

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

TABLE OF CONTENTS

School Philosophy and Mission	1	General Admissions Policies	25
Elizabeth Grady School at a Glance	1	Satisfactory Progress Policy	25
The Facility	1	Grading	26
<b>Massage Therapy Program</b>		Determination of Progress	26-27
Program Mission Statement	2	Appeal Process	27
Required Courses	2	Withdrawals and Incompletes	27
Graduation Requirements	3	Repetition, Transfer, & Re-entry	27-28
Career Opportunities	3	Accreditation and Licensing	28
Course Module Descriptions	4-10	Programs Calendar	29
<b>Esthetics Programs</b>		Holiday Schedule	29-30
Program Mission Statement	11		
Required Courses	11		
Graduation Requirements	12		
Career Opportunities	12		
Course Module Descriptions	13-19		
Admissions Requirements	21		
Transportation	22		
Parking	22		
Housing	22		
Placement	22		
Guidance and Counseling	22		
Nondiscrimination Policy	22		
Attendance, Tardiness, & Absenteeism	23		
Participation, Conduct, & Professionalism	23		
Rights to Privacy & Access	23		
Student Grievance Policy	24		
Refund Policy	24		



*Please see addendum to the catalog for tuition and fees, methods of payment, and list of administrative staff and faculty.*

# THE ELIZABETH GRADY SCHOOL OF ESTHETICS AND MASSAGE THERAPY

## OUR PHILOSOPHY AND MISSION

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

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

## THE ELIZABETH GRADY SCHOOL AT A GLANCE

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

## THE FACILITY

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

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

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

# ELIZABETH GRADY SCHOOL OF MASSAGE THERAPY PROGRAM

## PROGRAM MISSION STATEMENT

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

## THE PROGRAMS

The Elizabeth Grady School of Massage Therapy Program provides students with the necessary tools to creative a lucrative practice in the massage therapist industry. The program also prepares students to successfully become licensed and to pass the National Certification Board Exam.

### **Massage Therapy Programs:**

Massage Therapy-650 Hours; Spa and Massage Therapy-750 Hours

### **Required Courses for core 650 hour Therapeutic Massage:**

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

### **Additional Spa Therapy Modules for 750 Hour Program:**

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

The Elizabeth Grady School offers a variety of flexible full day, morning, evening, and weekend schedules. Upon successful completion of the program, graduates are awarded a diploma in Massage Therapy for 650 Hours and a Certificate in Spa Therapy for those choosing a 750 hour program. Students may then continue the licensing application process per state requirements.

