

ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

Elizabeth Grady School  
of Esthetics and  
Massage Therapy

2023

Catalog

Elizabeth Grady School of Esthetics and Massage Therapy  
222 Boston Avenue  
Medford, MA 02155  
Phone 1-800-FACIALS Fax 781-391-4772  
[www.elizabethgrady.edu](http://www.elizabethgrady.edu)

# Table of Contents

**Table of Contents**, pp. 2-5

**Our Philosophy**, p. 7

**Our Mission and Mission Objectives**, p. 7

**Our Facility**, p. 8

## **Esthetician Programs Information**, pp. 9-29

- Esthetician Program Schedules Offered, pp. 10-11
- Upcoming Esthetician Program Start & End Dates, p.11
- Tuition and Costs, p.11
- Payment Options, p.12
- Early Enrollment Discount Deadlines, p.12
- 600 Hour Hybrid Esthetician Program Required Courses, p.13
  - Semester One- Course Content Breakdown, pp.14-16
  - Semester Two- Course Content Breakdown, pp.16-18
- 600 Hour Onsite Esthetician Program Required Courses, p.19
  - Semester One- Course Content Breakdown, pp.19-20
  - Semester Two- Course Content Breakdown, pp.21-22
- Program Completion and Graduation, p.22
- 900 Hour Hybrid Esthetician Program Required Courses, p.23
- 900 Hour Program/Additional 300 Hours of Advanced Education, pp.23-24  
Important Note: 900 Hour Program/300 Hours of Advanced Education start dates TBD
- Massachusetts Division of Professional Licensing Board of Cosmetology and Barbering Board Policy No. 2019-01, pp. 25
- Career Opportunities for Licensed Estheticians, p.26
- Employment Assistance, p.27
- 2020 Consumer Information- Esthetician Program, pp. 27-28
- Esthetician Licensure, pp. 28
- CORI and SORI Requirements for Massachusetts Licensure, p.29
- Esthetics Programs Faculty and School Administrative Staff, pp. 29

## **Massage Therapy Programs Information**, pp. 30-52

- Massage Therapy Programs Description, p.31
- Massage Therapy Program Schedules Offered, p.32
- Upcoming Massage Therapy Programs Start & End Dates, pp.32-33
- Tuition and Costs, p.33
- Payment Options, p.34
- Early Enrollment Discount Deadlines, p.34
- Program Completion and Graduation, p.34

- 650 Hour Hybrid Massage Therapy Program Required Courses, pp.35-36
  - Trimester One- Course Content Breakdown, pp. 36-37
  - Trimester Two- Course Content Breakdown, pp. 38-39
  - Trimester Three- Course Content Breakdown, pp.39-40
- Spa and Massage Therapy, pp.41-42
  - Course Content Breakdown, p.42
- 650 Hour Onsite Massage Therapy Program Required Courses, p. 43
  - Trimester One- Course Content Breakdown, p.44
  - Trimester Two- Course Content Breakdown, p.45
  - Trimester Three- Course Content Breakdown, p.46
- Spa and Massage Therapy Course Content Breakdown, p.47
- Career Opportunities for Licensed Massage Therapists, p. 48
- Employment Assistance, p.48
- 2020 Consumer Information - Massage Therapy Program, pp.49-50
- Massage Therapist Licensing Information, p.50
- CORI and SORI requirements for Massachusetts Licensure, p.51
- Massage Therapy Programs Faculty and School Administrative Staff, pp.51-52

**Admissions Policies and Information, pp. 53-57**

- Admissions Requirements and Policies, p.53-54
- Steps to Enroll in an Elizabeth Grady School Program, pp.54-55
- Training Agreements, p.56
- Non-Acceptance, p.56
- Location and Transportation, p.56
- Parking, p.56
- Housing, p.56
- Guidance, Counseling, and Student Services, p.56
- Student Policy and Campus Safety Handbooks, p.56
- Non-discrimination Policy, p.57
- NACCAS 2020 Annual Report Institutional Rates, p.57

**Financial Aid Information, pp. 58-66**

- What is Financial Aid, p.58
- Types of Financial Aid Available, p.58
- How to Apply for Financial Aid, pp.59-60
- 2022-2023 Award Year Maximum Eligibility, p.60
- Dependency Status Determination, p.61
- Financial Aid Policies, pp.61-64
  - Verification, pp.61-62
  - Professional Judgements, p.62

- Disbursements, p.62
- Title IV Credit Balances, p.62
- Title IV Refund Policy, pp.62-63
- Exit Counseling, p.63
- Termination, p.63
- Settlement Policy, p.63
- Program Cancellation and School Closure, p.63
- Satisfactory Academic Progress and Financial Aid, p.64
- Veteran's Benefits, pp.64
- Massachusetts Refund Law, p.65
- Massachusetts 230 CMR 15.04(5) and (6), p. 66

**General School Policies and Rules, pp. 67-72**

- Attendance- Absenteeism, p.67
- Attendance- Tardiness, p.67
- Class Participation, p.67
- Making Up Absent Hours, p.67
- Right to Privacy and Right to Access, pp.67-68
- Student Conduct, Discipline, and Termination p.68
- Student Complaint and Grievance Resolution Policy, p.68
- Closure Policy and Teach-Out Plan, pp.69-72

**Satisfactory Academic Progress (SAP) Policy, pp. 73-82**

- SAP as it relates to Academic Performance, pp.73-74
  - Failure to Meet Minimum SAP Requirements Relative to Academic Performance, p.73
  - Measurement of SAP- Grading, p.74
  - Evaluation and Determination of SAP Relative to Academic Performance, p. 74
  - SAP Evaluation Periods Measured in Clock Hours, p.74
  - Massachusetts 230 CMR 15.01 (10), p.74
- SAP as it relates to Attendance, pp.74
  - Failure to Meet Minimum SAP Requirements Relative to Attendance, p.75
  - Evaluation and Determination of SAP Relative to Attendance, p.75
  - SAP Evaluation Periods Measured in Clock Hours, p.75
  - Massachusetts 230 CMR 15.01 (10), p.75
- SAP and Title IV Funding Relative to Academics and Attendance, p.76

**Satisfactory Academic Progress (SAP) Policy cont'd**

- Reestablishing SAP, p.76
- Maximum Timeframe, pp.76-77
- Students Exceeding Maximum Timeframe, p.78
- Reestablishing Satisfactory Academic Progress, p.79
- Appeal, p.79
- Probation, p.80
- Withdrawal, p.80
- MA 230 CMR 15.04 (7) and (8), p.80
- Re-entry, p.81
- Repetition, p.81
- Leave of Absence, p.81
- Transfer Hours and Course Credits, p.81
- Rights to Access and Privacy, p.82

**Distance Education Policies, Expectations, and Etiquette, pp.83-84**

**2022-23 Holidays, Days-off, and Early Dismissals, pp. 85-87**

**Accreditation, Licensing, and Professional Affiliations, p.89**

**Ownership Information, p.89**



Images: A mosaic of the students, faculty, classrooms, and services learned at the Elizabeth Grady School. Top left: Makeup Application. Top right: Muscular-skeletal anatomy. Middle left: Massage therapy. Middle right: Facial Massage. Bottom left: Facial masks. Bottom right: Deep-tissue massage.

## Our Philosophy

Professionalism and an innovative approach to education. Dedication and an unwavering regard in the best interest of our students. These underlying strengths are the foundation beneath the quality education in Massage Therapy and Esthetics provided at 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, so that they may successfully practice in a variety of professional environments. Our commitment is to serve our students, clients, and the massage therapy and skin care industries in the best ways possible.

## 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 on personal growth, development of self-awareness, and innovation within the industries. Through technical knowledge and the sense of touch, Elizabeth Grady School graduates may empower the public by promoting health, wellness, and beauty from the inside out.

### Esthetics and Massage Therapy 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 deliver 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 practical application of knowledge in professional settings.
- Impart competence and confidence for students and graduates so that they may 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.



Image: The Elizabeth Grady School Building.

## Our 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. The school provides 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.





Image: Students practicing facials at The Elizabeth Grady School.

# Esthetics Program Information

The Elizabeth Grady School's Esthetics programs have been fashioned to provide information and tools required 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 a licensed esthetician. Students who desire to obtain their license in another state, country, or foreign jurisdiction should check their educational and licensing requirements prior to enrollment.

The Elizabeth Grady School offers students a variety of flexible schedules. The school offers programs conducted 100% onsite or in a hybrid format. The hybrid program delivers twenty-five percent (25%) of the scheduled program hours online via distance learning methods. Please reference the program outline for a description of subject matter presented online on pages 13-18. Seventy-five percent (75%) of scheduled hours are devoted to hands-on and interactive learning and are conducted onsite. All esthetics programs offered for Fall 2022 will be delivered in a hybrid format.

The 900 Hour (additional 300 hours) Advanced Esthetics Program was put on hold due to Covid and we anticipate offering this program in 2023. The 900-clock hour Advanced Esthetics program combines the core 600-hour curriculum with an additional 300 hours of advanced education. The advanced program has been developed for those students with a desire to explore advanced techniques, services, and sciences that extend beyond the more common skin care, hair removal, and beauty services covered in the basic 600-hour program. These additional 300 hours will be available in a hybrid format only and more detail will follow in 2023. Graduates of the additional 300 hours will receive additional certificates for successful completion in the specialties of Microdermabrasion, Intense Pulsed Light for Hair Removal and Photofacials, Dermaplaning, Spa Therapies, and Airbrush Tanning and Makeup.

## Esthetician Program Schedules Offered

Esthetics Program- 600 Clock Hours Schedule Options-Hybrid Online/Onsite

- Full Time Day, (Hybrid) Monday –Friday, 9:00 a.m. - 4:30 p.m.,  
30 Hours per week / 20 weeks
- 3/4 Time Morning (Hybrid), Monday - Thursday, 9:30 a.m. - 2:30 p.m.  
20 hours per week / 30 weeks
- 3/4 Time Morning (Hybrid), Tuesday - Friday, 9:30 a.m. - 2:30 p.m.  
20 hours per week / 30 weeks
- Part Time Evening & Saturdays (Hybrid), Monday & Tuesday Evenings, 6:30 p.m. - 9:30 p.m. and Saturdays, 9:00 a.m. - 3:30 p.m.  
12 hours per week / 50 weeks

Please note: Breakdown of number of weeks required to complete respective programs does not include holiday breaks or class cancellations due to weather or unforeseen circumstances.

## Upcoming Esthetician Program Start & End Dates

Full Time Day Esthetician Program- 600 clock hours (Hybrid)

March 22, 2023-August 21, 2023

Monday through Friday 9:00 a.m.-4:30 p.m.

Three-Quarter Day Esthetician Program- 600 clock hours (Hybrid)

May 1, 2023- December 20, 2023

Monday through Thursday, 9:30 a.m. - 2:30 p.m.

Part-Time Evening/Sat Esthetician Program- 600 clock hours (Hybrid)

April 25, 2023-June 8, 2024

Monday and Tuesday, 6:30 p.m. - 9:30 p.m. Saturdays 9:00 a.m. - 3:30 p.m.

Please note that detailed schedules that provide online and onsite class periods are made available approximately four weeks prior to program start date. 25% of scheduled hours are delivered via synchronous distance education while 75% of scheduled hours are conducted onsite.

## Tuition and Costs

TOTAL COST: \$10,550.00

\$ 500.00 Deposit due upon enrollment  
\$10,050.00 Balance\*

- TUITION: \$8090.00
- UNIFORMS: \$150.00
- TEXT MATERIALS: \$350.00
- AT-HOME PRODUCT KIT-\$350.00
- IN-SCHOOL SKIN CARE PRODUCTS & SUPPLIES-\$1000.00
- MAKEUP KIT AND BRUSHES-\$350.00
- LASH EXTENSION KIT-\$210.00
- ADMINSITRATIVE FEE: \$50.00

Estimated indirect costs (room, board, transportation, personal, etc.) associated with attending this program are available in the financial aid office.

Estimate of additional program related expenses to be incurred by Esthetics student:

White, rubber-soled, closed-toe shoes: 40.00

Tweezer and Cuticle Scissors: 12.00

Combination Padlock: 5.00

Note-taking Supplies: 20.00

Massachusetts Esthetician exam fee: New amount TBA per MA

Massachusetts Esthetician licensing fee: 68.00

## Payment Options

Financial Aid is available for those who qualify. Please see pages 58-66 for more information regarding financial aid.

Weekly and Monthly Payment plans are available for all esthetics and massage therapy programs. Full tuition payment must be received before class end date to graduate. The Elizabeth Grady School accepts check, cash, money order, Master Card, and Visa for payment.

You can save 250.00 off your tuition by enrolling early. See attached dates for cut off. Additional discounts may apply. Ask your Admissions representative.

