

ELIZABETH GRADY
SCHOOL OF ESTHETICS AND MASSAGE THERAPY

TABLE OF CONTENTS

School Philosophy and Mission 2

The Facility 2

Massage Therapy Program

 Required Courses 3

 Graduation Requirements 3

 Career Opportunities 4

 Employment Assistance 4

 Course Module Descriptions 5-11

Esthetics Programs

 Required Courses 12

 Graduation Requirements 13

 Career Opportunities 13

 Employment Assistance 13

 Course Module Descriptions 14-23

Admissions Policy 24-25

 Admissions Requirements 24-25

 Transfer Hours and Course Credits 25

 Withdrawal, Re-entry, & Repetition 25

General Information and School Policies, Rules, and Regulations

 Transportation 26

 Parking 26

 Housing 26

 Guidance, Counseling, & Student Services 26

 Nondiscrimination Policy 26

 Attendance, Tardiness, & Absenteeism 26-27

 Participation, Conduct, & Professionalism 27

 Right to Privacy & Access 27

 Student Grievance Policy 27

 Refund Policy 28

 230 CMR 14.04(5)and(6) 28

 Additional School Policies, Rules, and Regs. 29

Satisfactory Academic Progress Policy 29-32

 Grading 30

 Determination of Progress 30

 Maximum Time Frame 31-32

 Appeal Process 32

 Withdrawal, Re-entry, and Repetition 33

 Transfer Hours and Course Credit 34

 Right to Privacy & Access 34

Programs Exceeding State Requirements 34

Programs Calendar 35

Holiday Schedule 36

Accreditation and Licensing Information 37



Image: Student practicing facials at The Elizabeth Grady School. Please see addendum to the catalog for tuition and fees, methods of payment, Financial Aid Information, VA Benefits Policies, MA State Licensing Requirements, Annual Report Statistics, and list of administrative staff and faculty. Addendum pp 1-19.

THE ELIZABETH GRADY SCHOOL OF ESTHETICS AND MASSAGE THERAPY

OUR PHILOSOPHY

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 School 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, clients, and the massage and skin care industries.

OUR MISSION AND MISSION OBJECTIVES

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 School professionals empower the public by promoting health, wellness, and beauty from the inside out.

Massage Therapy and Esthetics Programs Mission Objectives:

- Offer unique and comprehensive programs of the highest quality with emphasis on both clinical and holistic applications.
- Provide in-depth programs that provide the fundamental scientific studies of biology, human anatomy, physiology, and related subjects.
- Address the importance of a continuous, interactive hands-on approach to learning.
- Offer hands-on practical classes, off-site volunteer opportunities, and in-school clinic programs to facilitate the application of knowledge in a professional setting.
- Impart competence and confidence for students and graduates to be capable of serving the public safely with experienced and professional skill.
- Deliver an education that provides the knowledge and skills necessary for state licensure and employment in the respective field of practice.

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 training facility. It is located just north 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 including massage tables, esthetics beds, and all equipment required to perform facials and massage. 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.

ELIZABETH GRADY SCHOOL- MASSAGE THERAPY PROGRAM

THE MASSAGE THERAPY PROGRAMS

The Elizabeth Grady School offers Massage Therapy Programs that provide students the necessary tools to build a lucrative practice in the massage therapy industry. The programs also prepare students to successfully become licensed in Massachusetts and/or pass the MBLEx or National Certification Exams. Students who desire to become licensed in another state should find out their state's requirements prior to enrollment.

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 also receive a Certificate in Spa Therapy. Upon successful completion of their program, students may then continue the licensing application process per state requirements.

Massage Therapy Programs:

Massage Therapy (650 Clock Hours) and Spa and Massage Therapy (750 Clock Hour) Programs

Required Courses Massage Therapy (650 clock hours) and Spa and Massage Therapy (750 clock hours):

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

Additional Required Courses for Spa and Massage Therapy (750 clock hours):

- 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, Thai Herbal Ball Treatment, Nutrition and the Spa, and Hot Stone Massage.

Graduation Requirements

To fulfill graduation requirements, students must complete all contracted hours in their respective program and maintain a minimum level of proficiency of 70% in all required courses as applicable to their program of study. All academic coursework and examinations must have been completed and tuition balance must be paid in full. Financial aid requirements including, but not limited to, exit counseling must also be complete, as applicable.

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:

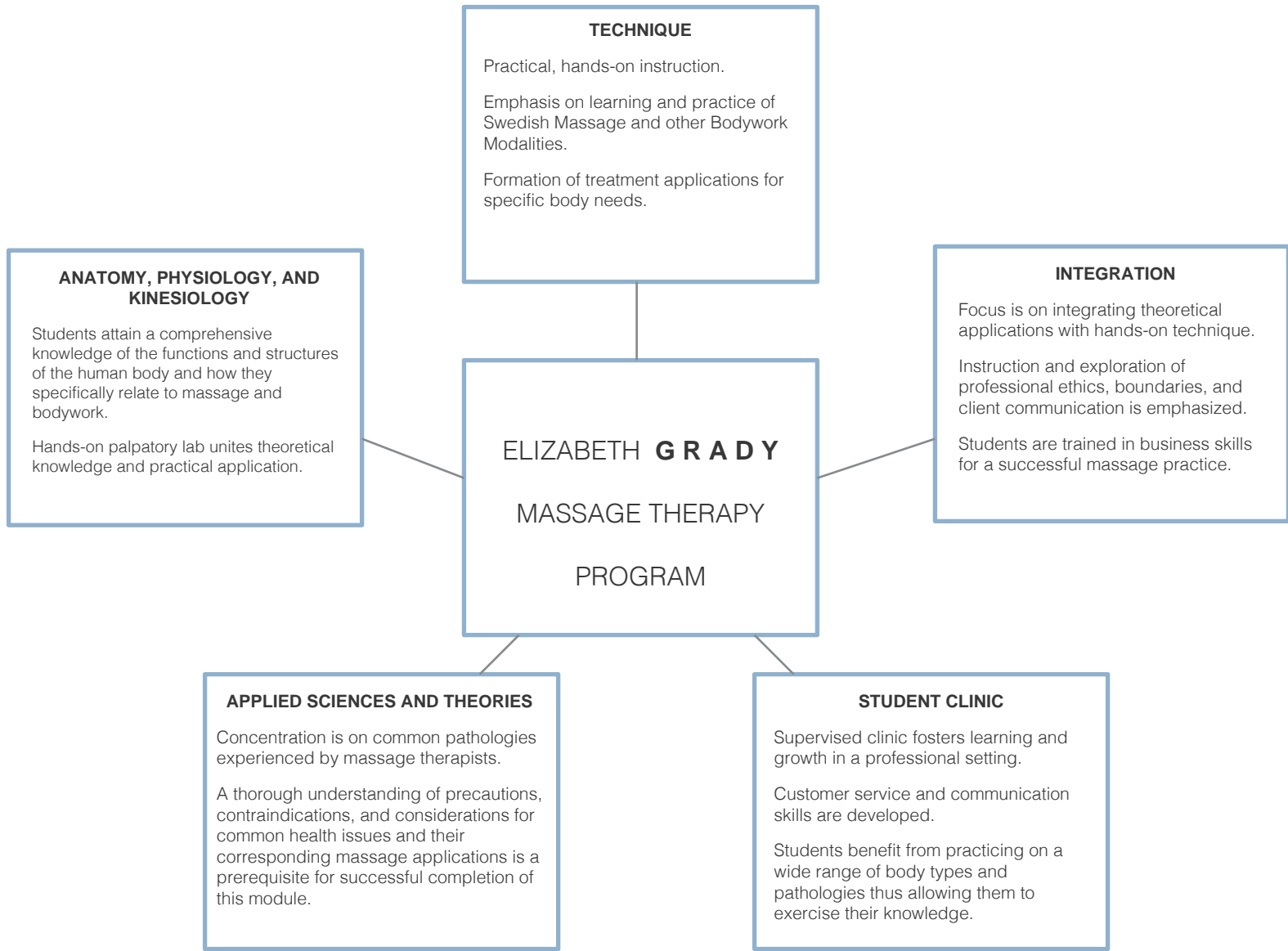
- Spas and Salons
- Wellness Centers
- Health and Fitness Facilities
- Chiropractic Offices
- Cruise ships and Destination Spas in Exotic locations
- Professional and Amateur Sports Teams
- Rehabilitation Facilities
- Sporting Events
- Corporate Environments
- Educator of Massage Therapy and related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