## MASSAGE PROGRAM GRADUATION REQUIREMENTS

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

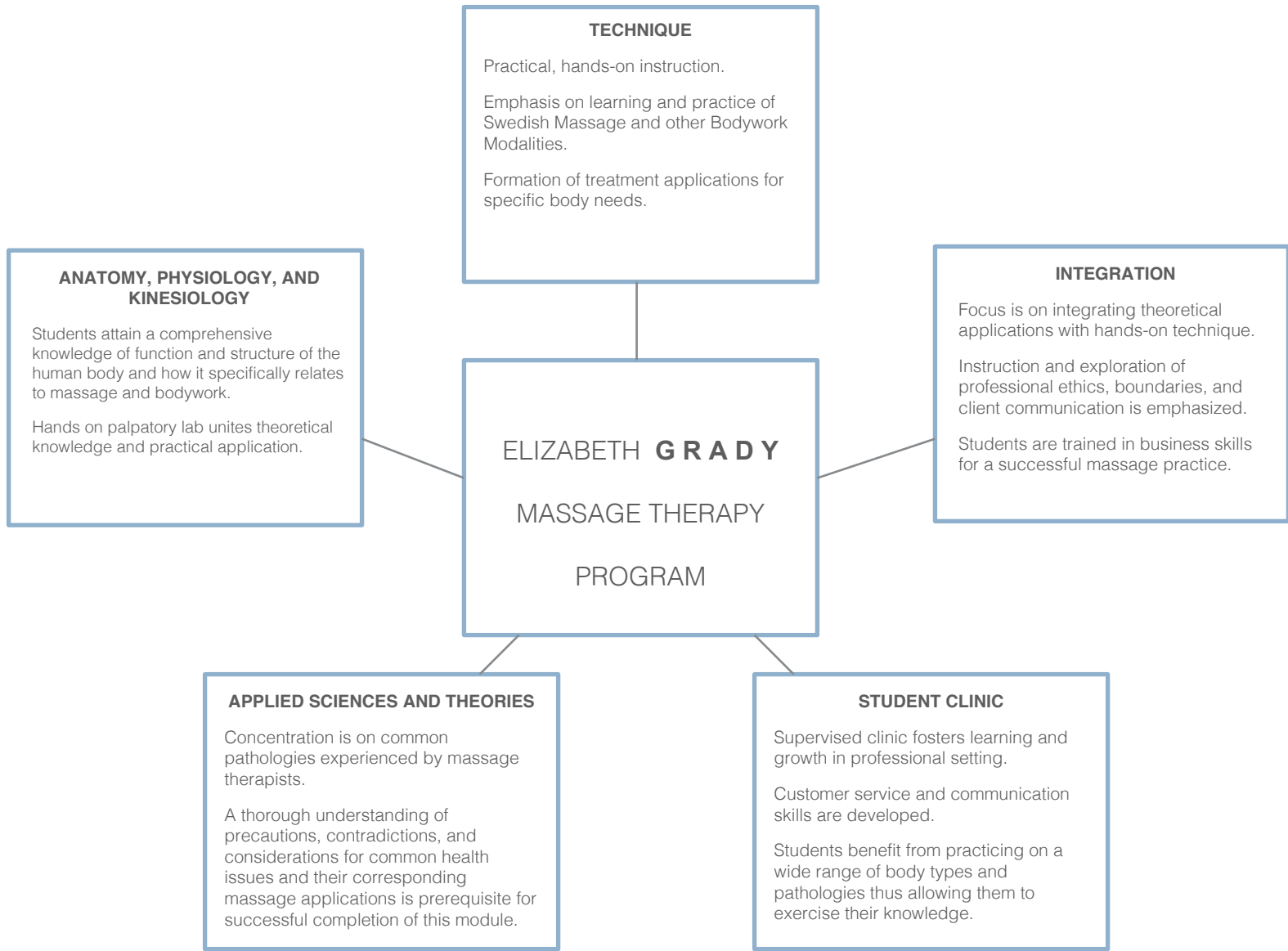
## CAREER OPPORTUNITIES

The field of Massage Therapy holds several opportunities for you to practice and experience. Positions available arrange from entry-level to business ownership depending on former professional experience, education, and individual goals. Below is just a partial listing of career opportunities offered to massage therapists:

