

ELIZABETH **GRADY**
SCHOOL OF ESTHETICS AND MASSAGE THERAPY

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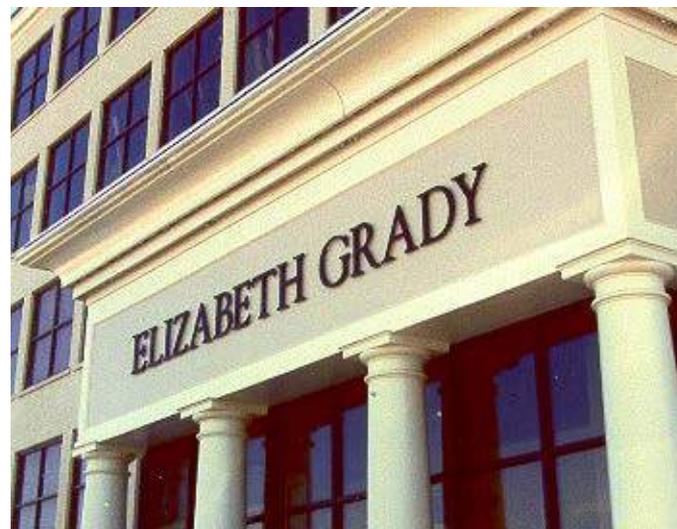
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THE ELIZABETH GRADY SCHOOL OF ESTHETICS AND MASSAGE THERAPY

OUR PHILOSOPHY AND MISSION

Professionalism and an innovative approach to education. Dedication and an unwavering regard in the best interests of our students. These underlying strengths are the foundation beneath the quality education in Massage Therapy and Esthetics provided by the Elizabeth Grady School. With emphasis placed on the individual student's learning style, combined with comprehensive curricula and the wisdom of fostering personal as well as professional growth, the Elizabeth Grady student receives a transformative education. Our goal is to promote achievement and development for all of our students as they become expertly trained massage therapists and estheticians capable of successfully practicing in a variety of professional environments. Our commitment is to serve the best interests of our students and the massage and skin care industries.

The Elizabeth Grady School of Esthetics and Massage Therapy is committed to offering a safe and positive environment to a diverse community of students. We empower students through quality education in Esthetics and Massage Therapy. Emphasis is not only placed on theory and technique, but also on personal growth, development of self-awareness, and innovation within the industries. Through technical knowledge and the sense of touch, Elizabeth Grady professionals empower the public by promoting health, wellness, and beauty from the inside out.

THE ELIZABETH GRADY SCHOOL AT A GLANCE

- Established in 1975
- Provides licensing programs for Esthetics and Massage Therapy
- A division of the Elizabeth Grady Companies, a Spa/Salon company servicing over 300,000 clients annually at 30 plus locations employing more than 300 highly skilled, expertly trained licensed Estheticians, Massage Therapists, and Makeup Artists.

THE FACILITY

The Elizabeth Grady School of Esthetics and Massage Therapy is located near Tufts University at 222 Boston Avenue in Medford, Massachusetts, 02155. The school is convenient to Routes 2, 93, and 128 and is accessible by public transportation. The Elizabeth Grady School occupies a 20,000 square foot, state-of-the-art training facility. It is located outside of historic Boston near some of the nation's most renowned medical and educational institutions.

The school provides comfortable classrooms for both the theoretical and hands-on training modules with the most up-to-date equipment and products. A student break room with lockers, a refrigerator, microwaves, and seating is provided for student use. Additionally, books, periodicals, and references are available for students to use for study and research.

The Elizabeth Grady School takes pride in the beauty and practicality of our facility. With over 40 years of experience in education, Elizabeth Grady has built a modern educational center and has developed creative and effective methods of teaching programs in these ever-growing fields of clinical and holistic health care.

ELIZABETH GRADY SCHOOL OF MASSAGE THERAPY PROGRAM

PROGRAM MISSION STATEMENT

The Elizabeth Grady School of Massage Therapy strives to offer unique and comprehensive massage programs of the highest quality with emphasis on both clinical and holistic applications. The school offers in-depth programs detailing the fundamental scientific studies of biology, human anatomy, physiology, and related subjects. The Elizabeth Grady School of Massage Therapy also addresses the importance of a continuous, interactive approach to learning. Hands-on practical classes, off-site volunteer experience, and an in-school clinic program facilitate the application of knowledge in a professional setting. The aspiring massage therapist will subsequently be capable of serving the public with experienced, professional skills.

THE PROGRAMS

The Elizabeth Grady School Massage Therapy Program provides students with the necessary tools to build a lucrative practice in the massage therapy industry. The program also prepares students to successfully pass the National Certification Board Exam and/or MBLEX examination. Licensing requirements vary from state-to-state so it is important that a student knows their state's requirements.

Massage Therapy Programs:

650 Hour and 750 Hour Programs

Required Courses for core 650 hour Massage Therapy:

- Massage Technique
- Anatomy, Physiology, and Kinesiology
- Applied Sciences and Theories (Pathology emphasis)
- Integration: Ethics, Professionalism, Communication, and Business
- Student Clinic

Additional Spa Therapy Modules for 750 Hour Program:

- Spa I: History and Development, Exfoliation Treatments, Hydrotherapy, Body Wraps, Peloid Therapy, Thalassotherapy, Student Clinic
- Spa II: Herbal Linen and Parafango Body Wraps, Introduction to Reflexology and Ayurveda, Thai Herbal Ball Treatment, Nutrition and the Spa, and Hot Stone Massage.

The Elizabeth Grady School offers a variety of flexible full-day, morning, evening, and weekend schedules. Upon successful completion of the program, graduates are awarded a diploma in Massage Therapy. Those choosing the 750 Hour program will receive a Certificate in Spa Therapy. Students may then continue the licensing application process per state requirements.