EMPLOYMENT ASSISTANCE

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 Elizabeth Grady School maintains ongoing job listings for graduates and alumnae.



Elizabeth Grady students give and receive a therapeutic massage





Students practice massage techniques

MASSAGE THERAPY PROGRAMS

COURSE DESCRIPTION

HOURS

Anatomy and Physiology I

59

Course Introduction and Orientation

2

Skeletal System

14

Muscular System, Kinesiology, and Palpation Skills

43

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

Course Introduction and Orientation	2
History and Theory of Massage	2
Introduction to Swedish Massage	4
Swedish Massage Technique and Session Formation	110
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

- Course Introduction and Orientation 1
- Human Disease 3
- Disease Process 3
- Disease Terminology 2
- Disease of the Musculoskeletal System 3
- Major Pathologies: Contraindications 3

Applied Sciences and Theories II: Pathology II

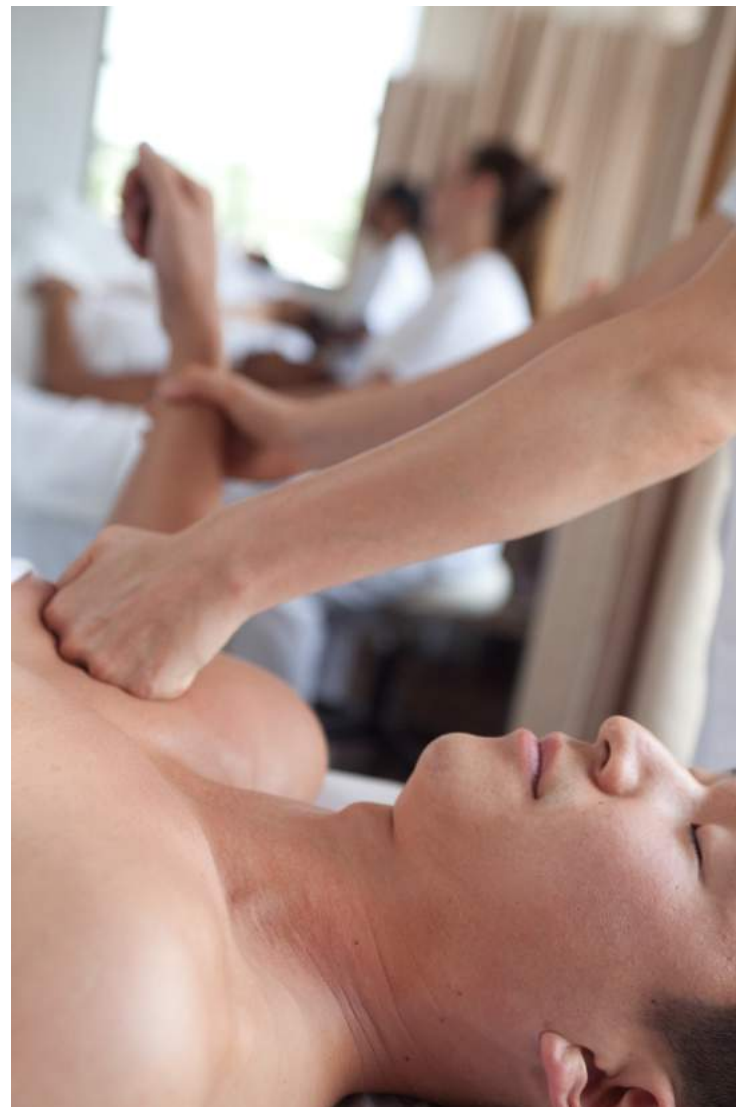
15

- 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
Course Introduction and Orientation	1
Client/Therapist Boundaries	4
Personal versus Professional Boundaries	4
Code of Ethics	4
Client Communications	4
Self-Care	3
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

HOURS

Spa Therapies I

40

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

60

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



Client receives hot stone massage

ELIZABETH GRADY SCHOOL- ESTHETICS PROGRAM

THE ESTHETICIAN PROGRAMS

The Elizabeth Grady School's Esthetics Programs provide students with the necessary tools to build a lucrative practice in the esthetics industry. The 600 hour program prepares students to successfully pass the Massachusetts State Board Exam and become licensed. Students who desire to become licensed in another state should check their state's requirements prior to enrollment.

The Elizabeth Grady School offers a variety of flexible full-time and part-time, morning, evening, and weekend schedules. Upon successful completion and graduation from the 600 clock hour program, graduates receive a diploma in Esthetics and certificates of completion for Makeup Artistry, Lash and Brow Tinting, Lash Extensions, and Lash Lifting. Students qualify to take their State Board examination in Massachusetts upon successful completion of 600 hours. **COMING SOON!** Students may elect to enroll in a 900 hour Advanced Esthetics program will also receive additional certificates of completion in Microdermabrasion, Intense Pulsed Light, Dermaplaning, Spa Therapies, and Airbrush Tanning and Makeup.

Esthetics Programs: Esthetics (600 clock hours) and Advanced Esthetics (900 clock hours)

Required Courses- Semester One 1-300 Hours (300 clock hour program students will complete after Semester One)

- Makeup Artistry
- Esthetic Practicum I
- Esthetic Theory I
- Sales Through Education I (Product Knowledge and Salon Business)
- Waxing I

Required Courses- Semester Two 301-600 Hours

- Esthetic Practicum II
- Esthetic Theory II
- Sales Through Education II (Product Knowledge and Salon Business)
- Waxing II
- All About Eyes
- Student Clinic

Required Courses- Advanced Esthetics; 601-900 Hours

- Advanced Clinical Esthetics
- Advanced Holistic Esthetics
- Spa Therapies
- Advanced Makeup Artistry
- Advanced Student Clinic

Graduation Requirements

To fulfill graduation requirements, students must complete all contracted hours in their respective program and maintain a minimum level of proficiency of 70% in all required courses as applicable to their program of study. All academic coursework and examinations must have been completed and tuition balance must be paid in full. Financial aid requirements including, but not limited to, exit counseling must also be complete, as applicable.

