Estelle Medical Academy

Program: Professional Massage Therapy

2024 COURSE CATALOG

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Welcome to the Estelle Medical Academy!

Revised Editions created 2019, 2020, 2021, 2022, 2023, 2024 – July 1, 2024

*Thank you for your interest in the **Estelle Medical Academy (EMA)**. I hope this catalog will answer many of your questions and that you will feel free to contact the school for any additional information you may need.*

Estelle Medical Academy is dedicated to assisting you in becoming a competent and successful massage therapist. Our goal is to provide you with the best possible education, which includes a healthy learning environment, a well-planned curriculum, and a professional and dedicated staff and faculty. Estelle Medical Academy is proud to be one of the most affordable accredited massage therapy schools in Illinois.

Massage therapy is one of the fastest growing health care professions today. Our graduates have many career opportunities: medical facilities, chiropractic offices, sports therapy and fitness clubs, salons and health spas, home-based practices, rehabilitation facilities, corporate on-site massage, cruise ships and many others. Estelle Medical Academy will provide you with a solid foundation of massage training from which you can create your future.

We hope you will take advantage of this great opportunity to become a massage therapist. This catalog will answer your questions and assist you in making a very important decision regarding your future. If you wish to visit our school, please call us at 847-673-7595. You can also e-mail us at danny.canales@estelle.edu or visit our website at www.estellemedical.edu.

Thank you again for your interest.

Sincerely,

Danny Canales

Danny Canales BA, MA
Director

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About This Catalog

Estelle Medical Academy certifies that the information contained in this publication is current and correct. The information contained in this catalog became effective on January 1st, 2018. The purpose of this Catalog is to familiarize applicants and others with the programs and policies of the Estelle Medical Academy (EMA). If changes are made to the information in this Catalog, an update will be made available.

From time to time, it may be necessary or desirable for Estelle Medical Academy to make changes to this catalog due to the requirements and standards of the school's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons.

Estelle Medical Academy is not responsible for any statement of our policies, job placement activity, and references to our curriculum or the facility that is not directly discussed in this School Catalog.

Estelle Medical Academy reserves the right to add, delete or improve upon any class or program. An ensuing change in tuition rates will not affect students already enrolled in a program, and who have been continuously enrolled since signing an Enrollment Agreement.

The catalog version that is current at the time of the student's enrollment is the governing document for that student, providing enrollment has been continuous.

ABHES - 6116 Executive Boulevard, Suite 730 - North Bethesda, Maryland 20852 / 301-291-7550

Accreditation

Accreditation is a voluntary process that may be undertaken by schools to demonstrate compliance with specific standards designed to indicate a level of education quality. Estelle Medical Academy is institutionally accredited by:

Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Boulevard, Suite 730 - North Bethesda, Maryland 20852 / 301-291-7550
A national accrediting agency recognized by the United States Department of Education. This indicates that Estelle Medical Academy substantially meets or exceeds the stated criteria of education quality established by ABHES and approved by the DOE. This recognition of institutional accreditation by ABHES entitles Estelle Medical Academy to offer Title IV Financial Assistance to students who qualify.

- The Professional Massage Therapy Program is an Accredited Program By ABHES

Approvals and Memberships

- ***Illinois State Board of Higher Education.*** Estelle Medical Academy has a Certificate of Approval to operate as a Private Business and Vocational School. This approval is renewed annually. Estelle Medical Academy is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education."

- ***American Massage Therapy Association (AMTA), Council of Schools***. AMTA is the largest international organization serving the massage therapy profession, whose school members reflect the association's commitment to providing quality education to future massage professionals in a caring, professional and ethical manner.

- ***Associated Bodywork and Massage Professionals (ABMP).*** ABMP is a professional massage association representing massage, bodywork, somatic practitioners, and estheticians.

History

The School first opened its doors in October of 1997 in Skokie, Illinois. Estelle Medical Academy started with just two instructors and the first class consisted of eight students. The School's commitment to excellence in education was immediately recognized by the community, and the School grew and became a thriving educational center.

In 2006, Estelle Medical Academy opened a non-main campus in Las Vegas, Nevada. To create a well-rounded and collaborative administration, the Campus in Las Vegas is now the main campus and the Skokie, IL campus is the non-main campus.

In the last 16 years the School graduated over 2000 massage professionals. Between the two campuses Estelle Medical Academy employs fourteen instructors and eight members of staff.

Ownership and Legal Control

Estelle Medical Academy is a private company incorporated in Cook County, Illinois. The principal and controlling shareholder is Oleg Vologin, who serves as the Chairman of the Board and President of the School.

Officers

Mr. Oleg Vologin, LMT, President, Secretary/Treasurer

Mission, Purpose and Objectives

Estelle Medical Academy is a postsecondary institution dedicated to providing affordable career-focused training in Massage therapy and complementary healing arts. The School is committed to staying abreast of the changes and trends in the field of massage therapy, and offers instruction, in various modalities to ensure that graduates have a wide range of occupational skills, techniques, and knowledge with which to begin their careers. The School is intricately involved with creating an atmosphere conducive to the interchange of ideas while instilling a high degree of ethics and professionalism in the student. We are dedicated to advancing the art and science of Massage therapy through excellence in education, personal and professional development of our students and community service by promoting health and wellness.

Objectives

- To provide innovative and comprehensive training in the theory and practice of massage therapy designed to prepare students for professional excellence and success.

- To inspire students to be the best in their chosen field and develop the ethics, maturity and professionalism needed to establish a career in massage therapy.

- To prepare students for the Massage & Bodywork Licensing Examination (MBLEx)

- To prepare students for massage therapy licensure in the State of Illinois.

- To maintain highly qualified, experienced instructors.

- To foster educational growth and personal and professional development in a pleasant and safe environment; creating a sensitive and enthusiastic setting which inspires self- confidence and motivation to learn.

Philosophy and Goals

The Estelle Medical Academy values the inherent worth of each individual, whether he/she is a student, an employee or a graduate. Estelle Medical Academy believes in intellectual freedom and respect for individual belief systems as well. We encourage self-expression and creativity and assist students in their personal and professional growth. Our approach to massage therapy education reflects the physical, intellectual and spiritual components of holistic development.

School Highlights

- Estelle Medical Academy gained Institutional Accreditation from the Accrediting Bureau of Health Education Schools (ABHES) in December 2003.

- Graduates of the Professional Massage Therapy Program are qualified to take the National Certification Board for Therapeutic Massage and Bodywork Exam and the Federation of State Massage Therapy Boards Massage and Bodywork Licensing Exam

- Graduates of Estelle Medical Academy have entered into secure and unsubsidized employment.

- Since 1997, more than 2000 students have graduated from Estelle Medical Academy.

- The School provides job placement services to graduates with follow-up conducted at regular intervals for twelve months following program completion. Graduate and Employer satisfaction is evaluated as part of the School's commitment to continuous improvement.

School Location, Facilities and Equipment

Estelle Medical Academy (Estelle Medical Academy) is located at 4905 Old Orchard Center, Suite 710, Skokie, IL 60077. The school occupies a modern office space at the Old Orchard Professional building, that is conveniently located just $^{1}/_{3}$ mile from I-94 Expressway (exit Old Orchard Road East) and walking distance from the bus station. Free student parking is available. In addition, Estelle Medical Academy is handicap accessible with an underground garage and drop off area and elevators in the same area, the building entrance from the mall shopping area is also handicap accessible and with elevator access.

Estelle Medical Academy provides students with modern, well-lit, climate-controlled and spacious classrooms conducive to learning. The school facility encompasses almost 3500 square feet of space. There are three large

classrooms to accommodate both lecture and laboratory.

The School has 26 massage tables and 8 massage chairs for use by students. To facilitate learning, the School has life-size painted skeletons and numerous smaller skeletons and charts. Two overhead projectors, two TVs and VCR/DVD players and blackboards are also appropriately situated in the classrooms. The stereo music system is installed so that music can be heard in the background as students give and receive massages.

There is a student lounge, with a refrigerator, a water cooler, a coffee maker, and a microwave.

The institution, and facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

Office Hours

Estelle Medical Academy's office is open from 9:30 am to 8:00 pm, Monday through Friday. Saturday and Sunday hours are from 10:00 am to 2:00 pm. The School is closed during the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

Library

The Estelle Medical Academy library offers students the opportunity to do research for course assignments, investigate career opportunities, and keep abreast of current issues through the use of electronic resources and professional publications such as periodicals, books and newspapers. The library contains over 150 books, and a number of videotapes and DVDs on the subjects of massage therapy, anatomy and physiology, healthcare, and fitness and wellness. There are periodicals and references, and books are available for check out on a daily basis. Computers with broadband internet connection are available to students for research purposes.

Faculty

The faculty members are the keystone of Estelle Medical Academy's quality. Members of the faculty have industry or professional experience, together with appropriate academic credentials. The faculty brings a high level of professionalism to the classroom and is recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries.

Faculty members are dedicated to academic achievement, to professional education, to individual attention, and to the preparation of students for their careers in massage therapy. In essence, the faculty practices what they teach. It is through personal attention that students reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time in class is well spent.

Our instructors are licensed massage therapist or medical professionals who continually update their skills to keep in step with the changing demands of the massage and bodywork field. A full listing of our faculty may be found in the addendum to this catalog.

The massage therapy program is taught in English; hence, the program is not taught in any other language.

