



Academic Catalog

Serving Students since 1985

204 E Nepessing Street
Lapeer, MI 48446

www.healthenrichment.com

Phone: 810-667-9453

Email: healthenrichment@sbcglobal.net

HEALTH ENRICHMENT CENTER,
SCHOOL OF THERAPEUTIC MASSAGE
Quality streamlined Massage Therapy Education is all we do!

ADMINISTRATIVE OFFICE

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Lapeer, MI 48446



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Health Enrichment Center, Inc.

Publication Date

October 2025

HEC, Inc. is not responsible for typographical errors or errors in printing
This Catalog supersedes all other previous printed catalogs and brochures. Tuition, programs, course requirements and scheduling
may change without notice.

HEC, Inc.'s Catalog offers complete information on class scheduling, payment plans, entry requirements and school rules and regulations.

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HISTORY

HEC, Inc. is an institution dedicated to the concentrated instruction and learning of therapeutic massage. HEC, Inc. has been a Michigan state-licensed school since 1985. HEC, Inc. is approved by the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) as a continuing education provider.

MISSION STATEMENT

To provide quality, affordable, and relevant Therapeutic Massage education for entry level licensure and ongoing professional development.

PHILOSOPHY

HEC, Inc. specializes in an integrated educational approach to massage, based on client outcome goals. The educational focus is on the physiology of the body/mind connection, allowing the students to learn the essence and overlap of all massage modalities. A non-routine approach is taught supported by a problem solving and clinical reasoning process for massage with a focus on individualizing each massage session to meet the desired result of the client. Personal student growth is facilitated in an educational environment of relaxation, humor and respect. HEC, Inc. employs traditional and non-traditional teaching styles focused on the adult learner within a creative, flexible, and relaxed learning environment. To facilitate the learning experience, audio and visual aids, lectures, demonstrations, and supervised hands-on practices are utilized.

ADMINISTRATION OFFICE, LOCATIONS, & CLASSROOM FACILITIES

The Administration Office and classrooms are located at 204 E. Nepessing Street in Lapeer, MI. Students are encouraged to make an appointment prior to visiting the Administration Office. Office hours are Tuesday—Friday from 11:00 am—3:00 pm. Appointments can be made if needed. Appointments can be made by calling 810-667-9453.

Lapeer (Classrooms and Administration Office)

204 E Nepessing Street
Lapeer, MI 48446

INSTRUCTING STAFF

- **Head Instructors - Sandy Fritz, Luke Fritz, Laura Cochran**
- Assistant Instructors - Sarah Coleman, Logan Ladner
- Adjunct Instructors - Regina Velazquez, Kyllie Myers

OFFICIALS/ ADMINISTRATIVE STAFF

Sandy Fritz- President/Owner

Laura Cochran - Director of Education and Operations

Tonya DeGroot - Onsite Director and Admissions office manager

INSTRUCTIONAL EQUIPMENT

All classrooms are equipped with audio/visual equipment; massage tables, charts, graphs, models, and ample seating. The administration office allows student access to a computer with Internet access. There is a computer in the main classroom with projector capabilities and access to the Internet.

REFERENCE LIBRARY

The library, located in the media room, is open to students during regular office and classroom hours. Please call and inform the staff if you are interested in library resources. No books or videos may be taken from the library.

ADMISSION REQUIREMENTS

HEC, Inc. is an equal opportunity school. All applicants will be considered for enrollment regardless of age, gender, race, national origin, sexual orientation, handicap or religion. Each applicant must meet the following requirements for enrollment:

- Be eighteen years of age or older by December 1st of the enrollment year
- Be a high school graduate or equivalent (GED is acceptable)
- Be physically capable of performing massage therapy
- Be able to understand and speak English

APPLICATION PROCEDURE

Application forms for the Therapeutic Massage Program are available on our website www.healthenrichment.com. Once the application form is received, a contract packet will be sent via email. Paper forms and mailing USPS can be done by the administration office by specific request only.

The contract packet will include:

- Current School Catalog (Available on our website www.healthenrichment.com)
- Student Enrollment Contract
- Retail Installment Agreement (required to be completed for "payment plan" option only)
- Student Personal Form
- Application acceptance letter

The applicant must email or return to the Administration Office the following: completed Enrollment Agreement, completed Retail Installment Contract (if applicable), completed Student Personal Form, Proof of Graduation from High School (copy of H/S Transcript or Diploma, a copy of your GED, or proof of associates or higher academic degree), and copy of your pictured ID. Student must also have the tuition deposit or payment in full before the student will be considered enrolled and class space reserved. Student will be given a copy of their contract after paperwork has been received, and accepted.

Enrollment must be completed 10 days prior to start dates. Many classes fill up prior to the deadlines. Early enrollment and proper completion of enrollment procedures are imperative to reserve class space.

All students enrolled in a program are required to attend an orientation. Students who fail to attend orientation will not be allowed to begin their studies.

HOLIDAYS

Classes are not conducted on New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day. The Administration Office is closed from Christmas Eve until New Years Day. No classes are held during this period.

INSTRUCTOR / STUDENT RATIO

Our instructor-to-student ratio for hands-on class instruction is no higher than 1:12. All classes are limited to 12 available spaces.