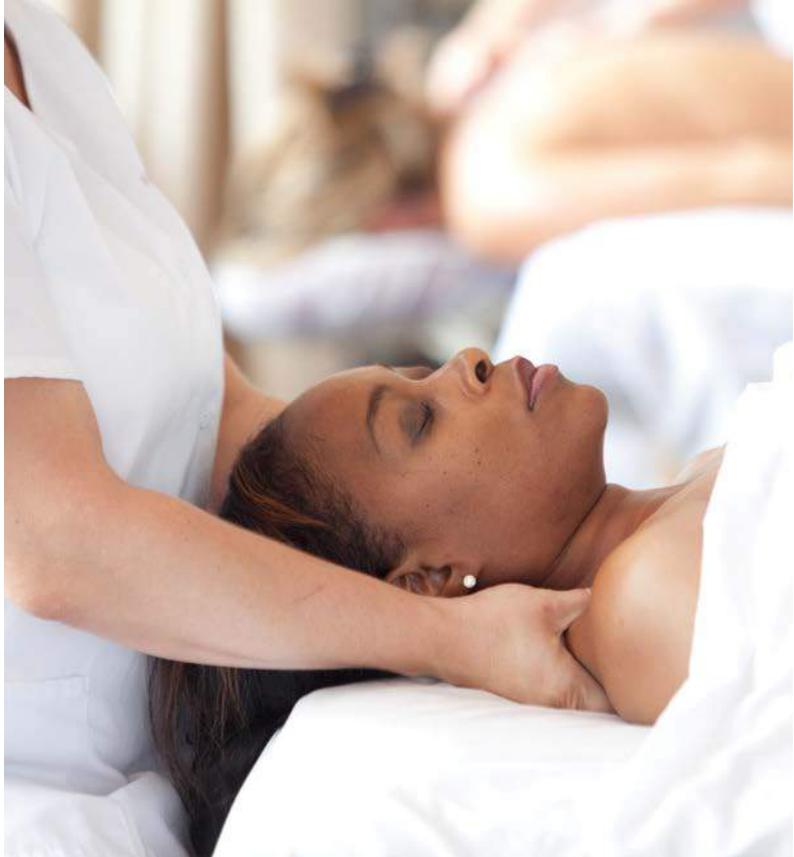
MASSAGE PROGRAM GRADUATION REQUIREMENTS

To fulfill graduation requirements, students must complete all contracted hours in their program and maintain a minimum level of proficiency of 70% in all required courses as applicable to the program of study. All tuition balances must be paid in full for all programs.

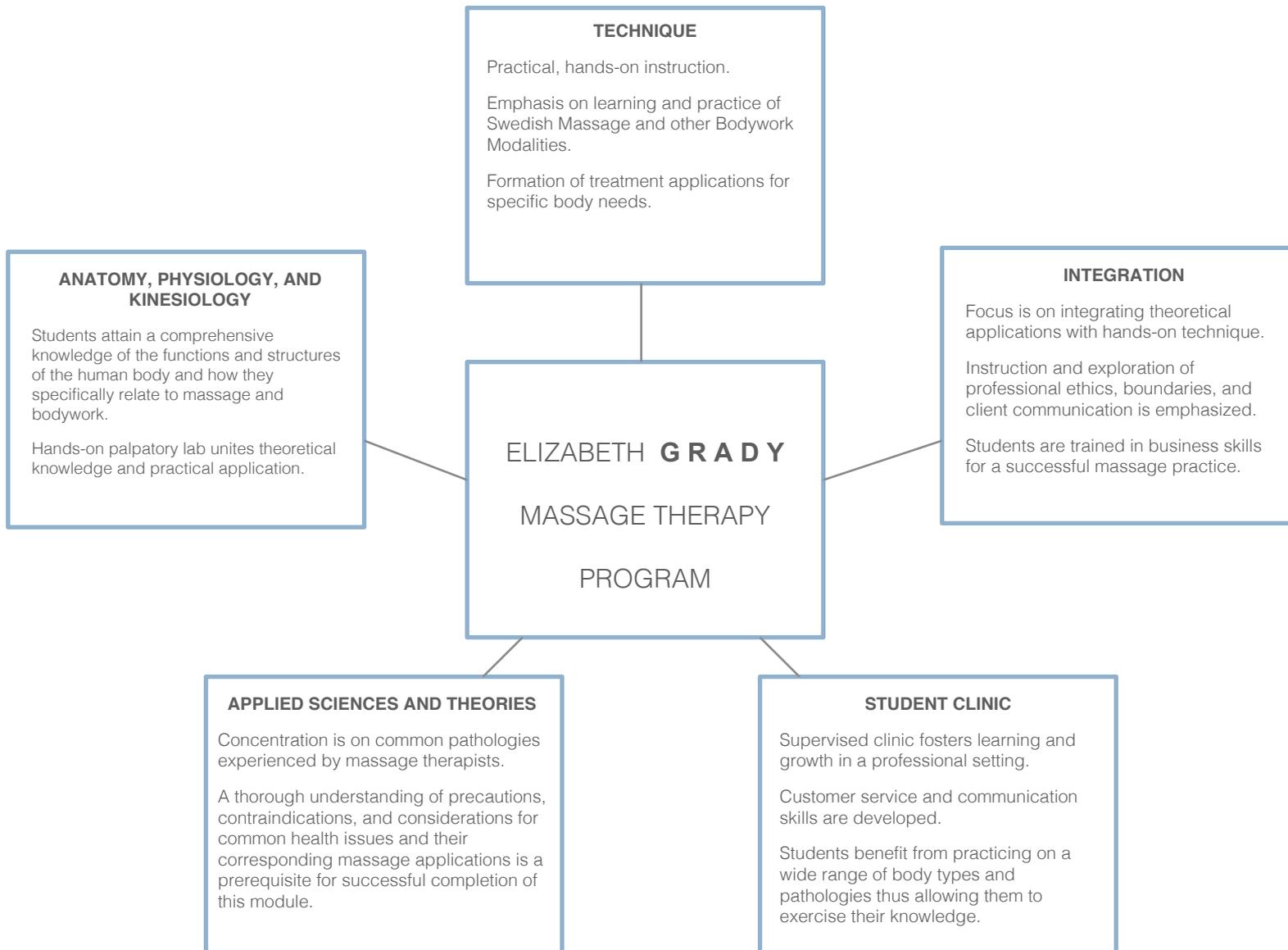
CAREER OPPORTUNITIES

The field of Massage Therapy offers a wide range of positions and environments to students. Available positions range from entry-level to business ownership depending on former professional experience, education, and individual goals. Below is just a partial list of career opportunities offered to massage therapists:

- Spas and Salons
- Wellness Centers
- Health and Fitness Facilities
- Chiropractic Offices
- Cruise ships and Destination Spas in Exotic locations
- Professional and Amateur Sports Teams
- Rehabilitation Facilities
- Sporting Events
- Corporate Environments
- Educator of Massage Therapy and related practices
- Salon, Spa, or Massage Therapy Business Owner



