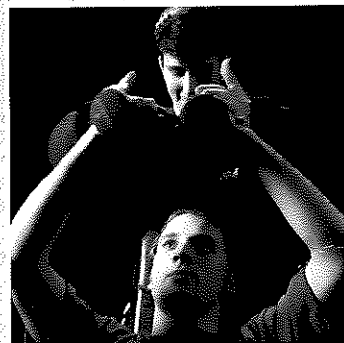
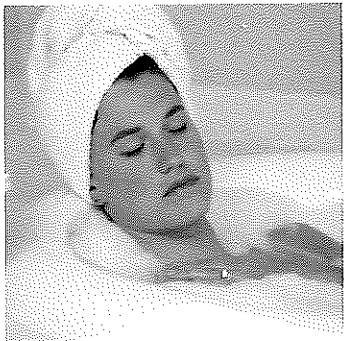


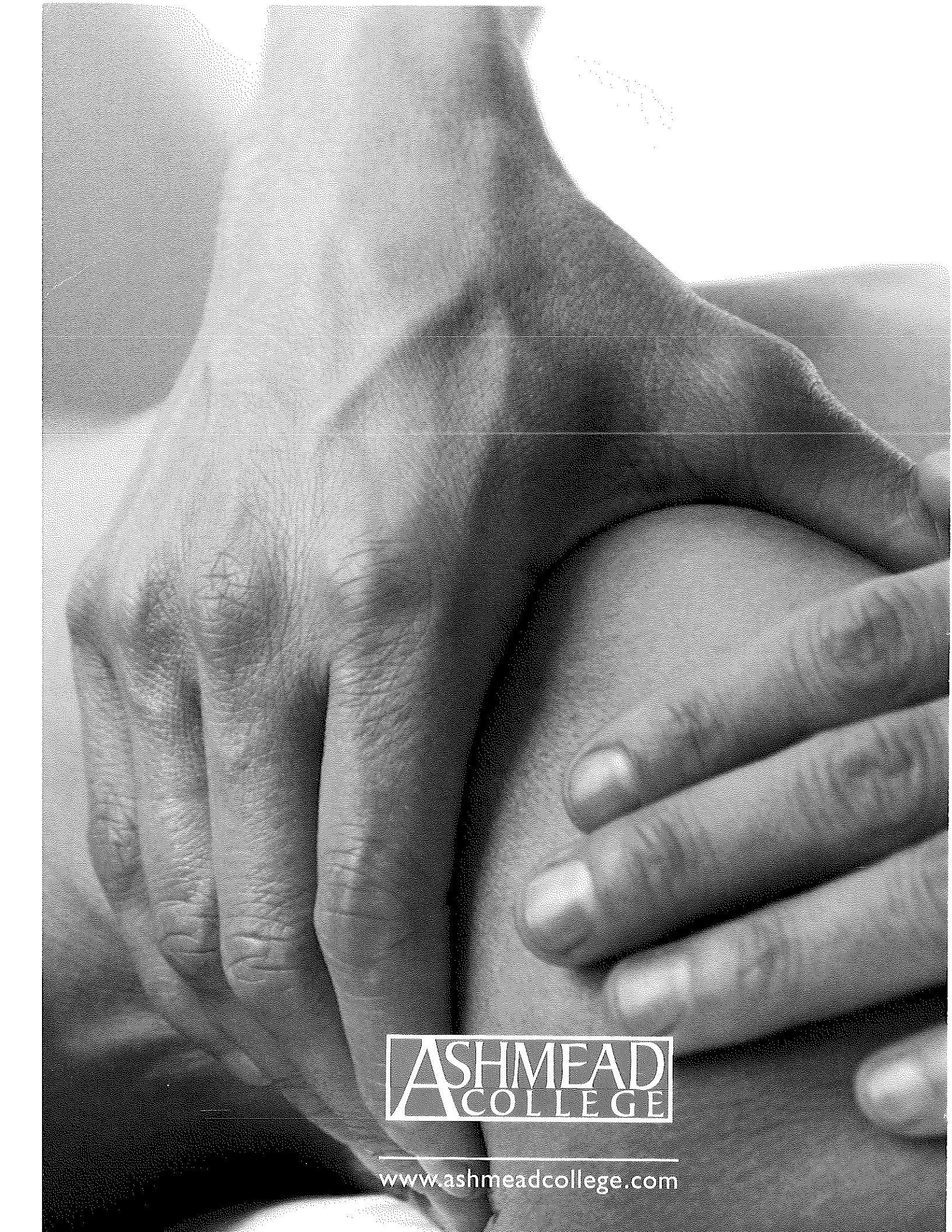
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COLLEGE



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www.ashmeadcollege.com



2000-2001 CATALOG - *Published 9/2001*

ADDENDUM - October 9, 2001

Retroactively effective to the Fall 2001 term start, Page 28 of the Ashmead College 2000-2001 Catalog is amended as follows:

Page 28

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.



PAGE 43: TUITION AND PROGRAM EXPENSES

The payment plans have been amended to reflect required texts included in the program costs. \$425 has been added to the four term programs and \$575 to the 5 term programs.

FOUR TERM PROGRAMS

Plan A: A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of class. Payment of \$9,832.00, the balance of tuition, after a \$200.00 discount, is due one week before classes begin.

Plan B (two payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. A tuition payment of \$5,016.00 is due one week prior to the start of classes. The balance of tuition, \$5,016.00, plus a finance charge of \$150.48 (6% APR), is due within six months after the start of classes.

Plan Q (four payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of tuition, \$10,032.00, plus a finance charge of \$226.84 (6% APR), is due in quarterly payments, one payment of \$2,508.00 and three quarterly payments of \$2,583.61. Payments are due on the 15th of the month of each term start.

Plan C (twelve payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of the tuition, \$10,032.00, plus a finance charge of \$329.02 (6% APR), is due in twelve monthly payments of \$863.42. Payments are due on the 15th of each month.

Plan D (eighteen payments): This plan is available only to those applicants applying for Federal Student Loans. The balance of tuition, after federal students loans, will be financed at 15% APR and is due in eighteen monthly payments. Payments are due on the 15th of each month.

Plan E (twenty-four payments): This plan is available only to those applicants applying for Federal Student Loans. The balance of tuition, after financial assistance, will be financed at 18% APR, and is due in twenty-four monthly payments. Payments are due on the 15th of each month.

FIVE TERM PROFESSIONAL LICENSING & SPECIALIST PROGRAM

Plan A5: A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of class. Payment of \$12,785.00, the balance of tuition, after a \$200.00 discount, is due one week before classes begin.