SPECIAL NEEDS

Due to the fact that many people suffer from environmental allergies and in support of the professional environment, students are not to wear or use scented products during class hours. Students are asked to support fellow students who may have visual, hearing, or mobility difficulties. Students are not to pet, feed, or interact with service dogs. Students with special needs such as visual or hearing problems, environmental allergies and/or learning disabilities, etc. should inform the school as to how best to meet these needs. Students with special needs should encourage open communication with fellow students to help them understand the circumstances.

ACADEMIC POLICIES

GRADING POLICY

Each student's progress will be evaluated no less than quarterly during the school year. Evaluations will focus on, but are not limited to, record keeping, knowledge, skill, hygiene, attendance, time management, professional attitude. Attendance must be at least 90% all exams must be passed, and all requirements completed to graduate from the program or individual course. A "C" is considered passing for written and practical exams. A student cannot graduate unless they have completed all exams with a passing score, which is a "C". Students who complete all graduation requirements will be awarded the appropriate document.

4.0	A	90 – 100%
3.0	B	80 – 89%
2.0	C	70 – 79%
Fail		Below 70%

Curriculum design of this type assures that the learning process targets real world COMPETENCIES required of a massage therapist as follows:

- Plan and organize an effective outcome based Therapeutic Massage session
- Perform massage for the therapeutic benefit of the client
- Develop and implement sound body mechanics during massage application
- Perform massage in an ergonomically supportive environment
- Implement self-care strategies to support career longevity
- Develop successful and ethical therapeutic relationships with clients, peers and others in the health professions
- Develop strategies for a successful practice in both a self-employed or employee career pathway
- Identify strategies for lifelong learning and ongoing professional development***

***Modeled after the Commission on Massage Training and Accreditation Competency document.

Total program clock hours = 625

Compliant with State of Michigan 625 clock hours of supervised class instruction. Our curriculum is also compliant and aligned with the Massage Therapy Body of Knowledge and Entry Level Analysis Project., and endorsed by COMPTA.

More information can be found at <http://www.mtbok.org> and www.elapmassage.org

Text Book List*

Health Enrichment Center Handbook

Mosby's Fundamentals of Therapeutic Massage

Mosby's Essential Sciences for Therapeutic Massage and Online course

LASTES EDITION OF ALL BOOKS WILL BE PROVIDED AT ORIENTATION AND ARE INCLUDED IN THE COST OF TUITION

The massage therapy program is supported by the learning management system EVOLVE. a software application for the administration, documentation, tracking, reporting and delivery of educational courses, training programs, or learning and development programs. Students will need access to a computer or device that will support the EVOLVE platform.

Remote learning will be presented on ZOOM. Zoom is a cloud-based video conferencing service you can use to virtually meet with others - either by video or audio-only or both, all while conducting live chats - and it lets you record those sessions to view later. Students will be required to obtain a free ZOOM account.

PRIMARY COURSE – 130 CLOCK HOURS

The primary course sequentially moves through the Fundamentals of Therapeutic Massage textbook and online resources to establish a foundation of wellness based massage skills and ability to perform the general protocol in multiple positions and situations to adapt to individual clients. Massage adaptation for various populations and 4 outcome goals:

- Stress management
- Pain Management
- General Relaxation
- Improved Mobility

Common outcomes and pathology will be covered based on outcome goals. The course consists of 130 clock hours and included instruction in massage theory, massage application and functional anatomy, physiology and pathology.

The primary course sequentially moves through the Fundamentals of Therapeutic Massage Textbook and Evolve Content to establish a foundation of wellness based massage skills and ability to perform the general protocol in multiple positions, situations and adaptations to individual clients. Discussion topics related to Mosby's Essentials Sciences for Therapeutic Massage are included.

ATTENDANCE- STUDENTS MUST ATTEND 90% OF CLASS AND MAKE UP ANY ADDITIONAL MISSED TIME.

Students **MUST** complete ALL reading assignments, workbook activities, and all computer chapter tests prior to corresponding class. (90%- open book)

Students **do not** have to complete all chapter proficiency activities however completion is highly recommended. Proficiency activities and case studies will be the platform for in-class activities.

Course Objectives:

Upon completion of this course the student will be able to:

- Explain and apply information from textbook to massage therapy practice
- Demonstrate ability to perform general protocol
- Adapt massage for individual and unique needs.

DIPLOMA PROGRAM

PROGRAM LENGTH: 625 HOURS COMPLETION AWARD: DIPLOMA

THERAPEUTIC MASSAGE ENTRY LEVEL PROGRAM

Educational Goals: The **Therapeutic Massage Entry Level Program** is designed to prepare the graduate for a successful massage therapy career targeting the general population. The program is designed to include the entry level core content as determined by the MASSAGE THERAPY BODY OF KNOWLEDGE. (mtbok.org) and the ENTRY LEVEL ANALYSIS PROJECT (elapmassage.org)

. The program includes the following:

- Knowledge of massage theory and essential sciences to use clinical reasoning in the performance of outcome based massage adapted to the individual client
- Skills to perform massage in a safe, effective and efficient manner ensuring client satisfaction and career longevity
- Attitudes to function in a compassionate, ethical and professional manner as a massage professional.

COURSE

CLOCK HOURS

Primary Course	130
Module Course	250
Integration and Application Course	145
Anatomy, Physiology and Pathology Online Course	100

*All courses include practical and written assessment

*In addition, orientation and exit classes, combined with unique learning based assessment including written, oral and practical examinations (52 clock hours total) are provided to assure that the student is competent in knowledge, skills and attitudes necessary to become licensed in the State of Michigan as a massage therapist and develop a successful massage therapy career.

