Internship hours.
5. Comply with all policies and procedures at all times.
6. Develop and maintain professional ethics.
7. Return school materials borrowed: library materials, equipment, or other learning resources in good condition or payment must be made to the school.
8. Show proof of liability insurance.
9. Show proof of current CPR/AED and First Aid.
10. Complete the Massage and Bodywork Licensing Exam (MBLEx).
11. Successfully submit WI LMT application and pass the Wisconsin Jurisprudence Exam. A copy of the test feedback report must be on file prior to graduation.
12. Participate in a program evaluation.
13. All the fees and tuition have been paid to the school.

Transcripts/Diploma

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

Honors and Certificates

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

Records Retention

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

HIPAA Privacy Statement

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



Grievance Procedure

Abusive Situations

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

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

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

If the complaint is not resolved to the reporting student's satisfaction, or if the student feels that school authorities will not act upon a complaint, the student may submit a written complaint to the Wisconsin Department of Safety and Professional Services- Educational Approval Program.

Department of Safety and Professional Services- Educational Approval Program
PO Box 8366, 4822 Madison Yards Way
Madison, WI 53719
Email: dspseap@wisconsin.gov; Web: www.dsps.wi.gov; Phone: 608-266-1996

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

Procedure for Official Complaints

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

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

If the complaint is not resolved to student's satisfaction, or if the student feels that school authorities will not act upon a complaint, the student may escalate the complaint to the Wisconsin Department of Safety and Professional Services- Educational Approval Program.

Department of Safety and Professional Services- Educational Approval Program
PO Box 8366, 4822 Madison Yards Way
Madison, WI 53719
Email: dspseap@wisconsin.gov; Web: www.dsps.wi.gov; Phone: 608-266-1996

The Educational Approval Program (EAP) has the authority, under SPS 404.08(2), to investigate a student complaint, negotiate a settlement, or dismiss a complaint if it is found to be inappropriate. The following information is intended to help students file a complaint about a school that the EAP regulates.

Before filing a complaint with the EAP, state law requires students to try to resolve the matter with the school. Every EAP approved school has a process to resolve student complaints. If the matter is not resolved, a complaint may be filed with the EAP using the Student Complaint Form provided on the EAP website.

Complaints must be filed within one year after the student's last recorded date of attendance. Upon receiving a complaint, it will be investigated by the EAP. If there is a finding of a violation by a school, the EAP will attempt, through mediation, to resolve the complaint. If an agreement cannot be reached with the school, the EAP may dismiss the complaint or conduct a hearing. Please note that under Wisconsin's Open Records Law (Wis. Stats., Ch. 19), complaints will generally be available for review on request from a member of the public after the EAP has acted. Please contact the EAP at (608) 266-1996 with questions about the complaint process.

General Information

Campus Facilities

Since its founding in 2000, EWHAI has grown to include two campus locations. The Madison Main Campus is on Madison's West side, conveniently located close to downtown Madison, 75 miles from Milwaukee, and 150 miles from Chicago. Our facilities include: library and administrative offices, practice/clinic area with 12 treatment rooms, 2 large hands-on teaching classrooms, large lecture classroom equipped with A/V and computer projection, kitchen, and indoor and outdoor break areas.

The Milwaukee Non-Main Campus is located in the beautiful neighborhood of Shorewood, WI. Campus facilities offer: ample classroom space equipped with A/V and computer projection for lectures and hands-on learning, professional and student clinics with five treatment rooms, a student library and lounge, a kitchen/dining area and administrative offices. The campus also features indoor/outdoor break areas.

Holiday Break Policy

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

Institutional Accreditation

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





Approvals

East West Healing Arts Institute's Asian Bodywork and Therapeutic Massage Program has been approved by the State of Wisconsin Educational Approval Board (now WI DSPS Educational Approval Program) since 2000. WIDSPS- Educational Approval Program (EAP), 4822 Madison Yards Way · Madison, WI 53705. Email: dspseap@wisconsin.gov. Website: www.dsp.wi.gov. Phone: 608-266-1996.

