



Since 1980, we have provided a learning environment that brings mindfulness and compassion to the field of alternative healthcare. Within a structure of open-heartedness and clear intention, we teach the essential skills and provide the vital, hands-on experiences that effectively prepare students to become respected, successful wellness practitioners. Our courses of study are both unique and rewarding, and offer benefits that can last a lifetime.

Our Mission

To teach complementary health care professions that nurture the development of a wellness lifestyle.

Our Vision

To instill in each student the marriage of informed, honed skill and a giant heart of compassion, united by a spirit of service.

Launching Careers. Transforming Lives.

We provide students with the ability to launch their careers, transform their lives, and help others enjoy the life-enriching benefits of mind-body wellness. Our integrated approach to progressive, holistic wellness education has been nationally recognized as a benchmark for excellence in alternative healthcare training. Our graduates are prepared for the wave of the future, equipped with knowledge of eco-friendly business practices, products and services.

We provide accredited certification programs in two different areas of study:

For over 40 years, our Massage Therapy Program has combined the art of massage techniques with scientific knowledge, communication skills and business practices. The massage program includes six certifications. We have perfected a program that focuses on unlocking the full potential in every student, a mindful approach to massage experience, and teaching proper body mechanics to ensure a long, injury-free career.

Our Esthetician Program is a unique blend of coursework, clinical experience and includes six specialty certifications. In 2003, the Esthetician Program was born out of a commitment to teach skin care from a modern, holistic perspective, with highly trained instructors, a comprehensive curriculum, professionally equipped facility and organic skin care products.

Catalog of Massage Therapy and Esthetician Certification Programs

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History

Atlanta School of Massage was founded in 1980 in the Midtown area, and is currently located in the North Atlanta area off Chamblee Dunwoody Road. It has consistently proven itself to be a recognized accredited leader.

The inaugural skin care class of April 2003 marked the official opening of Atlanta Institute of Aesthetics, a division of Atlanta School of Massage. The Esthetician Certification Program has gained an excellent reputation throughout the years.

Location

We are located in the northern Atlanta suburb of Dunwoody, which is primarily residential with a thriving commercial zone, shopping mall, and MARTA public transportation. The school is convenient to major highways and is just outside the I-285 Perimeter highway, twenty minutes from downtown Atlanta.

We offer parking a short walk from the building.

With a population of over six million in its metro area, Atlanta is rich in Southern tradition, hospitality and history as well as cosmopolitan glamour and sophistication. Its attractions are plentiful and diverse: night life, colleges and universities, outdoor recreation, theaters, major league sports, museums, art galleries, a spectacular aquarium, and more.

Student Body

Much of our student body is from Georgia and the Southeast. Because of our reputation, we attract students from throughout the United States and internationally. The age of our students ranges from eighteen to sixty nine years, with the average age between twenty four and forty five years. The female/male ratio varies from class to class, but enrollment averages seventy two percent female, twenty eight percent male in the Massage Therapy Program and averages ninety eight percent female, two percent male in the Esthetician Program.

Classroom and Laboratory Environment

The Massage and Esthetician Program classes generally consist of twenty students with one instructor. Lectures typically have one instructor with most classes ranging from twelve to thirty students. In a hands-on practical class typically 20 students to 1 instructor supervising practice. The maximum number of students in any lecture classroom is 40.

In SensAbilitysm teaching clinics, typically twelve to twenty students are present and they are supervised as they learn to practice massage therapy techniques and skills with the public. The student to supervisor ratio for the clinic/lab setting is 10 to 1.

Esthetics theory and practical classes are held in the classroom environment. In SensAbilitysm teaching clinics every ten students are supervised by one instructor as they learn to practice facial, body and skin care techniques with the public. Classrooms are typically designed and equipped to accommodate a maximum of twenty students.

In all settings, a variety of teaching techniques are employed, including lectures, discussions and demonstrations designed to accommodate all learning styles. Many types of teaching aids such as Power Point presentations, models, charts, videos, etc., are used to enrich the learning experience.

Facilities and Equipment

Atlanta School of Massage is a 28,000 sq. ft., two story, free-standing facility containing (10) 1,000 sq. ft. classrooms, and (18) 108 sq. ft. private treatment rooms. In addition to dedicated teaching space, the building is equipped with a small student library/computer lab, (2) student break rooms, student computer lab and the SensAbilitysm teaching clinic including a retail area.

Atlanta School of Massage campus also expands to the building next door located at 1888 Cotillion Drive. The expansion facility is used primarily for the Massage Program. The building is conveniently located across a shared parking lot. The newly remodeled, 6275 sq. ft. building includes two classrooms, a third lecture area, staff office, student break room, restrooms, three showers, and a reception area.

All classrooms have access to instructional equipment such as projectors, speakers, massage tables, anatomical charts and models, and laptops.

Additionally, a variety of equipment such as hydrotherapy supplies and pregnancy massage pillows are also maintained. The school is equipped with a wide variety of facial equipment, including LED, Micro-Current, stack machines (rotary brush, vacuum and spray, galvanic, high frequency), magnifying lamps, vaporizers, hot towel cabinets, a Wood's lamp, a skin scope, microdermabrasion machines, and waxing equipment.

Introduction

We are Accredited

Atlanta School of Massage is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Atlanta School of Massage has been accredited by ACCSC since 1988.

What is Accreditation?

Accreditation is a voluntary process which identifies and acknowledges educational programs and/or institutions for achieving and maintaining a level of quality, performance and integrity that meets meaningful standards.

Why is Accreditation Important?

When you attend an ACCSC-accredited institution, you are attending a school that has undergone a rigorous process that evaluates educational quality.

ACCSC-accredited institutions focus on vocational, technical, and career-oriented program offerings. Students who attend an ACCSC-accredited school can expect to engage in a learning environment that stresses hands-on training and the development of job-related skills lead by instructors with practical work experience in the field.

More importantly, students can rely upon the accreditation process to hold ACCSC-accredited institutions accountable for providing the training and services necessary to assist students to be successful in their chosen fields of study.

The staff and faculty believe in the quality and integrity of our programs, and are proud that expert independent examiners agree. We believe that accreditation is worth the time, expense, and effort because it helps us to make sure our programs and curricula are the best they can be. Accreditation fosters a continuing process of critical thinking and examination that, although sometimes difficult, is vital in assuring our students receive the best possible education. In addition, it guarantees the highest standards of financial accountability and consumer protection. These are all standards students have a right to understand and expect, and we are proud to uphold.

- The school agrees to provide the student with instruction in Massage Therapy, which has been approved by the Georgia Nonpublic Postsecondary Education Commission.

- The school agrees to provide the student with instruction in Esthetics, which has been approved by the Georgia State Board of Cosmetology.

Approvals and Memberships

Atlanta School of Massage meets the requirements of the Georgia Nonpublic Postsecondary Education Commission (NPEC) for being authorized to offer instruction in Massage Therapy pursuant to the Georgia Proprietary School Act.

This school is approved by the Georgia Board of Massage Therapy to offer a Massage Certification in preparation for licensure as professional licensed massage therapist.

The National Certification Board for Therapeutic Massage and Bodywork has recognized the school and awarded the designation of an NCBTMB Assigned School.

The Esthetician Certification Program is approved by the Georgia State Board of Cosmetology and is licensed by the State of Georgia to offer instruction in Esthetics to students in preparation for licensure as professional licensed estheticians.

This school is approved by the U.S. Department of Homeland Security to accept and enroll non-immigrant alien students.

This school's programs are approved by the Georgia State Approving Agency for education benefits administered by the U.S. Department of Veterans Affairs (VA).

The curriculum of the school's Massage Program exceeds the requirements of the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

This school is a member of American Massage Therapy Association (AMTA).

This school is a member of Associated Bodywork and Massage Professionals (ABMP) Massage School Alliance.

This school is a member of the National Coalition of Estheticians Association and related associations (NCEA).

This school is a member of the Alliance for Massage Therapy Education (AFMTE).

Admissions Requirements and Procedures

Atlanta School of Massage does not discriminate on the basis of age, race, religion, gender, ethnic origin, disability or sexual orientation.

A prospective student for our certification programs must:

1. Attend an admissions interview and a tour of the facility. The purpose of the interview is to review the submitted paperwork and discuss our programs in detail. Applicants should allow at least an hour for the interview and be prepared to ask any questions they may have.

The interview should be scheduled within three weeks of the application date.

2. Demonstrate personal efficiency and thoroughness by completing and submitting the following paperwork completely and in a timely manner:

- An application with an application fee.
- A Personal Information Sheet.
- A valid state ID or international ID (Visa/Passport).

3. Be a high school graduate, or have passed a high school equivalency exam and submit a high school diploma or transcript specifying date of graduation, GED copy, or a completed Associates (or higher) transcript/degree from an accredited college or university attended. All documents will be examined for validity.

*A DD214 Form that indicates “Yes” for High School or GED completion will be accepted as proof of graduation for Veteran students.

4. Be in good health, physically and emotionally, verified through the form of a medical release.

5. Be 18 years of age to enroll.

6. Complete financial planning steps and documents with the Director of Financial Aid.

7. Show English proficiency via online/on campus ESL testing.

8. Show they can meet the program’s responsibilities, demands, and professional conduct requirements (demonstrated by completing needed paperwork within the timeline given, interacting with all staff in a respectful and professional manner, and showing professionalism by arriving to all enrollment appointments as scheduled).

9. Show they are capable of using technology like email and Google Classroom by attending and participating in an on-line or in person orientation and submitting admissions and FA documents electronically and responding to all email communications.

* Highly recommended that the prospective student have a reliable device and Internet to meet program requirements which may be delivered via an on-line platform.

- Additional documentation (marriage certificates, divorce decrees, etc.) may be required to prove lineage of any name changes (and may delay your expected start date).

- **Non-English proof of graduation documents must be translated and certified to be at least equivalent to a high school diploma before being submitted. In most cases fees are associated.**

Please note: Georgia State Board of Cosmetology requires a copy of HS Diploma, HS Transcript or GED as acceptable documents for exam application; correspondence/home school diplomas may not be accepted for licensure exam.

Admissions Requirements and Procedures for International Students

A prospective international student for our certification programs must:

1. Complete requirements 1-10 listed above.
2. Complete the I-20 form (fees maybe associated with this process).
3. Complete the Financial Verification form.
4. Once your M-1 Visa has been approved, you will contact the Admissions department and notify them of your travel dates to the US and set an appointment to complete your enrollment process.

Admissions

Program Acceptance

Once the requirements have been fulfilled, the prospective student's file will be reviewed by the Admissions Director, Dean of Students, or Student Resources Coordinator. The final review will include assessing that the prospect is capable of successfully completing all physical and academic requirements of the program and benefiting from the training offered (i.e., gaining employment), based on the information given. During the assessment the student will be notified by the Admissions Department that they may need to complete the following before final acceptance is determined;

- Meet with the Program Director, Student Support or Dean of Students for further information.
- Audit classes or clinics to allow the student an opportunity to see if the program requirements can be met.
- Provide proof/explanation of housing, transportation or employment schedule that will be conducive to successful program completion.
- Provide a completed school medical release.

*** A future start may not be determined until all objectives have been met.**

The student will be notified of his/her acceptance/denial via an Acceptance Letter. Please be advised signing an enrollment agreement contract does not signify acceptance. Acceptance is determined once the Enrollment Agreement is signed by a school official.

Students with Special Needs or Disabilities

The school's Student Resources and ADA Coordinator assists in promoting and maintaining an inclusive and accessible community for students. Students who have a record of such an impairment, or are regarded as having such an impairment must make requests for accommodation(s), in writing, to Admissions during the admissions process, Student Resources Coordinator and/or Program Director prior to enrollment.

The submitted request for accommodation(s) will be reviewed and a decision will be made depending on whether the school is equipped to provide said accommodation(s) without fundamentally altering the nature of the program, or give rise to an undue financial or administrative burden. Needs like requiring a reader or dedicated tutors would be approved at the cost of the student. For a school to determine any special accommodations, students must honestly disclose learning and physical disabilities along with all medical conditions prior to enrolling.

The school does not guarantee accommodations will be made after start of program.

All students, regardless of disability, will be held to the same standards of performance and competence. It may be necessary for some students to work with tutors, engage in extra practice time, or develop individualized learning plans, the cost of which must be borne by the student. Attendance and full participation of all classroom/clinic activities are mandatory to ensure the educational objectives are met, if your condition does not allow for this admission can be denied. Students are responsible for disclosure of disabilities prior to admission.

In many cases, the start date will be delayed in order to allow time for program modifications, accommodations, i.e., electronic formats, modifying policies, staffing, practices and procedures, such as testing accommodations or access to school facilities for service animals and staffing.

The school shall have the right at its sole discretion to postpone or cancel classes due to strikes or insufficient enrollment. If this occurs, the student may request a full refund of all monies paid, or apply all monies paid to the next scheduled class start date.

For Veterans

The Atlanta School of Massage will accept the following VA education benefits for qualifying veterans/spouses/dependents:

Post 9/11 GI Bill® (ch.33)

Montgomery GI Bill®- MGBI-AD (ch.30)

Montgomery GI Bill® MGBI-SR (ch.1606 & 1607)

Dependent Education Survivors Benefits - DEA (ch.35)

Vocational Rehabilitation (ch.31)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Students must apply for these benefits prior to enrollment by visiting:

<https://www.benefits.va.gov/gibill/apply.asp>

<https://www.vets.gov/education/apply/>

Documents Needed:

Students must provide a DD214 (if applicable).

Certificate of Eligibility.

Official Transcripts from ALL previously attended schools where the GI Bill® was utilized.

Once the application is processed you will receive a Certificate of Eligibility letter within two to six weeks and will need to provide a copy to the Financial Aid Office.

Any student who has submitted a Certificate of Eligibility to the Financial Aid Department will not be held liable for Tuition & Fees while waiting on the VA Funds until either (1) the date after the VA pays the institution for eligible benefits or (2) 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. Furthermore, the School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Credit for Previous Education or Training

Transfer of Credit - VA Education Beneficiaries

Atlanta School of Massage will obtain, review, and maintain a written record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the school for previous education and training, with the training period shortened proportionately.

If you are a Veteran or a Veteran's spouse/dependent your application fee can be waived with proof of an unexpired Military ID, DD214, or Certificate of Eligibility.

Admissions

Credit for Previous Education or Training

The Massage Therapy Program does not accept credit for courses taken at other institutions.

The Esthetician Program may accept up to 200 hours earned at accredited esthetics institutions and up to 75 hours earned at accredited cosmetology institutions for previous coursework. All prior clock hours shall be approved at the discretion of the Esthetician Program Director, and will be considered for transfer on an individual basis. Students interested in submitting transferable hours earned from a previous institution must meet the following criteria:

- Transfer hours from an accredited esthetics or cosmetology institution must have been completed within two years prior to enrollment. Students must submit an official transcript and a copy of the catalog from the previous institution in effect at the time the course was taken.
- All required documents must be submitted to the Admissions Department at least 2 weeks prior to the start of the program, to be reviewed by the Program Director. If the prior coursework is deemed equivalent to the Esthetician Program curriculum, the prospective student must take the corresponding written and hands-on examinations and receive a minimum grade of “C” in order to receive the transfer credit hours. The Program Director may coordinate an adjusted class schedule if necessary.