The Entry Level Skills of a Professional Massage Therapist

Massage Therapists may find employment at medical or chiropractic offices, day spas, athletic clubs, wellness centers, hospitals, hotels, nursing homes and cruise ships. Many massage therapists become self-employed and run their own massage practices.

As a trained massage therapist, you will join other health professionals in the movement to increase the health and well-being of those in your community. Occupational opportunities are both excellent and widespread for massage therapists, and entry-level skills will include:

- Fundamental understanding of human anatomy & physiology. Thorough understanding of the musculoskeletal system of the body.
- Basic understanding of pathologies of the human body, when and where to refer if needed, including understanding of indications and contraindications for massage therapy.
- Ability to perform the techniques of Swedish Massage and other massage modalities appropriately and effectively.
- Appropriate draping techniques,
- Understanding of client confidentiality and boundaries.
- Fundamental understanding of medical terminology.
- Basic understanding of body mechanics.
- Ability to maintain client records
- General understanding of business procedures.

Licensure for Massage Therapists:

The Illinois Department of Professional Regulation began licensing Massage Therapists on January 1, 2005. Based on this legislation, Estelle Medical Academy requires that all graduates take the Massage & Bodywork Licensing Examination (MBLEx) exam. Passing the exams is required to practice in the state of Illinois and many other states. Certification requirements for taking and passing those examinations are not controlled by Estelle Medical Academy but by outside agencies and are subject to change without notice.

In accordance with 225 ILCS 57 §45, the Illinois Department of Professional Regulation may refuse to award a license to practice if the applicant is found to be:

- Convicted of a felony or a misdemeanor, or any criminal behavior directly related to the practice of massage;

- Engaging in immoral conduct, such as sexual abuse, sexual misconduct, or sexual exploitation;

- Engaging in dishonorable, unethical, or unprofessional conduct of a character likely to deceive, defraud, or harm the public;

- Having a habitual or excessive use of or addiction to alcohol, narcotics, or like substances that interferes with the performance of professional responsibilities;

- Making any misrepresentation for the purpose of obtaining a license, including a material misstatement in furnishing information to the Department;

- Having a physical illness, including but not limited to deterioration through the aging process or loss of motor skills, that results in the inability to practice the profession with reasonable judgment, skill, or safety; or

- Failing to file a tax return or pay the taxes or interest due, as required by the Illinois Department of Revenue.

Standards vary widely for massage regulation by state and municipal governments throughout the United States. Education undertaken in one state or municipality may or may not be applicable to the requirements of another.

Admissions Requirements

General Requirements

- Applicants must be at least 18 years of age.
- Candidates for enrollment in Estelle Medical Academy ***must be high school graduates,*** and possess a high school Diploma or the recognized equivalent (i.e., a General Education Development "GED" Certificate) prior to enrollment. A Statement of High School Graduation may be accepted when an actual copy of transcript or diploma is not available and cannot be obtained due to certain circumstances.

- Candidates must satisfactorily ***complete all admissions requirements***, including submitting ***accurate and complete Application for Admission and other required documentation*** (i.e***. proof of high school graduation, or transcript, copy of valid driver's license or other form of identification, or a copy of Social Security Card***). Such records and documentation become the property of Estelle Medical Academy**,** and will not be returned to the applicant. Applicants who fail to provide accurate information may not be considered for admission.

- Specific requirements must be met for programs funded by the State or private industries.

- Prior to signing the application for Admission or Enrollment Agreement, each Candidate must meet with a representative of the Administration of Estelle Medical Academy, and must ***tour the facility and view the textbooks before enrolling***.

- Due to the nature of the training, all applicants must be in good health, and capable of effectively meeting the physical demands of performing therapeutic massage. Upon acceptance and prior to beginning classes, the student is required to provide a signed ***Statement of General Health*.**

- All applicants must successfully pass a Pre-Entrance Oral Interview, conducted by the Administration of Estelle Medical Academy.

- Applicant must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and the School, and acknowledges the applicant's understanding of the contents of the School's Catalog.

- Applicant must pay a $100.00 Registration fee.

- A former student, who did not complete the program of study and/or has been terminated or withdrawn from the program, is required to reapply for admission. The readmission policy is included in this catalog. A readmitted student is governed by the catalog current at the time of the readmission.

- The applicant must display a genuine desire to become part of a learning atmosphere with the ability and aptitude to succeed in the classroom.
-

Admission Process

The enrollment of applicants, who have satisfied the admission requirements, will be on a first come, first served basis. Should there be more applicants than space available, the remaining applicants will be placed on a waiting list for the next class.

Interested applicants must schedule an appointment for an interview with the Administration of the School, and a tour of the facility. The applicant must pass the interview by demonstrating that he/she has the maturity and ability to successfully complete the program and become employed in an entry-level position in massage therapy. Proof of high school graduation, and other documentation, as described in the Admissions Requirements, must be provided at the time of the oral interview, or before.

Estelle Medical Academy offers admission to its programs to applicants who qualify in accordance with published admission standards. Admission is contingent upon the evaluation of proof of high school graduation, an interview with the Administration, and meeting all published admission standards.

The applicant must complete an Application for Admission, and submit it on or before the date of the scheduled interview with a representative of the School. The applicant may request an Application by contacting the School at the address listed in this Catalog.

Prior to signing the Enrollment Agreement, the applicant must read and be familiar with the contents of the School Catalog.

The following items must be submitted and satisfactorily completed prior to the start of the program:

1. Applicant must complete an ***Application for Admission***.

2. Applicant must provide ***evidence of high- school graduation*** or a copy of ***scores on General Education Development*** (GED) Test that demonstrate the exam was passed.

3. Applicant must sign an ***Enrollment Agreement***.

4. Applicant must pay a ***Registration Fee.***

5. Applicant must complete and sign a ***Statement of General Health.***

6. Applicant must complete an ***Emergency Medical Care Form***.

The selection of students is based on satisfactory completion of all the admissions requirements. Students, who are accepted for enrollment, as well as those who are not accepted, will be notified prior to the start date.

Equal Opportunity Statement

Estelle Medical Academy does not discriminate on any basis, including sex, age, race, national origin, creed, religion, disability or sexual orientation. Estelle Medical Academy complies with the provisions of Title 1 of the Civil Rights Acts of 1964 and 1974, the Rehabilitation Act of 1973, the American Disabilities Act and all amendments therein.

Transfer of Credit

Estelle Medical Academy may accept credits from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Estelle Medical Academy will consider the transfer of credits for completed coursework from such institutions, provided such credit is substantiated by a transcript, and is submitted for evaluation at least five (5) days prior to the start of the program.

To be eligible for transfer of credit to the School, students must have successfully completed the coursework within the past five years, and have earned at least a grade of 'C' in each course being transferred. If the coursework of the completed credit is found to be obsolete, the applicant may be required to update the credit. Coursework content of the completed credit must be considered comparable to the level of the coursework of Estelle Medical Academy programs. Some coursework at Estelle Medical Academy may have requirements that cannot be satisfied by examination or transfer credit.

No more than 25 percent of coursework from another institution may be transferred into Estelle Medical Academy. The Director has the final authority in determining which coursework can be satisfied by transfer of credit.

Transfer credit will be considered for related previous education completed in:

- Accredited vocational or licensed Therapeutic Massage Schools.
- Other related courses, e.g. Medical Terminology, Anatomy and Physiology.

Applying students may be required to take a written examination and/or perform specific procedures to demonstrate the required knowledge and skill, in order to be granted transfer credit. Estelle Medical Academy may grant the student advanced standing in his/her selected program as a result of acceptance of transfer credit. If course requirements are satisfied by transfer credit from another college, tuition will be adjusted accordingly, and advanced standing will be granted to the student.

The School does not award credit for experiential learning.

Challenge Credit

Prior to a student beginning a course, Estelle Medical Academy will consider giving credit by examination, for certain courses, to those applicants that have relevant knowledge and/or skills acquired through prior training and education. Students may challenge a maximum of two courses.

Credit shall be determined by successful completion of a comprehensive written and/or practical examination. Successful passing of examinations requires a grade of 'B' or better, and demonstration of the requisite practical skills.

Interested students should contact the Director for scheduling of examinations. The Director will determine applicability on an individual basis, and will evaluate prior coursework, and grades received. If course requirements are satisfied by an examination, a student will be entitled to a tuition credit.

Transfer of Credit from Estelle Medical Academy

Transfer of credit from Estelle Medical Academy to another institution is entirely up to the receiving institution. Estelle Medical Academy does not guarantee that another school will accept any of its credits. Estelle Medical Academy will provide academic information, in the form of a transcript, to the receiving school at the written request of the student. Students wishing to transfer credits to another school should contact the school to determine its policy of accepting credits from the Estelle Medical Academy.

Requirements for Graduation

Estelle Medical Academy's students will qualify to graduate when they meet the program requirements as listed in this catalog. Graduates will receive the appropriate Diploma if the following requirements have been met:

1. All required courses in the student's program have been satisfactorily completed and all program requirements have been satisfactorily fulfilled; and

2. A minimum grade of 70% (grade point average of 2.0) has been earned in all theory and clinical and laboratory coursework; and

3. All 600 clock hours of the program have been completed within the maximum time frame allowed: 150% of the normal program length, and the Standards of Satisfactory Academic

   Progress, as described in the Catalog, have been met by student; and

4. Attendance of at least 85% of all scheduled classes has been attained for the total program;

5. All financial obligations due the School have been satisfied and tuition is paid in full. If the student has not satisfied all financial obligations, student will not be eligible to receive a Certificate, transcript or school completion form; and

6. All meetings and requirements with the various Administrative Departments (Financial Services, Placement) have been completed satisfactorily.

