

## Table of Contents

*This catalog & contents are subject to change, as needed, to improve the program &/or the facility.*

### **General Information**

Mission Statement	page 2
State Regulation/Licensure	page 2
Accreditation (benefits & drawbacks)	page 3
Facility	page 3
Class Size	page 3
Employment Opportunities & Assistance	page 4

### **Inspirit Programs of Study**

Massage Therapy Program	page 5
Educational Objectives	page 5
Curriculum Overview	page 5
Class Descriptions	pages 6 - 7
Medical Massage Therapy Certificate Program	page 7
Esthetics Program	page 7
Curriculum Overview	page 7
Class Descriptions	page 8
Non-Toxic Nail Technology Program	page 8
Curriculum Overview	page 8
Class Descriptions	page 8

### **Financial Matters**

Insurance	page 9
Educational Costs	pages 9 & 10
Financial Aid	pages 11 & 12
Refund Policy/Withdrawal	page 13
Collection Policy	page 14

### **Academic Policies & Procedures**

Grading Scale & Criteria	page 14
Testing Accommodations	page 14
Academic & Attendance Expectations	page 14
Time/Attendance Recording	page 15
Absence Notification	page 15
Weekend Shifts	page 15
Maximum Time Frame	page 15
Leave of Absence	page 15
Graduation Requirements	page 16

### **School Policies**

Military Service	page 16
Standards of Conduct & Code of Ethics	pages 16 - 17
Drug, Alcohol, Sexual Abuse	pages 17 - 19
Mandatory Reporting	page 19
Dress Code & Hygiene	page 20
Social Network Policies	page 20
Classroom Policies	page 20
Clinic & Treatment Room Policies	pages 20 - 21
Policy Waiver or Appeal Process	page 21
Terms of Dismissal	page 21
Probation	page 22
Holidays & Vacations	page 22

### **Admissions**

Advanced Standing	page 22
Independent Study	page 22
Nondiscrimination Policy	page 22
Information Release	page 22
Confidentiality of Student Records	page 23
Admission Procedure	page 24
Application	pages 24 - 26

---

## **2018 Edition**

### **General Information**

#### **Mission Statement**

*We are committed to being of service to our students,  
creating a space to grow personally & professionally.*

*We provide quality education for the wellness & beauty industries in a luxury spa environment.  
We believe in open hearts & healing hands, that nurture the bodies, minds & spirits  
of our community.*

#### **State Regulation/Licensure**

Massage Therapists, Estheticians & Cosmetologists practice under many different legal provisions in every state. Licensing requirements & laws vary. We encourage students to contact the city & state they intend to work in & learn the specific laws that will apply to them. Our Massage Therapy Program provides a 650 hour program that exceeds the regulation & licensing requirements in most states throughout the country. If you want to practice in one of the few states that require more than 650 hours, we suggest you enroll in our Medical Massage Program. The Medical Massage Program consists of 1000 hours of education & practice. Esthetics Program provides 600 hours & Nail Technology Program Provides 325 student hours. Our Esthetics & Nail Technology Program is based on the Pivot Point system of learning; which is known as the best program in the country.

Inspirit classes rise above traditional programs to incorporate much more than just basic training. We believe these components promote professional & personal success. Our science classes are taught by instructors that can help students learn how each area relates to their specific profession. Our business classes are taught by instructors that have succeeded in that field! We teach business & ethics classes from the highest standards. We also look at the energetic components of success. We explore how we can attract prosperity & abundance in all areas of our lives! Please see our class descriptions, to get an idea of how we go above & beyond the industry standards, in so many ways!

In addition to the required hours of education, Iowa requires applicants for state licensure to sit for exams, to determine competency. We assist our students in the application process for their board exams. Massage & Bodywork Licensing Examination (MBLEx), is a valid, reliable licensing exam to determine entry-level competence & is the licensing exam standard for the majority of states. Esthetics & Nail Technology Students will sit for state board exams. We work very closely with our students, to help them pass Boards. Statistically, if a graduate from a program sits for boards and does not pass, they often chose not to retake boards. We make sure this does not happen, everyone that graduates from our Massage Program passes boards. We have our students sit for Boards while they are still students, while they have access to a full support system. If a student fails Boards, we continue to coach them until they do pass.

***Inspirit is the ONLY SCHOOL IN THE AREA where 100% OF ALL OUR  
Program GRADUATES PASS BOARDS!***

2015 was our first year with the Esthetics & Nail Technology Programs. We continue our high success ratings in these programs. Our Lead Instructors have many years of extensive teaching experience & a commitment to make us one of the best schools in the nation. Their experience in their field, combined with their love of teaching are exceptional!

The programs at Inspirit Institute are licensed or regulated by:

Iowa State Department of Public Health  
Lucas State Office Building  
Des Moines, IA 50319

Iowa College Student Aid Commission  
430 East Grand Ave. – Floor 3  
Des Moines, IA 50309-1920

---

***Inspirit Institute, Inc. is a proud member of The American Bodywork -  
Massage Professionals - American Massage Therapy Association -  
Associated Skin Care Professional - Associated Hair Professionals!***

**Accreditation - Benefits & Drawbacks**

Probably the main benefit of accreditation is the ability to offer Title IV funding to students. Readily available funds make the decision to attend a training program easier for many potential students & tend to increase enrollment numbers for schools. We are happy to remain a small school, in fact it is part of who we are. Many schools report that the availability of federal financial aid changes their student demographic & even their campus culture. We are happy with our primarily “non-traditional” students. School program length is also somewhat dictated by Title IV funding, as financial aid eligibility is based on students' course load.

Some schools seek accreditation because they feel it lends prestige & legitimacy to their program, often promoting accreditation in marketing campaigns. *Accreditation, however, is not an absolute mark of a program's quality*, as there are many examples of exceptional programs that are not accredited, along with examples of accredited institutions which are substandard. Accreditation does ensure that certain benchmarks (including program completion & career placement) are met & that a school conducts business according to accepted principles. This structure ensures that curricula & procedures are consistent with other schools accredited by the same agency, but it also removes some of the school's flexibility. In Iowa, we already are held accountable to governmental bodies that ensure these standards.

The accreditation process provides a structure for a school to compare itself to an approved standard & to identify areas of strength & weakness, often leading to improved operational & educational procedures. On the flip side, is the increased workload for the school's administrative staff, with the entire application process & record keeping consuming considerable time. This would surely increase the costs of operation, which would translate to higher tuition costs.

At this time, Inspirit has chosen to not be accredited, simply to be able to offer Title IV funding.

We are aware that doing so, would ultimately increase the overall costs of our tuition.

There are many options available to finance tuition, please see the financial matters section of this catalog for more information!

**Facility**

Just step inside & you will know if you belong here! In comparison to the “big box schools”, we may seem small at 7,000 square feet. We believe staying small is our niche. We live by the theory “small school – big possibilities!” We are committed to always keeping small class sizes, so that we can give each & every student the individual attention they deserve. The entire space has been designed following Feng Shui principles, to allow for a sense of warmth & safety for our students, staff & clients. All of our equipment is top of the line, the same or better, than in any full service luxury spa! We have a cozy reception/relaxation & retail area to welcome you. A private testing area for students. An Administrative Office off the reception area. 2 classrooms with lovely hand-washing stations & audio-visual equipment in both. You never have to drag a heavy massage table to school, because we provide high-end tables in all our treatment rooms & classrooms. We have a Yoga Studio & Sauna on site, 2 showers, & 3 large handicap accessible restrooms. We are very proud of our **11** large & fully equipped, massage treatments rooms (including rooms for couples/side-by-side sessions). These Feng Shui, private rooms provide a therapeutic environment for our clients. Our manicure stations have beautiful, marble tops & the most comfortable seating available for both the clients & the students. Our luxurious pedicure chairs have massage seats & whirlpool jets, with color therapy available.

We are conveniently located in a highly visible area, near many retail stores & restaurants. We offer plenty of free, off-street parking in front for our clients & a large private parking lot available for students & staff.

**Class Size**

Inspirit assures quality education by maintaining SMALL class sizes. Many schools have class sizes up to 35 students. In order to allow for close attention to details, personal attention, & maximum opportunity for participation, Inspirit limits our class sizes to 10 or less! We manage to do this at reasonable tuition rates.

**Employment Opportunities**

Massage Therapy continues to be a growing profession as more people seek alternative or complimentary therapies for medical conditions. Massage Therapy has consistently ranked in the top therapies for stress & pain relief. The U.S. Department of Labor's Bureau of Labor Statistics (BLS) is the principal fact-finding agency for the federal government in the field of labor, economics, & statistics. According to BLS, the employment of massage therapists is expected to grow 20% from 2010 to 2020, faster than the average for all occupations. Continued growth in the demand for massage services will lead to new openings for massage therapists.

The U.S. Department of Labor provides current job information at <http://www.careerinfonet.org>.

The website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, & abilities needed for each position.