Students must demonstrate satisfactory proficiency on selected theory and clinical technical skills.

*A tuition credit of \$7.50 per clock hour will be applied for accepted transfer credits from an accredited esthetics or cosmetology program. The Accounting and Financial Aid and Student Records Departments will be notified of the number of clock hours which have been approved for tuition credits by the Program Director.

Please note: Hours that were approved and accepted will not be calculated/counted in the Institutional Refund Calculation and Federal Return of Funds policy.

Transfer of Credit

Atlanta School of Massage does not guarantee transferability of credits to any other college, university or institution and it should not be assumed that any course or programs described in this catalog can be transferred to another institution. Any decision on the comparability and applicability of clock hours and whether they may be accepted is the decision of the receiving institution.

Orientation

Program orientation will take place either online or in person prior to the start, or in person the first day of class. Orientation will acquaint new students to all student policies, functions and personnel.

New Enrollee Attendance Requirements

A student who misses 50% or more of the scheduled hours anytime within the first five (5) days of commencement of class may be considered a canceled student involuntarily.

Educational Objectives

Our objective is to facilitate the development of the thought process and improve your natural ability to problem solve. To achieve this goal, students actively perform, receive and observe massage in a controlled environment with supervised instruction. An intelligent, self-confident massage therapist emerges when you combine the knowledge acquired during our program with an enhanced ability to think and plan critically. This “therapeutic maturity” provides you the independence necessary to make educated decisions that will forever benefit both you and your career.

By the end of the program, a graduate will:

- Engage in a client-centered, holistic approach to bodywork.
- Have comprehensive knowledge of musculoskeletal anatomy and kinesiology.
- Understand anatomy and physiology as it relates to the practice of massage.
- Be able to design an effective treatment plan that appropriately addresses the client’s long and short-term goals.
- Identify dysfunctional tissues and tissue relationships using the HOPRS method of assessment.
- Develop a treatment plan that demonstrates an understanding of the physiological effects of available modalities and how they affect the physiological processes occurring in the client’s body, such as indications, contraindications, and soft tissue dysfunction.
- Demonstrate effective communication with clients and other healthcare professionals about the etiology of a client’s pain, rationale for a proposed treatment strategy, and lifestyle changes that address the perpetuating factors of pain.
- Demonstrate effective body mechanics.
- Demonstrate knowledge of fundamental business and self-management practices to facilitate success as either an employee or a private practitioner.
- Be a well-rounded massage therapist with a firm foundation in the multiple dimensions of bodywork and spa therapies, able to work in any setting and with any client.
- Have an understanding of bodywork as art and be able to explore it as such, taking everything learned here and incorporating it into a distinctly personal style.
- Be awarded a certificate and transcript provided he/she meets the graduation requirements, and has paid all fees due the school.
- Receive certifications in the following areas:
 - Swedish Massage
 - Neuromuscular Therapy and Deep Tissue Therapies
 - Reflexology
 - Seated Massage

Philosophy

Atlanta School of Massage believes that the practice of noticing or paying attention must be paramount in the mindset of the massage therapist. In the client-centered approach, treatment decisions are based on information gathered, not only before, but also during the session. Each technique elicits evidence of a client response. This evidence is often subtle and takes many forms such as: skin color changes you can see, tissue texture changes you can feel, and verbal feedback you can hear. A client-centered session must remain fluid, allowing the therapist to adapt to this ever-changing feedback.

We believe that, to be successful, a graduate must be fluent in the two approaches most commonly utilized in the professional practice of massage therapy:

- Wellness Massage - Emphasis is placed on identifying and releasing deep-seated tension patterns in order to restore balance to the body as a whole.
- Rehabilitative Massage - Emphasis is placed on isolating and addressing defects in the structure and/or function of a specific joint or region of the body.

Massage Therapy Program

Philosophy

The primary objective of wellness massage is to promote an overall sense of well-being. A heightened sense of relaxation, increased flexibility, and decreased pain are just some of the benefits clients report at the end of these sessions. Developing proficiency in this approach is vital to your career. In businesses such as spas, hotels, resorts, and our own student clinic, full-body wellness massage is still the number one request. With much of your business coming from referrals, the ability to create a relaxing, smoothly delivered, and properly sequenced full-body massage session is an absolute necessity.

Rehabilitative Massage refers to a clinically oriented approach used with the client who presents an isolated complaint, such as shoulder pain, and wants treatment for that problem. A skillful therapist will have no trouble performing a thorough examination, assessing the situation, and designing a session that meets the needs of this client.

Medical massage, clinical massage, sports massage, clinical sports massage, neuromuscular therapy, and orthopedic massage are but a few of the labels used to describe the study of rehabilitative massage.

Our unique, integrated teaching style not only simplifies the learning process, it allows you to blend approaches to customize the perfect massage session for any client in any setting. The courses are also designed with your future in mind. Our proven model of education produces accomplished massage therapists proficient in both the art and science of massage. A strong foundation also prepares you for immediate success; it is the cornerstone of lifelong learning.

Program Requirements

Each student is required to perform and receive massage and other required program treatments. Students will not be able to choose a gender preference. Students will be required to follow all professional conduct policies of the Massage Therapy Certification Program and meet requirements set forth by the Georgia State Board of Massage for licensure.

All students must complete nationally recognized, hands-on CPR training, and submit a copy of certification prior to completion of the Introductory Course or prior to the start of the Clinic and working on the public.

Course Descriptions

Our 750 clock hour program is presented in 6 courses of study and followed by a clinic internship as outlined below. Each course is either 3–7 weeks or 6–13 weeks in length. The Introduction to Massage course is a prerequisite to the remaining 5 courses, which will be scheduled in any order. The program is divided into 588 clock hours of classroom instruction and 162 clock hours of clinic instruction. A clock hour is defined as 50 minutes of instructional time. Students can expect to spend approximately 5 hours each week on homework assignments.

The full-time program typically takes 8 months (31 weeks) to complete (average 24–30 hours per week). The part-time program typically takes 14 months (56 weeks) to complete (average 12–18 hours per week). Not including break weeks or holidays.

Introduction To Massage

102 classroom clock hours

The Introductory Course is a prerequisite course designed to establish an excellent foundation into the massage industry for all ages, backgrounds and educational levels. This course will serve as a guide for students who may be returning to school after sometime, or students who may be concerned about the anatomical terminology. Our study skills class and our amazing instructors will ease any concern or doubt and serve as a solid guide for their further education. Classes introducing anatomy and physiology, assessment, stretching and hydrotherapy; along with Swedish massage exchange classes are the cornerstones of this course. Students will also discuss ethical boundaries and how to develop a healthy dialogue regarding massage with peers, clients, family and loved ones. After completion of the Introductory Course, students can advance in the program and feel competent moving into any of the following courses.

Clinic Internship

162 hours

Our 162- hour Clinic Internship is designed to provide students the opportunity to perfect their skills while under the guidance of instructors. During their internship, students will hone their skills in interviewing and assessing their clients, formulating a session plan and writing SOAP note documentation. During each session, students will be supervised and provided feedback on massage technique, body mechanics and communication with clientele.

SensAbilitysm student clinic is where students can fine tune all the techniques learned in the classroom and acclimate themselves to the daily routine of a professional massage therapist.

Course Descriptions

Axial

96 clock hours

Prerequisite: Introduction to Massage

The Axial Course provides students a comprehensive guide through the torso, neck and head. Anatomy & Physiology classes discuss all of the skeletal, muscular and soft tissue structures in that region. Kinesiology and Orthopedic assessment sessions cover muscular actions, as well as pinpoint origins of all possible pathologies or injuries that may occur in this area. This will provide the knowledge needed for treatment planning as well as provide client education, enhancing recovery and progressing wellness. Swedish, Deep Tissue and Neuromuscular Therapy are just a few of the modalities students will learn in their several practical exchange classes. While centering techniques provide the learner with the internal groundwork, Ethics classes focusing on sexual harassment and soft skills classes discussing communication set a standard above professionalism.

Medical

78 clock hours

Prerequisite: Introduction to Massage

The Medical Course is designed to support our students while encouraging current trends; as we see the massage industry enter all aspects of the medical field. Oncology and critical thinking for pathologies are not only the keystone of the curriculum, but students will put them into practice. Graduates of our program will know how to competently work within a variety of medical specializations, environments and even how to provide massage for those clients with medical devices. For our graduates who plan to expand their career and become Board Certified Licensed Massage Therapists, our curriculum on Research supports them in their ambitions. Our partnership with Emory Medical Center focusing on research for massage not only advances the massage industry at large, but propels our graduates to excel above the current industry standard

Upper Extremity

96 clock hours

Prerequisite: Introduction to Massage

The Upper Extremity Course provides students a comprehensive guide through the shoulder, arm, wrist and hand. Anatomy & Physiology classes discuss all of the skeletal, muscular and soft tissue structures of that region. Kinesiology and Orthopedic assessment sessions cover muscular actions, as well as pinpoint origins of all possible pathologies or injuries that may occur in this area. This will provide the knowledge needed for treatment planning as well as provide client education, enhancing recovery and progressing wellness. Swedish, Deep Tissue and Neuromuscular Therapy are just a few of the modalities students will learn in their several practical exchange classes. Business and Marketing classes will prepare students to enter the industry in any capacity; from writing a resume to branding your business, hiring employees and paying taxes. Our Ethics classes are also business minded, going above and beyond to ensure that our alumni are well-versed in the laws and regulations within our industry.

Lower Extremity

96 clock hours

Prerequisite: Introduction to Massage

The Lower Extremity Course provides students a comprehensive guide through the hips, leg, ankle and foot. Anatomy & Physiology classes discuss all of the skeletal, muscular and soft tissue structures of that region. Kinesiology and Orthopedic assessment sessions cover muscular actions, as well as pinpoint origins of all possible pathologies or injuries that may occur in this area. This will provide the knowledge needed for treatment planning as well as provide client education, enhancing recovery and progressing wellness. Swedish, Deep Tissue and Neuromuscular Therapy are just a few of the modalities students will learn in their several practical exchange classes. One of the oldest modalities students learn in this course is Reflexology, which aids in balancing the entire body by massaging the feet. We'll look at foot pathologies and how they can relate to the wellness of the entire body. Soft skills classes will focus on the importance of teamwork, while our Ethics classes aim to improve communications between colleagues and supporting professionals; bolstering a community mindset of inclusion, no matter the modality focus or profession within the wellness industry.

Health Sciences

120 clock hours

Prerequisite: Introduction to Massage

The Health Sciences course is designed to deepen the understanding of the human body and all of its systems. Our Anatomy & Physiology, pathology and pharmacology classes bring the physiological effects of massage to life. In the exchange classes, students will practice various stretching techniques and massage applications geared towards Sports massage. Massage history class discusses how history shaped massage and wellness as we know it today, while our Ethics class engages students in a dialogue about standard of care with the industry moving forward. An introduction to Aromatherapy and common spa ingredients puts a focus on how other complementary modalities also have an effect on the body. This course gives students the opportunity to see how many variations of wellness, old and new, tie in with massage as a viable resource towards health.

Exam Prep

In massage education, it is common practice for recent graduates to purchase an additional mandatory class for a licensing exam review class. The Atlanta School of Massage has devoted 18 hours to MBLEx Prep in order to prepare our students for the examination required by the State of Georgia. It is scheduled at the beginning of your clinical internship.

Massage Therapy Program

Tuition and Fees

Application Fee **\$75**
(Refundable if requesting cancellation within three business days of visiting the school or signing an enrollment agreement.)

Tuition	\$12,701
Books/Supplies (tax included)	\$374
Student Liability Insurance (non-refundable)	\$50
Graduation Fee (non-refundable)	\$50
ABMP Exam Coach	\$65
MBLEx Licensing Exam Fee	\$265
Finger Printing/Background Check	\$55
Georgia State Licensure Application	\$125
Georgia Board of Massage Processing Fee	\$10
Total Charges	\$13,695

Additional Costs (not covered by tuition)

CPR Certification, approx. \$45

Linens, lotion and misc. supplies
(provided by student), approx. \$250

Fees may be changed at the discretion of the Georgia State Board of Massage Therapy.

Note: *Where applicable, you may not practice without a state license issued by the Board.*

•The school reserves the right to adjust tuition rates and other fees prior to the completion of the program. If any adjustments are made, the student will be notified 30 days in advance of the course for which the change will apply.

Graduation Requirements

In order to maintain satisfactory academic progress in the Massage Therapy program, a student must:

- Earn a grade of “C” or higher in all courses.
- Complete 100% of the scheduled program hours in each course.
- Complete all program requirements for clinic internship.
- Complete nationally recognized, hands-on CPR training and submit a copy of certification prior to completion of the Introductory Course.
- Perform and receive all treatment applications.
- Satisfy all financial obligations to the school.

When size and curriculum permit, classes may be combined to provide instruction and training. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

Academic Calendar & Class Times

The school reserves the right to alter class schedules, change the sequence of instruction, and class hours.

Massage Day Program Schedule (full-time):

The full-time Day class schedule is 9:00am–4:00pm.

All Courses:

Tuesday–Friday, 9:00am–4:00pm (4 days of class).

* 1 Monday in each course, and 2 in Medical.

This program typically takes 31 weeks to complete, not including break weeks or holidays.

(Average 24–30 hours per week).

Clinic Internship:

7 weeks, scheduled Tuesday–Friday 9:00am–3:00pm, or 2:00pm–8:00pm.

* 1 Monday of class/clinic.

You will not have a choice in the schedule for clinic, which will rotate.

Massage Weekend Program Schedule (part-time):

The part-time weekend class schedule is

Tuesday, 7:00pm–10:00pm,

and every Saturday and Sunday, 9:30am–4:30pm.

All Courses:

Tuesday, 7:00pm–10:00pm, and every Saturday and Sunday, 9:30am–4:30pm.

This program typically takes 57 weeks to complete, not including break weeks or holidays.

(Average 15 hours per week).

Clinic Internship:

13 weeks, scheduled 8:30am–2:30pm,

or 1:30pm–7:30pm Saturday and Sunday.

Approximately 6 weeks of class Tues., 7:00pm–10:00pm.

You will not have a choice in the schedule for clinic, which will rotate.

Massage Weeknight Program Schedule (part-time):

The part-time weeknight class schedule is

Monday, Wednesday, Thursday, Friday 6:30pm–9:30pm, and alternating Saturdays 9:30am–4:30pm.

This program typically takes 56 weeks to complete, not including Monday holidays or break weeks.

(Average 12–18 hours per week).

Clinic Internship:

12 weeks, Monday, Wednesday, Thursday and Friday

6:30pm–9:30pm, and one 6 hour clinic shift alternating

Saturdays, scheduled 8:30am–2:30pm, or 1:30pm–7:30pm.

Students may be assigned to a different clinic schedule time. Schedules will be based on space, clients, and other factors. Students will be notified in advance of their clinic times when they have completed all other courses.

