

ASHMEAD COLLEGE



2002 - 2003

massage
clinical and sports
aromatherapy and spa
fitness trainer



ASHMEAD
COLLEGE

www.ashmeadcollege.com

SEATTLE • TACOMA • EVERETT • VANCOUVER, WA

A MESSAGE FROM THE PRESIDENT

Welcome to Ashmead College! For over 25 years, people with a desire to make a good living while helping others have turned to Ashmead for the knowledge and support necessary to reach their dreams. Our graduates have touched the lives of tens of thousands of their clients, promoting wellness and improving their quality of life. We hope you find our exceptional programs, outstanding faculty, and "make a difference" attitude, the right combination to help you succeed in your journey.

Being successful at Ashmead, and in the world of health and helping others, may require you to step outside of your comfort zone and try new things. New experiences can make us feel uneasy and or insecure. Eleanor Roosevelt once said "You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do." I encourage you to meet your challenges head-on, face your fears, and continually push yourself to become the best you can be.

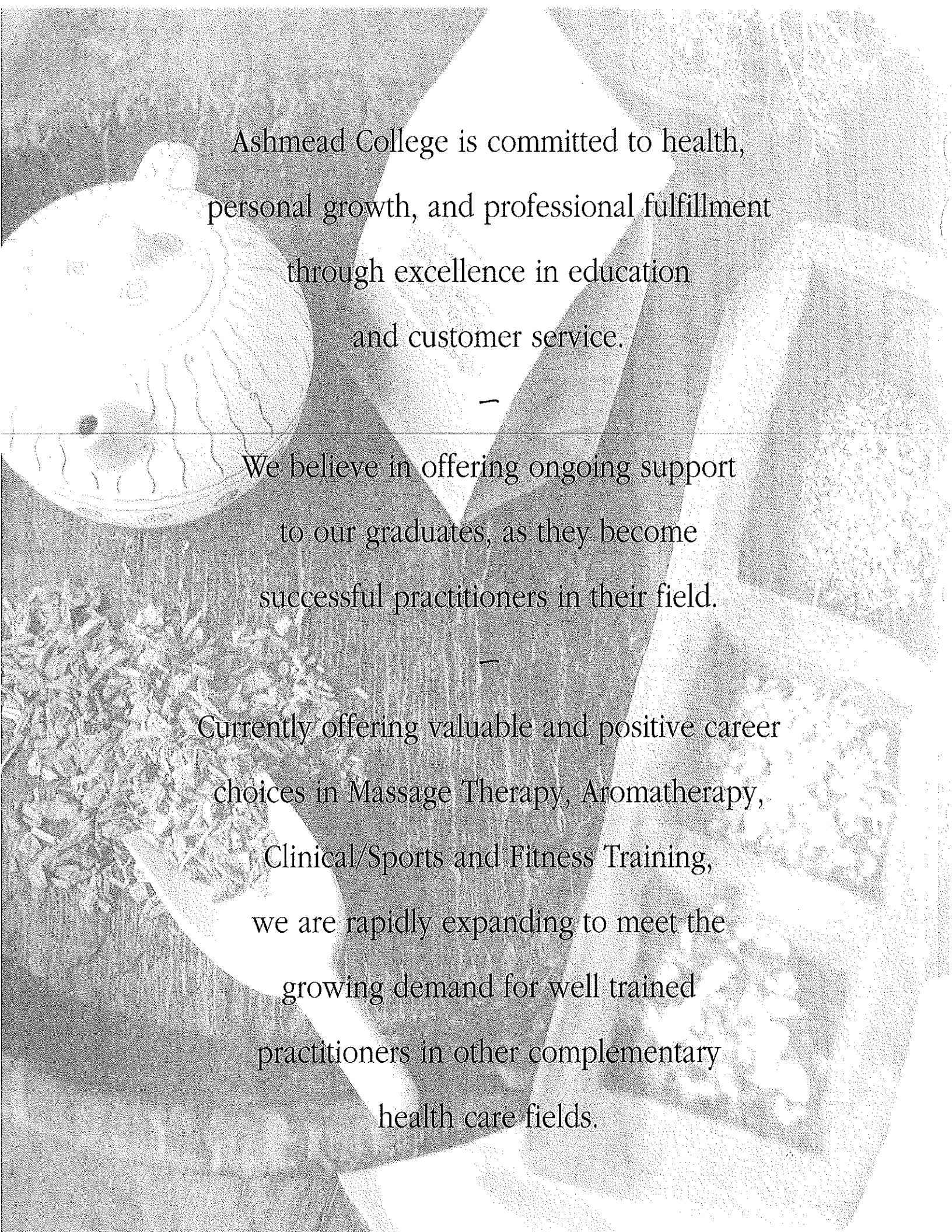
At Ashmead College, we consider ourselves your partner in success. We will provide you the tools you need to acquire the knowledge and skills necessary to succeed in your career. It is up to you to put those tools to work. The administration, the faculty, the staff, and your fellow students are here to support and assist you as you take this important step toward creating a more fulfilling future for yourself.

We are genuinely excited about your enrollment at Ashmead, and we are committed to helping you achieve your dream.

Wallace W. Wright

President

Ashmead College



Ashmead College is committed to health,
personal growth, and professional fulfillment
through excellence in education
and customer service.

We believe in offering ongoing support
to our graduates, as they become
successful practitioners in their field.

Currently offering valuable and positive career
choices in Massage Therapy, Aromatherapy,
Clinical/Sports and Fitness Training,
we are rapidly expanding to meet the
growing demand for well trained
practitioners in other complementary
health care fields.

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About
ASHMEAD



HISTORY OF ASHMEAD COLLEGE

Ashmead College was founded in September 1974 as Seattle Massage School, to teach massage skills to people wishing to practice professional massage in Washington State. Throughout the 1980's and 1990's, Seattle Massage School was recognized nationally as an innovator and leader in massage education. Seattle Massage School was the first massage school in Washington to be licensed by the state, and the second massage school on the West Coast to receive national accreditation by the Accrediting Commission for Continuing Education and Training (ACCET). Seattle Massage School offered the first advanced course for continuing education in 1987.

To provide students with a more rounded, real-world learning experience and provide massage services to the community, an in-house Student Clinic was created in 1989. The Student Clinic has met with such tremendous success that expansion has occurred annually to meet public demand for massage services. In response to employer demand, the School developed and made available fourth term courses in Hospital Internship beginning in 1993 and Sports Internship beginning in 1997, continuing our commitment to provide the greatest training opportunities for students.

In September 1991, the School opened its first branch campus in Tacoma to better serve students in this area. The second branch campus was opened in Everett in June 1993; to serve Southwest Washington and Northern Oregon, a third branch campus was opened in February 1999 in Vancouver, Washington.

In 1999 the school adopted the new name, Ashmead College, which better reflects the geographic reach and scope of programs available across the nation for those who are seeking to make a difference and a good living.

The **Fitness Trainer Program** was launched in November 1999 to support the growing demand for qualified and skilled professionals in the Health and Fitness industry.

EDUCATIONAL OBJECTIVES

Ashmead College provides students with an interactive, learner-centered environment resulting in a firm foundation in both practical and theoretical education. The objective of Ashmead's vocational training programs is to prepare students to become successful practitioners in their field.

The objective of the **Professional Licensing Program in Massage** is to prepare students to become successful massage professionals. These graduates will be prepared to test for the Washington and Oregon State Massage Licensing Exam. For those who wish to specialize, additional training is available in the following options:

Aromatherapy and Spa, and Clinical and Sports Massage
Graduates of "specialist" programs receive a Certificate of Completion from Ashmead College.

The objective of the **Aromatherapy and Spa Program** is to provide students with a sound theoretical base and the practical experience with aromatic oils and their uses for health and well being. Nurses, massage practitioners, and other health care professionals graduating from the program enhance their career opportunities with these new skills for treating their patients and clients. Other graduates of the program find careers in spas, clinics, resorts, and full service salons.

The objective of the **Fitness Trainer Program** is to prepare students with the training necessary to work successfully within the thriving Health and Fitness industry. Graduates of the program are prepared to work in various health and wellness facilities and environments. The **Fitness Trainer Program** prepares graduates to sit for major certifications including: the National Strength Conditioning Association (NSCA), the American Council on Exercise (ACE), American College of Sports Medicine (ACSM) and the National Academy of Sports Medicine (NASM).

At the end of the fourth term of the **Fitness Trainer Program** students take the Ashmead College Professional Fitness Trainer Certification Exam. Graduates who pass the Ashmead College Certification Exam are designated Certified Professional Fitness Trainers (CPFT). The CPFT must be recertified by Ashmead College every three years.



CLASS SIZE

The maximum class size is 24 to 1 for practicum and 48 to 1 for lecture. Additionally, classes may have Teaching Assistants available to provide students with even greater instructional guidance. Teaching Assistants are volunteers under the supervision of the instructor.

LEARNING AIDS AND EQUIPMENT

Ashmead College provides the most current equipment and instructional tools to enable students to achieve their learning objectives. For example, at each campus location, each massage classroom has portable massage tables with screens or curtains dividing the room. Learning enhancements include skeletons, muscle and bone charts, and anatomy models.

Each Fitness Trainer classroom has appropriate equipment for training students in body analysis, flexibility, endurance, and strength testing. Examples include: treadmills, exercise bikes, free-weights, and skeletons.

Aromatherapy/Spa classrooms are equipped with hydroculators, blending equipment, and essential oil kits.

PROGRAM LENGTH

PROGRAM	Duration / Maximum Terms	Credits	Hours	GRADUATION is based on successful completion of:
MASSAGE				
Professional Licensing	12 months / 4 terms 6 terms max. to complete	62.48	805.50	Terms 1 through 4
Professional Licensing and Clinical & Sports Massage Specialist	15 months / 5 terms 8 terms max. to complete	81.54	1,048.75	Terms 1 through 5
Professional Licensing and Aromatherapy / Spa Specialist	15 months / 5 terms 8 terms max. to complete	81.93	1,047.50	Terms 1 through 5
Clinical and Sports Massage Specialist	3 months / 1 term	19.06	243.25	Term 5
COMPLEMENTARY ALLIED HEALTH				
Aromatherapy & Spa Specialist	3 months / 1 term	19.45	242	Term 5
Fitness Trainer Program	12 months / 4 terms 6 terms max. to complete	56.73	732	Terms 1 through 4

CREDIT CONVERSION

Ashmead College uses the following conversion factors to determine contact hours to quarter credits.

LECTURE	LABS	EXTERNSHIP
10 contact hours = 1 credit	20 contact hours = 1 credit	30 contact hours = 1 credit

Contact hours are defined as 50 - 60 minutes of classroom contact.

ENROLLMENT RESTRICTIONS FOR 5 - TERM AND SPECIALIST PROGRAMS:

5 - TERM PROFESSIONAL LICENSING & SPECIALIST PROGRAMS:

Only currently enrolled students who have progressed through Term 4 of the Professional Licensing Program may enroll in a 5-Term Program: *Professional Licensing and Specialist (Clinical & Sports Massage)*, *Professional Licensing and Aromatherapy & Spa Specialist*.

5th TERM SPECIALIST PROGRAMS:

The Specialist Programs (*Clinical & Sports Massage, Aromatherapy & Spa*) will be available on a limited basis at some campuses and will run only when minimum enrollment goals have been reached. Please check with the Admissions Representative or Director of Administration to determine availability.

The school reserves the right to cancel or postpone any class with insufficient enrollment, or to modify the course work, revise the course contents, course title, and the sequencing of courses based on legislative, professional, or educational mandates or any other reason which the school may deem necessary.

GPA

SCHOOL CALENDAR

SEATTLE, TACOMA AND EVERETT CAMPUSES

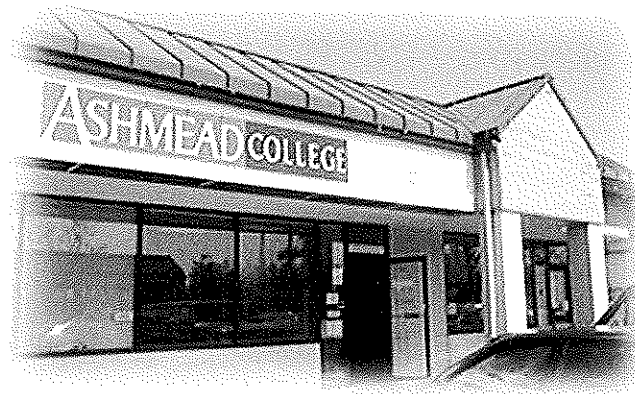
Program End - Graduation

ALL PROGRAMS

4-Term

5-Term

TERM	Term Start	Term End	4-Term	5-Term
Spring 2002	Feb 25, 2002	May 10, 2002	Feb 14, 2003	May 9, 2003
Summer 2002	May 28, 2002	Aug 9, 2002	May 9, 2003	Aug 8, 2003
Fall 2002	Aug 26, 2002	Nov 8, 2002	Aug 8, 2003	Nov 7, 2003
Winter 2002	Nov 25, 2002	Feb 14, 2003	Nov 7, 2003	To be announced



SCHOOL CALENDAR

VANCOUVER/PORTLAND CAMPUS

Program End - Graduation

All PROGRAMS			4-Term	5-Term
TERM	Term Start	Term End		
Winter 2002	Jan 7, 2002	Mar 22, 2002	Dec 13, 2002	Mar 14, 2003
Spring 2002	Apr 8, 2002	June 21, 2002	Mar 21, 2003	June 20, 2003
Summer 2002	July 8, 2002	Sept 20, 2002	June 20, 2003	Sept 19, 2003
Fall 2002	Oct 7, 2002	Dec 20, 2002	Sept 19, 2003	To be announced

FOR ALL ASHMEAD COLLEGE CAMPUSES:

CLASS TIMES

Morning Classes: 8:00am to 12:15pm
 Afternoon Classes: 1:00pm to 5:15pm
 Evening Classes: 6:00pm to 10:15pm
 Days may vary depending on program. Please refer to your program calendar for correct start and end dates.

SCHOOL HOLIDAYS

The school is closed on the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day. Winter Holiday Break is December 24 - January 1.

INCLEMENT WEATHER POLICY

The following is the policy for campus closure in the event of adverse weather conditions in the area of the individual campuses:

EVERETT – will be closed to students and faculty only when the Everett School District is closed. Outlying areas of Snohomish County will not affect Ashmead being open – only the Everett School District.

FIFE/TACOMA – will be closed to students and faculty only when the Fife School District is closed. Outlying areas of King and/or Pierce Counties will not affect Ashmead being open – only the Fife School District.