Future jobs for massage therapy may include, but are not limited to positions with the following:

- ◇ Medical Doctors & Doctors of Chiropractic
- ◇ Massage & Wellness Centers
- ◇ Hospitals
- ◇ Physical Therapists & Sports Medicine Centers
- ◇ Hospice & Home Care Providers
- ◇ Health Clubs
- ◇ Hotels & Resorts
- ◇ Rehabilitation Centers
- ◇ Acupuncture Clinics
- ◇ Chair Massage in airports, malls, & more!
- ◇ Nursing Homes
- ◇ Salons & Spas
- ◇ Cruise Ships
- ◇ On-Site for Corporations

*With 11 treatment rooms available & a professional salon, our most gifted graduates can even be a part of our professional level spa & wellness center!*

*We may even consider exceptional students for training to become instructors!*

## **INSPIRIT HAS 100% PLACEMENT OF OUR MASSAGE PROGRAM GRADUATES!!!**

**Esthetics & Nail Technology jobs may include, but are not limited to positions with the following:**

- ❖ Skin Care Specialist or Nail Technology in a spa, salon, or wellness center
- ❖ Make Up Consultant in a wide variety of settings
- ❖ Salon or Spa Owner
- ❖ Representative for Product Sales
- ❖ Esthetician or Nail Tech at resorts & retreat centers
- ❖ **Platform Artist**
- ❖ Esthetics or Nail Tech Instructor

### **Employment Assistance**

Inspirit offers employment advisory services for students & graduates. In the Business Sections of the program, many hours are spent on specific career development exercises. An abundance of job opportunities are also posted on our jobs board. Like other schools, Inspirit cannot be responsible for, or guarantee employment or salary to students/graduates.

It is always our intention to train at a high level, which makes our graduates stand out in their fields, which leads to successful employment!



## Programs of Study

### **Massage Therapy - 650 Clock Hours (20 weeks, followed by 100 hands-on clinical hours)**

The Massage Therapy Program is designed to train the student in both relaxation & therapeutic methods & techniques with classroom learning, that is then practiced in a clinical setting. Inspirit's program will also support the individual's *personal as well as professional* growth. Self-care & extensive business training are hallmarks of the program.

#### **How we excel:**

- **No waiting for a start date!** We have new students that start every week. You can be one of them!
- We teach techniques that are **easy on your body**, in fact **we barely use our hands!** We even teach how to give an entire massage while seated! We have worked with legally blind students, students with Fibromyalgia, Rheumatoid Arthritis & more!
- All of our Anatomy, Physiology, & Kinesiology instructors have medical/science related training & are **actually massage therapists themselves** – this benefits the students because as they teach the systems of the body, they will share how Massage Therapy is beneficial or contraindicated for specific conditions & why. They will share personal experiences. Not only does this make the Sciences more interesting, but better prepares graduates to work safely with clients.
- We have **100% passage rate of National Boards** for Massage Therapy! (See page 1 for more info.)
- We have **100% placement!** (See page 1 for more info.)
- The founder of Inspirit is a **nurse & has over 35 years of experience** in the massage & bodywork field. This experience has led to one of the best programs in the country.
- We teach more than just a routine, we teach you how to **be intuitive** about the work you are doing!
- Massage is an art and a science & we understand that!
- We belong to the ABMP and AMTA & as a student you will not only receive liability insurance, but **support while you are a student & after you graduate** to help you succeed.
- We are a **small school, with small classes**. We care more about QUALITY education!
- We offer **flexibility**. You can attend part-time, full-time, days or nights. You even get to pick your study/practice shifts to fit your schedule!
- **We offer electives** (& continuing education). This allows you the opportunity to expand your knowledge & skills!
- We emphasize **self-care & personal growth!**
- **Online classes** available for Science & Business portions of the program.
- Almost **TWICE** the hours of other schools for **business** training (directly related to our graduates success)!
- **Our jobs board is FULL, employers seek our graduates, because of our excellent reputation!**

#### **Educational Objectives**

1. Acquire proficiency & competence in many types of massage therapy techniques. Inspirit Students will be provided the opportunity to learn a variety of massage movements, techniques, & treatments for both relaxation & therapeutic work. \_\_\_\_\_
2. Develop a comprehensive understanding of the structure & function of the human body, with emphasis on systems that are of greatest importance to body workers. Learn about the effects of massage therapy on the human body, including benefits & limitations.
3. Develop the confidence & *intuitive skills* necessary to provide effective & beneficial massage to clients of all types.
4. Recognize when to refer clients to other health care professionals.
5. Develop an *appreciation of the therapist's own body*. Recognize the importance of *self-care*, including proper body mechanics to provide for personal safety & help prevent injury.
7. Gain an understanding of the business, ethical, legal, & social issues related to the profession.
8. Provide opportunities to journey through areas of personal growth, to allow success in all aspects of life.

### 650 Hour Massage Program Curriculum Overview – Course Outline 20 week core program, followed by 100 hands-on clinical hours

Massage Theory, Technique, & Practice .....	260 hours
(Includes 100 Massage Development Hours.)	
Advanced Clinic/Lab (hands-on).....	100 hours
Business, Marketing, Ethics, & Law.....	50 hours
Anatomy & Physiology for Bodyworkers.....	100 hours
Kinesiology .....	30 hours
Pathology .....	40 hours
Personal & Professional Health/Core Life Sciences.....	20 hours

## Massage Therapy Course Schedule:

**Day Classes:** Thursdays 10:00 a.m. – 5:30 p.m. (*often the last half hour to hour is allowed for study time*)

+ a *minimum* of 6 hours per week required, for study/practice shifts chosen by the student.

**Night Classes:** Tuesdays & Thursdays 5:30 – 9:30 p.m.

+ a minimum of 6 hours per week required, for study/practice shifts chosen by the student.

Self-Care Hours can be completed during any of our center's open hours.

## Class Descriptions

### Massage Theory, Technique, & Practice

**260 Clock Hours**

This portion of the program provides the foundation which introduces concepts & skills that are fundamental to all other forms of bodywork. Students will learn the movements and techniques for both relaxation and therapeutic work, including deep tissue techniques.

**IT IS IMPORTANT TO KNOW: Inspirit's massage is quite different than most school's training. WE TEACH HOW TO GIVE A MASSAGE that uses thumbs and hand strength minimally. There are studies that claim the "life-span" for a massage career is often less than 5 years. Mostly due to strain on the therapist's hands & body. We have had students register that had carpal tunnel, arthritis, fibromyalgia & other conditions, they didn't think they would be able to give massages & we showed them ways they could!**

**We also emphasize self-care which makes a big difference for our students & graduates.**

**We approach massage therapy as an integrative health care option.** Being a part of the medical field has responsibilities we take seriously. We have the honor of practicing an art that bridges the intuitive & scientific worlds.

Students can elect to participate in many community outreach activities. We have gone into nursing homes, participated in runs/walks/rides for community service. We have gone into Hospice & volunteered at events for The Humane Society. We "give back" in many, many ways!

In the core classes students will learn effective massage techniques, proper sanitation & hygiene, proper draping, endangerment sites, indications & contraindications of massage, Basic Reflexology, client interaction skills, health history/assessments, creating care plans, medical charting & abbreviations, Chair Massage, Pre-natal Massage, Elderly Massage, Hot Stone Therapy, Trigger Point Therapy, Gua Sha Massage, History, & how to work Smarter Not Harder.

The 260 hours devoted to Massage Theory, Technique, & Practice will help the student gain the confidence needed to pass boards & enter the field of massage as an accomplished therapist. We credit our success to our attention to details. We provide for a lot of one on one attention. We even offer a mentor program. A student can opt to work with a Licensed Massage Therapist as their mentor to give them feedback, advice, & encouragement. The mentor program is offered AT NO ADDITIONAL COST.

We also offer electives that can be taken above the core program. These workshops are also open to the public for continuing education. These currently include; Advanced Anterior Neck & Shoulder Techniques, Rain Drop Therapy with Young Living Oils, Reiki Certification, Aromatherapy, Ear Candling & our schedule continues to grow! Please see our updated website for current offerings, descriptions, & costs of elective & continuing education workshops. [www.inspiritinstitute.com](http://www.inspiritinstitute.com)

### Advanced Clinic/Lab

**100 Hands-On & 50 hours of pre/post session work**

We *often* hear feedback that our advanced level students are as good, or better, than licensed professionals. Our students have access to a supervisor that is a Licensed Massage Therapist every weekday 9:00 a.m. to 9:00 p.m. & Saturday's 9:00 a.m. – 3:00 p.m. After core classes are complete, students come on their same scheduled class days & study/practice shifts & complete their 100 hands-on clinic hours. Keep in mind, we offer flexibility by allowing students to choose their own study/practice shifts. If you are looking at massage programs, we strongly suggest you invest in receiving a couple massages from the schools you are considering & see if you notice a difference.

### Business, Marketing, Ethics & Law

**40 Clock Hours**

Students will understand the importance of proper record keeping, scope of practice issues, & when to make referrals. We teach students how to create a safe & welcoming treatment room using Feng Shui principles. We teach Iowa law & how to register for boards & apply for state licensing. The Director offers advice & insights from her (over 35) years of experience in the healthcare & massage field. We cover motivation, goal-setting, & developing a profitable business. Going a step beyond basic business, we will also look into accepting abundance & assist students in removing any potential self-made blocks to achieving their dreams.

## Science Classes for Bodyworkers

### (Anatomy & Physiology 100 clock hours, Kinesiology 30 clock hours, & Pathology) 40 clock hours

These classes are custom designed for *Bodywork*. Students will learn the names, placement, & functions of bones & muscles of the human body. In A&P, students will gain an extensive knowledge of all body systems that massage influences. Kinesiology is the study of movement & basic mechanics of human motion. The student will gain a better understanding of which muscles are responsible for which movements. This knowledge helps a massage therapist address a client's individual needs. With Pathology, students learn how to handle clients with specific conditions, or when to refer to other professionals. The Science Classes are taught by Licensed Massage Therapists with additional education in their areas of expertise. This is the best way to know how the information being learned, *applies* to the work you will be doing.