Plan B5 (two payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. A tuition payment of \$6,492.50 is due one week prior to the start of classes. The balance of tuition, \$6,492.50, plus a finance charge of \$194.78 (6% APR), is due within six months after the start of classes.

Plan Q5 (five payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of tuition, \$12,985.00, plus a finance charge of \$390.56 (6% APR), is due in quarterly payments, one payment of \$2,597.00 and four quarterly payments of \$2,682.14. Payments are due the 15th of the month of each term start.

Plan C5 (fifteen payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of the tuition, \$12,985.00, plus a finance charge of \$525.45 (6% APR), is due in fifteen monthly payments of \$900.70. Payments are due on the 15th of each month.

Plan D5 (twenty-one payments): This plan is available only to those applicants applying for Federal Student Loans. The balance of tuition, after federal student loans, will be financed at 15% APR and is due in twenty-one monthly payments. Payments are due on the 15th of each month.

Plan E5 (twenty-seven payments): This plan is available only to those applicants applying for Federal Student Loans. The balance of tuition, after financial assistance, will be financed at 18% APR, and is due in twenty-seven monthly payments. Payments are due on the 15th of each month.

Congratulations on your selection of 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."



For over 25 years our graduates have touched 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.

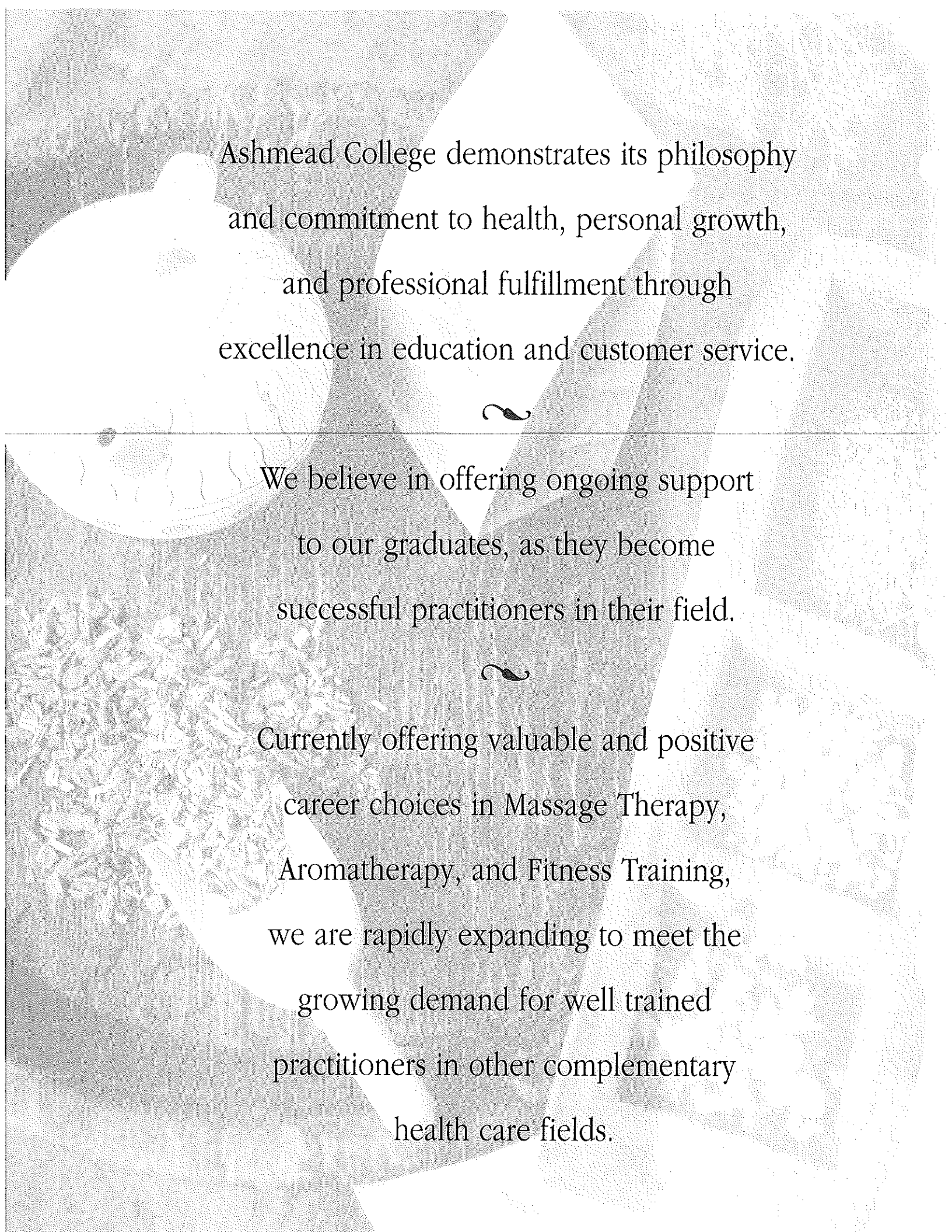
You have a destination in life.

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.

As the new millennium dawns, Ashmead College continues to support your career.



Ashmead College demonstrates its philosophy
and commitment 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, 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, 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 area students. 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.

Ashmead College is the evolution of Seattle Massage School. In 1999 the school adopted the new name 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 (FTP)** is to prepare students with the training necessary to work successfully within the thriving Health & Fitness industry. Graduates of the program are prepared to work in private health clubs, corporate fitness facilities, hospital wellness programs, and recreation centers. The FTP prepares graduates to sit for any of the major personal training/health fitness certifications, including *American College of Sports Medicine (ACSM)*, *National Strength Conditioning Association (NSCA)*, and *American Council on Exercise (ACE)*.



CLASS SIZE

The maximum class size is 24 students for practicum and 48 for lecture. To maximize learning opportunities, the average student-to-instructor ratio is 15:1. 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 AND GRADUATION REQUIREMENTS

PROGRAM	Duration / Maximum Terms	Credits	Hours	GRADUATION is based on successful completion of:
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MASSAGE

Professional Licensing and Clinical & Sports Massage Specialist	15 months / 5 Terms 7 terms max. to complete	81.54	1,048.75	Terms 1 through 5
Professional Licensing and Aromatherapy / Spa Specialist	15 months / 5 Terms 7 terms max. to complete	81.93	1,047.50	Terms 1 through 5
Professional Licensing	12 months / 4 Terms 6 terms max. to complete	62.48	805.50	Terms 1 through 4
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 to 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.