Elizabeth Grady students give and receive a therapeutic massage





Students practice massage techniques

MASSAGE THERAPY PROGRAMS

COURSE DESCRIPTION

HOURS

Anatomy and Physiology I

59

Skeletal System

14

Muscular System, Kinesiology, and Palpation Skills

45

Anatomy and Physiology II

43

Organization of the Human Body

2

Chemistry

3

Cell Biology and Tissues

4

Integumentary System

4

Nervous System

10

Endocrine System

10

Cardiovascular System and Hematology

10

Anatomy and Physiology III

43

Lymphatic System and Immunity

11

Nutrition and Digestive System

8

Respiratory System

8

Urinary System

8

Reproductive System

8



Elizabeth Grady students give and receive massage



Elizabeth Grady students give and receive massage

COURSE DESCRIPTION

HOURS

Massage Theory and Technique I

144

History and Theory of Massage	2
Introduction to Swedish Massage	4
Swedish Massage Technique and Session Formation	112
Psychological and Physical Effects of Massage	8
Sanitation and Hygiene	2
Body Mechanics and Draping Techniques	4
SOAP Charting	4
Introduction to Student Clinic: Intake Evaluation Session Planning, and Exit Interviews	8

Massage Theory and Technique II

84

ROM/Stretching: Theory and Technique	16
Advanced Swedish Technique	16
Deep Tissue Massage: Theory and Technique	16
Sports Massage: Theory and Technique	16
Chair Massage: Theory and Technique	4
Pregnancy Massage: Theory and Technique	16

Massage Theory and Technique III

72

Myofascial Release: Theory and Technique	16
Neuromuscular Therapy: Theory and Technique	12
Trigger Point: Theory and Technique	12
Special Populations	16
Body Assessment Skills and Treatment Planning	16

COURSE DESCRIPTION

HOURS

Applied Sciences and Theories I: Introduction to

15

Pathology I

- Human Disease 3
- Disease Process 3
- Disease Terminology 3
- Disease of the Musculoskeletal System 3
- Major Pathologies: Contraindications 3

Applied Sciences and Theories II: Pathology II

15

- Psychological Conditions 3
- Integumentary System Conditions 3
- Nervous System Conditions 3
- Endocrine System Conditions 3
- Cardiovascular System Conditions 3

Applied Sciences and Theories III: Pathology III

15

- Lymphatic/Immune Conditions 3
- Digestive System Conditions 3
- Nervous System Conditions 3
- Endocrine Conditions 3
- Cardiovascular Conditions 3



Elizabeth Grady students give and receive therapeutic massage



Elizabeth Grady instructor demonstrates massage technique

COURSE DESCRIPTION

HOURS

Integration I: Ethics and Professionalism

20

Client/Therapist Boundaries	4
Personal versus Professional Boundaries	4
Code of Ethics	4
Client Communications	4
Self-Care	4

Integration II: Ethics and Communications

20

Advanced Ethics	4
Therapeutic Relationship and Presence	4
Dual Relationships	4
Transference/Counter Transference	4
Emotional and Physical Response to Massage	2
Conflict Resolution	2

Integration III: Business Skills

20

Introduction to Business Skills	2
Working in the Massage Industry	2
Resume and Cover Letter Development	2
Job Searching Skills	2
Interviewing Skills	2
Private Practice/Business Plan Development	2
Marketing Skills	2
Client Retention Skills	2
Business Structures	2
Accounting, Budgeting, and Taxes	2

Supervised Student Clinic

100

COURSE DESCRIPTION

Spa Therapies I

Spa History and Development	4
Exfoliation Treatments: Theory and Procedure	4
Hydrotherapy: Theory and Procedure	8
Body Wraps: Theory and Procedure	4
Peloid Therapy: Theory and Procedure	8
Thalassotherapy: Theory and Procedure	8
Supervised Spa Clinic	4

Spa Therapies II

Herbal Linen Body Wraps: Theory and Procedure	6
Parafango Body Wrap: Theory and Procedure	8
Introduction to Reflexology: Theory and Relaxation Technique	6
Introduction to Ayurveda: Ayurveda in Spa Environment	6
Thai Herbal Ball Treatments: Theory and Procedure	6
Nutrition and the Spa Environment	4
Spa Case Studies	4
Hot Stone Massage: Theory and Procedure	20

HOURS



Client receives hot stone massage

ELIZABETH GRADY SCHOOL OF ESTHETICS PROGRAM

PROGRAM MISSION STATEMENT

The Elizabeth Grady School of Esthetics provides unique and comprehensive programs of the highest quality. The school offers in-depth programs emphasizing the fundamental scientific studies of biology, human anatomy, physiology, and related subjects. The Elizabeth Grady School also provides hands-on practical classes and clinic programs to enable students to apply learned techniques and knowledge in a professional setting. The importance of a continual interactive approach to learning is also highlighted.

THE PROGRAMS

Esthetics Programs: 300 and 600 Hour

Required Courses:

- Makeup Artistry
- Esthetic Practicum
- Esthetic Theory
- Sales Through Education: Product Knowledge, Clinic, Business, and Sales

Our 300 Hour Basic Esthetics Course is designed to meet the minimum requirements necessary for licensure in the Commonwealth of Massachusetts. This program is most appropriate for candidates with industry experience or medical backgrounds. Basic facials, waxing, and basic makeup artistry is covered.

The 600 Hour Esthetics Program gives students a comprehensive education in Esthetics. After building the foundational practices in the first 300 hours, students learn advanced practices with an emphasis on creating treatment plans for specific skin types. The program is also appropriate for students who may seek licensure in other states, since most require a minimum of 600 hours.

Upon successful completion and graduation from the 300 or 600 hour programs, students receive a diploma in Esthetics and certificate in Makeup Artistry. Students may then qualify to take the State Board examination.

ESTHETICS COURSE GRADUATION REQUIREMENTS

To fulfill graduation requirements, students must complete all contracted hours in their program and maintain a minimum level of proficiency of 70% in all required courses as applicable to the program of study. All tuition balances must be paid in full for all programs.

