

# Northwest Academy for the healing arts



*Northwest's most personalized massage school*

## Course Catalog

*Create balance  
between career  
and lifestyle*



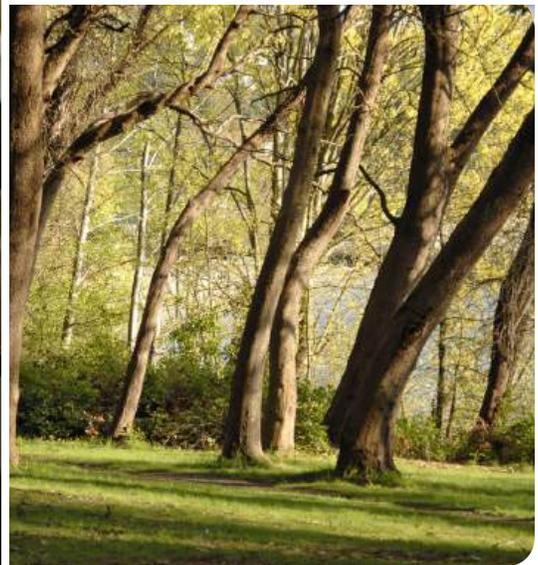
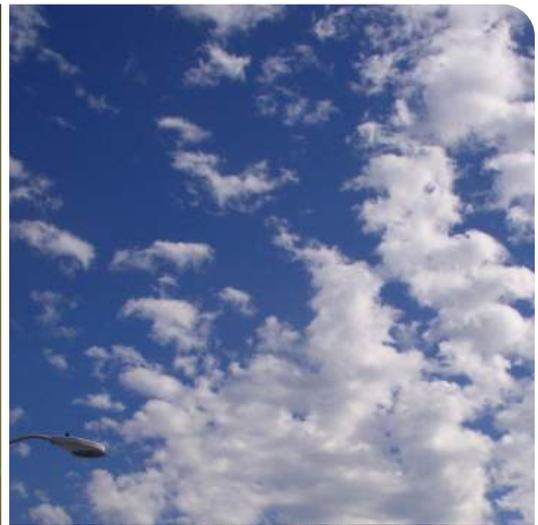
Seattle, Tacoma and Bellingham Campuses

| [www.nw-academy.com](http://www.nw-academy.com)

| [admissions@nw-academy.com](mailto:admissions@nw-academy.com)

# Northwest Academy for the healing arts

*Opportunities abound...*



WEST SEATTLE CAMPUS  
4507 44TH AVE SW  
SEATTLE, WA 98116  
206-932-5950

TACOMA CAMPUS  
708 BROADWAY, 3RD FLOOR SUITE A  
TACOMA, WA 98402  
253-572-9284

BELLINGHAM CAMPUS  
209 PROSPECT, LOWER LEVEL  
BELLINGHAM, WA 98225  
360-738-7121

*Ver. 11 - January 2025*



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*A career that makes life better is a career worth having.*



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# About Northwest Academy

*Northwest's most personalized massage program.*

## About the Academy

Northwest Academy for the Healing Arts, LLC was originally formed as a continuing education institution for alternative health care practitioners. It was our goal to provide quality advanced education to massage therapists, acupuncturists, and naturopathic physicians. However, we soon realized that outstanding practitioners must be built from the foundation up. Therefore, we decided that we needed to develop a licensing program that maintained a higher standard of instruction and curriculum development to assure the credibility of the massage industry.

## Mission Statement

Northwest Academy for the Healing Arts is committed to the personal growth, educational experience, and professional achievement of our students. Our mission is to educate students in the practice of science based massage therapy and bodywork.

We strive to encourage professional excellence in the alternative healthcare industry by maintaining a higher standard of instruction and curriculum development, thus providing a superior massage educational experience.



## School Facilities

### Seattle Campus

Our Seattle campus is conveniently located just 5 minutes from Alki Beach in the West Seattle Junction. Surrounded by parks, beaches, and a wellness oriented community, West Seattle offers a supportive atmosphere for a healing arts education. Our campus facilities include a fully equipped classroom with audio-visual and classroom equipment, five massage treatment rooms, administrative offices, and student common area.

### Tacoma Campus

Our Tacoma massage school campus is located within the Historic Stadium District in North Tacoma. Our campus facilities include both lecture and massage practice classrooms with full audio-visual capabilities, and a full reception and administrative area. Located across the street from Wright Park our Tacoma massage school is surrounded by cafes, local art installations and eateries. Tacoma's stadium district is a health and community conscious area, with a people oriented attitude. There are many appealing



aspects of our Tacoma massage school campus, but accessibility and convenience has been noted time and time again.