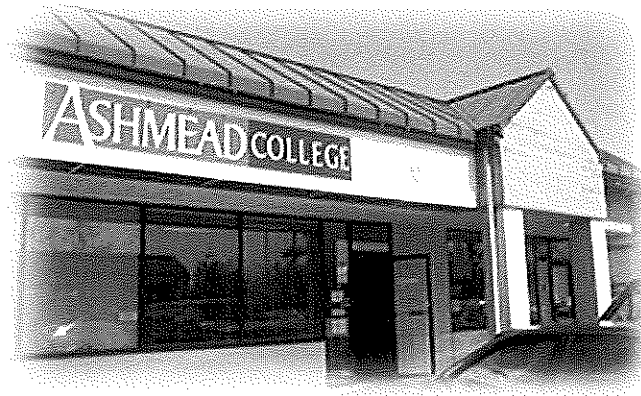
The school reserves the right to cancel or postpone any class with insufficient enrollment, or to modify the schedule for any particular class, or to modify the course work required for graduation based on legislative, professional, or educational mandates or any other reason which the school may deem necessary.

SCHOOL CALENDAR

SEATTLE, TACOMA AND EVERETT CAMPUSES

Program End - Graduation

All PROGRAMS	Program End - Graduation			
		4-Term	5-Term	
TERM	Term Start	Term End		
Winter 2001	Nov 26, 2001	Feb 15, 2002	Nov 8, 2002	Feb 14, 2003
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



SCHOOL CALENDAR

VANCOUVER/PORTLAND CAMPUS

Program End - Graduation

All PROGRAMS			4-Term	5-Term
TERM	Term Start	Term End		
Fall 2001	Oct 1, 2001	Dec 14, 2001	Sept 13, 2002	Dec 13, 2002
Winter 2002	Jan 7, 2002	Mar 22, 2002	Dec 13, 2002	Mar 14, 2003
Spring 2002	Apr 1, 2002	June 14, 2002	Mar 14, 2003	June 13, 2003

FOR ALL ASHMEAD COLLEGE CAMPUSES:

CLASSTIMES

Morning Classes: 8:00am to 12:15pm

Afternoon Classes: 1:00pm to 5:15pm

Evening Classes: 6:00pm to 10:15pm

Times may vary depending on program. Please refer to your program calendar for correct start and end dates.

SCHOOL CLOSURES

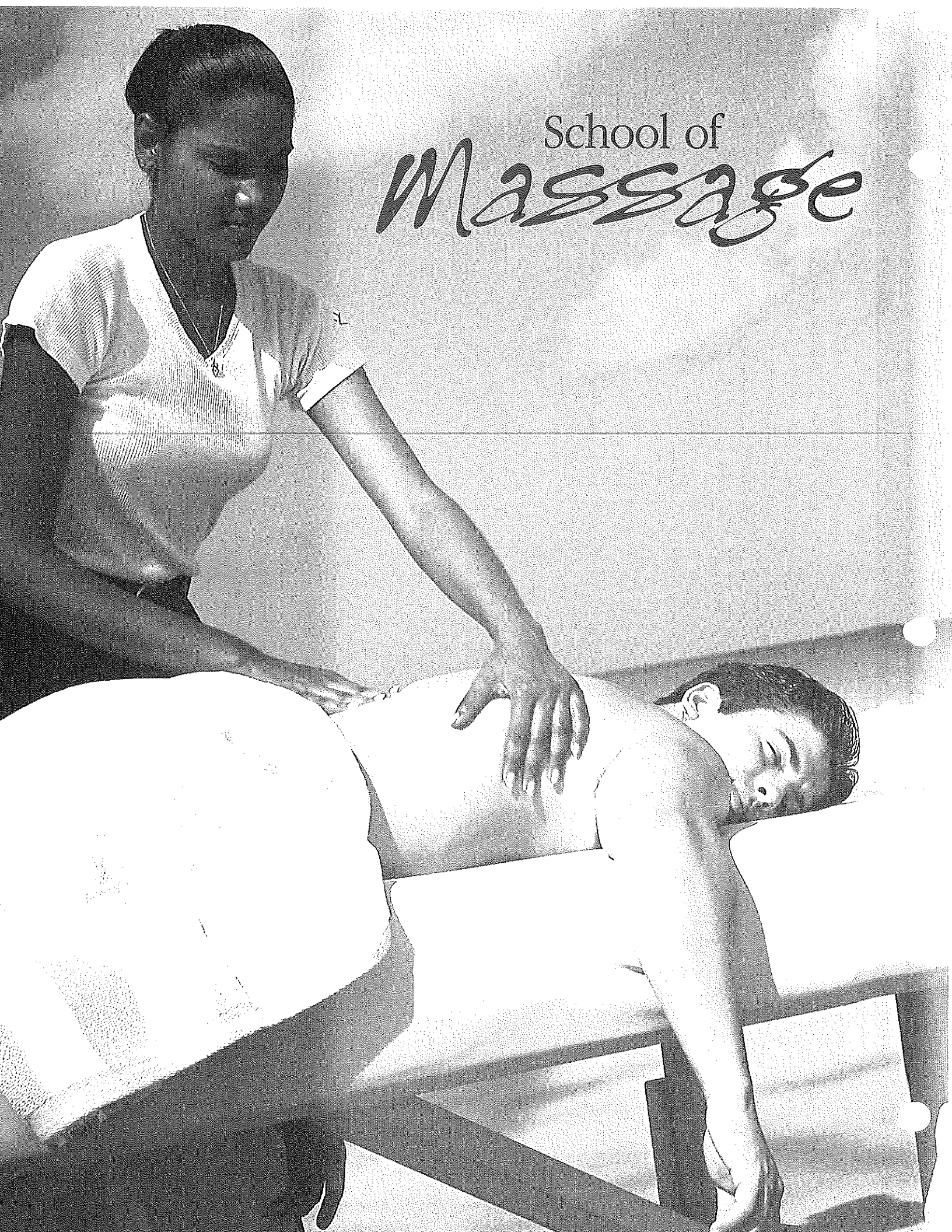
The school may close due to weather or emergency conditions. Notification will be provided by calling the campus directly prior to scheduled class time.

Additional information for inclement weather and school closures is available at each campus.

SCHOOL HOLIDAYS

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

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 1 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 study of the major muscles of the body, their actions and location. Palpation, active and passive range of motion, and movement analysis will be included as students learn the muscles, bones and joint structures.

112 Study Lab

Study Lab provides structured study time for the purpose of assisting students in achieving competency in each course.

Students will receive individualized help, group study opportunities and guidance in developing skills to successfully complete the program.