CAREER OPPORTUNITIES

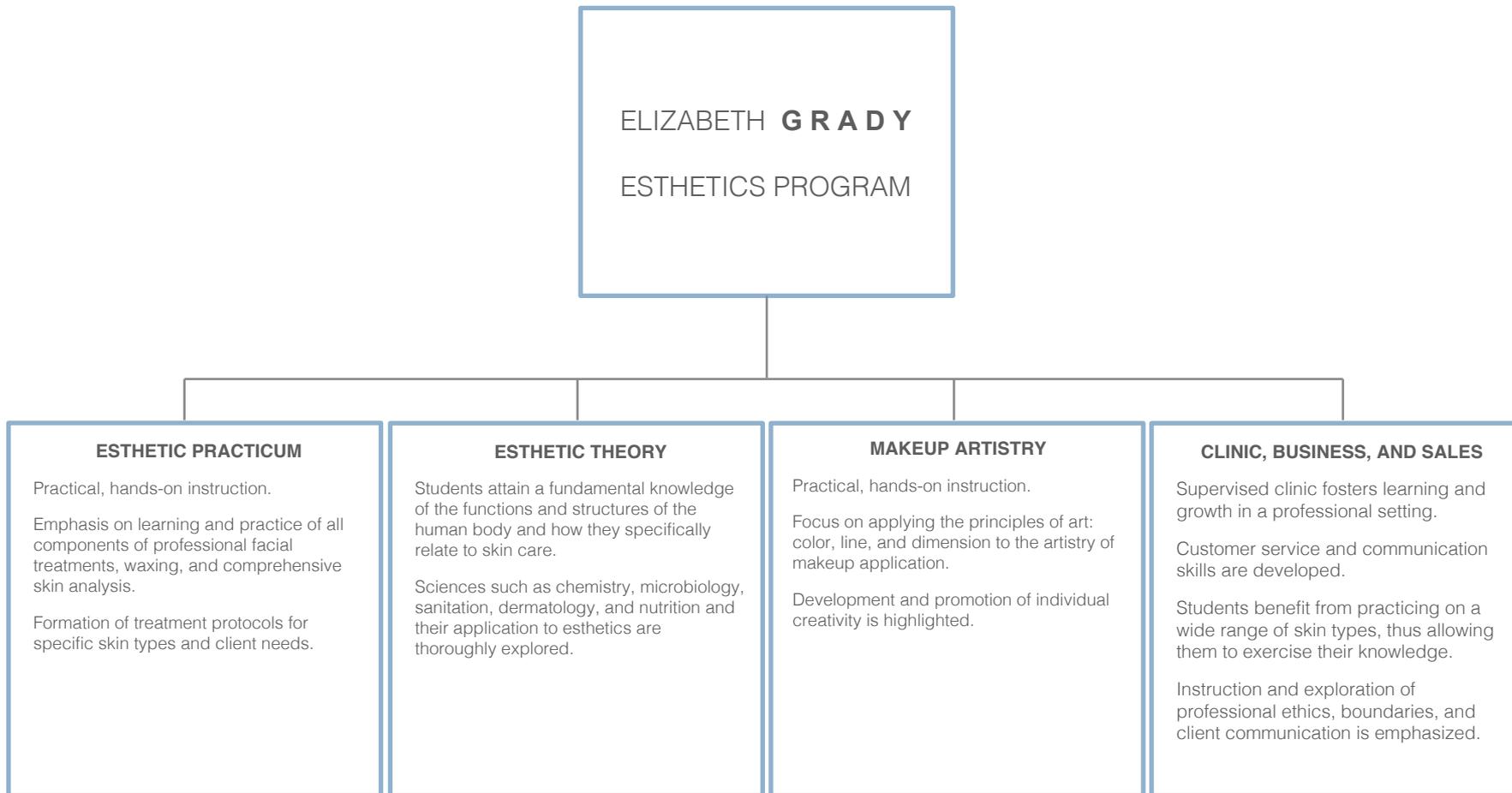
Esthetics is an exciting and rewarding field enjoying phenomenal growth. Career opportunities for a licensed professional makeup artist and esthetician are many and varied. The following are just a few of the career paths chosen by graduates of the Elizabeth Grady School:

- Spas and Salons
- Wellness Centers
- Health and Fitness Facilities
- Cruise Ships
- Destination Spas in Exotic locations
- Esthetician in Dermatology, Plastic Surgery, or other medical practices
- Sales rep, educator, or administrative positions for major cosmetic and skin care companies
- Free-lance Makeup Artist
- Esthetics and Makeup Artistry Education
- Product Research and Development
- Salon, Spa, or Skin Care Business Owner

Career opportunities range from entry-level to business ownership depending upon past professional experience, education, and individual goals.



Student looks on as classmate applies mineral foundation





Student receives facial massage from classmate

ESTHETICS PROGRAM 1 - 300 HOURS

COURSE DESCRIPTION

	HOURS
Esthetic Theory I	50
Introduction to Human Anatomy and Physiology	10
Overview of Skin Physiology and Common Skin Disorders	10
Microbiology, Sanitation, and Sterilization	30
Makeup Artistry I	25
Art: Color Theory	2
Tools of the Trade	2
Application Tips and Techniques: Foundation, Lips, Eyes, and Cheeks	10
Art: Dimension/Highlight and Contour	4
The Looks: Creating a Natural, Soft and Professional Day Look	5
Selling Cosmetic Products	2
Esthetics Practicum I	180
Facial Procedures, Practice, and Clinic:	105
Cleansing, Analysis, Physical Exfoliation (Brush/Grain/Gommage), Extraction, Finishing Masks, Toning, and Moisturizing	
Facial Massage: Swedish	35
Electricity and Esthetics Equipment:	10
Steam, Brush, and High Frequency	
Hair Removal/Depilation: Brow, Lip, Underarm, Leg, and Bikini Waxing	30



Student removes client's finishing mask during facial



Student practices supervised facial treatments

COURSE DESCRIPTION

Sales Through Education I: Product Knowledge, Basic Cosmetic Chemistry, & Business

	HOURS
	45
Professional Ethics and Boundaries	2
Communication Skills	4
Record Keeping and Salon Management Overview	5
Basics of Chemistry and Cosmetic Chemistry	8
Product Ingredients: Active versus Inactive	12
Product Sales	5
Resume Writing and the Job Search	6
Massachusetts Laws and Regulations RE: The Esthetics Profession	3

ESTHETICS PROGRAM 301 - 600 HOURS

COURSE DESCRIPTION

Esthetic Theory II

	HOURS
History of Cosmetics & Esthetics	2
Exploring the Esthetics Profession and Career Opportunities	4
Organization of the Human Body: Chemical, Cellular, Tissues, Organs, and Systems	14
Nutrition, Digestion, and Excretion	14
Advanced Skin Physiology and Histology: A relational approach to Skin Analysis	10
Advanced Skin Disorders: Inflammatory Conditions of the Skin	8
Advanced Human Anatomy and Physiology:	
The Skeletal System	5
The Muscular System	5
The Cardiovascular and Lymphatic Systems	5
The Endocrine System	4
The Nervous System	5
The Reproductive System	2
State Board Review and Massachusetts Law	2