PROGRAM SCHEDULE/SYLLABUS

Students are provided with a syllabus and calendar on the 1st day of class. Students should expect to spend at least 2 hours per week of homework for every 1 hour in class.

There are two class starts per year, Fall and Spring. Each have a 12 month completion time. Both Fall and Spring classes held every Thursday. Additional week days will be scheduled for job shadowing hours and final practical exam .

Fall Classes begin the last Thursday in September, Spring Classes begin the last Thursday in April.

CURRICULUM

The **Therapeutic Massage Entry Level Program** curriculum is a combination of courses consisting of lecture and supervised practice, which prepares an individual for entry into the massage therapy occupation as part of the wider field of the health profession. The **Therapeutic Massage Entry Level Program** curriculum is designed for the adult learner in an integrated cohort/linear style. This means that a group of students begin and finish the program together (cohort/linear), and that each of the courses in the curriculum include elements of ethical, professional massage theory and application supported by the essential anatomy, physiology, and pathology (integrated).

Health Enrichment Center provided quality massage therapy education in multiple platforms:

- Face-to-face in the classroom focusing on hands on massage therapy skills
- Remote face-to-face using ZOOM to provide content related to theory, professional skills and critical thinking.
- Blended course content relates to ethics, professionalism, business, critical thinking, research and other content that does not involve hands-on application. Blended courses are based on textbook content and assignments delivered using the learning management platform EVOLVE.
- Hybrid course content is provided for a portion of the anatomy, physiology and pathology content. This content is presented using a comprehensive and professionally developed online course combined with ZOOM discussions.
- Remote presentation is face-to-face interaction using technology in a virtual format. Remote presentation is different than online education. Online courses are typically developed and presented primarily via internet.
- A blended course involves face-to-face class sessions that are accompanied by online materials and activities--essentially a "blend" of both live and online learning. A fundamental component of a blended course is that these online materials are not intended to "replace" face-to-face class time; rather, they are meant to supplement and build upon the content discussed in the classroom.
- Hybrid courses are different than blended courses since the online components are intended to replace a portion of face-to-face class time.

MODULE COURSE - 250 CLOCK HOURS

This course consists of 10, 24-clock hour modules that build on each other to develop the competencies necessary for successful massage practice. Combining content from the three program textbooks; Mosby's Fundamentals of Therapeutic Massage, Mosby's Essential Sciences for Therapeutic Massage and Mosby's Massage Therapy Review each of the modules targets the following:

Module 1- Fundamentals

- Day 1- Orientation and Draping and Seated Massage
- Day 2- Basic Massage Skills and Body Mechanics
- Day 3- Massage Protocol

Module 2- Theory and Science of Massage– Outcome Based Approach

- Day 1- Research Literacy and Mechanical Forces
- Day 2- Outcome Based Approach
- Day 3- Critical Thinking and Clinical Reasoning.

Module 3- Kinesiology: Bones, Joints and Muscles

- Day 1- Bones and Joints
- Day 2- Soft Tissues and the Muscle Organ.
- Day 3- Kinesiology as a Guide to Assessment and Massage Application.

Module 4- Assessment and Treatment Plan Development

- Day 1- Assessment Forms
- Day 2- Assessment Using Movement
- Day 3- Orthopedic Tests, Muscle Activation Sequences, and Palpation Skills.

Module 5- Massage by Area and Associated Anatomical Structures

- Day 1- Lower Limb.
- Day 2- Upper Limb
- Day 3- Torso, Neck, Head and Face.

Module 6- Adjunct Methods

- Day 1- Traditional Chinese Medicine
- Day 2- Hydrotherapy / Thermotherapy / Essential Oils
- Day 3- Energy Based Methods

Module 7- Massage Targeting Body Systems

- Day 1- Circulation, Lymphatic and Connective Tissue / Trigger Points
- Day 2- Digestive System Rest of Body Systems / Abdominal Massage
- Day 3- Breathing-Incorporate into General Protocol and Relate to Populations – Pain, Anxiety, Depression

Module 8- Ethics, Professionalism, Development of Business Plans, Reviewing Fundamentals, MBLEx and Licensing Prep

- Day 1- Ethics and Professionalism
- Day 2- Preparation for Final Practical Testing
- Day 3- MBLEx Review

Module 9- Career Pathways

- Day 1- Spa/Franchise
- Day 2- Health Care Environment
- Day 3- Sports and Fitness

Module 10- Professional Application

- Day 1- Setting Up the Business
- Day 2- Implement the Business Plan and Perform Massage on Target Population
- Day 3- Implement the Business Plan and Perform Massage on Target Population

INTEGRATION AND APPLICATION COURSE- 145 CLOCK HOURS

90 % ATTENDANCE REQUIRED**

(IF TIME IS MISSED IT MUST BE MADE UP AND AN ADMINISTRATION FEE WILL BE ASSESSED)

This course includes the supervised student clinic, job shadowing, electives, events and practical exams.

