

THE SOMA INSTITUTE

THE NATIONAL SCHOOL OF CLINICAL MASSAGE THERAPY

ADDENDUM TO CATALOG & HANBOOK CLINICAL MASSAGE THERAPY DIPLOMA PROGRAM 2016

The following changes/additions are made to the Catalog effective July 1, 2016

B. Financial Policies

Return of Title IV Funds Policy, p.22.

To Section (b) Refund Timeline and Refund Allocation

The School will make refunds within 45 calendar days of the date the student officially withdraws, or the date the School determines that the student has unofficially withdrawn.

Add: An official withdrawal date will be the date the student gives either written or oral notice (see also p. 28 for details). For constructive (unofficial) withdrawals (see also p. 28), if a student is not in attendance for 14 calendar days, the 14th day of absence will be used as the date of determination.

C. Academic Policies

Satisfactory Academic Progress, p.23

Add to Paragraph 1

All periods of enrollment count toward Satisfactory Academic Progress (Fall, Winter, Spring, Summer), including periods when a student does not receive Title IV aid.

How Satisfactory Academic Progress is Measured, p. 23 currently reads as follows:

Against Maximum Timeframe: Overall progress is checked against a maximum timeframe of 150 per cent of the program length, measured in weeks. For day students, the maximum timeframe in which they may successfully complete the program is 72 weeks. For evening/weekend students, maximum time frame is 93 weeks. If it is determined that a student will exceed the maximum timeframe, they will be administratively withdrawn.

The above-noted paragraph is **replaced by the following**

Against Maximum Timeframe: Overall progress is checked against a maximum timeframe of 125 per cent of the program length, measured in weeks. For day students, the maximum timeframe in which they may successfully complete the program is 60 weeks. For evening/weekend students, maximum time frame is 78 weeks. If it is determined that a student will exceed the maximum timeframe, they will be administratively withdrawn.

On p. 23, after the section **SAP and Incomplete Courses** & before the section **SAP and Failed Courses**, add the following two sections:

SAP & Noncredit Remedial Courses

These are not offered.

SAP & Withdrawal/Passing vs Withdrawal-Failing

These options are not offered.

Under **Transfer and Readmitted Students**, p.24, the second paragraph currently reads:

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 510 hours and therefore must complete 240 hours at the Institute ($240/16$ hours per week = 15 weeks), the maximum time frame is 15 weeks x 150% or 22.5 weeks.

The preceding paragraph is **replaced by the following**:

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 510 hours and therefore must complete 240 hours at the Institute ($240/16$ hours per week = 15 weeks), the maximum time frame is 15 weeks x 125% or 19 weeks.

July 1, 2016