SEATTLE/NORTHGATE – will be closed to students and faculty only when the Seattle School District is closed. Outlying areas of King County will not affect Ashmead being open – only the Seattle School District.

VANCOUVER – will be closed to students and faculty only when the Evergreen School District is closed. Outlying areas of Clark, Clackamas, and Multnomah Counties will not affect Ashmead being open – only the Evergreen School District.

Each student needs to listen to the local news and radio stations for the respective school district closures for each individual campus.

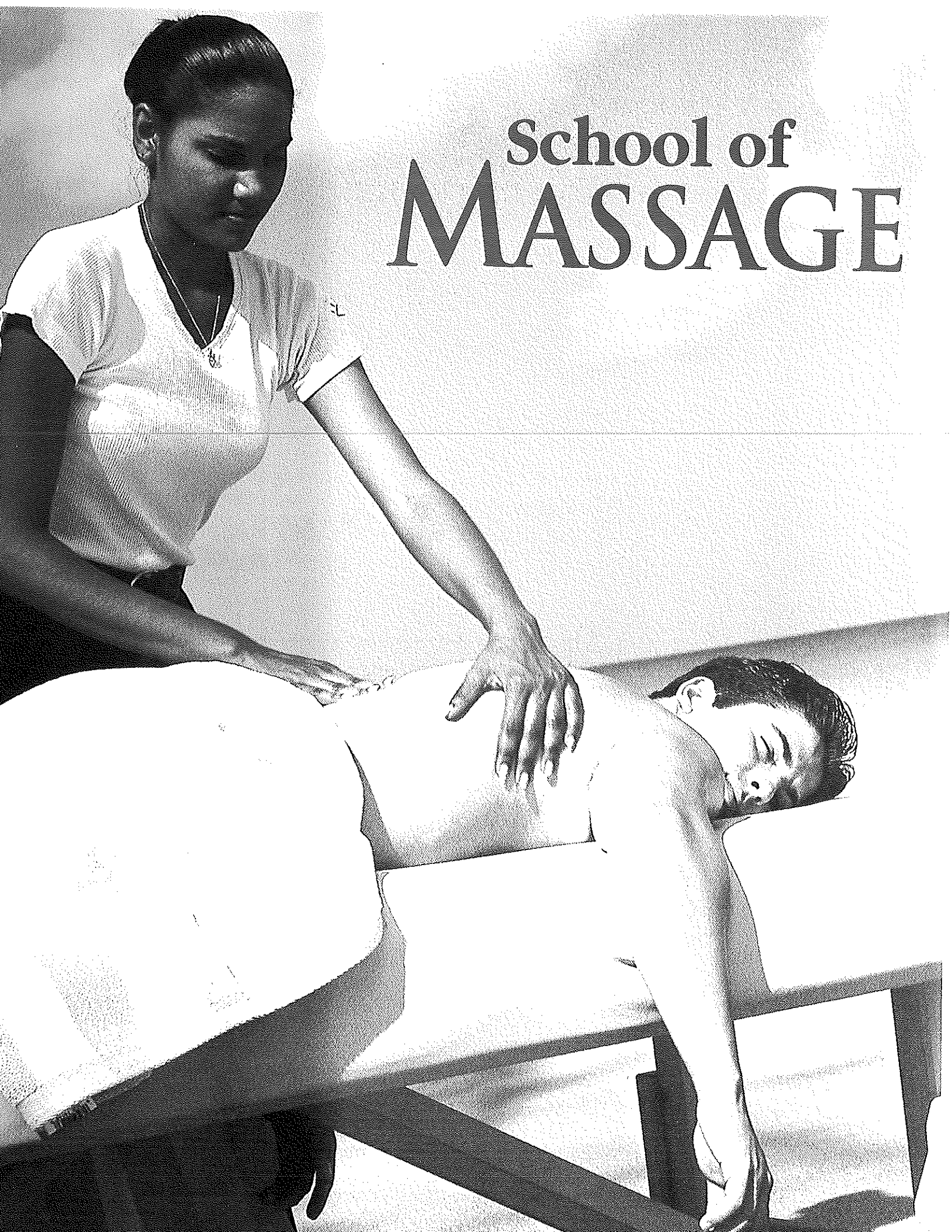
Late Starts - will only affect the morning classes. A two hour morning delay means classes start at 10:00 a.m. The remainder of the classes will run as scheduled.

Change in Weather - If there is a change in the weather during the day, all final afternoon and evening closure decisions will come from the Director of Administration through approval of the Vice-President of Administration.

Student Attendance - Students are responsible for all materials covered when the weather keeps them from attending. When possible, Ashmead will make reasonable accommodations for the student if he/she is unable to attend due to inclement weather conditions.

Phone Coverage - May not be available depending on the weather conditions. If possible, Ashmead's administrative staff will make efforts to update the campuses' phone message, but students need to rely on local news and radio stations for announcements regarding school district closures for each individual campus.

School of MASSAGE



CAREERS IN MASSAGE THERAPY

Career options for Licensed Massage Practitioners/Technicians (LMP/LMT) extend far beyond private practice. Increasingly, their skills are sought by rehabilitation clinics, chiropractic offices, spas and resorts, corporations, sports teams, and sponsors of sporting events.

Other areas of demand include athletic training facilities and gyms, hospitals, birthing centers, and orthopedic clinics, residential care facilities for the elderly and disabled, alternative and complementary health care clinics.

There are many different types of massage. Some are named for the way the hands work. Others, such as Swedish and Thai massage, are named for the country where the form was first developed or practiced. Specialist massage involves specific kinds of work suited to particular demands.

Ashmead College is committed to teaching skills that enable practitioners to serve a wide variety of client needs. We teach a variety of specific skills for creating and running a successful massage practice.



4 TERM PROFESSIONAL LICENSING PROGRAM

TERM ONE

101 Anatomy + Physiology

Anatomy & Physiology I is an overview and beginning of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the chemical, cellular, and tissue levels of the human body, as well as the skeletal, muscular, and integumentary systems.

110 Kinesiology

The main focus of Kinesiology I is the study of the muscles of the upper body and posterior trunk. Students will learn specific palpation of each muscle and its attachments as well as the actions it produces. This course also covers basic anatomical terminology, basic arthrology and functions of muscle tissue.

112 Lab

Structured study time for the purpose of assisting students in achieving competency in each course. Students have the opportunity to receive individualized help and to establish study groups.

119 Massage Theory & Practice

Practical hands-on aspects of Swedish full-body massage as well as the foundation of Swedish wellness massage. Students learn the history of massage and the profession today, the psychological impact of touch and safe touch protocols. Skills such as positioning and draping for client modesty, palpation, screening techniques, and medically-oriented record keeping are taught. Practitioner self care, body mechanics, hygiene, infectious diseases and communication topics are also covered. Students experience all aspects of massage theory and practice through in-class practice and homework assignments at every level throughout the year. Special topics include:

AIDS Education

Included to address client and practitioner concerns about AIDS in relation to massage, this course includes all requirements for health care professionals as identified by the State of Washington in the AIDS Omnibus Act for Health Care Workers. This course relates the required information for the safe practice of massage regardless of the practitioner's or the client's HIV status.

Seated Massage (3 days)

How to massage a client in the seated position (utilizing seated massage chairs and other adaptations). In addition, students explore the use of seated massage as a marketing tool, as an introductory tool for clients who have not yet received massage, and as an exclusive massage business tool. Students identify and experience the special adaptations needed by the practitioner in order to create and enhance this type of massage business.

Professional Development (1 day)

Devoted to exploring the communication skills necessary to establish, operate and maintain a healthy and professional massage practice. Students identify their own personal and professional beliefs and communication patterns. Discussions challenge students to identify how these patterns may effect their future massage practices.

130 Student Development (2 days)

Provided to students as an integral part of completing the professional licensing program. Students begin developing their personal learning goals and understand more about school principles and philosophies, how they learn and how the curriculum is delivered. General communication and learning skills are introduced. Study strategies, test taking tips and class preparation are also discussed.

TERM I TOTALS

Credit Hours	15.81
Lecture Clock Hours	118.00
Lab Clock Hours	80.25

4 TERM PROFESSIONAL LICENSING PROGRAM

TERM TWO

Prerequisites: Completion of Term One

201 Anatomy & Physiology

This course is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the cardiovascular, respiratory, lymphatic, and immune systems, as well as the special topics of inflammation and tissue repair.

210 Kinesiology

Kinesiology II is a continuation of in depth study of the muscular system. This term students focus on the muscles of the neck, leg and anterior trunk. Students continue to study specific palpation of each muscle and its attachments as well as the actions it produces.

211 Lab

A continuation of a structured study time for the purpose of assisting students in achieving competency in each course.

Students have the opportunity to receive individualized help and to establish study groups.

219 Massage Theory & Practice

Students will continue to strengthen their Swedish Massage while introducing and integrating the theory and practice of Deep Tissue massage and the proprioceptive technique of combining deep tissue with range of motion ("pin & stretch"). Students will learn how to safely and effectively work in areas of caution, assess posture & gait and document a case study on a client focusing on functional goals.

Students will also learn the therapeutic uses of Hydrotherapy, taking blood pressure, and how to safely massage pregnant clients to meet their special needs. Students will explore Massage Law and its relevancy to massage practice and attend a basic level certification course in CPR and First Aid.

Special topics include:

Professional Development (1 day)

Devoted to exploring the legal and professional aspects applicable to establishing, operating and maintaining a healthy and professional massage practice. Students relate their own personal and professional beliefs with laws that currently exist and notice how these laws will effect their future massage practice.

Hydrotherapy (2 days)

The history, theory and practice of incorporating hot and cold applications with massage, physiological effects of heat and cold, indications and contraindications, and practical applications for specific treatment or general spa effects. Students directly experience physiological effects while applying and receiving various hydrotherapy applications.

Pregnancy (3 days)

Specific information about pregnancy from trimester to trimester. Included are contraindications and indications, client positioning, practitioner body mechanics, application of Swedish and deep tissue techniques specifically for pregnant clients, addressing the common physical, emotional and mental issues relating to pregnancy.

First Aid / CPR (2 days or 1 weekend day)

Multimedia American Red Cross First Aid and American Heart Association CPR are taught.

TERM 2 TOTALS

Credit Hours	16.10
Lecture Clock Hours	115.50
Lab Clock Hours	91

4 TERM PROFESSIONAL LICENSING PROGRAM

TERM THREE

Prerequisites: Completion of Term Two

302 Anatomy & Physiology

Anatomy & Physiology III is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the urinary, reproductive, and digestive systems, as well as the special topics of pregnancy, nutrition, metabolism, body temperature regulation, and abdominal palpation.

310 Kinesiology

Kinesiology III looks at the major synovial joints of the body and assessment for each. In this term student participate in an in depth study of the structures of the trunk, shoulder, elbow, wrist and jaw. Students will learn active, passive, and resisted range of motion assessment for the shoulder, elbow and wrist.

319 Massage Theory & Practice

In-depth understanding of how to develop and apply treatment plans in relation to soft tissue disorders. Pathologies commonly associated with the upper body are covered as well as working with clients with chronic pain. Advanced massage techniques are introduced to strengthen treatment techniques previously covered. Special topics include:

Sports Massage (2 days)

Focuses on the theories of massage related to athletic training and the effects of massage on sports performance. Students will learn sport specific techniques for pre-event and post-event massage.

Professional Development (1 day)

Devoted to exploring the entrepreneurial, marketing, and communication skills necessary to establish and operate a healthy and professional massage practice. Students create and present a business/work plan that incorporates personal goals and legal practices. Students identify marketing strategies that support the successful execution of the business/work plan they create.

Chinese Medicine (4 days)

This course explores the conceptual foundations of Yin/Yang, introduces and reviews Chi, Five Elements, Three Precious Substances, 12 organs, 12 organ channels and 8 extras in Chinese Medicine; discusses the difference between Organ and channel pathology, key function and pathway of Organ channels, and key treatment modalities. The concepts of Reiki, Chakras, and Ayurvedic are also introduced.

346 Student Clinic

A safe, professional clinic setting where students learn by experience. Students identify key aspects of maintaining a practice, problem solve difficult situations, run the operations and delivery of service with instructor supervision and support. Students experience working with the public by providing massage for clients on a weekly basis.

TERM 3 TOTALS

Credit Hours	15.33
Lecture Clock Hours	104
Lab Clock Hours	98.50

4 TERM PROFESSIONAL LICENSING PROGRAM

TERM FOUR

Prerequisites: Completion of Term Three

402 Anatomy & Physiology

Anatomy & Physiology IV is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the nervous and endocrine systems. In addition, students will prepare and give short presentations to the rest of the class on pathologies of the human body.

410 Kinesiology

Kinesiology IV continues to look at the major synovial joints. This class continues with the spine focusing the structure of the neck and progresses into the hip, knee and ankle. Students learn active, passive and resisted range of motion assessment for the neck, hip, knee and ankle.

419 Massage Theory & Practice

Focuses on how to develop and apply treatment plans in relation to soft tissue disorders of the lower body. Pathologies commonly associated with the lower body will be covered. All previously learned techniques are reviewed and advanced techniques introduced to augment the development of treatment plans. Special topics include:

Business Skills (3 days)

Explores the skills necessary to establish, operate and maintain a healthy professional massage practice. Students identify approaches to job or facilities search, resume preparation, career development, financial record keeping and insurance or L&I Billing and marketing. Students are encouraged to become involved in shaping the profession.

Professional Development (1 day)

Devoted to applying the entrepreneurial, marketing, business and communication skills obtained in previous courses. Students will demonstrate their ability to make a professional presentation of their business/work plan.

Students will obtain guidance and feedback from the instructor, peers, and Licensed Massage Practitioners working in the field.

Chinese Medicine (1 day)

A review of Eastern theory and the conceptual foundations of Yin/Yang as well as the five element theory, and meridians of the body. A variety of body work modalities will be explored.

446 Student Clinic

A safe, professional clinic setting where students learn by experience. Students identify key aspects of maintaining a practice, problem solving difficult situations, run the operations and delivery of service with instructor supervision and support. Students experience working with the public by providing massage for clients on a weekly basis.

449 Hospital or Sports Internship

May be taken during Term 4 instead of Student Clinic (not available at all campuses). Space is limited and students must apply, interview and be accepted into this course.

Hospital Internship

Students have the opportunity to give massage to patients in a variety of hospital wards with the assistance of Ashmead's supervising instructor. Students also give relaxation massages to the medical staff.

Sports Internship

Students have the opportunity to experience on-site massage clinical learning at fitness and sports facilities focusing on treatment for the athlete with the assistance of Ashmead's supervising instructor.