Teaching Staff

We require our instructors to possess a current Georgia Massage License and at least 3 years in the field. Many of our massage instructors are successful practicing massage therapists in the community. Our instructors and staff bring enthusiasm, creativity and joy into each job they perform at Atlanta School of Massage.

Alyssa M. Lucas, Program Director

Georgia Southern University, BS
Kinesiology, Exercise Science, 2011
Atlanta School of Massage, 2014
Georgia Licensed Massage Therapist, 2015

Leslie Giattina

Atlanta School of Massage, 2008
Georgia Licensed Massage Therapist, 2008

Natalie Gregory

Swedish Institute Associate of Occupational Therapy, 2002
Legends Barber and Beauty Esthetician Certification, 2002
Georgia Licensed Massage Therapist, 2012

Erika Larson

Georgia Institute of Technology,
BS Mechanical Engineering, 2004
Georgia Institute of Technology,
MS Bioengineering, 2006
Atlanta School of Massage, 2007

Tiffany Ling

Heritage Institute, 2003
Georgia Licensed Massage Therapist, 2014

Shanese Mark

University of the Virgin Islands, A.A., 1997-2002
University of Georgia, B.A., 1999 - 2004
Georgia Massage School, 2012
Georgia Licensed Massage Therapist, 2012
Tad James, Neuro-Linguistic Programming, 2020
ULAN, Inc, Nutrition Response Testing, 2021

Neil Matthews

Certified Personal Trainer, 2008
Atlanta School of Massage, 2010
Georgia Licensed Massage Therapist, 2010
Georgia Gwinnett College, BS Exercise Science, 2018
Touro University Worldwide, MS Health Science, 2020

Marques Mollock

South University, BS Health Science, 2014
Atlanta School of Massage, 2018
Georgia Licensed Massage Therapist, 2018

Jeff Reiber

Capelli Learning Center, 1997
Georgia Licensed Massage Therapist, 2007

Bryonna Williams

Georgia State University, BS Exercise Science, 2015
Atlanta School of Massage, 2016
Georgia Licensed Massage Therapist, 2016
A.T. Still University, MS Kinesiology, 2019

Samantha Yancey

Atlanta School of Massage, 2003
Atlanta Institute of Aesthetics, 2005
Licensed Esthetician, Georgia, 2005
Licensed Esthetician Instructor, Georgia, 2005
Georgia Licensed Massage Therapist, 2007
National Board Certified Massage Therapist, 2019

Esthetician Program

Educational Objectives

The Esthetician Certification Program is designed to ensure that students acquire scientific knowledge, technical skills, and treatment methods in order to provide competent and appropriate skin care services as professional practitioners to a diverse public. Class content and clinic practicum meet Georgia State Board of Cosmetology requirements for graduation and application for licensure, which is required to practice as a professional esthetician in Georgia and other states. As newly licensed estheticians, graduates can expect to obtain positions from spas, medical esthetic clinics, commercial cosmetic settings, and private basic skin care practices.

By the end of the program, a graduate will:

- Understand and demonstrate the proper Sanitation, Infection Control, and Safety Procedures as outlined by the Georgia Board of Cosmetology policies and laws.
- Understand human anatomy and physiology as it relates to the practice of esthetics and be able to identify and assess skin and hair conditions and disorders.
- Be able to design an effective treatment plan that addresses each client's skin analysis and skincare goals.
- Be able to demonstrate a basic and advanced facial including: proper cleansing, masking, massage, extraction, and exfoliation.
- Be able to demonstrate proper facial and body waxing procedures.
- Have comprehensive knowledge of chemistry and its effect on skincare product formulation.
- Understand color theory and be able to demonstrate proper basic makeup application.
- Be able to integrate professional practices required to seek employment and employ tools for success.
- Be able to integrate the benefits of modern esthetics and traditional, holistic modalities.
- Be able to demonstrate proper body treatment protocols including:
Body Exfoliation, Cellulite Wrap, Mud Wrap, and Reflexology.
- Have knowledge of the fundamentals of electricity and its relation to skincare and demonstrate the use of:
Vacuum suction, High frequency, LED, Micro-current, rotary brush, Galvanic, and Microdermabrasion machines.
- Be awarded a certificate and transcript provided he/she meets the graduation requirements, and has paid all fees due the school.
- Receive certifications in the following areas:
 - Esthetician
 - Spa Therapies
 - Reflexology
 - Microdermabrasion
 - LED
 - Micro-current

Philosophy

The practice of esthetics has evolved throughout the years from basic facial treatments and makeup artistry to sophisticated skin care practiced in diverse settings, including advanced medical esthetic centers. We promote and support that growth by ensuring that every student has a solid foundation in anatomy, physiology, and pathology of the skin. We encourage each student and educator in our Esthetician Program to be committed to traditional modalities that were instilled in his or her basic esthetics training, to adapt a holistic approach to skin care, and to be service-minded.

Program Requirements

Each student is required to perform and receive a specified number of facial, skin care, body treatments and procedures to be in compliance with the school conduct policies, graduate from the Esthetician Certification Program and to meet requirements set forth by the Georgia State Board of Cosmetology for Esthetician licensure.

The required procedures include, but are not limited to, facials, hair removal of all face and body areas, use of machines, makeup applications, and body treatments.

Personal Care

In order to ensure full student participation the following apply to the Esthetician Program students:

No lash extensions for the duration of program.

Fingernails must be kept natural, unpolished, and short not extending beyond the fingertips.

If you are currently using or receiving the following you must discontinue at least one week prior to class:

chemical exfoliations, sunbeds, hair removal services, acid peels, microblading, dermal planning, cosmetic surgery, injectables, laser, micro needling, and permanent cosmetics. Isotretinoin must be discontinued 6 months prior to beginning of Esthetician Program..

Male Esthetician students will need to shave facial hair prior to class.

No jewelry or watches are permitted to be worn due to safety and sanitation concerns, and potential damage to a client's or classmate's skin.

Course Descriptions

Our 1000 clock-hour program is taught in 6 courses.

Each course is either 6 weeks (full-time program) or 9 weeks (part-time program).

The Introduction to Esthetics course is a prerequisite to the remaining 5 courses, which may be scheduled in any order.

The full-time program typically takes 12 months to complete (average 24 hours per week).

The part-time program typically takes 17 months to complete (average 16 hours per week).

Holidays are not included in the total number of instructional weeks.

The program is divided into 712 clock hours of classroom instruction and 288 clock hours of clinic instruction.

A clock hour is defined as 50 minutes of instructional time.

The SensAbilitysm clinic internship provides the opportunity to practice techniques and interactive skills, with the public, in a real life setting supervised by a state licensed esthetics instructor.

Our curriculum is designed to provide you with all the basic skills necessary to perform a facial, back facial, body treatment, hair removal, or add-on-service by the end of the Introductory Course.

You will have the opportunity to master your techniques as you continue to provide esthetic services to the public throughout your advanced training.

Esthetician Program

Course Descriptions

Introduction to Esthetics

144 clock hours

This course is comprised of classroom instruction including lecture and hands-on practice sessions with your classmates. It is designed to introduce you to the field of esthetics. It prepares you to perform a basic facial, add-on services, and provide you with the foundation necessary for advanced study. The course includes Career Opportunities, History of Esthetics, Professional Image, Life Skills, Communicating for Success, Ethics, OSHA Standards, Introduction to Anatomy and Physiology, Infection Control, Skin Physiology, Skin Analysis, Skin Care Products, Liability and Risk Management, Introduction to Basic Facial and Hand and Arm Massage.

Note: *A student will not be allowed to progress from the Introduction to Esthetics module until they have completed ALL hours of training. Students with outstanding Intro hours or missing 30% of the module hours will be withdrawn. Students will be required to request re-enrollment per the policy.*

Skin Care

142 clock hours

Prerequisite: *Introduction to Esthetics.*

Prerequisite: *Complete nationally recognized, hands-on CPR Training.*

This course is comprised of classroom instruction including lecture and hands-on practice sessions with your classmates. The course is designed to further educate the esthetics student about how to be a Healthy Professional, Chemistry & Chemical Safety, and Electricity & Safety pertaining to the use of machines commonly used in the practice of Aesthetics. The course includes classes on Skin Care for Men, Facial Devices & Technology. The course includes classes on Anatomy and Physiology, Tinting, Waxing and Threading Hair Removal, Makeup, and Camouflage Makeup.

Spa

142 clock hours

This course is comprised of classroom instruction including lecture and hands-on practice sessions with your classmates. The course is designed to teach total body esthetics services, The Beauty Business, Tinting, Spa Treatments (Body Exfoliation, Mud Wrap, and Cellulite Wrap), Reflexology, Advanced Skin Treatments, Makeup Application, Waxing and Threading Hair Removal. The course includes classes on Anatomy and Physiology, Aromatherapy, Ayurveda, and your practical finals for Hair Removal.

Clinical Esthetics

142 clock hours

This course is designed to provide an overview of what can be expected in clinical esthetics settings. Students can expect to develop a deeper understanding of skin analysis, age management treatments, medical terminology and charting, chemical exfoliators and peels, and a more advanced evaluation of skin care products and ingredients. The Clinical Esthetics course includes the following classes: Advanced Cosmetic Chemistry, Diseases and Disorders, Pharmacology, Camouflage Makeup, Lymphatic Drainage Massage, Pre and Post-Operative Treatments, Hair Removal and Reflexology Tinting and Makeup, and your practical finals in the following areas: Makeup Essentials with Tinting.

Advanced Esthetics

142 clock hours

This course is comprised of classroom instruction including lecture and hands-on practice sessions with your classmates. The course is designed to teach Introduction to Oncology Esthetics, Soft Skills, First Aid, Theory of Lasers, The Beauty Business, Lash Extensions, Tinting, Microdermabrasion, LED, Micro-current, Camouflage Makeup, Makeup and Tinting.

Clinic Internship

288 clock hours

Prerequisite: *Introduction to Esthetics, Skin Care, Spa, Clinical Esthetics, and Advanced Esthetics.*

Prerequisite: *Complete nationally recognized, hands-on CPR Training.*

The purpose of our clinic internship is to provide students the opportunity to hone their skills under the guidance of faculty members while in the professional working environment of SensAbilitysm, our student clinic. The program fosters the fine tuning of skills and techniques learned in the classroom. Students practice (216 hrs.) on the general public under faculty supervision in a clinic setting. The School has devoted 30 hours in this course to State Board review in order to prepare you for the examination required by the State of Georgia. The course also includes Advanced Treatment topics, Career Planning, including how to prepare a Cover Letter and Resume for the Esthetics Industry and Mock Interview session with current Industry Professionals.

Tuition and Fees

Application Fee **\$75**
(Refundable if requesting cancellation within three business days of visiting the school or signing an enrollment agreement.)

Tuition	\$14,511
Books/Supplies +Tax	\$2,121
Equipment Kit + Tax	\$1,109
ASCP Membership	\$15
Student Liability Insurance (non-refundable)	\$50
Georgia Board of Cosmetology Exam	\$109
Georgia State Licensure Application	\$30
Graduation Fee (non-refundable)	\$50
Total Charges	\$17,995

Additional Costs (not covered by tuition)

CPR Certification, approx.	\$45
Linens and misc. supplies (provided by student), approx.	\$250

State Board Practical Exam Prep Kit, approx. \$75
Fees may be reviewed and changed at the discretion of the board.

Note: Where applicable, you may not practice without a state license issued by the Board.

Graduation Requirements

- Earn a grade of 75% or higher in all courses.
 - Complete all scheduled program hours.
 - Complete all program requirements for clinic internship.
 - Perform and receive all treatment applications to earn required credits mandated by the GBOC.
 - Complete nationally recognized, hands-on CPR training and submit a copy of certification prior to completion of the Introductory Course.
 - Satisfy all financial obligations to the school.
- The school reserves the right to alter class schedules, change the sequence of instruction, and class hours. When size and curriculum permit, classes may be combined to provide instruction and training. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.
- The school reserves the right to adjust tuition rates and other fees prior to the completion of the program. If any adjustments are made, the student will be notified 30 days in advance of the course for which the change will apply.

Academic Calendar & Class Times

Esthetician Day Program (full-time)

This program typically takes 47 weeks to complete, averaging 24 hours per week (not including school student break weeks).
Day Class Schedule (full time) is 9:00am–4:00pm.

(Except when scheduled for clinic after all prerequisite courses have been completed)

All Courses:

Tuesday–Friday, 9:00am–4:00pm (4 days of class).

(Introduction, Skin Care, Spa, Clinical Esthetics, Advanced Esthetics) each 7 weeks.

Clinic Internship:

Last 12–13 weeks of program.

The first week of Clinic students will be in class:

Tuesday–Friday 9:00am–4:00pm.

The remaining 11 weeks of Clinic students are scheduled

Tuesday 9:00am–4:00pm, and

Wednesday–Friday 9:00am–3:00pm, or 3:00pm–9:00pm,

after all prerequisite courses have been completed successfully.

Students will not have a choice in the am or pm schedule for Clinic, which will rotate.

Esthetician Weekend Program (part-time)

This program typically takes 66 weeks to complete, averaging 16 hours per week (not including school student break weeks).

Weekend class Schedule (part-time)

Tuesday 6:00pm–10:00pm,

and every Saturday and Sunday 9:00am–4:00pm

for all courses except for Clinic Internship

(Weekend times vary during Clinic Internship).

All Courses:

Tuesday 6:00pm–10:00pm,

and every Saturday and Sunday 9:00am–4:00pm

(Introduction, Skin Care, Spa, Clinical Esthetics, Advanced Esthetics) each 9 weeks.

Clinic Internship:

Last 18 weeks of the program after all prerequisite courses have been completed successfully.

The first week of Clinic students will be in class.

Tuesday 6:00pm–10:00pm, Saturday and Sunday 9:00am–4:00pm.

After the first week you will be assigned a Clinic shift schedule

9:00am–3:00pm, or 3:00pm–9:00pm (am or pm),

which will rotate from the am or pm shift after the first 16 clinic shifts during the Clinic Internship.

Students will not have a choice in the am or pm schedule for Clinic, all students are expected to attend all scheduled shifts.

Esthetician Weeknight Program (part-time)

This program typically takes 68 weeks to complete, averaging 16 hours per week (not including school student break weeks).

All Courses:

Monday, Wednesday, Thursday, and Friday 6 pm–10 pm

(Introduction, Skin Care, Spa, Clinical Esthetics, Advanced Esthetics) each 9–10 weeks

Clinic Internship:

Monday, Wednesday, Thursday, and Friday 6:00pm–10:00pm.

Students will be scheduled for Clinic shifts between the hours of **6:00pm–10:00pm** for the last 18 weeks of the program after all prerequisite courses have been completed successfully.

The first week of Clinic students will be in a class

Monday, Wednesday, Thursday, and Friday 6:00pm–10:00pm.

After the first week you will be assigned a Clinic shift schedule.

Esthetician Program

Teaching Staff

Our esthetics instructors are not only Licensed Estheticians, they are also Licensed Instructors by the Georgia State Board of Cosmetology. Instructors must have practical experience in the esthetics field, a background in education, be a licensed esthetics instructor trained to teach, and participate in continuing education courses beyond minimum requirements for renewal of instructor licenses.