CAREER OPPORTUNITIES

Esthetics is an exciting and rewarding field experiencing 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.

EMPLOYMENT ASSISTANCE

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 Elizabeth Grady School maintains ongoing job listings for graduates and alumnae.



Student looks on as classmate applies mineral foundation

ELIZABETH GRADY

600 HOUR ESTHETICS PROGRAM

COMING SOON!!!! 900 HOURS
(See pages 21 and 22 for additional Advanced
Esthetics- 900 clock hours program content)

ESTHETIC PRACTICUM

Practical, hands-on instruction.

Emphasis on learning and practice of all components of professional facial treatments and comprehensive skin analysis.

Formation of treatment protocols for specific skin types and client needs.

ESTHETIC SCIENCES & THEORY

Students attain a fundamental knowledge of the functions and structures of the human body and how they specifically relate to skin care.

Sciences such as chemistry, microbiology, sanitation, dermatology, and nutrition and their application to esthetics are thoroughly explored.

MAKEUP ARTISTRY

Practical, hands-on instruction.

Focus on applying the principles of art: color, line, and dimension to the artistry of makeup application.

Development and promotion of individual creativity is highlighted.

WAXING

Practical, hands-on instruction.

Knowledge of hair growth and phases of hair growth and the relationship of waxing technique to types of hair and growth patterns.

Learn and practice waxing protocols for face and body waxing services.

ALL ABOUT EYES

Practical, hands-on instruction.

Learn and practice of services performed near and around the eyes with emphasis on safety.

Services such as lash extensions, lash lifting, eye treatments, lash and brow tinting, and product knowledge for products used near the eyes is covered.

SUPERVISED STUDENT CLINIC

Supervised clinic fosters learning and growth in a professional setting.

Students benefit from practicing on a wide range of skin types, thus allowing them to exercise their knowledge.

SALES THROUGH EDUCATION: A PRODUCT KNOWLEDGE, SALON BUSINESS, AND SALES CLASS

Customer service and communication skills are developed.

Instruction and exploration of professional ethics, boundaries, and client communication is emphasized.

Product knowledge including type, ingredients, and product distribution is highlighted.



Student receives facial massage from classmate

ESTHETICS PROGRAM 1 - 300 HOURS

COURSE DESCRIPTION

HOURS

Esthetic Science and Theory I

60

Course Introduction and Orientation

2

Microbiology, Sanitation, and Infection Control

10

Professionalism and Self-Care

2

Introduction to Anatomy and Physiology: Organization of the Human Body

10

Cell Biology

6

Integumentary System: Layers and Appendages of the Skin

18

Dermatology I: Skin Lesions and Understanding Skin Cancers

12

Esthetics Practicum I

120

Course Introduction and Orientation

4

Sanitation and Infection Control

4

Professionalism and Self-Care

2

Treatment Room Set-up and Maintenance

4

Full Basic Facial:

88

Cleansing, Analysis, Physical Exfoliation (Brush/Grains/Gommage), Facial Massage, Extraction,

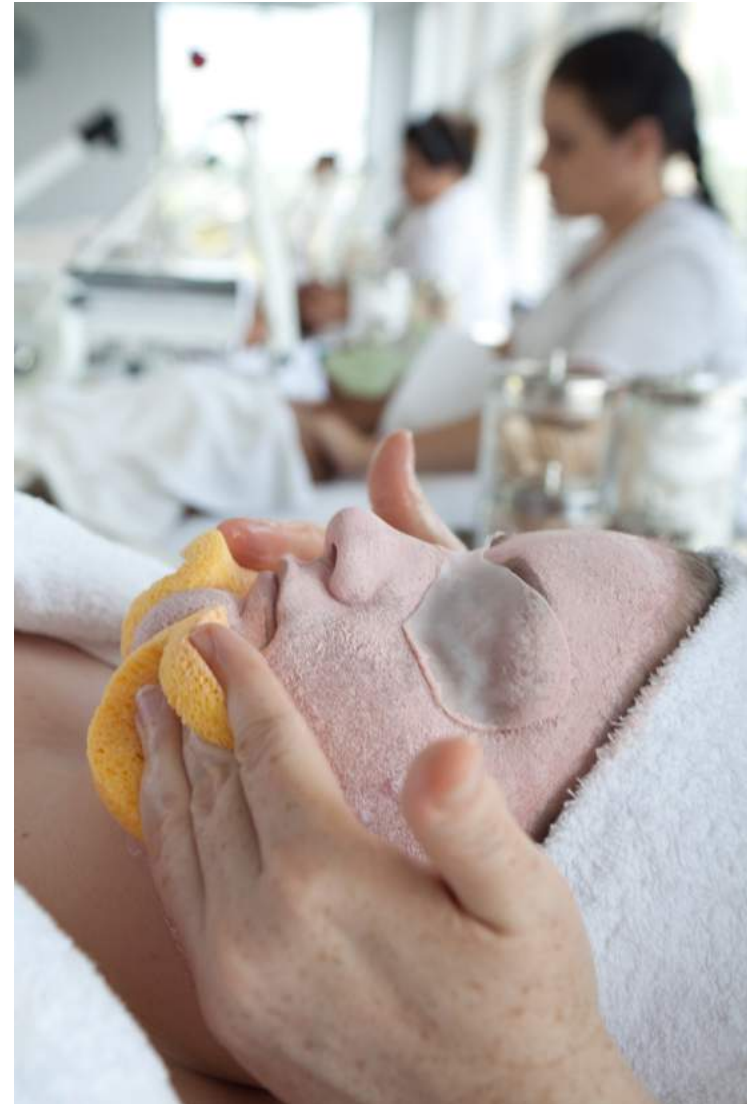
Finishing Masks, Toning, and Moisturizing

8

Facial Massage Theory, Technique, & Practice: Swedish Electricity and Esthetics Equipment Theory, Technique, and

Practice: Steam, Brush, High Frequency

10



Student removes client's finishing mask during facial

COURSE DESCRIPTION

HOURS

Makeup Artistry

60

Course Introduction and Orientation	2
Sanitation and Infection Control	2
Care of the Canvas: Skin Care for Makeup Application	2
Product Knowledge: Tools of the Trade: Brushes	
Sponges, Applicators, and Types of Cosmetics	2
The Foundation: Application Techniques for Foundation, Concealers, and Powder	4
Art Training for the Makeup Artist: Color Theory	3
Application Techniques for Lips, Eyes, and Cheeks	12
Creating the Looks: Natural Soft, Professional/Daytime Wear, Dramatic/Evening Wear	12
Art Training for the Makeup Artist: Line and Shape	3
Art Training for the Makeup Artist: Light-Creating Dimension using Highlight and Contour	3
False Lashes, Lash, and Brow Tint	3
Bridal Makeup	3
Makeup for Fashion and Runway	3
Makeup for Photography and Film	3
Business Practice for the Makeup Artist	3