## Self-Care & Personal & Professional Health

20 Clock Hours

Massage Therapy is a science & *an art*. The process should be more than a systematic routine...it can be an expression of our creative & intuitive abilities. Massage becomes a healing process we don't do *for* a client, but *with*. We need to care for ourselves in order to be good caregivers. We believe many of the lessons while at Inspirit, are life changing experiences that affect all areas of our lives. Students are required to receive regular bodywork. They learn a lot by receiving!

We also offer meditations, Yoga, & many personal growth DVDs, books, & other services that can be applied to self-care hours.

## Medical Massage Therapy Certificate – 1000 clock hours

Because the founder has a background in the medical field, our basic massage therapy program already teaches medical charting, client assessment & care plans. Medical Massage Certification is a course beyond the already respected Inspirit basic program. This program is 350 hours above the 650 traditional program. In these 350 hours, you will learn how to submit for insurance reimbursement & we will reinforce the proper record keeping for the medical profession. Students will chose a specialty area of study (i.e. Infant/Pediatric massage, Prenatal Massage, Massage for specific conditions like Cancer, Fibromyalgia, etc.) & take classes in their specialty areas & complete research projects.

After 350 documented hours of study & practice, graduates will sit for an Advanced Practitioner Exam.

After passage of the exam, graduates will receive a certificate of completion.

Set yourself apart in the field by specializing!

Medical Massage Therapy Course Schedule: This is a self-directed course & as such, hours are determined by the student. 100 of the 350 hours will consist of therapy provided at low cost to clients in the chosen specialty area. Tuition (which includes overhead costs to provide treatments at Inspirit): \$2,500.00. Additional costs will vary depending on the area of specialty chosen & classes available through our industry organizations; ABMP & AMTA.

## Esthetics Program

The Esthetics Program is devoted to teaching the art & science of skin care. Students will learn preventative & restorative techniques, terms & theories in direct application of practical skills. Following the highly regarded Pivot Point International System of learning, instruction from lectures & classroom training will be followed by practical experience in a clinical setting.

### 600 Hour Esthetics Program - 19 week program

#### Curriculum Overview – Course Outline

Esthetics Theory..... 115 hours

Clinic/Lab (hands-on)..... 335 hours

Core Life Sciences..... 150 hours

#### **Esthetics Course Schedule:**

**Day Classes:** TBA

**Night Classes:** Based on market needs, if there is enough interest for a night class, we will implement one. If you are interested in night classes please email the Esthetics Program Director, Carissa Young, @ youngc11227@gmail.com

## Class Descriptions

### Esthetics Theory

**115 clock hours**

Taught from the famous Pivot Point International System students will learn not just *how* to do services, but *why*. Pivot Point provides the best skincare & beauty education in the United States. Student friendly study strategies, combined with groundbreaking learning tools, are designed to help students direct their thinking, improve memory, retain what they learn & manage information.

This means students are *inspired* because we help them tap into their natural intelligence & gain confidence. Pivot Point sets the pace for *lifelong learning, confidence & success*.

### Clinic/Lab (hands-on)

**335 clock hours**

Students will be given the opportunity to apply what they have learned in the classroom, in the clinical setting. Under the supervision of licensed professionals, they will gain skills & confidence needed to meet the skin care & make up needs of the general public.

### Core Life Sciences

**150 clock hours**

Note: Core Life Sciences are transferable in their entirety from one practice discipline to another. Core Life Sciences includes the study of Human Anatomy & Physiology (A&P is 100 of the 150 hours), Bacteriology, Infection Control Practices, Basic Chemistry, Matter, Elements, Basic Electricity, Electrical Measurements, Safety, Hygiene & Grooming, Professional Ethics, Public Relations, & State & Federal Laws & Administrative Rules.

## Non-Toxic Nail Technology Program

The Non-Toxic Nail Technology Program is devoted to teaching the art & science of nails. Students will learn preventative & restorative techniques, terms & theories in direct application of practical skills. Following the highly regarded Pivot Point International System of learning, instruction from lectures & classroom training will be followed by practical experience in a clinical setting.

### [325 Hour Non-Toxic Nail Technology Program - 8 week program](#)

#### [Curriculum Overview – Course Outline](#)

Nail Technology Theory .....	50 hours
Clinic/Lab (hands-on).....	125 hours
Core Life Sciences.....	150 hours

## Nail Technology Course Schedule:

**Day Classes:** TBA

### Class Descriptions

#### Nail Technology Theory

**50 clock hours**

Taught from the famous Pivot Point International System students will learn not just *how* to do services, but *why*. Pivot Point provides the best nail beauty education in the United States. Student friendly study strategies, combined with groundbreaking learning tools, are designed to help students direct their thinking, improve memory, retain what they learn & manage information.

This means students are *inspired* because we help them tap into their natural intelligence & gain confidence. Pivot Point sets the pace for *lifelong learning, confidence & success*.

#### Clinic/Lab (hands-on)

**125 clock hours**

Students will be given the opportunity to apply what they have learned in the classroom, in the clinical setting. Under the supervision of licensed professionals, they will gain skills & confidence needed to meet the nail technology needs of the general public.

#### Core Life Sciences

**150 clock hours**

Note: Core Life Sciences are transferable in their entirety from one practice discipline to another. Core Life Sciences includes the study of Human Anatomy & Physiology (A&P is 100 of the 150 hours), Bacteriology, Infection Control Practices, Basic Chemistry, Matter, Elements, Basic Electricity, Electrical Measurements, Safety, Hygiene & Grooming, Professional Ethics, Public Relations, & State & Federal Laws & Administrative Rules.

## Financial Matters

### **Educational Costs**

Students can expect some additional required & optional costs. To assist applicants in their financial planning, the following list is provided as a guide. Costs can vary, depending on personal choices.

Admissions Application Fee \$100

Student Liability Insurance & Memberships\*: Massage Program \$65, Esthetics \$59, Nail Technology \$50

Uniforms:

All programs (scrubs - solid colors only) \$30 & up

### **Fall 2018**

#### **Textbooks**

Massage Therapy Principles & Practice – Salvo \$62.92

Success Principles – Canfield - (new \$16.99) used \$5.99

Business Mastery – Sohnren-Moe - \$44.99

Trail Guide Workbook – Biel - \$26.95 (please note: we added this book back into kits for fall based on student & instructor feedback)

Inspirit Handouts (Including Intake Forms, Report of Findings, Classroom materials) - \$45.00 (no tax)

**Total w/ taxed items \$199.75**

Equipment (budget \$425.00)

Nametag - \$15.00 (replacement nametags \$25.00)

Business Cards - \$20.00

Holster - \$9.95

Starter Lotion Kit - \$12.99

Kwan Loong Oil – \$10.99

4 Sets of Massage Sheets - \$79.96

8 Bleach Safe Foot Towels (Foot Massage Class) - \$23.92

Inspirit Face Crème (small jar face massage class) - \$1.59

Wipes (face/scalp/sinus massage class) - \$1.99

Custom Craftworks Massage Table – Simplicity Model (upgrades optional) - \$229.00 + shipping (ordered after pass boards)

**Total \$400.39 w/tax \$428.32\***

(\*plus shipping on table \$39.00 & up, depending on choices)

Student Kits: Massage \$ \_\_\_\_\_ Esthetics \$1,000, Nail Technology \$ \_\_\_\_\_

Books & Learning Tools\*: Esthetics \$300

On-Site Parking FREE!

Copies .25, Bottled Water 1.00 (if desired)\*

Fees for sitting for Boards\*: Massage \$195.00, Esthetics \$55, Nail Technology \$55

Iowa State Licensing\*: Massage \$120.00, Esthetics \$60, Nail Technology \$60

Professional Insurance at Graduation\*: Massage \$199.00, Esthetics \$259, Nail Technology \$ \_\_\_\_\_

### **Insurance**

#### **A couple important notes about insurance:**

First of all, no matter what school you chose, make sure when they say you are insured, that the insurance actually covers YOU. Too often, only the school is covered & not the student! The organizations we have chosen for our students (ABMP, ASCP, AHP, & ANP) are the largest organizations for our industries. The associations provide *much more* than just basic liability insurance. Your membership gives you benefits vital to your success. Including student success resources like study aids, resources for time management, goal setting & motivation. You also receive discounts with over 40+ companies, bi-monthly newsletters & magazines, marketing & client resources (including a FREE website for your business), webinars & continuing education, networking, & so much more!

Student Kits: Inspirit Institute believes in using high quality, professional equipment & supplies. The student kit is complete with tools & supplies needed while a student, but also to take with you into the professional world. The kits are reviewed annually with the input & suggestions from all instructors, students, & even professionals from the community. Updates will be made that are consistent with current trends in the industry. Students are responsible for maintaining the full kit, their textbooks, & uniforms throughout their time of training. Inspirit is not responsible for lost, loaned, stolen or broken equipment; we expect students to take full responsibility for their belongings.