## Early Enrollment Discount Deadlines

Save \$250.00 on your tuition when you plan ahead and enroll at least eight weeks prior to the scheduled start date!

| 2023 Winter Programs  | Start Date     | Program Cost | Enroll by this date and receive \$250.00 off |
|---|----------------|--------------|--|
| Full Time Day Esthetics-600 clock hours<br>Monday through Friday<br>9:00am- 4:30pm  | March 22, 2023 | \$10,550.00  | January 27, 2023                             |
| Three Quarter Time Day Esthetics-<br>600 clock hours<br>Monday through Thursday<br>9:30am-2:30pm                                    | May 1, 2023    | \$10,550.00  | March 3, 2022                                |
| Part Time Evening/Saturday Esthetics-<br>600 clock hours<br>Monday and Tuesday, 6:30-9:30 p.m.<br>and Saturday, 9:00 a.m.-3:30 p.m. | April 25, 2023 | \$10,550.00  | March 3, 2023                                |

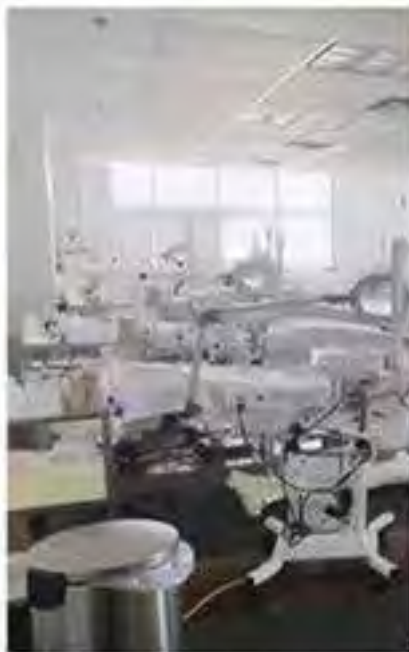


Image: Esthetics Practical classroom



Image: Massage Therapy Lecture classroom



Image: Esthetics Practical classroom

## 600 Hour Hybrid Esthetician Program Required Courses

| Semester One (1-300 Hours)<br>Required Courses | Hybrid Program Delivery  | Clock Hours |
|--|--------------------------|-------------|
| Esthetics Theory and Sciences I                | Online                   | 30          |
| Sales Through Education I                      | Online                   | 15          |
| Theory and Sales Discussion I                  | Onsite                   | 40          |
| Practicum and Waxing Didactics I               | Online                   | 30          |
| Esthetics Skin Care Practicum I                | Onsite                   | 100         |
| Waxing I                                       | Onsite                   | 25          |
| Makeup Artistry                                | Onsite                   | 60          |
|  | Total Semester One Hours | 300         |

| Semester Two (301-600 Hours)<br>Required Courses | Hybrid Program Delivery  | Clock Hours |
|--|--------------------------|-------------|
| Esthetics Theory and Sciences I                  | Online                   | 30          |
| Sales Through Education I                        | Online                   | 15          |
| Theory and Sales Discussion I                    | Onsite                   | 40          |
| Practicum and Waxing Didactics I                 | Online                   | 30          |
| Esthetics Skin Care Practicum I                  | Onsite                   | 40          |
| Waxing I   | Onsite                   | 25          |
| The Eyes Have It                                 | Onsite                   | 60          |
| Clinic   | Onsite                   | 60          |
|  | Total Semester Two Hours | 300         |

| Semester Three (601-900 Hours)<br>Required Courses | Hybrid Program Delivery    | Clock Hours |
|--|----------------------------|-------------|
| Advanced Clinical Esthetics Didactics              | Online                     | 25          |
| Advanced Clinical Esthetics Practicum              | Onsite                     | 50          |
| Advanced Holistic Esthetics Didactics              | Online                     | 25          |
| Advanced Holistic Esthetics Practicum              | Onsite                     | 50          |
| Spa Therapies Didactics                            | Online                     | 25          |
| Spa Therapies Practicum                            | Onsite                     | 50          |
| Advanced Makeup Artistry                           | Onsite                     | 25          |
| Advanced Services Clinic                           | Onsite                     | 50          |
|  | Total Semester Three Hours | 300         |

## 600 Hour Hybrid Esthetician Program Semester One- Course Content Breakdown

| Esthetics Theory and Sciences I  | ONLINE | 30  |
|--|--------|-----|
| Course Introduction and Orientation                                    |        | 1.5 |
| Microbiology, Sanitation, and Infection Control                        |        | 5   |
| Professionalism and Self-Care  |        | .5  |
| Introduction to Anatomy and Physiology: Organization of the Human Body |        | 5   |
| Cell Biology   |        | 3   |
| Integumentary System: Layers and Appendages of the Skin                |        | 9   |
| Dermatology I: Skin Lesions and Understanding Skin Cancers             |        | 6   |

| Sales Through Education I   | ONLINE | 15 |
|---|--------|----|
| Course Introduction and Orientation                                     |        | 1  |
| Product Composition and Ingredients                                     |        | 3  |
| Sanitation and Infection Control- Product and Testers                   |        | 1  |
| Chemistry for the Esthetician   |        | 2  |
| Professionalism and Ethics  |        | 1  |
| Effective Communication Skills  |        | 1  |
| Customer Service and Sales  |        | 1  |
| Understanding Product Advertising, Marketing, and Distribution Channels |        | 1  |
| The Job Search: Resumes, Cover Letters, and Interviewing Skills         |        | 2  |
| Salon Operations and Best Practices for Business                        |        | 1  |
| Licensing State Laws and Regulations                                    |        | 1  |

| Theory and Sales Discussion I   | ONSITE | 40 |
|---|--------|----|
| Course Introduction and Orientation                                     |        | 2  |
| Microbiology, Sanitation, and Infection Control                         |        | 3  |
| Professionalism and Self-Care   |        | 1  |
| Introduction to Anatomy and Physiology: Organization of the Human Body  |        | 3  |
| Cell Biology  |        | 3  |
| Integumentary System: Layers and Appendages of the Skin                 |        | 8  |
| Dermatology I: Skin Lesions and Understanding Skin Cancers              |        | 5  |
| Product Composition and Ingredients                                     |        | 4  |
| Sanitation and Infection Control- Product and Testers                   |        | 1  |
| Chemistry for the Esthetician   |        | 2  |
| Professionalism and Ethics  |        | 1  |
| Effective Communication Skills  |        | 1  |
| Customer Service and Sales  |        | 1  |
| Understanding Product Advertising, Marketing, and Distribution Channels |        | 1  |
| The Job Search: Resumes, Cover Letters, and Interviewing Skills         |        | 2  |
| Salon Operations and Best Practices for Business                        |        | 1  |
| Licensing State Laws and Regulations                                    |        | 1  |

| Esthetics Skin Care Practicum I   | ONSITE | 100 |
|---|--------|-----|
| Course Introduction and Orientation   |        | 4   |
| Sanitation and Infection Control  |        | 2   |
| Professionalism and Self-Care   |        | 2   |
| Treatment Room Set-up and Maintenance   |        | 4   |
| Full Basic Facial—Technique and Practice:<br>Cleansing, Skin Analysis, Physical Exfoliation (Brush/ Grains/Gommage), Facial<br>Massage, Extraction, Finishing Masks, Toning, and Moisturizing |        | 68  |
| Facial Massage Technique & Practice: Swedish  |        | 14  |
| Electricity and Esthetics Equipment Technique and Practice: Steam, Brush, High<br>Frequency   |        | 6   |

| Waxing I                                      | ONSITE | 25 |
|---|--------|----|
| Course Introduction and Orientation           |        | 1  |
| Hair Removal Methods                          |        | 1  |
| Sanitation and Infection Control              |        | 1  |
| Waxing Station Setup, Products, and Supplies  |        | .5 |
| Body Mechanics and Self-Care                  |        | 1  |
| Waxing Techniques Overview: Hard and Soft Wax |        | .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 Skin Care Practicum and Waxing Didactics I   | ONLINE | 30 |
|--|--------|----|
| Course Introduction and Orientation  |        | 4  |
| Sanitation and Infection Control   |        | 1  |
| Professionalism and Self-Care  |        | 2  |
| Full Basic Facial, Theory and Technique:<br>Cleansing, Skin Analysis, Physical Exfoliation (Brush/ Grains/Gommage), Facial<br>Massage, Extraction, Finishing Masks, Toning, and Moisturizing |        | 12 |
| Facial Massage Theory and Technique: Swedish   |        | 2  |
| Electricity and Esthetics Equipment Theory and Technique: Steam, Brush, High<br>Frequency  |        | 4  |
| The Science and Theory of Hair Removal   |        | 2  |
| Hair Removal Methods   |        | 1  |
| Sanitation and Infection Control   |        | 1  |
| Waxing Station Setup, Products, and Supplies   |        | .5 |
| Waxing Techniques Overview: Hard and Soft Wax  |        | .5 |

| Makeup Artistry  | ONSITE | 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 Powders               |        | 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  |

## 600 Hour Hybrid Esthetician Program Semester Two- Course Content Breakdown

| Esthetics Theory and Sciences II            | ONLINE | 30  |
|---|--------|-----|
| Dermatology II: Skin Diseases and Disorders |        | 3.5 |
| Skeletal System                             |        | 5   |
| Muscular System                             |        | 5   |
| Nutrition and Digestion                     |        | 5   |
| Cardiovascular and Respiratory Systems      |        | 4   |
| Urinary System                              |        | 1   |
| Endocrine and Reproductive Systems          |        | 1   |
| Nervous System                              |        | 3   |
| Lymphatic System                            |        | 1   |
| State Board Review                          |        | 1.5 |

| Sales Through Education II   | ONLINE | 15  |
|--|--------|-----|
| Product Composition and Ingredients  |        | 8   |
| Understanding Product Advertising, Marketing, and Distribution Channels, cont'd from STE I |        | 2   |
| The Job Search: Resumes, Cover Letters, and Interviewing Skills cont'd from STE I          |        | 2   |
| Salon Management and Best Practices for Esthetics Business                                 |        | 1.5 |
| Licensing and State Laws and Regulations cont'd from STE I                                 |        | 1.5 |



|   |               |           |
|---|---------------|-----------|
| <b>Theory and Sales Discussion II</b>   | <b>ONSITE</b> | <b>40</b> |
| Dermatology II: Skin Diseases and Disorders   |               | 3         |
| Skeletal System   |               | 4         |
| Muscular System   |               | 4         |
| Nutrition and Digestion   |               | 4         |
| Cardiovascular and Respiratory Systems  |               | 4         |
| Urinary System  |               | 1         |
| Endocrine and Reproductive Systems  |               | 1         |
| Nervous System  |               | 3         |
| Lymphatic System  |               | 1         |
| State Board Review  |               | 1         |
| Product Composition and Ingredients   |               | 8         |
| Understanding Product Advertising, Marketing, and Distribution Channels, cont'd from Semester I |               | 2         |
| The Job Search: Resumes, Cover Letters, and Interviewing Skills cont'd from Semester I          |               | 2         |
| Salon Management and Best Practices for Esthetics Business                                      |               | 1         |
| Licensing and State Laws and Regulations cont'd from Semester I                                 |               | 1         |

|  |               |           |
|--|---------------|-----------|
| <b>Esthetics Skin Care Practicum II</b>  | <b>ONSITE</b> | <b>40</b> |
| Sanitation Best Practices Review   |               | 1         |
| Methods of Chemical Exfoliation Theory, Technique, and Practice: Enzymes and Acids   |               | 8         |
| Treatment Products Technique, and Practice: Collagen Sheets, Transdermal Patches, Biocellulose Masks, Cold Modeling Masks, Paraffin, Thermal Masks             |               | 8         |
| Electricity and Facial Equipment Theory, Technique, and Practice II: Ionization and Desencrustation with Galvanic Current, Spray, Suction, Lucas Championaire, |               | 7         |
| Facial Massage Technique, and Practice II: Acupressure   |               | 4         |
| Microdermabrasion  |               | 8         |
| Facial Customization   |               | 2         |
| State Board Review   |               | 2         |

|  |               |           |
|--|---------------|-----------|
| <b>Waxing II</b>                               | <b>ONSITE</b> | <b>25</b> |
| Sanitation Review                              |               | 1         |
| Arm Waxing                                     |               | 1.5       |
| Back Waxing                                    |               | 1.5       |
| Chest Waxing                                   |               | 1.5       |
| Brazilian Bikini Waxing                        |               | 6         |
| Speed Waxing Techniques and Waxing Proficiency |               | 3         |
| Practice of all Waxing Services                |               | 8.5       |
| State Board Review                             |               | 2         |

|   |        |    |
|---|--------|----|
| Esthetics Skin Care Practicum and Waxing Didactics II   | ONLINE | 30 |
| Sanitation Best Practices Review  |        | .5 |
| Methods of Chemical Exfoliation Theory and Technique: Enzymes and Acids   |        | 6  |
| Treatment Products Theory and Technique: Collagen Sheets, Transdermal Patches, Biocellulose Masks, Cold Modeling Masks, Paraffin, Thermal Masks   |        | 5  |
| Electricity and Facial Equipment Theory and Technique: Ionization and Desencrustation with Galvanic Current, Spray, Suction, Lucas Championairre, |        | 5  |
| Facial Massage Theory and Technique: Acupressure  |        | 2  |
| Microdermabrasion: Theory, Technique, Safety, Protocols, Best Practices & Review  |        | 5  |
| Facial Customization  |        | 1  |
| Sanitation Review   |        | .5 |
| Arm Waxing- Safety, Protocols, Best Practices & Review  |        | .5 |
| Back Waxing- Safety, Protocols, Best Practices & Review   |        | .5 |
| Chest Waxing- Safety, Protocols, Best Practices & Review  |        | .5 |
| Brazilian Bikini Waxing- Safety, Protocols, and Best Practices & Review   |        | .5 |
| State Board Review  |        | 3  |

|  |        |    |
|--|--------|----|
| The Eyes Have It   | ONSITE | 60 |
| Sanitation and Infection Control   |        | 2  |
| Anatomy and Physiology of the Eye  |        | 1  |
| Eye Diseases and Disorders   |        | 1  |
| Shaping the Brow the Compliment the Eye Shape                                  |        | 6  |
| Brow Tinting   |        | 2  |
| Eyelash Tinting  |        | 12 |
| Eye Creams and Treatments for the Skin surrounding the Eye                     |        | 2  |
| Lash Lifting   |        | 12 |
| Lash Extensions  |        | 12 |
| Brow Lamination  |        | 6  |
| Understanding Common Medical and Cosmetic Procedures performed around the eyes |        | 4  |

|   |        |    |
|---|--------|----|
| Supervised Student Clinic   | ONSITE | 60 |
| Note: Students may only begin to work in the Student Clinic after successful completion of Semester One Courses |        |    |



Image: Elizabeth Grady students give and receive therapeutic massage



Image: Student gives arm massage during a facial to a clinic client

## 600 Hour Onsite Esthetician Program Required Courses

| Semester One (1-300 Hours)<br>Required Courses | Clock Hours |
|--|-------------|
| Esthetics Theory and Sciences I                | 60          |
| Sales Through Education I                      | 30          |
| Esthetics Skin Care Practicum I                | 120         |
| Waxing I                                       | 30          |
| Makeup Artistry                                | 60          |
| Total Semester One Hours                       | 300         |

| Semester Two (301-600 Hours)<br>Required Courses | Clock Hours |
|--|-------------|
| Esthetics Theory and Sciences II                 | 60          |
| Sales Through Education II                       | 30          |
| Esthetics Skin Care Practicum II                 | 60          |
| Waxing I   | 30          |
| The Eyes Have It                                 | 60          |
| Clinic   | 60          |
| Total Semester Two Hours                         | 300         |

## 600 Hour Onsite Esthetician Program Semester One- Course Content Breakdown (1-300 Hours)

| Esthetics Theory and Sciences I  | Clock Hours |
|--|-------------|
| 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          |

| Sales Through Education I   | Clock Hours |
|---|-------------|
| 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           |
| 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 |

|   |            |
|---|------------|
| <b>Esthetics Skin Care Practicum I</b>  | <b>120</b> |
| 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:<br>Cleansing, Skin Analysis, Physical Exfoliation (Brush/ Grains/Gommage), Facial Massage, Extraction, Finishing Masks, Toning, and Moisturizing | 80         |
| Facial Massage Theory, Technique, & Practice: Swedish   | 16         |
| Electricity and Esthetics Equipment Theory, Technique, and Practice: Steam, Brush, High Frequency   | 10         |

|   |           |
|---|-----------|
| <b>Waxing I</b>                               | <b>30</b> |
| 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         |

|  |           |
|--|-----------|
| <b>Makeup Artistry</b>   | <b>60</b> |
| 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 Powders               | 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         |