Jocelyn Ash, Program Director

Licensed Esthetician, Washington, 1996
Licensed Esthetics Instructor, Washington, 1998
Licensed Esthetician, California, 1999
Licensed Esthetician, Georgia, 2003
Licensed Esthetics Instructor, Georgia, 2004

Nairi Bournazian

Licensed Esthetician, Georgia, 1992
Licensed Esthetics Instructor, Georgia, 2010

Tia Cochran

Licensed Esthetician, Georgia, 2010
Licensed Esthetics Instructor, Georgia 2016

Christina Dunbar

Licensed Cosmetologist, California, 1986
Licensed Cosmetology Instructor, California, 1995
Licensed Master Cosmetologist, Georgia, 1999
Licensed Cosmetology Instructor, Georgia, 2011
Toledo University: AA, 1984

Deatra Durr

Licensed Esthetician, Georgia, 2009
Licensed Esthetics Instructor, Georgia, 2022

Samantha Ellis

Licensed Esthetician, Georgia, 2015
Licensed Esthetics Instructor, Georgia, 2021
Armstrong Atlantic State University, B.L.A., 2012

NaToshia Martin

Licensed Master Cosmetologist, Georgia, 1988
Licensed Esthetician, Georgia, 2011
Licensed Esthetics Instructor, Georgia, 2019

Dawn McDaniel

Licensed Esthetician, Georgia, 2016
Licensed Esthetics Instructor, Georgia, 2022

Alena Mendez

Licensed Esthetician, Georgia, 2008
Licensed Esthetics Instructor, Georgia, 2016

Jamiella Nash

Licensed Esthetician, California, 2014
Licensed Esthetician, Georgia, 2017
Licensed Esthetics Instructor, Georgia, 2022
Alcorn State University: B.S. 2008

Julia Perales

Licensed Esthetician, Georgia, 1983
Licensed Esthetics Instructor, Georgia, 2006
Kennesaw State University, B.B.A., 1987

Kimberly Russell

Licensed Esthetician Georgia 2009,
Licensed Esthetics Instructor, Georgia 2012

Everardo Serrato

Licensed Esthetician, Georgia, 2009
Licensed Esthetic Instructor, Georgia, 2012

Hope (Robison) Skapinetz

Licensed Esthetician, Florida, 1999
Licensed Esthetics Instructor, Georgia, 2010
Florida College of Natural Health: AS, 2000

Rachael Tipton

Licensed Esthetician, Georgia, 2011
Licensed Esthetics Instructor, Georgia, 2018
Atlanta Institute of Aesthetics, 2010-2011

Carol Vencilk

Licensed Master Cosmetologist, Georgia, 1996
Licensed Esthetics Instructor, Georgia, 2005
Licensed Massage Therapist, Georgia, 2007
Atlanta School of Massage 1997

Armanda Wiley

Licensed Master Cosmetologist, Georgia, 2011
Licensed Cosmetology Instructor, Georgia, 2013

Academic Year / Payment Period

The Massage Therapy Day Program is a non-term program measured in clock hours.

The academic year is 750 clock hours and 31 weeks of instructional time.

The second payment period begins after the first 375 hours and 15.5 weeks have both been completed.

The Massage Therapy Weekend Program is a non-term program measured in clock hours.

The academic year is 750 clock hours and 57 weeks of instructional time.

The second payment period begins after the first 375 hours and 28.5 weeks have both been completed.

The Massage Therapy Weeknight Program is a non-term program measured in clock hours.

The academic year is 750 clock hours and 56 weeks of instructional time.

The second payment period begins after the first 375 hours and 28 weeks have both been completed.

The Esthetician Day Program is a non-term program measured in clock hours.

The program is 1,000 clock hours and 47 weeks of instructional time.

The first academic year is 900 clock hours and 43 weeks of instructional time.

The second academic year is 901-1000 clock hours and 4 weeks of instructional time.

The second payment period begins after the first 450 hours and 21.5 weeks have both been completed.

The third payment period begins after 900 hours and 43 weeks have both been completed.

The Esthetician Weekend Program is a non-term program measured in clock hours.

The program is 1,000 clock hours and 66 weeks of instruction time.

The first academic year is 900 clock hours and 60 weeks of instructional time.

The second academic year is 901-1000 clock hours and 6 weeks of instructional time.

The second payment period begins after the first 450 hours and 30 weeks have both been completed.

The third payment period begins after 900 hours and 60 weeks have both been completed.

The Esthetician Weeknight Program is a non-term program measured in clock hours.

The program is 1,000 clock hours and 68 weeks of instruction time.

The first academic year is 900 clock hours and 62 weeks of instructional time.

The second academic year is 901-1000 clock hours and 6 weeks of instructional time.

The second payment period begins after the first 450 hours and 31 weeks have both been completed.

The third payment period begins after 900 hours and 62 weeks have both been completed.

Introductory Course Academic Progress

Students cannot progress to another course in the program and will be withdrawn if all outstanding absent hours, graded homework, and tests have not been completed by the last day of the course. Students who fail an exam in the last week of the course will not be allowed to progress to the next course and will be marked absent until the test retake/make-up has been satisfied.

Students in the Introductory Course will not be allowed an extension to meet satisfactory progress unless there are documented mitigating circumstances. Documentation will need to be provided to the Student Records Administrator prior to the end of the course or prior to the new course in order to be evaluated for an extension.

Students in the Introductory Course will be withdrawn and will need to follow the school's written re-enrollment policy in order to be considered for re-entry. Students will be updated on their attendance via an attendance report at the midpoint of your course. Students not meeting the SAP policy may be placed on an Academic Plan through the end of the Intro course.

The student will be withdrawn if they have received an Academic Plan letter at any time during the Introductory Course, or who has accrued absences after midpoint and still has not met the terms to complete the Introductory Course by the last day of the course.

Academic Policies

Satisfactory Academic Progress Policy

Atlanta School of Massage is committed to the success of its students and to ensure that enrolled students have the ability to successfully complete their program. The Satisfactory Academic Progress (SAP) policy applies to all students enrolled in programs at Atlanta School of Massage and includes all periods of a student's enrollment.

Satisfactory Academic Progress (SAP)

Federal regulations require all schools participating in federal financial aid programs to monitor SAP. All periods of a student's enrollment count toward SAP (Fall, Winter, Spring, and Summer), including periods when a student does not receive Title IV financial aid. Each student's academic progress is formally evaluated at the end of each payment period and students must demonstrate that they are meeting SAP toward the successful completion of course requirements in their selected program of study within a reasonable period of time. The SAP Policy consists of both a qualitative and quantitative cumulative component, includes all periods of attendance and is applied consistently to all students at Atlanta School of Massage.

Both the qualitative and quantitative requirements for SAP are evaluated at the end of each payment period of a program.

Students are considered to be meeting SAP if they meet the following criteria:

- **Qualitative Progress (Grade Point Average)**

The policy requires that students must maintain a minimum cumulative grade point average (GPA) of 2.5 for the Esthetician Program and a 2.0 for the Massage Therapy Program. Students must earn a passing grade (A, B or C), pass all practical testing, complete required graded homework and have completed 100% of coursework for each course to earn credit for that course. Esthetician students must repeat any course in which they earn less than a 75%. Massage students must repeat any course in which they earn less than a 70% or C Average. An "Inc" (Incomplete) or "W" (Withdrawn) grade does not affect GPA.

- **Quantitative Progress (Pace of Completion)**

CLOCK HOUR COMPLETION RATIO

The Massage Therapy Program is a clock hour program and the student is required to make quantitative progress toward program completion. A student must attend at least 100% or 375 hours of the scheduled clock hours on a cumulative basis at the end of each payment period. Grades of "F" (Fail), "Inc" (Incomplete) and "W" (Withdrawn) are calculated in the completion ratio and will result in a lower completion ratio. Students must repeat all classes in which clock hours were not completed successfully. All clock hours that are not completed successfully will count towards maximum clock hours attempted for the program. Transfer credits are not applicable in the Massage Therapy Program.

The Esthetician Program is a clock hour program and the student is required to make quantitative progress toward program completion. A student must attend at least 100% or 450 hours of the scheduled clock hours on a cumulative basis at the end of each payment period. Grades of "F" (Fail), "Inc" (Incomplete) and "W" (Withdrawn) are calculated in the completion ratio and will result in a lower completion ratio. Students must repeat all classes in which clock hours were not completed successfully. All clock hours that are not completed successfully will count towards maximum clock hours attempted for the program. Transfer credits, if applicable, are also calculated in the completion ratio.

MAXIMUM TIME FRAME (MTF)

The maximum time frame (MTF) for the completion of a program is defined as no more than 150% of the published length of a program as expressed in clock hours and weeks for the Massage Therapy and Esthetician Programs. Students who maintain satisfactory academic progress must complete the program within the allowable maximum time frame listed below:

	<u>Normal Time Frame</u>	<u>Maximum Time Frame</u>
Massage Therapy Day Program	31 weeks / 750 clock hours	46.5 weeks/1125 clock hours
Massage Therapy Weekend Program	57 weeks / 750 clock hours	85.5 weeks/1125 clock hours
Massage Therapy Weeknight Program	56 weeks / 750 clock hours	84 weeks/1125 clock hours
Esthetician Day Program	47 weeks / 1000 clock hours	70.5 weeks/1500 clock hours
Esthetician Weekend Program	66 weeks / 1000 clock hours	99 weeks/1500 clock hours
Esthetician Weeknight Program	68 weeks / 1000 clock hours	102 weeks/1500 clock hours

An approved leave of absence is not counted against the maximum time frame.

Students exceeding the maximum time frame are no longer eligible to receive financial aid or to continue academically.

Monitoring Academic Progress

Student progress will be reviewed by the School at the end of each course to identify students who may be at risk regarding satisfactory academic progress. This informal progress review monitors attendance, GPA, pace of completion and maximum time frame. In all programs, students must complete 100% of all course work/hours within 7 calendar days or by the end of each course, whichever comes first. Students may request a progress report from Student Records at any time during their program.

Introductory Course: Students cannot progress to another course and will be withdrawn if all outstanding hours, graded homework and tests have not been completed by the last day of the Introductory Course. Students who fail an exam in the last week of the Intro Course will not progress to the next course and will be marked absent until the test retake/ make-up has been satisfied. Students in the Introductory Course will not be allowed the 7 day extension unless there are documented mitigating circumstances which must be provided to Student Records prior to the end of the course to be evaluated for an extension.

Satisfactory Academic Progress Probation (SAP Probation)

If a student falls below the minimum qualitative or quantitative requirements, the student is required to meet with Student Records to discuss remedial actions and strategies for improvement. Students in the Introductory Course will be updated on their attendance via an attendance report at the midpoint of their course. If there is no improvement at the next informal progress review, students in the Introductory Course not meeting the SAP policy will be placed on probation through the end of the course. Students not in Intro will be placed on probation for not meeting SAP at the end of a course for a minimum period of half the course length and notified in writing with actions needed to improve academic progress. Students will be placed on SAP probation only one time for having outstanding hours or coursework from a previous course.

Satisfactory Academic Progress Suspension (SAP Suspension)

This is a disciplinary process that addresses students who have already been placed on academic probation for a prior course in the program as well as students who do not meet the terms of their probation. If a student has already been placed on SAP probation, the student will then be placed in SAP Suspension for a maximum of 5 class days in order to allow for the requirements to be met. Under suspension, a student is not allowed to attend regularly scheduled classes and will be responsible for make-up assignments and fees that may be associated, if allowed. Students will be informed in writing of suspension.

Satisfactory Academic Progress (SAP) Evaluation

To determine student financial aid eligibility, Satisfactory Academic Progress (SAP) is evaluated at the midpoint of the program and aligns with the students' payment periods.

1. The Massage Therapy Day program is a 31 week, 750 clock hour program with two payment periods. Massage Therapy students are evaluated for SAP at the end of 15.5 weeks and 375 clock hours.
2. The Massage Therapy Weekend program is a 57 week, 750 clock hour program with two payment periods. Massage Therapy students are evaluated for SAP at the end of 28.5 weeks and 375 clock hours.
3. The Massage Therapy Weeknight program is a 56 week, 750 clock hour program with two payment periods. Massage Therapy students are evaluated for SAP at the end of 28 weeks and 375 clock hours.
4. The Esthetician Day program is a 47 week, 1000 clock hour program with three payment periods. Esthetician students are evaluated for SAP at the end of the first 23.5 weeks and 450 clock hours, and at the end of the second 23.5 weeks and the second 450 clock hours.
5. The Esthetician Weekend program is a 66 week, 1000 clock hour program with three payment periods. Esthetician students are evaluated for SAP at the end of the first 33 weeks and 450 clock hours, and at the end of the second 33 weeks and the second 450 clock hours.
6. The Esthetician Weeknight program is a 68 week, 1000 clock hour program with three payment periods. Esthetician students are evaluated for SAP at the end of the first 31 weeks and 450 clock hours, and at the end of the second 31 weeks and the second 450 clock hours.

To be considered meeting SAP at the scheduled evaluation,

Massage Therapy students must complete at least 100 % or 375 out of the 375 clock hours at the SAP evaluation.

Esthetician students must complete at least 100% or 450 out of the 450 clock hours at the SAP evaluation.

Academic Policies

Satisfactory Academic Progress (SAP) Evaluation continued

Students who meet Atlanta School of Massage standards for qualitative progress (GPA), and quantitative progress (pace) within the maximum time frame are determined to be meeting SAP.

Students who do not meet Atlanta School of Massage's standards for both qualitative and quantitative progress (pace) are not meeting SAP. Students who do not meet the requirements at the end of the payment period are placed on probation and receive notification from the Student Records Department probation status. In conducting the SAP evaluation, the institution takes into consideration the following:

Failing Grades: An "incomplete" cannot be awarded as a final grade for a course. Students must complete the required assignments given in a course by the assigned deadline or the last day of that course, whichever comes first. If students do not complete the requirements by the deadline, they will receive a failing grade of "zero" or "F" for those assignments and their final grade will be calculated accordingly

Academic Plan Policy

The Academic Plan addresses students who fail to meet the 7-day make-up policy for absences. This is used as a warning that they will not meet the terms of the SAP policy if they do not complete outstanding make-up hours. Academic Plans can also be used for students who have disclosed documented mitigating circumstances, including students in the Introductory Course, that will not allow for them to meet Satisfactory Academic Progress requirements by the end of the course. Only students who fail to meet Satisfactory Academic Progress due to reasons that are uncontrollable to the student, i.e., medical or financial hardships or other mitigating circumstances will be eligible for a hardship Academic Plan.

If applicable, the student will receive a plan that outlines how to return to Satisfactory Academic Progress status. The Academic Plan will allow an extension for a student to meet Satisfactory Academic Progress without facing probation or suspension. If the terms of the Academic Plan are not met the student will be placed on probation, or suspended if they have already been on probation, or withdrawn if the student is in the Introductory Course

Repeated Courses: Students must repeat any failed course. Grades received in the repeated course replaces the original grade received. A repeated course will count toward both the pace and maximum time frame.

Non-Credit Remedial Courses: Atlanta School of Massage does not offer non-credit remedial courses.