# COST COMPARISON

<b>Inspirit Institute, Inc.</b> 	<b>Other Local Schools (average costs/please verify)</b>
<b>Tuition:</b> Massage     \$8400     ( <b>\$7400</b> with discount if paid in full) Esthetics    \$7400     ( <b>\$ 6400</b> with discount if paid in full) Non-Toxic Nail Technology \$3300 ( <b>\$3100</b> with disc. if paid in full)	<b>Tuition:</b> Massage                     \$7425 Esthetics                     \$7350 Nail Technology             \$3600
<b>Application Fee: \$100 – NO Registration Fee</b>	Application Fee \$50 – Registration Fee \$100
<b>Insurance:</b> (ours includes association membership benefits) Massage             \$65 Esthetics             \$59 Nail Technology     \$50	<b>Insurance:</b> Massage                     \$20 Esthetics                     \$20 Nail Technology             \$20
Activity/Test Fees NONE	<b>Activity/Test Fees:</b> Massage                     \$225 Esthetics                     \$115 Nail Technology             \$100
Classroom Lab Fees NONE	<b>Classroom Lab Fees:</b> Massage                     \$50 Esthetics                     \$350 Nail Technology             \$50
<b>Textbooks:</b> Massage –breakdown on Page 10 Esthetics             \$300 Nail Technology     \$300	<b>Textbooks:</b> Massage                     \$475 Esthetics                     \$375 Nail Technology             \$140
<b>Student Kits:</b> Massage –                     \$     breakdown Page 10 Esthetics                     \$1000 Nail Technology             \$ 500 Name tags & Business Cards \$35	<b>Student Kits:</b> Massage                     \$875 Esthetics                     \$1275 Nail Technology             \$
<b>Uniforms:</b> Massage, Esthetics, Nail Technology \$30 ( <b>Solid scrubs only</b> ) <i>Students purchase on their own - Price not included in total.</i>	<b>Uniforms:</b> Massage \$80 Esthetics \$90 Nail Technology \$
<b>Totals:</b> Massage             \$9065 ( <b>\$8065</b> with paid in full discount) Esthetics             \$9039 ( <b>\$8039</b> with paid in full discount) Non-Toxic Nail Technology \$4430( <b>\$4230</b> with paid full disc.)	<b>Totals:</b> Massage                     \$9150 Esthetics                     \$9575 Nail Technology             \$4350
<b>Boards:</b> Massage             \$195 Esthetics             \$55 Nail Technology     \$55	<b>State Licensing:</b> Massage                     \$120 Esthetics                     \$60 Nail Technology             \$60

Your right to know – we believe in full disclosure of all expenses.

The following is a side-by-side comparison for your reference & to help you make informed decisions.

## Financial Aid

Please also see our section on accreditation. Inspirit offers in-house financing that is **LESS EXPENSIVE** than traditional student loans. We are state approved, but have chosen to **NOT** become a school that provides Title IV (federal funds) at this time. The catalog section on accreditation, explains why. We know it's difficult for some students to afford school tuition. Listed below are organizations that help students & prospective students find information about financial aid & scholarships. These programs allow students to repay their loans over a longer period of time & make financing their school education much more manageable.

Contact the institutions below for more information.

### Loans:

#### E Student Loan

This service compares a range of alternative loans (non-federal loans) through a search engine that matches the student's needs with a short list of available & appropriate loans.

Citibank  
P.O. Box 6191  
Sioux Falls, SD 57117-6191  
Phone: 800-788-3368  
[www.studentloan.com](http://www.studentloan.com)

#### FinAid

A comprehensive source of student financial aid information, advice, & tools. Access is free for all users & there is no charge to log in.

P.O. Box 2056  
Cranberry Township, PA 16066-1056  
Phone: 724-538-4500  
Fax: 724-538-4502  
E-mail: [questions@finaid.org](mailto:questions@finaid.org)  
[www.finaid.com](http://www.finaid.com)

#### StudentLoans.com

StudentLoans.com is a loan comparison website that provides students with a simple & effective way of searching for rates on school loans from the most trusted names in educational lending.

P.O. Box 590034  
Fort Lauderdale, FL 33359-0034  
Phone: 954-731-9522  
[www.studentloans.com](http://www.studentloans.com)

#### StudentCredit.com

StudentCredit.com offers information regarding credit cards for high school & college students & consumers, along with information about credit management skills.

West Coast- 322 Culver Blvd, #211  
Playa Del Rey, CA 90293  
East Coast- 6755 South Tropical Trail  
Merritt Island, FL 32952  
No Coast- 2406 Echo Valley  
Stow, OH 44224  
Phone: 800-649-8802  
E-mail: [contact@studentcredit.com](mailto:contact@studentcredit.com)  
[www.studentcredit.com](http://www.studentcredit.com)

#### Next Student

Next Student offers a comprehensive portfolio of products, including-cost federal student loans & private loan products, for undergraduate & graduate students & parents. NextStudent also offers federal & private consolidation loan programs, & college savings plans. Next Student offers free one-on-one counseling with personally assigned Education Finance

Advisors.  
19601 N Black Canyon Hwy  
Phoenix, AZ 85027  
Phone: 800-658-6801  
[www.nextstudent.com](http://www.nextstudent.com)

#### Sallie Mae

The company primarily provides federal & private student loans, including consolidation loans, for undergraduate & graduate students & their parents. In addition, Sallie Mae offers comprehensive information & resources to assist students, parents & guidance professionals with the financial aid process.

P.O. Box 9500  
Wilkes-Barre, PA 18773-9500  
Phone: 888-272-5543  
Fax: 800-848-1949  
[www.salliemae.com](http://www.salliemae.com)

#### FastWeb

This is a search site that matches the information you enter in your user profile to scholarship, college, job, & internship opportunities. You may use the information that FastWeb provides to apply for scholarships, discover prospective colleges, explore internship possibilities, or learn about part-time jobs in your area.

E-mail: [memberservices@fastweb.com](mailto:memberservices@fastweb.com)  
[www.fastweb.com](http://www.fastweb.com)

#### The Education Resource Institute (TERI)

TERI is a non-profit organization with two primary programs: the TERI guaranteed private education loan programs & the college access programs.

P.O. Box 848108  
Boston, MA 02284-8108  
Phone: 800-255-8374  
Fax: 888-329-8374  
E-mail: [priserv01@teri.org](mailto:priserv01@teri.org)  
[www.teri.org](http://www.teri.org)

## Scholarships:

### American Association of University Women (AAUW)

The AAUW Educational Foundation funds educational & professional opportunities for women, in the United States & abroad, opening opportunities for women to access educational opportunities through the fellowships, grants, & special awards made possible through the contributions of AAUW members.

1111 Sixteenth St NW  
Washington, DC 20036  
Phone: 800-326-2289  
Fax: 202-872-1425  
E-mail: [helpline@aauw.org](mailto:helpline@aauw.org)  
[www.aauw.org](http://www.aauw.org)

### American Educational Guidance Center

The American Educational Guidance Center provides contact information—including phone numbers & e-mail addresses—for more than 1,000 colleges & universities, including admissions offices & scholarship & financial aid contacts. It also offers information on community colleges, historically African-American colleges, graduate schools, the GRE, GMAT, TOEFL, & more.

[www.college-scholarships.com](http://www.college-scholarships.com)

### Jeanette Rankin Foundation

This non-profit organization offers scholarships for low-income women—with financial and/or other hardships or disabilities—ages 35 & older.

PO Box 6653  
Athens, GA 30604-6653  
Phone: 706-208-1211  
Fax: 706-548-0202  
E-mail: [info@rankinfoundation.org](mailto:info@rankinfoundation.org)  
[www.rankinfoundation.org](http://www.rankinfoundation.org)

### MANA, A National Latina Organization

This non-profit's mission is "to empower Latinas through leadership development, community service, & advocacy. MANA fulfills its mission through programs designed to develop the leadership skills of Latinas, promote community service by Latinas, & provide Latinas with advocacy opportunities. Support for these programs is derived from members, corporations, foundations, & government grants."

1146 19th St NW, Suite 700  
Washington, DC 20036  
Phone: 202-833-0060  
Fax: 202-496-0588  
E-mail: [hermana2@aol.com](mailto:hermana2@aol.com)  
[www.hermana.org](http://www.hermana.org)

### College Connection

College Connection, "founded by a group of parents who went through the college financial aid process with their children & saw a need to improve the process," posts scholarship information & offers a customized scholarship search service. Their services draw from databases including scholarships & grants offered by corporations, non-profit agencies, and associations.

1508 Seton Villa Lane  
Wilmington, DE 19809  
Phone: 302-765-3880  
E-mail: [staff@collegescholarships.com](mailto:staff@collegescholarships.com)  
[www.collegescholarships.com](http://www.collegescholarships.com)

**Please watch our Facebook page for other scholarships,  
which we will post as we learn about them!**

**We have developed a relationship with Dupaco Community Credit Union, to help students obtain financing. Dupaco promotes the economic well-being of its members, especially those of modest means, through a system that is member owned, volunteer directed & not-for-profit. Dupaco can often offer better overall rates & lower fees due to the nature of the organization. With the \$1,000.00 paid in full discount (pay with check or cash by Orientation Day), it is often advantageous to take out a loan to finance your education. Our contact person is Erin Engler & her phone number is (563) 557-7600 ext.2774.**

## Refund Policy/Withdrawal for the Program

The application fee of \$100.00 is non-refundable & will be retained by the school.