STUDENT CLINIC: (16) hours preparation, (80) hours student clinic presented (1) Thursday per month for (6) months along with (5) student clinic days occurring Thursdays as part of the student Business Project for Spring start or for Fall start (1) Thursday per month for (6) months along with (5) student clinic days occurring on Thursdays as part of the student Business Project. Student will complete 45 massage sessions consisting of 50 minutes of massage and 20 minutes of pre and post assessment, documentation and room transition. Students will also complete 10 hours of front desk activity.

During the remaining scheduled class hours, instruction will be provided to students pre, during, and post massage ensuring that proper massage, science and professional skills are demonstrated and understood.

JOB SHADOW/ELECTIVES/EVENTS: (32) Hours is required in the wellness spa adjacent to the school, participation in scheduled events and/or elective classes. A sign-up sheet will be used to schedule available hours. During job shadowing experience, the supervised student will observe front office, massage application, adjunct offerings, and assist in facility management. During events, students will provide massage and participate in marketing activities. Electives include CE classes offered during the time enrolled as an entry level student.

FINAL PRACTICAL AND WRITTEN EXAMS: (20) Hours scheduled

ANATOMY, PHYSIOLOGY AND PATHOLOGY COURSE – 100 CLOCK HOURS

Course textbook- Mosby's Essential Sciences for Therapeutic Massage and online course

This course is presented in a hybrid format with information from the textbook and online course sequentially taught online and information also presented in the Module course and Primary course. The course intent is to prepare the student with the necessary science based content to be able to use critical thinking and clinical reasoning skills during the application of massage therapy.

Course objectives:

At the end of this course the student will be able to:

- Interpret research, health charts and health information as it relates to massage application
- Perform assessments and chart using scientific language
- Communicate effectively with other health professions
- Justify massage care plans using an evidence informed approach.

REQUIREMENTS FOR GRADUATION

- Complete all textbook reading assignments.
- Complete all Mosby's Fundamentals of Therapeutic Massage Chapter tests - 90%
- Complete Mosby's Essentials Sciences for Therapeutic Massage Chapter tests - 90%
- Complete all Mosby's Essentials Sciences for Therapeutic Massage online module tests with 90% correct answers.
- Complete Student Clinic requirements.
- Complete 32 hours job shadow in an employee environment, events and/or electives
- Full participation in group assignments: Business planning and implementation portion of the integration and application course and complete (8) full massage sessions with target population.
- Pass midterm and final practical exams-90%
- Pass Muscle Proficiency Exam -90%
- Pass final written exam on computer 70 %
- 90% attendance
- Tuition paid in full

Exceptions to these will result in make-up hours, assignments and administration fees

PLACEMENT POLICY

Employment is not guaranteed nor is it implied at HEC, Inc. in any publications, instruction, or advertisement. Requests from businesses for student and graduate referrals for potential employment are posted on the information

TRANSFER CREDIT INTO HEC

Health Enrichment Center does not accept previous education or life experiences for credit in its Therapeutic Massage Program.

SCHOOL PAYMENT PLAN OPTION

Therapeutic Massage Program – 12 Month

Payment Plan Option

- Tuition \$7600
- Due at Enrollment \$1000 (minimum)
- Balance of Tuition \$6600 (varies based on deposit)
- Twelve (12) Payments of \$550 (varies based on balance after deposit)

*Balance after minimum deposit of \$1000.00 will be divided equally into 12 equal payments. Deposit is due prior to start of class to secure enrollment in the program, first payment is due the first of the month beginning the first month of class.

Each payment must be in the Administration Office by the first of each month.

HEC, Inc. refund policy states that all refunds are prorated following termination or withdrawal based on the last day of attendance and schedules as follows:

Completed up to 25%	75% Reimbursed
Completed 26% to 50%	50% Reimbursed
Completed over 50%	0% Reimbursed

Continuing Education at Health Enrichment Center

Along with staying current in the field, continuing education is required by the State of Michigan to maintain licensure to practice. Additionally, should you seek to become a “Board Certified LMT” through the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), additional CE credits are also required. The following CE offerings are designed to be convenient and meet the requirements needed for both maintaining your Massage Therapy License to practice in Michigan as well as your NCBTMB – Nationally Board-Certified status.

State of Michigan License Renewal Continuing Education (CE) Requirement: REMOTE OR IN PERSON ACCEPTED

- ◆ *During the 3 years preceding the application for renewal, successful completion of 18 continuing education contact hours that are approved by the board.*
 - ◆ *Minimum of 1 hour of continuing education earned in the area of pain and symptom management.*
 - ◆ *Minimum of 2 hours of continuing education earned in the area of professional ethics and boundaries.*

NCBTMB Board Certification renewal Continuing Education Requirement ONLY IN PERSON CE ACCEPTED

- ◆ *Once earned - you must achieve a minimum 24 CEs-including 3 CEs in Ethics - every 2 years, as well as pass a criminal background check to maintain your credential.*



CONTINUING EDUCATION SCHEDULE 2026

REMOTE OPTIONS - VIA ZOOM

Classes are from 5 pm – 9 pm

Implicit Bias for Massage Therapists

Cost - \$100

✓ 4 CE hours

✓ Monday – Feb. 2, 2026

Ethics AND Pain & Symptom Management

Cost - \$100

✓ 4 CE hours

✓ Monday – March 2, 2026

IN PERSON CLASSROOM INSTRUCTION

Classes are from 9 am – 5 pm with an hour for lunch.