TERM 4 TOTALS

Credit Hours	15.24
Lecture Clock Hours	106.50
Lab Clock Hours	91.75



CLINICAL & SPORTS Massage Specialist

TERM FIVE SPECIALIST PROGRAMS

Selecting a specialized career path in one of the Ashmead College Term Five programs will open the door to even greater opportunities in the burgeoning field of massage and complementary health. A small investment in time will expand your career options to the latest, in-demand specialty practices.

CLINICAL & SPORTS MASSAGE SPECIALIST

Prerequisite: Completion of Terms 1-4 or State License.

Sports activities, fitness and training impose stresses on the body that can be prevented or relieved through specialized massage therapy. Massage techniques and an understanding of the body and mind can escalate the healing process. As a Sports Massage Specialist, you are afforded the opportunity to expand your knowledge of the application of massage in the prevention and treatment of sports-related injuries.

501 Anatomy & Physiology

Relates anatomical and physiological principles to fitness and athletic preparation. Designed to provide the basics of fitness principles and exercise prescription. Classes will include physiological responses to exercise, principles of strength, endurance and flexibility training, principles of exercise prescription and basic research design.

502 Kinesiology

A two-part class focusing on developing palpatory skills and isolated muscle testing to incorporate into assessments. Joint by joint, students will learn to isolate specific muscles to help in their overall injury assessment. The second part of the class explores force analysis during motion and using the information to help identify involved structures and possible causes.

503 Massage Theory and Practice

Designed to explore the theory and practice of clinical treatment with a focus on injury evaluation and treatment. Classes include integration of assessment with treatment plans using a variety of techniques and communication with medical professionals, psychology of rehabilitation and sports event management. The MTP class is designed to bring together components from the other classes in this program and provide comprehensive treatment strategies.

504 Business Marketing

Designed to provide students with a better understanding of working in clinical settings. Marketing ideas, billing, professional interactions will be covered along with using resumes as marketing tools.

505 Advanced Injury and Assessment

Designed to explore the basic concepts of orthopedic injury assessment thereby allowing the LMP to treat appropriately and to know when to refer out to other medical providers. The class covers most common special tests which are accepted throughout the medical community and are easily incorporated into evaluations.

506 Sports CPR

A re-certification in CPR.

507 Sports Massage Clinic (Internship)

Designed to give students practical hands-on experience working with athletes. Students learn to interact with other medical professionals and gain better understanding of the role massage can play in rehabilitation.

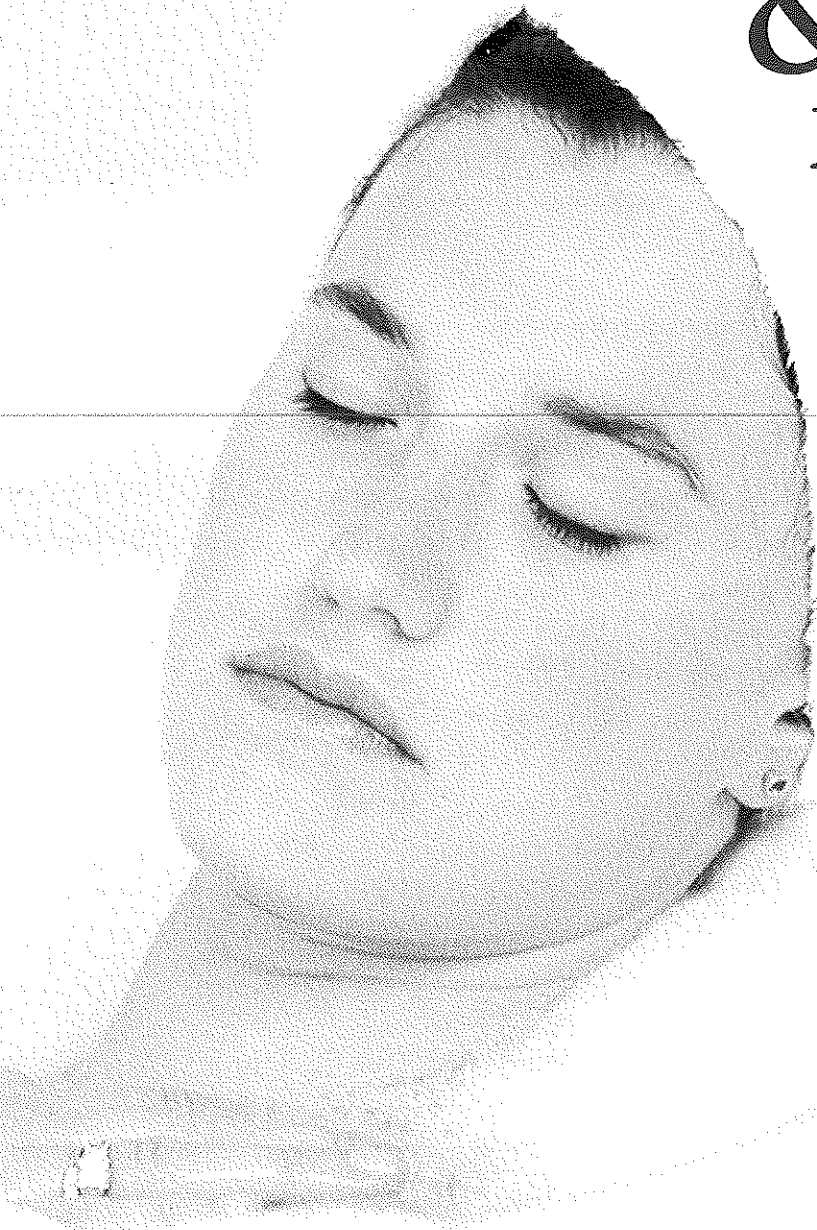
507 Sports Massage Clinic (Events)

Over the course of the term students will be required to attend a minimum of 5 off-site sports events. Here students will provide event sports massage to competitors.

TERM 5 SPORTS MASSAGE TOTALS

Credit Hours	19.06
Lecture Clock Hours	138
Lab Clock Hours	105.25

AROMATHERAPY & SPA Massage



AROMATHERAPY AND SPA SPECIALIST

Prerequisites: High school diploma or GED.

The Spa industry is booming, not only in America, but in Europe and Australia as well. Resorts, spas, full service salons, clinics, and day spas everywhere seek well-trained Aromatherapists. Graduates of the Ashmead College Aromatherapy & Spa Program are thoroughly versed in the history of Aromatherapy, the botany and chemistry of essential oils, the blending techniques of 30 essential oils, as well as spa therapies. Nurses and other health care professionals graduating from the program enhance their careers with new skills and methods for treating their patients. (Aromatherapy can lower blood pressure, boost the immune system, decrease inflammation, and moisten dry skin.) Massage therapists benefit from the program's unique blend of theory and practice by integrating the use of essential oils into their massage practice. Graduating Aromatherapists may also choose a career in private practice.

511 Aromatherapy Theory and Practice

This course will cover the history of Aromatherapy plant use for healing, ancient perfumery, and aromatherapy, from early people through present day and important aromatherapy contributions to the art and science. Students will learn and demonstrate Basic Methods of Application of essential oils. Labs will provide practice in the following applications: compresses, inhalation, concentrated local application, basic hydrotherapy and, for those students who are LMPs, massage.

Additional lab experiences will include essential oils with natural ingredients for skin care (clay masks, cleansers, toners and aromatherapy lotions); students will review basic Anatomy & Physiology for each body system and learn to support and enhance that system's function; how essential oils interface in treatment modalities, including injury rehabilitation, energy work, relaxation, manual lymphatic drainage, and hydrotherapy. Students will also gain an understanding of pathology ailments that effect each system and which essential oils can help.

Students will be taught Consulting Procedures, Safety and Hygiene, how to determine which essential oils are right for the client and how to chart results. Safety, toxicity, hygiene, and dangerous essential oils will be covered. Workshops will introduce Reflexology, Polarity, Energetics, Eastern Medicine, Herbs & Aromatherapy and how they interrelate, support, and differ from each other, and how scent relates to the psyche. Codes of Conduct outlined by the NAHA, The International Federation of Aromatherapists (IFA), and the International Society of Professional Aromatherapists (ISPA) will be discussed.

512 Botany, Essential Oils and Blending

Students will learn basic Botany, including family, genera, species, parts, growth patterns and therapeutic constituents of the plant and study individual oils in depth; Latin names, parts of the plant used for distillation of the oil, methods of distillation, the plant's origin, how the plant oil should smell, the volatility rate of the oil, safety information, history and plant lore, identification, main therapeutic properties and applications for body systems; techniques of blending oils safely and effectively, including factor, top, mid and base note blending; the French perfumeries technique; adapagenic blending and blending to botanical families. Pricing of Essential Oils will also be discussed.

513 Basic Chemistry and Aromachemistry

Students will be introduced to structure and bonding; the carbon atom and the bonds that join carbon atoms together to form organic molecules, including structure of an atom, atomic orbitals and molecular orbitals, covalent bonds, isomers, functional groups, physical properties, and solubility; the basics of organic chemistry and the chemical constituents of essential oils. Students will learn about terpenes and sesquiterpenes, terpene alcohols, esters, aldehydes, ketones, cineol, phenols, safety and toxicity of chemical mixes; and individual essential oils constituents and what those mean to the body.

514 Spa Therapies

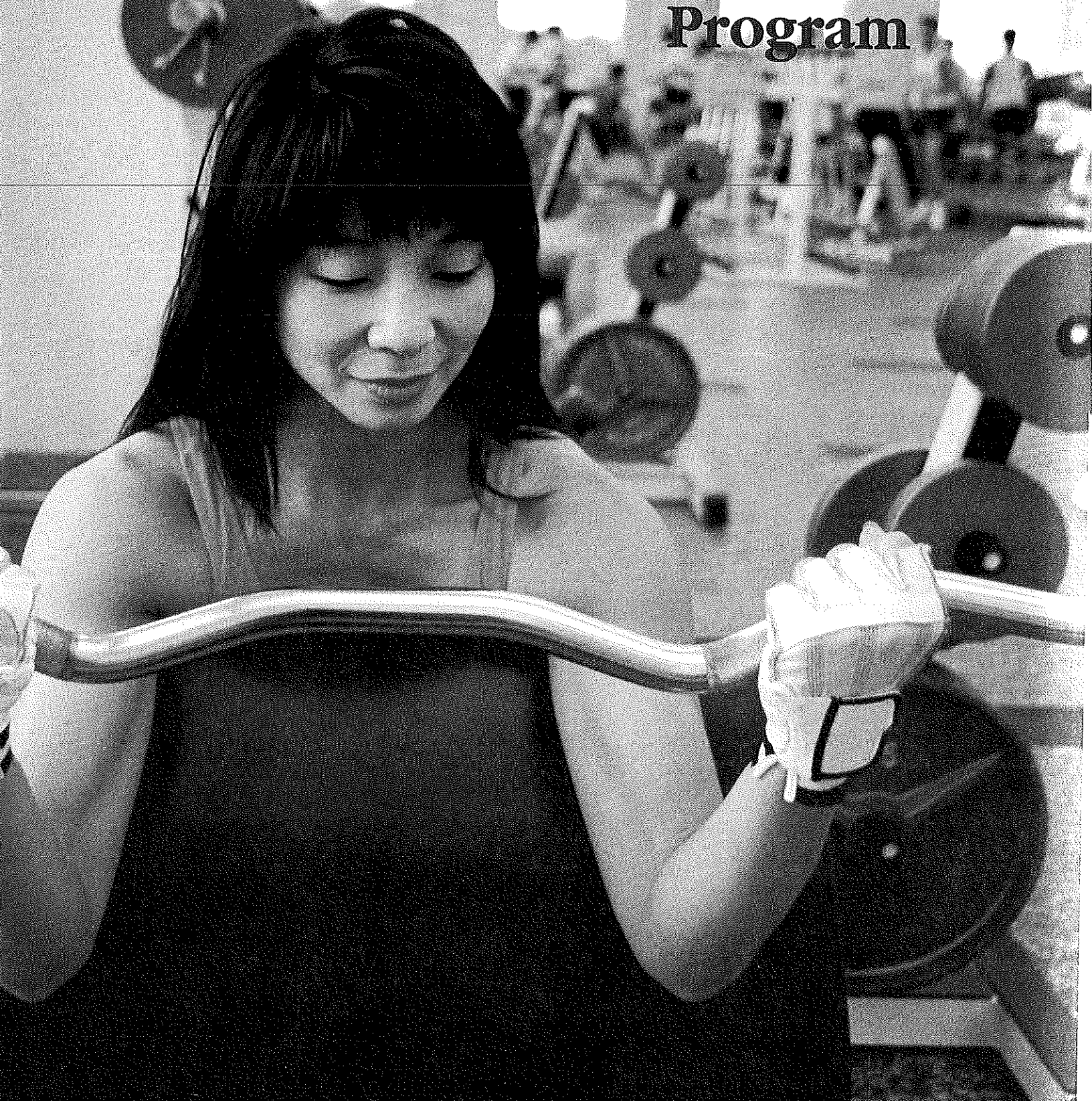
Students will practice spa applications including wraps, scrubs, masks, foot baths, and salt glows.

TERM 5 AROMATHERAPY AND SPA TOTALS

Credit Hours	19.45
Lecture Clock Hours	147
Lab Clock Hours	95

FITNESS TRAINER

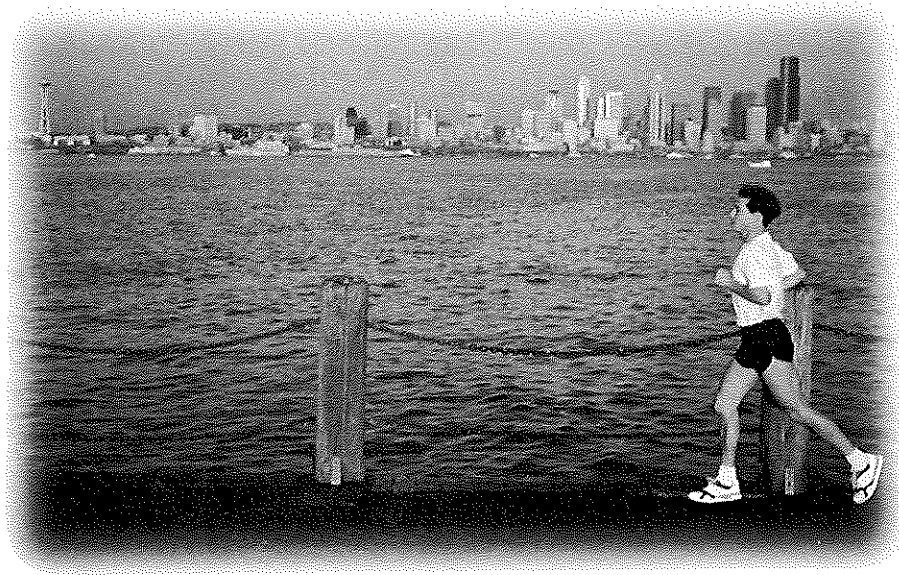
Program



FITNESS TRAINER PROGRAM

Physical Fitness Training is one of the fastest growing and exciting industries in America. As the public becomes aware of their need for personal fitness planning, qualified professional trainers and fitness coaches are in constant demand. The Ashmead College Fitness Trainer Program prepares students for careers in Health and Fitness

Centers, YMCA and YWCA Fitness Programs, Athletic Training Facilities, and as Personal Trainers. Specific courses within the Fitness Trainer Program also prepare graduates for careers working with elderly, disabled, and other special populations.