Students learn about the cardiovascular system and its importance to skin and health in Theory class



Student mixes customized facial mask for client

COURSE DESCRIPTION	HOURS
Makeup Artistry II	40
Art: Line and Shape	6
Facial Feature Analysis: Face, Lips, Eyes, and Cheeks	6
The Looks: Dramatic/Evening	6
Looks throughout History/History of Cosmetics	6
Bridal Makeup	8
False Eyelashes	4
Avante Garde Makeup	4
Esthetics Practicum II	160
Introduction to Practicum Module:	
Sanitation	4
Facial Procedures, Practices, and Clinic:	112
Cleansing, Analysis, Advanced Chemical Exfoliation (Enzymes and AHA light chemical peels); Advanced Extraction Techniques, Advanced Facial Treatments and Masks, Eye Treatments, Paraffin Face and Hand Treatment, Transdermal Patches, Vitamin C Treatments; Toning, and Moisturizing; Men's Skin Care	
Facial Massage: Facial Acupressure, Facial Lymphatic Drainage Techniques, Hand and Foot Massage	16
Electricity and Esthetics Equipment: Spray, Suction, Galvanic Current, Lucas Championairre, and electric mitts, masks, and booties	10
Hair Removal/Depilation: Perfecting Waxing Technique, Brow Design, and Brazilian Waxing	18

**Sales Through Education II: Product Knowledge,
Professional Development, and Business** 20

Knowing Your Product/Product Ingredients and Analysis	8
Effective Communication Skills	3
Professional Development	3
Business Operations, Record keeping, and Sales	4
Salon Psychology	2



Student applies makeup to classmate



Student receives neck massage from classmate

ENTRANCE REQUIREMENTS FOR ESTHETICS AND MASSAGE THERAPY

- Student must be at least 17 years of age, must provide a copy of government issued photo identification, and proof of a high school diploma or its equivalent.
- Student must complete a personal interview with an admissions representative. Candidates are asked questions about goals and expected outcomes of study. This interview is typically conducted during a visit and/or tour of the school or may be completed by telephone in extenuating circumstances.
- A complete application must be submitted and approved prior to acceptance. Upon acceptance, the student must provide a completed enrollment application, signed enrollment agreement contract, and designated monetary deposit to confirm attendance.
- Students are required to have a tuberculosis test within one calendar year of beginning the program. Students must also acknowledge that they possess the physical mobility and dexterity necessary for performing esthetics and/or massage therapy services.
- A valid Alien Registration card is required for all eligible non-citizens. Prospective students awaiting receipt of a valid Registration card should refrain from scheduling an appointment for an interview until the Alien Registration card is received. We cannot admit students without this documentation.
- International students may apply and must obtain an M-1 Visa to attend school. Obtaining a Vocational Student Visa (M-1) takes approximately 4-8 weeks. Students should file your application and documentation well in advance. Contact the U.S. Department of State to obtain the information needed to file for a Student Visa. Applicants must demonstrate that they properly meet Student Visa requirements including: have a residence abroad, with no immediate intention of abandoning that residence; intend to depart from the United States upon completion of the course of study; and possess sufficient funds to pursue the proposed course of study. The Elizabeth Grady School registers all international students with SEVIS and the Department of Homeland Security.
- Candidates who completed their high school education in another country must submit a translated copy of their high school diploma or transcripts. An official statement that the education received is equivalent to or greater than high school level within the United States must accompany documentation and be confirmed by a certified transcript translation agency.
- The Elizabeth Grady School does not accept Ability-to-Benefit students.

GENERAL RULES AND REGULATIONS

Guidelines are an integral component to any area of serious study. We at Elizabeth Grady are dedicated to creating an environment conducive to professionalism. During Orientation, a student handbook detailing school Policies and Procedures is issued to each student. The Student Handbook is also available online at www.elizabethgrady.edu.

- I. Attendance:** Students are expected to attend all scheduled classes. All missed hours must be made up. Students may miss up to 5% of contracted hours. Documented medical, legal, or extenuating circumstances existing beyond the student's control may permit the student to miss up to 10% of contracted hours. Absences should be reported to respective instructors on or before the date of absence. Successful completion of all contracted hours is a requirement for course completion.
- II. Tardiness:** All students are expected to be in class at the scheduled class start time. Students are allowed three grace tardies. Following the third tardy, the instructor may ask the student to leave class until after break to prevent further distractions and interruption of the educational process.
- III. Absenteeism:** All students are expected to attend all classes. All hours missed must be made up without exception. Absences due to extenuating circumstances such as illness, jury duty, military duty, or death in the family with proper documentation will not affect the student's Satisfactory Academic Progress.
- IV. Making Up Missed Hours:** Time missed can only be made up on scheduled days during scheduled hours. Students will be charged \$20 per hour for make-up hours exceeding maximum time frame.
- V. Class Participation:** Unless contrary to the express written orders of the student's personal physician, all students must fully participate in all classes.
- VI. Conduct:** Professional behavior is mandated at all times while interacting with school personnel and classmates. Cheating, vandalism of school property, theft, and use of profane or abusive language are strictly prohibited and will result in suspension or expulsion from the school. The School Disciplinary Procedure is as follows: First Offense: Oral Warning; Second Offense: Written Warning; Third Offense: Probation (length to be determined by School Director). The School reserves the right to dismiss a student at first offense based on the seriousness of the offense.
- VII. Professionalism:** The student's professionalism is evaluated and constitutes a portion of the grade in each area of the course.

- A student also retains the right to contact the Massachusetts Division of Professional Licensure, Office of Private Occupational School Education at, www.mass.gov/ocabr/government/oca-agencies/dpl-lp/schools/ or by phone at (617) 727-6917

TUITION REFUNE POLICY

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days, you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

(Numbers 1- 9 per M.G.L. Chapter 255, Section 13K).