Transfer Credit/Clock Hours: Transfer clock hours into the Esthetician Program that have been awarded are included in the calculation of clock hours attempted and earned, but do not affect the GPA.

Re-Enrolled Students: Students who have completed clock hour courses from a previous enrollment at Atlanta School of Massage and transferred to a second enrollment at the institution are included in the calculation of clock hours attempted and earned and grades transferred to a second enrollment are included in the cumulative GPA.

Changing Programs of Study: A student transferring from one program to another must withdraw from one program first and then enroll in the second program. Atlanta School of Massage does not offer common courses in its programs; therefore, transfer of credit does not apply to courses from one program to another. SAP status of a student will be applied in continuation from one program to another, but the maximum time frame of each program will be counted separately.

Enrolling in a Second Program of Study: Atlanta School of Massage does not offer an option for two programs to be taken concurrently but a student may take another program after completing one program. SAP and maximum time frame of each program will be counted separately.

Re-Enrollments

Generally, most students who enroll in the school are considered to be making satisfactory academic progress during their initial payment period. Students who are returning to school after a temporary interruption are reinstated under the same SAP status as they had when their prior period of enrollment ended. All satisfactory academic progress will be measured on a cumulative basis from the beginning of the period of enrollment through the date that each payment period has ended.

If a student withdraws from a program of study and re-enters in the same program within 180 days of the withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding. If the student is returning within the original loan period, Atlanta School of Massage must re-disburse the money the school had returned. If the date of a student's return is outside of the period for which the loan was originated, Atlanta School of Massage must extend the loan period and set new dates for any future disbursements.

A student who re-enrolls into a program after more than 180 days have elapsed since withdrawal, is considered a new enrollment, and may be eligible for federal aid for any classes the student must repeat to obtain academic credit. Students should meet with the Financial Aid Administrator to discuss the conditions under which federal aid may be awarded for repeated courses.

Attendance Policies

Attendance and participation is mandatory; students are expected to attend all classes, clinic shifts and to treat class and clinic responsibilities in a professional manner. This includes arriving on time and being prepared for the day. Instructors expect each student to be set up and ready for work at the beginning of each class and clinic. All missed classes/clinics and treatment hours must be made-up, and will involve additional fees. Federal Financial Aid recipients may lose eligibility for funding if absences are not made-up, and will be responsible for tuition payment should their aid be canceled. Graduation requirements are partially based on attendance. Students must avoid incurring absences. Students will be issued a verbal/written warning or be placed on conduct probation for unprofessional conduct due to excessive absences. Students who are unable to participate fully or incur excessive absences may be dismissed from the program. Make-Up Fees will be applied for all absences. Students will be charged \$5.00 for each classroom lecture make-up assignment and \$15.00 for practical classes that require instructor supervision on-site when made-up.

Tardiness and Early Departure

Students arriving late after the scheduled class start time (including returning from lunch) will be marked as (L) late. Students will be marked late when they do not arrive on or before the scheduled class start time BUT within 15 minutes of the scheduled class start time.

Students who arrive 15 minutes or more after the class start time, or leave early more than 15 minutes (including returning from lunch), will be marked absent and may not be allowed to participate in class or testing. Missing more than 15 minutes of total class time during a class period will be marked as an absence. Students departing from class prior to the instructor's dismissal or prior to 15 minutes before the scheduled class end time will be marked absent. This will apply even if allowed to join the class due to late entry. Students allowed to enter class after being marked absent will be done so at the discretion of the instructor and make-up work will still be required which will require a fee.

Accrued Tardies

- These accrued tardies will be tallied at the end of each course and will be added to your Clinic Internship hours at the end of the program.
- These hours will be added as additional hours required for graduation and completion of the program.
- You will be advised of your total tardiness for a course via email at the end of the course.
- Additions to your Clinic Internship hours and extending your completion date will only occur after accruing more than seven (7) tardies.
- Eight tardies in a course would total $\frac{1}{2}$ of a clinic shift.
- Massage Clinic has its own tardy policy, which can be found in the Clinic Internship Handbook.

Technical Absences

- Students who arrive more than 15 minutes after the beginning of class start time or leave early, more than 15 minutes (including returning from lunch and breaks), will result in a technical absence and you will be required to complete the make-up assignment/hours which will require a fee.
- This will apply even when allowed to join the class due to late entry (at the discretion of the instructor).
- Students allowed to enter class after being marked absent will be done so at the discretion of the instructor and make-up work will still be required.

This policy only applies to classrooms, not Clinic Internship as the Clinic Internship has its own attendance policy.

Verifying Hours

Weekly attendance sheets will be provided for students to review at the end of each week. Students are expected to review their hours and verify they have been documented properly. Any discrepancies should be reported to the instructor immediately or Student Records within one week of the date in question. All weekly roll sheets should be signed. If not signed and verified, attendance will be entered as documented. Disputes will not be considered if they have not been addressed within one week and probation will stand if applicable.

Academic Policies

Class & Clinic Make-Up Policies

Clinic Internship

In all programs students must treat clinic as an unpaid internship. Students must participate fully in all clinic duties per their student clinic handbook and receive a passing GPA for the overall clinic internship.

For the Massage Program, the Clinic Course is the final course in the program. Students will receive feedback for every shift, but only be assessed three times during the course. The Clinic Course is Pass/Fail, so students must pass two of the three assessments to successfully pass the Clinic Course. Students who fail will be required to repeat the entire course and pay the course repeat fee of \$500.

During a 6-hr clinic shift, students can expect to have a 5-hour appointment window and 30 minutes of clinic closure. During the 5-hour appointment window, students may be booked for 30 minute Seated or Stretch sessions, or 60, 90, or 120 minute customized massage sessions.

There will be 15 minutes between appointments for students to document their session (SOAP note) and clean the room for the next appointment.

During an evening 3-hour clinic shift, students can expect to have a 90 minute appointment window and 30 minutes of clinic closure. During the 90 minute appointment window, students may be booked for 30 minute Seated or Stretch sessions, or 60, 90 minute customized massage sessions.

Clinic closure is where students can expect to receive feedback from the clinic supervisor(s) about the shift and/or additional learning time covering stretch, enhancements, SOAP note help, etc.

For the Esthetics Program, clinics can be scheduled in each course or as a separate stand-alone course. Students must have a completed clinic grade by the last day of the course. An incomplete will not be given as a grade due to make-up clinics that have not been completed. Incompletes will be counted as a failure. Students who fail will receive a failing grade and will be required to repeat and pay the repeat fee for all clinics scheduled in that course.

Clinic Grading Method

All Clinic practicum procedures and required activities are graded using a rubric method, which is provided to the students in advance.

For the Massage Program, if a student misses a scheduled make-up shift in which an assessment was due to be made-up, the student will still be required to make-up the missed clinic hours, but will receive a grade of fail for the missed assessment. A missed assessment will also result in an automatic 4 point deduction per the grading rubric. Any assessments that are not made-up by the end of the scheduled internship will result in a grade of fail that cannot be changed and the hours will still be needed to be made-up.

For the Esthetics Program, make-up clinics due to absences will earn a grade of "0" after the first allowed unexcused absence is made-up with a grade. Students who accumulate more than one grade of "0" risk failing the course.

Class Make-Up Policy

Students are required to make-up all absent hours within one week of the absence or by the end of the course (whichever comes first), there are no excused absences. This may be done by either attending the class with another group, having a qualified lead instructor tutor you for a fee, or completing a written or practical assignment, which can be downloaded from the Student Portal for a fee.

Students who have not met this requirement by the last day of the course will be placed on academic (SAP) probation.

If make-up assignments for all classes/clinics missed are not submitted during the probationary period the student will not progress, and will be suspended and may be withdrawn from the program.

Students who miss a clinic or practical class in the last week of a course will not be placed on probation if official documentation for the absence is provided and the hours are made-up within 5 days. Students will be required to pay the Make-Up Fee of \$5 per lecture class and \$15 for practical hands-on classes that must be supervised on-site.

Clinic Make-Up Policy

Students are required to make-up all clinic absences in order to pass and earn the required clock hours to complete graduation requirements for Clinic.

For the Massage Program, clinic is defined as an entire day of all client sessions. In order to be marked present for a clinic shift you must be present for the entire scheduled time. For every 3 hours of clinic not made up by the end of the Clinic Course, you will accrue additional 3 hours of clinic added to the end of your Clinic Internship. Students who accrue 4 or more absences risk conduct probation for unprofessional behavior. Students who accrue 6 or more absences will be required to repeat the entire Clinic Internship and pay the course repeat fee of \$500.

There are no excused absences, but you may submit documentation for your absences when requesting to make-up for your missed hours. Examples of acceptable documentation would be; doctors note for you, your spouse or dependent, receipt of mechanical car expense, or police report from an incident. Work excuses, child care issues and planned trips are NOT acceptable reasons for missing a clinic shift.

For the Esthetics Program, only one clinic absence per course will be eligible to earn a grade when the clinic is made-up (except for No Call No Show absences). All other clinic absences must be made-up but will earn grade of "0" after the one allowed. An absence without prior notification of at least 30 minutes is a "No Call No Show," or NCNS.

No Call No Shows must be made-up and will be awarded a grade of "Zero" for the shift. A clinic is defined as an entire day of all client sessions. In order to be marked present for a clinic shift you must be present for the entire scheduled time. Students who accrue more than one clinic absence in a course/module risk conduct probation for unprofessional behavior or failing the clinic rotation, and will be required to repeat the entire course and pay the repeat fee. Students will be required to pay the Make-Up Fee for all absences.

A student may petition the Program Director for permission to earn a grade for a second absence by providing documentation of a medical, legal, or other necessary and unavoidable circumstance for the additional clinic absence. Examples of acceptable documentation would be; doctors note for you, your spouse or dependent, receipt of mechanical car expense, or police report from an incident. Work excuses, child care issues and planned trips are NOT acceptable reasons for missing clinic. Request for petition along with valid documentation must be submitted within 1 week of the clinic absence via email to the Program Director.

Exam/Testing Policy

Practical Testing

In all programs students must perform practical exams. You must receive a passing grade for practicals in every course/module. Only one re-test opportunity is allowed for any practical exam. Students who fail a practical will receive a failing grade in the associated course/module and will be required to repeat the course and pay the repeat fee. Students who fail a practical exam will be notified by the instructor or Student Records that they will be required to re-test.

Students must make themselves available to re-test with an instructor within 7 days from the original test date.

Students who are absent for a practical exam will be deducted an automatic 10 percentage point from the rubric and will also be required to pay a Make-Up Fee and may need to pay a tutoring fee for an instructor. Students will need to schedule the test make-up within 7 days with an instructor and pay the tutoring fee in order to have the practical exam proctored by an instructor.

It is the responsibility of the student to schedule to take missed practical exams, within one week of the originally scheduled test date.

Written/On-line Exams

Students will be required to complete written exams and/or quizzes to show academic proficiency. These can be administered on campus or via an on-line testing system off campus. Tests proctored on-line are NOT open book and students will be technically cheating when using notes, the internet or textbooks to answer tests questions on-line. During on campus tests you will be asked to remove all smart devices and have an empty area to test on. If you are absent for a test day or do not take the on-line exam during the opened period you will receive an automatic 10 point deduction from your final test grade when the make-up test is taken, and the student will be required to pay a Make-Up Fee.

Test Make-Up Policy

If a student is absent for a written test or does not take the test on-line during the testing window period there will be an automatic 10 percentage point deduction from the student's grade when the make-up test is proctored again or reopened and taken on-line. An automatic 10 percentage point deduction will apply to any failed exam that was completed as a result of missing the original testing day or on-line testing period make-up test retake.

Any missed tests, written or practical, must be completed within one week of the originally scheduled test date, or by the last day of the course, whichever comes first. The grade of "zero" will be entered until the test is made-up. Students who do not take the test within the allotted time will keep the grade of "zero". Students may request to the Dean of Students to waive the point deduction if there were mitigating circumstances for the absence. The request must be filed within 7 days of the original test date, and the student will be asked to provide documentation to support their request. The waiver will not be granted to all.

It is the responsibility of the student to schedule to take missed exams, during the posted testing hours, within one week. Only one retest/retake is allowed for both written/on-line proctored exams and practical exams.

Grading Method

All written exams are graded using the following scale:

A = 4.0 (90–100)	F = 0.0 (69 or below)
B = 3.0 (80–89)	P = Pass (Does not affect GPA)
C = 2.0 (70–79)	I = 0.00 Incomplete (Reverts to F)

Practical exams and homework assignments are graded using a rubric point system.

You will receive a copy of the rubric with your syllabus on the first day of the course.

Students will not be able to choose who proctors a practical or who they are paired with for an any exam.

Academic Policies

Repeat Policy

Please note the following policy does not apply to the Introductory Course in any program:

Students who are required to repeat due to excessive outstanding absences or grades will be withdrawn from the Intro course and will be required to follow the re-enrollment policy. You will be required to wait at least 45 days while your withdrawal is processed to start the request for re-enrollment policy to retake the course.

For all other courses the following policy will apply:

All courses that a student fails must be repeated and completed with a passing grade before the student will be eligible for graduation. When repeating a course all repeat classes must be attended. Students will be required to take all exams over again regardless of previous grade from first attempt. Students who choose not to attend classes when repeating a course may face conduct probation or immediate suspension. Students will be required to pay a \$500 fee (with a \$100 deposit) for repeating a course. Students may repeat no more than 2 courses, in order to complete the program within the maximum time frame of 1.5 times the program length. An individual course may not be repeated more than once.

Repeat Policy as it pertains to course attendance:

Students who have accrued 30% or more of absent hours, regardless if the absences are made-up, may or may not be required to repeat the course. Students who are required to repeat the course due to excessive absences will be required to pay the repeat fee and will be placed on conduct attendance probation.

Students who wish to voluntarily repeat a course when the student has attended no more than 50% of the scheduled hours in the course may be permitted by the Program Director, without a fee, subject to seat availability.

You will be required to meet with Financial Aid and/or the accounting department to complete a new financial plan. If you have not met the terms of any new financial arrangements as a result of an LOA you will be withdrawn.

Transfer Policy

Students who need to request a transfer from one schedule to another (for example: transferring from a full-time day program to a part-time weekend program) must notify their instructor, the Program Director, and Registrar of the request to transfer to an alternate schedule.

The request will need to be completed online via the transfer request form located on the Student Portal.

In many cases, a student will need to complete their current course (when possible) before being approved to transfer to another schedule. Based on the class availability and start date a student may need to withdraw from the program if the class they are requesting is not offered within 14 calendar days or if they cannot complete the current course successfully before transferring.

In this case the student will be required to withdraw and re-enroll following the transfer re-enrollment policy within 45 days of their last date of attendance but at least 2 weeks prior to their desired scheduled class start date.

Students will have to request the transfer prior to the last week of their current course in order to be eligible to waive the re-enrollment hearing policy. If the course is not offered within 14 calendar days the student is required to withdraw due to no class availability.

Students will not be approved to transfer in order to delay or avoid disciplinary consequences, i.e., suspension for not meeting Satisfactory Academic Progress or conduct probation. The school reserves the right to deny all program transfers if the school determines the student will not be able to satisfy the requirements or has not met the school's conduct requirements.