Massage Excellence

Course Descriptions: Massage Excellence CE series for 2026 will focus on efficient and effective therapeutic massage application, assessment, interventions and adaptation to achieve therapeutic outcomes. The focus will be: Direct and Indirect Functional Techniques Targeting Hyper and Hypo Mobility, Efficient and Effective Ergonomics and Body Mechanics, Cupping /Decompression Methods

May 4, 2026

Direct & Indirect Functional Techniques
Targeting Hyper and Hypo Mobility

7 CE hours

Cost - \$ 200

Provider Name: Sandy Fritz & Luke Fritz

June 1, 2026

Efficient, Effective, Ergonomics & Body
Mechanics

7 CE hours

Cost - \$ 200

Provider Name: Sandy Fritz & Luke Fritz

August 3, 2026

Cupping/Decompression Methods

7 CE hours

Cost - \$ 200

Provider Name: Sandy & Luke Fritz

October 5, 2026

Therapeutic Taping Techniques /Kinesio taping

7 CE hours

Cost - \$ 200

Provider Name: Luke Fritz

Students will describe aspects of safety, sanitation, and contraindications related to therapeutic taping. Students will demonstrate the safe application of therapeutic taping. Students will demonstrate the integration of therapeutic taping into the massage session. Students will demonstrate the application of therapeutic taping related to 3 key outcomes (pain management, connective tissue / scar tissue pliability, fluid movement). Students will demonstrate the application of therapeutic taping which does NOT restrict mobility / range of motion.

SATISFACTORY PROGRESS

Satisfactory progress is defined as the student maintaining a passing grade defined as a C grade average. Satisfactory progress is determined through practical evaluation at the 50% of class hours and a final (100%) practical testing. A written evaluation is kept in the students file and given to the student after each practical exam and progress is reviewed with their instructor. To maintain satisfactory progress, students must attend 90% of the classes. This allows absence of 10% before makeup is required. . All missed hours must be made up in the area missed. If a student must miss a clinic, they need to notify the office of the absence and schedule a makeup

Attendance requirements are considered part of satisfactory progress and satisfactory records are given to students every quarter. Students who fail to meet the satisfactory progress requirements will be placed on probation in accordance with the published Probation Policy. Students who need to repeat any course in order to maintain satisfactory progress must complete all requirements within 150% of the normal time frame of the program. If students do not complete within the allotted time frame they will be terminated.

FAILED EXAMS

If a student misses or fails a practical exam the student is placed on probation and the exam must be retaken until passed. The student may retake the incorrect portion of the exam over until passed, which is part of a competency based system, or they have exhausted "Extension Time" requirements of no more than 150% of the program. Retake dates are provided. The student will be referred to the Administration Office and a plan will be developed for completion of the exam. If a student does not turn in a completed exam on the due date or if the student does not pass the exam they will receive a fail.

Scheduling of exam retakes is accomplished by contacting the Administration Office at 810-667-9453. Retake dates are prescheduled and the student must retake the exam on one of the available retake dates. Failure to do so will result in a suspension pending disciplinary action.

ATTENDANCE POLICY

1. Students are expected to arrive on time and remain until classes have been completed for the day. Late arrival or leaving early will result in a loss of class hours needed for graduation. Sign-in procedures must be followed. Students are expected to participate in all remote presentations.
2. Each student is responsible for any academic work, and written and practical exams missed.
3. A student who ceases to attend class, without notifying the Administration Office, will be terminated once 10% of total program hours are missed.

PERSONAL ATTENDANCE RECORDS

Students are required to maintain their own personal attendance record for verification against the school's records. Students should record the class date as well as the time in and time out for all primary classes, modules, clinical practicum, remote meetings, and any make-up/workshop classes.

PROBATION

Students, who are not progressing satisfactorily, have excessive absenteeism, or who are not in compliance with the tuition payment plan will be placed on probation. Each probationary period is 60 days. The student may continue with class hours and course requirements but must contact the On-Site Director to develop a plan to rectify the situation within ten (10) business days of the official notification of the probationary status and corrected within a 60 day period. A student may only be on probation 3 times during a program before suspension pending termination is put into effect.

SUSPENSION

Students may be suspended for unsatisfactory progress, non-payment of fees, excessive absenteeism, failure to comply with HEC, Inc.'s policies and procedures, and accumulative of 3 probationary periods. The suspended student is unable to attend class; they must contact the On-Site Director to develop a plan to rectify the situation. The student must submit a written Corrective Action Plan within ten (10) business days of receiving the official notice of suspension to become reinstated. If the student fails to submit this plan, the student will be terminated and the file closed.

REINSTATEMENT

Reinstatement after suspension requires completion of a Corrective Action Plan. The instructor may not re-admit a suspended student to class without receipt of a Corrective Action Plan or contact On-Site Director.

TERMINATION

At time of termination, once student has paid any tuition moneys due at termination, student will receive a letter on school letterhead that states the program they were enrolled in and hours of attendance at the time of termination. The student's file is closed. The student will have to reapply for all classes and repay all tuition. No class hours/credits are transferable.

DISCIPLINARY ACTION

Disciplinary action taken by the school will be handled through the Administration Office following the guidelines of this catalog on a case-by-case basis.

EXTENSIONS

Extensions are given to complete any requirement to graduate including: Attendance Hours, Exams, and Tuition Fees. Programs must be completed within 150% of the original contracted time.