Any supplies, expenses, & fees will be factored into tuition refunds when they apply. The cost of kit & supplies is not included in tuition & the costs of such are not refundable. These items become property of the student. Notice of withdrawal must be made in writing and delivered to the Director. A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the enrollment period (i.e. 25 week core Massage program, 27 week Esthetics program, 62 week Cosmetology program), is entitled to a pro-rated refund. Cancellation computation is determined by the number of scheduled hours between the start dates of enrollment to the date of official notice of withdrawal. The postmark on the written notification; or the date on received/confirmed email; or the date the written withdrawal is delivered in person to the Director is the official withdrawal date. If a student does not notify the school of extended absences or notify the school in writing of withdrawal, after the 14<sup>th</sup> day of absence, Inspirit will expel the student for attendance issues & will use the last recorded day of attendance to calculate a fair & equitable refund. Termination may result if a student violates the student code of conduct, Inspirit policies, the Code of Ethics, or if minimum academic or attendance standards are not met. In cases of termination, the last day of attendance will be used for refund calculations. If a student cancels their enrollment & requests a refund within 3 business days of signing the enrollment agreement; all tuition money will be refunded collected by Inspirit shall be refunded within 30 days of cancellation date. If the school is permanently closed for any reason & no longer offers instruction, after a student is enrolled, the student is entitled to a pro-rated refund of tuition. If a course is canceled subsequent to a student's enrollment, Inspirit will provide a full refund or provide for completion of the course. Inspirit reserves the right to change or modify the program content, equipment, materials or staff as deemed necessary.

### Iowa residents are legally entitled to the following:

**Esthetic & Nail Tech students who withdraw or are dismissed from Inspirit after the enrollment date (1<sup>st</sup> day of classes), but prior to 60% of the scheduled enrollment period**, will be charged for any applicable supplies, equipment, textbooks, & uniform costs associated & the pro-rated tuition due. According to Iowa Code, students will be refunded 90% of published tuition assessed during enrollment period multiplied by the ratio of scheduled hours (up to the date of official withdrawal) that the student failed to complete in 60% of the enrollment period, divided by 60% of the scheduled hours in the enrollment period.

There exists 2 exceptional policies to this section: if a student terminates due to physical incapacity or, due to the transfer of the student's spouse's employment to another city (student must submit a request in writing & provide professional, verifiable documentation). In these cases, the terminating student shall receive a refund of tuition in an amount that equals the amount of tuition charged to the student multiplied by the ratio of remaining scheduled hours in the enrollment term to the number of scheduled hours in the term.

Inspirit will not be held liable or responsible for unclaimed items more than 30 days after withdrawal/dismissal.

If financial obligations are not met & accounts are turned over for collection or legal action, the student is responsible for all *additional* costs related to collection/legal expenses, in addition to the original debt.

If a student terminates their enrollment for any reason, all scholarships, & discounts are forfeited/revoked & tuition due/refunds may be calculated from the full tuition costs.

## Military Deployment

If a student who is a member of the military or the spouse of a member of the military (if the member has a dependent child) is deployed (ordered to state military service or federal service or duty) & must discontinue enrollment, the student shall be entitled to either a full refund of the current term or may arrange to complete the term &/or return following deployment to complete the course. The student must submit deployment papers as verification.

## V.A. Program

The refund procedure outlined by V.A. policies applies to all Inspirit students under the V.A. program, are subject to any refund policies for students who qualify. The V.A. policy specifically requires that a student's VA benefits may be interrupted &/or the student's enrollment may be cancelled if they are absent for more than 14 consecutive days. If a student, who is a member of the Iowa National Guard or Reserve Forces, is ordered to Guard Duty or Federal Active Duty, the Military Service Refunding, on page 16, applies.

Massage students & Wisconsin residents who are withdrawn or dismissed after attending one class, but before completing 60% of the instruction in the current enrollment period, are entitled to the following pro rata refund schedule: *Refunds are based on the core program. There is no tuition charged for the Advanced Clinic/Lab portion of our program as operational costs are covered by student services.*

<u>At Least</u>	<u>But Less Than</u>	<u>Refund Tuition</u>
1 class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	100%	no refund

Wisconsin students are entitled to receive refunds within 40 days of termination date. A written notice of withdrawal is not required for Wisconsin residents. Wisconsin will receive a full refund of all money paid if a student cancels within the 3 business day cancellation period under EAB 6.04. If a Wisconsin student was unqualified & the school did not secure a disclaimer (under EAB 9.04) or enrollment was procured as the result of misrepresentation in the written materials used by the school or in oral representations made by, or on behalf of the school Inspirit Institute Inc., will refund all money paid. These refunds will be made within 10 business days of cancellation. Inspirit does retain the non-refundable \$100 application fee.

### Collection Policies

If a student has an outstanding balance at the time of withdrawal, the student must make payment in full within 30 days of withdrawal. Added costs to collect accounts will be added to the student's balance. These costs may include third party collection fees, attorney fees, court costs, or other fees & by signing the enrollment agreement, the student agrees to allow the school to release any data necessary to a collection service &/or attorney & be responsible for any charges involved in collection.

## Academic Policies & Procedures

### Grading Scale & Criteria

---

At Inspirit Institute, Inc., students earn letter grades. Grades will support the student's learning experience by providing exact, meaningful feedback. Letter grades are based on the following numerical percentages:

<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>Letter Grade</u>	<u>Numerical Grade</u>
A+	96% - 100%	B+	87% - 89%	C+	77% - 79%
A	92% - 95%	B	83% - 86%	C	73% - 76%
A-	90% - 91%	B-	80% - 82%	C-	70% - 72%

Grading Criteria includes: Class participation, including proper interaction with clients, classmates, & staff, written & practical assignments, exams, hands-on demonstrations, homework, special projects, attendance in all classes, timely completion of all assignments, & practice hours.

### Testing Accommodations

Accommodations for testing may be available for students who need additional time or reading assistance with written tests. Accommodations for any disability must be determined *before* the student starts class. Medical documentation of any disabilities that require special accommodations must be provided.

### Academic & Attendance Expectations

To graduate, a student must complete all required courses & clinical hours, & maintain a minimum passing grade of 70% or above. Students must make up missed tests or assignments within 1 week. There will be an additional charge if it is necessary for an instructor or teaching assistants to meet with students privately. Special circumstances may be discussed with the Director within 7 days of missing a class or practice hours. Failure to complete tests or assignments in the given time frame will result in a failure for the test or assignment. Students who miss more than 3 class days throughout the training will receive a warning (not meeting minimum attendance requirements). Continued missed classes & disregard for the training process could result in termination from the school. There is no differentiation between "approved or unapproved" absences. Students are evaluated for satisfactory academic & attendance progress *at least* 2 times during their education. Students will receive weekly feedback on their progress to ensure they are meeting academic & attendance expectations. Students not making satisfactory progress will be subject to course failure which could result in additional charges, termination from the school, &/or loss of financial aid/scholarships.

Transfer students will be evaluated midpoint of the contracted hours & receive weekly goals/expectations.

*Missed hours related to school cancellations due to inclement weather or other unpreventable issues will be discussed in class. Because many of our students are parents, it is our school policy to cancel classes when Dubuque Community School cancel classes related to weather.* Notice of Dubuque Community School closings are aired on local radio station. Televisions stations in the city and surrounding areas. Client cancellations will be handled by Inspirit staff as needed. Professionals at Inspirit, may, or may not, see clients on school closed days at their discretion.

Punctuality is a statement of respect to the instructor & one's fellow classmates. It shows an ability to keep commitments. All classes are based on a 50 minute clock hour. Missed time of 15 minutes or more of the assigned class times will be considered tardy & need to be made up. 5 late arrivals or early departures, will be considered an unexcused absence, at which time the Director will speak with the student & recorded in the student's permanent file.

Students need to arrive at least 30 minutes before the 1<sup>st</sup> session of the day to set up & pull & review charts. 15 minutes are allowed before each session to greet the client, complete client intake/health history, & create a treatment plan. After the session, at least 15 minutes will be needed for client evaluation, treatment room clean-up/sanitation, and medical charting of the session. This time is included & accounted for in the program hours & is an important part of the student's grades.

## **Time/Attendance**

Instructors & front desk staff will take attendance & maintain records of class participation. During Study/Practice shifts, students should report to the front desk to be clocked in for their shift. Students should also report before leaving to be clocked out. A student must let the supervisor know if they are leaving the school for any reason, & they will be clocked out for the time off campus (i.e. lunch breaks). Please refer to the above section on expectations for arrivals & time expectations after sessions.

## **Absence Notification**

If a student is going to be absent or tardy, we require a phone call from the student to the front desk & a text to the Director, at least 2 hours (or more) prior to start time. To help us re-schedule clients, if it is after hours, & you know you will be missing the next day, please text the Director at (563) 543-1711. We appreciate as much notice as possible! Failure to report absences or late arrivals is considered unprofessional & considered a serious disrespect for school policies. Students should not cancel or change their client appointments on their own. To honor our clients & protect our reputation for good service, our staff will do our best to cover all appointments with other providers. If other students are not available & a Licensed Professional must cover the session, the student is responsible for any additional costs. We believe in accountability & taking 100% responsibility. Repeated late arrivals or absences may result in probation or even termination from the school. If an absence is pre-planned, due to a special event or issue, students are asked to submit a make-up form to the Director at least a week prior to the event.

## **Weekend Shifts**

During the 60 week Cosmetology Program, students will chose 20 Saturday shifts to work. Esthetics & Massage Program students will sign up for study/practice shifts that may include weekend hours. In service industries, nights & weekend hours are often required to be successful. Many employers &/or clients will require evening or weekend hours. Inspirit is committed to train & develop dependable employees &/or committed independent contractors, & instill a mindful sense of service. Work ethics are valued & essential to success.

## **Maximum Time Frame**

All students must graduate in a maximum time, which does not exceed 150% of the course length. If students are not complete within the expected time frame, extended tuition will be applied. Extended tuition is a flat fee of \$50/week. Students must complete requirements before the maximum allowed time frame. Approved Leaves of Absence are excluded in this time frame.