FITNESS TRAINER

FITNESS TRAINER TERM I

160 Anatomy & Physiology

Anatomy & Physiology I is an overview and beginning of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the chemical, cellular, and tissue levels of the human body, as well as the skeletal, muscular, and integumentary systems.

161B Kinesiology I

Students learn the foundational information of the musculoskeletal system and biomechanics. Kinesiological terminology, active and passive range of motion, and basic movement analysis of the muscles, shoulder, chest, and arms will be covered.

162 Fitness Program I Prescription + Lab (Healthy Populations)

One of the most important roles of the fitness specialist is the ability to understand client needs and to create an appropriate exercise plan based on these needs. This class is designed to teach concepts of exercise prescription including cardiovascular, strength, flexibility, and core training in a healthy population.

163 Nutrition & Exercise I

An introduction to energetics, nutrition, weight control and exercise, nutritional guidelines and the use of nutritional modification and exercise in a weight control program.

164 Physiology of Exercise I

Explores the effects of exercise on the basic systems of the body. Topics will include metabolic, cardiovascular, circulatory, and respiratory responses to exercise.

165 Student Development

Student development and learning skills are provided to students as an integral part of completing the Fitness Trainer Program. Students will have the opportunity to begin developing their personal learning goals and to learn more about how they learn. General program overview is included.

TERM ONE TOTALS

Credit Hours	16
Lecture Clock Hours	135
Lab Clock Hours	50

FITNESS TRAINER TERM 2

Prerequisites: Completion of Term One

260 Anatomy & Physiology

This course is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the cardiovascular, respiratory, lymphatic, and immune systems, as well as the special topics of inflammation and tissue repair.

261 CPR / First Aid

This basic level certification course is designed to give students the knowledge and skills necessary to: respond in an emergency, assist in keeping someone alive, reduce pain and minimize the consequences of injury or sudden illness until professional medical help arrives.

262B Kinesiology II

As a continuation of Kinesiology I, students will study range of motion, posture, mechanical concepts related to human movement and correct movement mechanics. This term will focus on the muscles, bones, and joint structures of the hip, thigh, lower legs, neck and back.

263 Fitness Programming II

An introduction to the exercise requirements of special populations. Fitness programming for pregnancy, children, and older adults will as be discussed.

264 Nutrition and Exercise II

Students will learn the concepts of optimal nutrition for sports performance.

265 Physiology of Exercise II

Classes will include physiological responses to advanced endurance and resistance training. Environmental factors affecting training and injury prevention will also be covered.

266 Professional Development I

A focus on communication skills, including appropriate relationships between the student and other professionals and between Fitness Trainer and the client. Boundary issues and Safe Touch Protocol will be covered.

TERM TWO TOTALS

Credit Hours	15.85
Lecture Clock Hours	133
Lab Clock Hours	51

FITNESS TRAINER TERM 3

Prerequisites: Completion of Term Two

360 Anatomy & Physiology

Anatomy & Physiology III is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the urinary, reproductive, and digestive systems, as well as the special topics of pregnancy, nutrition, metabolism, body temperature regulation.

361 Clinical Internship/Study Lab

This clinical lab is designed to give students lab-based experience in fitness assessments and exercise prescription. The last 4 days of classes will prepare students for the American College of Sports Medicine Health and Fitness Instructor Certification examination.

362 Current Issues in Fitness

Students develop skills and techniques for researching databases, catalogs, journals, etc. to assist them in finding the most current information in the field of exercise, nutrition, and injury prevention.

363 Fitness Programming III

Therapeutic/Orthopedic Rehabilitation & Sport Specific Training. This class will address the specific requirements of patients undergoing rehabilitation. Students will learn common rehabilitation protocols and understand the role of the health fitness specialist in a comprehensive treatment program.

364 Fitness Assessment

This class is designed to introduce the basic concepts behind fitness testing and provide practical experience in the techniques of assessment of: posture, blood pressure, heart rate, flexibility, muscular strength/endurance, cardiovascular fitness and body composition. Classes will include theoretical models and metabolic calculations, as well as common practical testing.

365 Professional Development II

Students will focus on developing a business plan, learn about entrepreneurial opportunities and challenges, and develop essential marketing skills

TERM THREE TOTALS

Credit Hours	13.45
Lecture Clock Hours	86
Lab Clock Hours	97

FITNESS TRAINER TERM 4

Prerequisites: Completion of Term Three

460 Anatomy & Physiology

Anatomy & Physiology IV is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the nervous and endocrine systems. In addition, students will prepare and give short presentations to the rest of the class on pathologies of the human body.

461 Clinical Internship II

In order to gain the experience necessary to be hired into a work setting, the internship will provide students with the opportunity to apply their knowledge in an applied environment with real customers. Settings include various health, wellness, and fitness facilities and studios.

462 Biomechanics

This class is designed to introduce the science of Biomechanics as a tool for performance enhancement. Topics will include concepts for analyzing human motion, biomechanics of the upper and lower extremity and spine, equilibrium and human movement, and linear and angular kinematics.

463 Group Leadership

Examine factors involved with safely instructing a group fitness class and provide the opportunity for students to experience leading and participating in group fitness class. Topics covered include: risk management, music selection, leadership techniques.

464 Professional Development III

Students will get training and practice with interviewing skills and learn how to project a professional image. Other topics include billing practices, risk management, client billing, and integration of fitness programs with other health care professionals.

TERM FOUR TOTALS

Credit Hours	11.43
Lecture Clock Hours	66
Lab Clock Hours	62
Internship Hours	52



STUDENT Services

STUDENT SERVICES

Ashmead College recognizes the importance of a strong system of support for students when they return to school and make the transition into a new career. In an effort to assist our students in this process, Ashmead College offers the following Student Services:

COUNSELING AND ADVISEMENT

A Student Services Advisor is available at each campus to provide resources, encouragement, and advice. Faculty, Directors, and Registrars are available to discuss student progress or special needs.

TUTORING

Study & Tutoring Labs

All students are encouraged to attend the Study/Tutoring Labs, which begin the first week of each term. Instructors and graduates of Ashmead College facilitate labs, using educational books, materials, videos, and skeletal models. This is an environment geared for group study, interactive learning, and one-on-one assistance. Weekly study lab is mandatory for all students enrolled in terms 1 and 2 of the professional licensing program.

Independent Tutoring

Group or individual tutoring is available from a pool of graduates and teaching assistants. Ashmead College does not guarantee that tutors will be available each term. A list of tutors is maintained at each campus. Instructors are not available as tutors, due to the potential for conflict of interest with their role in the classroom.

The student is responsible for scheduling the tutoring session directly with the tutor.

TEACHING ASSISTANTS

Ashmead College provides a continuing education program for advanced students and graduates who desire to learn teaching techniques. Second, third and fourth term students may apply to become Teaching Assistants (TA's) for classes they have taken. Graduates may become TA's for any level of the program. They have the opportunity to assist during practical classes and conduct presentations under the supervision of the instructor. TA positions are volunteer opportunities to increase skills and knowledge in the fields of massage and education. Teaching Assistants receive a certificate worth up to eight hours of Continuing Education Credit.

FINANCIAL AID

Title IV Federal Financial Aid is available to enrolled students who qualify. Applications are available at the school where a Financial Aid Officer is available to assist students individually to determine eligibility. Ashmead College currently participates in the Washington State Need Grant, Federal Pell Grant, Federal Stafford Loan, and Federal Plus Loan programs and the Ashmead Scholarship Loan Program. For more information, contact the Financial Aid Office.

STUDENT CLINIC MASSAGE DISCOUNTS

Students receive discounted Student Clinic massage with presentation of a valid picture ID and Ashmead College Student Identification Card. Students must follow all expectations outlined for regular clients.

STUDENT SERVICES

LOST AND FOUND

Any unclaimed items (such as sheets, oils, notebooks, etc.) will be taken to Lost and Found. Valuables, such as watches or jewelry, will be taken to the front reception desk. Students should write their name on all books, oil bottles, and notebooks. Items will be retained for a maximum of 30 days, after which they will be donated to charity or discarded.

GRADUATE SERVICES

The first priority of our Graduate Services Department is to place graduates in meaningful employment in the area of their training. The Graduate Services Department follows the student from admission to 90 days after placement. Job development is an important element of placement, the Graduate Services Coordinator makes contact with potential employers to develop job leads and direct referrals for Ashmead graduates. The Graduate Services Department maintains records on graduates for communication purposes and provides accurate information to potential students and the public. The Graduate Services Department also works with employers to improve the training of our students and the working environment of the Massage, Aromatherapy/Spa and Fitness professions.

EMPLOYMENT OPPORTUNITIES

Graduates have a wide range of interests and use the skills they gain through the program to participate in diverse career paths. After graduation, many graduates open their own businesses or work with established organizations such as chiropractic or physical therapy clinics, hospitals, salons, spas, resorts, cruise ships, health clubs, fitness organizations or sports teams.

The school pledges to assist graduates, wherever reasonable, to secure employment; however, no guarantee of employment is made.

The following services are available:

Job placement and job matching with employers. Consultations for graduates seeking self-employment, including:

- Job search (resume, cover letter, proposal writing, etc.)
- Marketing (business card and brochure development, interview and phone skills, client garnering and retention, etc.)
- Business management (insurance billing, bookkeeping, business plan development.)

2000 GRADUATE PLACEMENT STATISTICS

ALL PROGRAMS:

Completion Average: 72%, Placement Average: 60%

MASSAGE PROGRAMS:

Completion Average: 72%, Placement Average: 60%.

79% of graduates who sat for the state licensing exam passed.

Massage graduates responding to our survey provided the following: 461 passed their state massage exam and 360 were working in massage or a related field. Of the 461 licensed graduates, 201 (56%) are self-employed, 153 (43%) are employed in clinics, spa/salons, resorts or fitness centers, and 10 (3%) are independent contractors.

FITNESS PROGRAM:

Completion Average: 67%, Placement Average: 58%.

Fitness graduates are self-employed, or employed in fitness facilities, resorts, wellness centers, YMCAs, etc.

NEWSLETTER

This publication includes listings of current career and rental opportunities, upcoming events and articles about the massage and complementary allied health professions.

GRADUATE SPEAKERS NIGHT

Workshops are offered throughout the year providing further educational opportunities. Graduate speaker nights are networking forums and special interest opportunities.



The beautiful Pacific Northwest, home to Ashmead College, offers numerous recreational choices and a wide range of communities to live and work in.

SCHOOL POLICIES

GRADUATION REQUIREMENTS

In order to graduate and receive a certificate of completion or a diploma a student must have completed the following:

1. Achieved a Cumulative Grade Point Average of 2.0.
2. Attended a minimum of 75% of the total program in which they were enrolled.
3. Completed all required coursework, including workshops.
4. Have met all financial obligations to the school.
5. Completed Financial Aid Exit interview and all related materials. (Applies to Federal Student Loan borrowers only.)
6. Met Graduate Services exit interview requirements and completed all relevant paperwork.

Certificates and transcripts will be withheld from students and outside agencies until all requirements are met. Graduate services will also be withheld. A student may graduate from the program with the special designation of HONORS if the student has satisfactorily completed all graduation requirements, has completed the program within the time frame shown on the enrollment agreement with the school, and has a cumulative grade point average (GPA) of 3.5 or greater. The HONORS designation will be recognized on the Certificate of Graduation.

ACADEMIC STANDARDS AND GRADING

Grades are given for all lecture and practical courses.

Grading is numerical, ranging from 0 to 4.0; grades are not rounded up to percentage. Special Topic Workshops are given a pass/fail grade. Statements of academic progress will be provided at the end of each term. Following are grades and grade point standards:

A	100 - 93%	4.0
B	92.9 - 85%	3.0
C	84.9 - 77%	2.0
D	76.9 - 70%	1.0
E	69.9 - 0%	0.0

No remedial courses are included in the curriculum, and there are no "withdrawal" grades. Students must complete all practical, lecture and Special Topic coursework in order to fulfill the graduation requirements.

FAILED COURSEWORK

A student who fails or does not complete a course will receive an "E" grade and will be required to retake the course before continuing in that topic sequence. Upon successful completion of a retake course, the cumulative GPA will be calculated using the new grade.

Students will be scheduled to retake only the failed course the following term, charged a retake course fee, and may not be eligible for financial aid during the term the single course is taken. Students may be required to arrange self-pay or alternative financing for the cost of retaking the failed course/s. Once the failed course is successfully completed students will resume normal progression in other topics during their remaining terms, and be charged the remainder of the program tuition as applicable.

In extreme circumstances school officials may decide that a student is eligible to retake the failed course and continue normal progression in all other topics within the same term. If school officials determine the student can continue normal progress in other topics with the addition of the retake course, the student will be charged the retake course fee plus the normal tuition for the term. In this case the student may continue to qualify for financial aid for the cost of the normal tuition.

A student who fails a course a second time may be allowed to retake the failed course again, but may not be allowed to enroll in any other courses for the term. A second retake will be allowed only if it is determined that satisfactory academic progress can be met and that the program can be completed within the maximum time frame. A student who fails a course a third time will not be allowed additional retakes.

The weeks attended during retakes or extended course schedules are considered enrolled time and are counted in refund calculations as applicable.

EXAMS AND QUIZZES

Students have up to one week to retake a quiz and written/practical exam and are required to utilize the specified times posted in the study lab for quiz and written/practical exam make-ups. Students are required to sign up for a posted make-up time to retake any quiz or written/practical exam through the front desk or designee. A student may be allowed in extenuating circumstances to retake a course which they have not failed. Tuition charges, refund policies, and financial aid policies stated in this catalog will be in effect in this situation. A \$10.00 fee will be assessed to retake a quiz or written exam and a \$25.00 fee will be assessed to retake a practical exam. These fees must be paid before the student will be allowed to sit for the retake. The student will be required to show their receipt before being allowed to sign up to retake their exam or quiz. No refund will be issued if a student does not show up for the makeup exam and the student will receive a zero on the makeup exam.