## 600 Hour Onsite Esthetician Program

### Semester Two- Course Content Breakdown (301-600 Hours)

|   |           |
|---|-----------|
| <b>Esthetics Theory and Sciences II</b>     | <b>60</b> |
| Dermatology II: Skin Diseases and Disorders | 7         |
| Skeletal System                             | 10        |
| Muscular System                             | 10        |
| Nutrition and Digestion                     | 10        |
| Cardiovascular and Respiratory Systems      | 8         |
| Urinary System                              | 2         |
| Endocrine and Reproductive Systems          | 2         |
| Nervous System                              | 6         |
| Lymphatic System                            | 2         |
| State Board Review                          | 3         |

|  |           |
|--|-----------|
| <b>Sales Through Education II</b>  | <b>30</b> |
| Product Composition and Ingredients  | 16        |
| Understanding Product Advertising, Marketing, and Distribution Channels, cont'd from STE I | 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         |

|  |           |
|--|-----------|
| <b>Esthetics Skin Care Practicum II</b>  | <b>60</b> |
| Sanitation Best Practices Review   | 2         |
| Methods of Chemical Exfoliation Theory, Technique, and Practice: Enzymes and Acids   | 10        |
| Treatment Products Theory, Technique, and Practice: Collagen Sheets, Transdermal Patches, Biocellulose Masks, Cold Modeling Masks, Paraffin, Thermal Masks     | 10        |
| Electricity and Facial Equipment Theory, Technique, and Practice II: Ionization and Desencrustation with Galvanic Current, Spray, Suction, Lucas Championaire, | 10        |
| Facial Massage Theory, Technique, and Practice II: Acupressure   | 4         |
| Microdermabrasion  | 16        |
| Facial Customization   | 4         |
| State Board Review   | 4         |

|  |           |
|--|-----------|
| <b>Waxing II</b>                               | <b>30</b> |
| Sanitation Review                              | 1         |
| Arm Waxing                                     | 4         |
| Back Waxing                                    | 2         |
| Chest Waxing                                   | 2         |
| Brazilian Bikini Waxing                        | 6         |
| Speed Waxing Techniques and Waxing Proficiency | 4         |
| Practice of all Waxing Services                | 9         |
| State Board Review                             | 2         |

|  |    |
|--|----|
| The Eyes Have It   | 60 |
| Sanitation and Infection Control   | 2  |
| Anatomy and Physiology of the Eye  | 1  |
| Eye Diseases and Disorders   | 1  |
| Shaping the Brow the Compliment the Eye Shape                                  | 6  |
| Brow Tinting   | 2  |
| Eyelash Tinting  | 12 |
| Eye Creams and Treatments for the Skin surrounding the Eye                     | 2  |
| Lash Lifting   | 12 |
| Lash Extensions  | 12 |
| Brow Lamination  | 6  |
| Understanding Common Medical and Cosmetic Procedures performed around the eyes | 4  |

|                           |    |
|---------------------------|----|
| Supervised Student Clinic | 60 |
|---------------------------|----|

## Program Completion and Graduation

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 be complete and tuition balance paid in full. Financial aid requirements including, but not limited to, exit counseling must also be complete, as applicable.

Upon successful completion of all Semester I and Semester II academic and attendance course requirements listed, a 600-hour esthetician program student who is in good financial standing with the school will qualify to graduate. Upon graduation, the graduate may apply to take their State Board examination in Massachusetts.

Esthetician program graduates receive a diploma in Esthetics. Additional certificates are also awarded for the successful completion of the Makeup Artistry and Eyes Have It program modules. Students must meet the minimum requirement in each of these courses to earn these additional certifications.

## 900 Hour Hybrid Esthetician Program

### Required Courses (900 Hour Program to be offered in 2023. Dates TBD)

| Semester Three (601-900 Hours)<br>Required Courses | Hybrid Program Delivery | Clock Hours |
|--|-------------------------|-------------|
| Advanced Clinical Esthetics Didactics              | Online                  | 35          |
| Advanced Clinical Esthetics Practicum              | Onsite                  | 60          |
| Advanced Holistic Esthetics Didactics              | Online                  | 15          |
| Advanced Holistic Esthetics Practicum              | Onsite                  | 40          |
| Spa Therapies Didactics                            | Online                  | 25          |
| Spa Therapies Practicum                            | Onsite                  | 50          |
| Advanced Makeup Artistry                           | Onsite                  | 25          |
| Advanced Services Clinic                           | Onsite                  | 50          |
| <b>Total Semester Three Hours</b>                  |                         | <b>300</b>  |

### 900 Hour Program- Additional 300 Hours of Advanced Education (601-900 Hours)

|   |    |
|---|----|
| Advanced Clinical Esthetics Didactics- Online   | 35 |
| Understanding Advanced Scope of Practice  | 2  |
| Treatment Room Set-up, Safety, and Compliance   | 2  |
| Advanced Skin Histology, Physiology, Skin Typing, and Dermatology   | 2  |
| Clinical Terminology and the role of the Esthetician working in a clinical environment                                      | 2  |
| IPL, Light, and Laser Science and Safety  | 8  |
| Advanced Microdermabrasion Techniques   | 2  |
| Dermaplaning Theory, Safety, and Best Practices   | 3  |
| LED Light Therapy   | 2  |
| Manual Lymphatic Drainage for the Head, Face, and Neck  | 6  |
| Esthetics Service Considerations for Oncology   | 2  |
| Creating Advanced Esthetic Treatment Plans for Acne, Aging, Irregular Pigmentation, and Inflammatory Conditions of the Skin | 2  |

|   |    |
|---|----|
| Advanced Clinical Esthetics Practicum- Onsite                                 | 60 |
| Understanding Advanced Scope of Practice                                      | 1  |
| Treatment Room Set-up, Safety, and Compliance                                 | 1  |
| Advanced Skin Histology, Physiology, Skin Typing, and Dermatology             | 1  |
| Microdermabrasion Technique and Practice                                      | 2  |
| Dermaplaning Technique and Practice   | 12 |
| IPL Hair Removal Technique and Practice                                       | 12 |
| IPL Photofacials Technique and Practice                                       | 14 |
| LED Light Therapy Technique and Practice                                      | 3  |
| Manual Lymphatic Drainage for the Head, Face, and Neck Technique and Practice | 10 |
| Oncology Esthetics Technique and Practice                                     | 4  |

|   |    |
|---|----|
| Advanced Holistic Esthetics Didactics- Online     | 15 |
| Working in a Spa or Natural, Holistic Environment | 2  |
| Essential Oils and Aromatherapy for Skin Care     | 7  |
| Reflexology                                       | 3  |

|                      |   |
|----------------------|---|
| Ayurveda and the Spa | 3 |
|----------------------|---|

|   |           |
|---|-----------|
| <b>Advanced Holistic Esthetics Practicum- Onsite</b>  | <b>40</b> |
| Essential Oils- Customized Blending of Oils and Uses and Integration of Essential Oil Therapy in Esthetics Practice | 8         |
| Hot and Cold Stone Facial Treatment   | 8         |
| Reflexology   | 12        |
| Ayurvedic Treatments  | 12        |

|  |           |
|--|-----------|
| <b>Spa Therapies Didactics- Online</b>                     | <b>25</b> |
| Spa Set-up and History of the Spa                          | 3         |
| Specialized Spa Equipment and Technologies                 | 3         |
| Body Exfoliation: Theory, Safety, and Best Practices       | 2         |
| Hydrotherapy: Theory, Safety, and Best Practices           | 2         |
| Peloid Therapy: Theory, Safety, and Best Practices         | 2         |
| Thalassotherapy: Theory, Safety, and Best Practices        | 2         |
| Herbal Linen Body Wrap: Theory, Safety, and Best Practices | 2         |
| Paraffin and Parafango: Theory, Safety, and Best Practices | 2         |
| Nutrition and the Spa                                      | 4         |
| Spa Case Studies   | 3         |

|  |           |
|--|-----------|
| <b>Spa Therapies Practicum- Onsite</b> | <b>50</b> |
| Spa Treatment Table Set Up             | 2         |
| Body Exfoliation                       | 8         |
| Hydrotherapy                           | 8         |
| Peloid Therapy                         | 8         |
| Thalassotherapy                        | 8         |
| Herbal Linen Body Wrap                 | 8         |
| Paraffin and Parafango                 | 8         |

|  |           |
|--|-----------|
| <b>Advanced Makeup Artistry- Onsite</b>      | <b>25</b> |
| Airbrush Makeup                              | 8         |
| Airbrush Tanning                             | 6         |
| Makeup for Theatre and Film                  | 7         |
| Corrective Makeup for Skin Lesions and Scars | 4         |

|   |           |
|---|-----------|
| <b>Advanced Services Clinic- ONSITE</b> | <b>50</b> |
|---|-----------|

### Advanced Esthetics Program Tuition and Costs (900 clock hour/additional 300 Hours)

The 600 clock-hour esthetician program is a prerequisite to entering into the Advanced Esthetics Program. The school anticipates the Advanced Esthetician program will be available in 2023. The costs below are in addition to the 600 clock-hour costs outlined on page 11.

Total Cost: \$5,950.00

\$ 500.00 Deposit due upon enrollment

\$5,450.00 Balance remaining after deposit (see payment options on page 12)

- TUITION: \$4750.00



- UNIFORMS: \$150.00
- TEXT MATERIALS: \$500.00
- IN-SCHOOL SKIN CARE PRODUCTS & SUPPLIES-\$500.00
- ADMINISTRATIVE FEE: \$50.00

## Massachusetts Division of Professional Licensing Board of Cosmetology and Barbering Board Policy No. 2019-01

It is an important distinction to make that the minimum requirement for licensing for esthetics is 600 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 be required to 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 COMPLE 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."

Students choosing to enroll in the 900-hour advanced esthetics program must meet all 600-hour program completion requirements prior to continuing with the additional 300 advanced educational hours. Additionally, please note that hours of training completed beyond the 600-hour minimum requirement shall be considered as additional, advanced training. Although students may find the added knowledge and skills beneficial to their careers, the additional hours do not lead to any type of advanced degree or license. Very few states differentiate levels of licensure in the field of esthetics.



Image: Student applies eyeshadow to classmate



Image: Student applies brow powder to classmate

## Career Opportunities for Licensed Estheticians

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.



Image: Elizabeth Grady Esthetician Program graduate participating in the Massage Therapy program receives massage.



Image: Massage Program students give and receive therapeutic body massage.

## 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.

## 2020 Consumer Information- Esthetician Program

The following esthetics Programs Consumer Information- Graduation, Licensing, and Placement Rates as reported to NACCAS (National Accreditation Commission of Career Arts and Sciences)

|                        | <b>NACCAS 2020 Annual Report Statistics</b> | <b>Elizabeth Grady School Statistics based on number of eligible graduates reporting</b> | <b>Massachusetts Placement Disclosures per 940 CMR 31.05 (4) (b) 1.</b> |
|------------------------|---|--|---|
| <b>Graduation Rate</b> | 76.56%                                      | N/A  | N/A   |
| <b>Placement Rate</b>  | 65.99%*                                     | 89%**<br>(74% of 2020 esthetician program graduates responding)                          | 0%***   |
| <b>Licensure Rate</b>  | 95%   | N/A  | N/A   |

### **Graduation Rate:**

This measures the number of students who started their program and completed the program. Students who do not complete a program may have chosen to leave the program, may have left with the intention to return and complete at a later date, or may be dismissed due to inability to maintain satisfactory academic progress or for disciplinary reasons.

### **Placement Rates:**

\*NACCAS Placement Rate: Per our accrediting body, the National Accrediting Commission of Career Arts and Sciences (NACCAS), graduates from the reported year who have gained employment in a field for which their training prepared them may be considered as placed. The Elizabeth Grady School verifies employment in a variety of ways acceptable by NACCAS including: Follow-up surveys, emails, telephone calls, and/or text messages, official flyers or advertisements from the employer, graduate self-certifications, and/or social networking posts made by graduates or their employers. Statistics include part- or full- time employment.

NACCAS statistics include all graduates from the annual report year eligible for placement, including those who do not respond to surveys, emails, telephone calls, etc. Non-responders are counted as not placed.

\*\*The Elizabeth Grady School Placement Statistic based on number of students responding: The School utilizes the information obtained for its Annual Report to create placement statistics based on the number of graduates responding. Responders are defined as graduates responding to surveys, emails, phone calls, text messages, and/or able to be verified online through social media or websites. Non-responders are defined as graduates who failed to respond to surveys, emails, phone calls, text messages, and/or were not able to be verified online through social media or employer websites.

\*\*\*MA 940 CMR 31.05 (4) (b) 1. Statistic: The Elizabeth Grady School is unable to verify the required statistic as required by 940 CMR 31.05 (4) (b) 1. "Placement Rates. [Graduate placement rate] of graduates during [latest two calendar years] obtained full-time, non-temporary jobs in their field of study. [Total placement rate] of students that enrolled in the program during [latest two calendar years] obtained full-time, non-temporary jobs in their field of study." Therefore, this statistic remains 0%.

**Licensure Rates:** This measures the number of students who chose to take their state board exam and became licensed in Massachusetts.

## Esthetician Licensure

Licensure is the process by which an agency or state government grants permission to an individual to practice in a particular profession, vocation, or occupation. Licensure protects the public by ensuring that only those individuals who are competent to practice safely are licensed. It is the state regulatory agency's responsibility to establish the acceptable level of safe practice. A state license to practice is required for both Estheticians and Massage Therapists in the State of Massachusetts. If you are enrolling from another state or country or have plans for relocation, please check with your state or government to determine licensing,

The Esthetics profession is regulated by the State Board of Cosmetology, Barbering, and Electrology, a division of the Massachusetts Division of Professional Licensure. To become licensed in Massachusetts, in addition to other states, you will need to provide proof of successful completion of an esthetics program with a minimum of 600 clock hours. Graduates of esthetician programs are required to sit for the MA State Board Examination for Estheticians prior to receiving a license to practice. More details regarding examinations can be found at <http://www.pearsonvue.com/ma/cosmetology/>

Esthetician students and licensees should become familiar with the laws and regulations that govern the practice of Esthetics in any state, country, or foreign jurisdiction in which they practice. Massachusetts General Laws, Chapter 112, Sections 87T through 87KK and Regulations 240 CMR are the laws and regulations that govern and provide oversight for Esthetics in Massachusetts and can be accessed online at <https://www.mass.gov/lists/statutes-and-regulations-cosmetology-and-barbering#statutes-governing-cosmetology,-barbering-and-electrology->

Per NACCAS, Policy VI.02, Item 5, academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Please note that Massachusetts and New Hampshire will accept satisfactory academic achievements completed online. Graduates who plan to become licensed in another state should reach out directly to the state licensing agency in their respective state.

## CORI and SORI Requirements for Massachusetts Licensure:

Massachusetts requires all candidates undergo a Criminal Offense Record Inquiry and Sexual Offense Record Inquiry prior to being granted a license to practice massage therapy.