Diploma Awarded Upon Graduation

When all requirements for graduation are successfully completed, and all financial obligations have been met, Estelle Medical Academy's graduates will be awarded a "Diploma" in their program of study.

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to the School with the name and address where the transcript is to be mailed. A fee of $8.00 will be charged for additional copies and must be paid in advance before the transcript request is processed. Transcripts sent directly to the student will be marked to indicate that they are unofficial copies. Official transcripts will not be released to students who have past due accounts with the School.

Student Responsibility

It is the student's responsibility to read and understand the provisions of this catalog. Any questions regarding the School's policies should be addressed and satisfied prior to starting class.

Retention of Student Records

It is the policy of Estelle Medical Academy to maintain all records at its primary administrative location for a minimum of five years. **Additionally, it is the policy of the School to maintain student transcripts indefinitely**. After five years, student transcripts may be retained on site or may be moved to another location, and may take a longer period to access. Notice of Student Rights under FERPA

The Family educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Students should submit to the Director or other appropriate official, written requests that identify the record(s) they wish to inspect. The School official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the School Official for whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed.

2. The right to request an amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask the School to amend a record that they believe is inaccurate or misleading. In such cases, the student should write the School Official responsible for the record, clearly identify the part of the record they are requesting be changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and will advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrative, supervisory, academic or research, or support staff person (including law enforcement unit, personnel and health staff); a person or

company contracted (such as an attorney, auditor, funding agency, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his or her tasks.

4. School official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

5. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 252 of the Internal Revenue Code.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Estelle Medical Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Dress Code and Personal Hygiene Policy

In order to prepare for a career in Massage Therapy, students are expected to maintain high standards of personal hygiene and cleanliness, both in the classroom and when working with clients. Students should utilize good judgment in determining their dress and appearance. Neatness and cleanliness are absolutely necessary at all times. Clothing must be clean and in good repair. The students nails must be clean and trimmed short (no nail polish), and all hair that is shoulder length or longer must be pulled back off the shoulders. No perfume or

cologne is permitted while at school.

The instructor will advise the student of inappropriate dress or appearance. When there is a difference of opinion related to appropriateness of dress, the final decision is the responsibility of the Director.

Failure to comply with the dress code will lead to progressive disciplinary action.

Housing

Estelle Medical Academy does not have on-campus housing nor does it assist students in finding housing. Students needing housing information should contact the Director.

Financial Aid

Financial Assistance

Estelle Medical Academy participates in a variety of financial aid programs for the benefit of students who qualify. Students must meet the eligibility requirements of these programs in order to participate. Estelle Medical Academy administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner.

Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing.

Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an academic year basis; therefore, it is necessary to re-apply for aid for each academic year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

Federal Financial Aid General Eligibility

Qualified students are able to receive loans and/or grants through federal student aid programs. To be eligible for any federal financial aid you must:

- Have a high school diploma or the equivalent
- Be a U.S. citizen or be a permanent resident alien (have a "green card")
- Not be in default or owe a refund on any federal loan or grant
- Have no disqualifying drug related convictions
- Be registered with Selective Service ("the draft") if required
- Be enrolled in an eligible program on at least a half-time basis (all Estelle Medical Academy programs meet this requirement) parent's financial information on your aid application. For purposes of qualifying for federal aid, you are a Dependent Student if all of the following apply toyou:
- Your birth year is between 1989 and 1995 (inclusive)
- You are unmarried
- You are not a veteran of the U.S. Armed Forces
- You are not an orphan
- You have no children (or other dependents) who receive more than half of their support from you

If any of the above does not apply to you, you are considered an *Independent Student.*

How to Apply

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online or at the Estelle Medical Academy Financial Aid Office. FAFSA applications are processed through the Department of Education and all information is confidential. Students must be accepted at Estelle Medical Academy before financial aid applications can be processed. A student can

choose to fill out a FAFSA application on-line. To complete the forms, you will need your federal income tax return (and your parent's tax forms if you are a Dependent Student.):

- Log on to www.FAFSA.ed.gov. It will take you to FAFSA-on-the-web
- Follow the on-screen instructions to complete your FAFSA-on-the-web
- Enter the appropriate Estelle Medical Academy school code: 038814

IMPORTANT: print your Confirmation Page and bring it with you to your personal interview.

Financial Aid Programs

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant.

Eligibility is determined by a standard U.S. Department of Education formula, which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Direct Stafford

Federal Stafford loans are low interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation and personal expenses) educational expenses. Subsidized loans are based on need while unsubsidized loans are not.

Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Parent-PLUS

The William D. Ford Federal Direct Parent-PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request deferment of payments while the student is attending at least half time.

Return of Title IV Funds

This policy applies to students who complete 60% or less of the payment period (see *Payment Period* definition) for which they received Federal Title IV aid. The term "Title IV aid" refers to the following Federal financial aid programs available to qualified Estelle Medical Academy students: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal PLUS (Parent) loans, and Federal Pell Grants.

To perform the calculation, the Estelle Medical Academy determines the student's withdrawal date (see *Withdrawal Date* policy).

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the payment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student was scheduled to attend by the number of days in the period.

Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator.

Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned 100% of the Title IV financial aid disbursed for the payment period.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period and used for institutional costs in the following order:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans)

2. Subsidized Direct Stafford Loans

3. Direct PLUS Loans

4. Federal Pell Grants

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal PLUS Loan) will be notified of the amount that must be returned or repaid, as appropriate.

Payment Period

Estelle Medical Academy processes financial aid using the Borrower- Based, Non-term method. The academic year is divided into payment periods. The first payment period consists of half of the hours and instructional weeks as defined in the program.

The second payment period begins when a student has successfully completed the first payment period requirements and has continued on into the next scheduled course. Aid for students is packaged and disbursed using these definitions. Payment of financial aid awards are made in two equal disbursements. The first disbursement is made upon the start of the first payment period; the second disbursement will be made after start of the second payment period as defined above.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Estelle Medical Academy is the date indicated in written or telephone communication by the student to the Director's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

Last Day of Attendance

The last day of attendance for refund computation purposes is the last date of actual physical attendance by a student in classes. ACADEMICS

Estelle Medical Academy has adopted the following academic standards for The Professional Massage Therapy, and these standards are applied to all full-time and part-time students enrolled in an educational program.

Academic Standards

Academic standards have been established which are to be met by the student for satisfactory progress throughout the educational program.

Refer to the Satisfactory Academic Progress Evaluation Points in this catalog. Students are allowed up to 150% of the normal program length in which to satisfactorily meet the requirements; this is the ***maximum program length*** in which students are allowed to complete the program.

As an Official check point, students are evaluated at the 50% program period (the maximum program length will not exceed 150% length of the program period). For courses graded on the basis of Pass or Fail, the minimum standard is "Pass" at each evaluation point. In addition, a minimum grade of "C" is required to successfully pass each course.

Students must repeat courses in which a grade of "D", "F", "I" or "W" are earned.

Attendance is vital to academic progress. Students are expected to attend all classes and clinical learning experiences. The student must adhere to the Attendance Policy, specifically as it relates to "Make-Up" of theory and/clinical coursework. In order to earn a satisfactory grade in a course, the student must complete 85% of the hours of instruction offered in all theory, laboratory and clinical coursework. Refer to the Attendance Policy for additional information.

Refer to the **Satisfactory Academic Progress Evaluation Points Paragraph**, contained in this catalog, for additional information.

Academic Advising

The Director is available to provide academic advising as requested or needed to assist students in meeting satisfactory academic progress standards, and successfully completing graduation requirements. Contact the School Director for academic advising services. Instructors also advise students by delivering their insights in the classroom about the massage and spa industry. Instructors voluntarily tutor students throughout their time in the program; consequently, consideration is given to student effort, student responsibility, and student attendance.

Definition of a Clock Hour

A "clock hour" is defined as 50 minutes of class, lecture, or clinical session, with a ten-minute break between sessions.

Grading System and Grading Scale

The school's grading scale is as follows:

Percentages	Letter Grade	G.P.A.	Description
90% - 100%	A	4.00	Excellent
80% - 89%	B	3.00	Good
70% - 79%	C	2.00	Average
* 65% - 69%	D	1.00	Unsatisfactory
* 64% - Below	F	0.00	Failure
	P		Pass
	I		Incomplete
	W		Withdrawal
	TC		Transfer Credit

Failed courses must be repeated

For certain Clinical/Technique Performance Evaluations The following grading system is used: **Pass or Fail.**

A student who fails to achieve a passing grade in the clinical or laboratory course, cannot progress to the next course level of clinical or laboratory.

- ***Satisfactory (Pass) –*** The student has met the clinical objectives based on course requirements.

- ***Unsatisfactory (Fail) –*** The Student has not met clinical objectives based on course requirements. Students must demonstrate overall satisfactory performance during the clinical assignments for each content area. ***Students who receive a marginal rating during the course may be placed on probation during the clinical course.*** Failure to improve performance too Satisfactory will result in an **Unsatisfactory** rating. A student who fails a clinical course is subject to dismissal from the program.

