

- attendance at a school function while under the influence of or in possession of alcohol or illegal drugs
- possession of a weapon on school premises
- any behavior creating a safety hazard
- boisterous, obscene or disrespectful behavior
- any behavior that might harm the reputation of the school and/or the massage therapy, personal training or medical assisting professions
- excessive tardiness or absenteeism
- inappropriate use of school property or assets

The student who is in policy violation may be asked to leave the school premises immediately, depending on the offense. All dismissed students will receive a letter of dismissal from the school. Tuition refunds will be issued within 30 days of notice of dismissal and will be based on the refund policy outlined in this catalog.

Student Records

Permanent files are kept for all students. Each student has the right to gain access to his/her files. To access a student file, a written request is required and an appointment must be scheduled with the Registrar or Financial Aid Office. All grades, services, hours, and student account information are kept on file. The school recognizes the right to privacy; therefore, no information on a student will be released without the written permission of the student. Notification under the Family Educational Rights and Privacy Act (FERPA) is available in the Financial Aid Office.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day WellSpring School of Allied Health receives a request for access. Students should submit to the Registrar or Financial Aid Office a written request that identifies the record(s) s/he wishes to inspect. The institutional official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institutional official to whom the request is submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask WellSpring School of Allied Health to amend record that they believe is inaccurate or misleading. They should write the institutional official responsible for the record, clearly identify that part of the record they want changed and specify why it is inaccurate or misleading. If WellSpring decides not to amend the record as requested by the student, WellSpring will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by WellSpring School of Allied Health in an administration, supervisory, academic or research or

support staff position (including law enforcement unit personnel and health staff); a person or company with whom WellSpring School of Allied Health has contracted as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another institutional official in performing his or her tasks. An institutional official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by WellSpring School of Allied Health to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC, 20202-4605.

The U.S. Patriot Act, which became effective October 26, 2001, established the following exceptions relative to the release of information from institutional files:

Ex Parte orders – WellSpring School of Allied Health can disclose, without the consent or knowledge of a student or parent, personally identifiable information from a student’s records to representatives of the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. An ex parte order is an order issued by a court without notice to an adverse party. When WellSpring School of Allied Health makes a disclosure pursuant to an ex parte order, it is not required to record that disclosure of information in the student’s file.

Lawfully Issued Subpoenas and Court Orders – In the following three contexts, an institution can disclose, without consent, information from a student’s education records in order to comply with a lawfully issued subpoena or court order:

1. Grand Jury Subpoenas
2. Law Enforcement Subpoenas – For these subpoenas, the court may order WellSpring School of Allied Health not to disclose to anyone the existence or contents of the subpoena or our response. If the court so orders, neither the prior notification requirements nor the recording requirements would apply.

Health or Safety Emergency – WellSpring School of Allied Health is permitted to disclose personally identifiable information from a student’s education record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals. This is limited to a situation that presents imminent danger or to a situation that required the immediate need for disclosure to avert or diffuse serious threats to the safety or health of a student or other individuals.

Disclosures to the Bureau of Citizenship and Immigration Service – (BCIS) – WellSpring School of Allied Health may release personally identifiable information of a student who has signed a Form I-20 and any student attending on an M-1 or J-1 visa to the BCIS.

Transcripts

Graduates will receive one official transcript upon completion of their program. To obtain any additional transcripts, students must make a verbal request or submit a written request for the transcript along with a transcript fee of \$20. The request must indicate to whom the transcript should be sent. Transcripts sent to MBLEx or Missouri licensing board are free. Transcripts sent to any licensing agency or needed for obtaining a job will have the fee waived for the first six months after graduation. Transcripts will be mailed within 14 days of the date the request is received. Transcripts

may be delayed at the end of a term pending the posting of final grades for that term. Any transcripts that are requested to be delivered sooner than that may incur additional fees. Transcripts will not be provided to students with an outstanding tuition balance or an account sent to an outside collection agency.

Curriculum Verification Form

In some instances, a graduate may move and need to become licensed in another state. Should a student need to change the state in which they are licensed as a massage therapist, there will be a \$125 fee for the completion of a curriculum verification form. Please note this form may not be necessary in all instances. The form is specific to certain states and their requirements.

Disclosure of Educational Records

Information contained in student files is considered confidential and shall be released to other individuals only upon a student's prior written consent and authorization, with the following exceptions:

1. WellSpring officials who have a legitimate educational interest in the records
2. Officials of another school upon request if the student seeks or intends to enroll at that institution
3. Organizations conducting certain studies for, or on behalf of, the school
4. Accrediting Commissions to carry out their functions
5. Comply with a judicial order or lawfully ordered subpoena
6. Appropriate parties in health or safety emergencies.

All communication regarding a student will be directed exclusively between the student and school administrators. All communications will be kept confidential. Dialogue initiated by a third party will not be addressed by WellSpring School of Allied Health.

Graduation Requirements

In order to graduate from a certificate program or degree program, a student must:

1. have a passing grade, (C) or better, in all classes;
2. pay any outstanding student account balance or be in good standing on an institutional loan;
3. complete all financial aid exit forms, if applicable; and
4. complete Career Services exit counseling.

If students need program completion documentation prior to graduation, that documentation will be available upon request. Students can request the documentation from the Office of Student Services or Registrar. **Please note that the Missouri Department of Higher Education and Kansas Board of Regents recognizes our non degree programs as awarding Certificates.**

Graduating With Honors

The following awards will be given upon graduation to students who qualify:

Outstanding Academic Achievement Award – This award is given to students who have the highest GPA in the cohort. The GPA must be 3.8 or above.

Personal Achievement Award – This award is given to one student from each program who has demonstrated outstanding personal growth in the following areas: confidence, attendance, technique, professionalism, attitude, effort, dedication, listening skills, and participation, as nominated by the instructors.