



*Healing Hands School of Holistic Health*  
125 W. Mission Ave. Suite 212 • Escondido, CA 92025 Phone: (800) 355-6463 FAX: (760) 839-0504  
[www.fhs.edu](http://www.fhs.edu) or [contactus@fhs.edu](mailto:contactus@fhs.edu)

## Annual Catalog Addendum 2022 - 2023

Institutionally Accredited by Accrediting Bureau of Health Education Schools  
[ABHES] Phone: (703) 917-9503 Address: 7777 Leesburg Pike, Suite 314 N. Falls  
Church, VA 22043

**A. Section: VII. School Policies:** Sub Category 'Withdrawal and Readmission', Page 77 – page 78

**Addition:**

**Service Member: Leave of Absence, Withdrawal and Readmission**

A service member who is called to duty maybe advised to take either a Leave of Absence or be withdrawn from the program with the automatic ability to be readmitted with the same status as when they left.

- If the call to duty is expected to last less than 180 days, the service member will be advised to take a Leave of Absence and to return to the program of study when they have completed their duties.
- If the call to duty is expected to last more than 180 days, the service member will be withdrawn from the program, with the ability to be readmitted at a later date beyond 180 days. Service members who are withdrawn, then return after completing the service will be readmitted with the same status as when they left: ei Current student.

These policies follow the Student Academic Progress for the program length of time.

**B. Section VII. Course Descriptive Listing**

Classes that are available in both Distance Education and In-Person are:

- Anatomy for Bodyworkers
- Professional Practices
- Herbal Studies & Applications
- Herbal Healing & Massage
- Holistic Nutrition
- Super-foods & Dietary Practices

**C. Page 8:**

Coursework that is delivered through distance education is completed at a location determined by the student. Technical support for distance education is available as follows: • Main Campus in Escondido,

CA Monday – Friday : 9:00 AM to 5:30 PM 760-746-9364 • Additional Classroom / Satellite in San Diego,  
CA Monday - Friday: 9:30 AM to 6:00 PM with lunch from 1:00 PM to 2:00 PM 858-505-1100 • Non-main  
Campus in Laguna Hills, CA Monday - Friday: 9:00 AM and 5:30PM 949-305-2722  
Or go the:

<https://support.goto.com/webinar>

#### D. About Our School: Page 9

Update address for ABHES to: Accrediting Bureau of Health Education Schools (ABHES), 6116  
Executive Blvd., Suite 730, North Bethesda, MD 20852, (301) 291-7550, info@abhes.org,  
www.abhes.org

#### E. Section XI. School Policies

##### 1. Page 62

Attendance and Tardiness Standards – revise 9th bullet point

- The withdrawal date is the last date of academic attendance (LDA) as determined by the institution from its attendance records. If the student does not provide notification to the institution, the Date of Determination (DOD) is the date the institution becomes aware that the student ceased attendance. Except in unusual instances, the date of the institution's determination that a student withdrew should be no later than 14 days after the student's last day of attendance from the institution's attendance records.

##### 2. Page 76

Add under Maximum Timeframe and SAP

#### **Readmission Policy for Students reaching Max SAP Timeframe:**

A student who has reached 150% of their program timeframe will be withdrawn from the program. A student who has been withdrawn due to passing the max timeframe is eligible to reenroll and be reinstated in the program by following to procedures outlined in: Readmission to School and Conditions for Reinstatement.

##### 3. Page 77: Readmission to School and Conditions for Reinstatement

#### Readmission to School and Conditions for Reinstatement

A student, who has withdrawn from a program, and is interested in returning, may apply for readmission. Readmission is dependent upon fulfillment of all conditions set forth at time of withdrawal. Applications are reviewed and the student is informed in writing of readmission eligibility. Readmission will be on a space available basis. A student who has been terminated from a program for unsatisfactory academic progress and/ or violation of the attendance or conduct policy may apply for readmission after one academic year from the date of withdrawal. The following conditions apply:

- Be current on all financial obligations to the school.
- Submit a letter of intent to enroll before the beginning of the new course. Failure to do this may result in a student not being admitted to the next scheduled course if the course is already full. However, current students are given priority, and therefore, there may not be an available seat for a student who wishes to be readmitted.