The following is allowed for students to complete each course to meet satisfactory academic progress:

Massage Therapy Program

Full Time (average 20 – 22 hours a week) for 20 weeks, followed by 100 hands on clinic hours  
max. time allowed - to be completed in less than 1 year from enrollment date.

Esthetics Program

Full Time (average 23 - 24 hours a week) for 27 weeks  
max. time allowed - to be completed in less than 40 weeks from enrollment date.

Non-Toxic Nail Tech Program

18 weeks to complete this program

## **Leave of Absence**

Inspirit does grant leave of absence due to personal or family issues or medical or financial concerns. The U.S. Department of Education has imposed strict regulations that limit leaves of absences to less than 180 calendar days during any one twelve month period. The allowable time frame for an approved Leave of Absence may range from one week to six months (180 calendar days). The Leave of Absence must be submitted in writing, dated, along with start & end date of the requested leave, signed by the student (unless emergency prohibits) & approved by the Director. If an extension is needed, the student must contact the Director & re-submit the time of needed extension, in writing, dated & signed. In the event that a student has already taken a leave for 180 days & faces another emergency or hardship, the federal regulations require that the student officially terminate from the school. If the student does not resume attendance at the institution at or before the end of a leave of absence the school must treat the student as a withdrawal & enact cancellation. In the event of an extended leave of absence or cancellation, the student will have to reapply within one calendar year & pay the difference, if any, in tuition at the time of re-admittance. To re-apply, students must fill out the proper paper work to enroll again. Depending on individual circumstances, the Director will determine if it is appropriate for a student to re-enroll. Students may be required to test out of subjects already taken, to assess retention of topics taught & ensure proper knowledge needed. A returning student will re-sign all necessary contracts & review current policies, rules, & regulations. A student returning to the program will be held to current requirements of the program. A student returning from leave of absence for medical reasons must present a statement from their physician indicating that a student is safely able to return to school.



## **Graduation Requirements**

1. Successful completion & attendance of at least all required hours of training, as outlined in each program. Every class must be attended or make-up hours & assignments documented. A Graduation Checklist will be provided at Orientation.
2. All assignments, examinations & practical class hours for each class must be completed before the student can progress to the next class or subsequent period of training. Cheating on tests, homework, hours, etc. will not be tolerated & will be grounds for immediate dismissal.
3. Each student shall show a proficiency in each of the subjects, retaining 70% average or better.
4. All financial obligations to the school must be current prior to Clinical Participation. Final financial obligations must be paid in full before a transcript or diploma is issued.
5. All current classroom hours must be completed prior to a student participating in Clinical Hours.
6. All Clinical requirements must be met.
7. All materials borrowed from the school/staff must be returned in clean & proper condition or payment must be made for the materials. Stealing from the school, fellow students, clients, or staff will be grounds for immediate dismissal.
8. Students must obtain insurance from ABMP, ASCP, AHP, or ANP, by week 2 of the program & maintain it throughout the program. Details will be handled on Orientation Day.
9. Inspirit requires students to adhere to their professions Code of Ethics. Code of Ethics are posted at Inspirit.
10. Upon meeting all graduation requirements, the student will be issued a diploma & transcript.

## **School Policies**

### **Military Service**

Inspirit Institute offers the following options to a student who is a member, or the spouse of a member; if the member has a dependent child, of the Iowa National Guard or Reserve Forces of the United States and who is ordered to National Guard duty or federal active duty:

- (a) Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
- (b) Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- (c) Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades of incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

For a program in which a student's academic progress is measured only in clock hours, Inspirit Institute shall provide a full refund and mandatory fees to a student who withdraws and who requests that benefit for the payment period in which the student withdrew. The payment period is determined under rules promulgated by the United States department of education for the disbursement of federal Stafford loan funds.

### **Standards of Conduct & Code of Ethics**

Students are required to follow all school rules, procedures, & protocols. These expectations will be covered in detail in class. We expect our students to behave in a manner that reflects well upon them as professionals & upon their professional colleagues. Standards of Conduct policies include, but are not limited to those listed below.

- No sexual harassment, "bullying", or discrimination of any type will be allowed toward any staff, student, client, or member of the community at Inspirit functions.
- No breach of confidentiality will be tolerated.
- Professional appearance & personal hygiene will be maintained at high standards.
- Smoking during school hours is prohibited.
- No substance use or abuse during school hours will be accepted. Substance abuse outside of class hours that affects staff, students, or clients will be addressed, as needed, on an individual basis.
- Draping standards need to be followed as taught in Massage Fundamentals & Esthetics Classes.

- Cheating of any kind including tests, homework, time cards/hours, etc. will not be tolerated and is grounds for immediate dismissal.
- Stealing from the school, staff, fellow students, or clients will not be tolerated & is grounds for dismissal. For security purposes, Inspirit premises are under video surveillance.
- Weapons, guns, firearms, explosives, or dangerous chemicals, etc. are not allowed on school premises or at Inspirit events.
- Any unlawful conduct will be turned over to local police & possible charges will be filed.
- Unauthorized video or photography is not permitted on school property or at school events. Photos used for portfolio, i.e. client before & after shots, must have the written permission of the person in the photo.
- Infringement of copyright laws or illegal downloading will not be tolerated.
- Abide by the professional Code of Ethics. We will review the Code of Ethics in class & they are posted in numerous locations throughout the facility. Failure to comply with the Standards of Conduct &/or Code of Ethics will be handled by the Director.
- Students who are aware of any breaches of Code of Conduct &/or Code of Ethics must notify a school official. Students who knowingly withhold information about violations, will be subject to disciplinary action, including possible termination.

Failure to comply may lead to serious consequences, which could result in the following:

- Conduct warning, which remains in the student's permanent file.
- Student grades may be affected by any documented misconduct.
- Probation
- Dismissal (in certain cases, immediate dismissal may occur without probation or warning)

### **Drug and Alcohol Free Campus**

Inspirit Institute, Inc. maintains a drug- and alcohol-free campus. Students and employees must refrain from the use of alcohol and illegal drugs while on campus or at school-sponsored activities. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or drug on College premises.

All students and employees shall observe federal, state, and local laws regarding the sale and use of alcohol and drugs. The use by Inspirit Institute, Inc. students and employees of a controlled substance that is not medically authorized is strictly prohibited. Students and employees who violate the drug- and alcohol-free campus regulations on campus or within the institution's jurisdiction or at any event controlled by Inspirit Institute, Inc. may be subject to, as applicable, discipline, suspension, expulsion, or employment termination. In addition, violating this policy (and concurrent law) may subject students and employees to criminal prosecution. Drug paraphernalia, particularly that containing drug residue, may be considered evidence of drug use. Documented violations of illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from Inspirit Institute, Inc. and/or referral to law enforcement officials.

[Required of registered schools in administrative rules 283-21.3(5)]

*Each institution shall provide information about the policy to all students and employees. The policy shall include a clear statement of sanctions for violation of the policy and information about available drug or alcohol counseling and rehabilitation programs. In carrying out this policy, an institution shall provide substance abuse prevention programs for students and employees.*

The use or possession of illegal drugs as well as the abuse of alcohol and other intoxicants creates a serious threat to the health and well-being of the user and in some instances to fellow employees and private citizens. Inspirit Institute has a responsibility to provide a work environment free of drugs and alcohol, and employees have the right to perform their duties with co-workers not impaired by drugs and alcohol.

(a) In compliance with the [Drug Free Workplace Act](#) of 1988 and the 1990 rules under the Drug Free Schools and Campuses Act, all Inspirit Institute faculty and staff are herein notified that the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol, including controlled substances, is prohibited on the premises, in its activi-

ties, either in the workplace, or in such places and at such times that could have an adverse effect on the employee's work performance or behavior, or interfere with the rights and privileges of co-workers or the public.

(b) To assist employees in broadening their knowledge of the harmful effects of illicit drugs, controlled substances, and alcohol, and to assist in the treatment of alcoholism or drug addiction, Inspirit Institute will use an annual policy notification and other avenues to make faculty and staff members aware of the following: (1) the dangers of drug and alcohol abuse in the workplace; (2) Inspirit Institute's Drug Free Environment Policy; staff development training regarding substance abuse; (3) the existence of regional substance abuse treatment facilities and programs; and (4) the penalties which may be imposed for Drug Free Environment Policy violations.

As a condition of employment, faculty and staff members agree to abide by the terms outlined in this policy

## **Sexual Misconduct Policy**

Inspirit Institute, Inc. is committed to providing and maintaining a positive learning and working environment, that is free of any form of sexual abuse or assault, for all students, staff, faculty, and other members of the school community.

Individuals who violate this policy will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion, as well as having the event reported to the local authorities.

Inspirit Institute, Inc. administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is a violation of this policy for any member of the Inspirit Institute, Inc. community to engage in any form of sexual abuse or assault. It is a violation of this policy for any member of the Inspirit Institute, Inc. community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual abuse or assault pursuant to the terms of this policy who retaliates against his or her accuser in any manner will be charged with violating this policy. Any member of the Inspirit Institute, Inc. community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge or expulsion.

If you or someone you know may be a victim of sexual assault, sexual harassment, dating/domestic violence, stalking, or any other behaviors prohibited under this policy, you are strongly encouraged to seek assistance and support.

Inspirit Institute strives to create a respectful, safe, and nonthreatening environment for its students, faculty, staff, and clients. Our written policy sets forth resources available to students and employees, describes prohibited conduct, and establishes procedures for responding to sexual misconduct and other unwelcome sexual behavior.