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



Elizabeth Grady students give and receive a therapeutic massage





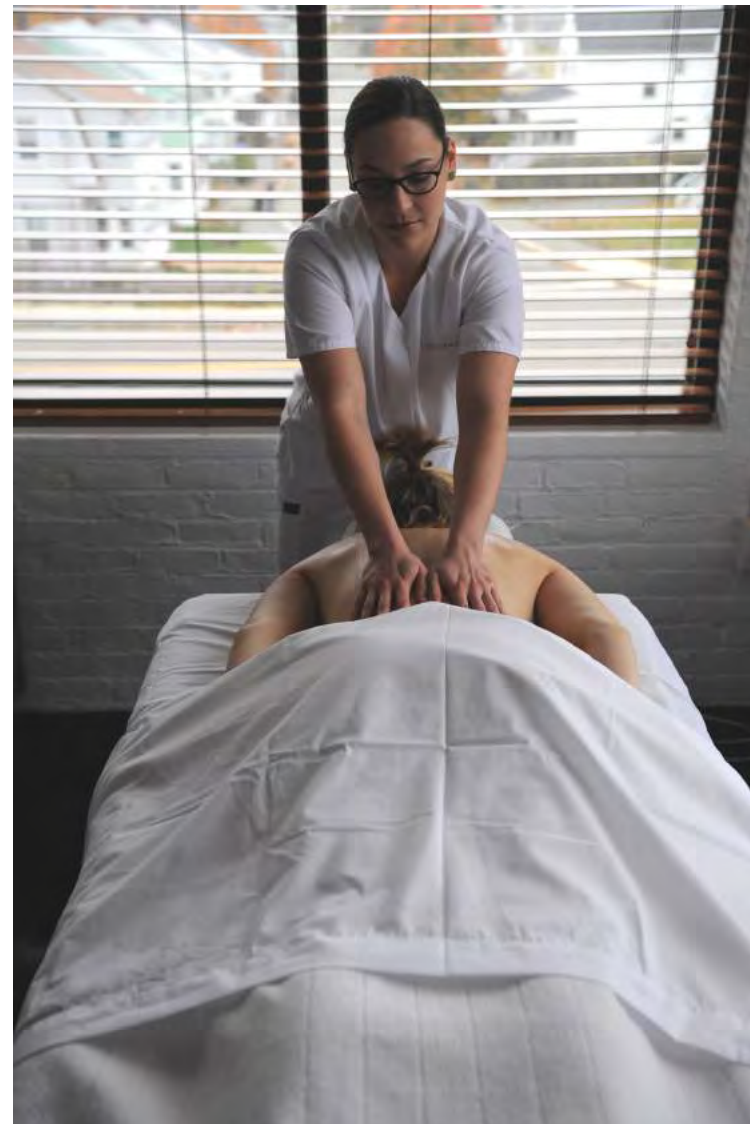


Students practice massage techniques

MASSAGE THERAPY PROGRAMS

COURSE DESCRIPTION

<b>Anatomy and Physiology I</b>	<b>59</b>
Skeletal System	14
Muscular System, Kinesiology, and Palpation Skills	45
<b>Anatomy and Physiology II</b>	<b>43</b>
Organization of the Human Body	2
Chemistry	3
Cell Biology and Tissues	4
Integumentary System	4
Nervous System	10
Endocrine System	10
Cardiovascular System and Hematology	10
<b>Anatomy and Physiology III</b>	<b>43</b>
Lymphatic System and Immunity	11
Nutrition and Digestive	8
Respiratory System	8
Urinary System	8
Reproductive System	8



Elizabeth Grady students give and receive massage





Elizabeth Grady students give and receive massage

## COURSE DESCRIPTION

## HOURS

### Massage Theory and Technique I

**144**

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

### Massage Theory and Technique II

**84**

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

### Massage Theory and Technique III

**72**

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

COURSE DESCRIPTION

HOURS

**Applied Sciences and Theories 1: Intro to Pathology 15**

- Intro to Human Disease 3
- Disease Process 3
- Disease Terminology 3
- Disease of the Musuloskeletal 3
- Major Pathologies: Contraindications 3

**Applied Sciences and Theories II: Pathology II 15**

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

**Applied Sciences and Theories III: Pathology III 15**

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



Elizabeth Grady students give and receive therapeutic massage



Elizabeth Grady instructor demonstrates massage technique

## COURSE DESCRIPTION

## HOURS

### **Integration I: Ethics and Professionalism**

**20**

Client/Therapist Boundaries

4

Personal versus Professional Boundaries

4

Code of Ethics

4

Client Communications

4

Self Care

4

### **Integration II: Ethics and Communications**

**20**

Advanced Ethics

4

Therapeutic Relationship and Presence

4

Dual Relationships

4

Transference/Counter Transference

4

Emotional and Physical Response to Massage

2

Conflict Resolution

2

### **Integration III: Business Skills**

**20**

Introduction to Business Skills

2

Working in the Massage Industry

2

Resume and Cover Letter Development

2

Job Searching Skills

2

Interviewing Skills

2

Private Practice/Business Plan Development

2

Marketing Skills

2

Client Retention Skills

2

Business Structures

2

Accounting, Budgeting, and Taxes

2

### **Supervised Student Clinic**

**100**

COURSE DESCRIPTION

HOURS

**Spa Therapies I**

**40**

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

**Spa Therapies II**

**60**

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



Client receives hot stone massage

## ELIZABETH GRADY SCHOOL OF ESTHETICS PROGRAM

### PROGRAM MISSION STATEMENT

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

Elizabeth Grady is committed to offering no less than the highest level of education to aspiring estheticians as they prepare to serve the public with experience and professional skills.

### THE PROGRAMS

**Esthetics Programs:** 300 and 600 Hour

**Required Courses:**

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

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

The 600 Hour Program provides students a comprehensive education in Esthetics. After building the foundational practices in the first 30 hours, students continue on to learn advanced practices with an emphasis on creating treatment plans for specific skin types. Additionally, the program is appropriate for students who may seek licensure in other states since most require 600 hours.