Sales Through Education I

30

Course Introduction and Orientation	1
Product Composition and Ingredients	8
Sanitation and Infection Control- Product and Testers	1
Chemistry for the Esthetician	4
Professionalism and Ethics	2
Effective Communication Skills	2
Customer Service and Sales	2



Student applies makeup to classmate

Sales Through Education I cont'd

Understanding Product Advertising, Marketing, and Distribution Channels	2
The Job Search: Resumes, Cover Letters, and Interviewing Skills	4
Salon Operations and Best Practices for Business	2
Licensing State Laws and Regulations	2



Student practices supervised facial treatments

COURSE DESCRIPTION

HOURS

Waxing I

30

Course Introduction and Orientation	1
The Science and Theory of Hair Removal	2
Methods and Waxing	2
Sanitation and Infection Control	2
Waxing Station Setup, Products, and Supplies	1
Body Mechanics and Self-Care	.5
Waxing Techniques Overview: Hard and Soft Wax	1.5
Lower and Upper Leg Waxing	4
Underarm Waxing	2
Facial Waxing: Lip, Chin, and Brow	4
Basic Bikini Waxing	4
Waxing Practice	6

ESTHETICS PROGRAM 301 - 600 HOURS

Waxing II

30

Sanitation Review	1
Arm Waxing	4
Back Waxing	2
Chest Waxing	2
Brazilian Bikin Waxing	6
Speed Waxing Techniques and Waxing Proficiency	4
Practice of all Waxing Services	9
State Board Review	2

COURSE DESCRIPTION

Esthetic Science and Theory II

- Dermatology II: Skin Diseases and Disorders
- Skeletal System
- Muscular System
- Nutrition and Digestion
- Cardiovascular and Respiratory Systems
- Urinary System
- Endocrine and Reproductive Systems
- Nervous System
- Lymphatic System
- State Board Review

Esthetic Practicum II

- Sanitation Best Practices Review
- Methods of Chemical Exfoliation Theory, Technique, and Practice: Enzymes and Acids
- Treatment Products Theory, Technique, and Practice: Collagen Sheets, Transdermal Patches, Biocellulose Masks, Cold Modeling Masks, Paraffin, Thermal Masks
- Electricity and Facial Equipment Theory, Technique, and Practice II: Ionization and Desencrustation with Galvanic Current, Spray, Suction, Lucas Championairre, heated mitts, masks, and booties
- Facial Massage Theory, Technique, and Practice II: Acupressure
- Microdermabrasion
- Facial Customization
- State Board Review

Student Clinic and Guest Days

HOURS

- 60
- 7
- 10
- 10
- 10
- 8
- 2
- 2
- 6
- 2
- 3
- 60
- 2
- 10
- 10
- 10
- 4
- 16
- 4
- 4
- 60



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

Sales Through Education II

30

Product Composition and Ingredients

16

Understanding Product Advertising, Marketing,
and Distribution Channels cont'd

4

The Job Search: Resumes, Cover Letters,
and Interviewing Skills cont'd

4

Salon Management and Best Practices for Esthetics Business

3

Licensing and State Laws and Regulations cont'd

3

All About Eyes

60

Sanitation and Infection Control

2

Anatomy and Physiology of the Eye

2

Eye Diseases and Disorders

2

Shaping the Brow the Compliment the Eye Shape

6

Brow Tinting

4

Eyelash Tinting

12

Eye Creams and Treatments for the Skin surrounding the Eye

4

Lash Lifting

12

Lash Extensions

12

Understanding Common Medical and Cosmetic Procedures
performed on and around the Eyes

4

(Please note: estheticians may not perform any medical or surgical procedures.

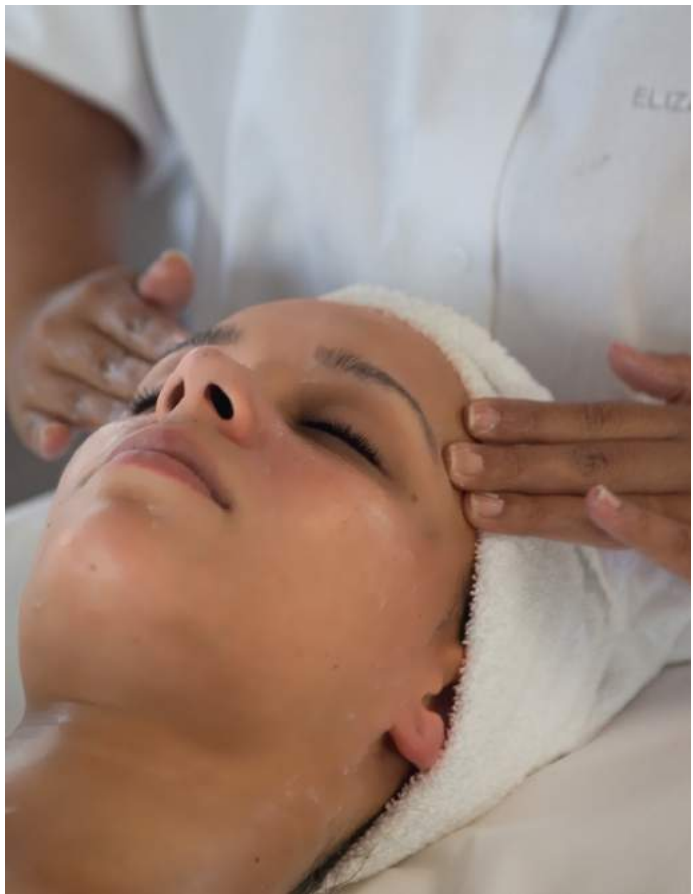
Estheticians may not inject any substance into the skin, i.e. Botox and/or fillers. This class is intended to discuss how these procedures work, how they may affect the tissues surrounding the eyes, and any potential contraindications or cautions with esthetics treatment.)

**Advanced Esthetics- 900 clock hours Program
additional courses modules**

COURSE DESCRIPTION

HOURS

Advanced Clinical Esthetics	120
Understanding Advanced Scope of Practice	2
Treatment Room Set-up, Safety, and Compliance	2
Advanced Skin Histology, Physiology, Skin Typing, and Dermatology	6
Clinical Terminology and the role of the Esthetician working in a clinical environment	2
IPL, Light, and Laser Science and Safety	8
Microdermabrasion	12
Dermaplaning	18
IPL Hair Removal	14
IPL Photofacials	18
LED Light Therapy	6
Manual Lymphatic Drainage for the Head, Face, and Neck	12
Oncology Esthetics	10
Creating Advanced Esthetic Treatment Plans for Acne, Aging, Irregular Pigmentation, and Inflammatory Conditions of the Skin	10
 Advanced Holistic Esthetics	 60
Working in a Spa or Natural, Holistic Environment	2
Essential Oils and Aromatherapy for Skin Care	18
Hot and Cold Stone Facial Treatment	12
Reflexology	12
Ayurveda and the Spa	16



Student performing facial massage.