## Esthetics Programs Faculty and School Administrative Staff

### **Administrative Staff**

|                     |  |
|---------------------|--|
| Kathy Denicola      | President                                  |
| Cate Tool           | School Director, Licensed Instructor       |
| Angela Young        | Admissions Representative Financial Aid    |
| Melissa Sandberg    | Representative Student Clinic Staff/School |
| Elizabeth Bransford | Administrator                              |
| Stephanie Scarano   | Social Media and Administrator Accounts    |
| Mary Gauvain        | Receivable Manager                         |

### **Esthetics Programs Faculty**

|                       |  |
|-----------------------|--|
| Paulina Calderon, LE  | Instructor, Esthetics                  |
| Zaida Cortes LE       | Instructor, Esthetics                  |
| Christine Dube, LE    | Instructor, Esthetics                  |
| Fabricio Felipe, LE   | Instructor, Esthetics- Makeup Artistry |
| Danielle Gasbarro, LE | Instructor, Esthetics- Makeup Artistry |
| Andrea Gustin, LE     | Instructor, Esthetics                  |
| Jocelyn Hodges, LE    | Instructor, Esthetics                  |
| Lauren LaPenna, LE    | Instructor, Esthetics                  |
| Denaisha Leseay, LE   | Instructor, Esthetics                  |
| Yara Marcelino, LE    | Instructor, Esthetics                  |
| Johany Montes, LE     | Instructor, Esthetics- Makeup Artistry |
| Jessica Quach. LE     | Instructor, Esthetics- Makeup Artistry |
| Kayla Smith, LE       | Instructor, Esthetics                  |
| Cate Tool, LE         | Instructor, Esthetics                  |



Image: Elizabeth Grady students give and receive massage

# Massage Therapy Program Information

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 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 day, morning, evening, and weekend schedules. Students may elect to enroll in programs conducted 100% onsite or may choose to receive their program delivered via hybrid learning. The hybrid program delivers twenty-five percent (25%) of the scheduled program hours online via distance learning methods. Please reference the program outline for a description of subject matter presented online. Seventy-five percent (75%) of the scheduled program hours are devoted to hands-on and interactive learning and are conducted onsite.

Upon successful completion of the program, graduates are awarded a diploma in Massage Therapy. Those choosing the 750-Hour program (includes the core 650-hour therapeutic massage program with additional 100 hours body therapies that compliment a massage therapy practice (see Spa Therapies Course breakdown on pages 41-42 for details). Upon successful completion of their contracted program, graduates may begin the licensing application process, per state requirements.

## Massage Therapy Program Schedules Offered

The Elizabeth Grady School offers two therapeutic massage programs. Our 650-hour massage therapy program meets the requirements for licensure in Massachusetts while our 750-hour massage and spa therapies program meets the hourly requirements for other states and provides additional education in complimentary bodywork therapies.

### Massage Therapy Program- 650 Clock Hour Hybrid Schedule Options

- 3/4 Time Morning (Hybrid), Tuesday - Friday, 9:30 a.m. - 2:30 p.m.  
20 hours per week / 32.5 weeks
- Part Time Evening & Saturdays (Hybrid), Monday, Tuesday, and Wednesday Evenings, 6:30 p.m. - 9:30 p.m. and Saturdays, 9:00 a.m. - 3:30 p.m.  
15 hours per week / 43 weeks

### Spa and Massage Therapy Program- 750 Clock Hour Hybrid Schedule Options

- 3/4 Time Morning (Hybrid), Tuesday - Friday, 9:30 a.m. - 2:30 p.m.  
20 hours per week / 37.5 weeks

### Massage Therapy Program- 650 Clock Hour Onsite Schedule Options

- 3/4 Time Morning (Hybrid), Tuesday - Friday, 9:30 a.m. - 2:30 p.m.  
20 hours per week / 32.5 weeks

The number of weeks required to complete respective programs noted above does not include holiday breaks or class cancellations due to weather or unforeseen circumstances.

Program schedules and calendar of upcoming program start, end, and vacation dates are provided by Admissions in the catalog addendum. A detailed course schedule is provided during program orientation.

## Upcoming Massage Therapy Program Start & End Dates

Three Quarter Day- Massage & Spa Therapy Program- 750 clock hours  
(Hybrid or 100% Onsite)

October 11, 2022- August 15, 2023

Tuesday through Friday, 9:30 a.m. – 2:30 p.m.

Part-Time Evening/Sat Massage Therapy Program- 650 clock hours (Hybrid only)

October 11, 2022- September 23, 2023

Monday, Tuesday, & Wednesday 6:30 p.m. - 9:30 p.m. Saturdays 9:00 a.m. - 3:30 p.m.



Detailed Schedules that provide online and onsite class periods are made available approximately four weeks prior to program start date. 25% of scheduled hours are delivered via synchronous distance education while 75% of scheduled classes are onsite.

## Tuition and Costs

### Massage Therapy Program- 650 Clock Hours Total Cost:

\$11,500.00

\$ 500.00 Deposit due upon enrollment

\$11,000.00 Balance

|                     |             |
|---------------------|-------------|
| TUITION:            | \$10,825.00 |
| UNIFORMS:           | \$150.00    |
| TEXT MATERIALS      | \$300.00    |
| SUPPLIES:           | \$175.00    |
| ADMINISTRATIVE FEE: | \$50.00     |

### Spa Therapy & Massage Program- 750 Clock Hour Total Cost:

\$12,500.00

\$ 500.00 Deposit due upon enrollment

\$12,000.00 Balance

|                     |             |
|---------------------|-------------|
| TUITION:            | \$11,465.00 |
| UNIFORMS:           | \$150.00    |
| TEXT MATERIALS      | \$335.00    |
| SUPPLIES:           | \$500.00    |
| ADMINISTRATIVE FEE: | \$50.00     |

Estimate of additional program related expenses to be incurred by Massage Therapy student:

- Black, rubber-soled, closed-toe shoes: 40.00
- Combination Padlock: 5.00
- Note-taking Supplies: 20.00
- New Massage Table: 500.00 (Note: Used tables can be purchased online. Instructional staff will provide students with different vendors at different price points as you begin your program. This table is for at home practice and will not need to be transported to Elizabeth Grady School for in-class use.)
- Massachusetts Massage Therapy application and licensing fees: 225.00
- Liability Insurance (required for licensure in Massachusetts): 200.00

Estimated indirect costs (room, board, transportation, personal, etc.) associated with attending this program are available in the financial aid office.

## Payment Options

Financial Aid is available for those who qualify. Please see pages 58-66 for more information regarding financial aid.

Weekly and Monthly Payment plans are available for all esthetics and massage therapy programs. Full tuition payment must be received before class end date to graduate. The Elizabeth Grady School accepts check, cash, money order, MasterCard, and Visa for payment.

You can save 250.00 off your tuition by enrolling early. See attached dates for cutoff. Additional discounts may apply. Ask your Admissions representative.

## Early Enrollment Discount Deadlines

Save \$250.00 on your tuition when you plan ahead and enroll at least eight weeks prior to the scheduled start date!

| 2022 Fall Programs  | Start Date | Program Cost | Enroll by this date and receive \$250.00 off |
|---|------------|--------------|--|
| Three Quarter Time Day<br>Spa/Massage Therapy-<br>750 clock hours<br><br>Tuesday through Friday | TBD        | \$12,500.00  | TBD  |
| Part time<br>Evening/Saturday<br>Massage Therapy-650<br>clock hours                             | TBD        | \$11,500.00  | TBD  |

## Program Completion and Graduation

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 be complete and tuition balance paid in full. Financial aid requirements including, but not limited to, exit counseling must also be complete, as applicable.

Upon successful completion of all Trimester I, II, and III academic and attendance course requirements listed, a 650-hour Massage Therapy program student who is in good financial standing with the school will qualify to graduate. Upon graduation, the graduate may begin the licensing application process. Students enrolled in a 750-hour Spa and Massage Therapy program will complete after the additional 100 hours in Spa Therapies I and II have been successfully completed.

Massage Therapy program graduates will receive a diploma in Massage Therapy. An additional certificate is also awarded for the successful completion of the Spa Therapies modules. Students must meet the minimum requirement in each of these courses to earn the additional certificate.



Image: Student performing facial massage.



Image: applying a mask during a facial



Image: Student removes client's finishing mask during facial

## 650 Hour Hybrid Massage Therapy Program Required Courses

| Trimester One (1-214 Hours)<br>Required Courses              | Onsite<br>Clock<br>Hours | Online/<br>Distance<br>Clock<br>Hours |
|--|--------------------------|---------------------------------------|
| Anatomy and Physiology I: Skeletal Anatomy                   | 13.5                     | 20.5                                  |
| Introduction to Kinesiology: Muscular Anatomy/Human Movement | -                        | 45                                    |
| Applied Sciences I: Pathology I/Microbiology                 | -                        | 15                                    |
| Integration I: Ethics I and the Massage Profession           | -                        | 20                                    |
| Technique One: Intro. To Swedish Massage                     | 95                       | 5                                     |
| <b>Total Trimester One Hours</b>                             |                          | <b>214</b>                            |

| Trimester Two (215-432 Hours)<br>Required Courses            | Onsite<br>Clock<br>Hours | Online/<br>Distance<br>Clock<br>Hours |
|--|--------------------------|---------------------------------------|
| Anatomy and Physiology II: Human Physiology                  | 19                       | 14                                    |
| Applied Sciences II: Pathology II: Human Physiology          | -                        | 15                                    |
| Integration II: Ethics II: Boundaries, Communications        | -                        | 20                                    |
| Technique Two: Advanced Techniques and Supportive Modalities | 94.5                     | 5.5                                   |
| Supervised Student Clinic                                    | 50                       | -                                     |
| <b>Total Trimester Two Hours</b>                             |                          | <b>218</b>                            |

| Trimester Three (433-650 Hours)<br>Required Courses            | Onsite<br>Clock<br>Hours | Online/<br>Distance<br>Clock<br>Hours |
|--|--------------------------|---------------------------------------|
| Anatomy and Physiology III: Human Physiology                   | 16.5                     | 16.5                                  |
| Applied Sciences III: Pathology III: Human Physiology          | -                        | 15                                    |
| Integration III: Professional Ethics / Business Skills         | -                        | 20                                    |
| Technique Three: Advanced Techniques and Supportive Modalities | 95                       | 5                                     |
| Supervised Student Clinic                                      | 50                       | -                                     |
| Total Trimester Three Hours                                    |                          | 218                                   |



Image: Elizabeth Grady students give and receive therapeutic massage



Image: Elizabeth Grady students give and receive therapeutic massage



Image: Elizabeth Grady instructor demonstrates massage technique

## 650 Hour Hybrid Massage Therapy Program Trimester One- Course Content Breakdown (1-214 HOURS)

| Anatomy, Physiology, and Kinesiology I  | Onsite<br>Clock<br>Hours | Online/<br>Distance<br>Clock<br>Hours |
|---|--------------------------|---------------------------------------|
| Course Introduction and Orientation   | 1                        | -                                     |
| Introduction to the Skeletal System- Theory   | 5                        | -                                     |
| Skeletal System- Palpation, Labs, Group Learning  | -                        | 10                                    |
| Introduction to the Muscular System- Theory   | 7.5                      | -                                     |
| Introduction to the Muscular System- Palpation, Labs, Group Learning                        | -                        | 10.5                                  |
| Musculoskeletal System: Kinesiology, Introduction to Movements, Planes, and Body Directions | -                        | 45                                    |
| Total Onsite and Online Hours   | 13.5                     | 65.5                                  |
| Total Hours   |                          | 79                                    |

| Applied Sciences and Theories I: Pathology | Onsite<br>Clock<br>Hours | Online/<br>Distance<br>Clock<br>Hours |
|--|--------------------------|---------------------------------------|
| Course Introduction and Orientation        | -                        | 1                                     |
| Intro to Human Disease                     | -                        | 3                                     |
| Disease Process                            | -                        | 3                                     |
| Disease Terminology                        | -                        | 2                                     |
| Diseases of the Musculoskeletal System     | -                        | 3                                     |
| Major Pathologies: Contraindications       | -                        | 3                                     |
| Total Onsite and Online Hours              | 0                        | 15                                    |
| Total Hours                                |                          | 15                                    |

| Integration I: Ethics and Professionalism | Onsite<br>Clock<br>Hours | Online/<br>Distance<br>Clock<br>Hours |
|---|--------------------------|---------------------------------------|
| Course Introduction and Orientation       | -                        | 1                                     |
| Client/Therapist Boundaries               | -                        | 4                                     |
| Personal vs. Professional Boundaries      | -                        | 4                                     |
| Code of Ethics                            | -                        | 4                                     |
| Client Communications                     | -                        | 4                                     |
| Self-Care                                 | -                        | 3                                     |
| Total Onsite and Online Hours             | 0                        | 20                                    |
| Total Hours                               |                          | 20                                    |

| Technique I: Introduction to Massage   | Onsite<br>Clock<br>Hours | Online/<br>Distance<br>Clock<br>Hours |
|--|--------------------------|---------------------------------------|
| Course Introduction and Orientation  | -                        | 1                                     |
| History and Theory of Massage  | -                        | 1                                     |
| Introduction to Swedish Massage  | -                        | 1                                     |
| Psychological and Physical Effects of Massage  | -                        | 1                                     |
| Sanitation and Hygiene   | -                        | 1                                     |
| Swedish Massage Technique and Session Formation, Body Mechanic, Draping                  | 79                       | -                                     |
| SOAP Charting  | 4                        | -                                     |
| Chair Massage: Theory and Technique  | 4                        | -                                     |
| Introduction to Student Clinic: Intake Evaluation, Session Planning, and Exit Interviews | 8                        | -                                     |
| Total Onsite and Online Hours  | 95                       | 5                                     |
| Total Hours  |                          | 100                                   |