A maximum of two makeups are allowed per term per class. Any further tests will result in a zero score. The highest grade a student can receive on any make-up quiz, practical/written test is 77% (C) or lower.

If a student wishes to appeal the fee or 77% maximum on a retake, he/she has three days from the day of the missed quiz, exam, and/or practical to submit his/her appeal to the Director of Education.

CHEATING

If a student is caught cheating, he/she must meet with the Director of Administration and will be given a formal written notice. The student will also be informed of the future consequences if cheating continues as well as the need for personal integrity and ethics in the work environment. A second cheating offense will result in withdrawal of the student from Ashmead College.

Exams and Quizzes:

If a student is caught cheating on a written or practical/competency exam, the exam will be terminated and the student will receive a zero on the exam. Students caught cheating on a written exam will not be re-evaluated. However, students caught cheating on a practical/competency exam will be required to make-up the practical exam, but will only be given one opportunity. Students must comply with the competency guidelines stated in the syllabus to pass the course and also must adhere to Ashmead's test retake/make-up policy.

Homework Assignments:

If a student is caught cheating on a homework assignment he/she, will receive a zero and will not be able make-up the assignment.

COURSE COMPLETION CONTRACT

A student's grade for a course is a compilation of grades for homework/exchanges, quizzes, and examinations. If an instructor determines that successful completion of a course is in jeopardy or any portion of class work is deficient, a Course Completion Contract may be drawn up between the student and instructor. This procedure has been established to proactively monitor student achievement and support student success.

STANDARDS OF ACADEMIC PROGRESS

The program is taught in a sequential manner and requires each student to meet performance criteria for each course before moving to the next level. While the progress of all students is reviewed, those encountering difficulty in maintaining standards will be closely monitored. Those who need help can utilize a variety of options, including individual or group tutoring and study groups. All assigned work must be completed before the end of each quarter. To be considered making satisfactory academic progress in their program of study, students must meet the minimum standards of academic progress. To maintain satisfactory academic progress, students must maintain the minimum cumulative GPA and be progressing at a rate that will allow them to complete the program within the maximum time frame allowable. The maximum time frame allowable is one and one-half times the length of the program, as identified in the contract with the school.

Satisfactory progress is determined at the end of each three-month period (term).

Students must maintain the following credit completion and cumulative GPA standards for satisfactory progress:

Four Term Program

End of 3rd Month	5 credits	1.5 Cumulative GPA
End of 6th Month	9 credits	1.75 Cumulative GP
End of 9th Month	21 credits	2.0 Cumulative GPA
End of 12th Month	36 credits	2.0 Cumulative GPA
End of 15th Month	51 credits	2.0 Cumulative GPA
End of 18th Month	62 credits	2.0 Cumulative GPA

Five Term Program

End of 21st Month	72 credits	2.0 Cumulative GPA
End of 24th Month	82 credits	2.0 Cumulative GPA

Progress is measured in the following ways:

1. Progress in learning theoretical material is measured through quizzes and examinations.
2. Progress in learning practical material is measured through demonstration, student and instructor feedback, and practical exams.
3. In addition to class time, documented massage practice outside of class, study, and completion of assigned homework are required.

SCHOOL POLICIES

ATTENDANCE POLICY

Ashmead College is committed to helping students attain their educational goals. To assist in these efforts, regular attendance is required. All coursework must be completed to Ashmead College's standards. The student is responsible for initiating procedures to make up any coursework missed.

Attendance is recorded daily - in 15 minute increments (rounded up) - at the beginning of each class and after each break. Attendance will be monitored daily by the Registrar and the Director of Administration. Absences will be discussed by campus staff at weekly tracking meetings. Hours absent will be the criteria used for the following.

Attendance will be tracked within each term.*

Hours Absent in a Term will Result in the Following:

PROGRAMS:	Warning	1st Probation	2nd Probation	Termination
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4 Term Programs:

Professional Licensing	21 Hours	31 Hours	41 Hours	51 Hours
Fitness Trainer	19 Hours	28 Hours	37 Hours	46 Hours

5 Term Specialist Programs:

Clinical/Sports	24 Hours	36 Hours	48 Hours	60 Hours
Aroma/Spa	24 Hours	36 Hours	48 Hours	60 Hours

***Cumulative program absence may not exceed 25%**

Academic requirements may include attendance and participation as reflected in the specific course syllabus. Regular, punctual attendance is essential to successful completion of the program. Students are expected to attend all classes as scheduled. Students are informed throughout their enrollment of the importance of regular attendance. Attendance is discussed during Student Development, Financial Aid entrance workshops, Study Labs, and during the first class day of each new course.

Absence and tardiness is cumulative throughout the term. Tardiness will be accrued and counted toward the total program hours of absence. Attendance will be taken during the first 5 minutes of the scheduled class start time. Any student arriving late or leaving early for a scheduled class will be considered tardy. Example: If a student arrives 20 minutes late to a class they will be recorded as 30 minutes late.

Student Clinic and Internship students are responsible for arranging for make-ups with the instructor for coursework only. Attendance hours cannot be made up. See the Student Clinic Handbook or Internship Syllabus for policies, procedures and protocols on make-ups.

CLASSROOM BEHAVIOR AND RESPONSIBILITIES

SEXUAL HARASSMENT POLICY

Ashmead College is committed to providing a learning and work environment safe from harassment and sexual harassment. To assure our employees, students and third parties have an environment safe from harassment and sexual harassment, we have established guidelines to address grievances and claims:

We have zero tolerance for sexual harassment, and have an application procedure in place for persons to file complaints alleging sexual harassment.

We will take measures to prevent retaliation to the persons presenting the claim, and take steps to ensure confidentiality.

We will make every attempt to provide impartial, adequate and reliable investigation of all complaints.

We will designate reasonable and prompt timeframes for the major stages of the complaint and investigation process. We will provide notice to all parties involved of the outcome of the complaint.

We will take steps to prevent reoccurrence of any harassment and to correct any discriminatory effects on the complainant and others if appropriate.

To report an incidence of harassment, please contact the Director of Administration at the campus the incident occurred at.

CONDUCT

Students are expected to conduct themselves in a professional manner at all times. Additionally, appropriate behavior in the learning environment, including regular

and punctual attendance, is expected. Inappropriate behavior or conduct may result in a written warning or immediate expulsion from the school.

The school strictly enforces the practice of modesty with regard to the profession. Respect and sensitivity are expected to protect and ensure the modesty of students, instructors and the general public throughout the educational process. Any deviation from the standards may result in immediate expulsion. Students are to conduct themselves in a professional, legal, and cooperative manner that is not disruptive, harassing, dangerous to themselves or others, and that does not impede the progress of other students in the learning environment. Students are expected to maintain the classrooms and equipment at the same high level as expected in a professional clinic.

While the school is sensitive to the demands of home and family, children may not accompany a student to class or student clinic.

DRESS AND ATTIRE

The school's policy is to accommodate the students' needs for personal expression while providing guidance to promote positive public perception. Therefore, all clothing shall be clean, neat and in good repair. Instructors will provide guidelines on appropriate dress that presents a professional image and variations of appropriate dress for different professional settings (e.g., medical and chiropractic clinics, sports clinics and events, community service programs, private massage practice, various business settings, and interviews). Students are expected to adhere to explicit guidelines developed for use during student clinic and internship.

CAMPUS SECURITY

Campus security policies and crime statistics are available in the Campus Security Report. This report is updated and distributed annually. Copies are available at the school.

POLICY REGARDING ALCOHOL AND ILLEGAL DRUGS

Ashmead College is committed to providing an environment for teaching and learning that is not impeded by the presence of illicit drugs or alcohol. Therefore, any student who possesses, distributes, or uses illicit drugs is subject to immediate dismissal. In addition, the possession and consumption of alcoholic beverages on the school site or attendance while under the influence of alcohol or illicit drugs is not permitted. In compliance with the Federal Drug-Free Schools and Communities Act of 1989, all students and employees of Ashmead College are notified of the following policies:

1. The possession, use and/or distribution of illicit drugs and alcohol at any Ashmead College facility or school-authorized activity are prohibited.
2. Students who are found to be possessing, using, or distributing drugs or any other controlled substance will be subject to full criminal penalties under local municipality, State, and Federal law. Conviction can result in sanctions including probation, fines, and imprisonment.
3. Students found to be in violation of this prohibition will be subject to dismissal from the program. The following steps will be taken:
4. When it is discovered that a student is in violation of the policy stated above, the student will be confronted immediately by the appropriate Ashmead College personnel. Individuals confronted may be asked to leave the school immediately and the school will notify the proper authorities, if applicable.

5. Any student who possesses, uses, or distributes a controlled substance will be subject to dismissal from the school.
6. Any student who possesses, uses, is under the influence of, or distributes alcohol on school premises will also be subject to dismissal.
7. Instructors, administrators, and other Ashmead College personnel have discretionary power to confront a student with a suspicion that the student is in violation of this policy.
8. Any student taking psychotropic or mood altering prescription drugs or over the counter drugs that have behavior-altering side-effects, is required to inform the instructor as it may affect the ability to give or receive massage.

DRUG AND ALCOHOL TREATMENT REFERRALS

Ashmead College maintains a list of community substance abuse and treatment agencies. This list is available from the school.

HEALTH RISKS AND LEGAL SANCTIONS

The identification, along with the uses and effects, of controlled substances and alcohol are included in the orientation packet. Students who are found to be possessing, using, or distributing drugs or any other controlled substance will be subject to full criminal penalties under local municipality, State, and Federal law. Conviction can result in sanctions including probation, fines, and imprisonment. Federal Trafficking Penalties are also included in the orientation packet.

DISCIPLINARY ACTION

Failure to adhere to Ashmead College policies will result in verbal reprimand or warning, written reprimand or warning, probation, and/or expulsion from the program.

WARNING NOTICES

Warning Notices may be issued to students who are in jeopardy of Probation, Unsatisfactory Progress in their program of study, or termination. This is a proactive measure provided to support the continued success and satisfactory progress of all students. Lack of response to Warning Notices may result in termination from the school. A student may receive a Warning Notice for any of the following circumstances:

Academic Warning

Students will receive an Academic Warning Notice for any "E" grade received, provided their cumulative GPA is above the minimum standard for satisfactory progress. Students receiving academic Warning Notices are eligible for, and are encouraged to attend, Study Lab and Tutoring services for the area(s) of deficiency. This will be arranged through the instructor and the Director of Education.

Behavioral Warning

Students will receive a Behavioral Warning Notice for exhibited and documentable inappropriate behavior and will be expected to change their behavior. Lack of response to Warning Notices may result in termination from the school or an additional Warning Notice. Behavioral infractions are tracked throughout the entire program.

Financial Warning

A student who fails to fulfill the financial agreement with the school, complete financial aid paperwork, maintain financial aid eligibility, or whose account becomes delinquent will receive a Financial Warning Notice.

PROBATION

An Ashmead College Administrative Representative (Registrar, Director of Education, Director of Administration, or VP of Administration) will issue a Notice of Probation if academic progress is not satisfactory. A student who falls below the minimum GPA standard and/or fails to complete the minimum number of credits

needed to meet the minimum course completion standards at the end of the evaluation period will be placed on Probation. Academic Probation does not exceed 90 days (excluding term breaks), and the exact length of probation and specific objectives are given at the time of notification. A student on probation is considered to be making satisfactory progress.

The Notice of Probation identifies the area(s) that are deficient, the school representative to meet with, and by when the meeting with the school representative should take place. The student is responsible to meet with the assigned school representative to discuss the reasons for and the terms of the probation. If necessary, the student and a school representative may prepare a written agreement to support the successful correction of the probationary situation. Copies of any written agreements are given to the student and the original is placed in the student's file.

If at the end of the probation period the student has achieved the objectives of the probation, the student will be removed from probationary status. If the student's cumulative GPA and/or cumulative credits are below the minimum standards, the student will meet with a school representative to discuss the student's ability to complete the program. At the School's discretion, a second probationary period may be allowed, provided it is determined that it is possible for the student to achieve the minimum academic progress standards by the end of the second probationary period. A student who is not allowed a second probationary period will be terminated from the program. A student who is allowed a second probation period and achieves the objectives of the probation will be removed from probationary status. If at the end of the second probationary period, the student's cumulative GPA and/or cumulative credits are below the minimum standards, the student will be terminated from the program.

LEAVE OF ABSENCE (LOA)

The agreement established between Ashmead College and an individual student is for a continuous program. Ashmead College discourages LOAs; however, the school acknowledges the need in certain emergency situations. An LOA is allowed for a maximum of one term, and only one LOA in a 12-month period may be granted. Requests for leave must be in writing to the Director of Administration or the Registrar. Students are required to use the Leave of Absence Request Form. An LOA may be requested from the first day of a term break to the final Friday of the term break. If the student begins the next term they are not eligible for an LOA. In addition, the student must have completed the preceeding term to be eligible for an LOA.

The school will consider granting a leave of absence for medical, family emergency, or financial reasons. The written request must include documentation verifying the need for the leave of absence. The school will make every effort to grant the LOA in a timely manner. When a student submits a request for a leave of absence, the student's academic, attendance, and financial status are reviewed. If this review shows that the student is in good standing, the LOA will generally be approved. The Registrar will notify the student by letter within one week of the approval.

The school reserves the right to deny a request for LOA for any reason, including, but not limited to, a student's failure to maintain satisfactory progress in the program or current term; the student's probationary status, inability to re-enter at a term start, or the student's lack of performance in fulfilling the financial agreement with the school. If the request is denied, the student will be notified by mail, and will be given the opportunity to meet with the Registrar or Director of Administration to discuss other options.

REINSTATEMENT AFTER LOA

Whenever possible, an LOA student will be reinstated at the start of the next available term. The school cannot, however, guarantee that there will be space available. A student who is unable to be placed due to lack of space following a leave of absence will have to withdraw from the program, and re-enroll for the next term start. The student may choose to withdraw fully from the program rather than take the LOA. In either of these cases, the standard refund policy will apply.

Students who go on LOA status during a term break will be reinstated at the start of the next term the following quarter.

LOA EFFECT ON FINANCIAL OBLIGATION TO THE SCHOOL

A student who is granted a LOA remains obligated to the school for all financial agreements with the school. Monthly payments continue to be due as per the retail installment contract. Students receiving Federal Financial Aid may be required to reapply for financial aid, or may receive a reduction in funding, in which case their tuition balance must be paid by the end of the original enrollment.. It is recommended that students receiving financial aid meet with the Financial Aid Office prior to taking a LOA, and are required to meet with Financial Aid upon return from LOA.