The Instructor has the final authority for determining the student's grade for a course. Grades may not be changed by anyone other than the instructor. A student may appeal a final grade to his/her instructor. The scholastic progress of the student is reported at the end of each course and grades are recorded on the student's permanent record (transcript).

Performance evaluations in Clinical and Laboratory courses are based on evidence of student

achievement in meeting the competencies of the course. Clinical objectives will be measured, in part,

through direct observation of actual performance. Students have the opportunity to practice clinical skills and behaviors prior to being evaluated.

The ***Competency Checklist,*** used in assessment of student achievement of the course's clinical objectives, evaluates a composite of skills, which must be satisfactorily demonstrated in order for the student to receive credit. Regular evaluations are conducted, and deficiencies will be reviewed with the student.

Satisfactory Academic Progress

Estelle Medical Academy has specific standards which students are expected to achieve in order to maintain

Satisfactory Progress in their program of study. These standards are based on grades and the completion of program requirements within a maximum time frame. In addition, the student's progress will be reviewed at the end of each course.

At Estelle Medical Academy, satisfactory progress for ALL students is defined by the following criteria:

1. Students are allowed up to 150% of the normal program length in which to satisfactorily meet the requirements. This is considered the ***Maximum Program Length.***

2. Students must successfully complete 66.7% of hours attempted at each evaluation period. This is considered the **minimum completion requirement.**

3. Students must successfully meet or exceed the minimum Cumulative Grade Point Average (CGPA) of course completion standards set forth below. The evaluation points are based on the percentage clock hours attempted.

All students must meet the following minimum standards of academic achievement and successful course completion while enrolled at Estelle Medical Academy. The student's progress will be reviewed at the end of each period. Students must meet or exceed the minimum CGPA and course completion standards set forth below.

Evaluation Periods

Students' compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

- At the end of the first payment period (the point at which 50% of the program coursework is scheduled to be completed)

Maximum Program Length

Federal regulations require that students complete their program within a maximum time frame of 150% of the published time length of the program, to finish the required 600 hours of the program. Students may not exceed a maximum time frame measured by the schedule to complete the hours. Once a student has reached his/her total maximum hours, they are no longer eligible to receive federal financial assistance. All transfer hours are included in the total amount attempted. Hours appear as follows:

Length of program is 610 hours in length, students are required to complete this requirement within 150% of the program timeframe for completion.

CGPA Requirements

Students must meet minimum CGPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These will be reviewed at the end of each evaluation period after grades have been posted to determine if the student's CGPA is in compliance. Estelle Medical Academy students must achieve a Cumulative Grade Point Average (CGPA) of at least

2.0 at each evaluation point.

Academic Probation

Students who do not maintain satisfactory progress for any evaluation period, will be placed on probation for the next evaluation period. If the student fails a course while on probation, the student may be withdrawn at the Director's discretion, even though the next evaluation point may not have been reached. The student's

progress will be evaluated at the end of the probationary period, and if the student's CGPA meets or exceeds a 2.0, the student will be allowed to continue, and the probationary status will be removed. Students who are on academic probation are not permitted to take a leave of absence. Students will be allowed only one period of academic probation.

If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from the School.

Notification of academic dismissal will be in writing. The **Student Conduct** section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

During the Probation period students are considered to be making satisfactory academic progress and remain eligible for financial aid.

Appeal

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Director within 10 calendar days of receiving notification of his/her dismissal.

The student should explain what type of circumstances contributed to the academic problem and what plans the student has to eliminate those potential problems in the future. The decision of the Director is final and may not be further appealed. Students may appeal academic dismissals no more than two (2) times.

Reinstatement

A student who has been academically dismissed may appeal for reinstatement after one term has passed following withdrawal. Students who are allowed to reinstate will be placed on academic probation for at least one evaluation period. All grades previously earned will remain on the transcript, and the maximum time for program completion will apply based on the original start date of the first enrollment.

Incomplete grades

An "I" Incomplete grade is awarded if the student has failed to complete the required course work. Students receiving a grade of Incomplete ("I") will be allowed two weeks in which to complete the required work and submit it to the instructor of the course in which the grade was earned. The student will be allowed to continue attending while completing the required coursework of an Incomplete grade. If an Evaluation Point occurs during the time a grade of "I" is issued, the student's progress will be evaluated at the required evaluation point and again at the end of the two-week period in which the student was allowed to complete the coursework. If, at the end of the two-week period allowed to complete the coursework, the student has not completed the required work, a final grade of "F" will be recorded and posted to the transcript and will affect the student's CGPA. Estelle Medical Academy reserves the right to extend the time needed to fulfill the Incomplete. If the coursework is completed, a final grade will be computed and posted to the transcript. The total course hours scheduled will be used in academic progress determination.

Course Repeats (Failing Grades)

Students must repeat any course in which a grade of 'D' or 'F' is earned. Failed courses may cause delays in training and may result in withdrawal from the program. If the failed course is a prerequisite, the student's training may be interrupted until the course is offered again. If the student's training is interrupted, the student will be required to withdraw until the course is offered again. At a minimum, the student will not graduate as originally scheduled. The failing grade will be posted to the transcript, and all scheduled course hours will be used in the student's academic progress determination.

Course Withdrawals

A student may voluntarily withdraw from a course if he/she has not yet exceeded the attendance policy contained in this catalog. If a student voluntarily withdraws, according to the attendance policy, a grade of 'W' is posted to the transcript. If a student has been absent for more than 15% of the hours in the course, the student has exceeded the attendance policy and will be withdrawn from the course and the final grade will be 'F'. The total hours in the course are used in the student's academic progress determination for 'W' and 'F' grades. However, a grade of 'W' is not used in the determination of the Cumulative Grade Point Average.

Pass/Fail Courses

Courses graded with Pass/Fail are not used in the determination of the Cumulative Grade Point Average; however, if the student receives a failing grade (Fail), the course must be repeated. The total course hours will be used in the student's academic progress determination.

Remedial Courses

There are no remedial or developmental courses offered at Estelle Medical Academy. Students needing developmental education are referred to other educational facilities.

Non-Punitive Grades

Grades of Pass, Fail, and Withdrawal are not used in the calculation of the grade point average. However, all hours attended are used in the student's academic progress determination.

Make-up Policy

Any class work, assignments or exams missed as a result of any excused or unexcused absence must be made up. The following policies apply: ***Written Tests***

1. A student who misses a regularly scheduled test may make arrangements for a make-up test. Pop quizzes may not be made up. The grading policy on make-up tests is as follows:

    A. If the student receives a grade on a make-up, which is higher than the class mean (average), the student shall receive a make-up grade no higher than the class mean (average). If it is lower,the

student will receive the grade earned

2. The student must contact the instructor on the student's first day returning to school to request a make-up test. The instructor will schedule the time for the test to be made up. If the student does not keep the make-up appointment as scheduled, the student will receive a zero score and failing grade for the test.

3. A student who is aware, in advance, that an absence will occur on a scheduled test day, must notify the instructor and take the exam on the date assigned. In some cases, the date assigned may be prior to the scheduled test day.

4. Any student who does not take a test in accordance with the terms of this policy shall receive a score of zero (failing grade) on the test.

Clinical/Technique Objectives

1. Achievement of clinical or technique objectives may be demonstrated by successfully performing, under supervision, those objectives missed in the clinical training, and must be documented by the instructor.

2. Students must make up missed clinical objectives in the clinical and/or skills lab as outlined by the instructor.

3. Students will not be given credit for hours of make-up time and/or work

Add/Drop Policy

Students may drop from or be added to the program without academic penalty within the first two weeks following the beginning date of the module if the student has not attended the course. All schedule changes must be processed by the Student Affairs Coordinator.

Attendance Policy

Purpose

1. To establish acceptable standards of attendance and punctuality for all students attending Estelle Medical Academy.

2. To encourage students to pre-schedule absences in order to maintain adequate operations and minimize disruptions within the classroom.

3. To enable the student to meet required program objectives.

Policy

1. All students are expected to adhere to the standards for attendance and tardiness.

2. Students are expected to attend theory, clinical and laboratory classes as scheduled.

3. Students should call the School at least 30 minutes before class to report an absence.

4. Tardiness is defined as any time a student is not at his/her seat and ready to study as scheduled. Students are expected to be ready to commence and end school on schedule. Accordingly, arriving late or leaving early in connection with starting, ending, meal and break times is tardiness. Incidents of tardiness, which exceed the School's standards, will result in disciplinary action

Tardiness Policy

1. Students arriving late for a class or leaving early are considered tardy. Tardiness disrupts the learning environment and is discouraged. Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion

2. Students may not enter or exit class except during break without express permission from the instructor.

3. Students who arrive late for an exam may be admitted at the instructor's discretion, but the grade earned on the exam may be marked down up to 10%.

4. Students who arrive more than 15 minutes late to a scheduled clinical or laboratory assignment will not be admitted, and will be marked absent.

Attendance Standard
Each student is expected to maintain a level of attendance, which is at or above 85% of all scheduled hours.

1. When a student is at 10% absence (unscheduled time off), a written warning will be issued. Continued absence above the 15 % level will result in progressive disciplinary action up to and including termination.

2. Students absent from theory or clinical classes are responsible for obtaining missed materials and information, and for meeting the course objectives.