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 as both client and practitioner 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
Lab Clock Hours	80.25

4 TERM PROFESSIONAL LICENSING PROGRAM

TERM TWO

Prerequisites: Completion of Term One

201 Anatomy & Physiology

Anatomy & Physiology 2 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

Continues with anatomical terminology, the study of the major muscles of the body, their actions and location. Palpation, active and passive range of motion, and movement analysis will be addressed.

212 Study Lab

Study Lab provides structured study time for the purpose of assisting students in achieving competency in each course. Students will receive individualized help, group study opportunities and guidance in developing skills to successfully complete the program.

219 Massage Theory & Practice

Advanced palpation skills and continues to explore the theoretical aspects of massage introduced in first term. Deep tissue techniques are a focal point of massage practice 2. Principles of alignment, physical responses to stress, and client screening techniques are presented. Students continue to improve their skills in communicating, record keeping, and creating a safe atmosphere for the client. Special topics include:

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 and 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.

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.

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

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.

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 3 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

Continued study of the structure and function of the major synovial joints of the upper body. Isometric and isotonic resistive range of motion techniques are now included. Continued focus on palpation, range of motion assessments, and movement analysis. Students will palpate the joints, muscles and fascia and assess range of motion to identify various tissue resistances.

319 Massage Theory & Practice

In-depth understanding of how to develop and apply treatment plans in relation to soft tissue disorders of the upper body. Pathologies commonly associated with the upper body are covered. Advanced massage techniques are introduced to strengthen treatment techniques previously covered. 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 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 while staying within the bounds of law. Students identify marketing strategies that support the successful execution of the business/ work plan they create.

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.

Chinese Medicine (1day)

Chinese Medicine and the conceptual foundations of Yin/Yang are introduced.

346 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.

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 4 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

Students learn the structure and function of the major synovial joints of the lower body. Isometric and isotonic resistive range of motion techniques are covered with continued focus on palpation, range of motion assessments, and movement analysis. Students will palpate the joints, muscles and fascia and assess range of motion to identify various tissue resistances.

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:

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 and peers.

Chinese Medicine (4 days)

A Review of 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 Ayurvedik are also introduced.

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.

447 Hospital or Sports Internship

May be taken during Term 4 instead of Student Clinic. 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 hospital staff. 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.

TERM 4 TOTALS

Credit Hours	15.24
Lecture Clock Hours	106.50
Lab Clock Hours	91.75



*Clinical and
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, this class follows ACSM protocols and can be used as a basic preparation for personal training certification. Classes will include physiological responses to exercise; cardiovascular conditioning and exercise prescription; strength conditioning and exercise prescription; body composition testing; special population exercise requirements and basics of 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 Skills

This class is 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 CPR Recertification and Advanced Injury First Aid

A recertification in CPR followed by some advanced first aid techniques for emergency situations that may be experienced while attending events.

507 Sports Massage Clinic (Internship)

The internship program is 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)

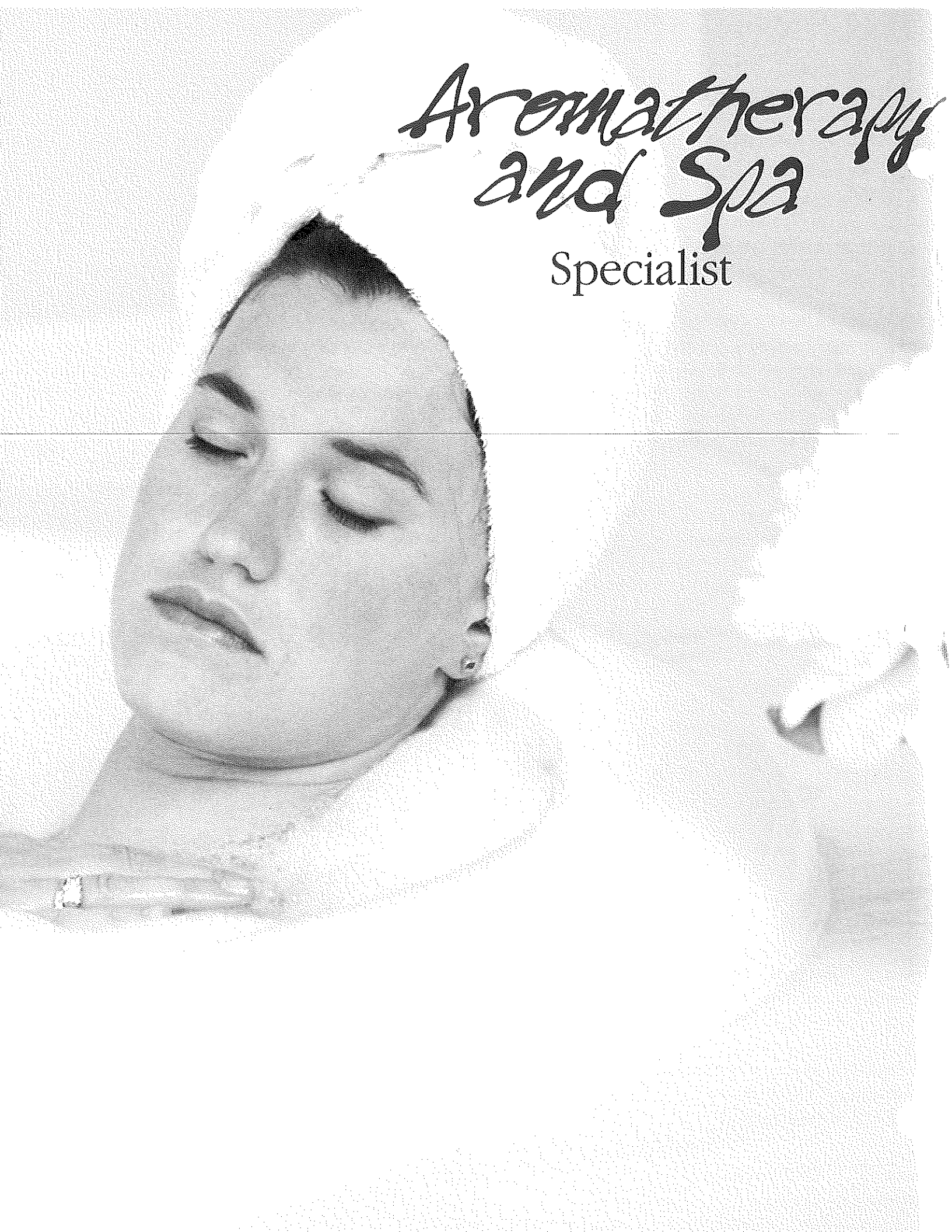
Over the course of the term students will be required to attend a minimum of 5 off-site sports events. Here students will provide event sports massage to competitors thereby meeting the criteria for National Sports Massage Certification.