## 650 Hour Hybrid Massage Therapy Program

### Trimester Two- Course Content Breakdown (215-432 HOURS)

| Anatomy, Physiology, and Kinesiology II                              | Onsite<br>Clock<br>Hours | Online/<br>Distance<br>Clock<br>Hours |
|--|--------------------------|---------------------------------------|
| Organization of the Human Body                                       | -                        | 1                                     |
| Chemistry  | -                        | 2                                     |
| Cell Biology and Tissues   | -                        | 3                                     |
| Chem, Cells & Tissues: Labs, Group Learning                          | 8                        |                                       |
| Integumentary System - Theory  | -                        | 2                                     |
| Integumentary System: Labs, Group Learning                           | 3                        |                                       |
| Nervous System - Theory  | -                        | 4                                     |
| Nervous System: Labs, Group Learning, Massage for the Nervous System | 4                        |                                       |
| Endocrine System - Theory  | -                        | 2                                     |
| Endocrine System: Labs, Group Learning                               | 4                        |                                       |
| Total Onsite and Online Hours  | 19                       | 14                                    |
| Total Hours  |                          | 33                                    |

| Applied Sciences and Theories II: Pathology | Onsite<br>Clock<br>Hours | Online/<br>Distance<br>Clock<br>Hours |
|---|--------------------------|---------------------------------------|
| Psychological Conditions                    | -                        | 3                                     |
| Integumentary System Conditions             | -                        | 3                                     |
| Nervous System Conditions                   | -                        | 3                                     |
| Endocrine System Conditions                 | -                        | 3                                     |
| Cardiovascular System Conditions            | -                        | 3                                     |
| Total Onsite and Online Hours               | -                        | 15                                    |
| Total Hours                                 |                          | 15                                    |

| Integration II: Ethics and Professionalism        | Onsite<br>Clock<br>Hours | Online/<br>Distance<br>Clock<br>Hours |
|---|--------------------------|---------------------------------------|
| Advanced Ethics                                   | -                        | 4                                     |
| Therapeutic Relationship and Therapeutic Presence | -                        | 4                                     |
| Dual Relationships                                | -                        | 4                                     |
| Transference/Counter transference                 | -                        | 4                                     |
| Emotional and Physical Response to Massage        | -                        | 2                                     |
| Conflict Resolution                               | -                        | 2                                     |
| Total Onsite and Online Hours                     | -                        | 20                                    |
| Total Hours                                       |                          | 20                                    |

| Technique II: Advanced Techniques and Supportive Modalities | Onsite Clock Hours | Online/ Distance Clock Hours |
|---|--------------------|------------------------------|
| ROM/Stretching: Theory                                      | -                  | 1                            |
| ROM/Stretching: Theory and Technique                        | 19                 |                              |
| Advanced Swedish Theory                                     | -                  | 1                            |
| Advanced Swedish Technique                                  | 19                 |                              |
| Deep Tissue Massage: Theory                                 | -                  | 1                            |
| Deep Tissue Massage: Theory and Technique                   | 19                 |                              |
| Sports Massage/Hydrotherapy: Theory                         | -                  | 1                            |
| Sports Massage/Hydrotherapy: Theory and Technique           | 19                 |                              |
| Pregnancy Massage: Theory                                   | -                  | 1.5                          |
| Pregnancy Massage: Theory and Technique                     | 18.5               |                              |
| Supervised Student Clinic                                   | 50                 |                              |
| Total Onsite and Online Hours                               | 144.5              | 5.5                          |
| Total Hours   |                    | 150                          |

## 650 Hour Hybrid Massage Therapy Program Trimester Three- Course Content Breakdown (433-650 HOURS)

| Anatomy, Physiology, and Kinesiology III   | Onsite Clock Hours | Online/ Distance Clock Hours |
|--|--------------------|------------------------------|
| Cardiovascular System and Hematology - Theory                                      | -                  | 6.5                          |
| Cardiovascular System: Labs, Group Learning, Massage for the Cardiovascular System | 1.5                | -                            |
| Lymphatic System and Immunity - Theory   | -                  | 2                            |
| Lymphatic System: Labs, Group Learning, Massage for the Lymphatic System           | 1                  | -                            |
| Nutrition and Digestive System - Theory  | -                  | 2.5                          |
| Digestive System: Labs, Group Learning, Massage for the Digestive System           | 3.5                | -                            |
| Respiratory System - Theory  | -                  | 2.5                          |
| Respiratory System: Labs, Group Learning, Massage for the Respiratory System       | 3.5                | -                            |
| Urinary System- Theory   | -                  | 1                            |
| Urinary System: Labs, Group Learning   | 3                  | -                            |
| Reproductive System - Theory   | -                  | 2                            |
| Reproductive System: Labs, Group Learning  | 4                  | -                            |
| Total Onsite and Online Hours  | 16.5               | 16.5                         |
| Total Hours  |                    | 33                           |

| Applied Sciences and Theories III: Pathology | Onsite Clock Hours | Online/ Distance Clock Hours |
|--|--------------------|------------------------------|
| Lymphatic/Immune Conditions                  | -                  | 3                            |
| Digestive System Conditions                  | -                  | 3                            |
| Respiratory System Conditions                | -                  | 3                            |
| Urinary System Conditions                    | -                  | 3                            |
| Reproductive System Conditions               | -                  | 3                            |
| Total Onsite and Online Hours                | -                  | 15                           |

|             |   |    |
|-------------|---|----|
| Total Hours | - | 15 |
|-------------|---|----|

| Integration III: Business Skills           | Onsite Clock Hours | Online/ Distance Clock Hours |
|--|--------------------|------------------------------|
| 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                            |
| Total Onsite and Online Hours              | -                  | 20                           |
| Total Hours                                | -                  | 20                           |

| Technique III: Advanced Techniques and Supportive Modalities | Onsite Clock Hours | Online/ Distance Clock Hours |
|--|--------------------|------------------------------|
| Myofascial Release: Theory                                   | -                  | 1                            |
| Myofascial Release: Theory and Technique                     | 19                 | -                            |
| Neuromuscular Therapy: Theory                                | -                  | 1                            |
| Neuromuscular Therapy: Theory and Technique                  | 19                 | -                            |
| Trigger Point Therapy: Theory                                | -                  | 1                            |
| Trigger Point Therapy: Theory and Technique                  | 19                 | -                            |
| Special Populations  | 20                 | -                            |
| Body Assessment Skills and Treatment Planning                | 20                 | -                            |
| Student Clinic   | 50                 | -                            |
| Total Onsite and Online Hours                                | 147                | 3                            |
| Total Hours  |                    | 150                          |





Image: Elizabeth Grady instructor demonstrates massage technique

# Spa and Massage Therapy

## Course Content Breakdown (651-750 HOURS)

| SPA THERAPIES I (651-690 Hours)<br>Courses | Clock Hours |
|--|-------------|
| Spa History and Development & Theory       | 3.5         |
| Exfoliation Treatments: Theory & 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 Student Spa Clinic              | 4.5         |
| Total Hours                                | 40          |

| SPA THERAPIES II (691-750Hours)<br>Courses                         | Clock Hours |
|--|-------------|
| Herbal Linen Body Wrap: Theory and Procedure                       | 6           |
| Parafango Body Wrap: Theory and Procedure                          | 8           |
| Introduction to Reflexology: Theory and Relaxation Technique       | 6           |
| Introduction to Ayurveda: Theory - Ayurveda in the 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          |
| Total Hours  | 60          |



Image: Elizabeth Grady students give and receive therapeutic massage



Image: Elizabeth Grady students give and receive therapeutic massage

# 650 Hour Onsite Massage Therapy Program

## Required Courses

| Trimester One (1-214 Hours)<br>Required Courses              | Clock Hours |
|--|-------------|
| Anatomy and Physiology I: Skeletal Anatomy                   | 34          |
| Introduction to Kinesiology: Muscular Anatomy/Human Movement | 45          |
| Applied Sciences I: Pathology I/Microbiology                 | 15          |
| Integration I: Ethics I and the Massage Profession           | 20          |
| Technique One: Intro. To Swedish Massage                     | 100         |
| Total Trimester One Hours                                    | 214         |

| Trimester Two (215-432 Hours)<br>Required Courses            | Clock Hours |
|--|-------------|
| Anatomy and Physiology II: Human Physiology                  | 33          |
| Applied Sciences II: Pathology II: Human Physiology          | 15          |
| Integration II: Ethics II: Boundaries, Communications        | 20          |
| Technique Two: Advanced Techniques and Supportive Modalities | 100         |
| Supervised Student Clinic                                    | 50          |
| Total Trimester Two Hours                                    | 218         |

| Trimester Three (433-650 Hours)<br>Required Courses            | Clock Hours |
|--|-------------|
| Anatomy and Physiology III: Human Physiology                   | 33          |
| Applied Sciences III: Pathology III: Human Physiology          | 15          |
| Integration III: Professional Ethics / Business Skills         | 20          |
| Technique Three: Advanced Techniques and Supportive Modalities | 100         |
| Supervised Student Clinic                                      | 50          |
| Total Trimester Three Hours                                    | 218         |



Image: Elizabeth Grady students give and receive therapeutic massage



Image: Elizabeth Grady students give and receive therapeutic massage

## 650 Hour Onsite Massage Therapy Program Trimester One- Course Content Breakdown (1-214 HOURS)

| Anatomy, Physiology, and Kinesiology I  | Clock Hours |
|---|-------------|
| Course Introduction and Orientation   | 1           |
| Introduction to the Skeletal System- Theory   | 5           |
| Skeletal System- Palpation, Labs, Group Learning  | 10          |
| Introduction to the Muscular System- Theory   | 7.5         |
| Introduction to the Muscular System- Palpation, Labs, Group Learning                        | 10.5        |
| Musculoskeletal System: Kinesiology, Introduction to Movements, Planes, and Body Directions | 45          |
| Total Hours   | 79          |

| Applied Sciences and Theories I: Pathology | Clock Hours |
|--|-------------|
| Course Introduction and Orientation        | 1           |
| Intro to Human Disease                     | 3           |
| Disease Process                            | 3           |
| Disease Terminology                        | 2           |
| Diseases of the Musculoskeletal System     | 3           |
| Major Pathologies: Contraindications       | 3           |
| Total Hours                                | 15          |

| Integration I: Ethics and Professionalism | Clock Hours |
|---|-------------|
| Course Introduction and Orientation       | 1           |
| Client/Therapist Boundaries               | 4           |
| Personal vs. Professional Boundaries      | 4           |
| Code of Ethics                            | 4           |
| Client Communications                     | 4           |
| Self-Care                                 | 3           |
| Total Hours                               | 20          |

| Technique I: Introduction to Massage   | Clock Hours |
|--|-------------|
| Course Introduction and Orientation  | 1           |
| History and Theory of Massage  | 1           |
| Introduction to Swedish Massage  | 1           |
| Psychological and Physical Effects of Massage  | 1           |
| Sanitation and Hygiene   | 1           |
| Swedish Massage Technique and Session Formation, Body Mechanic, Draping                  | 79          |
| SOAP Charting  | 4           |
| Chair Massage: Theory and Technique  | 4           |
| Introduction to Student Clinic: Intake Evaluation, Session Planning, and Exit Interviews | 8           |
| Total Hours  | 100         |

## 650 Hour Onsite Massage Therapy Program Trimester Two- Course Content Breakdown (215-432 HOURS)

| Anatomy, Physiology, and Kinesiology II                              | Clock Hours |
|--|-------------|
| Organization of the Human Body                                       | 1           |
| Chemistry  | 2           |
| Cell Biology and Tissues   | 3           |
| Chem, Cells & Tissues: Labs, Group Learning                          | 8           |
| Integumentary System - Theory  | 2           |
| Integumentary System: Labs, Group Learning                           | 3           |
| Nervous System - Theory  | 4           |
| Nervous System: Labs, Group Learning, Massage for the Nervous System | 4           |
| Endocrine System - Theory  | 2           |
| Endocrine System: Labs, Group Learning                               | 4           |
| Total Hours  | 33          |

| Applied Sciences and Theories II: Pathology | Clock Hours |
|---|-------------|
| Psychological Conditions                    | 3           |
| Integumentary System Conditions             | 3           |
| Nervous System Conditions                   | 3           |
| Endocrine System Conditions                 | 3           |
| Cardiovascular System Conditions            | 3           |
| Total Hours                                 | 15          |

| Integration II: Ethics and Professionalism        | Clock Hours |
|---|-------------|
| Advanced Ethics                                   | 4           |
| Therapeutic Relationship and Therapeutic Presence | 4           |
| Dual Relationships                                | 4           |
| Transference/Counter transference                 | 4           |
| Emotional and Physical Response to Massage        | 2           |
| Conflict Resolution                               | 2           |
| Total Hours                                       | 20          |

| Technique II: Advanced Techniques and Supportive Modalities | Clock Hours |
|---|-------------|
| ROM/Stretching: Theory                                      | 1           |
| ROM/Stretching: Theory and Technique                        | 19          |
| Advanced Swedish Theory                                     | 1           |
| Advanced Swedish Technique                                  | 19          |
| Deep Tissue Massage: Theory                                 | 1           |
| Deep Tissue Massage: Theory and Technique                   | 19          |
| Sports Massage/Hydrotherapy: Theory                         | 1           |
| Sports Massage/Hydrotherapy: Theory and Technique           | 19          |
| Pregnancy Massage: Theory                                   | 1.5         |
| Pregnancy Massage: Theory and Technique                     | 18.5        |
| Supervised Student Clinic                                   | 50          |
| Total Hours   | 150         |

# 650 Hour Onsite Massage Therapy Program

## Trimester Three- Course Content Breakdown (433-650 HOURS)

| Anatomy, Physiology, and Kinesiology III   | Clock Hours |
|--|-------------|
| Cardiovascular System and Hematology - Theory                                      | 6.5         |
| Cardiovascular System: Labs, Group Learning, Massage for the Cardiovascular System | 1.5         |
| Lymphatic System and Immunity - Theory   | 2           |
| Lymphatic System: Labs, Group Learning, Massage for the Lymphatic System           | 1           |
| Nutrition and Digestive System - Theory  | 2.5         |
| Digestive System: Labs, Group Learning, Massage for the Digestive System           | 3.5         |
| Respiratory System - Theory  | 2.5         |
| Respiratory System: Labs, Group Learning, Massage for the Respiratory System       | 3.5         |
| Urinary System- Theory   | 1           |
| Urinary System: Labs, Group Learning   | 3           |
| Reproductive System - Theory   | 2           |
| Reproductive System: Labs, Group Learning  | 4           |
| Total Hours  | 33          |

| Applied Sciences and Theories III: Pathology | Clock Hours |
|--|-------------|
| Lymphatic/Immune Conditions                  | 3           |
| Digestive System Conditions                  | 3           |
| Respiratory System Conditions                | 3           |
| Urinary System Conditions                    | 3           |
| Reproductive System Conditions               | 3           |
| Total Hours                                  | 15          |

| Integration III: Business Skills           | Clock Hours |
|--|-------------|
| 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           |
| Total Hours                                | 20          |

| Technique III: Advanced Techniques and Supportive Modalities | Clock Hours |
|--|-------------|
| Myofascial Release: Theory                                   | 1           |
| Myofascial Release: Theory and Technique                     | 19          |
| Neuromuscular Therapy: Theory                                | 1           |
| Neuromuscular Therapy: Theory and Technique                  | 19          |
| Trigger Point Therapy: Theory                                | 1           |
| Trigger Point Therapy: Theory and Technique                  | 19          |
| Special Populations  | 20          |
| Body Assessment Skills and Treatment Planning                | 20          |
| Student Clinic   | 50          |

|             |     |
|-------------|-----|
| Total Hours | 150 |
|-------------|-----|

## Spa and Massage Therapy Course Content Breakdown (651-750 HOURS)

| SPA THERAPIES I (651-690 Hours)<br>Courses | Clock Hours |
|--|-------------|
| Spa History and Development & Theory       | 3.5         |
| Exfoliation Treatments: Theory & 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 Student Spa Clinic              | 4.5         |
| Total Hours                                | 40          |

| SPA THERAPIES II (691-750Hours)<br>Courses                         | Clock Hours |
|--|-------------|
| Herbal Linen Body Wrap: Theory and Procedure                       | 6           |
| Parafango Body Wrap: Theory and Procedure                          | 8           |
| Introduction to Reflexology: Theory and Relaxation Technique       | 6           |
| Introduction to Ayurveda: Theory - Ayurveda in the 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          |
| Total Hours  | 60          |

## Career Opportunities for Licensed Massage Therapists

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
- 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.