Reports of sexual misconduct involving our students, faculty, staff, or any third party should be made to the Director. An academic or administrative officer, as defined in our Sexual Harassment policy must report any known sexual misconduct, dating/domestic violence, or stalking report involving a student to the Director. No employee is authorized to investigate or resolve student complaints without the involvement of the Director.

As an Inspirit employee, you may learn of an incident of sexual misconduct, dating/domestic violence, or stalking in the course of your work. A student or colleague might share an experience with you as a friend, a trusted adviser, or someone in a position to provide needed assistance. How you respond is very important and may determine whether a victim/survivor chooses to tell anyone else or seek professional assistance.

## **Drug, Alcohol, and Sexual Abuse Resources**

### **Iowa**

Polk County Crisis & Advocacy Services  
2309 Euclid Avenue  
Des Moines, IA 50310  
(515) 286-3600

<https://www.polkcountyiowa.gov/cfys/services/crisis-advocacy-services/>

IowaCoalitionAgainstSexualAssault

<http://www.iowacasa.org/>

Sexual Abuse Hotline:(800) 284-7821

Sexual Violence Prevention

<https://www.iowacasa.org/resources>

Employee and Family Resources, Inc., Des Moines

<http://www.efr.org/prevention-substance-abuse/>

### **National**

Alcoholics Anonymous

<http://www.aa.org/>

National Institute on Alcohol Abuse and Alcoholism

Alcohol & Your Health

<http://www.niaaa.nih.gov/alcohol-health>

Public education materials  
<https://niaaa.nih.gov/publications/brochures-and-fact-sheets>

Federal Substance Abuse and Mental Health Services Administration  
Behavioral Health Treatment Services Locator  
<https://findtreatment.samhsa.gov/locator/home>  
Rape, Abuse & Incest National Network (RAINN)  
(800) 656 HOPE (4673)  
Safety and Prevention  
<https://www.rainn.org/safety-prevention>

Center for Changing our Campus Culture  
Victim Services/Advocates  
<http://changingourcampus.org/category/victim-services/>

## **Mandatory Reporting: Child Physical or Sexual Abuse**

**Pursuant to Iowa Code Section 261.9(1)(h), any Inspirit Institute, Inc. employee, located in Iowa, who in the scope of the person's employment responsibilities examines, attends, counsels or threatens a child must report suspected physical or sexual abuse to the institution's administration and to law enforcement. Any report of suspected child physical or sexual abuse should be made as soon as possible, but within 48 hours, to the Director and the employee shall immediately make a report to local law enforcement.**

If you are a statutory mandatory reporter, because of your profession, you have your statutory obligation to report.

Inspirit's concern is to stop child abuse occurring on the premises, or within our program. So even if your job does not involve interaction with children, you have an obligation to report. We require reporting of suspected physical or sexual child abuse, and encourage the reporting of any form of suspected child abuse in order to protect children. New students and employees will each be given Inspirit Institute's written policy for an employee who in the scope of the person's employment responsibility examines, attends, counsels or treats a child to report suspected physical or sexual abuse.

"Physical abuse" is defined as any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child. Common indicators could include unusual or unexplained burns, bruises, or fractures.

"Sexual abuse" is defined as the commission of a sexual offense with or to a child as a result of the acts or omissions of the person responsible for the care of the child. The commission of sexual abuse includes any sexual offense with or to a person under the age of 18 years. Physical indicators of sexual abuse could include things such as bruised or bleeding genitalia, venereal disease, or even pregnancy.

*The policy shall include an employee's reporting responsibilities. The reporting responsibilities shall designate the time, circumstances, and method for reporting suspected child abuse to the accredited private institution's administration and reporting to law enforcement. Nothing in the policy shall prohibit an employee from reporting suspected child abuse in good faith to law enforcement.*

*Please report all information to Inspirit Institute, Inc. Director, Lynn Kramer:*

## **Dress Code & Hygiene**

To meet Iowa laws, students must wear clean & neat uniforms at all times during school hours. This includes wearing their **name tag at all times**, which indicates that they are a student. If a name tag is lost or a student forgets to wear their name tag to school, they must report to the front desk before class or services, to be issued a temporary badge. A new name tag will be ordered & costs added to the student's account.

**Uniforms:** Students are required to wear appropriately fitting, solid color scrubs (NO prints).

**Shoes:** For hygiene & safety reasons, students must wear low-heeled, closed toed, comfortable shoes. ANY color or pattern socks are accepted (feel free to have fun with this policy!) Because Massage Therapy students do not work with instruments, they may elect to wear sandals. Feet must be clean & in good condition with no chipped polish.

**Hair:** For sanitation reasons, hair should be styled in a manner that does not allow for their hair to touch the client at any time. To convey a professional image, please ensure hair is clean & neatly styled. For those students in the beauty industry, please keep in mind that it is beneficial to portray an image that is confident & fashion forward that reflects current trends  
**Make up:** should be checked & re-applied as necessary throughout the day.

**Polish** may be worn, but chipped polish must be removed. Massage Therapy students must maintain short, clean, filed nails for sanitation & safety reasons & remove rings for safety issues & not wear other jewelry that may come in contact with a client. Male students must be clean shaven or have a professionally trimmed beard, mustache & sideburns.

**Tattoos, jewelry &/or fashion:** accessories must be of a non-controversial design & may not cause offense or negative response from the public we serve.

**Hygiene:** Due to the close personal contact students have with clients & each other, daily showers/baths are required. The use of deodorant, antiperspirant, breath mints & fresheners are essential. Gum chewing is prohibited.

Foods that result in negative odors should be avoided when working with others. Smoking is prohibited during school hours. Students who smoke before classes or shifts, must take special care to neutralize odors. Also, please be conscious that your linens & uniforms must be kept away from smoke odors. If smoke odor is obvious, a student may be dismissed until the issue is resolved. Many people are sensitive to certain smells, please keep this in mind in relationship to perfumes & colognes.

## Social Network Policies

Social networking (i.e. Facebook, Twitter, etc.) are effective ways of communicating with fellow students, potential clients, even potential employers. It is advisable to remember that your behavior, comments/language, & opinions should maintain a professional, mature, & respectful image. Comments that could be considered offensive in any way, not only affects you as an individual, but the image of Inspirit students & community. Comments that show disrespect to others (including the school community) will not be tolerated. Such negativity will need to be removed with a public apology, or the student will be dismissed from the school. Legal action may also be pursued if slanderous comments are made. In short, be kind & be professional.

## Classroom Policies

A student arriving late to a class, should enter the classroom in a quiet manner, as to not disturb the class.

An individual instructor will allow, or not allow, food in the classroom at their discretion. Food is never allowed in treatment rooms or in clinic areas. No gum is allowed in the school. Water is always encouraged in all classrooms & client treatment rooms.

The following behaviors are not allowed in the classroom; disrespect to the instructor or classmates, talking out of turn, swearing/profanity, or sleeping in class. No cell phones are allowed in the school area unless an instructor is using resources & asks the students to get their phones out. Phones *must be on silent*. If a student has a possible emergency situation, they should ask the party that may need to reach them, to call the reception desk & we will inform the student if needed. If the front desk is not open (i.e. during a weekend class) the student should approach the instructor before the class & leave their cell phone on the instructor's desk for response as needed. Due to large volume of incoming calls, students are not allowed to use the business line, except in emergencies. Students should ask their friends & family to refrain from calling them while at the school, unless it is an emergency. Inspirit is considered not only a medical facility, but a high end spa, as such **cell phones should never be seen**. Texting & calls should only happen in the library. Disregard for this policy could result in the student being dismissed from the school. Students are expected to show up for class on time, in uniform, with necessary textbooks, materials for taking notes, & any equipment that may be needed for the day's class. All students should be responsible to leave a classroom in as good, or better, condition as when they arrived.

## Clinic Floor & Treatment Room Policies

Some procedures are governed by state & federal agencies, to remain in compliance please adhere to the following:

All Esthetic services must have a consultation with an instructor before beginning. All steps to a chemical service must be checked by an instructor. Students must never leave a client unattended during a chemical service.

All Massage services should be preceded by a health history assessment. If any conditions are presented that are out of the norm, a student must consult with the supervisor on duty before administering treatment. All clients must be checked by an instructor/supervisor at the end of each service. Massage clients will fill out an evaluation after every service & present it to the supervisor at the front desk at check out.

Students are responsible for cleaning & sanitizing all work areas, linens & tools to school protocols. Students are assigned a general sanitation for end-of-shift duties.

Chewing gum, eating, drinking of anything is prohibited on the clinic floor (state law). Massage students are encouraged to have a bottle of water available for themselves during sessions. Please keep this bottle away from any areas that are designated for client use (i.e. the table next to the client chair).

When students are not working with clients, they are expected to be working on practical skills or studying. If students are not following this policy, they will be asked to clock out. Congregating at the Reception Desk is strictly prohibited.

Students are not allowed to bring in personal hair care products, or non-professional lotions, gels or essential oils for massage services. If a client has an allergic reaction, we need to be able to identify the exact product used & verify that it meets professional standards. All containers must be clearly labeled as to its contents.

Instructors are only allowed to perform services on students for demonstrative purposes. Students must properly wash hands before & after all services.

Client records are to be accurately completed & maintained for each client. Charting &/or documentation must be completed on the same day services are provided, by law. Students must ensure all equipment is in good order at all times. Treatment rooms & work stations must be cleaned after every service.

Students must never hold conversations with each other while providing services to clients. All attention should be focused on the client. Students should also never have conversations with each other in the presence of clients. Please clock out & go outside, or off campus to have personal conversations.