TERM 5 SPORTS MASSAGE TOTALS

Credit Hours	19.06
Lecture Clock Hours	138
Lab Clock Hours	105.25

Aromatherapy and Spa

Specialist



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 and 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. 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 oil constituents and what those mean to the body .

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

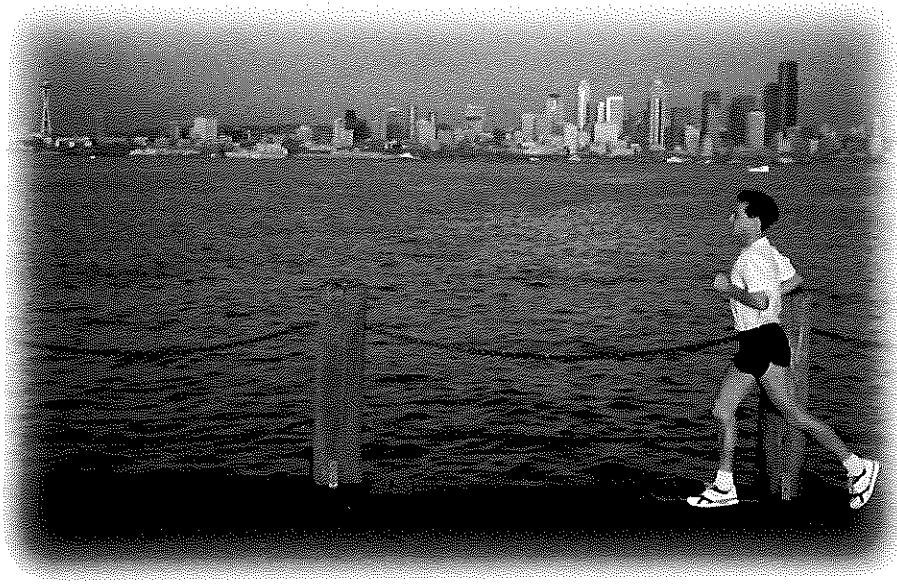
Program



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, Hospital and Corporate Wellness Centers, Athletic Training Facilities, Recreational Centers, 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 TERM 1

160 Anatomy & Physiology I

Anatomy & Physiology 1 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 musculoskeletal system and biomechanics. Kinesiological terminology; active and passive range of motion; and basic movement analysis of the muscles, bones and joint structures of the neck, back, shoulder, chest, and arms will be covered.

162 Fitness Programming 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 divided into three sections, the first is designed to teach the basic concepts of exercise prescription for cardiovascular, strength and flexibility in a healthy population.

163 Nutrition and Exercise I

This class is designed to apply basic concepts to exercise. Topics will include metabolic, cardiovascular, circulatory, and respiratory responses to exercise.

164 Physiology of 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.

165 Student Development

Student development and Learning Skills is 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 II

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, and lower legs.

263 Fitness Programming II

An introduction to the requirements of specific populations such as those with diabetes, post-cardiac rehabilitation or disabilities, as well as fitness programming for older adults.

264 Nutrition and Exercise II

Students will complete a nutritional analysis and learn the concepts of optimal nutrition and 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 III

Anatomy & Physiology 3 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.

361B Clinical Internship/Student 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 the student 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 fields 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 roll of the health fitness specialist in a comprehensive treatment program.

364B 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 protocols (including YMCA).

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 IV

Anatomy & Physiology 4 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 Externship 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.

462B 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 some of the factors involved with safely running a class and provide the opportunity for students to experience leading and participating in a fitness class. Risk management, music selection and leadership techniques will be included.

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 and 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

Campus Managers are available to provide academic support, encouragement, and advice. Faculty, Campus Managers, and Registrars are available to discuss student progress or special needs. Ashmead College does not have professional counselors on staff; students who have a need for professional counseling will be referred to appropriate community resources.

TUTORING

Study & Tutoring Labs

All students are encouraged to attend the Study/Tutoring Labs, which begin the second week of each term. 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 1,2; 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. 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 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. 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. (Half Price Coupons may not be used in conjunction with the standard student discount.)

SUPPLY STORE

The Ashmead College Supply Store at each campus is stocked with competitively priced books, supplies, and other items to help meet the needs of students and Licensed Massage Practitioners. While most required supplies are available at the Supply Store, students are encouraged to "comparison shop" prior to purchasing and are not required to purchase from the Supply Store.

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, insurance providers, and government organizations 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 care 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, customer garnering and maintenance, etc.)
- Business management (insurance billing, bookkeeping,

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.

GRADUATE SERVICES 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

Students who have a GPA of 2.0 or greater, complete all course work, meet all standards of academic progress and behavioral conduct, and discharge all financial obligation to the school will receive a Certificate of Graduation.

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. There are no "incomplete" grades for lecture and practical courses; "incomplete" grades can be received in Special Topic courses only. Students should complete the Special Topic coursework in the next term if space is available. 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 may be required to retake the course before continuing in that topic sequence. Upon successful completion of a retake course, the original "E" grade will be replaced by the new grade on the official transcript. Cumulative GPA will be calculated using the new grade. 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 the program can be completed within the maximum time frame for the program. A student who fails a course a third time will not be allowed additional retakes.

Students may elect to retake the failed course and continue normal progression in all other topics, or may elect to take only the failed course. A student who elects to continue normal progress in other topics and carry a full load will be charged the normal tuition for the following terms. In this case, the student will most likely continue to qualify for financial aid as expected. A student who elects to only retake the failed course will be charged a retake course fee only, but will most likely not be eligible for financial aid during the term the single course is taken. Students who are required to take one or more courses in the term or terms following normal progression will be charged a course fee for each course. Students may be required to arrange self-pay or alternative financing for the cost of retaking the failed course or the cost of courses taken after the normal four or five term progression. The weeks attended during retakes or extended course schedules are considered enrolled time and are counted in refund calculations as applicable.

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

EXAMS AND QUIZZES

Examinations and quizzes are to be taken on assigned dates. Missed quizzes or exams due to absence from illness or emergency may be made up with the instructor's approval, provided adequate documentation is available regarding the nature of the emergency. To be considered for a make-up examination students must call prior to the start of the examination day to inform the instructor of the intended absence. Failure to call ahead along with the absence from the exam will result in a zero score for that examination. In those exceptional instances where an examination make-up is granted, the quiz or exam is to be made up within six (6) days of the originally scheduled date. A maximum of two (2) make up quizzes/exams are allowed per term, per class (Example: 1 quiz and one exam, or 2 quizzes). Any further missed quizzes/exams will result in a zero score for that quiz/exam. The maximal grade that can be achieved for each make-up examination or quiz is 77% (a grade of C).