Image: Client receives hot stone massage



Image: Elizabeth Grady students give and receive therapeutic massage



Image: Elizabeth Grady students give and receive therapeutic massage



## 2020 Consumer Information- Massage Therapy Program

|                 | NACCAS 2020 Annual Report Statistics | Elizabeth Grady School Statistics based on number of eligible graduates reporting | Massachusetts Placement Disclosures per 940 CMR 31.05 (4) (b) 1. |
|-----------------|--------------------------------------|---|--|
| Graduation Rate | 75 %                                 | N/A   | N/A  |
| Placement Rate  | 75.76 %*                             | 100%**<br>(76% of 2020 massage therapy programs graduates responding)             | 0%***  |
| Licensure Rate  | 0%****                               | 79%*****  | N/A  |

### Graduation Rate:

This measures the number of students who started their program and completed the program. Students who do not complete a program may have chosen to leave the program, may have left with the intention to return and complete at a later date, or may be dismissed due to inability to maintain satisfactory academic progress or for disciplinary reasons.

### Placement Rates:

\*NACCAS Placement Rate: Per our accrediting body, the National Accrediting Commission of Career Arts and Sciences (NACCAS), graduates from the reported year who have gained employment in a field for which their training prepared them may be considered as placed. The Elizabeth Grady School verifies employment in a variety of ways acceptable by NACCAS including: Follow-up surveys, emails, telephone calls, and/or text messages, official flyers or advertisements from the employer, graduate self-certifications, and/or social networking posts made by graduates or their employers. Statistics include part- or full- time employment.

NACCAS statistics include all graduates from the annual report year eligible for placement, including those who do not respond to surveys, emails, telephone calls, etc. Non-responders are counted as not placed.

\*\*The Elizabeth Grady School Placement Statistic based on number of students responding: The School utilizes the information obtained for its Annual Report to create placement statistics based on the number of graduates responding. Responders are defined as graduates responding to surveys, emails, phone calls, text messages, and/or able to be verified online through social media or websites. Non- responders are defined as graduates who failed to respond to surveys, emails, phone calls, text messages, and/or were not able to be verified online through social media or employer websites.

\*\*\*MA 940 CMR 31.05 (4) (b) 1. Statistic: The Elizabeth Grady School is unable to verify the required statistic as required by 940 CMR 31.05 (4) (b) 1. "Placement Rates. [Graduate placement rate] of graduates during [latest two calendar years] obtained full-

time, non-temporary jobs in their field of study. [Total placement rate] of students that enrolled in the program during [latest two calendar years] obtained full-time, non-temporary jobs in their field of study.” Therefore, this statistic remains 0%.

### **Licensure Rates:**

\*\*\*\*No licensing examination is required for massage therapy licensure in MA. Due to lack of examination, NACCAS statistic is 0%.

\*\*\*\*The Elizabeth Grady School was able to verify that 79% of the 2020 graduates applied for and became licensed massage therapists in the MA. 100% of 2020 Massage Therapy graduates that are reported as placed are licensed.

Statistics based on graduates from the 2020 calendar year. Please note, annual statistics are reported at year's end for the previous completed calendar year. 2021 calendar year statistics are expected to be published December 2022.

## **Massage Therapist Licensing Information**

Licensure is the process by which an agency or state government grants permission to an individual to practice in a particular profession, vocation, or occupation. Licensure protects the general public by ensuring that only those individuals who are competent to practice safely are licensed. It is the state regulatory agency's responsibility to establish the acceptable level of safe practice. A state license to practice is required for both Estheticians and Massage Therapists in the State of Massachusetts. If you are enrolling from another state or country or have plans for relocation, please check with your state or government to determine licensing,

The Massage Therapy profession is regulated by the State Board of Massage Therapy, a division of the Massachusetts Division of Professional Licensure. To become licensed, you will need to provide proof of successful completion of a state approved massage therapy program with a minimum of 650 clock hours. You will also need to submit a completed application, CORI check, proof of insurance, and appropriate licensing fee.

Massage Therapy students and licensees should become familiar with the laws and regulations that govern the practice of Massage Therapy in any state, country, or foreign jurisdiction in which they practice. Massachusetts General Laws, Part 1, Title XVI, Chapter 112, Sections 227 through 235 and Rules and Regulations 269 CMR are the laws and regulations that govern and provide oversight for Massage Therapy in Massachusetts and can be accessed online at <https://www.mass.gov/lists/statutes-and-regulations-massage-therapy>

Per NACCAS, Policy VI.02, Item 5, academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Please note that Massachusetts and New Hampshire will accept satisfactory academic achievements completed online. Graduates who plan to become licensed in another state should reach out directly to the state licensing agency in their respective state.

## CORI and SORI requirements for Massachusetts

### Licensure:

Massachusetts requires all candidates for licensure undergo a Criminal Offense Record Inquiry and Sexual Offense Record Inquiry prior to being granted a license to practice massage therapy.

## Massage Therapy Programs Faculty and School Administrative Staff

### **Administrative Staff**

Kathy Denicola

Cate Tool

Angela Young

Melissa Sandberg

Liz Bransford

Stephanie Scarano

Mary Gauvain

President

School Director

Admissions Representative

Financial Aid Representative

School Store/School Administrator

Social Media and Administrator Accounts

Receivable Manager School Store

### **Massage Programs Faculty**

James Liebke, LMT

Natalie Goodwin, LMT

Brian Sweetser, LMT

Instructor, Massage Therapy

Instructor, Massage Therapy

Instructor, Massage Therapy



Image: Elizabeth Grady student draws the muscles during class

# Admissions Policies and Information

## Admissions Requirements and Policies

1. **Proof of Identification:** Students must be at least 17 years of age and must provide a copy of government issued photo identification.

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.

2. **Proof of Education:** proof of a high school diploma or its equivalent, Acceptable documentation that is recognized equivalent to a high school diploma include the following:

- In the event 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.

- 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.

- The Elizabeth Grady School does not enroll Ability-To-Benefit (ATB) students.

3. Candidates must complete the Integrated Postsecondary Education Data System (IPEDS) questionnaire.

4. **Interview:** Students must complete a personal interview with an admissions representative. Candidates are asked questions about goals and expected outcomes of study.

5. **Application:** 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.
6. **Medical Documentation:** 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.
7. **Application of Training or Education Received at Another Institution:**  
The Elizabeth Grady School does not accept transfer hours from other institutions.
8. **Re-entry:** 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. Hours and academics successfully completed will be applied when student re-enters the program. See page 81 for details regarding re-entry and Satisfactory Academic Progress.
9. **English Language Proficiency:** All programs are taught in English and all educational and other materials pertaining to the school are written in English. Students must possess a minimum proficiency in the English language including the ability to read, write, and speak.

## Steps to Enroll in an Elizabeth Grady School Program

1. **Phone Interview:** Call 781-960-0120 to schedule a phone interview with admissions.
2. **Application for Enrollment:** You will receive a copy during your interview or you can download and print your application from the Elizabeth Grady School website: [www.elizabethgrady.edu](http://www.elizabethgrady.edu)
3. **Enrollment Agreement Contract:** You will receive a copy during your interview or you can download and print your enrollment contract from the Elizabeth Grady School website.
4. **Deposit:** Submit your Application, Contract, and Deposit of \$500.00 to reserve your seat. Students who are fully loan and grant eligible may receive a reduction in the amount of the deposit. Please inquire with Financial Aid to learn more. The deposit may be paid by check, money order, MasterCard, or Visa

5. **Questions to Consider:** Read and sign the Questions to Consider document. You will receive a copy during your interview or you can download and print your application from the Elizabeth Grady School website. Ask an Admissions representative if you have any questions regarding the considerations listed.
6. **Medical Documentation:** 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 poses the physical mobility and dexterity necessary for performing esthetics and/or massage therapy services.
7. **Photo Identification:** Provide a photocopy of your state issued driver's license, I.D., or passport. Further identification to support citizenship or eligibility may be required. A valid Alien Registration Card is required for all eligible non-citizens and an M-1 Visa is required for all ineligible non-citizens.
8. **Proof of Education:** Provide a copy of high school diploma, college diploma, GED, or official transcripts. If you were educated in another country, please make sure that your diploma is translated and notarized. If you are unable to locate your diploma, please contact your high school to obtain and official copy of your transcript, which must include the school seal and be unopened or mailed directly from the school to Elizabeth Grady School.
9. **IPEDs Questionnaire:** Complete the demographics questionnaire. This information is required by the U.S. DOE.
10. **Complementary Field of Study Discounts:** If you retain a license or certificate in the healing arts, wellness, or beauty fields (i.e.: CNA, LPN, RN, MT, electrologist, cosmetologist, etc...). Please provide proof of education and/or license to receive a \$250.00 tuition discount.



Image: Esthetician student applies Makeup to classmate

## Training Agreements

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.

## Non-Acceptance

An applicant not accepted by the Elizabeth Grady School shall be entitled to a refund of all monies paid.

## Location and 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.

## Student Policy and Safety Handbooks

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, student handbooks detailing school Policies and Procedures and Campus Safety information is issued to each student. The Student Policy and Campus Safety Handbooks are also available online at [www.elizabethgrady.edu](http://www.elizabethgrady.edu). All prospective students should review these rules and regulations in advance of enrolling.



## Non-Discrimination 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, Floor 8, Boston, MA, 02109-3921. The Elizabeth Grady School does not recruit students currently attending or admitted to other schools offering similar programs of study.



Image: Elizabeth Grady students give and receive therapeutic massage

## NACCAS 2020 Annual Report Institutional Rates

Each year the school gathers statistics pertaining to all graduates from the previous calendar year. This information is reported to NACCAS, the National Accrediting Commission of Career Arts and Sciences. The following 2020 institutional statistics were reported to NACCAS and include all graduates for both accredited programs, esthetics and massage therapy, combined. Placement statistics include all 2020 graduates eligible for placement, including those who did not respond to follow-up surveys and phone calls. Non-responders are counted as not placed/not working.

Institutional Graduation Rate: 76.6%

Institutional Placement Rate: 67.78 %

Institutional Licensure Rate: 95.00%

Rates specific to esthetician and massage therapy programs can be found on pages 26-27 and 49-50.

# Financial Policies and Information

## What is Financial Aid?

There are different types of funding available to students. When using the term “financial aid”, we are referencing U.S. governmental loans and grants outlined in the next section, Types of Financial Aid Available.

Financial Aid is available to those who qualify. Students enrolled or who plan to enroll in the 600-clock hour esthetician program and/or the 650 and 750-clock Hour Massage Therapy Programs may apply for financial aid online or may contact Melissa Sandberg at 781-960-0114 or [msandberg@elizabethgrady.com](mailto:msandberg@elizabethgrady.com) for assistance with the process.

## Types of Financial Aid Available

**Pell Grant** – A need based grant, considered a gift given to U.S. citizens and eligible non-citizens. Pell grant does not have to be paid back.

**Mass Grant** – A need based grant, considered a gift given to full-time (30 hours per week) students that are legal residents of the Commonwealth of MA from the Massachusetts Office of Student Financial Assistance.

**Subsidized Loan** – A subsidized loan is a low interest loan and must be paid back. It is based on financial need and not credit based. Interest does not accrue or payments due while attending school and during the grace period\*. The amount varies based on the program and eligibility.

**Unsubsidized Loan** – An unsubsidized loan is a low interest loan and must be paid back. It is not based on financial need and not credit based. Interest accrues immediately. The interest may be paid, but payments are not due while attending school and during the grace period\*. The amount varies based on the program and eligibility.

**PLUS Loan** – A PLUS loan is a loan that a parent of a dependent student can take out to assist in funding their child’s education. The PLUS loan is a credit based loan. The maximum amount of the loan is based on the cost of attendance of the program. Interest accrues on this loan immediately and goes into repayment within 60 days from the first disbursement. If the parent is denied the PLUS loan based on credit, the dependent student qualifies for the independent student loan amounts listed.

\*Grace Period – Payments of the subsidized and unsubsidized loans are not due until after the six-month grace period. The grace period starts once the students’ enrollment drops below half time, withdraws or graduates.

## How to Apply for Financial Aid

To process your financial aid application, you will need several documents mentioned below. Go online to the websites noted to perform the necessary steps to complete your FAFSA (free application for federal student aid).

Students should submit the FAFSA no later than three calendar days of the beginning of the respective program. No other application or information is required to be eligible for Financial Aid. However, if you are selected for verification or have an error code during the application process, you may need to provide the Financial Aid office with additional documentation. Additional documentation must be submitted within seven calendar days following the student's start date to remain in the program. Elizabeth Grady assesses the student's eligibility for assistance under the Title IV and Higher Education Act programs.

Follow these steps to complete your free application for federal student aid:

### Step One

Gather the documents needed:

- Your social security number. Double check to make sure that it is correct.
- Your driver's license (if any)
- Your alien registration or permanent resident card (if you are not a U.S. citizen)
- Your W-2 Forms and other records of money earned in the previous year
- You (and your spouse's, if you are married) Federal Income Tax Return from the previous year
  - IRS 1040, 1040A, 1040 EZ
- Your Parent's Federal Income Tax Return from the previous year (if you are a dependent student).
- Your untaxed income records
  - Veterans non-education benefit records
  - Child support received
  - Worker's compensation
- Your current bank statements
- Your current business and investment mortgage information, business and farm records, stock, bond and other investment records.

### Step Two

- a. Create a FSA ID and password at [studentaid.gov](http://studentaid.gov) (make sure to verify your cell phone number and email address); Dependent students will also need a parent to create a FSA ID and password.
- b. Once, the FSA ID is created, you will log in to [studentaid.gov](http://studentaid.gov) and click on "Apply for Aid" and then click on "Complete the FAFSA Form".
- c. Hit the "Start Here" button under the appropriate heading (New to the FAFSA or Returning User).
- d. Fill out the information requested.
- e. You will be asked to enter our school code, which is 017080

- f. If able, use the IRS Data Retrieval Tool to upload your tax information (dependent students will also do this for their parent(s)).
- g. Sign and submit
- h. Once, the FAFSA is submitted, the school will contact you via email within 3 to 4 days.