Extension applications must be in the Administration Office 30 days prior to graduation and must include a plan of completion. Students who do not apply for an extension, do not have requirements for graduation completed, or tuition paid in full by the required dates as indicated in the program syllabus, will be terminated and fail the course. The student will have ten (10) business days to appeal the decision in writing with the On-Site Director before the file is closed.

<u>Program</u>	<u>Ext.</u>	<u>Time Frame</u>	<u>Cost</u>
12 month	2	3mths	\$300 ea. Extension

FORMAL LEAVE OF ABSENCE

A student may request a Formal Leave of Absence for extenuating circumstances due to serious health problems. Only one leave of absence can be granted per calendar year and the leave cannot exceed 4 weeks in length. A leave of absence can be granted only after 50% of class has been completed and hours missed may not exceed 10% of class hours. A letter from the doctor is required. Once a student has been granted a leave of absence, the hours of attendance and the tuition account are frozen. The student will keep the school informed of their health status. When the crisis is over and the student is released by the attending physician, arrangements can be made with the On-Site Director to resume classes. Students will be responsible

for any extra expenses necessary for make-up. If the student is absent from class longer than 4 weeks, the student may be dropped from the program and the refund policy will apply.

WITHDRAWAL AND TERMINATION

A student's educational program may be terminated by the student or HEC, Inc. Notice of an applicant/student's intent to terminate the enrollment agreement must be submitted in writing by certified mail, or delivered in person to the On-Site Director. The Tuition Refund Policy will apply. Any refund due will be made within 30 days of the date of receipt of the written withdrawal notice or 60 days from the student's last date of attendance, whichever comes first. HEC, Inc. may terminate a student's educational program for any violation of the HEC, Inc.'s policies, rules, and regulations including, but not limited to, sexual misconduct, unsatisfactory progress, excessive absenteeism, or failure to make payments on time. Dropping from a program and reapplying at a later date is allowed only at the discretion of the Director. When repeating a program for the second time, all tuition fees must again be paid in full.

The student may appeal a termination decision through the Student Complaint/Grievance Procedure (outlined in this catalog) within ten (10) business days from receipt of the termination notice. If the student is reinstated, he/she will be responsible for all course work, any exam penalties, and all costs for make-up class hours.

CANCELLATION AND REFUND POLICIES

(Approved by the State of Michigan Department of Energy, Labor & Economic Growth)

All refunds are calculated to the last day of attendance.

1. A student may withdraw from an instructional program at any time by written notification to the Director. Notice may be hand delivered or mailed. If a student does withdraw, HEC, Inc. shall pay a refund to the student in the amount calculated under this section not later than thirty (30) days after the student's withdrawal or sixty (60) days from the student's last date of attendance, whichever comes first. No later than ten (10) days after the day on which the refund is made, HEC, Inc. shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of each entity to which a part of the refund was sent. The following statement shall be placed at the top of the notice in at least 10-point boldfaced type: **"This Notice is Important, Keep it for your Records."**
2. A student can be terminated for insufficient progress, non-payment of fees, excessive absenteeism, or failure to comply with the policy and procedures of HEC, Inc., at which time the refund policy will apply. Any student who misses more than 10% of class hours as computed at: 50% and 100% of program taught will be considered as having excessive absenteeism.
3. For the purpose of determining a refund under this section, a student shall be considered to have withdrawn from an instructional program on the earliest of the following dates:
 - a. The date the student notifies HEC, Inc. in writing of his/her withdrawal
 - b. The date HEC, Inc. terminates the student's enrollment as provided in the Enrollment Agreement.
4. A student is entitled to a full refund if any of the following are met:
 - a. The student cancels the enrollment agreement within 3 business days after signing it.
 - b. The student did not meet the minimum admission requirements at HEC.
 - c. The student's enrollment was procured as the result of a misrepresentation in the written materials used by HEC, Inc. or in oral representation made by or on behalf of HEC, Inc.
 - d. The student had not visited HEC, Inc. prior to enrollment and the student withdrew within 3 days after attending a regularly scheduled orientation or making a tour of the HEC, Inc. facilities and inspection of equipment, whichever is earlier.
 - e. All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days.
5. Textbooks and equipment that are purchased become the property of the student and may not be returned for refund.
6. Refunds will be made to students to the last day of attendance. Clinical Practicum hours will be included in the calculation. A prorated refund is a refund of not less than that portion of the tuition, fees, and other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that

remains on the last day of attendance by the student. Prorated tuition reimbursement following termination, withdrawal or program cancellation is based on the last date of attendance and scheduled as follows:

% Completed	% Reimbursed
Up to 25%	75%
26 to 50%	50%
Over 50%	0%

7. Special cases - in case of prolonged illness or accident, death in the family, or other circumstances that makes it impractical to complete the program, the school shall make settlement, which is reasonable and fair to both parties.

TUITION

- All Programs have 0% interest rate payment plan options available.
- Commercial loans are available for those that qualify.
- State of Michigan Licensing Exam (MBLEX), State of Michigan Licensing, Professional Liability Insurance fees , and a background check are in addition to tuition. It is prudent to plan on approximately \$600 post graduation to cover these costs.