FAILURE TO RETURN FROM LOA

A student who fails to return from LOA will be considered a withdrawal. The student will be notified by letter to the address of record from the Registrar. If the student is withdrawn from the program, the standard refund policy will apply.

STUDENT REQUEST FOR CHANGE

It is the student's responsibility to keep the school informed of all name, address, and phone number changes. Students must complete the appropriate sections of the Student Request for Change Form, available from the Registrar, and forward the completed form to the Registrar when a change occurs.

TEMPORARY ASSIGNED CLASS CHANGE

Before the regularly scheduled class, students may request a temporary assigned class change by talking to the appropriate instructor(s) and obtaining and completing the requirements outlined in the Temporary Class Change portion of the Student Request for Change Form.

PERMANENT ASSIGNED CLASS CHANGE

Students may request an assigned class change by filling out the appropriate section of the Student Request for Change Form and forwarding it to the Registrar. Except in an emergency, permanent section changes are only granted over a term break effective the following term. Changes of this kind are subject to space availability and approval by the Registrar. In case of emergency, e.g., change in work schedule, requests for Permanent Section Change will be reviewed at any time during the term. Documentation may be required. The request will be approved if there is space in the class the student is requesting. Space is determined by appropriate student/teacher ratio and classroom size. If space is not available, the request will be approved only if the student can find another student in the other class who is willing to switch.

Change requests may not be allowed for individual courses (such as only Kinesiology or Anatomy and Physiology). A student must request a change of assigned class, which will result in a change to the schedule for all courses. The student will receive notification of approval or denial within one week. Students remain in the originally assigned class until they receive official notification.

COURSE INCOMPLETES

A student may request an "incomplete" for coursework s/he has begun during the first three weeks of a term. If an "incomplete" is granted, an individual contract will be drawn up for each course. The contract will specify the academic, attendance and other requirements for completion of the course. The student will be required to return to class the following term at the same point in the term which s/he last attended. Attendance in the term prior to the request for "incomplete" will carry over to the next term. Coursework completed prior to the granting of the "incomplete" will carry over and count towards the final grade. A student may not take an "incomplete" from an individual course due to the nature of our programs.

Requests for an "incomplete" must be made in writing on the "Request for Incomplete" form and submitted to the Registrar no later than the end of the third week of the term. When a student submits a request for an "incomplete", the student's academic status and attendance will be reviewed. If this review shows that the student is in good standing, the "incomplete" will generally be granted. The student should continue attending all courses until the request has been granted up to the Friday of the third week of the term. The school reserves the right to deny a request for an "incomplete" for any reason, including, but not limited to, a student's inability to successfully complete the course based on attendance or academic performance in the term prior to the request for the "incomplete". The student must also be able to complete the program within the maximum timeframe allotted. The student will have the option to withdraw and re-enroll if the request is denied.

If the student does not complete the coursework as outlined in the contract, the student will be withdrawn. The standard refund policy will apply.

WORKSHOP DATE CHANGE

Any request for a workshop change must be submitted 48 hours prior to the scheduled date. Students complete the appropriate section of the Student Request for Change Form and submit the form to the Registrar. The Registrar will notify the student of approval or denial within two days of receipt of the form.

Students are expected to complete the First Aid/CPR workshop at the time it is offered during their program. Consequently, if a student misses the First Aid/CPR workshop, a \$35 charge will be assessed to their student account. This charge must be paid before the Registrar will register the student for another workshop date. If the student misses their scheduled workshop twice, they will be required to take the course elsewhere and submit proof of completion to the Registrar.

RESCHEDULING PROCEDURES

If a student does not attend a Special Topic Workshop, the student must reschedule with the campus Registrar as soon as possible. Space in the next available class is not guaranteed. Students are scheduled when space is available.

STUDENT CHANGE OF STATUS

ADDING INTERNSHIPS AND STUDENT CLINIC

Students can add Student Clinic, Sports Massage Internship or Hospital Internship as an elective by completing and submitting the Student Change of Status Form. If a student decides to add these as electives, credit will be given on the transcript for each additional course. Students will be charged for the additional courses.

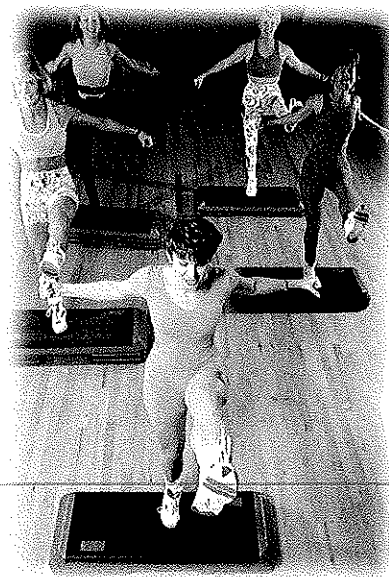
CAMPUS TRANSFER

After enrollment, students are expected to complete the program at their original campus. In cases of emergency, students can apply to change to a different campus by completing and submitting the Student Change of Status Form. Requests will be reviewed and approval will be based on classroom availability. Transferring students are responsible for arranging an orientation at the new campus.

WITHDRAWAL OR TERMINATION

Students who withdrawal or are terminated from the program must have an exit interview with the Director of Administration and the Registrar, and with a Financial Aid representative if Federal Financial Aid was received. Students may withdraw or be dismissed from the program for the following reasons:

1. Voluntary Withdrawal: the student elects to withdraw from the program.
2. Failure to return from a Leave of Absence (LOA): the student does not return from an LOA and does not notify the school.
3. Lack of available space following a LOA: the student cannot be placed in the returning term from LOA due to lack of class space.
4. Prolonged absence (over 30 days): the student fails to attend classes for 30 calendar days.



5. Attendance: the student misses 51 hours of their program.
6. Failure to meet Academic or Behavior Standards: the school may dismiss a student for failing to meet requirements of the school, including satisfactory academic progress and standards of behavior.
7. Failure to meet financial obligations with the school: the student does not fulfill the financial agreement with the school or does not complete necessary financial paperwork.

Financial and Academic Consequences of Withdrawal or Termination

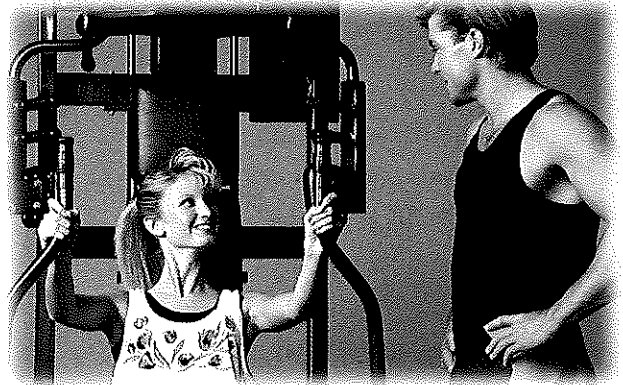
If, per the school's Refund Policy, a refund is due, it will be processed within 30 days of the date of termination. For students with balances due to the school, payment is required in full by 30 days after withdrawal or termination, or the student must sign a contract refinancing the balance for payment beyond 30 days. Credit will be given only for courses completed and only course completions will be recorded on the official transcript. Transcripts are available after financial obligations are met.

REINSTATEMENT

Students who withdraw or are dismissed from the program may apply for readmission by contacting the Registrar. A \$100 registration fee will be charged for readmission. Students may be readmitted provided they meet the admissions criteria, and have successfully completed any and all probationary or other agreements with the school. In addition, the school will review the student's financial obligations, and the student may be required to pay any outstanding balance. Readmission is at the sole discretion of the school. Readmission will be on the basis of space availability. Students who are readmitted will be charged tuition for the number of terms remaining in the program at the current tuition rate, plus any fees. Fees for repeated coursework also apply. If an Ashmead College program has been changed since the student last attended, the readmitted student is expected to fulfill all completion requirements of the school's current program in order to graduate.

A student who has not been in attendance for a period of six months or less may be readmitted without testing. A student who has been withdrawn for a greater period is required to demonstrate academic readiness as determined by the Education Department through various evaluation methods.

A student returning to classes after withdrawing will be subject to a satisfactory progress analysis and determination applied to the previous period of enrollment. If the student had failed to meet the minimum standards, but is returning after two or more years have elapsed, the prior status may be disregarded if they elect to begin the program again. Students not meeting the minimum standards of academic progress in the previous enrollment may be enrolled in a probationary status upon reentry.



Students applying for readmission who have previously been awarded financial aid, or who plan to access financial aid, must reapply for aid with the Financial Aid Department, and/or make arrangements for deferments of prior loans with their loan holder. Eligibility for financial aid may be reinstated when the student complies with the standards of academic progress. It is the student's responsibility to initiate reapplication for financial aid consideration and eligibility and to ensure that appropriate action is taken to keep prior student loans in good standing.

DENIAL OF READMISSION

Students may be denied readmission for lack of timeliness in completing assigned work, lack of space availability, failure to follow through on any previous agreements or probation, demonstrated lack of commitment to complete the program as shown by poor attendance and performance in previous periods, dismissal due to inappropriate behavior, demonstrated lack of ability to benefit based on past performance in the program, no demonstrated ability to meet financial obligations, and/or default on prior Federal Title IV loans received from Ashmead College. A student denied readmission may appeal that decision to the President of Ashmead College. The President's decision is final and cannot be appealed.

REFUND POLICIES

REFUND BEFORE ENTERING CLASSES

Applicants who cancel their enrollment in person or in writing before the beginning of classes will receive:

1. A full refund of all money paid if the school does not accept the applicant.
2. A full refund of tuition and fees paid if the applicant withdraws not later than midnight on the fifth day (excluding Saturdays, Sundays and holidays) after signing the contract or making an initial payment, provided the applicant has not commenced training. After five business days, (excluding Saturdays, Sundays and holidays) the school may retain a registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less.

Registration fee refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.

REFUND AFTER ENTERING CLASSES

For the purposes of calculating whether a refund is due, the Official Date of Termination is the last date of recorded attendance. The Official Date of Termination shall be when:

1. The school receives notice of the student's intention to discontinue the training program; or
2. The student is terminated for a violation of a published school policy which provides for termination; or
3. The student, without written notice to the institution, fails to attend classes for thirty calendar days. Refunds will be calculated based upon the period of charges incurred through the student's last day of attendance as documented by the school's attendance records.

A week is any seven-day period in which at least one day of regularly scheduled instruction, examination, or preparation for examination occurs. The student's account will be charged in four installments in the first four periods of attendance, which correspond with the four 11-week academic terms for the 12-month program, or in five installments which correspond with the five 11-week terms for the 15-month program for which the student has enrolled. These installments are called tuition charges. It is the policy of Ashmead College to charge an account by period of attendance. A student who withdraws will not be liable for periods of uncharged tuition. Ashmead College will charge tuition to the accounts of all new students on the Monday following the commencement of classes. All continuing students will be charged tuition for the new period of attendance the day the term begins. In the event a student discontinues, the school will retain earned tuition based upon the period of attendance for which charges have accrued. The school will retain the \$100 registration fee. No refunds will be issued for used textbooks or lab fees.

**STUDENTS RESIDING IN WASHINGTON
WITHDRAWAL DURING THE FIRST TERM
OF ATTENDANCE**

STUDENT ATTENDS	% OF CURRENT TERM TUITION CHARGES RETAINED BY SCHOOL:*
Week 1	10%
Week 2	20%
Week 3	30%
Week 4	40%
Week 5	50%
Week 6	60%
Week 7 through 11	100%

**STUDENTS RESIDING IN OREGON
WITHDRAWAL DURING THE FIRST TERM
OF ATTENDANCE**

STUDENT ATTENDS	% OF CURRENT TERM TUITION CHARGES RETAINED BY SCHOOL:*
Week 1	9.10%
Week 2	18.20%
Week 3	27.30%
Week 4	36.40%
Week 5	45.50%
Week 6 through 11	100%

The school will retain 100% of all charges for prior terms completed, PLUS:

WITHDRAWAL IN SECOND OR SUBSEQUENT TERM OF ATTENDANCE

STUDENT ATTENDS	% OF CURRENT TERM TUITION CHARGES RETAINED BY SCHOOL:*
Week 1	10%
Week 2	25%
Week 3 through 5	50%
Week 6 through 11	100%

WITHDRAWAL IN SECOND OR SUBSEQUENT TERM OF ATTENDANCE

STUDENT ATTENDS	% OF CURRENT TERM TUITION CHARGES RETAINED BY SCHOOL:*
Week 1	9.10%
Week 2	18.20%
Week 3	27.30%
Week 4	36.40%
Week 5	45.50%
Week 6 through 11	100%

*A student will not be liable for periods of uncharged tuition

The enrolling student recognizes that s/he is fully responsible to the school for all charges incurred regardless of financial aid funding. Any financial aid funding that the student has not completed by the filing of forms or signing of check(s) will add to a balance owing to the school and is payable at the time of withdrawal or graduation. A student may contract for the additional balance owed. The student also acknowledges that if s/he withdraws from the program at any time and the school is unable to process federal financial aid, or if the school must return previously awarded aid to the source, the student is immediately liable for payment of all charges incurred to date. Failure to pay will constitute default by the student to the school of her/his financial obligation to the school.

If the school discontinues instruction in any program after the students enter training, including circumstances where the school changes its location, students will be notified in writing of such events and are entitled to a prorata refund of all tuition and fees. This will be paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student. Students entitled to refunds must apply in writing to the school within 90 calendar days of the discontinuance or relocation. The school must disburse any earned refund within 30 calendar days after receipt of a request.

APPLICATION AND ENTRANCE REQUIREMENTS

Applications are accepted and interviews conducted throughout the year. Applicants must successfully pass the entrance interview to enroll. All applicants are screened and interviewed by our admissions staff. Applicants are evaluated on the basis of their motivation and ability to benefit from our programs. Applicants are evaluated without discrimination on the basis of age, sex, race, national or ethnic origin, religion, creed, sexual preference, or general disability. Applicants must be a minimum of 18 years of age upon graduation from Ashmead College, and be a high school graduate or have a GED.

Ashmead College will accept an application for admission before a student graduates from high school or receives his/her GED. However, the student will be required to submit proof of high school completion or GED before entering classes. In this situation, admission is contingent on receipt of the diploma, final transcript or other proof of completion.