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



## ESTHETICS COURSE GRADUATION REQUIREMENTS

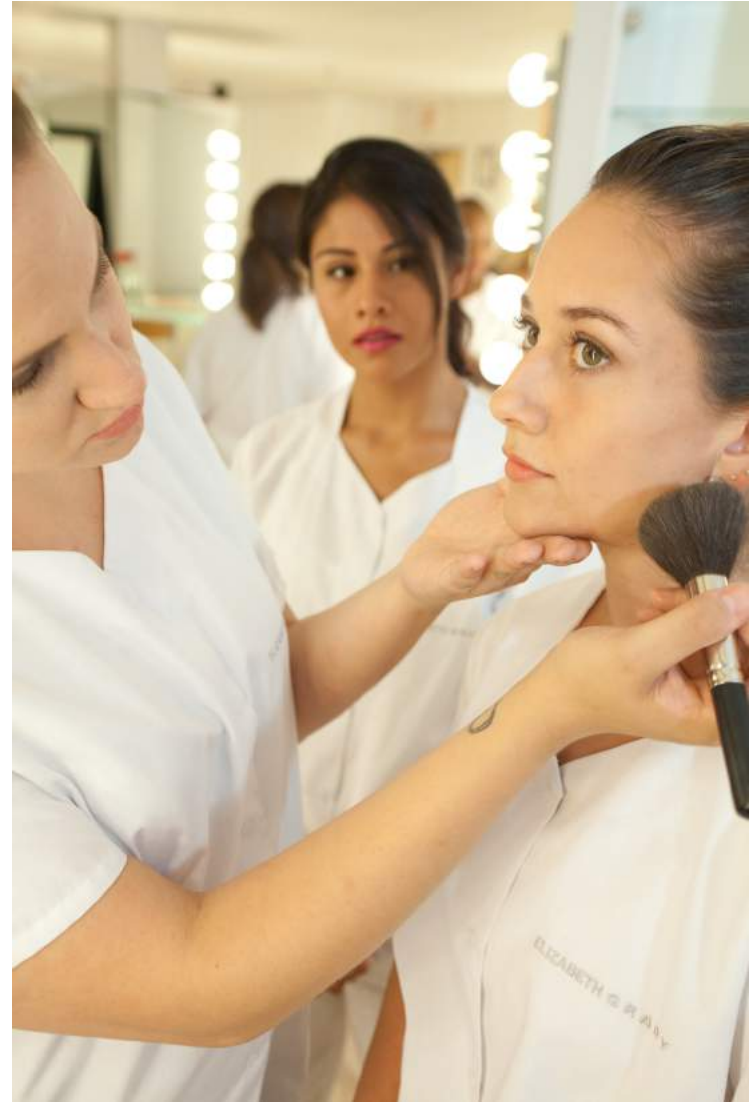
To fulfill graduation requirements, students must complete all contracted hours in their program as well as maintain a minimum level of proficiency of 70% in all required courses as applicable to the program of study. All tuition balances must be paid in full for all programs.

## CAREER OPPORTUNITIES

Esthetics is an exciting and rewarding field enjoying phenomenal growth. For the student earning a diploma and license in Esthetics career opportunities for a 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
- Chiropractic Offices
- Cruise Ships
- Destination Spas in Exotic locations
- Esthetician in Dermatology, Plastic Surgery, or other medical practices
- Sales rep, educator, or administrative positions for major cosmetic and skin care companies
- Free-lance Makeup Artist
- Esthetics and Makeup Artistry Education
- Product Research and Development
- Salon, Spa, or Skin Care Business Owner