Advanced Esthetics- 900 clock hours Program additional course modules

COURSE DESCRIPTION

HOURS



Anatomy and Physiology theory instruction.

Spa Therapies

60

Spa Set-up and History of the Spa

4

Body Exfoliation

8

Hydrotherapy

8

Peloid Therapy

8

Thalassotherapy

8

Herbal Linen Body Wrap

8

Paraffin and Parafango

8

Nutrition and the Spa

4

Spa Case Studies

4

Advanced Makeup Artistry

30

Airbrush Makeup

8

Airbrush Tanning

6

Makeup for Theatre and Film

10

Corrective Makeup for Skin Lesions and Scars

6

Advanced Services Clinic

30



Student receives neck massage from classmate

Admissions Requirements

1. Students must be at least 17 years of age, must provide a copy of government issued photo identification, proof of a high school diploma or its equivalent, and have completed the IPEDs questionnaire. Acceptable documentation that is recognized equivalent to a high school diploma include the following:
 - In the case a prospective student was homeschooled, that said student must provide a homeschool credential recognized by the state of Massachusetts as equivalent to a high school diploma.
 - A GED or HISET certificate.
 - An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a Bachelor's Degree; or
 - For Associate's Degree Programs: For a student who enrolls in a program that leads to an Associate's Degree or its equivalent in lieu of completing high school, a high school transcript must be presented indicating that the student excelled in high school. In addition, the student must no longer be enrolled in high school and must satisfy the Elizabeth Grady School's written policy for admitting such students prior to the first day of class.
 - The Elizabeth Grady School does not enroll Ability-To-Benefit (ATB) students.
2. Students 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.
3. A completed application must be submitted and approved prior to acceptance. Upon acceptance, the student must provide a complete and signed enrollment agreement contract and designated monetary deposit to confirm attendance.
4. Students are required to be tested for tuberculosis prior to beginning their program. Test results must be dated within one year of the beginning of the program. Students must also acknowledge that they possess the physical mobility and dexterity necessary for performing esthetics and/or massage therapy services.
5. A valid Alien Registration card is required for all eligible non-citizens. Prospective students awaiting receipt of a valid Alien 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.
6. International students may apply for 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 their application 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 meet M-1 Visa requirements including: have a residence abroad with no immediate intention of abandoning that residence; intend to depart 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 U.S. Department of Homeland Security.
7. Candidates who have 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.
8. If attending under a training agreement with a government agency, i.e. U.S. Veteran's Administration, MA Rehabilitation Commission, or MA Department of Unemployment and Training, the student must meet the admissions requirements set out in the training agreement and/or applicable state licensing or certification regulations.

9. Students must possess a minimum proficiency in the English language including the ability to read, write, and speak. All programs are taught using English and all educational and other materials pertaining to the school are written in English.

Transfer Hours and Course Credits

The Elizabeth Grady School of Esthetics and Massage Therapy students may request to change schedules within the same program. The Elizabeth Grady School will transfer the student's completed hours from their original contracted program schedule towards the completion of the same program within a new schedule. Student's transferring to a new schedule will begin at the same point at which they left with consideration to attendance/academic progress to date. Student's are required to complete and sign a Transfer Form as an amendment to their contract. The Transfer Form includes the number of hours completed to date and credited towards the student's new program schedule. Upon receipt of a signed Transfer Form, the student is withdrawn from their current program and re-enrolled in their new program schedule, per their Transfer Form.

The Elizabeth Grady School does not accept transfer hours from other institutions. Non-credit remedial courses, incompletes, and repetitions have no effect upon the Elizabeth Grady School's Satisfactory Academic Progress standards.

Withdrawal, Re-entry, and Repetition

Any student who wishes to withdraw from their respective program should provide written notice to the Elizabeth Grady School Administration. A student absent for fourteen (14) consecutive days without notice or documentation will automatically be withdrawn from the program.

A 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 (SAP) at the point of withdrawal may apply for re-enrollment in the Elizabeth Grady School and will be considered to be making SAP at the point of re-entry. All hours completed prior to withdrawal will be credited to students, upon re-entry, who completed those hours within 3 calendar years of the date of re-entry and who withdrew making Satisfactory Academic Progress.

Students not making SAP at the point of withdrawal may apply for re-enrollment in the Elizabeth Grady School and if accepted will re-enter with the same SAP status in which they left. All incomplete requirements must be completed upon re-entry. Students deemed unable to come into SAP will be required to repeat all or part of the program. Student's who completed hours more than 3 calendar years prior to the point of re-entry may be required to complete all or part of the program.

Please note the following MA Division of Professional Licensure, Office of Private Occupational School Education, regulations that pertain to the Elizabeth Grady School Massage Therapy Programs. Per MA 230 CMR 15.04 (7) and (8)

- (7) If a student withdraws from a Program in accordance with the school's withdrawal policy, the school shall:
 - (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
 - (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the MA DPL; and
 - (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination.
- (8) If a student stops attending School but does not withdraw in accordance with the school's withdrawal policy, the school shall:
 - (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
 - (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the program, which ever is earliest;
 - (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the MA DPL; and
 - (d) provide the calculation and any refund to the student within 45 days from the date the school determines the effective date of termination under 230 CMR 15.04 (8)(b).

Transportation

The school is accessible by public transportation and is convenient to Routes 2, 128, and 93.

Parking

Free parking is available directly outside of the facility.

Housing

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

Guidance, Counseling, and Student Services

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. The Elizabeth Grady School is a handicap accessible institution. Accommodations will be made on a case-by-case basis for students with physical and/or intellectual disabilities.

GENERAL RULES AND REGULATIONS

Guidelines are an integral component to any area of serious study. We at the Elizabeth Grady School of Esthetics and Massage Therapy 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. Please review the important school policies, rules, and regulations found on pages 22-32 of the school catalog.

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.

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. A student must complete all contracted hours to graduate. Attendance is a prerequisite for maintaining Satisfactory Academic Progress (SAP). Please see pages 30-34 for the complete SAP Policy. Students who fail to maintain SAP may be placed on probation, asked to leave the program, and/or no longer be eligible to receive federal funding (loans and/or grants). Information for prerequisites to receive federal financial aid will be reviewed by the financial aid representative and/or is part of the financial aid entrance counseling process.

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.

Making Up Missed Hours: Time missed can only be made up on scheduled days. Students will be charged \$20.00 per clock hour for make-up hours completed beyond the maximum time frame.

Class Participation: Unless contrary to the express written orders of the student's personal physician, all students must fully participate in all classes.

Student Conduct and Discipline: 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 Elizabeth Grady 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 Elizabeth Grady School reserves the right to dismiss a student at first offense based on the seriousness of the offense.

Professionalism: The student's professionalism is evaluated and constitutes a portion of the grade in each area of the course.