East-West Healing Arts Institute is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a continuing education provider. 1333 Burr Ridge Parkway, Ste. 200, Burr Ridge, IL 60181. Phone 800-296-0664. Website <http://www.ncbtmb.org/contact-us>

Approved by the State of Wisconsin Department of Vocational Rehabilitation (DVR) Workforce Development Board, 201 E. Washington Ave., Madison, WI 53703. Phone 608-266-3131. Website <https://dwd.wisconsin.gov/dwd/aboutdwd.htm>.

Statement of Ownership

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

Members of the Board of Directors

XiPing Zhou; LiPing Mu; TianXing Liu

Memberships

East-West Healing Arts Institute is a member of ABMP (Associated Bodywork and Massage Professionals) 25188 Genesee Trail Road, Ste. 200 Golden, CO 80401. Phone 800-458-2267. www.abmp.org

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

This catalog is current as of the time of publication: July 1, 2023. EWHAI reserves the right to make changes at any time to any provision of this catalog, including tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, school calendar and dates, and other provisions as necessary.

Graphic design by P.M. Duren.

Graduate Testimonials

Kathleen Connery, Group 29



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

Jim Snider, Group 30/UW Strength & Conditioning Coach



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

Lisa Zeman, Group 26/Pinnacle Massage, LLC



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

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

If You Have a Dream

Begin on your journey today by taking that first step.

Don't wait for some distant day to come,
it may be too late before you've ever begun.

Not everyone will agree with all you decide.

Be true to yourself first and foremost.

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

Don't be afraid to follow your desires.

They are not silly or selfish.

Take the time and do what makes you feel alive.

Leave your fears and regrets in the past,
for this is where they belong.

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

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

You have only today to begin anew and follow your dream.

For in the end all we have is our memories.

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



East-West Healing Arts Institute

A National Leader in Fully Integrated Eastern & Western Massage Training

2023 – 2024 School Catalog





East-West Healing Arts Institute

6425 Normandy Lane, Madison, WI 53719
608-240-1600 • acupressureschool.com

Asian Bodywork and Therapeutic Massage Program Catalog Addendum

Full-Time Academic Calendar for Madison Campus Fall 2023:

October 28, 2023 – September 21, 2024 *This schedule is subject to change.*

Classes are held on the following days and times:

Day of week	Time	Subject
Saturday	9:00 a.m. - 5:30 p.m.	Eastern Theory & Technique
Monday	9:00 a.m. - 5:30 p.m.	Western Theory & Technique

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

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

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

Orientation: Saturday October 21, 2023

Application Deadline: October 14, 2023

Term I

October 28 First day of class
Nov 23 – 26 *Thanksgiving Break*
Dec 23 – Jan 5 *Winter Break*
January 12 End Term I

Term II

January 13 Begin Term II
March 8 End Term II

Term III

March 9 Begin Term II
Mar 30 - 31 *Easter Break*
April 19 End Term II

Term IV

April 20 Start Term IV
May 5 – 31 *Memorial Day Break*
June 7 End Term IV

Term V

June 8 Start Term V
July 1 - 7 *Independence Day Break*
Aug 31 - Sep 6 *Labor Day Break*
September 14 End Term V

Graduation: Saturday, September 21, 2024

16 month Part-Time Program: starts with either Eastern or Western Theory & Technique track, adds Student Clinic term II, then begins the 2nd Theory & Technique track (Western or Eastern) in Spring 2024 (April), and graduates in Spring 2025 (March).