### Step Three

- a. Go to [studentaid.gov](http://studentaid.gov). On this website you will fill out both the “Entrance Counseling” and the “Master Promissory Note” (MPN). This will take about 30 minutes to complete. Please note: you are required to do both if you plan on borrowing any money to finance your education. You will identify yourself as an undergraduate student and use the same FSA ID and password as your FAFSA.
- b. Once, the Entrance Counseling is completed, you can move on to the MPN and complete that.
- c. You will be required to complete an Exit Counseling two weeks before the class end date.

### Step Four

- a. You may now continue to fill out the Master Promissory Note (MPN). Be sure to select the type of loan you will be applying for (MPN for Undergraduate Student Subsidized/Unsubsidized Loans or Plus MPN for Parents).
- b. It is extremely important to provide all requested information. If you should miss or skip any requested items, your Master Promissory Note (MPN) will not be submitted.

Once, your information has been entered and processed, it will take approximately 3 to 4 days for the Elizabeth Grady school to receive your information. At that time, the student can call the financial aid office at 781-960-0114, for further information on eligibility status.

## 2022-2023 Award Year Maximum Eligibility

| Elizabeth Grady School Programs  | 750 clock Hour Massage-Dependent | 750 clock Hour Massage-Independent | 650 clock Hour Massage-Dependent | 650 clock Hour Massage-Independent | 600 clock Hour Esthetics-Dependent | 600 clock Hour Esthetics-Independent |
|----------------------------------|----------------------------------|------------------------------------|----------------------------------|------------------------------------|------------------------------------|--------------------------------------|
| Pell Grants (Max Eligibility)    | \$5,746.00                       | \$5,746.00                         | \$4,980.00                       | \$4,980.00                         | \$4,597.00                         | \$4,597.00                           |
| Subsidized Loans                 | \$2,917.00                       | \$2,917.00                         | \$2,528.00                       | \$2,528.00                         | \$2,333.00                         | \$2,333.00                           |
| Unsubsidized Loans               | \$1,667.00                       | \$5,000.00                         | \$1,444.00                       | \$4,333.00                         | \$1,333.00                         | \$4,000.00                           |
| Maximum Financial Aid Available* | \$10,330.00                      | \$13,663.00                        | \$8,952.00                       | \$11,841.00                        | \$8,263.00                         | \$10,930.00                          |
| Parent PLUS Loans                | See Plus Loans on page 58        | not eligible                       | See Plus Loans on page 58        | not eligible                       | See Plus Loans on page 58          | not eligible                         |

\*The loan amounts listed are the gross amount. There is a loan fee deducted from them before the school receives them.

## Dependency Status Determination

To determine the maximum amount of aid you may receive, you need to first determine your dependency status.

If you answer “yes” to any of the question in the chart below, you are considered Independent. If you answer “no” to all of the questions in the chart below, you are considered Dependent.

|  |     |    |
|--|-----|----|
| Were you born before January 1, 1999?  | YES | NO |
| As of today, are you married? (Also answer “yes” if you are separated but not divorced.)   | YES | NO |
| At the beginning of the 2021-2022 school year, will you be working on a master’s or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?  | YES | NO |
| Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?  | YES | NO |
| Are you a veteran of the U.S. Armed Forces?  | YES | NO |
| Do you have or will you have children who will receive more than half of their support from you between July 1, 2022 to June 30, 2023?   | YES | NO |
| Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2023?   | YES | NO |
| At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?  | YES | NO |
| As determined by a court in your state of legal residence, are you or were you an emancipated minor?   | YES | NO |
| Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?   | YES | NO |
| At any time on or after July 1, 2021, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?  | YES | NO |
| At any time on or after July 1, 2021, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? | YES | NO |
| At any time on or after July 1, 2021, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?   | YES | NO |

## Financial Aid Policies

### Verification

Upon receipt of the FAFSA, the Financial Aid Office (FAO) will notify the student by email that their FAFSA has been selected for verification, as applicable. The FAO will email the verification worksheet and any other required documentation, including but not limited to tax documents, needed to clear verification and award aid.

The student is required to submit verification documentation no later than seven days following the designated program start date. Failure to do so will result in dismissal or will require students to arrange a payment plan.

Once the FAFSA is verified the student will be notified by email and/or if any changes to their eligibility has occurred. Verification must be completed prior to any professional judgements being exercised.

## Professional Judgements

If a student has special circumstances, professional judgements may be performed at the request of the student. The Financial Aid Office (FAO) will request forms and documentation to support any decisions made. Once a professional judgement has been made, the FAO will notify the student by email of any changes made to their eligibility.

A student may qualify for a dependency override if the student can provide documentation that states they are unable to provide parent information on their FAFSA. A request for change in dependency status must be made in writing no later than three days prior to the student's start date. The FAO will notify the student by email of any changes made to the student's dependency status, as applicable.

## Disbursements

All Title IV funds are electronically disbursed by the United States Department of Education (US DOE) in two payments and are reflected in the student's account. Pell Grants are disbursed on the first day of class and at the midpoint. Direct Loans are disbursed thirty-one (31) calendar days following first day of class and at the midpoint. Students must be making Satisfactory Academic Progress (SAP) to be eligible to receive the second, mid-point PELL and Direct Loan disbursements. See pages 28-32 in the Elizabeth Grady School Catalog for the Satisfactory Academic Progress Policy.

Students are notified of all disbursements by email. In the event that a student's account is negative after the second disbursement, a refund check will be issued within fourteen (14) calendar days unless a student informs the FAO in writing that they would like the overpayment to be returned to the US DOE.

## Title IV Credit Balances

Title IV credit balances are returned in fourteen (14) calendar days by check by mail. Students are given the option to sign a Credit Balance Hold Authorization Form.

## 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 cancelation will be determined by the postmark on written notification or the date said information is delivered to the Elizabeth Grady School in person.

### **Exit Counseling**

Students who receive loans are required to complete Exit Counseling prior to the class end date or upon withdrawal. Exit Counseling is completed online at [studentaid.gov](http://studentaid.gov). Students are notified by email one month prior to completion. Failure to complete Exit Counseling may result in the withholding of final graduation materials, including but not limited to diploma.

### **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 provide either 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.

## Veteran's Benefits

The Elizabeth Grady School of Esthetics and Massage Therapy is approved by the Veterans Administration to offer esthetics and massage therapy training. A "covered individual" is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post- 9/11 GI Bill® benefits. The following regulations pertain to all VA students:

1. Any covered individual is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides the Elizabeth Grady School with a "Certificate of Eligibility", as defined by the VA, for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:
  - a. The date on which payment from VA is made to the Elizabeth Grady School.
  - b. Ninety (90) days after the date the Elizabeth Grady School certified tuition and fees following the receipt of the Certificate of Eligibility.
2. The Elizabeth Grady School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the Elizabeth Grady School due to the delayed disbursement funding from the VA under Chapter 31 or 33.
3. The Elizabeth School adheres to all billing requirements and complies with S2248 PL 115-407, Section 103.
4. Appropriate credit will be granted for previous education to students receiving VA Benefits, if applicable. The VA will be notified and the program shortened proportionately.
5. Military credit will be reviewed and applied as appropriate to a student's program, if applicable.
6. The Elizabeth Grady School of Esthetics uses the Massachusetts Refund Policy.
7. If VA students attendance falls below 80%, or Satisfactory Academic Progress is not being maintained, the school will immediately interrupt or terminate the veterans' educational benefits by written notification to the Department of Veteran Affairs.
8. A student will be dismissed if they do not meet Satisfactory Academic Progress (SAP) within a set timeframe based on the student's SAP evaluation periods. SAP standards include a student meeting a minimum GPA of 70%. Students will be given the opportunity to re-establish a minimum GPA of 70% by their next SAP evaluation point. Please see SAP Policy in student catalog, pages 28-32.
9. Students receiving VA benefits under Title 38 are required to maintain an attendance of 90% or better. A certificate of completion will be granted only when the student physically, through attendance and make up time, completes the total hours of the program. The Veteran will not be charged for make up time. (4/10)



## Massachusetts Refund Law

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.

### Massachusetts 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.



Image: Elizabeth Grady instructor uses anatomical model to assist teaching the systems of the human body.

# General School Policies and Rules

## Attendance- Absenteeism

Students are expected to attend all scheduled classes. Any absent hours must be made up. Students may miss up to 5% of contracted hours without risk of discipline.

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 reference SAP policy for details.

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 on prerequisites to receiving federal financial aid will be reviewed by the financial aid representative and/or is part of the financial aid Entrance Counseling process.

## Attendance- 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.

## Class Participation

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

## Making up Absent Hours

All absent hours must be made up. The school will provide additional supervised time onsite outside of regularly scheduled class time. The school will also provide asynchronous distance learning projects/assignments that a student may elect to complete outside of regular class time to make up absent hours. Students will be charged \$20.00 per clock hour for make-up hours completed beyond the maximum timeframe. The school reserves the right to waive this fee for documented and verified absences due to extenuating circumstances.

## 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. A student, who would like the school to release information pertaining to their enrollment/education for any reason, must make this request and sign a release form in advance. 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 of student records to the National Accrediting Commission of Career Arts and Sciences and to other agencies in relationship to school accreditation and licensing.

## Student Conduct, Discipline, and Termination

Professional behavior is expected at all times while interacting with school personnel and classmates. Cheating, vandalism of school property, theft, and/or use of profane or abusive language are strictly prohibited and may result in suspension or termination 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 suspend or terminate a student at first offense based on the seriousness of the offense.

## Student Complaint and Grievance Resolution 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](mailto: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](mailto:cosmetologyandbarbering@mass.gov) or by phone at 617-727-9940.



Image: Elizabeth Grady Massage Therapy Students display the tools of their craft.

## Closure Policy and Teach-Out Plan

The Elizabeth Grady School has developed the following teach-out policy in alignment with NACCAS' Policy IV.05.

In the event of an actual Closure of the school after students have enrolled and after instruction has begun, the Elizabeth Grady School shall provide one of the following, as applicable:

1. Provide completion of the program, or
2. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or
3. Participate in a Teach-Out Agreement, or
4. Provide a refund of all monies paid.

### Program Completion In the event of a Closure

The Elizabeth Grady School shall first make every effort to provide currently enrolled students the opportunity to complete their program prior to the Closure.

### Pro-rata Refund In the event of a Closure

The Elizabeth Grady School shall provide students who are unable to complete their program, prior to the actual Closure of the school, a pro-rata refund that includes tuition and product and supply charges applicable to remaining contracted scheduled hours per the Massachusetts Refund Law, M.G.L. Chapter 255, Section 13K, numbers 1-9.

#### Teach-Out Agreement In the event of a Closure

The Elizabeth Grady School shall provide students who are unable to complete their program, prior to the actual Closure of the school, a list of a minimum of three accredited schools within a 50-mile radius of the School that would be suitable candidates to enter into a Teach-Out Agreement.

The Elizabeth Grady School shall enter into a Teach-Out Agreement with another institution only if it is unable to teach-out currently enrolled student at the Elizabeth Grady School prior to Closure.

#### Full Refund In the event of a Closure

The Elizabeth Grady School shall provide students who have not yet commenced their program a full refund as applicable per the Massachusetts Refund Law, M.G.L. Chapter 255, Section 13K, numbers 1-9.

#### Local, State, and/or Federal Providers of Financial Aid In the event of a Closure

The Elizabeth Grady School will satisfy any outstanding financial obligations to Local, State, or Federal providers of financial aid, as applicable by law.

#### Notification of Closure to Accreditor In accordance with Section 4.12 of the NACCAS Rules of Practice and Procedure

The School will notify NACCAS of the Closure and will provide a complete list of all students who were enrolled at the time of the Closure along with arrangements made for each affected student. Additionally, school shall supply to NACCAS the name and contact information of the School's files and the address where those files will be kept.

#### Notification of Closure to Students and Public In the event of a school Closure

All relevant information regarding the Closure will be placed on the school's website and social media sites. The School will provide all enrolled students with a copy of the NACCAS How to Locate an Accredited Institution Within Your Field of Study document to help assist them in finding another school should the Elizabeth Grady School close without first providing enrolled students the opportunity to complete their respective program.

#### Compliance with State and Federal Law In the event of a school Closure

The Elizabeth Grady School shall follow all applicable state and federal laws including, but not limited to teach-out agreements and transferring all student records to the Massachusetts Division of Professional Licensure (DPL). Students shall be provided, via email, mail, or other similar contact information to the MA DPL regarding the location and maintenance of their records.

### Teach-Out Agreement Compliance Should the School enter into a Teach-Out Agreement with another school(s)

The Elizabeth Grady School shall take the following steps in an effort to assure currently enrolled students are provided with options to complete their education and to ensure compliance with NACCAS Policy IV.05:

- The School shall provide to NACCAS a copy of the Enrollment Agreement Contract for each of the Institutions that will receive students under the Teach-Out Agreement.
- The School shall provide to NACCAS a copy of the Catalog for each of the Institutions that will receive students under the Teach-Out Agreement.
- The School shall provide to NACCAS a copy of the State license for each of the Institutions that will receive students under the Teach-Out Agreement.
- The School shall provide to NACCAS additional information deemed applicable for each of the Institutions that will receive students under the Teach-Out Agreement.
- The School shall notify students of additional charges, if any, for each of the Institutions that will receive students under the Teach-Out Agreement. Students shall be notified by email, mail, or similar method of correspondence.
- The School shall provide assurance to students that access to the program and services shall be provided without requiring substantial travel or relocation by the student by providing a list of at least three (3) licensed and accredited schools within 50 miles of the School capable of providing access to equitable programs and services without requiring them to move or travel for substantial distances or durations.
- The School shall provide evidence to NACCAS that will ensure that any Teach-Out Institution or Institutions with which the Elizabeth Grady School enters into a Teach-Out Agreement have the Administrative Capacity and Capability and support services required by NACCAS.
- The School shall provide evidence to NACCAS that will ensure that any Teach-Out Institutions with which the Elizabeth Grady School enters into a Teach-Out Agreement have the necessary experience, administrative capacity and

capability, resources and student support services to provide an educational program that is of acceptable quality, as evidenced by state approval, and reasonably similar in content, delivery modality, and scheduling that is provided by the Elizabeth Grady School.

- The School shall provide evidence that any Teach-Out Institution(s), for which the Elizabeth Grady School enters into a Teach-Out Agreement with, have the Administrative Capacity and Capability to carry out its mission and met all obligations of the existing students.

#### Information Available to Students In the event of a school Closure

The following information will be made available to Elizabeth Grady School students affected by a potential Teach-Out Agreement.