3. Student may schedule an appointment with an instructor to get missed lecture materials or handouts and receive a remediation plan.

4. Homework must be completed and turned in on the first day the student returns to school. Credit may be given at the instructor's discretion with the approval from the Director.

5. Excessive absences can result in the student being unable to satisfactorily demonstrate required achievement of the course objectives; if such a result occurs, the student will not be allowed to advance to a higher level in the program. The student may petition to retake the course according to policy, and on a space available basis.

6. The school may require medical clearance for any communicable disease, health condition and pregnancy.

7. Students who are absent for seven (7) consecutive days may be dropped from the program, at the Director's discretion.

8. **Clinical Internships: Students are required to complete 100% of their clinical hours**. If students miss any clinical time, arrangements for make-up time must be made with the clinical site supervisor. Students will not be considered to have completed their clinical internships until the site supervisor has certified all required attendance hours and documentation has been received.

9. Termination from the program will occur for any student with absences in excess of 20% in each course the student is currently enrolled.

10. If a student does not return from Leave of Absence the student may be terminated.

Additional Attendance Requirements

Leave of Absence (LOA)

An approved Leave of Absence (LOA) is a temporary interruption in an active student's program of study. LOA refers to the limited time period during a program when a student is not in attendance. The following conditions may be considered:

- Medical (including pregnancy)
- Family Care (childcare issues, loss of family
- Member or unexpected medical care of family)
- Military Duty
- Jury Duty
- Financial Hardship

A student may be granted a Leave of Absence (LOA) if LOA request is submitted in writing, which includes the reason for the request, prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior written request, the institution may grant the student's request if the institution documents its decision and collects the written request within 35 days of the student's last date of attendance.

The total time requested off must not exceed 180 days (cumulative) in a consecutive 12-month period.

Failure to return from an approved leave of absence will result in termination and may have an impact on loan repayment, including exhaustion of some or all of the grace period. The Financial Aid Office will provide an explanation of the possible impact on loan repayment if an approval for an LOA is issued.

Students receiving an LOA may not receive further financial aid disbursements until returning to active status.

Withdrawal and Readmission

Withdrawal

A student has the right to withdraw from a course at any time. When a student withdraws from any program, the student must give written notification of withdrawal. The student is required to clear all obligations in order to receive a withdrawal in good standing.

Failure to comply with this policy means that Estelle Medical Academy may not honor any request for transcripts, letters of recommendation, request for information, and/or readmission. Upon a student's withdrawal from the program, the School will perform appropriate refund calculations. However, if a student owes any tuition to the school, it is due immediately.

Readmission

A student who has withdrawn from a program, and is interested in returning, may apply for readmission. Readmission is dependent upon fulfillment of all conditions set forth at time of withdrawal. Applications are reviewed, and the student is informed in writing of readmission eligibility. Readmission will be on a space available basis.

A student who has been terminated from a program for unsatisfactory academic progress and/or violation of the attendance or conduct policy may apply for re-admittance. A fee of
$100.00 will be charged for readmission. If readmitted, the student's satisfactory progress status will be the same as it was upon leaving the School. Therefore, if a student was on probation, he/she would continue on probation when readmitted.

Student Services

Student Guidance

Estelle Medical Academy's staff and faculty members strive to maintain close communication with our students. As deemed appropriate, a staff or faculty member may refer the student to the Director.

Student Guidance is considered one of the School's most important and valuable services. Vocational and personal guidance begins at the time a prospective student indicates an interest in attending Estelle Medical Academy; hence, guidance continues throughout and beyond the completion of the program. The goal of the School is to support and guide students and assist them in reducing or eliminating barriers that may interfere with their studies and ultimately their success.

Should the student become aware of a drug or alcohol problem, or experience emotional or personal challenges affecting performance, the school will attempt to provide referrals to appropriate community services.

Orientation

Prior to beginning classes at the Estelle Medical Academy, all new students attend an orientation program.

Orientation facilitates a successful transition into Estelle Medical Academy. New students are required to attend regardless of their prior school experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers. The director and the administrators explain the ways in which they assist students and clarify students' rights and responsibilities.

Student Handbooks are distributed and explained at this session. Students are introduced to the educational system, services, policies and procedures.

Student Activities

Estelle Medical Academy plans for and encourages student participation in a variety of activities including the following:

- Community Health Fairs
- Social & Cultural Events
- Job Fairs
- Activities relating to graduation

Job Placement and Career Services

Estelle Medical Academy offers lifetime placement services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the "Graduation Requirements" section of this catalog. Many students desire self-employment and establish an independent practice.

The School's Placement Services Department will assist students in their job search. Placement services include assistance with resume writing, interviewing techniques, identifying job openings, and other job search activities. In addition, students are provided guidance in completing licensure applications.

It should be understood that placement services offered by the School do not represent a guarantee of employment. Graduates requesting placement services will be required to attend scheduled interviews, participate in workshops, develop a professional resume, and comply with the placement policies in order to receive services.

The School cannot guarantee a job upon completion of the program. The School does not make any claims of salaries available in this field. Each student acknowledges that Estelle Medical Academy, its agents and/or employees, make no representations or warranties that successfully completing our classes or programs will make the student eligible for employment or any municipal, county, state or other government license which may be required for employment.

Each student acknowledges that he or she is aware that some municipalities, counties or states require that their own testing procedures and other requirements be completed to their satisfaction as a prerequisite to obtaining a license to be employed in massage and related fields in their jurisdiction. Please note that massage

therapy is a licensed profession in the State of Illinois and it requires additional examinations and/or certification for employment.

Student Conduct

The Conduct Guidelines are designed to protect the interests of Estelle Medical Academy its students, on-site clinics, clients, faculty and staff. All students at Estelle Medical Academy are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others.

Estelle Medical Academy reserves the right to suspend or dismiss any student whose conduct, in the opinion of the Administration, is disruptive or in any way interferes with the learning process of other students. The School further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the School.

Since there are a wide variety of unpredictable and individual situations, the following is a list of examples of unacceptable conduct. This list is not meant to be all-inclusive:

- Insubordination.
- Willful abuse of the clinical site's building, equipment or other property.
- Smoking in unauthorized areas.
- Excessive absenteeism or tardiness.
- Absence without proper notification or adequate explanation.
- Leaving assigned work without permission.
- Violation of the clinical site's safety rules.
- Engaging in horseplay.
- Failure to report an accident involving a client, visitor, student or self.
- Theft, regardless of value.
- Dishonesty in dealing with Estelle Medical Academy or clinical site.
- Reporting to the School under the influence of alcohol.
- Possessing or using alcohol while at the School or clinical site.

- Use, sale, solicitation, unauthorized possession of, or being under the influence of illegal drugs, including narcotics and/or controlled substances, on Estelle Medical Academy's, clinical site property, or anywhere on the School campus.

- Falsification of information on the Application for Admission or other records.

- Discourteous treatment or abusiveness toward fellow students, associates, clients, staff, visitors or guests of clinical site.

- Physical violence or threats toward any students, client, visitor or guest of the clinical site.

- Unauthorized possession of firearms, explosives, knives or other lethal weapons on Estelle Medical Academy's or clinical site property.

- Indecent conduct on School or clinical site's premises.

- Conviction of any crime which renders a student unsuitable for employment.

- Gambling on School, clinical site property.

- Violation of the no-solicitation rule.

- Failure to conform to dress and appearance standards.

- Failure to notify the School when absent from either clinical or theory.

- Removal of School, clinical site's equipment for personal use without approval.

- Violation of the Estelle Medical Academy's sexual harassment policy. Sexual advances, repeated innuendoes, or sexual activity on school premises or any massage therapy setting regardless of location. Refusal to cooperate in an investigation of suspected wrongdoing when cooperation is requested, and the request is a reasonable one.

- Misusing the availability of, or the access to, confidential information.

- Cheating on any given examination.

- Disruptive, boisterous, vulgar or obscene behavior, or any behavior inconsistent with the Code of Ethics set forth by the AMTA, NCBTMB, or professional conduct standards of Illinois State Law.

- Violation of Estelle Medical Academy's safety regulations.

- Violation of draping standards or violation of appropriate touch as taught in class.

The following are some examples of actions which constitute cause for immediate termination:

- Endangering life, safety or health of others.

- Deliberate damage to client, other students, associate, school or clinical site's materials and/or property.

- Conduct unbecoming a student of the clinical site, i.e., discourteous treatment of a client or fellow student, sexual harassment.

- Falsifying, altering, removing, destroying or the unauthorized disclosure of confidential records or information pertaining to a client or clinical site.

- Falsifying personal or clinical site records, including School application and physical or examination questionnaire.

- Unauthorized possession of Estelle Medical Academy's property.

- Failure to maintain satisfactory academic progress as outlined in the Standards of Satisfactory Academic Progress.

- Unauthorized possession, use, or being under the influence of liquor, narcotics, hypnotics, hallucinogens or other chemical agents while on the premises of Estelle Medical Academy or clinical site.

- Unauthorized possession of any firearms or weapons (pistol, revolver, rifle, shotgun, ammunition, explosives, incendiary devices, knife, etc.) on School or clinical site, including the parking areas.

- Conviction of a criminal offense committed on School property.

- Willful or repeated violation of School or clinical site's policies and procedures.

- Willful disregard of the School's or clinical site's welfare; interference with operations or relationships with patients or associates.