ADDITIONAL ADMISSIONS POLICIES

- Non-acceptance. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
- Students receiving assistance from Federal Title IV programs may be subject to a special refund or return to Title IV requirements as of 10/07/2000 per Federal Regulations, provided they have completed less than 60% of the payment period for which aid was or could have been disbursed. Federal regulations require the return of Title IV funds in the following order if applicable; Unsubsidized loans, Subsidized loans, Perkins loans, PLUS loans, Pell Grants, SEOG, or other Title IV.
- Enrollment time is defined as the time elapsed between the first date and the last date of the student's physical attendance in the school. Any monies due to the student shall be refunded within fourteen (14) days of formal cancellation by the student as in Section #3 or formal cancellation by the School, which shall occur no more than thirty (30) days from the date of withdrawal or shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- Termination by the Elizabeth Grady School: Notwithstanding the forgoing, if this contract is terminated by the School due to willful misconduct and/or the inability to maintain Satisfactory Academic Progress in accordance to the school's policies and procedures, the student will be refunded monies according to the school's refund policy.
- Once a student begins classes, books, uniforms, and supplies issued to the student become property of the student. If the student terminates enrollment, books, uniforms, products and supplies issued to the student become non-refundable.
- In cases of mitigating circumstances such as prolonged illness or accident, death in the family, or other situations that make it impossible to complete the course, the School shall make a settlement, which is reasonable and fair to both.
- If the course is cancelled subsequent to the student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school or, provide the completion of the course or, participate in a Teach-Out agreement or, provide a refund of all monies paid.
- The School will dismiss any student who has undocumented absences for fourteen (14) consecutive days.
- Satisfactory Academic Progress in attendance and academic work is a requirement for all students enrolled in the Esthetics or Massage Therapy programs at the Elizabeth Grady School of Esthetics and Massage Therapy. It is important to note students receiving funds under any federal Title IV Financial Aid Program must maintain satisfactory progress to be eligible for disbursement of such funds.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress measures a student's progress in academics and attendance. The Elizabeth Grady School of Esthetics and Massage Therapy's Satisfactory Academic Progress (SAP) Policy is applied to all students enrolled in a specific NACCAS approved program and scheduled for a particular category of attendance (part-time, three-quarter time, and full-time). The SAP policy is printed in the school catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the U.S. Department of Education.

SATISFACTORY ACADEMIC PROGRESS IN REGARDS TO ACADEMICS PERFORMANCE

Qualitative factors determine academic performance using grades, and/or work projects completed, and/or comparable factors measured against the norm. The following factors will be measured to determine academic progress in all Elizabeth Grady School NACCAS approved programs:

- Written Test Grades
- Assigned Project Grades
- Assigned Homework
- Hands-on Skills Assessment
- Professionalism

Students must maintain a cumulative grade average at a minimum of 70% (C grade average) in order to be considered making Satisfactory Academic Progress.

MEASUREMENTS OF SATISFACTORY ACADEMIC PROGRESS - GRADING

Assigned work will be evaluated and graded according to the following scale:

- | | | |
|----------------|---|----------------------|
| • 90-100 | A | EXCELLENT |
| • 80-89 | B | GOOD/ABOVE AVERAGE |
| • 70-79 | C | SATISFACTORY/AVERAGE |
| • 69 and below | D | UNSATISFACTORY |

SATISFACTORY ACADEMIC PROGRESS IN REGARDS TO ATTENDANCE

Quantitatively, students will also be evaluated on attendance. A student must maintain an attendance rate no lower than 90% to be considered making SAP. In the case of absence due to mitigating circumstances such as death of a family member, illness, or injury, a student may appeal the school's decision. (See Appeals Process)

MAXIMUM TIME-FRAME

The maximum time-frame a student will be given to complete their respective program at a 90% rate of attendance is outlined on the next page. Please note, the maximum time-frames include scheduled hours only and does not include holidays or allow for additional unforeseen closures, i.e. weather cancellations. Contracted dates are extended in these cases and therefore a student's program schedule may exceed these time-frames in calendar weeks.

FULL-TIME ESTHETICS/600 HOURS

Maximum Time: The maximum time a student has to complete this program is 22.2 weeks.

Attendance: Students must maintain a 90% attendance rate.

THREE-QUARTER TIME DAY ESTHETICS/600 HOURS

Maximum Time: The maximum time a student has to complete this program is 33.3 weeks.

Attendance: Students must maintain a 90% attendance rate.

PART-TIME EVENING ESTHETICS/600 HOURS

Maximum Time: The maximum time a student has to complete this program is 55.5 weeks.

Attendance: Students must maintain a 90% attendance rate.

FULL-TIME ESTHETICS/300 HOURS

Maximum Time: The maximum time a student has to complete this program is 11.1 weeks.

Attendance: Students must maintain a 90% attendance rate.

THREE-QUARTER TIME DAY ESTHETICS/300 HOURS

Maximum Time: The maximum time a student has to complete this program is 16.65 weeks.

Attendance: Students must maintain a 90% attendance rate.

PART-TIME EVENING ESTHETICS/300 HOURS

Maximum Time: The maximum time a student has to complete this program is 27.75 weeks.

Attendance: Students must maintain a 90% attendance rate.

STUDENTS EXCEEDING MAXIMUM TIME-FRAME

Students requiring additional time beyond the maximum time-frame will be charged \$20.00 per clock hour to make up additional absent hours.

EVALUATION AND DETERMINATION OF SATISFACTORY ACADEMIC PROGRESS

Two Satisfactory Academic Progress Reports will be given during a student's respective program. Satisfactory Academic Progress Reports include a student's cumulative grade average and rate of attendance. The first evaluation will occur at the midpoint of the respective program's scheduled hours while the second will occur at the completion of scheduled hours. Students who meet minimum requirements are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Copies of evaluations will be provided to the student and will also remain on file.

FULL-TIME MASSAGE THERAPY/650 HOURS

Maximum Time: The maximum time a student has to complete this program is 24.05 weeks.

Attendance: Students must maintain a 90% attendance rate.

THREE-QUARTER TIME DAY MASSAGE THERAPY/650 HOURS

Maximum Time: The maximum time a student has to complete this program is 36.08 weeks.

Attendance: Students must maintain a 90% attendance rate.

PART-TIME EVENING MASSAGE THERAPY/650 HOURS

Maximum Time: The maximum time a student has to complete this program is 48.1 weeks.

Attendance: Students must maintain a 90% attendance rate.

FULL-TIME MASSAGE AND SPA THERAPIES/750 HOURS

Maximum Time: The maximum time a student has to complete this program is 27.75 weeks.

Attendance: Students must maintain a 90% attendance rate.

THREE-QUARTER TIME DAY MASSAGE AND SPA THERAPIES/750 HOURS

Maximum Time: The maximum time a student has to complete this program is 41.63 weeks.

Attendance: Students must maintain a 90% attendance rate.