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



Student looks on as classmate applies mineral foundation





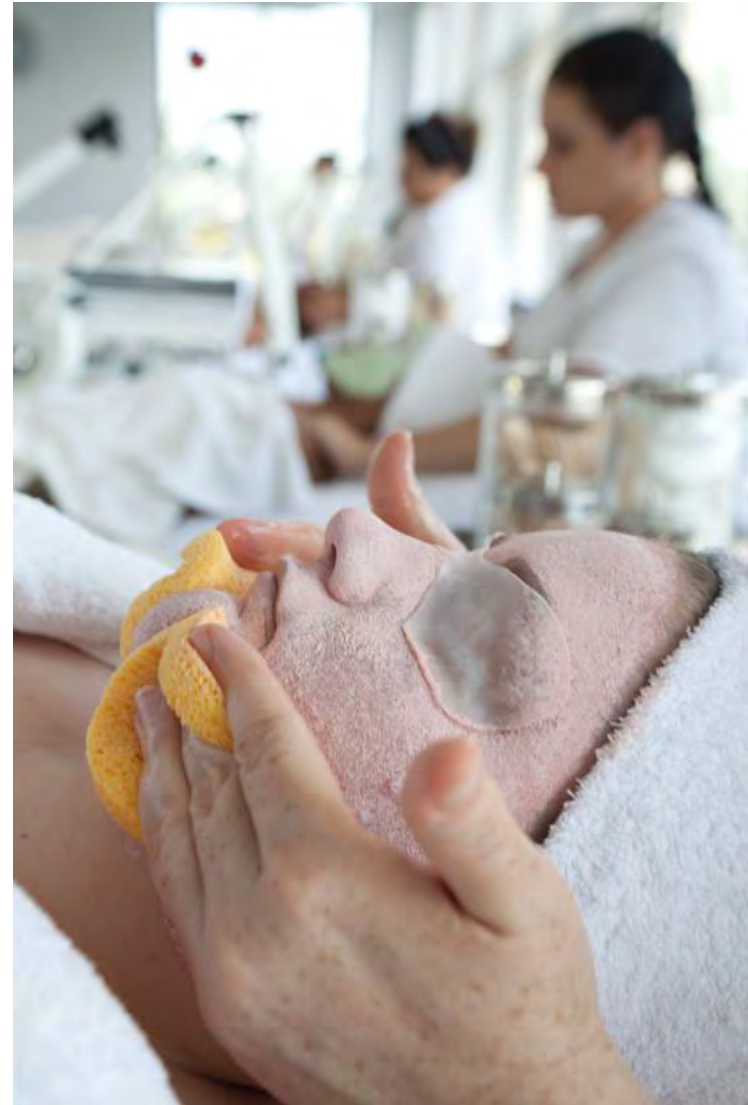


Student receives facial massage from classmate

## ESTHETICS PROGRAM 1 - 300 HOURS

### COURSE DESCRIPTION

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



Student removes client's finishing mask during facial



Student practices supervised facial treatments

## COURSE DESCRIPTION

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

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



## ESTHETICS PROGRAM 301 - 600 HOURS

### COURSE DESCRIPTION

#### Esthetic Theory II

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



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



Student mixes customized facial mask for client

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



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

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



Students applies makeup to classmate



Student receives neck massage from classmate

## ADMISSION REQUIREMENTS FOR ESTHETICS AND MASSAGE THERAPY

- Student must be at least 17 years of age, must provide a copy of government issued photo identification, and proof of a high school diploma or its equivalent.
- Student must complete a personal interview with an admissions representative. Candidates are asked questions about goals and expected outcomes of study. This interview is typically conducted during a visit and/or tour of the school or in extenuating circumstances may be completed by telephone.
- Upon acceptance the student must provide a completed enrollment application, signed enrollment agreement contract, and designated deposit to confirm attendance.
- Student are required to have a tuberculosis test within one calendar year of beginning their program. Additionally, students must acknowledge that they possess physical mobility and dexterity necessary for performing esthetics and/or massage therapy services.
- International students must provide proof of residency status. A valid Alien Registration card is required for all eligible non-citizens. If you are awaiting receipt of a valid Alien Registration card, please refrain from scheduling an appointment for an interview until the Alien Registration card is received. We cannot admit students without this documentation.
- If a candidate completed their high school education in another country they must submit a translated copy of their high school diploma or transcripts. Additionally, an official statement that the education received is equivalent or greater than high school level within the United States must accompany documentation and confirmed by a certified transcript translation agency.
- The Elizabeth Grady School does not admit ability to benefit students

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

### **Transportation**

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

### **Parking**

Free parking is available directly outside the facility.

### **Housing**

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

### **Placement**

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

### **Guidance and Counseling**

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

### **Nondiscrimination Policy**

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

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

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

## **GENERAL RULES AND REGULATIONS**

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

**I. Attendance:** Students are expected to attend all scheduled classes. All missed hours must be made up. Students may miss up to 5% of contracted hours. Documented medical, legal, or extenuating circumstances existing beyond the students 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 satisfactory attendance record is a requirement for course completion.

**II. Tardiness:** All students are expected to be in class at the scheduled class start time. Students are allowed three grace tardies. Following the third tardy, the instructor may ask the student to leave class until after break to prevent further distractions and interruption of the educational process.

**III. Absenteeism:** All students are expected to attend all classes. All hours missed must be made up without exception. Absences due to extenuating circumstances such as illness, jury duty, military duty, or death in the family with proper documentation will not affect student's satisfactory progress.

**IV. Making Up Missed Hours:** Time missed will only be allowed to be made up on scheduled days. Students will be charged \$20 per hour for makeup hours exceeding 5% of contracted hours.

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

**VI. Conduct:** Professional behavior is mandated at all times while interacting with school personnel and classmates. Cheating, vandalism of school property, theft, and/or use of profane or abusive language is strictly prohibited and will result in suspension or expulsion from the school. The School Disciplinary Procedure is as follows: First Offense: Oral Warning; Second Offense: Written Warning; Third Offense: Probation (length to be determined by School Director). The School does reserve the right to dismiss a student at first offense based on seriousness of the offense.