- If a student was terminated for failure to maintain satisfactory academic progress, the student must speak with the Director prior to re-admission. During this meeting, the student is expected to demonstrate how he/ she will benefit if reinstated. If the student is allowed to reinstate, he/she will be placed on academic probation for at least one quarter (90 days), and must maintain satisfactory academic progress as stated in the Standards of Satisfactory Academic Progress section above.
- The student must contact the School to obtain a new Student Contract (Enrollment Agreement). The student must discuss with the Director, any changes to curriculum, texts, fees and policies. All successfully completed courses (final course grade of 80%) will be transferred to the “new” enrollment and the student’s tuition will be adjusted.
- If the student is re-admitted within one (1) year from their official withdrawal date, and the school is using the same learning materials, a student may begin where they successfully (80% grade or better) left off in the academic coursework. Students may be required to repeat courses if the syllabus or course materials have significantly changed during the year. All grades previously earned will remain on the student transcript, and the maximum timeframe for program completion will be adjusted based on the remaining hours in the program to be completed.
- If different learning materials are being used than those the student was issued originally, the student will need to purchase those materials upon re-enrollment

**F. Enrollment Tuition & Fees**

1. Page 25 - 26

**TUITION AND FEES - COST OF PROGRAMS**

**Holistic Health Practitioner – Total Program cost**

Books, Equipment and Materials .....	\$ 1,700.00
*On-time Deposit .....	\$ 250.00
**STRF Fee.....	\$ 42.50
Tuition .....	<u>\$ 15,000.00</u>
Total Tuition and Fees .....	\$ 16,992.50

\*On-time Deposit is refundable to students who graduate on time

\*\*Non-Refundable - \$2.50 for every \$1,000 rounded to the nearest \$1,000 of institutional charges.

There are two payment periods for the program that are determined at 50% of the program length.

**HHPP 1<sup>st</sup> Period of Attendance, 1 – 500 hours**

Books, Equipment and Materials .....	\$ 1,000.00
*On-time Deposit .....	\$ 250.00
**STRF Fee.....	\$ 42.50
Tuition .....	<u>\$ 7,500.00</u>
Total Tuition and Fees .....	\$ 8,992.50

**HHPP 2<sup>nd</sup> Period of Attendance, 501 – 1000 hours**

Books, Equipment and Materials .....	\$ 700.00
*On-time Deposit .....	\$ 0

**STRF Fee.....	\$	0
Tuition .....	\$	<u>7,500.00</u>
Total Tuition and Fees .....	\$	8,200.00

**Massage Therapist Program – Total Program cost**

Books and Equipment .....	\$	1,030.00
*On-time Deposit .....	\$	250.00
**STRF Fee.....	\$	25.00
Tuition .....	\$	<u>9,000.00</u>
Total Tuition and Fees .....	\$	10,305.00

\*On-time Deposit is refundable to students who graduate on time.

\*\*Non-Refundable - \$2.50 for every \$1,000 rounded to the nearest \$1,000 of institutional charges.

There are two payment periods for the program that are determined at 50% of the program length.

**MTP 1<sup>st</sup> Period of Attendance, 1 – 300 hours**

Books and Equipment .....	\$	900.00
*On-time Deposit .....	\$	250.00
**STRF Fee.....	\$	25.00
Tuition .....	\$	<u>4,500.00</u>
Total Tuition and Fees .....	\$	5,675.00

**MTP 2<sup>nd</sup> Period of Attendance, 301 – 600 hours**

Books and Equipment .....	\$	130.00
*On-time Deposit .....	\$	0
**STRF Fee.....	\$	0
Tuition .....	\$	<u>4,500.00</u>
Total Tuition and Fees .....	\$	4,630.00

**Payment Plans and Financial Assistance**

Healing Hands School offers several different payment options.