Payment schedules are located on the student retail installment contract. Students are advised to keep this information available for easy reference. It is each student's responsibility to stay current with the payment schedule. Tuition payments can be mailed, paid online at our website, or paid in person at the Administration Office. Please mail payments to:

Health Enrichment Center
204 E. Nepessing St.
Lapeer, MI 48446

Students must accept full responsibility for keeping tuition payments current. **Payments are due in the Administration Office no later than the 1st of the month per the contracted schedule.** No exceptions are made to this rule for any reason, including holidays. Payments which are received later than the 1st of each month will be assessed a \$25 late fee, which will be directly charged to the tuition account. Additional late fees will be charged each month the account is not current and if the previous late fee has not been paid. If a payment is lost in the mail, and the student can provide proof that the payment was made on time, the late fee may be removed at the discretion of the On-Site Director, provided a new check is issued. Any checks which are returned for non-sufficient funds or closed accounts will be assessed a \$25 fee and only money orders or credit cards will be accepted thereafter.

MISCELLANEOUS EXPENSES

All students will receive their required textbooks on the day of orientation. Textbooks may not be returned once received. Textbook requirements may change without notice. Additional supplies required of the student consist of draping materials which include:

- (5) twin fitted sheets
- (10) full or twin or queen flat sheets
- (5) pillow cases
- (5) bath towels
- One blanket

Approved massage lubricant, hand sanitizer and a pillow or bolster, a computer with internet access and writing materials are also needed. Estimated cost of the draping, lubricants, and writing supplies are under \$300 and are provided by the student. Travel and lodging expenses are also the responsibility of the student. Purchase of or access to a portable massage table is suggested within the first weeks of class. Estimated cost is \$300 - \$400. The school has a uniform dress code that consists of “scrubs” for the students; undershirt, rubber soled athletic type shoes, and socks. The cost of the “scrubs” uniform including shoes and socks is the responsibility of the student.

Licenses and Fees (*Student is responsible) :

State of Michigan Licensing Exam (MBLEX), State of MI license fee, Professional liability insurance fees and background check, are in addition to tuition. It is prudent to plan on approximately \$600 post graduation to cover these costs .

VARIOUS FUNDING OPTIONS

- Michigan Works www.michiganworks.org
- School Payment Plans
- Michigan Rural Rehabilitation Corporation-MMRC— www.mrrccollegeloans.com

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

All complaints/grievances are to be made in writing to the Administration Office, attention On-Site Director. A written reply will be sent to the student in a timely manner. If a student has a problem with attendance and/or the financial tuition account, a letter with complete description of the problem including a copy of the student’s personal attendance record, a copy of all checks (both sides to validate endorsement) or written verification of financial payments and detailed documentation of all payments may be required. Other situations will be handled individually and through one-on-one contact. Written documentation is to be provided in all complaint situations (including date, complaint, and people involved). The school will not respond to “hearsay” situations. HEC, Inc. is committed to fair and equitable resolutions to all problems. The complaint procedure must be followed in order for the school to take any final action. Upon receipt of the letter and documentation, a response will be made in writing to the student within thirty (30) business days. If it becomes necessary, mediation will be provided, to facilitate an equitable solution between HEC, Inc. and the student.

- Step 1 A student who has a problem concerning the instructor or class attendance is to contact the instructor and discuss the problem. If the problem concerns attendance, the student’s personal attendance record must be provided.
- Step 2 If a solution has not been found, the student is to contact the Administration Office in writing. The letter will contain, the name of the instructor, the date of the meeting with the instructor, and the details of the problem. At least one suggestion for a solution must be included. A written report will be forwarded to the student.
- Step 3 If the solution is still not satisfactory with the student, a meeting between the instructor, the student, and the On-site Director will be arranged.

If the written response from HEC, Inc. is not satisfactory to the student, a second letter is to be written to the Director. A copy of the first letter and additional documentation is to be included. Upon receipt of this letter, a meeting will be scheduled with the Director and the On-Site Director to reach a final determination. A written report of the results will be forwarded to the

student.

Should HEC, Inc. and the student become unable to reach a solution, the student has the option of contacting the Michigan Department of Licensing and Regulatory Affairs at www.michigan.gov/lara or by calling 517-335-0918 no later than one year after the alleged violation.

APPEALS

A student may appeal any disciplinary decision by HEC, Inc. in writing by stating the circumstances with documentation and submitting it to the Administration Office, within 10 days of the disciplinary action. The Director will review the documentation and any supporting data from available sources. A decision will be made in writing and mailed to the student within thirty (30) business days from the date of the receipt of the appeal. Prior to invoking the written appeal process, students are required to follow the Student Complaint/Grievance Procedure.

Students who have any concerns, problems, or questions that cannot be answered by the instructor should contact the On-Site Director at 810-667-9453.

Students who encounter unusual circumstances during their course of study may appeal to the Director for special consideration.

A written explanation of their circumstances with appropriate documentation and a plan of action must be provided to the Director.

HEALTH ENRICHMENT CENTER CODE OF ETHICS

A Code of Ethics is a standard of conduct expected of the practitioners within the professional organization. These standards direct the application of professional knowledge and skills.

COMPETENCE: Massage professionals are expected to perform only those services for which they are qualified.

INTEGRITY: Massage professionals should represent their qualifications, affiliations, and abilities honestly. They should make a sincere effort to help their clients. They should participate in the profession's effort to protect the public from misinformation and misrepresentation. They should support the profession's effort to maintain the integrity of massage therapy.