Right to Privacy and Access:

- The Elizabeth Grady School will not disclose any information pertaining to the student without written permission from the student to do so. If a student wishes information to be released for any reason, a release form must be signed by the student on each occasion that information is released. This record will be maintained as long as the student record is active per FERPA 99.32.
- If a student is a dependent minor, the Elizabeth Grady School will disclose information to the student's parents or legal guardian. The Elizabeth Grady School guarantees the right of a student and/or parents, if a student is a dependent minor, to have access to and receive an interpretation of student records at the time of review. Students should speak with or call the school director to schedule an appointment for this purpose.
- The Elizabeth Grady School is required to provide access to student records to the National Accrediting Commission of Career Arts and Sciences and to other agencies in relationship to school accreditation and licensing.

Resolution of Esthetician or Massage Therapy Student Complaints/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.
- A student reserves the right to submit a complaint in writing to the attention of the school director. Per MA 230 CMR 15.07(2), the Elizabeth Grady School shall respond to written student complaints in writing within ten days from when the complaint was submitted to the school.
- A student may contact the Massachusetts Division of Professional Licensure, Office of Private Occupational School Education at, occupational.schools@mass.gov or by phone at (617) 701-8719 at any time with a complaint regarding Massage Therapy Programs or the MA Board of Cosmetology regarding Esthetics Programs at cosmetologyandbarbering@mass.gov or by phone at 617-727-9940.

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

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 per cent 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 per cent 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 per cent 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 per cent 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.

Administrative Cost equals \$50.00

The above numbers 1-9 per M.G.L. Chapter 255, Section 13K, applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due a student who withdraws shall be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.

230 CMR 15.04 (5) and (6)

(5) After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L. Chapter 255, Section 13K.

(6) In addition to the requirements in M.G.L. Chapter 255, Section 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L. Chapter 255, Section 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L., Chapter 255, Section 13K. Provided, however, that this provision shall not apply to: (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2,000.00 in total cost.

ADDITIONAL SCHOOL POLICIES, RULES, AND REGULATIONS

- **Non-acceptance:** An applicant not accepted by the Elizabeth Grady School shall be entitled to a refund of all monies paid.
- **Title IV Refund Policy:** Students receiving assistance from Federal Title IV programs may be subject to a refund or return to the US Department Education 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. The school is allowed to retain funds for the portion of the payment period the student attended. Any excess funds will be returned to the U.S. Department of Education. If a student has not received their Title IV aid disbursement prior to their withdrawal, the school may receive a post-withdrawal disbursement. Pell Grants may be disbursed without the student's permission. Post-withdrawal disbursements of loans must be accepted by the student in writing. 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 or formal cancellation by the Elizabeth Grady School. Formal cancellation will be determined by the postmark on written notification or the date said information is delivered to the Elizabeth Grady School in person.

- **Termination:** Termination by the Elizabeth Grady School: Notwithstanding the forgoing, if this contract is terminated by the Elizabeth Grady School due to willful misconduct and/or the inability to maintain Satisfactory Academic Progress (SAP) in accordance with Elizabeth Grady School's policies, the student will be refunded monies according to the Massachusetts Refund Policy, numbers 1-9 per M.G.L. Chapter 255, Section 13K. A student absent for fourteen (14) consecutive days without notice or documentation will automatically be withdrawn from the program.

Once a student begins classes, books and uniforms become property of the student. If the student terminates enrollment, books and uniforms become non-refundable. Product charges will be pro-rated as applicable.

- **Settlement Policy:** 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 Elizabeth Grady School shall make a settlement, which is reasonable and fair to both.
- **Program Cancellation and School Closure:** If the Program is cancelled subsequent to a student's enrollment, the Elizabeth Grady School will either provide a full refund of all monies paid or completion of the Program at a later date.

If a Program is cancelled or the School Closes after students have enrolled and after instruction has begun, the Elizabeth Grady 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 Program or, participate in a Teach-Out agreement or, provide a refund of all monies paid. In the event of School Closure, all student records will be transferred to the MA Division of Professional Licensure.

- **Satisfactory Academic Progress and Financial Aid:** Satisfactory Academic Progress (SAP) 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 Academic Progress (SAP) to be eligible for disbursement of such funds.

ELIZABETH GRADY SCHOOL 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 consistently applied to all students enrolled in a specific NACCAS (National Accreditation Commission of Career Arts and Sciences) 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 NACCAS and the federal regulations established by the U.S. Department of Education.

Satisfactory Academic Progress Regarding Academic Performance

Qualitative factors determine academic performance using grades, and/or work projects completed, and/or comparable factors measured against the norm. The following factors are 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 SAP.

Measurement 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, F | Unsatisfactory |

Satisfactory Academic Progress Regarding Attendance

Quantitatively, students are evaluated on attendance. A student must maintain an attendance rate no lower than 90% to be considered making SAP. In the case a negative SAP finding is due to absences because of mitigating circumstances such as death of a family member, illness, or injury, a student may appeal the Elizabeth Grady School's decision. If the student prevails upon appeal, the student is placed on probation and the student is considered to be making SAP.

Evaluation and Determination of Satisfactory Academic Progress

Two Satisfactory Academic Progress Evaluation Reports are given during the student's respective program. Satisfactory Academic Progress Reports include the student's cumulative grade average and rate of attendance. The first evaluation will occur at the midpoint of the respective programs' scheduled hours while the second will occur at the completion of scheduled hours. All evaluations will be completed within seven (7) School Business Days following the evaluation point. Students who meet minimum requirements are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Per MA 230 CMR 15.01(10), a written progress report will be provided by the time 50% of the course has been completed, either in person or via an online student portal.

PROGRAM	FIRST SAP REPORT	SECOND SAP REPORT
Esthetics (600 Clock Hours)	300	600
Advanced Esthetics (900 Clock Hours)	450	900
Massage Therapy (650 Clock Hours)	325	650
Spa and Massage Therapy (750 Clock Hours)	375	750

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 below. 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 DAY ESTHETICS- 600 CLOCK 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 CLOCK 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 AND SATURDAY ESTHETICS- 600 CLOCK 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 DAY ADVANCED ESTHETICS- 900 CLOCK 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.

THREE-QUARTER TIME DAY ADVANCED ESTHETICS- 900 CLOCK HOURS

Maximum Time: The maximum time a student has to complete this program is 45.95 weeks.
Attendance: Students must maintain a 90% attendance rate.

PART-TIME EVENING AND SATURDAY ADVANCED ESTHETICS- 900 CLOCK HOURS

Maximum Time: The maximum time a student has to complete this program is 83.25 weeks.
Attendance: Students must maintain a 90% attendance rate.

FULL TIME DAY MASSAGE THERAPY- 650 CLOCK 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 CLOCK 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 AND SATURDAY MASSAGE THERAPY- 650 CLOCK 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 DAY SPA AND MASSAGE THERAPIES- 750 CLOCK 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 SPA AND MASSAGE THERAPIES- 750 CLOCK 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 AND SATURDAY SPA AND MASSAGE THERAPIES-750 CLOCK 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.

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.