- Unauthorized disposition of School or clinical site's assets or equipment.

- Failure to comply with the Attendance Policy.
- Sexual Harassment.
- Fighting or use of foul language.
- Violation of any conditions as set forth in the Enrollment Agreement.
- Failure to meet all financial obligations.

Disciplinary Action and Termination

It is the policy of Estelle Medical Academy to engage all its representatives in the process of monitoring student conduct. This combined effort is designed to provide continuous, consistent and supportive services that are intended to inform and guide the student in all aspects of their educational experience.

Through well-established professional standards of conduct for its representatives, Estelle Medical Academy holds equally high expectations of its students.

Procedures regarding Disciplinary Action and Termination are uniformly administered based on the degree of seriousness and nature of the misconduct.
In all cases, the Director will participate in the review and decision-making process of all incidents of unacceptable conduct and will take the appropriate action.

Students who engage in misconduct are subject to a verbal warning with a memo placed in their academic file. The student may be placed on disciplinary probation for the second offense which will require the student to be monitored for the remainder of his/her academic career at the school. The Director reserves the right to terminate the student immediately if the offense is severe. Based on the severity of the misconduct, the student may not receive a written warning. If, after receiving a third written warning, student's behavior is not corrected (misconduct is repeated), the student will be terminated.

Important: Multiple infractions (misconduct) of differing School or Clinical site policies may also constitute grounds for termination. In such instances, the student may be terminated immediately or will be advised of his/her immediate suspension pending investigation.

Grievance Procedures

It is the policy of Estelle Medical Academy to have a procedure and operational plan for handling student complaints, including decisions regarding suspension and termination.

A Student Complaint Procedure is available to any student who has not had a complaint resolved.

The purpose of this procedure is to provide a prompt and equitable process of resolving student complaints.

Informal Complaint Process

1. Students with grievances should first meet with the Instructor. If the complaint is not related to the educational program, the Instructor will advise the student to contact the appropriate School

representative.

2. After meeting with the Instructor, if the student believes that the concern has not been appropriately resolved, the student should then contact the School Director. If the School Director is the Instructor for the course, the student can contact the School Owner.

Formal Complaint Process

If, after following the above policy, the student still has concerns, he/she is directed to continue the Grievance Procedure:

1. Prepare a written statement of complaint, that is signed, dated, and includes a clear and concise statement of the facts including pertinent dates.
2. Submit the written statement of complaint to the Director within 10 working days of the incident.
3. The student may be required to meet with School representatives to discuss the grievance.

The student may appeal a grievance decision, made by the School if he/she believes it is unsatisfactory.

1. The student must request an appeal in writing and submit it to the Director.
2. The Director may consult with the School Representatives and the student, and a decision will be made within 30 days.
3. The Director will inform the student of the appeal decision within 30 days of receipt of appeal. Notice will be in writing.

If the dispute is not solved by the Director, the student has the right to file a complaint with the Illinois Board of Higher Education.

Illinois Board of Higher Education 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62703.
(217) 782-2551 / https://complaintsadmin.ibhe.org/

Students may also contact:

Accrediting Bureau of Health Education Schools

6116 Executive Boulevard, Suite 730 - North Bethesda, Maryland 20852 / 301-291-7550

United States Department of Education

400 Maryland Avenue, SW, Washington, D.C. 20202 (1-800-872-5327)

Student's Right to Cancel

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been accepted into the program (i.e., the date the school has co- signed the enrollment agreement). The "Buyer's Right to Cancel" information is stated in the enrollment agreement.

To cancel the contract (Enrollment Agreement) with Estelle Medical Academy, mail or deliver a signed and dated written notice, to Estelle Medical Academy, 4905 Old Orchard Center, Suite 710, Skokie, IL 60077, or call the Director at (847) 673-7595.

If ***Buyer's Right to Cancel*** is not given to the applicant at the time the enrollment agreement is signed, then the

student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within ten days of cancellation.

A Cancellation will become effective on the date the **written notice** is postmarked, or, if hand delivered, on the date of receipt by the School. A student has an option of notifying the School by telephone of his/her intention to withdraw from the school. A refund of all tuition, fees, and costs will be made if:

1. Student is not accepted by the School;

2. Student is enrolled in a course which is cancelled or discontinued;

3. Student does not receive a copy of the enrollment agreement;

4. Student cancels within five calendar days after acceptance of the Enrollment Agreement prior to the first day of class.

Cancellation Policy

Any applicant who is not accepted by the School shall be entitled to a refund of the entire $ 100.00 Registration Fee.

Upon registering at the Estelle Medical Academy, the student and the School enter a contractual arrangement, which is known as the ***Enrollment Agreement.***

The Enrollment Agreement incorporates the assurances and conditions listed throughout this catalog, as well as the following **REFUND POLICY:**

1. A student may cancel the Enrollment Agreement before instruction has begun by notifying the school via written notice within five calendar days after the signing of the Agreement. By doing so, all tuition fees paid will be refunded.

2. If a student cancels the Enrollment Agreement after five calendar days of signing the Enrollment Agreement but prior to entering into instruction, the School will retain a

   $100.00 administrative fee or 10% of the contract price, whichever is less.

All refunded monies will be returned within 30 days following Estelle Medical Academy's receipt of the student's cancellation notice. But, if Estelle Medical Academy gave the student any equipment, the student must return the equipment within 30 days following Estelle Medical Academy's receipt of the student's cancellation notice. But, if Estelle Medical Academy gave the student any equipment, the student must return the equipment within 30 days of the date the School received the student's written notice of cancellation. If the student does not return the equipment within this 30-day period, Estelle Medical Academy may keep an amount of what was paid that equals the cost of the equipment. The total amount charged for each item of equipment shall not exceed the equipment's fair market value. The School shall have the burden of proof to establish the equipment's fair market value.

School's Right to Cancel

The School has the right to cancel/terminate the Enrollment Agreement upon grounds of misrepresentation, prior convictions, failure to perform according to the School's Satisfactory Academic Policies and Standards, and/or violations of student policies as specifically detailed in this Catalog. The cancellation procedures initiated by the student for refunds are also applicable to the refund procedures initiated by the cancellation/termination by the School.

Hypothetical Example

A student has attended 100 hours (33%) of the Payment Period (305 hours).

1. The total tuition and fees paid for the 600-hour program is $9050.00
2. The tuition for the payment period (300 hours) is $4525.00
3. The percentage of unearned tuition is 67% (100% - 33%).
4. Multiply the percentage of the Refund amount by the amount of tuition to determine the amount to be refunded (67% x $4425.00 = $2965.00)

Note: Fees for books and supplies, which were received by the student, and liability insurance will be charged as incurred and will not be refunded.

Health, Safety & Controlled Substance Policies

The Estelle Medical Academy makes every effort to provide a secure and safe learning environment.

Classrooms, labs and clinical sites comply with all requirements of federal, state and local safety codes, and Fire Marshall and OSHA regulations. A Safety Program is in effect at Estelle Medical Academy. Please seek the assistance from a faculty member or the Administration if you wish to report a hazard or accident. All students and others are directed to immediately notify a school employee of any crimes that are witnessed, or that the student has been made aware of. Statistics regarding crimes on campus may be obtained through the Director.

Students must take responsibility for their own security and safety. Consideration of the security and safety of others is also expected. The School is not responsible for personal belongings, which are lost, stolen or damaged on campus or during an off-campus activity.

Students must notify a School employee of an injury or illness either experienced or witnessed. In addition, students are to advise a faculty member or other School employee, if they have seen or are aware of any comprises in security matters.

In case of an emergency, students are directed to immediately notify a School employee. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

Controlled Substance Abuse and Awareness Policy

As a matter of policy, Estelle Medical Academy prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

Estelle Medical Academy supports the "Drug-Free Schools and Communities Act" of the U.S. Congress. On request, the School will provide students with information on the facts of substance abuse. Information may include facts about drug awareness programs, penalties for violations, and references to local resources. Information on the School's drug-free awareness program and drug and alcohol abuse prevention program is available through the admissions office during regular business hours.

Sexual Harassment Policy

It is intent of Estelle Medical Academy to provide an environment that is free from sexual harassment and from the fear that it may occur. Sexual harassment in this organization will not be allowed and is against state and federal law. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

Should a student feel that he/she has been sexually harassed; the student should immediately inform the Director or Students Affairs Coordinator. Any complaint of sexual harassment will be taken seriously, promptly and fairly investigated, and appropriate action taken if warranted. Corrective action may involve probation and/or termination, depending upon the seriousness of the offense.

Crime Awareness and Campus Security

The School distributes to all current and prospective students and employees, upon request, the School policies and procedures for maintaining campus security. This information provides the student with details of measures for preventing crime, instructions for reporting crimes or suspected crimes, and a record of crimes that have occurred on campus.

Prior to enrolling, prospective students may contact the School's admissions office to request a copy of the Campus Safety Plan, which includes crime statistics.

Infectious Conditions Policy

The School strongly advises anyone with an infectious condition to consult with the School Director and/or with a physician for the purpose of clarifying the personal risk(s) and special precautions to assess the risk to the school community.

Other Information

Class Size

The size of classes at Estelle Medical Academy will be a maximum of 20 students per clinical/technique class, and 30 for a theory/lecture class. Generally, one instructor will be assigned to each class.