Addendum to Catalog~ Fall 2023

TUITION AND FEES

Tuition, Fees, and Payment Plans

*Cost for Academic Term, Group 71 - Full-Time	□ Plan A (Pre-Pay)	□ Plan B (2 Payments)	□ Plan C (4 Payments)
Application Fee (Non-refundable)	100	100	100
Base Tuition	13,000	13,000	13,000
Payment Plan Fee		500	1000
Text Books	600	600	600
Massage Table	450	450	450
Credentialing Fee (State Licensure)	450	450	450
Total Charges	14,600	15,100	15,600

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

*Cost for Academic Term, Group 71 - Part-Time	□ Plan A (Pre-Pay)	□ Plan B (2 Payments)	□ Plan C (6 payments)
Application Fee (Non-refundable)	100	100	100
Base Tuition	13,000	13,000	13,000
Payment Plan Fee		750	1,250
Text Books	600	600	600
Massage Table	450	450	450
Credentialing Fee (State Licensure)	450	450	450
Total Charges	14,600	15,350	15,850

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

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

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

	Minimum	Maximum
Student Liability Insurance (required) <i>provided free of charge</i>	\$25	\$45
CPR/AED & First Aid Certification (required) Due by Term II	\$75	\$100
Linens~ sheets & blanket (required) Due by Term 1, Wk 2	\$40	\$100
Lotions (required) Due by Term 1, Wk 2	\$100	\$400
Misc. optional books, workshops, supplies, accessories	\$20	\$300
Massage Chair (optional)	\$350	\$550
Total	\$610	\$1,495

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

Payment Plans and Terms: Plans B & C are payment plans which include an additional payment plan fee. All fees are payable by cash, personal check, or credit card. An additional 3% processing fee will be charged if tuition is paid by credit card.

Addendum to Catalog~ Fall 2023

Incidental Administration Charges

Transcript requests: \$15

Schedule modification: \$100

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

3.5% Processing Fee for tuition paid by credit card

Check return (NSF): \$25

Late fee (five business days): \$50

Collection of Unpaid Tuition and Fees: Nonpayment of tuition and fees due to the school may result in the student being obligated for interest, collection agency costs, additional collection costs, and legal costs. In addition, the school reserves the right to report the student's failure to pay amounts owed to one or more national credit bureau organizations and not release the student's academic transcript until all debts to the school are paid in full.

Students falling behind in payments for more than 30 days, as per the signed Tuition Agreement, may be suspended from the program, and/or be asked to withdraw from the Institute until the payments are made current. Students falling behind in payments for more than 60 days may be dismissed from the program. Students with delinquent tuition balance at initiation of credentialing (LMT application, MBLEx registration) will have their applications withheld until payments are brought current. The diploma and official transcript will only be awarded to students upon satisfactory completion of all graduation requirements including all the fees and tuition paid to the school.

FINANCIAL AID

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

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

Students apply for Federal Student Aid directly by visiting the free application website www.studentaid.gov/h/apply-for-aid/fafsa~ **EWHAJ Federal School Code: 042193**. Eligibility is determined by the US Department of Education. To ensure that funds are available at the beginning of the program, *students should complete the FASA application no later than 4 weeks prior to orientation*. Once processing is complete, students will be notified regarding the amount Financial Aid that is available. For questions regarding Federal Student Aid, contact the financial aid office: financialaid@acupressureschool.com

STAFF

Program Supervisor: XiPing Zhou, MDOM L.Ac. LMT. Nationally Certified Oriental Bodywork Therapy Instructor. Teaching/Occupational experience: 37 years. M.D. Acupuncture at Heilongjiang Medical College of TCM. Certified TuiNa Massage Doctor at Harbin College of Oriental Medicine. Founder, Program Supervisor Dr. Zhou practices acupuncture and oriental bodywork in Madison, WI and gives lectures internationally.

Business Manager and Accountant: LiPing Mu, BA. UW-Whitewater.

School Administrator: Terri Gomez, PhD LMT BCTMB. UW-Madison, UC Davis, TIBIA Massage School

Academic Dean: Rachel Rodgers MS LMT BCTMB CPT: UW-Madison. EWHAJ

Financial Aid Officer: Kim Steuber, LMT: East-West Healing Arts Institute.

IT Multi-Media Director: Plamen Dimitrov

Addendum to Catalog~ Fall 2023

FACULTY

Dr. Xiping Zhou, MDOM. LMT LAc: *E101 Intro to TCM.* Teaching/Occupational experience: 38 years. M.D. Acupuncture at Heilongjiang Medical College of TCM. Certified TuiNa Massage Doctor at Harbin College of Oriental Medicine. Part-time Instructor/Adjunct Faculty

***Analucia Allie, LMT:** *W201: Deep Tissue, E102 Advanced Tools- Hot Stone.* East-West Healing Arts Institute. Part-time Instructor/Adjunct Faculty.