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

#### **VIII. Rights to Privacy and Access:**

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

#### **IX. Resolution of Student Concerns:**

- The Elizabeth Grady School fosters and supports an environment of open and honest communication. The school recommends students to go directly to the instructor that oversees the program module in which the student may have a concern. However, we understand that students may need additional support in resolving conflict. Therefore, should the student 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 also retains the right to contact the Massachusetts Division of Professional Licensure, Office of Private Occupational School Education, [www.mass.gov/ocabr/government/oaca-agencies/dpl-lp/schools/](http://www.mass.gov/ocabr/government/oaca-agencies/dpl-lp/schools/) or by phone at (617) 727-6917.

### **Tuition Refund Policy**

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

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



## ADDITIONAL ADMISSIONS POLICIES

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

## SATISFACTORY PROGRESS POLICY

A student unable to complete their program due to medical, legal, or personal reasons may request, in writing, a transfer to return in another program at the point and the same progress status in which they left. Students requesting a transfer or withdrawing from their respective program may return to a subsequent program upon review and approval by school faculty. The student will be credited all in-class hours and will incur the appropriate charges for all hours earned in both programs. A calculated refund may be given for the initial program from which the student terminated their contract electively or due to their inability to meet satisfactory progress as outlined in the school Policies and Procedures. Students transferring must return within 180 days from last date of attendance and the contracted ending date will be extended.

## SATISFACTORY PROGRESS IN REGARDS TO ACADEMICS FOR ESTHETICS AND MASSAGE PROGRAMS

The following factors will be measured to determine academic progress in all Elizabeth Grady programs:

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

## GRADING

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

- 90-100      A            GOOD/ABOVE AVERAGE
- 80-89        B            SATISFACTORY/AVERAGE
- 70-79        C            NEEDS IMPROVEMENT/BELOW AVERAGE
- 69>          D            UNSATISFACTORY PROGRESS

Students must maintain a C grade average (minimum of 70% in each program module) in order to be considered making satisfactory progress.

## DETERMINATION OF PROGRESS, WARNINGS, AND PROBATION

- A minimum of two student evaluations will be given during a student's respective program. Student Evaluations/Satisfactory Progress Reports include a rating of regular class attendance, academics, and completion of course requirements. The first evaluation will occur before the midpoint of the respective program's scheduled hours while the second will occur near the completion of scheduled hours. Please reference the chart below for specific points of evaluation. Students who meet minimum requirements are considered to be making satisfactory progress. Copies of evaluations will be provided to the student and will also remain on file.

<b>PROGRAM</b>	<b>FIRST EVALUATION</b>	<b>SECOND EVALUATION</b>
Esthetics-300 Hours	125	275
Esthetics-600 Hours	275	575
Massage Therapy-650 Hours	300	625
Spa and Massage Therapy-750 Hours	350	725

- A student failing to meet satisfactory progress requirements will receive written notification with the opportunity to meet requirements during a specified time frame. If a student fails to meet satisfactory academic progress during the specified time frame, that student will be placed on probation for 30 days. The school will continue to work with the student in creating an academic plan that supports the student in reestablishing satisfactory academic progress and/or financial aid eligibility. Once the student has been established to be meeting minimum requirements, he/she will be considered to be making satisfactory progress and Financial Aid funds will be disbursed to eligible students. If the student fails to meet minimum requirements, the student will be terminated from the school.
- At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be determined as making satisfactory progress and will be eligible to receive disbursements of financial aid. If the student fails to meet minimum requirements, the student will be terminated from the school.

## APPEAL PROCESS

- Students being placed on probation or terminated after failing to achieve minimum requirements may appeal this determination. The student must submit written appeal to the School Director, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. Circumstances likely to be appealed which require supportive documentation would include, but is not limited to: Death of a relative, Injury or Illness, other allowable special circumstances. The School Director must receive this appeal within (5) business days of probation or termination. Should a student fail to appeal this decision, probationary or termination status will stand. An appeal hearing will take place within (5) business days for receipt of the written appeal. This hearing will be attended by the student, parents, guardian (if student is a dependent minor), the student's instructors, and the School Director. A decision on the student's appeal will be made within (3) business days by the Director and will be communicated to the student in writing.
- Should a student prevail upon his/her appeal and be determined as making satisfactory progress, the student will return at the appropriate time in clock hours in a new program within 180 days.

## WITHDRAWALS AND INCOMPLETES

Any student who withdraws from his/her contracted course or fails to complete his/her training will have a notice placed in his/her student file as to progress at point of withdrawal. Students will re-enter in the same status they were in at the time of withdrawal. Please note: Course incompletes have no effect on the school's satisfactory standards. However, should the student withdraw and re-enter at a later date, students meeting satisfactory progress and with recommendation of the faculty, are given a period of two years from the point they withdraw to reenter the program with previous credit.