- Copy of Elizabeth Grady School Closure and Teach-Out Policy
- Copy of Massachusetts Refund Law, M.G.L. Chapter 255, Section 13K, numbers 1-9.
- Copy of NACCAS' How to Locate an Accredited Institution Within Your Field of Study Documents
- Information pertaining to how to obtain a Closed School Discharge from the Federal Student Aid Division of the U.S. Department of Education.
- Information regarding where all student records will be retained and how the student may access their records after actual Closure.

#### Transfer and Acceptance of Completed Hours by Teach-Out Institution

Any educational institution that the Elizabeth Grady School may enter into a Teach-Out Agreement with will independently determine the number of clock-hours they are willing to accept from each candidate based on their institutions teach-out, transfer, and/or acceptance policies.

Students affected by any closure wishing to transfer to another school will be informed of the number of hours accepted by the Teach-Out Institution prior to entering into an agreement with that institution.

#### Tuition and Fees Assessed by Teach-Out Institution

Any educational institution that the Elizabeth Grady School may enter into a Teach-Out Agreement with will independently determine pro-rated tuition and fees.

Students affected by any closure wishing to transfer to another school will be informed of tuition and fee amounts assessed by the Teach-Out Institution prior to entering into an agreement with that institution.



# 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 as it relates to 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.

### Failure to Meet Minimum SAP Requirements Relative to Academic Performance

Students who fail to meet minimum SAP requirements (70% academic average) on the SAP evaluation dates will be placed on probation. The student will be provided an academic plan that, if followed will ensure the student is able to meet the school's SAP requirements by the second evaluation point.

In the event a student fails to attain a minimum 70% academic average by the second evaluation point, the student will be considered to have failed the respective program's course module and may retake any course module/section of course module, i.e. specific subject material that they failed to attain a 70% average. Students required to retake a course material will be assessed a \$25.00 per hour fee. A student may appeal the school's decision in writing. (See section on Appeal).

## 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       |

## Evaluation and Determination of SAP Relative to Academic Performance

Two Satisfactory Academic Progress Evaluation Reports are given during the student's respective program. Satisfactory Academic Progress (SAP) Reports include the student's cumulative grade average and rate of attendance.

The first evaluation will occur at the scheduled midpoint of the respective program's scheduled hours while the second will occur at the scheduled completion of hours. (See Table under SAP Evaluation Periods). 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.

## Satisfactory Academic Progress Evaluation Periods Measured in Clock Hours

| 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               |

Massachusetts 230 CMR 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.

## Satisfactory Academic Progress as it relates to Attendance

Quantitatively, students are evaluated on attendance. A student must maintain an

attendance rate no lower than 90% to be considered making SAP.

### Failure to Meet Minimum SAP Requirements Relative to Attendance

Students who fail to meet minimum SAP attendance requirements (90% attendance rate) will be considered to have an Unsatisfactory SAP status and will be asked to withdraw from the program and may transfer hours completed to date and return in another program at the point they left of at a future date.

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.(See section on Appeal). If the student prevails upon appeal, the student will be placed on academic probation (See section on Probation).and the student is considered to be making SAP. The student will be provided an academic plan to assist in making up missed hours that, if followed will ensure the student is able to meet the school's SAP requirements by the second evaluation point.

### Evaluation and Determination of SAP Relative to Attendance

Two Satisfactory Academic Progress Evaluation Reports are given during the student's respective program. Satisfactory Academic Progress (SAP) Reports include the student's rate of attendance and cumulative grade average.

The first evaluation will occur at the scheduled midpoint of the respective programs' scheduled hours while the second will occur at the scheduled completion of hours. (See Table under SAP Evaluation Periods). 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.

### Satisfactory Academic Progress Evaluation Periods Measured in Clock Hours

| 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               |

Massachusetts 230 CMR 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.

## Satisfactory Academic Progress and Title IV Funding Relative to Academics and Attendance

Students who do not achieve the minimum Satisfactory Academic Progress requirements, relative to academics or attendance, 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.

## Maximum Timeframe

The maximum timeframe a student will be given to complete their respective program at a 90% rate of attendance is outlined below. Please note, the maximum timeframes include scheduled hours only and do 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 timeframes 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.



Image: Students learn skeletal anatomy.

## Students Exceeding Maximum Time frame

Students that exceed the maximum time frame will be terminated from the program. Students who have exceeded the maximum time frame may be permitted to re-enroll in the program on a cash-pay basis at \$25.00 per clock hour in a manner consistent with the Withdrawal, Re-entry, Repetition, and Transfer policies.



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

## 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.

### 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, legal, obituary, or similar) 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 academic 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 academic 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 timeframe. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

## Withdrawal

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. Course incompletes have no effect upon the school's SAP standards.

## 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, whichever 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).



## Re-entry

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. Course incompletes have no effect upon the school's SAP standards.

## Repetition

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. Course repetition has no effect upon the school's SAP standards.

## Leave of Absence

The Elizabeth Grady School does not grant leaves of absence. Students who desire a temporary interruption of their education may request a transfer of hours to a new program at the point they left off. See policy on Transfer Hours and Course Credits.

## 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. Transfer students will re-enter with the same SAP status in which they left.

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.

## Rights to Access and Privacy

**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 their cumulative records including, but not limited to Satisfactory Academic Progress evaluation results. The school will provide proper supervision and interpretation of student records when they are being reviewed. Students should contact a School Administrator to schedule an appointment for this purpose.

**Right to Privacy:** 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.

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.



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

## Distance Education Policies, Expectations, and Etiquette

The online distance learning standards and etiquette listed herein is expected of every student during online classes. Instructors may private chat with any student who does not comply with the online class etiquette standards as a reminder of required online class protocols. Instructors reserve the right to dismiss a student from online classes who do not meet these standards.

1. All students are expected to be logged on to the appropriate Zoom ID# and ready for class at the scheduled start time. Your instructor will validate your participation through regular monitoring and documenting online class attendance.
2. Your knowledge and performance of online content will be assessed monthly through onsite discussion, interactive assessments, and/or testing, written and/or hands-on. Instructors will also monitor student participation during online class discussions, Q&A, online polling, electronic quizzes, etc. Your instructor may also call on you to assure your participation and interaction with others is substantive.
3. Students should be in dress code, as outlined in the *Policies and Procedures Handbook*. All students should wear an Elizabeth Grady School uniform T-shirt in addition to all other dress code and hygiene requirements.
4. Students must appear on camera during the entire Zoom class. Students not visible online will be considered absent. Instructors reserve the right to waive this requirement in the event unexpected technological issues or extenuating circumstances occur and they have been communicated with the instructor and approved in advance, and said circumstances allow for regular verbal interaction to assure attendance and class participation.
5. Cameras should be focused on the students face during class unless otherwise requested. The instructor may request that the student reposition the camera to focus on the students' hands and mannequin head when being introduced new hands-on techniques. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
6. Microphones/audio should remain on mute through the duration of the class except when asking questions or contributing to class discussion. This will help to prevent background sound pollution and prevent reverberation of sound.

7. We encourage interactive learning and class discussion. Please raise your hand or simply unmute yourself and offer points of discussion or ask questions.
8. Students attend online classes in a location where you are able to focus your attention on what you are learning and where there are minimal distraction to the said student and others attending the online class. Instructors reserve the right to dismiss you from class if you are driving, riding in a car, or in a location whereby there are many distractions.
9. Short breaks are given regularly so that students may use the bathroom, have a snack, and get up and move. We ask that you remain on camera during scheduled class time unless necessary.
10. Students participating in online education shall not invite any third party not currently enrolled in said students program nor share class codes or intellectual property of Elizabeth Grady with any third party. Unauthorized audio or videotaping online classes is strictly prohibited.
11. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam to include any applicable competencies required by the State licensure agency prior to graduation from the program.
12. Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. If you plan to become licensed in another state, know your state's requirements in advance. Please reach out to a school administrator if you have questions.
13. Student transcripts or other documents identifying student progress (official or unofficial), list academic attainment received via distance education.
14. Students who elect to enroll in a distance education/onsite hybrid blended learning program may have limited options of making up missed hours via asynchronous distance education assignments and projects. The school will provide specific instructions for completing these assignments. The school will not credit asynchronous distance education hours unless they have been completed and submitted as directed.



Image: Student removes client's finishing mask during facial

# 2023-24 Holidays, Days-off, and Early Dismissals

## 2023

|  |  |
|--|--|
| Monday, January 2 <sup>nd</sup>  | New Years Day, Observed                |
| Wednesday January 11 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled   | Teacher's In-service Day               |
| Monday January 16 <sup>th</sup>  | Martin Luther King Day                 |
| Wednesday February 8 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled   | Teacher's In-service Day               |
| Saturday and Monday<br>February 18 <sup>th</sup> and 20 <sup>th</sup>  | President's Day                        |
| 9:30-2:30 Esthetics and Massage<br>Programs Only- February 21 <sup>st</sup> -24 <sup>th</sup>  | Feb. Public School Vacation Week       |
| Wednesday March 8 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled  | Teacher's In-service Day               |
| Wednesday April 12 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled   | Teacher's In-service Day               |
| Saturday April 15 <sup>th</sup> and<br>Monday April 17 <sup>th</sup>   | Patriot's Day                          |
| 9:30-2:30 Esthetics and Massage<br>Programs Only- April 18 <sup>th</sup> – 21 <sup>st</sup>  | April Public School Vacation Week      |
| Wednesday May 10 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled   | Teacher's In-service Day               |
| Saturday and Monday<br>May 27 <sup>th</sup> and 29 <sup>th</sup><br>(early dismissal on Friday May 26 <sup>th</sup> No afternoon classes)  | Memorial Day                           |
| Wednesday June 7 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled   | Teacher's In-service Day               |
| Monday June 19   | Juneteenth                             |
| Saturday, Monday, Tuesday, and Wednesday<br>July 1 <sup>st</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup>   | Summer Holiday/4 <sup>th</sup> of July |
| Wednesday July 12 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled  | Teacher's In-service Day               |
| Wednesday August 9 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled   | Teacher's In-service Day               |
| Wednesday, Thursday, Friday, Saturday, and Monday<br>August 30 <sup>th</sup> and 31 <sup>st</sup> ; September 1 <sup>st</sup> , 2 <sup>nd</sup> , and 4 <sup>th</sup><br>(August 30 <sup>th</sup> and 31 <sup>st</sup> - Annual Teacher Development Seminar) | Labor Day                              |
| Saturday and Monday<br>October 7 <sup>th</sup> and 9 <sup>th</sup><br>October 6 <sup>th</sup> early dismissal @12:00 noon  | Indigenous Peoples Day                 |
| Wednesday October 11 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled   | Teacher's In-service Day               |
| Saturday, November 11 <sup>th</sup>  | Veteran's Day                          |

|   |  |
|---|--|
| Wednesday November 8 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled                                      | Teacher's In-service Day               |
| Wednesday, Thursday, Friday, and Saturday<br>November 22 <sup>nd</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup> , and 25 <sup>th</sup>         | Thanksgiving Break                     |
| Wednesday December 13 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled                                     | Teacher's In-service Day               |
| Thursday, December 21 <sup>st</sup><br>through Monday, January 1 <sup>st</sup> , 2024<br>(Return to class on Tuesday 1/2/2024)              | Christmas/Winter Break                 |
| <br><h2>2024</h2><br>   |  |
| Monday January 1 <sup>st</sup>  | New Year's Day/ Winter Break           |
| Wednesday January 10 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled                                      | Teacher's In-service Day               |
| Monday January 15 <sup>th</sup>   | Martin Luther King Day                 |
| Wednesday February 14 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled                                     | Teacher's In-service Day               |
| Saturday and Monday<br>February 17 <sup>th</sup> and 19 <sup>th</sup>   | President's Day                        |
| 9:30-2:30 Esthetics and Massage<br>Programs Only- February 20 <sup>th</sup> -23 <sup>rd</sup>   | Feb. Public School Vacation Week       |
| Wednesday March 13 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled  | Teacher's In-service Day               |
| Wednesday April 10 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled  | Teacher's In-service Day               |
| Saturday April 13 <sup>th</sup> and<br>Monday April 15 <sup>th</sup>  | Patriot's Day                          |
| 9:30-2:30 Esthetics and Massage<br>Programs Only- April 16 <sup>th</sup> – 19 <sup>th</sup>   | April Public School Vacation Week      |
| Wednesday May 8 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled   | Teacher's In-service Day               |
| Saturday and Monday<br>May 25 <sup>th</sup> and 27 <sup>th</sup><br>(12 noon dismissal on Friday May 24 <sup>th</sup> No afternoon classes) | Memorial Day                           |
| Wednesday June 12 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled   | Teacher's In-service Day               |
| Wednesday June 19 <sup>th</sup>   | Juneteenth                             |
| Wednesday, Thursday, Friday, and Saturday<br>July 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup>                 | Summer Holiday/4 <sup>th</sup> of July |
| Wednesday July 10 <sup>th</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled   | Teacher's In-service Day               |
| Wednesday August 14 <sup>h</sup><br>½ day, 9-12/no afternoon classes<br>Evening classes as scheduled  | Teacher's In-service Day               |

Wednesday, Thursday, Friday, Saturday, and Monday  
August 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> 31<sup>st</sup> and September 2<sup>nd</sup>  
(August 28<sup>th</sup> and 29<sup>th</sup>- Annual Teacher Development Seminar)

Labor Day

Saturday and Monday  
October 12<sup>th</sup> and 14<sup>th</sup>  
Friday October 11<sup>th</sup> early dismissal @12:00 noon

Indigenous Peoples Day

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

Teacher's In-service Day

Monday November 11<sup>th</sup>

Veteran's Day

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

Teacher's In-service Day

Wednesday, Thursday, Friday, and Saturday  
November 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>

Thanksgiving Break

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

Teacher's In-service Day

Monday December 23<sup>rd</sup>, 2024  
through Wednesday, January 1<sup>st</sup>, 2025  
(Return to class on Thursday 1/2/2025)

Christmas/Winter Break



Image: Elizabeth Grady students give and receive  
Therapeutic massage

Image: Student receives facial massage from classmate



# Accreditation, Licensing, and Professional Affiliations

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

The MA Division of Professional Licensure's (DPL) Office of Private Occupational School Education

1000 Washington Street, 7<sup>th</sup> Floor

Boston, MA 02118

Phone: 617-701-8719

Email: [occupational.schools@mass.gov](mailto: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),

The MA Division of Professional Licensure's (DPL) Board of Cosmetology, Barbering, and Electrology

1000 Washington Street, 7th Floor

Boston, MA 02118 Phone: 617-701-8792

Email: [cosmetologyandbarberingboard@mass.gov](mailto:cosmetologyandbarberingboard@mass.gov)

The Elizabeth Grady School is a proud member of ABMP Association for Bodywork and Massage Professionals, AMTA American Massage Therapy Association, and ASCP Associated Skin Care Professionals

Date of Publication: January 10, 2023

## Ownership Information

Proprietor: Elizabeth Grady Holding Co.