Quiz/Exam rewrites are at the sole discretion of the instructor, and in some extenuating circumstances, this policy may be waived, There is a \$25.00 fee for any make-up examinations requiring an examiner to be present.

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. See the Student Clinic Handbook or Internship Syllabus for policies, procedures and protocols.

MANDATORY MASSAGE WORKSHOPS

Term 1 AIDS Training (required in Washington) and Term 2 First Aid/CPR (required in Washington and Oregon) are required for state licensing and student attendance is mandatory. If cancellation is necessary, it must be made 48 hours in advance using the Student Request for Change Form; there is a rescheduling fee for cancellations without notice. Space is limited. For First Aid/CPR, a second cancellation will require the student to seek the course outside of the school.

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.

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 insure confidentiality.

We will 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 parties 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.

CONDUCT

Students are expected to conduct themselves at all times in a professional manner. 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 Campus Manager.

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

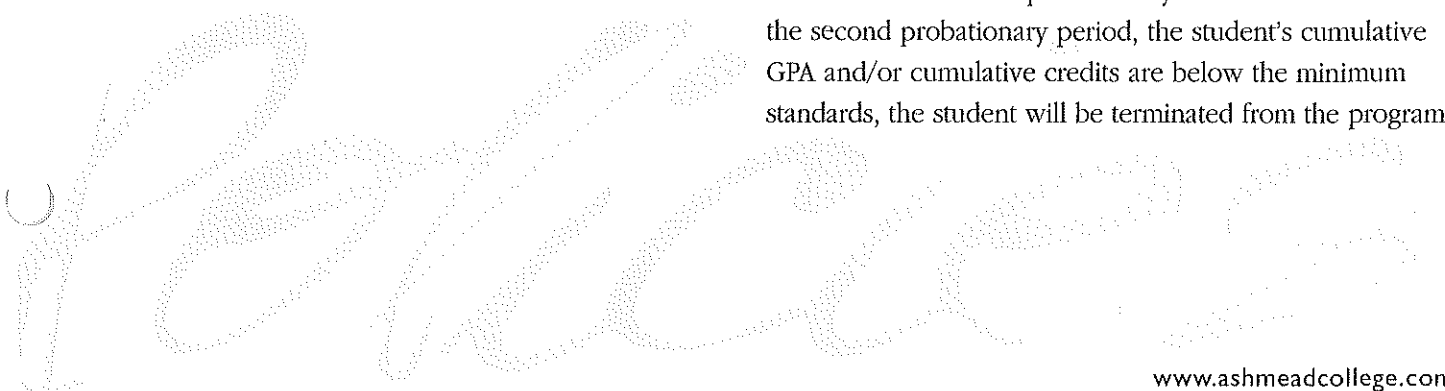
A student who fails to fulfill the financial agreement with the school, complete financial aid paperwork, maintain financial aid eligibility, or whose account becomes delinquent will receive a Financial Warning Notice.

PROBATION

An Ashmead College Administrative Representative (Registrar, Campus Manager, or Director of Operations) 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 only for 60 days, and only one LOA in a 12-month period may be granted. When the 60 day period ends on or after the next term start, the student must restart in that term or be withdrawn. Requests for leave must be in writing to the Campus Manager or the Registrar. Students are required to use the Leave of Absence Request Form. 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. While notification is pending, the student is expected to attend classes as scheduled, unless physically unable to do so.

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 Campus Manager 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. No LOA's will be granted past the eighth week of the quarter except for documented emergencies.

Students who go on LOA status during a term will be reinstated at the start of the same term the following quarter. No credit is given for course work during the term prior to LOA. A student may request to discontinue in a term after the eighth week. Additional tuition charges will accrue for repeated coursework.

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. Students receiving financial aid must meet with the Financial Aid Office prior to being granted a LOA, and 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

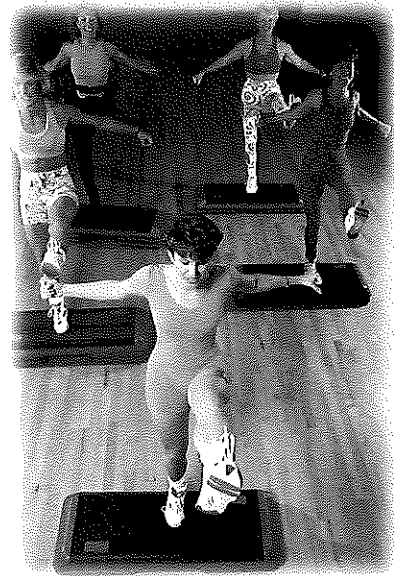
It is the student's responsibility to keep the school informed of all name, address, and phone number changes. Students must complete the appropriate sections of the Student Request for Change Form, available from the Registrar, and forward the completed form to the Registrar when a change occurs.

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. Section changes are subject to space availability and approval by the Campus Manager. In case of emergency, (e.g., change in job), requests for Permanent Class Change will be reviewed at any time during the term. 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.

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.

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 Campus Manager 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. 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.
6. 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.

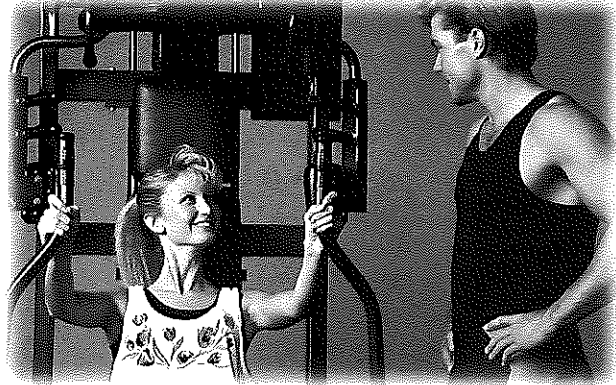
REINSTATEMENT

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, financial or other agreements with the school. However, readmission is at the sole discretion of the school. Readmission will be on a basis of space availability. Students who are readmitted will be charged tuition for the number of terms remaining in the program. 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. 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 been awarded financial aid or who plan to access financial aid must reapply for aid, and/or make arrangements for deferments of prior loans, if applicable, through the Financial Aid Department. 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 consideration and eligibility.



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 applicant is not accepted by the school.
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 an 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.

**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%

*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.

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	18.25%
Week 3	27.30%
Week 4	36.40%
Week 5	45.50%
Week 6 through 11	100%

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. Any earned refund must be disbursed by the school 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.

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 persons who have been found guilty of a sex crime to enroll in our Massage programs (sex crimes include, but are not limited to prostitution, sexual assault, molestation and rape). Denial of admission is final and may not be appealed. 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.