Please be advised:

- Students who are transferring are not guaranteed a specific course sequence and may be required to stop attending class in order to align with the new schedule.
- Students may be required to extend their completion date originally stated on the addendum due to class cancellations, space and other reasons beyond the school's control.
- Students will be held to all new policies and fees in effect at the time of signing the transfer agreement.
- Students will be required to repeat any course and pay the repeat fee for courses not completed successfully prior to the transfer.

Students approved for a schedule transfer that does not require a withdrawal will need to complete the following prior to the transfer:

- Meet with the Registrar or Student Records team member to:
 - Determine start date options.
 - Sign a transfer addendum to the Enrollment Agreement.
 - Review new tentative schedule and completion date.
 - Meet with a member of the Finance Dept. to develop a new financial plan.

Transferring from one session or cohort to another may result in change in Federal Student Aid eligibility.

A student will not be allowed to transfer from one schedule to another more than once unless there are extreme circumstances.

Incomplete Policy

An "incomplete" cannot be awarded as a final grade. Students must complete the required assignments given in a course by the assigned syllabus deadline or the last day of that course, whichever comes first. If students do not complete the requirements by the deadline, they will receive a failing grade of "zero" or "F" for those assignments and their final grade will be calculated accordingly. Students may petition the Program Director for an extension by providing documentation for the reason(s) the assignments were not submitted by the deadline. The petition must be filed within 5 days of the last day of the course.

Students who have not petitioned and have failed a course due to incomplete grades will be placed on academic probation and will be required to repeat the course if the terms are not met by the deadline.

Leave of Absence

A student may be granted a Leave Of Absence from a program for medical circumstances. A Leave Of Absence will be considered an approved Leave Of Absence if the school determines that there is reasonable expectation that the student will return.

The student must request the leave, stating the reason to a school official via an online Request for Leave Application, to be considered and approved by the Dean of Students. The application can be found on the Student Portal. If unforeseen circumstances prevent a student from requesting the LOA, the student may submit the LOA request within 14 days of their last day of attendance. Documentation from a medical facility may be accepted.

Students requesting a LOA are required to continue attending class until approval. LOA's will not be granted for students who have not successfully completed the Introduction Course of their program. Students will be required to retake all courses that were not completed with a passing grade and may be required to retake courses as a review if deemed necessary. Student's placement will depend on space and instructor availability. Students cannot choose or request to be placed in a specific course or class upon return from LOA.

If a student ceases attendance prior to the LOA approval they may be subject to being involuntarily withdrawn. If the student is a Title IV recipient they must meet with Financial Aid prior to being granted a LOA. The approval and length of a Leave Of Absence will be determined individually and based on specific circumstances. However, in no case will an individual Leave Of Absence be granted for a period longer than 180 calendar days. More than one Leave Of Absence within a program may result in a student being required to withdraw. The LOA will not involve additional charges to the student. The total period of all LOA's will not be considered as time elapsing for Maximum Program Completion Time purposes.

Return Following a Leave of Absence

The student must meet with the Student Resources Coordinators and Financial Aid representatives prior to returning to class. The student will be required to repeat the entire course from which they elected to take the LOA if they did not receive a final grade and complete all clock hours prior to the leave. However, if the school recognizes that it will be unable to assure that a student can re-enter at the time the LOA began, the student may have to wait for the appropriate course to be offered and the LOA may be extended until the course is scheduled. In that case the student would be allowed a Leave Of Absence extension.

A student who fails to return from a LOA, without communication, on the date indicated on the LOA approval form will be withdrawn from the program on the following scheduled school day and the school will invoke the Withdrawal Policy with the determination date of your original LOA form return date. Once the withdrawal process has begun, due to no contact or no return from LOA, the student will need to follow the re-enrollment policy if they choose to re-enroll at a later date.

End of Program Completion Time

Students who have outstanding hours or grades in their last course/module who have already been placed on probation will have 14 calendar days to complete the hours or be involuntarily withdrawn, and will need to request to be re-enrolled per the re-enrollment policy and may need to repeat the last course.

Students who have outstanding hours or grades in their last course/module who have never been placed on probation will have 30 calendar days from their completion date to complete all program hours and graduation requirements or will be involuntarily withdrawn.

Students are expected to complete their program within the defined program completion time, which cannot exceed 1.5 times the length it would take a student to complete the total program hours according to the enrollment agreement. The maximum time frame shall not exceed 1.5 times the normal duration of the program. Students who do not report to the school within 30 calendar days of their scheduled end date to complete all make-up assignments, scheduled hours and graduation requirements will be involuntarily withdrawn from the school and the withdrawal policy will be applied.

School Policies

Voluntary and Involuntary Withdrawal

Students may voluntarily withdraw from the school at any time with official notice. A voluntary withdrawal date is defined as: The date on which the school official receives notice from the student that they are withdrawing. Students who are absent for 14 consecutive calendar days without contact with a school representative will be involuntarily withdrawn. Students may be involuntarily withdrawn for any behavior that disrupts the learning environment or creates an unsafe environment, continuation of behavior that led to probation or suspension, or failure to pay tuition.

Re-Enrollment Policy

Students **withdrawn voluntarily** for the reasons below may be eligible to follow the schools re-enrollment procedures:

- Failed a course that was not offered and had to be withdrawn
- Medical or physical condition that led to withdrawal in which student could not return from LOA or was not eligible for LOA
- Hardship reason in cases where the student had to voluntarily withdraw due to financial reasons or personal reasons

****NOTE: A student is only eligible to re-enroll once following their voluntary withdrawal.***

A re-enrolled student who is withdrawn for any reason, will not be eligible for a second re-enrollment.

Any student who is **withdrawn involuntarily** for the reasons below or whose tuition account has an outstanding balance in collections, will not be eligible to request for re-enrollment:

- Students who have an outstanding balance in collections
- A student who was expelled
- Conduct/behavioral policy violations
- Not meeting Satisfactory Academic Progress
- Department of Education 14-Day policy with no communication

Re-Enrollment Procedure *(Must follow in detail to be considered)*

A student who meets the criteria above to request for re-enrollment must allow at least 45 days from the date the school determines the student is withdrawn to submit a request for re-enrollment. Students who are eligible to request re-enrollment must submit a Letter of Re-Enrollment and pay a re-enrollment fee of \$200.

The Letter of Re-Enrollment Request should be emailed to: **Reenrollment@atlantaschoolofmassage.edu**

Once you submit the letter you will need to make the payment.

Do not send the letter if you are not prepared to make the payment the same day.

Payment of \$200 should be made online via the tuition payments option at

<http://atlantaschoolofmassagecommunity.com/2/tuition-payment.asp>

or over the phone with the Accounting Department at 678-805-0125.

The Letter of Re-Enrollment Request must include answers to the following;

1. Why did you withdraw or why were you withdrawn from the program?
2. What changes have occurred since your withdrawal?
3. What are your goals to complete the program successfully?
4. What will be different this time that will allow for you to meet all school standards (academic attendance and conduct) and complete the program successfully?
5. Which schedule you are requesting to attend (day or evening), and why is this the best fit?
6. What is your desired return date? (Keep in mind ultimately the start date is assigned by the Re-Enrollment committee, and is based on a number of factors).

* Be advised, students withdrawn for 180 days or more may be required to start at the beginning of the program.

7. Include updated Contact Information: Email address, mailing address and phone number.

*Continuing the re-enrollment process is contingent on the re-enrollment committee being able to contact you and your prompt and consistent response.

Once the fee has been paid and the Letter of Re-Enrollment has been received, you will be contacted by Accounting confirming receipt of payment and a committee member will email you the date of the committee hearing you have been assigned to attend.

Re-Enrollment Hearing

Re-enrollment is not guaranteed and will not be determined until the Re-enrollment committee hearing takes place. Re-enrollment committee hearings are scheduled once per quarter.

Prior to your hearing, a preliminary internal file review will be completed and you will be advised if other information will be needed, i.e. medical release, proof of employment, housing or transportation, or other criteria necessary for the committee to review before the hearing date.

Your hearing will be postponed if you do not provide the required information needed and/or if you cease timely communication with the committee. If you miss your scheduled hearing date and have not communicated with a school official via **Reenrollment@atlantaschoolofmassage.edu** email address or via phone, your name will be removed from the re-enrollment candidate list and the re-enrollment process will cease.

Re-Enrollment Decision

Be advised, you will not be informed of the outcome of your re-enrollment request the day of the hearing. You will be notified within 7 business days of the committee decision.

If you are approved to move forward with re-enrollment, a specific return plan will be sent to you detailing all due dates, return dates and/or criteria needed for you to officially re-enroll.

Depending on the circumstances of your withdrawal, you may be required to complete and submit outstanding work prior to being officially enrolled. Failure to complete any criteria required for you to return by the due date(s) will terminate your ability to re-enroll.

Policy and Program Changes

The school catalog is current as of the time of printing. We reserve the right to make changes in organizational structure, policy and procedures, and graduation requirements as circumstances dictate.

- The school reserves the right to alter class schedules, change the sequence of instruction, and class hours. When size and curriculum permit, classes may be combined to provide instruction and training. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.
- The school reserves the right to adjust tuition rates and other fees prior to the completion of the program. If any adjustments are made, the student will be notified 30 days in advance of the course for which the change will apply.

School Policies

Dress Code

The dress code is specific to each program and is in effect at all times. Any student who is out of compliance with the dress code will be dismissed from class or clinic and will be marked absent for the day. Uniforms must be clean and pressed and worn at all times while on school property. If you have a “get out of dress code card”: any clothing or personal items that promote drugs and/or inappropriate content are not permitted.

Esthetician Program: Students enrolled in the Esthetician Program are required to wear properly fitting AIA Uniform scrub tops with grey scrub bottoms. A shirt or tank top must be worn under the scrub top per OSHA regulations. School t-shirts may be worn during lecture class time only.

Massage Program: Students enrolled in the Massage Program are required to wear an ASM polo or scrub shirt in clinic always. School t-shirts may be worn during class time only. Only ASM scrub bottoms are permitted.

Shoes

Shoes should be clean and in good condition, must have closed toes, closed heels, and cover the instep. Sneakers are preferred.

Not Permitted: High heels, boots/Uggs. If you have a “get out of dress code card”: open toe shoes are not permitted due to OSHA guidelines.

Socks must be worn always.

Jewelry

Due to the personal property policy as well as safety and sanitation concerns, jewelry and/or watches are not permitted to be worn during classroom and/or clinic times. You will find this is normal practice for many employers as well.

Clear piercing retainers/spacers should be used in place of your piercings as required.

Bandannas, shower/satin/wave caps, hats/caps of any kind are not permitted while in the building. This applies even when utilizing a “get out of dress code card”.

Personal Care

The strictest body and oral hygiene must be observed.

Frequent bathing, the use of deodorants/antiperspirants, and regular oral hygiene (brushing teeth, mouthwash, breath mints) is fundamental.

•No body odors are permitted; such as perfume, cologne, scented body sprays or lotions, smell of smoke, or other potentially offensive odors.

•Students may be asked to leave and marked absent for any offensive odors including, but not limited to, cigarettes, drugs or alcohol.

Nails:

Aesthetics Only - In accordance with industry practice, fingernails must be kept clean and short, not extending beyond the fingertips.

Cleanly applied nail polish is acceptable.

Massage Only - In accordance with industry practice, fingernails must be kept clean and short, not extending beyond the fingertips.

Nail polish is NOT allowed in the Massage Program.

Hair:

Hair should be clean, neat and/or pulled back completely off the face, behind the shoulders, and secured at all times in order to exercise hygienic safeguards.

Scarves to wrap hair, hair clips or headbands may be worn to secure hair completely.

Aesthetics Program Only: Since you will receive all treatments you learn to perform in the program including waxing, chemical exfoliators/sunbeds/ hair removal services/acid peels should be discontinued at least one week prior to class. Male Esthetics students will need to shave facial hair prior to class.

Personal lash extensions must be removed to participate in Lash Extension Class exchanges .

Student Health and Safety

It is the goal of Atlanta School of Massage to ensure the health and safety of all students, staff, and clients. To enforce this policy the following guidelines for responsible behavior shall apply. Failure to abide by these requirements by applicants, students, or staff may be grounds for dismissal. If you have an infectious disease, you are required to include this information on the health questionnaire provided with the Admissions packet and notify the Program Director, for purposes of assessing personal risks and special precautions applicable to your health and ability to participate in the school environment. Applicants are also required to disclose any chronic or acute neurological or behavioral condition or illness that may impact their academic performance.

Personal Property

The school is not responsible for lost, stolen, or damaged personal property. All personal items and valuables brought to school are done so at the students' own risk. Lockers are provided for use. Locks are provided by the student. Students are responsible for all the contents within the locker.

Vehicle related incidents, i.e., theft or property damage, should be handled by the student with local police.

Students should complete a school incident report as well.

Cell phones, smart watches or tablets should be kept in a locker. These items are prohibited in the classroom or clinic areas (this includes clinic hallways).

Food

Food and Chewing Gum is prohibited in all classroom and clinic areas. Break rooms/lounges have been designated for food.

Eating in the classroom/clinic areas, bathrooms and hallways is unsanitary and a violation of school policy.

Only bottles of water will be permitted in classrooms, no other open containers or beverages.

Smoking

This school is a non-smoking tobacco free campus. Electronic cigarettes or vapor pens are not allowed on campus, they should be kept in your vehicle.

Students smoking or vaping in the building or anywhere on campus grounds will be placed on conduct probation and possibly face suspension.

A student will be dismissed from class or clinic due to any offensive odor, including cigarette odor, and will be required to make-up the time.

Electronics

Cell phones, smart watches or tablets, and laptops are prohibited in the classroom or clinic areas without prior authorization (this includes clinic hallways).

The classroom and clinic areas are CELL PHONE FREE ZONES.

Due to liability purposes, when in clinic your cell phone should be in your car, a locker or the clinic lock box. Cell phones should never be exposed when you are scheduled in the clinic. This is a serious liability and client concern and you will face disciplinary action if you choose to have your phone out or visible during clinic.

If you need to take a call you should exit the classroom to the lounge area (not the hallways). Students will be placed on conduct probation for phone use in the classroom and/or clinic. If you are caught with a phone during a test or while in possession of a test you will be immediately suspended. If you have a family emergency or need to keep your phone handy you will need to notify your instructor prior to start of class in order to avoid disciplinary actions.

Illness

It is the policy of the Atlanta School of Massage to safeguard all students, staff and customers from the transfer of any illness or communicable disease. Our goal is to keep all healthy and eliminate the spread of any virus in the school by dismissing anyone who states they are ill or appears ill.

Students will be required to leave the school if a staff member determines, based on the following conditions listed below, that a student may be contagious or not capable of participating fully due to an illness, diagnosed or not.

Students will be marked absent for the class and will be required to make-up the hours per the make-up policy. Students who are sent home by a staff member will be allowed extensions, waived make-up fees and tutoring fee waivers in order to complete the make-up work or clinics. Although a student may not agree with being sent home, you will need to understand that unless you can provide documentation that you are not, or are no longer contagious, you will need to leave the building without any classroom disruption or negotiation of the absence.