Applicants may be denied admission on the basis of health problems, poor hygiene, lack of financial capability, lack of physical capability, insufficient motivation, or exhibiting no ability to benefit from our programs. Ashmead will not permit any persons who have been found guilty of a felony or any sex crime to enroll (sex crimes include, but are not limited to prostitution, sexual assault, molestation and rape). Denial of admission is final and may not be appealed.

Note to applicants to the massage programs:

A criminal background check is performed by the state when an individual applies to be a Licensed Massage Practitioner in Washington. Consequently, if an applicant

for licensure has been convicted of a felony, they may not be eligible for licensure. If an applicant has concerns regarding their eligibility for licensure, Ashmead College recommends that they contact the Washington State Board of Massage for additional information.

Application information is confidential. Students are guaranteed the right to access their student file, by written request. Student information will not be released to unauthorized persons or agencies without the written consent of the student.

Ashmead College facilities are wheelchair-accessible. Students are asked to identify any physical or learning needs during the Admissions Process. Student needs will be assessed on an individual basis and the institution will make a reasonable attempt to accommodate students. Ashmead College reserves the right to deny a student admission if the student is unable to meet the demands of the program and/or of the profession.

Introductory massage courses are offered at each campus. Please contact the Admissions Department to schedule an interview or to inquire about these Day of Massage or Introduction to Massage workshops.

TRANSFERABLE CREDITS

Ashmead College has an articulation agreement with City University, in which Ashmead College students may transfer up to 90 lower division credits to City University. In order for a course to qualify to meet general education credits, the course must have a 2.0 or better grade in order to be transferred in. Elective credits must collectively have an overall 2.0 GPA. Upper division courses must have a 2.0 or better to be accepted for transfer.

CREDIT FOR PREVIOUS EDUCATION

Ashmead College will grant academic credit and advanced standing toward its certificates and diplomas based on a student's prior coursework at an accredited post-secondary institution. However, no more than 50% of the program requirements will be waived. A student must enroll and successfully complete at least 50% of the program offered by Ashmead College in order to graduate and receive a completion certificate.

A non-refundable \$100 fee will be charged for transcript evaluation. If the student enrolls, the funds will be applied towards the Registration fee. This fee must be paid to the Registrar prior to evaluation.

A student may request academic credit for previous coursework under the following conditions:

1. The credits to be transferred were awarded within the last 24 months by an accredited post-secondary institution. (If coursework was completed over 24 months ago, a student may be allowed to waive a course by passing a competency test with a score of 80% or better, and the course meets all other conditions.)
2. The student completed the course with a grade of "C" or better, at least 2.0 on a 4.0 scale.
3. The number of hours required to complete the course to be transferred must meet or exceed the number of hours required by Ashmead College for the same course.
4. The subject matter of the course to be transferred is determined by Ashmead College to be substantially the same as the subject matter of the course to be waived.

To have their prior coursework evaluated for transfer, the student should submit a written request indicating the courses for which they wish to receive credit, along with official transcripts and course descriptions from each educational institution that awarded the credits the student desires to transfer. This information and the transcript evaluation fee should be submitted to the Registrar no later than one month prior to the start of the term in which the student wishes to enroll.

The Director of Education will review the information provided by the student. After evaluating the transcript(s), the Director of Education may require the student to take written or practical examinations in order to demonstrate that the student has sufficient grasp of the material covered in a given course. If a test is administered, the student must receive a score of 80% or better in order to receive credit for the course.

The Registrar will notify the student of the results of the review and make any adjustments to the student's schedule. If the student is granted credit for previous education, the student will receive a passing grade for the course denoted by a "P" on the Ashmead College transcript and be awarded the number of credits associated with the course. In addition, the student's tuition will be reduced by the cost of the course.

As credit for prior coursework may affect the student's enrollment status, it may affect eligibility for Financial Aid. The student should meet with Financial Aid after their transcript has been evaluated and their schedule established.

TUITION AND PROGRAM EXPENSES

Enrollments through February 28, 2002

	FOUR TERM		FIVE TERM		TERM FIVE ONLY SPECIALIST	
	Professional Licensing	Fitness Trainer Program	Clinical & Sports Massage Specialist Program	Aromatherapy & Spa Specialist Program	Clinical & Sports Massage	Aromatherapy & Spa Massage
Tuition:						
Registration Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Fees		\$280.00		\$300.00		\$300.00
Tuition Per Term:						
Term 1 - 4	\$2,626.75	\$2,626.75	\$2,626.75	\$2,626.75	\$2,803.00	\$2,803.00
Term 5			\$2,803.00	\$2,803.00		
Required Textbooks	\$425.00	\$425.00	\$575.00	\$575.00	\$150.00	\$150.00
TOTAL TUITION AND FEES	\$11,032.00	\$11,312.00	\$13,985.00	\$14,285.00	\$3,053.00	\$3,353.00
Supplies:						
Misc. Supplies (variable)	\$300.00	\$0.00	\$350.00	\$300.00	\$50.00	\$0.00
Massage Table and Accessories	\$700.00	\$0.00	\$700.00	\$700.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$1,000.00	\$0.00	\$1,050.00	\$1,000.00	\$50.00	\$0.00

***The Fitness Trainer Program lab fee will be assessed at the beginning of 4th term.**

Students who decide not to take the American College of Sports Medicine (ACSM) exam must notify the financial aid officer by the end of 3rd term. Once the fee has been assessed and the student withdraws before completing the coursework, the \$280 will be refunded as part of the refund calculation. For students who are otherwise eligible to graduate, the \$280 will be made payable to ACSM. For students who complete the program, the fee is non-refundable.

NOTE TO VETERANS

All Ashmead College campuses qualify for veteran's benefits. Any student who is eligible to receive veteran's education benefits cannot claim these benefits for any portion of Ashmead College programs taken by the student in his or her program of study that the student previously successfully completed, as determined in accordance with U.S. Department of Veterans Affairs regulation, elsewhere. Each student eligible and desiring to receive veterans educational benefits while attending Ashmead College must provide the college with official transcripts for all previous post-secondary education and the student's military discharge document DD214 prior to the first scheduled class in the student's program of study.

TUITION AND PROGRAM EXPENSES

Effective March 1, 2002

	FOUR TERM		FIVE TERM		TERM FIVE ONLY SPECIALIST	
	Professional Licensing	Fitness Trainer Program	Clinical & Sports Massage Specialist Program	Aromatherapy & Spa Specialist Program	Clinical & Sports Massage	Aromatherapy & Spa Massage
Tuition:						
Registration Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Fees		\$280.00		\$300.00		\$300.00
Tuition Per Term:						
Term 1 - 4	\$2,758.00	\$2,758.00	\$2,758.00	\$2,758.00	\$2,943.00	\$2,943.00
Term 5			\$2,943.00	\$2,943.00		
Required Textbooks	\$425.00	\$425.00	\$575.00	\$575.00	\$150.00	\$150.00
TOTAL TUITION AND FEES	\$11,557.00¹	\$11,837.00²	\$14,650.00	\$14,950.00	\$3,193.00	\$3,493.00
Supplies:						
Misc. Supplies (variable)	\$300.00	\$0.00	\$350.00	\$300.00	\$50.00	\$0.00
Massage Table and Accessories	\$700.00	\$0.00	\$700.00	\$700.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$1,000.00	\$0.00	\$1,050.00	\$1,000.00	\$50.00	\$0.00

1. Tuition includes the cost of SOAP PAD workbooks. 2. Assessed in 4th Term (test fee)

REGISTRATION FEE

The \$100.00 Registration Fee is due at the time of application for admission. For self-pay applicants, payment of \$900.00 is due on or before the business day closest to the 15th of the month prior to the start of class. Financial Aid may be used to cover this payment, but not the Registration Fee.

FINANCING

The school has a number of financing arrangements available to assist students in meeting their educational goals. Students who qualify may utilize Federal Financial Aid Programs and/or Third Party Payment Programs. The school also has payment plans to help students manage balances not covered by these financial assistance programs .

FEDERAL FINANCIAL AID

Title IV Federal Financial Aid is available to students who qualify. Ashmead College currently participates in the Pell Grant, Stafford Loan, Parent/Plus and Washington State Need Grant programs. Financial Aid applications are available at each campus.

STATE OF WASHINGTON SUPPORT OF HIGHER EDUCATION STUDENTS

The Higher Education Coordinating Board has established the approximate level of state supported financial aid at institutions in Washington state. This data is provided to the institution annually and must be made available to students. The estimated amount of state supported financial aid by student FTE at Ashmead College for 2002 is \$460.

THIRD PARTY PAYMENT

Applicants with financial resources other than Federal Financial Aid (e.g., Labor and Industries, Work Force Training Funds) must have either a legal voucher(s) for registration fee and tuition or must pay the registration fee (\$100) when making application for admission. Students are responsible for supplying Ashmead College with correct billing information and necessary forms. All tuition must be received before graduation as a requirement to receive a completion certificate.

PAYMENT PLAN OPTIONS

There are several different payment options to assist students in meeting their financial responsibilities. The plans on the following page require a \$100 registration fee paid at the time of application for admission, and a \$900 tuition deposit due on or before the 15th of the month prior to the start of class. Federal Financial Aid may be combined with plan B, C, D, E or Q and used to cover the \$900 payment, but not the registration fee.

DELINQUENT ACCOUNTS

Students will be contacted when their account is 10 days or more past due. A \$25.00 late charge may be added to all past due accounts. Graduate or withdrawn student accounts over 90 days late will be sent to a collection agency. Graduates with delinquent accounts will not be provided with transcripts until the financial obligation is sufficiently addressed.

PAYMENT PLANS

- A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes from all students not electing to utilize financial aid. Students receiving financial aid may use their financial aid to cover the \$900.00 deposit.
- Monthly payments are due on the 15th of the month.
- Plans D and E are only available to students receiving financial aid.
- Payments include required texts and fees listed on pages 42 and 43 but do not include the registration fee, tuition deposit, or supplies.

Plan A: The balance of tuition, less a \$200 discount, is due one week before classes begin.

Enrollments through April 30, 2002:

PLP: One payment \$10,032.

FTP: One payment \$10,312.

Enrollments beginning March 1, 2002:

PLP: One payment \$10,557.

FTP: One payment \$10,837.

Plan B (two payments): First payment is due on or before the 15th of the month prior to the start of classes. Second payment is due within 6 months after the start of classes. (Plans at the old tuition rate include a finance charge of 6% APR.)

Enrollments through April 30, 2002:

PLP: First payment: \$5016.

Second payment: \$5166.48.

Finance charge: \$150.48.

FTP: First payment: \$5156.

Second payment: \$5310.68.

Finance Charge: \$154.68.

Enrollments beginning March 1, 2002:

PLP: Two payments: \$5278.50.

FTP: Two payments: \$5418.50.

Plan Q (four payments): Four quarterly payments due the 15th of the month prior to the start of each term. (Plans at the old tuition rate include a finance charge of 6% APR.)

Enrollments through April 30, 2002:

PLP: First payment: \$2508.

Remaining payments: \$2583.61.

Finance charge: \$226.84.

FTP: First payment: \$2578.

Remaining payments: \$2655.72.

Finance charge: \$233.17.

Enrollments beginning March 1, 2002:

PLP: Four payments: \$2639.25.

FTP: Four payments: \$2709.25.

Plan C (twelve payments): Twelve monthly payments beginning the 15th of the month following the start of classes. The monthly payments in this plan include a finance charge of 6% APR.

Enrollments through April 30, 2002:

PLP: Payments: \$863.42.

Finance charge: \$329.02.

FTP: Payments: \$887.52.

Finance charge: \$338.22.

Enrollments beginning March 1, 2002:

PLP: Payments: \$908.60.

Finance charge: \$346.25.

FTP: Payments: \$932.70.

Finance charge: \$355.42.

Plan D (eighteen payments): Eighteen monthly payments beginning the 15th of the month following the start of classes. The monthly payments in this plan include a finance charge of 15% APR and can be used to finance the balance of tuition after financial aid. Monthly payments will vary depending on aid eligibility. Please see the Financial Aid Office for additional information.

Plan E (twenty-four payments): Twenty-four monthly payments beginning the 15th of the month following the start of classes. The monthly payments in this plan include a finance charge of 18% APR and can be used to finance the balance of tuition after financial aid. Monthly payments will vary depending on aid eligibility. Please see the Financial Aid Office for additional information.

Information regarding payment plans for the Specialty programs can be obtained from the Financial Aid Office.

APPEALS

Ashmead College recognizes that students may at times wish to lodge an appeal regarding administrative decisions. The first step is to meet with the school representative who rendered the decision. If a student is not satisfied with the outcome of this meeting and wishes to appeal further, the following process must be followed within the current term or in the two weeks immediately following the decision:

Appeal of any decision by an instructor or administrator must be made in writing and include the nature of the concern, the date(s) of occurrence, the name(s) of the person(s) involved, and a brief description of the steps taken to resolve the concern. If the appeal is regarding a grading, probation or financial aid decision, copies of materials that would support the appeal (quizzes, exams, homework, exchanges, transcript, etc.) must be included with the written appeal.

The written appeal should be forwarded first to the instructor or school official who rendered the decision being appealed. Ashmead College will decide an appeal and provide a written response to the student within 30 days, pending extenuating circumstances. Subsequent appeals should be made in the following order: Directors of Administration and Education, Vice President of Education, President.

UNRESOLVED APPEALS – COMPLAINT PROCEDURES

State Procedure

A student who has exhausted the above appeals procedures may appeal in writing directly to the state regulatory agency that licenses or approves the school.

In Washington:

Workforce Training and Education Coordinating Board (WTECB)
128 S.W. 10th Street
P.O. Box 43105
Olympia, WA 98504-3105
Phone: 360-753-5673

In Oregon:

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact:
Oregon Department of Education
Public Services Building
255 Capitol Street NE
Salem, OR 97310-0203
Phone: 503-378-5810

ACCREDITING COMMISSION PROCEDURE

Ashmead College is recognized by the Accrediting Council for Continuing Education and Training (ACCET) as meeting and maintaining rigorous standards of quality. It is the mutual goal of ACCET and the school to provide a quality educational training program and a positive learning experience. When concerns arise, students should make every effort through the School's formal appeals procedure (detailed above) to reach a fair and reasonable solution.