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. 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 grants academic credit and advanced standing toward its certificates/ diplomas for up to 50% of the program requirements, based on the following: The student must submit the official school transcript listing the course to the Ashmead College Registrar and the \$200 non-refundable fee for transcript evaluation and transfer of credits.

First Criteria

- a) The course must have been completed with a passing grade from an accredited post secondary institution or Ashmead College within the past 3 years; and
- b) Prior course syllabus must be determined to have content equivalent to Ashmead's current course; and
- c) The number of credits transferred for the course must meet or exceed the number of hours required by Ashmead for the same course.
- d) If ALL of the first criteria are met, NO TESTING IS REQUIRED. The credits will be accepted and the student provided with the Advanced Placement document.

Second Criteria

Same as first criteria, EXCEPT that:

- a) The prior course was taken more than 3 years ago, and/or
- b) Based on the registrar's evaluation, the prior course content and/or hours do not adequately meet the equivalent of the current Ashmead course
- c) If the first criteria are met, EXCEPT for the above second criteria, STUDENT MUST PAY FOR AND PASS COMPREHENSIVE PRACTICAL EXAM AND/OR WRITTEN EXAMINATION prepared by Ashmead College.

Testing Fee for each course is 20% of the current rate for tuition. The Transcript/Transfer Evaluation Fee will be applied toward the Testing Fee. If prospective student receives a passing grade on the examination, the Testing Fee may be applied toward tuition when student enrolls in the course.

TUITION AND PROGRAM EXPENSES

	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
Tuition Per Term:						
Term 1 - 4	\$2,626.75	\$2,626.75	\$2,626.75	\$2,626.75		
Term 5			\$2,803.00	\$2,803.00	\$2,803.00	\$2,803.00
TOTAL TUITION AND FEES	\$10,607.00	\$10,607.00	\$13,410.00	\$13,410.00	\$2,903.00	\$2,903.00
Supplies:						
Required Textbooks (approx.)	\$400.00	\$425.00	\$600.00	\$500.00	\$200.00	\$100.00
Misc. Supplies (variable)	\$300.00	\$0.00	\$350.00	\$300.00	\$50.00	\$0.00
Lab Fee	\$0.00	\$280.00*	n/a	\$300.00	\$0.00	\$300.00
Massage Table and Accessories	\$700.00	\$0.00	\$700.00	\$700.00	\$0.00	\$0.00
TOTAL SUPPLIES	\$1,400.00	\$705.00	\$1,650.00	\$1,800.00	\$250.00	\$400.00

***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 veterans benefits. Any student who is eligible to receive veterans 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 students's program of study.

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.

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 \$15.00 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.

FOURTERM PROGRAMS

Plan A: A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of class. Payment of \$9,407.00, the balance of tuition, after a \$200.00 discount, is due one week before classes begin.

Plan B (two payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. A tuition payment of \$4,803.50 is due one week prior to the start of classes. The balance of tuition, \$4,947.60, plus a finance charge of \$144.10 (6% APR), is due within six months after the start of classes.

Plan Q (four payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of tuition, \$9,607.00, plus a finance charge of \$215.60 (6% APR), is due in quarterly payments of \$2,455.65. Payments are due the 15th of the month of each term start.

Plan C (twelve payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of the tuition, \$9,607.00, plus a finance charge of \$315.08 (6% APR), is due in twelve monthly payments of \$826.84. Payments are due on the 15th of each month.

Plan D (eighteen payments): This plan is available only to those applicants applying for Federal Student Loans. The balance of tuition, after federal student loans, will be financed at 15% APR and is due in eighteen monthly payments. Payments are due on the 15th of each month.

Plan E (twenty-four payments): This plan is available only to those applicants applying for Federal Student Loans. The balance of tuition, after financial assistance, will be financed at 18% APR, and is due in twenty-four monthly payments. Payments are due on the 15th of each month.

FIVE TERM PROFESSIONAL LICENSING & SPECIALIST PROGRAM

Plan A5: A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of class. Payment of \$12,210.00, the balance of tuition, after a \$200.00 discount, is due one week before classes begin.

Plan B5 (two payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. A tuition payment of \$6205.00 is due one week prior to the start of classes. The balance of tuition, \$6391.15, plus a finance charge of \$186.15 (6% APR), is due within six months after the start of classes.

Plan Q5 (five payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of tuition, \$12,410.00, plus a finance charge of \$372.25 (6% APR), is due in quarterly payments of \$2,556.45. Payments are due the 15th of the month of each term start.

Plan C5 (fifteen payments): A tuition deposit of \$900.00 is due on or before the 15th of the month prior to the start of classes. The balance of the tuition, \$12,410.00, plus a finance charge of \$502.16 (6% APR), is due in fifteen monthly payments of \$860.81. Payments are due on the 15th of each month.

Plan D5 (twenty-one payments): This plan is available only to those applicants applying for Federal Student Loans. The balance of tuition, after federal student loans, will be financed at 15% APR and is due in twenty-one monthly payments. Payments are due on the 15th of each month.

Plan E5 (twenty-seven payments): This plan is available only to those applicants applying for Federal Student Loans. The balance of tuition, after financial assistance, will be financed at 18% APR, and is due in twenty-seven monthly payments. Payments are due on the 15th of each month.

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. Their address is: ACCET, Complaint Administrator
1722 N Street NW
Washington, DC 20036

The Ashmead College Massage program is accredited by COMTA (Commission on Massage Therapy Accreditation).

Inquiries may be made to:

Commission on Massage Therapy Accreditation (COMTA)

820 Davis Street, Suite 100

Evanston, IL 60201-4444

Phone: 847-869-5039

www.comta.org

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)
Programmatically accredited by: COMTA
(Commission on Massage Therapy Accreditation)

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

Council of Schools of the American Massage
Therapy Association
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

CEO:	Paul Rerucha
President:	Wally Wright
Chief Financial Officer:	Hamilton Oswald
Vice-President, Administration:	Guy Bell
Vice-President, Admissions:	Jack Kempt
Vice-President, Education:	Kim Lothyan
Controller:	Camey Jenson
Director of Financial Aid:	Anna-Lisa Mosesson
Director of Human Resources:	Jillian Orton
Student Accounts Mgr:	Karl Vance
MIS:	John Rhodes
Accounts Payable:	Cheryl Dishart
Community Outreach:	Larry Walters
Compliance Officer:	Laura Goularte
Financial Aid Operations Technician:	Kris Damalas
Financial Analyst:	Rosette Torres
Marketing Coordinator:	Robin O'Donnell
Payroll:	Melanie Denman

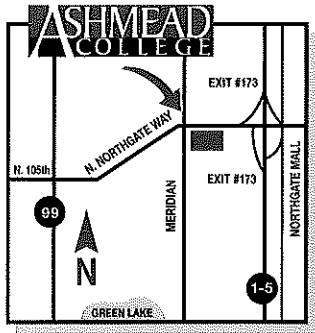
OWNERSHIP

Ashmead College is owned by Ashmead Education, Inc., a subsidiary of Career Choices, Inc. Career Choices, Inc. is owned by: Lombard North America Investments and Paul and Nancy Ashmead Rerucha.