## REPETITION

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry. Please note: Course incompletes and non - credit remedial courses have no effect on the school's satisfactory standards.

## TRANSFER

A student who desires to transfer from the program for which they are currently enrolled into a new program may be granted to the opportunity by providing a written request to do so. Upon receipt and approval of the request, the transfer student is required to contact Admissions to amend their contract to reflect the necessary changes in enrollment. Transfer students must begin the new program within 180 days of their last date of attendance. The Elizabeth Grady School does not accept transfer hours from other institutions.

## RE-ENTRY

A student who withdraws may be given the opportunity to re-apply, re-enroll, and re-enter on a date provided by the Admissions Department.

## ACCREDITATION, LICENSING, AND PROFESSIONAL AFFILIATION

The Elizabeth Grady School is accredited by NACCAS

4401 Ford Avenue, Suite 1300, Alexandria, VA 22302

703-600-7600



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

Massachusetts Division of Professional Licensure (DPL),

Office of Private Occupational School Education,

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

Phone: 617-727-5811

Email: [occupational.schools@state.ma.us](mailto:occupational.schools@state.ma.us)

Board of Cosmetology: 617-727-9940

Board of Massage Therapy: 617-727-1747

### **The Elizabeth Grady School is a proud member of:**

ABMP Association for Bodywork and Massage Professionals

AMTA American Massage Therapy Association

ASCP Associated Skin Care Professionals

**Date of Publication:** February 2016

**Proprietor:** John P. Walsh

## 2016 ESTHETICS PROGRAMS

### Winter Three-Quarter Time Day

Monday through Friday, 9:30-1:30 p.m.  
January 19- May 18, 2016- 300 Hours  
January 19- September 13, 2016- 600 Hours

### Spring Full-time Day

Monday through Friday, 9:00-4:00 p.m.  
March 14- May 24, 2016- 300 Hours  
March 14- August 10, 2016- 600 Hours

### Fall Part-time Evenings and Saturdays

Mon. & Tues. 6:30 p.m. - 9:30 p.m. and  
Saturday, 9:00 a.m. - 3:30 p.m.  
March 29, 2016- October 17, 2016- 600 Hours  
March 29, 2016- May 8, 2017- 600 Hours

### Winter Three-Quarter Time Day

Monday through Friday, 9:30-1:30 p.m.  
April 25- August 16, 2016- 300 Hours  
April 25- December 13, 2016- 600 Hours

### Fall Full-time Day

Monday through Friday, 9:00-4:00 p.m.  
September 7, 2016- November 21, 2016- 300 Hours  
September 7, 2016- February 13, 2017- 600 Hours

### Fall Three-Quarter Time Day

Monday through Friday, 9:30-1:30 p.m.  
October 4, 2016- February 3, 2017- 300 Hours  
October 4, 2016- June 7, 2017- 600 Hours

### Fall Part-time Evenings and Saturdays

Mon. & Tues. 6:30 p.m. - 9:30 p.m. and Saturday,  
9:00 a.m. - 3:30 p.m.  
October 11, 2016- May 5, 2017- 300 Hours  
October 11, 2016- October 23, 2017- 600 Hours

## 2016 MASSAGE THERAPY PROGRAMS

### Spring Full-time Day

Monday through Friday, 9:00-4:00 p.m.  
March 16- August 25, 2016- Massage Therapy-650  
Hours  
March 16- September 22, 2016- Spa and Massage  
Therapy-750 Hours

### Fall Full-time Day

Monday through Friday, 9:00-4:00 p.m.  
September 12, 2016- March 2, 2017- Massage  
Therapy-650 Hours  
September 12, 2016- March 27, 2017- Spa and  
Massage Therapy-750 Hours

### Fall Three-Quarter Time Day

Monday through Friday, 9:30-1:30 p.m.  
October 3, 2016- August 2, 2017- 750 Hours

### Fall Part-time Evenings and Saturdays

Mon., Tues. & Wed. 6:30 p.m. - 9:30 p.m. and  
Saturday, 9:00 a.m. - 3:30 p.m.  
October 11, 2016- September 23, 2017- 650 Hours

## 2016 SCHOOL HOLIDAYS

### Christmas/Winter Break

Fri. & Sat. January 1<sup>st</sup> and 2<sup>nd</sup>

### Teacher's In-service Day

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

### Martin Luther King Day

Monday January 18<sup>th</sup>

### Teacher's In-service Day

Wednesday February 10<sup>th</sup>  
½ day, 9-12/no afternoon classes  
Evening classes as scheduled