**Massage Therapist Program**

Payment Plan Information (Not Applicable if Paid In Full)

Students will pay for books when received.

**1. Your first payment, due on or before the start of your contract, will be:**

- \$875     \$1,250     \$1,500
- \$ Alternative Funding Installment

**2. Your monthly payments will be:**

**A. \$875 [ ]**

The BALANCE OF \$\_\_\_\_\_ (Est. \$8,375.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be \$625 each month.** Your payments are due on the \_\_\_\_\_ of each month commencing on \_\_\_\_\_ for 14 months, or until paid in full.

**B. \$1,250 [ ]**

The BALANCE OF \$\_\_\_\_\_ (Est. \$8,000.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be \$1,000 each month.** Your payments are due on the \_\_\_\_\_ of each month commencing on \_\_\_\_\_ for 9 months, or until paid in full.

**C. \$1,500 [ ]**

The BALANCE OF \$\_\_\_\_\_ (Est. \$7,750.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be \$1,250 each month.** Your payments are due on the \_\_\_\_\_ of each month commencing on \_\_\_\_\_ for 7 months, or until paid in full.

**D. Alternative Funding [ ]**

The BALANCE OF \$\_\_\_\_\_ FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be \_\_\_\_\_ each month.** Your payments are due on the \_\_\_\_\_ of each month commencing on \_\_\_\_\_ for \_\_\_\_\_ months, or until paid in full.

**Holistic Health Practitioner Program**

Payment Plan Information (Not Applicable if Paid in Full)

Students will pay for books when received.

**1. Your first payment, due on or before the start of your contract, will be:**

[ ] \$875    [ ] \$1,250    [ ] \$1,500

[ ] \$ Alternative Funding Installment

**2. Your monthly payments will be:**

**A. \$875 [ ]**

The BALANCE OF \$\_\_\_\_\_ (Est. \$14,375.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be \$625 each month.** Your payments are due on the \_\_\_\_\_ of each month commencing on \_\_\_\_\_ for 23 months, or until paid in full.

**B. \$1,250 [ ]**

The BALANCE OF \$\_\_\_\_\_ (Est. \$14,000.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be \$1,000 each month.** Your payments are due on the \_\_\_\_\_ of each month commencing on \_\_\_\_\_ for 15 months, or until paid in full.

**C. \$1,500 [ ]**

The BALANCE OF \$\_\_\_\_\_ (Est. \$13,750.00) FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be \$1,250 each month.** Your payments are due on the \_\_\_\_\_ of each month commencing on \_\_\_\_\_ for 11 months, or until paid in full.

**D. Alternative Funding [ ]**

The BALANCE OF \$\_\_\_\_\_ FOR MY TUITION WILL BE PAID IN MONTHLY INSTALLMENTS AS FOLLOWS: **Your payment schedule will be \_\_\_\_\_ each month.** Your payments are due on the \_\_\_\_\_ of each month commencing on \_\_\_\_\_ for \_\_\_\_\_ months, or until paid in full.

Simplified Version

<b>Massage Therapy - 600 hours</b>	Monthly pymt + \$250 On-time + STRF = (1st payment)	Monthly Payments	Hours of class time per quarter
	\$900 (15 months)	\$625	100 hours (1 class)
	\$1,275 (9 months)	\$1,000	200 hours (2 classes)
	\$1,525 (7.5 months)	\$1,250	300 hours (3 classes)
<b>HHP - 1000 hours</b>	Monthly pymt + \$250 On-time + STRF = (1st payment)	Monthly Payments	Hours of class time per quarter
	\$917.50 (2 years)	\$625	120 hours or less
	\$1,292.50 (16 months)	\$1,000	200 hours or less
	\$1,542.50 (1 year)	\$1,250	250 hours or less