DISCRIMINATION: No influence should prevent the massage professional from giving full and unbiased attention to the needs of the client. Professionally, it is improper to discriminate against anyone regarding race, color, age, sex, sexual orientation, height, weight, marital status, religion, national origin, or economic status.

CONFIDENTIALITY: Massage professionals are obligated to refrain from disclosing any personal or private information about clients except upon order of the court or mandatory reporting requirements.

IMPROPER CONDUCT: Massage professionals should refrain from any behavior that may decrease the effectiveness of their services or may be harmful to the client.

Code of Conduct for Massage Professionals:

Refrain from:

- The use of illegal drugs or the use of intoxicants prior to or during professional treatment sessions.
- Improper dress and appearances, defined as attire and accessories unsuitable and inconsistent with accepted business and professional practices including safety and hygiene.
- Improper draping of the client, defined as exposure of, or contact with the genital areas on the male and female and the breasts of the female.
- Failure of referring the client to a competent physician, psychologist, a physical therapist or others who would better serve the client.
- Professional affiliation with any persons or establishments that have an appearance or record of illicit behavior.
- Diagnosis of any condition; prescribing substances; or in any way superseding or interfering with treatment of a licensed professional.
- Overt or covert sexual interaction.

Any student who violates the school's Code of Ethics, disobeys regulations and/or policies, interferes with the educational process, steals or destroys property, is boisterous, obscene, or in any other way conducts him/herself in a manner so as to detract from the classroom or the image of HEC, Inc. is subject to expulsion or immediate termination from his/her educational program.

STUDENT CONDUCT & RESPONSIBILITIES

Supplies: Draping material, lubricants, or other massage items should be brought to every class. Clinical Practice sessions will require that the student bring the appropriate amount of draping material, lubricant, hand sanitizer, bolsters, blankets, and appropriate record keeping. **Textbooks are also required at every class.**

Student conduct is expected to be respectful, and professional. Individual instructors determine appropriate behavior in their designated classes. Various school rules are posted in visible areas and in the student handbook and compliance is required. Failure to comply with the school rules may result in disciplinary action including probation, suspension or termination. Students may appeal any disciplinary action by following the appeal process or complaint procedure.

NUDITY IS NEVER ALLOWED IN THE CLASSROOM. All classroom hands-on practice time must have the students properly draped. Students who find disrobing down to their underwear and wrapping up in a sheet difficult are directed to wear a loose fitting t-shirt and shorts or a bathing suit. It is expected that students participate in all hands-on sessions.

SAFETY DURING PRACTICE SESSIONS

If a student is ever uncomfortable with a method being performed or the quality and intent of the touch during a practice situation, it is the student's responsibility to say **"STOP"**. At this time the practicing student must stop and call over an instructor for assistance to discuss the procedure. Any jewelry that could cause safety or sanitation issues must be removed before giving and receiving massage during all massage practices.

STUDENT/INSTRUCTOR RELATIONS

Instructors are not allowed to participate in social activities with students on an individual basis. Group functions are allowed if they pertain directly to school activities. Instructors are requested to respond to all students without preferential treatment, with the exception of special learning situations or students with recognized disabilities that may require specialized attention by the instructing staff.

Client/practitioner relationships between students and instructors are prohibited. Potential problems can arise as teacher/student responsibilities conflict or blend into this type of relationship.

Violation of any of these rules by the instructor constitutes grounds for immediate dismissal of the instructor. The instructor will be held responsible for any student infraction of these rules and will be subject to disciplinary measure.

STUDENT/STUDENT RELATIONS

Students are required to maintain a professional relationship with fellow students. Students will adhere to all ethical standards in interactions with fellow students. Should problems occur between students, it is the student's responsibility to resolve all conflicts among themselves. Involvement of other students in the conflict is prohibited. All conflicts will be kept out of the classroom. If a student feels that a fellow student has violated one of the school policies or code of ethics, the student shall report this to the instructor in writing. If the instructor is unable to resolve the situation, the instructor will provide a written report about the situation to the Director. If the reporting student does not feel that the instructor has effectively dealt with the situation, they may request in writing, an investigation from the Director. If the student feels that the situation still remains unresolved, they may file a formal grievance following the Student Complaint/Grievance

STUDENT SERVICES

All student requests for information are responded to within 10 business days. All student phone requests are responded to with a return phone call during regular business hours. Unusual circumstances and emergencies are attended to as required.

Students with unusual situations, which require special academic attention, are requested to contact the administration office in writing.

Although HEC, Inc. is quite willing to assist students in obtaining housing, there is no relationship, financial or otherwise, between HEC, Inc. and any accommodations listed in this catalog. All lodging, travel arrangements, and costs are the responsibility of the student.

State Of Michigan Licensing and Regulating of Massage Therapists

State of Michigan requires a license to practice Massage Therapy. 625 Hours of education from a MI State licensed school is necessary. Passing the MBLEx licensing exam and background check are required for licensing eligibility. Please reference the following websites for further information:

Michigan is a licensed state:

Helpful links:

State Licensure:

<http://www.michigan.gov/lara/0,4601,7-154-72600---,00.html>

MBLEx:

<https://www.fsmtb.org/mblex/#MEPolicy>

School Compliance with Title 38 United States Code Section 3679(e)

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and Health Enrichment Center, Inc will be required to comply with the requirements as outlined below.

Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

NOTE: A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

- Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33(a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website—eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- 1.The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.