PART-TIME EVENING DAY MASSAGE AND SPA THERAPIES/750 HOURS

Maximum Time: The maximum time a student has to complete this program is 55.5 weeks.

Attendance: Students must maintain a 90% attendance rate.

PROGRAM	FIRST SAP REPORT	SECOND SAP REPORT
Esthetics - 300 Hours	150	300
Esthetics - 600 Hours	300	600
Massage Therapy - 650 Hours	325	650
Massage Therapy - 750 Hours	375	750

REESTABLISHING SATISFACTORY ACADEMIC PROGRESS

Students may reestablish Satisfactory Academic Progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the evaluation period.

PROBATION

Students who fail to meet minimum SAP requirements will have the option to appeal the decision. (See Appeal Process Below) Additionally, only students who have the ability to meet SAP standards by the end of the evaluation period may be placed on probation. If the student will not be able to make SAP by the end of the evaluation period they may have an academic plan set up for them. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the maximum time frame. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

APPEAL

If a student is determined not to be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which a student may appeal a failed SAP determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation (i.e. medical documentation or obituary) of the reasons why the determination should be reversed. This information should include why the student failed to make Satisfactory Academic Progress and what has changed in the student's situation that will allow the achievement of SAP by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within thirty (30) calendar days. The appeal and decision documents will be retained in the student's file. If the student prevails upon appeal and meets all other criteria in the Probation Section, the Satisfactory Academic Progress determination will place the student on probation and Federal Financial Aid will be reinstated if applicable.

SATISFACTORY ACADEMIC PROGRESS AND TITLE IV FUNDING

Students who do not achieve the minimum Satisfactory Academic Progress requirements will no longer be eligible to receive Title IV funding or may have their funding interrupted until becoming compliant with Satisfactory Academic Progress requirements, unless the student is placed on probation. The Elizabeth Grady School will notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable.

WITHDRAWAL, RE-ENTRY, AND REPETITION

Any student who withdraws from the program may be given the opportunity to re-apply, re-enroll, and re-enter on a date provided by the Admissions Department. A student making Satisfactory Academic Progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making Satisfactory Academic Progress at the point of re-entry. Students not making Satisfactory Academic Progress at the point of withdrawal may apply for re-enrollment in the school and if accepted will re-enter with the same Satisfactory Academic Progress in which they left. All incomplete requirements must be completed upon re-entry. Students deemed unable to come into Satisfactory Academic Progress will be required to repeat all or part of the program.

Any student who does not return to the School by their scheduled return date will be dismissed from the school.

TRANSFER

Elizabeth Grady students may transfer from one program into another upon request. Consideration will be made on attempted and completed hours for transferring into a new program. Upon receipt of request, each student will be required to contact Admissions and will be required to amend their enrollment agreement contract and application to reflect transfer of programs. Transfer students must begin new program within 180 days of last date of attendance of initial enrollment.

The Elizabeth Grady School does not accept transfer hours from other institutions.

RIGHT TO PRIVACY AND RIGHT TO ACCESS

- **Right to Privacy:** The Elizabeth Grady School of Esthetics and Massage Therapy will not disclose any information pertaining to the student without written permission from the student to do so. Authorized government agencies and the National Accreditation Commission of Career Arts and Sciences will have access to student files.
- **Right to Access:** The Elizabeth Grady School of Esthetics and Massage Therapy guarantees the right of the student and parent, if the student is a dependent minor, to have access to his/her cumulative records and will provide proper supervision and interpretation of student records when they are being reviewed.

Transportation

The school is accessible by public transportation and is convenient to Routes 2, 128 and I93.

Parking

Free parking is available in the school parking lot and on adjoining streets.

Housing

The Elizabeth Grady School does not offer housing. Please inquire with the Admissions Office about off-campus housing in the area.

Placement

The Elizabeth Grady School will assist in resume preparation, job interviewing skills, and job placement. The Elizabeth Grady School does not guarantee placement. Additionally, the school maintains ongoing job listings for graduates and alumnae.

Guidance and Counseling

Tutoring is available to students who may require extra support in meeting Satisfactory Academic Progress. Faculty and Staff are available to provide guidance and support and may provide a list of additional outside professionals when deemed appropriate.

Nondiscrimination Policy

The Elizabeth Grady School does not discriminate on the basis of race, color, religion, ethnic origin, age, sex, or handicap in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Cate Tool, 222 Boston Avenue, Medford, MA, 02155, 781-960-0123.

Inquiries concerning application of nondiscrimination policies may be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA, 02109-3921.

The Elizabeth Grady School does not recruit students currently attending or admitted to other schools offering similar programs of study.

Student Grievance Policy

The Elizabeth Grady School fosters and supports an environment of open and honest communication. The school encourages students to go directly to the instructor who oversees the program module in which they may have a concern. However, we understand that students may need additional support in resolving conflict. Therefore, if students require additional support, they should go directly to the school director, explain their concern, and the director will facilitate a prompt and unbiased resolution.

ACCREDITATION, LICENSING, AND PROFESSIONAL AFFILIATION

The Elizabeth Grady School is accredited by NACCAS

3015 Colvin Street

Alexandria, VA 22314

703-600-7600



The Elizabeth Grady School is licensed and governed by the Commonwealth of Massachusetts, Division of Professional Licensure

Massachusetts Division of Professional Licensure (DPL),

Office of Private Occupational School Education,

1000 Washington Street, Suite 710, Boston, MA 02118.

Phone: 617-727-5811

Email: occupational.schools@state.ma.us

Board of Cosmetology: 617-727-9940

Board of Massage Therapy: 617-727-1747

The Elizabeth Grady School is a proud member of:

ABMP Association for Bodywork and Massage Professionals

AMTA American Massage Therapy Association

ASCP Associated Skin Care Professionals

Date of Publication: March 2017

Proprietor: John P. Walsh

2017 - 2018 600 & 750 HOUR DAY ESTHETICS PROGRAMS

600 Hour Day

Monday through Friday, 9:30-1:30 p.m.
May 1- December 18, 2017

600 Hour Day

Monday through Friday, 9:00-4:00 p.m.
September 6, 2017- February 13, 2018

600 Hour Day

Monday through Friday, 9:30-1:30 p.m.
October 2, 2017- June 4, 2018

600 Hour Day

Mon. & Tues. 6:30 p.m. - 9:30 p.m. and
Saturday, 9:00 a.m. - 3:30 p.m.
October 16, 2017- November 17, 2018