Keva Bloom, BS, LMT: *E304 Foot Reflexology.* Teaching/Occupational experience: 15 years. EWHAI. Certified Chinese Reflexology. Certified QiGong Master. Upper Iowa University. Part-time Instructor/Adjunct Faculty.

Donna Boucher: *E302 Zen Shiatsu.* Teaching/Occupational experience: 24 years. Shiatsu Certificate at Boston Shiatsu School. Graduate Shiatsu Work at Shiatsu College. Part-time Instructor/Adjunct Faculty.

Nicole Budeau, LMT BCTMB: *W104 Special Populations/Pregnancy.* Teaching/Occupational experience: 17 years. EWHAI. Prenatal certification at Prairie School of Massage. Part-time Instructor/Adjunct Faculty.

Sara Cotton, MA LMT BCTMB: *E301 Chai Quiao, E303 Thai Massage.* Teaching/ Occupational experience: 14 years. EWHAI. Thai Yoga Bodywork Certificate at Thai Yoga Bodywork. Part-time Instructor/Adjunct Faculty.

Terri Gomez, PhD LMT BCTMB: *W101: Swedish Massage, H101 Student Clinic Prep , S103 Clinical Pathology, S105 Anatomy & Physiology, S106 Pathology, B103 WI Licensure & Exam Prep, W204 Aromatherapy, W203 Hydrotherapy/Spa.* Teaching/Occupational experience: 30 years. PhD Nutritional Sciences at UW-Madison, BS Exercise Physiology at UC Davis, TIBIA Massage School. Part-time Instructor/Adjunct Faculty.

***Marcella Hammond LAc:** *E203 Theory of Eastern Medicine, E202 Advanced Point Application & Integration.* Teaching/Occupational experience: 1 year. Part-time Instructor/Adjunct Faculty.

Mary McShane, LMT: *W202 Sport Massage.* East-West Healing Arts Institute. Teaching/Occupational experience: 3 years. Part-time Instructor/Adjunct Faculty.

Justin Polka, BA LMT: *E102 TuiNa Techniques , E103 Acupressure Point Location, E201 Advanced Tools, H102 Chair Massage Prep.* Teaching/Occupational experience: 19 years. BA UW-Madison. EWHAI. Part-time Instructor/Adjunct Faculty.

***Kara Randall, LMT W301 Integrated Craniosacral/MFR Bodywork.** A Spirit Touch Massage School. Teaching/Occupational experience: 20 years. EWHAI. Part-time Instructor/Adjunct Faculty.

Rose Reisinger, BS LMT: *B102 Business Fundamentals & Law.* Teaching/Occupational experience: 6 years. BS UW-Stout. EWHAI. Part-time Instructor/Adjunct Faculty.

Rachel Rodgers, MS LMT BCTMB CPT: *S103 Musculoskeletal Anatomy, 104 Kinesiology, W104 Special Populations/Oncology* Teaching/Occupational experience: 21 years. MS/BS Kinesiology UW-Madison. EWHAI. Part-time Instructor/Adjunct Faculty.

Bruce Sun, MS /MS-MIS LMT LAc: *E101 Intro to TCM- Herbology, E201 Advanced Tools.* Teaching/Occupational experience: 19 years. M.S.-M.I.S.UW-Milwaukee. Lakeside School Massage Therapy. Oriental Medicine at Midwest College Oriental Medicine. Part-time Instructor/Adjunct Faculty.

Leora Weitzman, PhD LMT BCTMB: *B101 Massage Ethics, W102 Psychology of Touch, W103 Soft Skills.* Teaching/Occupational experience: 16 years. Stanford University. TIBIA Massage School. Part-time Instructor/Adjunct Faculty.

Regulation & Licensing

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