School Closure Statement

In the case of inclement weather, Estelle Medical Academy may close if government offices or city colleges are closed. This information is broadcast on major radio stations such as AM 720 and 780 or can be found at www.emergencyclosings.com. The school personnel may also choose to open late or close the school early in this situation. If there is any doubt, students may call the school. Please note that cancellation of day classes does not automatically extend to the evening program.

Federation of State Massage Therapy Boards Massage and Bodywork Examination (MBLEx)

Students may choose to take the MBLex examination that is also recognized by the State of Illinois. In order to take the MBLEx exam, you must:

1. Graduate from a 500 hour (or more) school/program
2. Complete the MBLEx Application Form.
3. Pay the required fee.
4. Set the test date. Sit for the exam. Pass the exam.

Special Requirements

Please be aware that criminal records may affect the eligibility for application to Federation of State Massage Therapy Boards Massage and Bodywork Examination (MBLEx) testing, and Illinois Department of Financial and Professional Regulation licensing for Massage Therapy. It is the applicant's responsibility to verify their eligibility with the respective agencies. Estelle Medical Academy is not responsible for determining eligibility or for the student's inability to obtain Licensure.

Physical limitations may affect the ability to perform Massage Therapy, which requires stretching, standing for long periods of time and maintaining proper posture positioning.

Catalog Statement

This catalog is not a contract. The contractual agreement made at Estelle Medical Academy with students is in the form of an Enrollment Contract. This catalog is published once a year, with frequently updated supplements.

Academic Program: Professional Massage Therapy Training Program

Program Description:

The Professional Massage Therapy Training Program is 600-clock-hour program designed to give the students the essential skills required to become successful and competent massage therapists. The Program takes approximately 34 weeks (Evening or Morning Schedule) or 44 weeks (Weekend Schedule) to complete, and includes lectures, demonstrations and practical lessons, as well as, internship. Upon successful completion of the program, graduates of the Professional Massage Therapy Training Program will receive a diploma. All of the courses in the program are delivered residentially at the Estelle Medical Academy facility.

Program Objectives:

- Prepare students for entry-level positions in the field of massage therapy.
- Lecture and techniques are integrated to increase or maximize learning.

- Students practice their newly learned skills during internship, where professionalism and ethicsare reinforced.

- Graduates will understand the scope of practice, based on the trainingreceived.

- The training is designed for the mature, adult student, and graduates have the entry-level skills needed for employment in a variety of settings such as spas, rehabilitation centers, resorts, and privatepractice.

- The training requires that students gain the necessary theoretical knowledge in anatomy and physiology, pathology and kinesiology, and develop the skills needed to successfully perform Swedish Massage, Sports Massage, Deep Tissue Massage, Chair Massage, Trigger Point Therapy, basic Reflexology and Shiatsu, and PNF stretching.

- Graduates qualify to take the Federation of State Massage Therapy Boards Massage andBodywork Exam (MBLEx).

- Students develop the values, skills and attitudes needed for successful completion of the program and entry into the field of massage therapy.

Professional Massage Therapy Training Program

Course No.	Course Title	Hours
BUS 111	Ethics and Business Practices	16
SCI 101	Anatomy and Physiology I	40
SCI 102	Anatomy and Physiology II	62
SCI 103	Anatomy and Physiology III	32
MAS 101	Swedish Massage I	68
MAS 102	Swedish Massage II	52
MAS 121	Chair Massage	20
MAS 106	Clinical Practice I	28
SCI 104	Kinesiology	28
SCI 105	Pathology	40
MAS 107	Clinical Practices II	66
MAS 122	PNF Stretching	24
MAS 125	Introduction to Affiliated Therapies	84
MAS 130	Reflexogy	16
NEC 101	National Exam Preparation	24
	Program Total:	**600**

Course

Descriptions

BUSINESS COURSES

BUS 111

Ethics and Business Practices

16 Lecture Hours

In this course students learn of the ethical issues associated with massage therapy, such as client confidentiality, appropriate behavior, and ethical business practices. Topics such as business planning, protection, and operation are discussed as well. At the end of the course, students will achieve a better understanding of ethical issues and business practices.

Prerequisites: None

Instructor: Rod Canales BA, MS, MS, ABD / Jarred Newman LMT

SCIENCE COURSES

The Science courses taught at Estelle Medical Academy provide the intellectual knowledge required with an emphasis on how science relates to the theory and practice of massage therapy.

SCI 101

Anatomy & Physiology I

40 Lecture Hours

This course introduces the skeletal system and joints to the beginning student. Names, locations and movements of all the bones and major articulations of the body are taught from a practical, hands-on perspective.

Prerequisites: None

Instructor: *Rozalia Vologin M.Ed. / Rod Canales BA, MS, MS, ABD / Jarred Newman LMT*

SCI 102

Anatomy & Physiology II

62 Lecture Hours

This course will introduce students to the Muscular system. Students will learn the structure and functions of all major muscle groups, such as back, trunk, upper and lower extremities. A lot of attention will be dedicated to palpation.

Prerequisites: None *Instructor*: *Rozalia Vologin M.Ed. / Rod Canales BA, MS, MS, ABD / Jarred Newman LMT*

SCI 103

Anatomy & Physiology III

32 Lecture Hours

In this course students will be introduced to all major systems of the human body: nervous, sensory, respiratory, digestive, reproductive, endocrine, cardiovascular, and lymphatic. Some advanced topics will be included, such as microbiology and genetics.

Prerequisites: None

Instructor: *Rozalia Vologin M.Ed. / Rod Canales BA, MS, MS, ABD / Jarred Newman LMT*

SCI 104

Kinesiology

28 Lecture Hours

The discipline of Kinesiology involves the study of human movement from many theoretical and applied perspectives, including structural, functional, mechanical, historical, psychological and sociological. A basic understanding of these different perspectives is necessary to appreciate the complexity of the various interactions within the human body**.**

Prerequisites: None

Instructor: *Rozalia Vologin M.Ed. / Rod Canales BA, MS, MS, ABD / Jarred Newman LMT*

SCI 105

Pathology

40 Lecture Hours

This course provides instruction in a variety of pathologies and their relation to massage therapy. General pathology provides students with a basic understanding of diseases and disorders, while applied pathology teaches students to recognize indications and contraindications for massage, and develop effective treatment plans when massage is indicated.

Prerequisites: None

Instructor: *Rozalia Vologin M.Ed. / Rod Canales BA, MS, MS, ABD / Jarred Newman LMT*

MASSAGE COURSES – PRINCIPLES OF THERAPEUTIC MASSAGE

Massage courses that are taught at Estelle Medical Academy prepare students to become successful massage therapists. Massage techniques are introduced gradually, with consideration of emotional issues that may be associated with touch. Students develop their sensitivity, acquire the necessary hands-on technical skilland

gain a clear understanding of the concepts of massage theory and practice.

MAS 101

Swedish Massage I

52 Lecture Hours / 16 Lab Hours

In this beginning massage class students learn basic Swedish massage strokes, with emphasis on body mechanics and self-care. Focus is on the seven basic Swedish massage strokes and the purposes. Effects, cautions and variations associated with these massage techniques. Also taught are concepts of draping, client confidentiality, sexual issues, modesty and vulnerability. There is an overview of the many options of massage modalities and techniques. *Prerequisites: None*

Instructor: *Hristo Tsekov LMT / Jarred Newman LMT*

MAS 102

Swedish Massage II

36 Lecture Hours/ 16 Lab Hours

This course builds upon techniques learned in Massage I and applies them to the muscles learned in Anatomy. Topics included in this course are: body parts routines: back, shoulders, neck, arm, leg, chest and abdominal area, foot and head. Also discussed are contraindications for massage and sequence of massage strokes. Massage for special populations including pre-natal, children and geriatrics is discussed as well.

Prerequisites: MAS101 Swedish Massage I

Instructor: *Hristo Tsekov LMT / Jarred Newman LMT*

MAS 106

Clinical Practices I

28 Clinical Hours

This course provides the student with practical experience in a supervised, professional clinical setting. Students develop expertise in massage protocols, interview and observations, and the application of the massage techniques they have been learning. Students will be able to experience hands-on practices at the Estelle Medical Academy student clinic under supervision of licensed clinical supervisors. *Prerequisites: MAS101/102 Swedish Massage I and II, SCI 101/102 Anatomy & Physiology I and II - Instructor*: *Oleg Vologin, LMT*

MAS 107

Clinical Practices II

66 Clinical Hours

Second Part of the Clinical Practices course. Students continue to develop expertise in massage protocols, interview and observations, and the application of the massage techniques they have been

learning. Students will be able to experience hands-on practices at the Estelle Medical Academy student clinic under supervision of licensed clinical supervisors. *Prerequisites: MAS101/102 Swedish Massage I and II*

- *Instructor: Oleg Vologin, LMT*

AFFILIATED THERAPIES

MAS 121

Chair Massage

10 Lecture Hours / 10 Lab Hours

Chair massage is a growing branch of professional massage. This course offers training in regular and therapeutic chair massage. Training will concentrate on upper body, arms and legs.

Treatment of Carpal Tunnel Syndrome will be included as well as stretching techniques for upper extremities.

Prerequisites: None

Instructor: *Oleg Vologin LMT / Hristo Tsekov LMT / Jarred Newman LMT*

MAS 122

PNF Stretching

12 Lecture Hours / 12 Lab Hours

This course will give students the ability to stretch all major muscle groups of the human body to gain and maintain flexibility. Students will learn body positions and stretching techniques using PNF stretching in Sport Massage.