If a student is experiencing any of the following conditions, or has experienced any within the last 24 hours, they should stay home or will be marked absent and advised to leave for the day. You will not be allowed to return until the condition has resolved itself or you have documentation that you are not contagious (which should be emailed to your instructor prior to class).

- Vomiting
- Diarrhea
- Runny nose
- Excessive coughing or sneezing
- Abnormal secretion or excretion of bodily fluids
- Fever
- Rash
- Eye Infections

In some cases if a student's illness is not resolved after missing 5 scheduled class days or more than 14 calendar days it may be necessary for the student to request a Medical Leave of Absence or be withdrawn. During this time the student must be in communication with a school official at least every 2–5 days.

Proper Hygiene

You can reinforce the importance of every-day good health habits to avoid illnesses by: frequently washing your hands; using a tissue when you sneeze or cough and then throwing it away; avoid touching your eyes, nose and mouth with unwashed hands; not sharing water bottles or similar containers; and staying home when sick. Ensure you use the arm handles when exiting the restrooms.

Injury

Students who are injured after enrollment and require walking aids, casts, or any medical device and cannot participate fully in the program's requirements, which include giving and receiving all treatments with no modifications and practical course work, will need to request a Medical Leave of Absence. Students will be asked to leave class until they can provide a medical release stating they can participate fully or with limited modifications in the education program requirements.

Students who refuse to leave may be marked absent or face disciplinary actions. In some cases students will be required to take a Medical Leave of Absence until the student can participate fully in giving and receiving all treatments, or until the injury is healed and the student has been cleared by a physician.

If at any point during the program, the Director, Faculty, or Administration feels that the student is at risk or risking the health and safety of others due to health or injury related issues, the student may be directed to disclose the illness with faculty or classmates, seek outside assistance, or take a Leave of Absence until the issues can be resolved.

Student Conduct Policies

Policy on Drugs/Alcohol

The use, consumption, or carrying of illegal drugs or alcohol on school premises, or attending class under the influence of drugs or alcohol is prohibited. If you are thought to be under the influence or in the possession of drugs or alcohol at any point by a staff, peer or client the school reserves the right to send any student to perform drug/alcohol testing and/or to send the student home.

Students will be required to complete the testing within 2 hours. After testing is complete students are not allowed back on campus until the next scheduled class day. In some cases students will be notified if further investigation is needed and/or suspension will be invoked.

Students will be marked absent and required to complete make-up work, pay tutoring fees or any other applicable policy if sent home or for testing. If testing is proved negative, or if there is indisputable proof that the student was in-compliance with our policy, the absence will be revised or modification will be made to the make-up work.

Students who refuse testing, become combative or refuse to leave for the day will be automatically placed on conduct probation and may face suspension.

Atlanta School of Massage will impose disciplinary sanctions upon students who do not abide by the terms of this policy. Each instance will be treated on an individual basis depending on the circumstances.

Continuation as a student will depend on factors which include, but are not limited to: the severity of the offense, completion of an appropriate rehabilitation program, frequency of the violation, arrest records and convictions.

Complaints filed against students or staff who are not abiding by the school's policy will be held in the strictest confidence and this policy specifically prohibits retaliation against the person who files a complaint.

A student conviction for any state or federal law regarding possession or sale of illegal drugs during a period for which the student receives Title IV Federal Student Aid funds will result in the student losing eligibility for any Title IV grant or loan.

Harassment Policy

It is the policy of Atlanta School of Massage that all students should be able to enjoy an environment free from all forms of harassment. Harassment can come from a peer, staff, or client and may include, but is not necessarily limited to:

1. Creating a learning/working environment that is intimidating, hostile, or offensive.
2. Sexually suggestive conduct, verbal or physical. Unwelcome, unsolicited sexual advances.
3. Basing student grading, passing, or favors on acceptance or rejection of sexual advances.
4. Use of group chats or social media to threaten or verbally abuse a peer, staff, or client.

The following procedures should be followed if you believe you may have been harassed:

Report to your Program Director immediately if an incident occurs in class or clinic. If the Program Director is the person at whom the complaint is directed, report immediately to their direct supervisor, Dean of Students or the Student Resources Coordinator.

Atlanta School of Massage management will conduct a thorough investigation of the allegations consisting of statements from all parties involved and witnesses.

After investigations are complete, if it is determined whether a violation occurred, remedial action will be taken in accordance with school and student conduct policies. Complaints filed will be held in the strictest confidence and this policy specifically prohibits retaliation against a student who files a complaint.

The School has a designated Title IX coordinator to handle any on campus sexual harassment concerns. All concerns and complaints should follow the school's formal complaint policy. Sexual harassment conduct that is "severe, pervasive and objectively offensive" will be handled following the Title IX process.

If the alleged harassment is not "severe, pervasive, and objectively offensive," it does not trigger the institution's formal Title IX process. However, conduct that does not meet the definition of sexual harassment for Title IX purposes can still be addressed through an institution's own disciplinary processes.

Student Conduct

A certificate of completion from Atlanta School of Massage reflects a student's ability to act professionally with integrity and honesty, treat peers and staff with courtesy and respect, to competently provide services to the public/peers, and to represent the profession and the school in an exemplary manner. Therefore, the Directors reserve the right to evaluate and make recommendations to aid the student in achieving appropriate professional standards which include, but are not limited to, a professional appearance and manner. Students are expected to conduct themselves with staff, fellow students, instructors, and the public in a manner befitting a professional practitioner.

If teachers, administrators, staff, or fellow students express concern about a student's professional or interpersonal skills, the student will be asked to meet with the Dean of Students or Program Director and may face possible probation, suspension, or dismissal. It is the discretion of the individual faculty or staff member to determine if there is unprofessional conduct/behavior in the classroom or clinic. Each instructor reserves the right to send a student home from class or clinic.

Disciplinary Actions

Conduct Probation is a disciplinary action that addresses school conduct violations. The student will meet with the Program Director or the Dean of Students to discuss the terms of the probation. The student will be notified in writing via a probation letter regarding the guidelines of the probation.

The conduct probation letter will explain the specific policy violations, the standard regarding the specific policy, along with steps required to be released from probation status. The conduct probation letter will be signed by the student as an acknowledgment of the probation. Students who refuse to sign the probation letter will still be placed on conduct probation and the terms will apply. In those cases the letter will be signed by another witness.

Student conduct will be monitored by the Program Director while allowing the student to attend classes under specific probation terms. The length of probation will vary depending on the circumstances. Once the probationary period has ended the student will meet with the Dean of Students to determine that the terms of the probation and guidelines have been met. If the terms have not been fulfilled the student may be automatically suspended and withdrawn. If at any time during the probationary period the student is not compliant with the student conduct policies or terms of the probation, the student will be suspended immediately and may be involuntarily withdrawn.

Conduct Suspension is a disciplinary process that occurs when there has been a rule or probation violation, gross misconduct including, but not limited to; physical or verbal threats, sexual misconduct, cheating, fighting, being under the influence or need for serious complaint or incident investigation.

Students will be informed verbally or via email of suspension and terms of suspension. The length of suspension will vary depending on the circumstances. In most cases students will not be able to return to class after a suspension exceeding 5 class days (not including clinic) and will be involuntarily withdrawn.

The school reserves the right to involuntarily withdraw a student during a suspension period if the curriculum will not allow for the student to maintain satisfactory progress in a course or the student's education will be negatively impacted due to a suspension period. Due to the amount of content/clock hours missed during suspension, in most cases, students will not resume where they left off or return to their original class. If it is deemed necessary that a student is required to repeat a course due to absences caused by a suspension, the student will be responsible for the repeat fee and in most cases will have to be withdrawn and request re-enrollment once the course is offered again.

Under suspension, a student is not allowed to attend regularly scheduled classes or to be on the school premises without prior approval from a staff member. Students are encouraged to complete make-up work that can be completed off campus during this period but are not guaranteed automatic re-entry after suspension. Due to the investigation process and Department of Education regulations all students out of attendance for more than 14 calendar days due to conduct will automatically be withdrawn.

The student will be informed on or before the suspension end date of the criteria necessary to re-enter, or the decision of involuntary withdrawal. The criteria to re-enter or withdrawal of the student will be decided by the Campus President, Dean of Students, Program Director, and in some cases other staff members if needed.

If the student is allowed to resume in the program after suspension, the student will receive a notice of criteria to re-enter and will be responsible for all make-up assignments and fees that may be associated with the terms of re-entry.

If the criteria for re-entry have not been met, or if the behavior that led to suspension resumes, or infractions of any other conduct policy occurs, the school will begin the withdrawal process immediately.

Student Conduct Policies

Disciplinary Actions

Causes for Probation or Suspension include, but are not limited to:

- Failure to follow school policies
- Failure to pay tuition (past due two consecutive months)
- Disrupting class
- Unprofessional conduct, including excessive tardiness, absences, “No Call No Shows” for clinic internship, unpreparedness, or any behavior deemed unprofessional
- Unsatisfactory disposition or attitude towards a fellow student, client, or staff member
- Refusal to provide or exchange services in class or clinic for any reason including but not limited to;
Race, Gender, Religion
- Violation of dress code
- Unsatisfactory participation in class or clinic activities
- Gross misconduct
- Inappropriate behavior, foul language towards staff, peer, or client
- Breach of privacy or confidentiality
- Misuse of Social Media - bullying, posting images without consent, defaming school, staff or peer character
- Receiving compensation for treatments performed on or off premises.
- Refusal to leave class/clinic
- Excessive peer or staff complaints
- Cell Phone Use in restricted areas
- Copy/Sharing school records or materials
- Cell Phone or smartwatch visible during a test or while in possession of a test or Scantron

Expulsion is the involuntary withdrawal of a student from any of our programs for serious violation of rules. The student may not apply to re-enter. The expulsion of a student will be determined by a committee consisting of the Dean of Students, Program Director, Registrar, and unbiased school staff member(s). Other individuals involved in the matter may also be present at this review including the school President. The student will be suspended during the period of determination. The student will be notified of the date and time of the committee meeting. The student is encouraged to attend the meeting. The school maintains the right to expel a student whether or not they choose to be represented at the committee meeting. The student will be notified of the final determination in writing if the student is not present for the meeting. If inappropriate behavior is exhibited during the period of suspension the school maintains the right to conduct the committee meeting without the presence of the student.

Causes for Expulsion include, but are not limited to:

- Sexual misconduct
- Continuation of behavior leading to suspension
- Plagiarism or cheating
- Alteration of student school records
- Physical and/or verbal abuse of a fellow student, client, or staff member
- Attending classes or any school-sponsored activity under the influence of alcohol or drugs
- Weapons possession
- Creating a learning/working environment that is intimidating, hostile, or offensive

The above behaviors may result in immediate expulsion without the required committee meeting.

Disciplinary Appeals Process

A student involuntarily withdrawn for academic or conduct reasons (except expulsion) may submit a written appeal of his/her dismissal to be considered for re-enrollment. The appeal should be addressed to the Registrar and will only be considered if received within 30 days of the withdrawal notification/withdrawal determination date. If an appeals request is not received within the timeline the student will forfeit their eligibility for re-enrollment and will be listed with the school as not eligible for re-enrollment. Students cannot attend class or clinic during an appeal process and will continue in withdrawn status.

Appeal letters must include the following elements:

- an opening sentence that clearly states the reason why you are submitting an appeal.
- an explanation that concisely describes the circumstances that you believe contributed to your being involuntarily withdrawn (including, but not limited to: physical illness, psychological difficulties, difficulty in personal relationships).
- a plan for the future that explains what steps you would take to return to good academic standing should your appeal be granted.

Committee Meeting

The appeal letter/documentation will be examined by a committee consisting of the Program Director, Dean of Students, Instructors, Registrar and at least one unbiased school staff member within 30 days of receipt. The student will be notified of the date of the committee meeting and is encouraged to attend but is not required for the review of the appeals documentation. The meeting date will be scheduled based on the availability of the members needed to conduct the meeting and may take up to 30 days to be set. Other individuals involved in this matter may also be present at this committee meeting. Students will be notified about the final status of their appeals within 5 business days of the appeal meeting.

Decisions

The school overturns the decision dismissal only in exceptional cases.

Appeals are granted when the following criteria are met:

- there is clear and persuasive evidence that a student was in good academic/conduct standing; or
- there is clear and persuasive evidence that the student has a viable plan for returning to good academic standing and seeking support for continued academic success (including but not limited to: outside counseling, school advising, tutoring, new work schedule, child care, support groups, etc.).

If withdrawal is overturned the student would be allowed to re-enroll per our re-enrollment policy. Students would not return to current schedule already in progress and their completion date will be extended in most cases.

Financial Information

Additional Fees

Make-Up Fees

Students will be required to pay the Make-Up Fee for all absences and test make-ups. These fees are completely separate from any private tutoring fee which is directly paid to the instructor. Demonstration classes and Practical Exam classes typically require a tutoring session.

- Aesthetics or Massage Lecture Class each: \$5.00
- Massage Exchange Class each: \$5.00
- Aesthetics Exchange Class each: \$15.00
- Aesthetics or Massage Clinic Class each: \$15.00
- Practical/Written Exam Class each: \$10.00
- Retake Practical/Written Exam each: \$10.00

*AIA each class is a 2-hour session

*ASM each class is a 3-hour session

*Make-Up Fees are non-refundable and will be required for all absences, no waivers will be granted.

*The school will only waive Make-Up Fees for active duty or reserve related absences, a copy of military orders will be required to grant a waiver for related absences.

Tutoring Fees

A tutoring session is an hour-long session with a faculty member outside of office hours. A fee of \$25 per hour for the first student plus \$5 per hour for each additional student is payable at time of session; total fee may be split among all students attending the session. Fees for longer sessions will be tabulated in 30-minute increments. (Example: an additional fee of \$12.50 for the first student plus \$2.50 for each additional student.)

Repeat Fee

Students will be charged \$500 to retake a course. A deposit of \$100 must be paid in full prior to beginning the course being repeated or the student will be immediately financially suspended. The remaining balance must be paid before completion of the program. The student will be required to visit the Accounting Department to set up proper payment arrangements upon notification of their retake requirements.

Re-Enrollment Fees

Students who are voluntarily withdrawn from a program and choose to re-enroll will be required to pay a \$200 fee prior to a file review, which will determine re-enrollment eligibility. Note: a student withdrawn for academic or conduct reasons (except expulsion) must submit a written appeal of his/her dismissal to be considered for re-enrollment.

Returned Check Fee

Student payments that are returned by the bank for any reason will be assessed a \$35 Non Sufficient fund fee (NSF). The student will be required to make payment via certified funds.

Late Payment Fee

Tuition payments submitted ten days after the due date will be charged a \$10 late fee. For Extended Payment Plans, students will be charged 5% of the payment or \$25.00, whichever is less, but in no event less than \$1.00.

Payment Plans

Payment plans are available and can be designed to fit most budgets to cover the cost of the out of pocket expenses for the student's education.

Base Payment Plans:

This payment plan is designed to satisfy a zero balance on or before the completion of the program. The student's paperwork will not be released upon completion of the program if there is a balance due on the student's account.