Appeal

If a student is determined not to be making Satisfactory Academic Progress (SAP), the student may appeal the determination within ten (10) calendar days. Reasons for which a student may appeal a negative 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 letter of appeal to the Elizabeth Grady School with an explanation of why the negative SAP determination should be reversed. Supportive documentation (i.e. medical documentation or obituary) should also be attached. An explanation of why the student failed to make SAP and how they intend to be in good SAP standing by the next evaluation point should be included. Appeal documents will be reviewed and a decision will be made and reported to the student within fourteen (14) calendar days. The appeal and decision documents will be retained in the student file. During this time, the student should continue to attend all scheduled classes. If the student prevails upon appeal The Elizabeth Grady School will place the student on probation and Federal Financial Aid will be reinstated as applicable.

Probation

Students who fail to meet minimum SAP requirements and prevail upon appeal will be placed on probation and considered to be making Satisfactory Academic Progress during the probationary period. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the next evaluation period may be placed on probation. Students placed on probation may be provided an academic plan to assist them in meeting SAP requirements 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.

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 has prevailed upon appeal of the negative SAP determination. This will then result in the student being placed on probation. The Elizabeth Grady School will notify students of any evaluation that affects the student's eligibility for financial aid, as applicable.

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. Please reference Appeal and Probation policies.

Withdrawal, Re-entry, and Repetition

Any student who withdraws from their respective program should provide written notice to the Elizabeth Grady School Administration. A student absent for fourteen (14) consecutive days without notice or documentation will automatically be withdrawn from the program.

A 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 (SAP) at the point of withdrawal may apply for re-enrollment in the Elizabeth Grady School and will be considered to be making SAP at the point of re-entry. All hours completed prior to withdrawal will be credited to students, upon re-entry, who completed those hours within three (3) calendar years of the date of re-entry and who withdrew while making SAP.

Students not making SAP at the point of withdrawal may apply for re-enrollment in the Elizabeth Grady School and if accepted will re-enter with the same SAP status in which they left. All incomplete requirements must be completed upon re-entry. Students deemed unable to come into SAP will be required to repeat all or part of the program. Students who completed hours more than three (3) calendar years prior to the point of re-entry may be required to complete all or part of the program.

Please note the following Massachusetts Division of Professional Licensure (MA DPL), Office of Private Occupational School Education, regulations that pertain to the Elizabeth Grady School, Massage Therapy Programs. Per MA 230 CMR 15.01 (10) and 15.04 (7) and (8):

15.01(10) For Courses beginning after April 1, 2017, a School must provide students with appropriate reports of progress at least once during each Course with durations of 15 hours or more. A progress report must be provided by the time 50% of the Course has been completed.

15.04(7) If a student withdraws from a Program in accordance with the school's withdrawal policy, the school shall:

- (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
- (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the MA DPL; and
- (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination.

15.04(8) If a student stops attending School but does not withdraw in accordance with the school's withdrawal policy, the school shall:

- (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
- (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the program, which ever is earliest;
- (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the MA DPL; and
- (d) provide the calculation and any refund to the student within 45 days from the date the school determines the effective date of termination under 230 CMR 15.04 (8)(b).

Transfer Hours and Course Credits

The Elizabeth Grady School of Esthetics and Massage Therapy students may request to change schedules within the same program. The Elizabeth Grady School will transfer the student's completed hours from their original contracted program schedule towards the completion of the same program within a new schedule. Students transferring to a new schedule will begin at the same point at which they left with consideration to attendance and academic progress to date. Students are required to complete and sign a Transfer Form as an amendment to their contract. Upon receipt of a signed Transfer Form, the student is withdrawn from their current program and re-enrolled in their new program schedule, per their Transfer Form.

The Elizabeth Grady School does not accept transfer hours from other institutions. Non-credit remedial courses, incompletes, and repetitions have no effect upon the Elizabeth Grady School's Satisfactory Academic Progress standards.

Right to Privacy and Right to Access

- The Elizabeth Grady School will not disclose any information pertaining to the student without written permission from the student to do so. If a student wishes information to be released for any reason, a release form must be signed by the student on each occasion that information is released. This record will be maintained as long as the student record is active per FERPA 99.32.
- If a student is a dependent minor, the Elizabeth Grady School will disclose information to the student's parents or legal guardian. The Elizabeth Grady School guarantees the right of a student and/or parents, if a student is a dependent minor, to have access to and receive an interpretation of student records at the time of review. Students should contact a School Administrator to schedule an appointment for this purpose.
- The Elizabeth Grady School is required to provide access to student records to the National Accrediting Commission of Career Arts and Sciences (NACCAS) and to other agencies in relationship to school accreditation and licensing.

Enrolling in an Advanced Program Exceeding Minimum Massachusetts State Requirements

- The Elizabeth Grady School offers advanced programs exceeding the minimum requirements for licensure in Massachusetts. The minimum requirement for licensing for esthetics is 600 hours while the minimum requirement for massage therapy is 650 hours. Per the Massachusetts Division of Professional Licensing Board of Cosmetology and Barbering Board Policy No. 2019-01, students enrolling in a 900 Hour Advanced Esthetics Program will acknowledge the following statement when completing their Enrollment Agreement Contract: "I UNDERSTAND THAT I AM ENROLLING IN A PROGRAM THAT INCLUDES MORE THAN THE STATE REQUIREMENTS FOR A LICENSE. I UNDERSTAND THAT IF I SUCCESSFULLY COMPLETE THE MINIMUM NUMBER OF EARNED HOURS REQUIRED FOR A LICENSE IN AESTHETICS, I AM ENTITLED TO TAKE THE BOARD EXAMINATION AND IF PASSED, BE A LICENSED AESTHETICIAN."

2021 PROGRAMS CALENDAR

WINTER & SPRING 2021 ESTHETICS PROGRAMS

3/4 Time Day Esthetics- 600 clock hours

2/8/2021-10/05/2021

Monday through Friday, 9:30 a.m. to 1:30 p.m.

Full Time Day Esthetics- 600 clock hours

3/29/2021-8/25/2021

Monday through Friday, 9 a.m. to 4 p.m.

Part-Time Eve & Saturday Esthetics- 600 clock hours

3/1/2021-4/26/2022

Monday & Tuesday Evenings, 6:30-9:30 p.m.

and Saturdays 9 a.m. to 3:30 p.m.

3/4 Time Day Esthetics- 600 clock hours

4/29/2021-12/13/2021

Monday through Friday, 9:30 a.m. to 1:30 p.m.

WINTER & SPRING 2021 MASSAGE THERAPY PROGRAMS

Full Time Day Massage Therapy- 650 clock hours

3/22/2021-8/31/2021

Monday through Friday, 9 a.m. to 4 p.m.

Full Time Day Spa and Massage Therapy- 750 clock hours

3/22/2021-9/21/2021

Monday through Friday, 9 a.m. to 4 p.m.

FALL 2021 ESTHETICS PROGRAMS dates TBA

3/4 Time Day Esthetics- 600 clock hours

Monday through Friday, 9:30 a.m. to 1:30 p.m.