2017-650 & 750 HOUR MASSAGE AND SPA THERAPY PROGRAMS

650 Hour Day

Monday through Friday, 9:00-4:00 p.m.
September 7, 2017- February 28, 2018

750 Hour Day

Monday through Friday, 9:00-4:00 p.m.
September 7, 2017- March 26, 2018

750 Hour Day

Monday through Friday, 9:30-1:30 p.m.
October 11, 2017- August 9, 2018

650 Hour Evening & Saturday

Mon., Tues. & Wed. 6:30 p.m. - 9:30 p.m. and
Saturday, 9:00 a.m. - 3:30 p.m.
October 16, 2017- September 26, 2018

2017 HOLIDAYS

Teacher's In-service Day

Wednesday May 17th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Memorial Day

Saturday and Monday
May 27th and 29th
(early dismissal on Friday May 26th
No afternoon classes)

Teacher's In-service Day

Wednesday June 14th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Summer Holiday/4th of July

Saturday, Monday, Tuesday, Wednesday
July 1st, 3rd, 4th and 5th

Teacher's In-service Day

Wednesday July 12th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Labor Day

Wednesday through Saturday, and Monday
August 30th and 31st, September 1st, 2nd
and 4th

Teacher's In-service Day

Wednesday October 18th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Columbus Day

Saturday and Monday
October 7th and 9th
October 6th early dismissal @12:00 noon

Veteran's Day

Friday November 10th

Teacher's In-service Day

Wednesday November 15th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Thanksgiving

Thursday, Friday, and Saturday
November 23rd, 24th and 25th
November 22nd early dismissal @12:00 noon
No evening classes

Teacher's In-service Day

Wednesday December 13th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Christmas/Winter Break

Saturday December 23rd –
Monday January 1st , 2018
December 22nd early dismissal @12:00 noon

2018 HOLIDAYS

Christmas/Winter Break

Monday January 1st

Teacher's In-service Day

Wednesday January 10th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Martin Luther King Day

Monday January 15th

Teacher's In-service Day

Wednesday February 14th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

President's Day

Saturday and Monday
February 17th and 19th

Feb. Public School Vacation Week

9:30-1:30 Esthetics and Massage
Programs Only- February 20th-23rd

Teacher's In-service Day

Wednesday March 14th
 ½ day, 9-12/no afternoon classes
 Evening classes as scheduled

Teacher's In-service Day

Wednesday April 11th
 ½ day, 9-12/no afternoon classes
 Evening classes as scheduled

Patriot's Day

Saturday April 14th and
 Monday April 16th

April Public School Vacation Week

9:30-1:30 Esthetics and Massage
 Programs Only- April 17th-20th

Teacher's In-service Day

Wednesday May 9th

½ day, 9-12/no afternoon classes
 Evening classes as scheduled

Memorial Day

Saturday and Monday
 May 26th and 27th
 (early dismissal on Friday May 25th
 No afternoon classes)

Teacher's In-service Day

Wednesday June 13th
 ½ day, 9-12/no afternoon classes
 Evening classes as scheduled

Summer Holiday/4th of July

Wednesday, Thursday, Friday & Saturday
 July 4th, 5th, 6th and 7th

Teacher's In-service Day

Wednesday July 18th

½ day, 9-12/no afternoon classes
 Evening classes as scheduled
 Evening classes as scheduled

Labor Day

Wednesday through Saturday, and Monday
 August 29th-31st, September 1st, 2nd

Columbus Day

Saturday and Monday
 October 6th and 8th
 October 5th early dismissal @12:00 noon

Teacher's In-service Day

Wednesday October 17th
 ½ day, 9-12/no afternoon classes
 Evening classes as scheduled

Teacher's In-service Day

Wednesday November 14th
 ½ day, 9-12/no afternoon classes
 Evening classes as scheduled

Thanksgiving

Wednesday, Thursday and Friday
 November 22nd, 23rd and 24th
 November 21st early dismissal @12:00 noon
 No evening classes

Teacher's In-service Day

Wednesday December 12th
 ½ day, 9-12/no afternoon classes
 Evening classes as scheduled

Christmas/Winter Break

Monday December 24th -
 Wednesday January 2, 2019

2019 HOLIDAYS**Christmas/Winter Break**

Tuesday and Wednesday January 1st and 2nd

Teacher's In-service Day

Wednesday January 9th
 ½ day, 9-12/no afternoon classes
 Evening classes as scheduled

Martin Luther King Day

Monday January 21st

Teacher's In-service Day

Wednesday February 13th
 ½ day, 9-12/no afternoon classes
 Evening classes as scheduled

President's Day

Saturday and Monday
 February 16th and 18th

Feb. Public School Vacation Week

9:30-1:30 Esthetics and Massage
 Programs Only- February 19th-22nd

Teacher's In-service Day

Wednesday March 13th
 ½ day, 9-12/no afternoon classes
 Evening classes as scheduled

Teacher's In-service Day

Wednesday April 10th
 ½ day, 9-12/no afternoon classes
 Evening classes as scheduled

Patriot's Day

Saturday April 13th and
 Monday April 17th

April Public School Vacation Week

9:30-1:30 Esthetics and Massage
 Programs Only- April 16th-19th

Teacher's In-service Day

Wednesday May 8th
 ½ day, 9-12/no afternoon classes
 Evening classes as scheduled

Memorial Day

Saturday and Monday
 May 25th and 27th
 (early dismissal on Friday May 24th
 No afternoon classes)

Teacher's In-service Day

Wednesday June 12th
 ½ day, 9-12/no afternoon classes
 Evening classes as scheduled

Summer Holiday/4th of July

Wednesday, Thursday, Friday & Saturday
 July 3rd, 4th, 5th, 6th and 8th

Teacher's In-service Day

Wednesday July 17th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Labor Day

Wednesday through Saturday, and Monday
August 28th, 29th, 30th, 31st, September 2nd

Columbus Day

Saturday and Monday
October 12th and 14th
October 11th early dismissal @12:00 noon

Teacher's In-service Day

Wednesday October 16th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Veteran's Day

Monday November 11th

Teacher's In-service Day

Wednesday November 13th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Thanksgiving

Thursday, Friday and Saturday
November 28th, 29th and 30th
November 27th early dismissal @12:00 noon
No evening classes

Teacher's In-service Day

Wednesday December 11th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Christmas/Winter Break

Monday December 23rd -
Wednesday January 1, 2020



Instructor demonstrates how to apply lip pencil in Makeup Artistry class

ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

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