Prerequisites: None - Instructor: *Oleg Vologin LMT / Hristo Tsekov LMT / Jarred Newman LMT*

MAS 125

Introduction to Affiliated Therapies

54 Lecture Hours/30 Lab Hours

This course will provide students with the basic knowledge of affiliated therapies and includes topics such as:

- Trigger Points Technique: Students will be introduced to trigger point science, its symptoms, and causes. The progression of the course will train students to locate the points throughout the body and treat them.

- Lymphatic Massage: In this course, students will learn how to apply a system of massage that helps move waste matter through the body through the lymphatic system, thus speeding up the natural detoxification process of the system.

- Deep Tissue Massage: This course centers on identifying and releasing structural tension, Deep postural muscles and fascial structures are accessed through slow, penetrating contact of the hands and forearms. Body mechanics, breath, and movement self-care are highlighted to support efficient and effective techniques. Emotional and energetic aspects of deep tissue work will also be addressed.

- Sport Massage: This course is an introduction to the world of sport massage. Students will learn pre-event and post-event athletic massage. This type of massage combines anatomical and physiological knowledge plus specific massage skills to enhance athletic performance including stretches for lower extremities and body.

- Myofascial Release: Students will be introduced to myofascial release, a form of connective tissue massage. The focus for this type of massage is normalization and redirection of the deeper fascial components of muscles and fascial sheaths.

- Spa and Hydrotherapy Techniques: In this course, students will learn how to apply various spa treatments. Students will learn how to use algae treatments to effectively cleanse and revitalize the skin, use various types of body wraps to help improve circulation and elimination, to detoxify, or to temporarily recontour the body. Students will also be introduced to aromatherapy oils and their applications. Additionally, students will learn elements of Hydrotherapy where they will learn about the characteristics and usage of water treatments. Other topics that will be included in this section are: hot stone massage, application of hot and ice packs, understanding of contraindications, and contrast treatment. Reflexology: Reflexology: Reflexology is the art of stimulating the body's own healing forces by stimulating certain points on the body that affects organs or distant parts of the body. Students will learn how to correctly apply pressure to correct blockages and to rebalance the energy system.

- Introduction to Craniosacral Therapy, Introduction to cupping and cellulite treatment

Prerequisites: None - Instructor: *Oleg Vologin / Hristo Tsekov LMT / Jarred Newman LMT*

MAS 130

Reflexology

8 Lecture / 8 Lab

Hour
This course gives students the basic understanding of traditional reflexology techniques.
Instructor: *Oleg Vologin / Hristo Tsekov LMT / Jarred Newman LMT*

Prerequisites: None

NEC 101

National Exam Review Class

24 Lecture Hours

In this course the students review the information required to take and pass the National Certification Exam for Therapeutic Massage (NCETM) or Massage and Bodywork Licensing Exam (MBLEx). Students review all the academic coursework given in the program and are required to take and pass practice exams.

Prerequisites: Completion of Estelle Medical Academy program Adjunct Instructor: TBA

Institutional Disclosures Reporting Table

July 1, 2022 through June 30, 2023 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: Estelle Medical Academy

The following information must be included with the enrollment agreement, catalog, and

Disclosure Reporting Category	Program Name: Massage Therapy				
	CIP*: 51.3501				
	SOC*: 31-9011				
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	51				
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	57				
b) Re-enrollments	0				
c) Transfers into the program from other programs at the school	0				
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	108				
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	0				
b) Completed or graduated from a program or course of instruction	48				
c) Withdrew from the school	9				
d) Are still enrolled	51				
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	35				
b) Placed in a related field	0				
c) Placed out of the field	0				
d) Not available for placement due to personal reasons	0				
e) Not employed	0				
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	36				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	31				
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0				
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	46,910				

***CIP**--Please insert the program CIP Code. For more information on CIP codes: https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55

***SOC**--Please insert the program SOC Code. For more informaiton on SOC codes: http://www.bls.gov/soc/classification.htm

***A course of instruction** is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution

Overtime Charges
The graduation date set in the student's enrollment agreement is set to accommodate holidays and the student's schedule chosen. It is the student's responsibility to know the graduation date agreed upon in writing in the enrollment agreement. Students failing to complete the program by the graduation date set on their enrollment agreement will incur a $**10 per hour** for every hour required to complete the program past the set forth graduation date. Students allowed a change of schedule to attend school for a different number of hours than originally agreed to at enrollment will be granted one free contract end date extension. If the student has any mitigating circumstances affecting the delay in their graduation the student may appeal to the school director in writing according to the mitigating circumstances section of Estelle Medical Academy (EMA) catalog.

TUITION AND FEES

Tuition (payment period #1)	$ 4475.00
Registration Fee (payment period #1)	$ 100.00
Textbooks, Supplies/Materials, Equipment/Lab usage (payment period #1)	$ 850.00
Tuition (payment period #2)	$4475.00
Total Cost of Instruction (payment period #1 & #2)	$ 9,900.00

The tuition noted above is for the entire program and includes one set of required books, and supplies. The Registration Fee is a one- time fee paid at the time of application.

WITHDRAWAL OR TERMINATION REFUND POLICY

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund based on the Refund Policy. ***EMA*** shall calculate a refund by applying the Refund of Title IV Policy calculations to all students even if they are not eligible for federal financial aid.

REFUND, CANCELLATION AND WITHDRAWAL POLICY

Upon registering at Estelle Medical Academy, the student and the School enter a contractual arrangement, which is known as the ***Enrollment Agreement.*** The Enrollment Agreement incorporates the assurances and conditions listed throughout this catalog, as well as the following **REFUND POLICY.**

1. A student may cancel the Enrollment Agreement before instruction has begun by notifying the school via written notice within five calendar days after the signing of the Agreement. By doing so, all tuition fees paid will be refunded.
2. If a student cancels the Enrollment Agreement after five calendar days of signing the Enrollment Agreement but prior to entering into instruction, the School will retain a $ 100.00 administrative fee or 10% of the contract price, whichever is less.
3. If a student is dropped or withdraws in the first period (300 hrs) the refund calculation will be the same as Refund Title IV policy for the first payment period – for all students- for cash and financial aid. Which is scheduled hours for class divided by the total hours in the payment period (1-300 or 301-600 period). If the percentage is greater than 60%, then 100% of charges have been earned by the school in the first payment period; the same calculation applies to the second payment period.

*Tuition refund will be calculated based on the number of hours the student was scheduled to complete by the last date of attendance as calculated by Estelle Medical Academy.

All refunded monies will be returned, according to financial refund calculation following ***Estelle Medical Academy*** receipt of your (the student's) cancellation notice. But, if ***EMA*** gave the student any equipment, the student must return the equipment within 30 days of the date the School received the student's written notice of cancellation. If the student does not return the equipment within this 30-day period, ***EMA*** may keep an amount of what was paid that equals the cost of the equipment. The total amount charged for each item of equipment shall not exceed the equipment's fair market value. The School shall have the burden of proof to establish the equipment's fair market value.

To cancel the contract (Enrollment Agreement) with *EMA*, mail or deliver a signed and dated written notice, to Estelle Medical Academy, 4905 Old Orchard Center, Suite 710, Skokie, IL 60077.

Appendix A
Holiday Schedule 2024

Easter Break
Saturday March 30, 2024 to Sunday March 31, 2024
School Resumes on Monday April 1, 2024

Memorial Day
Monday May 27, 2024
School Resumes on Tuesday May 28, 2024

Independence Day
Thursday July 4, 2024 to July 5, 2024
School Resumes on Saturday July 6, 2024

Labor Day
Monday September 2, 2024
School Resumes on Tuesday September 3, 2024

Thanksgiving Day
Thursday 28, 2024 to Friday 29, 2024
School Resumes on Saturday 30, 2024

Winter Break
Monday 23, 2024 to January 1, 2024
School Resume on January 2, 2025

Appendix B

School Calendar

FALL TERM
Registration: September
Classes Begin:
October/November
Drop/Add:
Classes End: 600
Hours Graduation: 600
Hours
Length in Weeks: 34-D/ 34-E/ 44-W

WINTER TERM
Registration: January
Classes Begin:
January/February
Drop/Add:
Classes End: 600
Hours Graduation: 600
Hours
Length in Weeks: 34-D/ 34-E/ 44-W

SPRING TERM
Registration: March
Classes Begin:
March/April
Drop/Add:
Classes End: 600
Hours Graduation: 600
Hours
Length in Weeks: 34-D/ 34-E/ 44-W

SUMMER TERM
Registration: June
Classes Begin:
June/ July
Drop/Add:
Classes End: 600
Hours Graduation: 600
Hours
Length in Weeks: 34-D/ 34-E/ 44-W

Appendix C

CPR & First Aid Training

- CPR & First Aid training is a requirement that must be completed prior to graduation but will not be counted towards total 600 hours.

Appendix D

Collection Practices and Procedures

Estelle Medical Academy sends a written notice to its graduates and/or withdrawn students that have an unpaid balance towards their tuition. This notice is sent out once a year which includes their most recent general ledger. It states that the payments have to be made to the School Director. If the student needs financial counseling or to set up a payment plan, the School Director is available by appointment.

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