### President's Day

Saturday and Monday  
February 13<sup>th</sup> and 15<sup>th</sup>

### Feb. Public School Vacation Week

9:30-1:30 Esthetics and Massage  
Programs Only- February 16th-20th

### Teacher's In-service Day

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

### Teacher's In-service Day

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

### Patriot's Day

Saturday April 16<sup>th</sup> and  
Monday April 18<sup>th</sup>

### April Public School Vacation Week

9:30-1:30 Esthetics and Massage  
Programs Only- April 19<sup>th</sup>-22<sup>nd</sup>

### Teacher's In-service Day

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

### Memorial Day

Saturday and Monday  
May 28<sup>th</sup> and 30<sup>th</sup>  
(early dismissal on Friday May 27<sup>th</sup>  
No afternoon classes)

### Teacher's In-service Day

Wednesday June 15<sup>th</sup>  
½ day, 9-12/no afternoon classes  
Evening classes as scheduled

### Summer Holiday/4<sup>th</sup> of July

Saturday, Monday, Tuesday, Wednesday  
July 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup>  
(early dismissal on Friday July 1<sup>st</sup>  
No afternoon classes)

### Teacher's In-service Day

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

**Labor Day**

Wednesday, Thursday, Friday, Saturday, and Monday  
August 31, September 1, 2, 3, and 5

**Teachers In-service Day**

Wednesday October 5<sup>th</sup>  
October 8<sup>th</sup> and 10<sup>th</sup>  
½ day, 9-12/no afternoon classes  
Evening classes as scheduled

**Columbus Day**

Saturday and Monday  
October 8<sup>th</sup> and 10<sup>th</sup>  
October 7<sup>th</sup> early dismissal @12:00 noon  
No afternoon classes

**Veteran's Day**

Friday November 11<sup>th</sup>

**Teacher's In-service Day**

Wednesday November 16<sup>th</sup>  
½ day, 9-12/no afternoon classes  
Evening classes as scheduled

**Thanksgiving**

Thursday, Friday, and Saturday  
November 24<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup>  
(early dismissal on Wednesday November 23<sup>rd</sup> -  
No Afternoon or PM classes)

**Teacher's In-service Day**

Wednesday December 14<sup>th</sup>  
½ day, 9-12/no afternoon classes  
Evening classes as scheduled

**Christmas/Winter Break**

Friday December 23<sup>rd</sup> –  
Monday January 2, 2017

**2017 SCHOOL HOLIDAYS****Christmas/Winter Break**

Monday January 2<sup>nd</sup>

**Teacher's In-service Day**

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

**Martin Luther King Day**

Monday January 16<sup>th</sup>

**Teacher's In-service Day**

Wednesday February 15<sup>th</sup>  
½ day, 9-12/no afternoon classes  
Evening classes as scheduled

**President's Day**

Saturday and Monday  
February 18<sup>th</sup> and 20<sup>th</sup>

**Feb. Public School Vacation Week**

9:30-1:30 Esthetics and Massage  
Programs Only- February 21<sup>st</sup>-24<sup>th</sup>

**Teacher's In-service Day**

Wednesday March 15<sup>th</sup>  
½ day, 9-12/no afternoon classes  
Evening classes as scheduled

**Teacher's In-service Day**

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

**Patriot's Day**

Saturday April 15<sup>th</sup> and  
Monday April 17<sup>th</sup>

**April Public School Vacation Week**

9:30-1:30 Esthetics and Massage  
Programs Only- April 18<sup>th</sup>-21<sup>st</sup>

**Teacher's In-service Day**

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

**Memorial Day**

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

**Teacher's In-service Day**

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

**Summer Holiday/4<sup>th</sup> of July**

Saturday, Monday, Tuesday, Wednesday  
July 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>

**Wednesday July 12<sup>th</sup>**

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

**Labor Day**

Wednesday, Thursday, Friday, Saturday, and  
Monday  
August 30<sup>th</sup> and 31<sup>st</sup>, September 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup>

**Columbus Day**

Saturday and Monday  
October 7<sup>th</sup> and 9<sup>th</sup>  
October 6<sup>th</sup> early dismissal @12:00 noon

**Teacher's In-service Day**

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

**Veteran's Day**

Friday November 10<sup>th</sup>

**Teacher's In-service Day**

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

**Thanksgiving**

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

**Teacher's In-service Day**

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

**Christmas/Winter Break**

Saturday December 23<sup>rd</sup> –  
Monday January 2, 2017





Instructor demonstrates how to apply lip pencil in Makeup Artistry class

# ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

222 Boston Avenue, Medford, MA 02155

[www.elizabethgrady.edu](http://www.elizabethgrady.edu)

1.781.960.0123