Part-Time Eve & Saturday Esthetics- 600 clock hours

Monday & Tuesday Evenings, 6:30-9:30 p.m. and Saturday 9 a.m. to 3:30 p.m.

Full Time Day Esthetics- 600 clock hours

Monday through Friday, 9 a.m. to 4 p.m.

FALL 2021 MASSAGE THERAPY PROGRAMS

Full Time Day Massage Therapy- 650 clock hours

Monday through Friday, 9 a.m. to 4 p.m.

Full Time Day Spa and Massage Therapy- 750 clock hours

Monday through Friday, 9 a.m. to 4 p.m.

3/4 Time Day Spa and Massage Therapy- 750 clock hours

Monday through Friday, 9:30 a.m. to 1:30 p.m.

Part-Time Evening & Saturday Massage Therapy- 650 clock hours

Monday, Tuesday, & Wednesday Evenings,

6:30-9:30 p.m. and Saturday 9 a.m. to 3:30 p.m.

Clock Hours Per Week by Program

Full Time Day Programs: 30 Clock Hours Per Week

3/4 Time Day Programs: 20 Clock Hours Per Week

Part-Time Evening & Saturday Massage Therapy Programs: 15 Clock Hours Per Week

Part-Time Evening & Saturday Esthetics Programs: 12 Clock Hours Per Week

School Business Hours (with the exception of closures due to holidays, inclement weather, or unforeseen events)

Monday: 8:30 a.m. to 4:30 p.m. and 6-9:30 p.m. for enrolled evening students only

Tuesday: 8:30 a.m. to 4:30 p.m. and 6-9:30 p.m. for enrolled evening students only

Wednesday: 8:30 a.m. to 4:30 p.m. and 6-9:30 p.m. for enrolled evening students only

Thursday: 8:30 a.m. to 4:30 p.m.

Friday: 8:30 a.m. to 4:30 p.m.

Saturday: 8:30 a.m. to 4:30 p.m.

Sunday: Closed

A Note Regarding School Operational Changes Due to Covid-19:

At this time only currently enrolled students, faculty, and school staff have access to the school property without advanced notice, appointment, and/or invitation. Students should be onsite only during scheduled class hours. Please contact one of the following staff administrators for more information:

Admissions: 781-960-0120
admissions@elizabethgrady.com

Financial Aid: 781-960-0114
msandberg@elizabethgrady.com

School Store/Student Clinic: 781-960-0126
mgrschool@elizabethgrady.com

General Questions: 781-960-0123

2021 & 2022 HOLIDAYS

2021

EG School Staff Meeting 12:00 Noon dismissal Wednesday January 6, 2021; Evening classes as scheduled.

Martin Luther King Day No School Monday January 18, 2021.

EG School Staff Meeting 12:00 Noon dismissal Wednesday February 10, 2021; Evening classes as scheduled.

President's Day No School Saturday February 13 and Monday February 15, 2021.

February Break (for 9:30-1:30 programs only) No School Monday February 16 through Friday February 19, 2021.

EG School Staff Meeting No day or evening classes Wednesday March 17, 2021

EG School Staff Meeting 12:00 Noon dismissal Wednesday April 7, 2021; Evening classes as scheduled.

Patriot's Day No School Saturday April 17 and Monday April 19, 2021.

April/Spring Break (for 9:30-1:30 programs only) No School Monday April 20 through Friday April 23, 2021.

EG School Staff Meeting 12:00 Noon dismissal Wednesday May 5, 2021; Evening classes as scheduled.

Memorial Day 12:00 Noon dismissal on Friday May 28, 2021; No School Saturday May 29 and Monday May 31, 2021.

EG School Staff Meeting 12:00 Noon dismissal Wednesday June 16, 2021; Evening classes as scheduled.

Summer Holiday/Independence Day No School Saturday July 3, Monday July 5, Tuesday July 6, and Wednesday July 7, 2021. No eve classes 7/5 and 7/6.

EG School Staff Meeting 12:00 Noon dismissal Wednesday July 14, 2021 Evening classes as scheduled.

EG School Staff Meeting 12:00 Noon dismissal Wednesday August 11, 2021; Evening classes as scheduled.

Labor Day/Annual Teacher's Development Seminar No School Wednesday September 1, Thursday September 2, Friday September 3, Saturday September 4, and Monday September 6, 2021.

Columbus Day 12:00 Noon dismissal on Friday October 8, 2020; No School Saturday October 9 and Monday October 11, 2021.

EG School Staff Meeting 12:00 Noon dismissal Wednesday October 20, 2021; Evening classes as scheduled.

Veteran's Day No School Thursday November 11, 2021.

EG School Staff Meeting 12:00 Noon dismissal Wednesday November 17, 2021; Evening classes as scheduled.

Thanksgiving 12:00 Noon dismissal on Wednesday November 24, 2021; No School Thursday November 25, Friday November 26, and Saturday November 27, 2021.

EG School Staff Meeting 12:00 Noon dismissal Wednesday December 8, 2021; Evening classes as scheduled.

Winter Break No School Wednesday December 22, 2021 through Saturday January 1, 2022.

2022

EG School Staff Meeting 12:00 Noon dismissal Wednesday January 12, 2022; Evening classes as scheduled.

Martin Luther King Day No School Monday January 17, 2022.

EG School Staff Meeting 12:00 Noon dismissal Wednesday February 9, 2022; Evening classes as scheduled.

President's Day No School Saturday February 19 and Monday February 21, 2022.

February Break (for 9:30-1:30 programs only) No School Monday February 21 through Friday February 25, 2022.

EG School Staff Meeting No day or evening classes Wednesday March 9, 2022.

EG School Staff Meeting 12:00 Noon dismissal Wednesday April 13, 2022; Evening classes as scheduled.

Patriot's Day No School Saturday April 16 and Monday April 18, 2022.

April/Spring Break (for 9:30-1:30 programs only) No School Monday April 18 through Friday April 22, 2022.

EG School Staff Meeting 12:00 Noon dismissal Wednesday May 11, 2022; Evening classes as scheduled.

Memorial Day 12:00 Noon dismissal on Friday May 27 2022; No School Saturday May 28 and Monday May 30, 2022.

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 of Esthetics and Massage Therapy is licensed and governed by the Commonwealth of Massachusetts, Division of Professional Licensure

Massage Therapy Program Oversight and Regulation is conducted by:

Massachusetts Division of Professional Licensure (DPL),

Office of Private Occupational School Education,

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

Phone: 617-701-8719

Email: occupational.schools@mass.gov

Board of Massage Therapy: 617-727-1747

Esthetician Program Oversight and Regulation is conducted by:

Massachusetts Division of Professional Licensure (DPL),

Board of Registration of Cosmetology and Barbering

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

Phone: 617-727-9940

Email: cosmetologyandbarberingboard@mass.gov

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: January 4, 2021

Proprietor: John P. Walsh



Instructor demonstrates how to apply lip pencil in Makeup Artistry class

ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

222 Boston Avenue, Medford, MA 02155

www.elizabethgrady.edu

1.781.960.0123