In the event that a student has exhausted all the options available through the School's procedure, and the concern remains unresolved, the student has a right, and is encouraged, to take the following steps:

1. Contact ACCET in writing. Complaints received by phone will be logged along with a request for a written follow-up; an initial letter speeds the process.
2. A letter of complaint must contain the following:
 - a. The nature of the concern
 - b. The approximate date(s) the concern occurred
 - c. The Ashmead College individual(s) involved in the concern
 - d. Copies of important information regarding the concern (facts, not rumors)
 - e. Evidence demonstrating that the School's complaint procedure was followed prior to contacting ACCET
3. All complaints must be signed.
4. Written complaints must be postmarked no later than 30 days after initial verbal contact with ACCET. The address is:
ACCET, Complaint Administrator
1722 N Street NW
Washington, DC 20036

DISCLAIMER

This catalog provides required information about Ashmead College. However, in a continual effort to maintain the highest educational standards, Ashmead College reserves the right to make appropriate operational and policy modifications at any time. Such modifications will maintain compliance with all accrediting, state, federal, and licensing/certification agencies. When appropriate, Ashmead will notify students, staff, regulatory agencies and other interested third parties of changes prior to application.

ACCREDITATIONS AND CREDENTIALS

To obtain further information about Ashmead College's licensing, accreditation, or certification, please contact the campus directly for addresses and phone numbers of the appropriate agency.

ASHMEAD EDUCATION INC., dba ASHMEAD COLLEGE IS:

Institutionally accredited by: ACCET
(Accrediting Council for Continuing Education and Training)

LICENSED BY:

WTECB (Washington State Workforce Training & Education Coordinating Board) and the Oregon Department of Education

APPROVED BY:

Washington State Board of Massage
Oregon State Board of Massage Therapists
United States Department of Education
Office of Post Secondary Education, Washington, DC for:

- Federal Pell Grant
- Federal Stafford Loan Program
- Federal PLUS Loan

State of Washington Higher Education Coordinating Board (HECB) for: State Need Grant Program

ASHMEAD COLLEGE MEMBERSHIPS

National Association of Student Financial Aid Administrators
Seattle King County Chamber of Commerce
Washington Federation of Private Career Schools and Colleges

Additional Accreditation Information

The Accrediting Council for Continuing Education (ACCET) Directory Addendum, which lists the names of Title IV eligible programs, program length in clock and/or credit hours, and the tuition/fees charged, is available to all students upon request. See the Registrar or Financial Aid Director for this information, or contact www.accet.org.

ADMINISTRATION

Ashmead College Executive Office
2203 Airport Way South, Suite 450
Seattle, WA 98134
Ph: 206-381-4420 Fax: 206-729-4306

ADMINISTRATIVE STAFF

President:	Wallace W. Wright
Chief Financial Officer:	Hamilton Oswald
Vice-President, Administration:	Guy Bell
Vice-President, Admissions:	Jack Kempt
Vice President, Education:	Kim Lothyan
Director of Marketing:	Amy Kuntz
Director of Financial Aid:	Jeanette McClellan
Director of Compliance:	Anna-Lisa Mosesson
Controller:	Patricia Wagner
Senior Accountant:	Rosette Torres
Student Accounts Mgr:	Karl Vance
Accounts Payable:	Jeff Cooler
Payroll:	Melanie Denman
Marketing Coordinator:	Robin O'Donnell
Financial Aid Operations:	Kris Damalas
Community Outreach:	Larry Walters
MIS:	Jim Jennings

OWNERSHIP

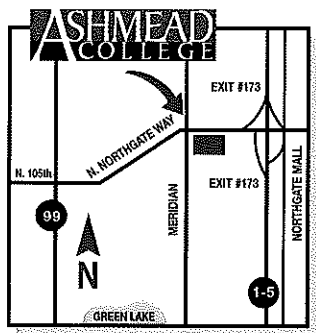
Ashmead College is owned by Ashmead Education, Inc., a subsidiary of Career Choices, Inc.
Career Choices, Inc. is owned by :
Lombard North American Investments.

BOARD OF DIRECTORS (Ashmead Education Inc.)

President:	Wallace W. Wright
Chief Financial Officer and Secretary:	Hamilton Oswald

ASHMEAD COLLEGE

CAMPUS LOCATIONS AND STAFF



Seattle, Washington
 Northgate Meridian Building
 2111 N. Northgate Way, Suite 218
 Seattle, WA 98133
 Phone: 206-527-0807
 Fax: 206-527-1957
 Student Clinic: 206-526-7668

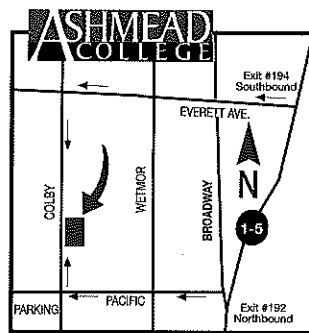
The **Seattle** campus is located in the Northgate area, two blocks west of I-5 on the corner of Meridian Avenue North. The 24,500 square foot facility includes two floors: 13 classrooms, a supply store, student lounge, and all audio-visual and classroom equipment are located on the top floor; administrative offices and reception area on the bottom floor. The student clinic is located in the Greenlake area.

Seattle Campus Administrative Staff:

Director of Administration:	Dr. Alexis Brereton
Director of Education:	Deb Lyons
Registrar:	Joana Espinosa
Financial Aid Officer:	Erik Petersen
Financial Aid Advisor:	Kris Rose
Front Office Administrator:	Karen Wetterhahn
Admissions Representative:	Marsha Aldinger
Admissions Representative:	Rebecca Solowoniuk
Admissions Representative:	Elizabeth Wade
Graduate Services Coordinator:	Kelly Kozelisky
Student Clinic Coordinator:	Sharon Heckel
Administrative Support:	Shauna Moss

Seattle Campus Instructors:

Dorothy Barron, LMP	Jennifer Kuduk, BS, LMP
Jillian Boucek, LMP	Yvonne LaSeur, LMP
Kate Bromley, MS, BA, LMP	Janis Lynne, LMP
Dr. Patrick Bufi, ND	Ingrid Martin, LMP
Kirk Butler, BS, LMP	Catherine Mastroianni, DC
Zdenka Daucik, LMP	Kaysie Noll, LMP
Emily Edison, BS, MS, RD	Kathlene Novak, LMP
Sean Fordham, BS	Paula Butler-Pelletier, LMP
Pam Foster, LMP	Marcelo Quinonez, LMP
Kim Furugori, LMP	Jason Webster, MS, ALSM
Jared Kohler, DC	Danielle Yanley, BPE



Everett, Washington
 3019 Colby Ave.
 Everett, WA 98201
 Phone: 425-339-2678
 Fax: 425-258-2620
 Student Clinic: 425-388-0294

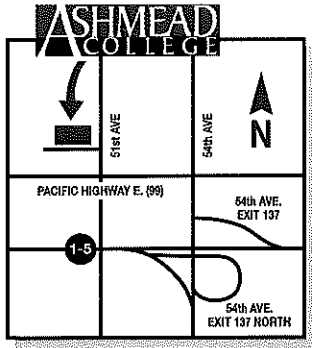
The **Everett** area campus is located in downtown Everett with easy access to I-5. The 8,250 square foot facility includes five classrooms, administrative offices, a supply store, and all the audio-visual and classroom equipment used by the campus.

Everett Campus Administrative Staff:

Director of Education and Administration	Meredith Given
Registrar:	Lanette Diaz
Financial Aid Officer:	Krista Thronson
Financial Aid Advisor	Janet Wahl
Front Office Administrator:	David Archibald
Admissions Representative:	Sharon Webber
Admissions Representative:	Kathryn Young
Graduate Services Coordinator:	Michael Kuhn
Student Clinic Coordinator:	Kimberley Callan

Everett Campus Instructors:

Sharon Ballenger, RN, LMP
 Sheryl Bell, LMP
 Tani Biale, BA, LMP
 Brandy Bilkovich, LMP
 Christine Elazar, LMP
 Denise Hansen, MS, ACSM
 Cindy Baab, LMP
 Jeanie John, BS, ACSM
 Mary Lund, LMP
 Catherine Mastroianni, DC
 Caroline McDonald, LMP
 Jeri Pleticha, RN, LMP
 John Richter, LMP
 Francie Stark, LMP
 Alana Simlar, LMP



Tacoma, Washington
 5005 Pacific Hwy. E, Suite 20
 Fife, WA 98424
 Phone: 253-926-1435
 Fax: 253-926-0651
 Student Clinic: 253-922-2967

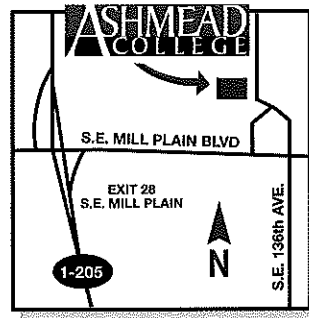
The **Tacoma** area campus is located 1/4 mile off I-5 in the Fife Business park. The 16,000 square foot facility includes eight classrooms, administrative offices, a supply store, reception area, and all the audio-visual and classroom equipment used by the school. The Student Clinic is located adjacent to the campus.

Tacoma Campus Administrative Staff:

Director of Administration:	Lorine Hill
Director of Education:	Mary Bryan
Registrar:	Deborah Turner
Financial Aid Officer:	Betsy Johnson
Financial Aid Advisor:	Kim Warren
Front Office Administrator:	Veronica McHugh
Admissions Representative:	Andrea Neimeyer
Admissions Representative:	Anna Shaw
Graduate Services Coordinator:	Teri Zelepuza
Student Clinic Coordinator:	Carley Borgen

Tacoma Campus Instructors:

Julie Anderson, LMP
 Roz Barnett, LMP
 Rich Brown, LMP
 Dr. Joseph Cates-Carney, N.D.
 Tammy Creley, LMP
 John Frostad, LAC
 Debra Giske, LMP
 Gerald Kent, LMP
 Margie Miller, LMP
 Erin Murphy, LMP
 Fred Norrick, P.T. Asst.
 Robyn Quiett, LMP
 Jenni Shires, LMP
 Michelle Simpkins, LMP
 Dr. Edward Sleggers, DC, BSN
 Steve Smurro, LMP
 Mary Soule, LMP
 Kim Streeter, BA, MA
 Ben Tullis, LMP
 Laura Torzewski, LMP



Vancouver, Washington
 120 NE 136th Ave., Suite 220
 Vancouver, WA 98684
 Phone: 360-885-3152
 Fax: 360-885-3151
 Student Clinic: 360-514-9545

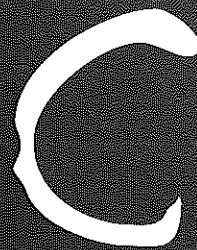
The **Vancouver/Portland** area campus is located in Stonemill Center. The 18,000 square foot facility in Building B includes ten classrooms, administrative offices, a supply store, reception area, and all the audio-visual and classroom equipment used by the campus. The Student Clinic is located adjacent to the campus.

Vancouver/Portland Campus Administrative Staff:

Director of Administration:	Patricia Glenn
Director of Education:	Siri McElliott
Registrar:	Sharon Steckleberg
Financial Aid Officer:	Sandra Oman
Financial Aid Advisor:	Erin Winterton
Front Office Administrator:	Ellen Winder
Admissions Representative:	Rebecca Apostol
Admissions Representative:	Debi Hendren
Supply Store Coordinator:	Vickie Sanders
Graduate Services Coordinator:	Jessica Grohs
Student Clinic Coordinator:	Glenda Morgan
Student Clinic Assistant:	Sherilyn Walsh
Study Lab Coordinator	Cheyenne Lujano

Vancouver/Portland Campus Instructors:

Greg Boughton, MS
 Jay Bush, LMP
 Anthony Chennault, BA, LMP
 Rod Diehm, LMP
 Carola DiLorenzo, LMT
 Anita Harper, LMP
 Melody Hoffman, LMP
 Eva Odell, LMT,LMP
 Cheree Mahan, LMP
 Cheryl Owens, LMP
 Jon Phelps, BSPE
 Marney Richards, MS, LMP
 Jeremy Sutton, BS, LMP
 Hulda Towns, RMT,LMP,LMT
 Zdenek Zumr, LMP



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Ashmead College, the national leader in
health and wellness education.

Our mission is to equip our students, employees
and graduates with the tools and support to
"Make a Difference and a Good Living."

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the lives of tens of thousands of their clients,
promoting wellness and improving
the quality of their lives.

We've expanded to new regions, including the
Vancouver/Portland area in early 1999. In late
1999, Seattle opened a new expanded facility in
the Northgate area, and our Everett campus
will relocate to a larger site in May 2001.

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We can help you create your map.

For over 25 years, people with a desire to make a
good living and leave a positive legacy in the community
have turned to this school for the knowledge
and support to reach their dreams.

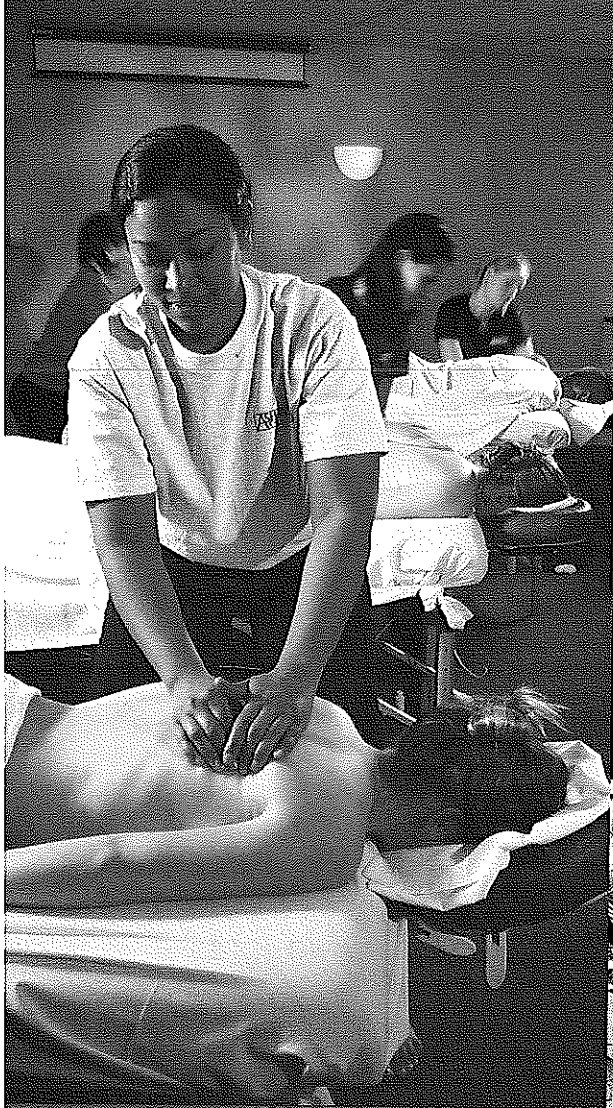
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Education Coordination Board, 128 10th Ave. S.W., P.O. Box 43105,
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