BOARD OF DIRECTORS (Ashmead Education Inc.)

CEO:	Paul Rerucha
President and CFO:	Wally Wright
Secretary:	Robert Renner

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

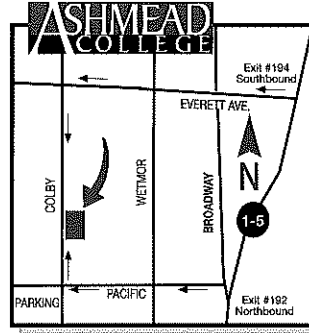
The **Seattle** campus is located in the Northgate area, two blocks west of I-5 on the corner of Meridian Avenue North. The 24,500 square foot facility includes two floors: 13 classrooms, a supply store, student lounge, and all audio-visual and classroom equipment are located on the top floor; administrative 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:	Eric Peterson
Financial Aid Advisor:	Kris Rose
Front office Administrator:	Karen Wetterhahn
Admissions Representative:	Marsha Aldinger
Admissions Representative:	Rebecca Solowoniuk
Supply Store Coordinator:	Brenda Muscatell
Graduate Services Coordinator:	Kelly Kozelisky
Student Clinic Coordinator:	Sharon Heckel

Seattle Campus Instructors:

Dorothy Barron, LMP	Janis Lynne, LMP
Jillian Boucek, LMP	Ingrid Martin, LMP
Kate Bromley, MS, BA, LMP	Catherine Mastroianni, DC
Dr. Patrick Bufi, ND	Erin Murphy, LMP
Kirk Butler, BS, LMP	Nicholas Night, LMP
Annette Cook, MS	Kaysie Noll, LMP
Zdenka Daucik, LMP	Kathlene Novak, LMP
Sean Fordham, BS	Paula Butler-Pelletier, LMP
Pam Foster, LMP	Marcelo Quinonez, LMP
Kim Furugori, LMP	Tana Roberts, BA
Jared Kohler, DC	Francie Stark, LMP
Jennifer Kuduk, BS, LMP	Emily Wark, MS
Yvonne LaSeur, LMP	Jason Webster, MS
Laurie Leonetti, LMP	



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

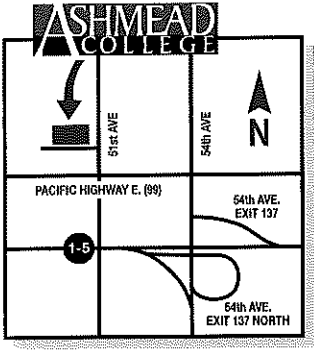
The **Everett** area campus is located in downtown Everett with easy access to I-5. The 8,250 square foot facility includes five classrooms, administrative offices, a supply store, and all the audio-visual and classroom equipment used by the campus.

Everett Campus Administrative Staff:

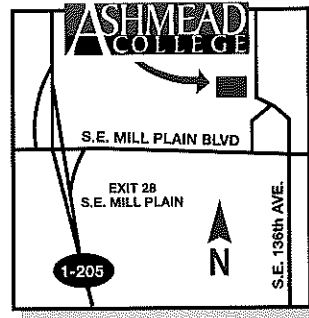
Director of Administration:	Lorine Hill
Director of Education:	Meredith Given
Registrar:	Cindie Botsford
Financial Aid Officer:	Mark Johnson
Financial Aid Advisor:	Janet Wahl
Front office Administrator:	David Archibald
Admissions Representative:	Sharon Webber
Admissions Representative:	Kathryn Young
Supply Store Coordinators:	Carley Borgen & Janet Wa.
Graduate Services Coordinator:	Michael Kuhn
Student Clinic Coordinator:	Carley Borgen

Everett Campus Instructors:

Sharon Ballenger, RN, LMP
 Sheryl Bell, LMP
 Tani Biale, BA, LMP
 Brandy Bilkovich, LMP
 Thom Bruder, LMP
 Christine Elazar, LMP
 Denise Hansen, MS, ACSM
 Cindy Hutchins, 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



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 **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.

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.

Tacoma Campus Administrative Staff:

Director of Administration:	Teri Zelepuza
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
Supply Store Coordinator:	Keiko Boyne
Graduate Services Coordinator:	Herb Holbrook
Student Clinic Coordinator:	Debra Giske

Vancouver/Portland Campus Administrative Staff:

Director of Administration:	Patricia Glenn
Director of Education:	Siri McElliott
Registrar:	Sharon Guerrero
Financial Aid Officer:	Sandra Oman
Financial Aid Advisor:	Erin Winterton
Front office Administrator:	Ellen Winder
Admissions Representative:	Nancy Laetsch
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

Tacoma Campus Instructors:

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

Vancouver/Portland Campus Instructors:

Greg Boughton, MS
 Jay Bush, LMP
 Anthony Chennault, BA, LMP
 Rod Diehm, LMP
 Carola DiLorenzo, LMT
 Anita Harper, LMP
 Sara Hazel, ND
 Melody Hoffman, LMP
 Eva' Marie Lind, Lam
 Eva Odell, LMT,LMP
 Cheree Mahan, LMP
 Cheryl Owens, LMP
 Jon Phelps, BSPE
 Marney Richards, MS, LMP
 Jeremy Sutton, LMP
 Hulda Towns, RMT,LMP,LMT
 Zdenek Zurn, LMP

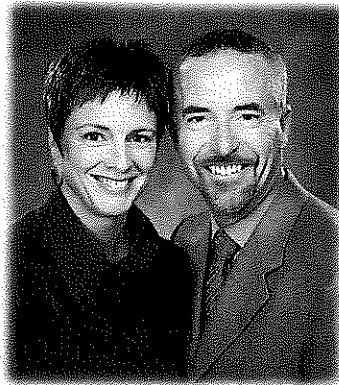
“Our goal

is to turn

touch into a

positive force

in the world.”



Nancy and Paul Ashmead Rerucha

Owners of Ashmead College
and developers of the
Seattle Massage School Programs



www.ashmeadcollege.com

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