Extended Payment Plans:

May be offered to an applicant who qualifies. This payment plan is extended past the completion date and is interest bearing.

Additionally for the Extended Plan:

The student's paperwork will be released at the time of completion as long as the student has established a stable payment history for a minimum of 6 months. After completion, if the student can establish a stable payment history for a minimum of 6 months, completion paperwork will be released.

Financial Suspension

Financial Suspension is a disciplinary process that addresses students who fail to pay tuition on time (past due two months or equivalent to two months of payments) or meet the terms of their payment plan.

Students are required to pay the full past due amount, or will have the option to pay, at least, 50% to be returned to class. If the student only pays 50% of the past due balance, they will be required to develop a plan with Accounting to pay the remaining 50%.

If the account is not in good standing, or arrangements have not been made to rectify the account, **the student will be involuntarily withdrawn after 5 calendar days** or earlier if notified by the student that they cannot meet the terms of the suspension.

During financial suspension, the student is not allowed to attend classes. The student will be responsible for all make-up assignments/exams and all applicable fees that may be associated with make-up work and tutoring, if required. Students will be allowed to attend make-up sessions and tutoring during this suspension period.

Extensions on deadlines for make-up assignments/exams will not be given due to classes missed because of a financial suspension. Financial Suspension does not negate any academic or attendance policy as outlined in the catalog.

***Important:** Students will only be allowed one period of financial suspension while in the program. If a student fails to meet their financial obligation a second time, the student will be automatically withdrawn from the program or be required to pay 100% of the past due amount.

- The school reserves the right to satisfy any outstanding and/or delinquent debt(s) owed to it by a student, including referral to a collection agency. Additional collection fees may apply.

Financial Aid

Atlanta School of Massage programs are eligible for the following U.S. Department of Education Title IV Student Aid Programs: Pell Grant, SEOG, Federal Stafford Subsidized, Unsubsidized, and Parent PLUS Loans.

These grants and loans are awarded to qualified students according to Federal eligibility guidelines and require completion of the Free Application for Federal Student Aid (FAFSA).

If you are interested in Financial Aid, notify the Admissions Department and you will be referred to the Financial Aid Department for information and applications.

Scholarship

Mary Tolbert Memorial Scholarship

The purpose of the scholarship is to offer financial assistance to qualified students wishing to pursue their education at Atlanta School of Massage.

It is the goal of this scholarship program to assist individuals in completing their education to be successful in a related career. This scholarship is available to all students based on scholarship criteria.

The amount of the scholarships will vary from \$500-\$1500 per student based on need and may only be applied to tuition payments. The award will be credited to the student's tuition account.

Contact the Student Financial Aid Department for specific criteria concerning the Scholarship.

Financial Information

Federal Return of Funds Policy

The Federal Policy applies only to students who receive Title IV Financial Aid. The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student does not begin training, the R2T4 formula does not apply.

For voluntary withdrawals, a student's withdrawal date is the date the school received notice from the student that they are withdrawing. Official Withdrawal Process: If a student wishes to withdraw from school they must notify a school official. The notification may be oral or in writing. The date the notification is received is the date of determination. The school official must begin the withdrawal process.

For involuntary withdrawals a student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for involuntary withdrawals is determined after 14 days of absence. The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, SEOG Grants, Stafford Loans or Plus Loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated as follows: scheduled hours in the payment period as of the withdrawal date, divided by the hours in the payment period. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal, which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell Grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post withdrawal disbursement will be credited to the student's account. Any Pell Grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

The following Title IV refund distribution is used for all FA students due a refund:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct PLUS Loan
4. Federal Pell Grant
5. FSEOG

Refunds will be made to the federal programs within 45 days of the student's date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Credit Balance Policy

Any cash overage will be disbursed to the student when the school has received funds such that the student's account statement reflects a financial aid credit balance. This credit will be disbursed within 14 days of its occurrence, unless the student has signed an authorization for the school to hold a credit balance. The authorization may be withdrawn at any time by sending written or electronic communication to the Financial Aid Department.

Cancellation Prior to Commencement of Classes

An applicant requesting cancellation within three (3) business days after signing an enrollment agreement (contract) or visiting the school will receive a full refund (within 30 days) of all monies paid. An applicant requesting cancellation more than three (3) business days after signing an enrollment agreement (contract) or visiting the school, but prior to commencement of class, will receive a refund of all monies paid minus the application fee of \$75. A student is considered to have visited the school if he/she has completed an admissions interview and toured the school. The school reserves the right to delay a scheduled starting date. If this occurs, the student may request a full refund of all monies paid, or apply all monies paid to a future available scheduled class start date.

Cancellation Period After Commencement of Class

A student requesting cancellation of their enrollment may do so within the first five (5) days after commencement of class and will be considered a canceled student. A student must notify the Admissions Department. A student who misses 50% or more of the scheduled hours during the first five (5) days after commencement of class or who is not in attendance on the 6th scheduled class day without prior communication will automatically be considered a canceled student. Students requesting cancellation within 5 days after commencement of class, will not be charged for tuition, student liability insurance, ASCP membership fee, graduation fee or licensing fee but will be charged for books and/or supplies received (see Textbook and Supply Return/Refund Policy). Students who cancel 5 days after commencement of classes will not be considered as an enrolled student and will not be supplied with any incomplete transcripts, grades, credits or hours or 1098T. Any student who attends the sixth day after commencement of classes will be considered an enrolled student.

Withdrawal After Commencement of Classes

A enrolled student who wishes to voluntarily withdraw must notify the Student Records Department. If a student withdraws voluntarily, or is dismissed by the school involuntarily, any refund due the student, other funding sources, or any remaining balance due from the student, will be based on calculation of refunds. The school will make any required refunds within 45 days of the date of determination that the student is withdrawn from school. The date of determination for a student who voluntarily withdraws is the date of receipt of a written notice. The date of determination for a student who is involuntarily withdrawn is the day following 14 consecutive calendar days of absence. The date of determination for a student who is dismissed is the date a Director notifies the student of that dismissal. In the case of student injury or prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both the school and the student.

Textbook and Supply Return/Refund Policy

The student will be liable for textbooks, supplies, and uniform charges and will not receive a refund from the school.

Institutional Withdrawal Calculation

For programs scheduled to be completed in less than twelve months, refunds are based on tuition for the entire program. For programs scheduled to be completed in a period longer than twelve months, refunds will be based on prorated tuition for the program requirements to be completed in the first twelve months compared to tuition for the entire program, if the student withdraws prior to completion of the program requirements scheduled for the first twelve months. In addition to the percentage of tuition which will be retained by the school as provided in the following statements, the Student Liability and Graduation Fees are non-refundable, and supply charges could be applicable:

- For a student withdrawn more than five (5) days after commencement of class or for a student completing no more than five (5) percent of program requirements, the school will retain 5% of the program tuition and the \$75.00 application fee.
- For a student withdrawn after completing more than 5% of the program requirements, but less than 10% of the program requirements, the school will retain 10% of the program tuition and the \$75.00 application fee.
- For a student withdrawn after completing more than 10% of the program requirements, but less than 25% of the program requirements, the school will retain 25% of the program tuition and the \$75.00 application fee.
- For a student withdrawn after completing more than 25% of the program requirements, but less than 50% of the program requirements, the school will retain 50% of the program tuition and the \$75.00 application fee.
- For a student withdrawn after completing more than 50% of the program requirements, the school will retain 100% of the program tuition and the \$75.00 application fee.
- For Department of Veterans Affairs benefits recipients; the school will refund the unused portion of prepaid tuition and fees on a prorated basis. Any amount in excess of \$10.00 for an enrollment or application fee will also be prorated.

In the event that the school cancels or changes a program of study in such a way that a student who has started the program is unable to complete it, arrangements will be made in a timely manner to accommodate the needs of the student. If the school is unable to make alternative arrangements that are satisfactory to both the school and the student, the school will refund all money paid by the student for the program. Similarly, if the school cancels or changes the time or location of a program of study in such a way that a student who has started the program is unable to complete it, the school will refund all money paid by the student for the program.

Student Services

Housing

Atlanta School of Massage does not offer student housing.

Academic Advising

Any time a student is experiencing academic difficulty, he/she should seek the Student Services Department or the Program Director for academic advising. Students who are making unsatisfactory progress will be scheduled to meet with Student Services and the Program Director.

Personal Advising

Students experiencing personal difficulty during the program, to the extent that it is interfering with their academic performance or classroom participation, may schedule a meeting with the Student Resources Coordinator for supportive advisement and/or referral. It is the policy of Atlanta School of Massage to refer those students who are experiencing difficult personal and emotional problems to local agencies and support groups.

Students with Disabilities

Refer to Page 6.

Student Review of Records

Students may inspect and review their educational records upon request to the Student Services Department. A student desiring to review his/her records should submit to the Student Services Department a written request identifying as precisely as possible the record or records he/she wishes to inspect. This request must be granted in 45 days from the day the school receives a written request for access. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

If, after reviewing their records, the student finds that they contain errors or are inaccurate or misleading, the student may request that the records be amended. If the school does not agree with the student's position, the student may request that a hearing be held.

After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his/her view about the contested information.

Student Activities

Activities that encourage school spirit may be offered. Participation in these events is important and student involvement is encouraged.

Field Trips

When appropriate, as part of the program hours, visits are arranged for students to observe real life applications at professional locations.

Guest Lectures

Guest lecturers are invited to speak to students about career opportunities and current industry standards.

Community Events

Attendance is mandatory when hours are part of the curriculum. Students are expected to attend and treat the community events responsibilities in a professional manner. Students will be responsible for their own transportation and in some cases will need to provide other practical materials.

Transportation Assistance

MARTA student passes are available at a discounted rate in the Accounting department. For pricing information see the MARTA website itsmarta.com/university-program.aspx.

Privacy

In compliance with the Federal Family Educational Rights and Privacy Act (FERPA), the school will not release any information about a student to outside individuals unless we have first received written permission. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them.

Student Complaint and Grievance Procedure

Any student complaint regarding any aspect of any program must be submitted in written/digital form via a Student Complaint/Concern form located on the school's website. The form will be automatically sent to the Student Resource Coordinator, the Dean of Students and the Campus President. The Dean of Students will review the complaint and involve all appropriate staff members for further details or to handle directly.

Students will be contacted within 5 business days after the complaint has been received if further information is needed. If no further information is needed the complaint will be handled with parties named. The school will not discuss disciplinary actions regarding other students or staff with the complainant. All student complaints will receive a response within 15 business days of the receipt date from the Student Resource Coordinator or the Dean of Students. In some cases mediation between all parties is required in order to resolve the student concern. If the issue is not resolved in this manner or continues, the student may request a meeting with the Student Resource Coordinator, Program Director or Dean of Students.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Georgia Nonpublic Postsecondary Education Commission (NPEC), the Georgia State Board of Cosmetology, or the Accrediting Commission of Career Schools and Colleges (ACCSC).

A copy of the school's complaint form is available outside the Student Records office and may be obtained by contacting your Program Director.

NPEC inquiries should be directed to:

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220

Tucker, Georgia 30084 (770) 414-3300

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

Georgia State Board of Cosmetology

237 Coliseum Drive

Macon, Georgia 31217-3858 (478) 207-1300

A copy of the ACCSC Complaint Form is available at the school and may be obtained via the Student Portal, by contacting Student Resources, or online at www.accsc.org.

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

www.accsc.org

Graduates and Career Services

Graduates and Career Services

The Atlanta School of Massage focuses on preparing men and women for a career as professional Estheticians and Massage Therapists. We are committed to supporting all graduates toward fulfillment of their vocational dreams. The school will serve as a resource guide to support students and graduates in their job search.

While the school does not guarantee employment, all graduates are eligible to access current jobs posted by employers on our website. Graduates are issued a confidential User Name and Password to access the Graduate Services section of our website. The Therapist Directory feature facilitates additional employment opportunities. Individuals and employers searching for Massage Therapists and Estheticians are able to “Hire a Graduate” by using our complimentary graduate locator service.

Employment Opportunities may include:

- Chiropractic offices
- Wellness Centers
- Salons
- Gyms
- Fitness Centers
- Plastic Surgeon offices
- Resorts, Hotels
- Spas
- Dermatologist offices
- Sports Medicine clinics
- MediSpas
- Private Clientele

We track employer feedback to ensure that our graduates enter the work force with the necessary skills to be successful, and track our graduates to ensure career preparation and satisfaction. The school maintains files on all graduates and conducts surveys in relation to their employment in order to file annual reports required by our accrediting agency.

We also compile data on our graduate’s success rates on board examinations for professional licensure. Our graduates represent us well in their work around the country and the world, and we enjoy hearing from them.

The State of Georgia requires licensure to practice massage and esthetics. License information and applications are available at www.sos.ga.gov/plb/massage or www.sos.ga.gov/plb/cosmetology.

Release of Graduate Transcripts

Students are provided an official completed transcript free of charge within fourteen (14) business days after completing the program graduation requirements. The school maintains transcripts files indefinitely, and may release certified copies of transcripts if the request is made in writing to the Student Services Department or online for a fee. If a student withdraws without completing the entire program, an incomplete transcript marked “W” (Official Withdrawal) will be issued with the hours noted for each course satisfactorily completed only if requested. Each course not satisfactorily completed will be marked with a grade of “WF,” for Withdrawal Failure. Students are provided an incomplete transcript within 30 business days after the request, for a fee.

Transcripts (Complete or Incomplete) will not be released if there are any outstanding financial obligations to the school, nor for any student or graduate who defaults on a Federal student loan received for attendance at this school. Students are required to satisfy their financial obligations, on base payment plans or extended payment plans, before the Accounting Department will release completion paperwork.

Career Opportunities

The student may avail him/herself of the school’s “Career Opportunities” website postings after graduation unless he/she has outstanding financial obligations to the school or is in default on a federal student loan received for attendance at this school. The school does not guarantee employment.

Continuing Education

We offer a variety of Continuing Education courses. These courses are held throughout the year and vary in cost. Continuing Education courses are not recognized by our accrediting agency. Please refer to the Continuing Education website for more information at <http://www.atlantaschoolofmassagecommunity.com/2/workshops.asp>

Holiday Schedule - School Closed

2023 Academic Breaks

Martin Luther King Jr. Day	01/16/2023
Easter/Spring Break Weekend	04/07/2023 - 04/10/2023
Memorial Day	05/29/2023
Juneteenth	06/19/2023
Independence Day	07/04/2023
Labor Day Weekend	09/04/2023
Thanksgiving Break	11/20/2023 - 11/26/2023
Winter Break	12/23/2023 - 01/05/2024

2024 Academic Breaks

Martin Luther King Jr. Day	01/15/2024
Easter Day	03/31/2024
Memorial Day	05/27/2024
Juneteenth	06/19/2024
Independence Day	07/04/2024
Labor Day	09/02/2024
Thanksgiving Break	11/25/2024 - 12/01/2024
Winter Break	12/23/2024 - 01/05/2025

During breaks students are not scheduled for class.

ATLANTA SCHOOL OF
massage[™]

ATLANTA
INSTITUTE OF
aesthetics[™]
a division of Atlanta School of Massage

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