Any problems with a client should immediately be referred to an instructor/supervisor.

Guests, family, & friends are not allowed to socially visit or lounge unless they are receiving services. For insurance reasons, the children of students are not allowed at the school, unless they are receiving services. To promote a peaceful & relaxing environment for all students, staff, & clients, we discourage clients from bringing children, unless they are receiving services.

Students will be required to complete daily sanitation procedures. Esthetics students will also be responsible for assigned laundry duties & dispensary duties. Students will be required to sanitize instruments & equipment & to dispense products. Massage Therapy students will be responsible for the laundering of their linens off site. Students must keep clean & soiled linens separated from each other at all times. Students will never be asked to provide janitorial duties, such as sanitizing toilets or bathroom floors. Sanitation to bathroom areas will be limited to replacing products & disinfecting the vanity & mirror surfaces.

### **Policy Waiver or Appeal Process**

Under certain circumstances, where policy compliance is deemed impossible, a policy waiver or appeal process will be considered by the Director. These waivers or appeals are considered when a student requests special consideration in reference to a specific policy violation. The waiver or appeal is based on the individual situation & the performance of the student. To insure fairness in all situation concerning policy compliance the following criteria must be met:

- The waiver or appeal must be put in writing by the student
- The waiver or appeal is determined by the Director
- The circumstance must present an undue hardship or involve extenuating circumstances for the student
- The student must meet with the Director & establish a future course of action
- If all attempts fail to reach a resolution the school & student agree to voluntarily & irrevocably elect arbitration as the remedy for any unresolved dispute they may have and waive any rights they may have to bring a lawsuit in any state or federal court. Student & school agree to be bound by binding arbitration before a single, neutral arbitrator under the Federal Arbitration Act. Students agree they may only act on their own behalf, & not in relation to complaints of other students.

### **Terms of Dismissal**

A student may be dismissed for:

- Violating the Student Codes of Conduct &/or Code of Ethics
- Disregard of established policies outlined in this catalog, including attendance policies
- Failing to maintain satisfactory progress
- Not matching academic or attendance standards

---

## **Probation**

**Academic Probation:** Students are expected to maintain a grade of 70% or greater to continue in the program. A probationary period of 4 weeks to raise grades *may* be allowed before a student is dismissed. Attendance Standards must be met weekly, or a student will be subject to probation/dismissal. After a dismissal for unsatisfactory grades or attendance, a student may reapply to enter the next available class. Payment will be necessary to retake the portion(s) of the program that was not passed. The Director will outline the costs for the student, based on the percentage of hours needed to complete the program.

**Conduct Probation & Dismissal:** Dismissal for breaches of conduct will be the final decision of the Director. In most cases of misconduct, no probationary period is allowed. For example, sexual harassment, cheating, lying, or stealing are grounds for immediate dismissal.

## **Holidays & Vacations**

*School will be closed the following days:*

Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas Day, & New Year's Day.

## **Admissions**

### **Advanced Standing**

It is Inspirit's commitment that our students will be adequately prepared for licensing exams (Boards). Advanced standing will be considered on an individual basis at the discretion of the Director. After applying & being accepted to Inspirit, please make an appointment with the Director for more information. Inspirit students who would like advanced standing consideration must submit their relevant transcripts with a letter stating which classes they would like reviewed for advanced standing. Assessment testing may be necessary to evaluate student's knowledge &/or skills. Transcripts, evaluations & individual educational plans will become a part of the student's file. Tuition costs are calculated proportionately based on the remaining hours needed for completion. Core Life Sciences Transfer: the State of Iowa Cosmetology Arts & Sciences laws allow core life sciences curriculum hours to be transferable in their entirety from one practice discipline to another practice discipline. Advanced standing may alter the total number of required hours & tuition & refunds will be adjusted accordingly.

### **Independent Study**

Inspirit offers the option for independent study for students that have previous education or training in certain portions of the programs. Independent study students are required to take exams required for passage of class, but are not required to attend the lecture portion of the class, unless they chose to do so. Please note, that attending classes is of great benefit to those preparing for Boards. A student must meet with the Director to discuss Independent Study as an option. All required exams must be passed prior to participation in Clinicals.

### **Nondiscrimination Policy**

Inspirit admits students of any race, color, national & ethnic origin, sex, marital status, veteran status, creed, sexual orientation, disability, or age to all privileges, programs, & activities generally made available to students of this school. Inspirit strives to provide an environment that is free from discrimination, where students & staff, treat each other with respect, courtesy, & dignity. If a student feel they have been subjected to harassment or discrimination they should contact the school Director immediately.

### **Information Release**

With the signing of the enrollment agreement the student gives inspirt permission & rights to use their name & photo in any & all marketing media, to promote the school & student functions, as well as achievements. The student further agrees that Inspirit may disclose the student's name & clinic schedules to clients for the purpose of scheduling services.



### **Confidentiality of Student Records**

Inspirit provides privacy & protection concerning information in student files in accordance with The Family Educational Rights & Privacy Act (FERPA). This is a Federal law that protects the privacy of student education records. With the signing of the enrollment agreement students agree to allow Inspirit to contact a parent/spouse/legal guardian, &/or references, regarding any issue the school feels appropriate in regards to academic progress, attendance, rule violations, loan repayment, & job placement. This permission may be withdrawn at any time with written notice of a student. Students have the right to inspect & review their education records maintained by the school. Appointments to inspect the records in the presence of a school employee, will be made within 30 days of such request. Students have a right to request that a school correct records that they believe are inaccurate or misleading. If the school decides not to amend the record, the student has a right to place a statement with the record setting forth their view about the contested information. FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluations purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health & safety emergencies

**Upon meeting all requirements, a diploma & transcripts will be issued to graduates.**

**Additional transcripts will be made available upon written request & must include a \$20.00 processing fee. To obtain an academic transcript or records, please note the student's account must be paid in full prior to release of transcripts. Records beyond simple transcripts will be provided with the \$20 fee and .20¢ per page copy fee to cover printing costs.**

**All student records are on file in the school administrative office. A permanent student record includes, at a minimum, records of enrollment date & departure, program of study, course credits, hours & grades.**

**Student records will be maintained for a minimum of 7 years.**

**After this period, all records may be destroyed.**



### **Admission Procedure**

**To apply for admission at Inspirit Institute, a prospective student must:**

1. Make arrangements to tour the school.
2. Read & understand the catalog, please feel free to contact the staff with any questions.
3. Submit application with the non-refundable \$100 Application Fee & requirements as outlined on the application.
4. After application is received, you will be contacted for an interview.

### **Inspirit Institute, Inc. - 2018 Application**

**Requirements: *A prospective student will only be admitted if it is determined the student is capable of successfully completing & benefiting from the program(s).***

- Hold a high school diploma or equivalent prior to attendance. Provide a copy of diploma or transcripts.
- Be capable of honoring financial obligation for tuition, materials, & related expenses.
- Be able to follow the clean air policy of Inspirit.
- We suggest a potential student discuss with their health care provider their mental & physical capabilities of participating in a program. (Note: massage students often perform & receive up to 12 massages per week while enrolled in the program.)
- We recommend applicants for a massage program, to have experienced massage therapy themselves. Please attach a copy of your state driver's license or ID here:

### **Personal Information**

Full Legal Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Birth date (optional): \_\_\_\_\_

Which program are you applying for? \_\_\_\_\_

When would you like to start? \_\_\_\_\_

How did you hear about our school? \_\_\_\_\_

### Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### Educational Background

 Please list name, location, dates attended and degree earned.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

### Employment Information

Occupation: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Years Employed: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

### Historical Information

Are you a United States Veteran? Yes No

Have you ever been convicted of a crime of a sexual nature? Yes No

***A criminal history could restrict your ability to gain licensure in some states. Please check with the agency that governs your desired profession, in the state you would like to practice in, if you have any convictions to ensure it will not prohibit you from practice. If you need assistance determining a state's governing body please contact the Director for information.***

Known allergies: \_\_\_\_\_

Do you have any health condition that may prevent you from participating in training?

Yes No (please consult your medical care provider if you are uncertain)

If yes, please explain: \_\_\_\_\_

Inspirit is a clean air facility, smoking is not allowed (at all during school hours) will this be a problem for you?

Yes No



**Please compose & include a short autobiographical statement including the following:**

- ◇ Why you want to be a massage therapist, esthetician or Nail Technologist?
- ◇ Potential impact of schooling on your personal obligations?
- ◇ What you currently do to take care of your body, mind, & spirit?
- ◇ Explanation of any education/experience you have in massage or health field, esthetics, or nail care.
- ◇ Any pertinent information you would like to share about yourself?
- ◇ How you plan to finance your education?

**Submit this application, accompanied by:**

1. Your autobiographical statement.
2. A copy of your high school diploma/GED or college transcripts.
3. \$100.00 non-refundable application processing fee.

Once an application is received, staff will contact the potential student to schedule an interview. Students will be notified of application status within 10 days of their interview. If a student pays by cash/check in full before orientation day a \$1000 discount will be applied. Any Scholarships will be revoked if academic & attendance standards are not met.

I certify the information enclosed is true. I understand it will be held in the strictest confidence, & will only be used to determine the degree to which I may benefit from training.

**I have reviewed the current Inspirit catalog & understand & agree to contents.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- **For Office Use Only** -----

Date application received: \_\_\_\_\_ Interview Date: \_\_\_\_\_

---

Accepted: Yes No

Notes:

Follow up call or letter sent: \_\_\_\_\_