### **Bellingham Campus**

Located in the Fairhaven historical district of Bellingham Washington, our campus is surrounded by unique and inspiring businesses with historical character. The Fairhaven district is known for its friendly atmosphere and artistic community. Our campus facilities include classrooms with full audio-visual capabilities, administrative offices, and a common break area.

### **Licensing Accreditations**

The school is licensed under Chapter 28C.10. Inquiries or complaints regarding this or any other private career school may be made to the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, Olympia, Washington 98504-3105 (360) 709-4600.

### **Approved By**

- Washington State Board of Massage



# Admissions Requirements

## Requirements

Applicants must submit a formal application packet by the applicable due date, successfully pass an entrance interview, pass a physical obtained from a licensed physician, be at least 18 years of age, hold a high school diploma or the equivalent and pass a Washington State criminal background check. Applicants are evaluated without discrimination on the basis of age, sex, race, ethnic origin, religion, creed, sexual preference or disability.

Northwest Academy for the Healing Arts requests that all applicants identify any physical and / or learning needs during the admissions process. All applicants will be assessed on an individual basis and Northwest Academy for the Healing Arts will make a reasonable attempt to accommodate the needs of all students. However, Northwest Academy for the Healing Arts reserves the right to deny a student admission if the student is unable to meet the demands of the program or profession.

### Application Deadlines:

Information regarding application deadlines can be found on our Website: [www.nw-academy.com](http://www.nw-academy.com) or by calling our admissions office at (206) 932-5950.



## *Educating the next generation of massage therapists*

### Credit Transfers

Northwest Academy for the Healing Arts will accept academic credits from other post-secondary institutions toward the professional licensing / certificate program. However, all credit transfers are subject to evaluation to determine relevance of coursework from prior institutions. Credit transfers are not to exceed 40% of the program offered by Northwest Academy for the Healing Arts.

#### Note:

- If credits to be transferred are over 12 months old the student may be required to pass a written and / or practical competency exam with a score of at least 80%.
- All Veteran students will receive an evaluation of prior credit prior to enrollment.



# Massage Therapy Programs

## Northwest Academy's Massage Therapy Program

Northwest Academy for the Healing Arts is the Northwest's leading academic institution for advancing knowledge in massage therapy and bodywork. Our massage therapy program is a comprehensive course that integrates the art and science of massage and bodywork with a well rounded holistic approach to client care. Our students study a variety of manual therapy techniques, as well as communication skills and professional ethics. Our students also get the opportunity to work in a professional massage environment during their student clinical shifts.

Upon completion of this program students will receive a graduating certificate of massage therapy and bodywork, qualifying them to sit for their national board examination.

## Program Objectives

The objective of our massage therapy program is to prepare our students to pass the National Examination for Therapeutic Massage & Bodywork, the National Examination for Therapeutic Massage, and the Massage & Bodywork Licensing Examination. Upon successful completion of one of the above listed exams graduates are then qualified to receive a Washington State massage license.



*Employment of massage therapists is projected to grow 18 percent by 2032.*

U.S. Department of Labor, September 6, 2023

The massage industry is a rapidly changing field. Unlike any other time in history, massage therapists can now find employment opportunities in a large variety of locations. These employment opportunities include; athletic training facilities, spas and resorts, hospitals, chiropractic offices, on-site corporations, birthing centers, medical offices, wellness centers, airports, cruise ships, as well as, private practice.

A career in massage therapy offers the opportunity to positively impact the lives of others and give the gift of relaxation, rejuvenation, or rehabilitation. A career that makes life better is a career worth having.





## 7 Month Massage Therapy Program

**Total Credits: 39.47**

**Total Clock Hours: 644**

### Term One:

### Clock Hours

|                                 |     |
|---------------------------------|-----|
| Anatomy, Physiology & Pathology | 63  |
| Kinesiology                     | 63  |
| Massage Theory and Practice     | 189 |
| First Aid & CPR                 | 8   |

**Term One Total: 323**

### Term Two:

|                                 |      |
|---------------------------------|------|
| Anatomy, Physiology & Pathology | 31.5 |
| Kinesiology                     | 31.5 |
| Massage Theory and Practice     | 126  |
| Student Clinic                  | 63   |
| Gross Anatomy Lab               | 6    |
| Business & Practice Management  | 63   |
| Term Two Total:                 | 321  |

**Total Program Hours / Credits: 644**

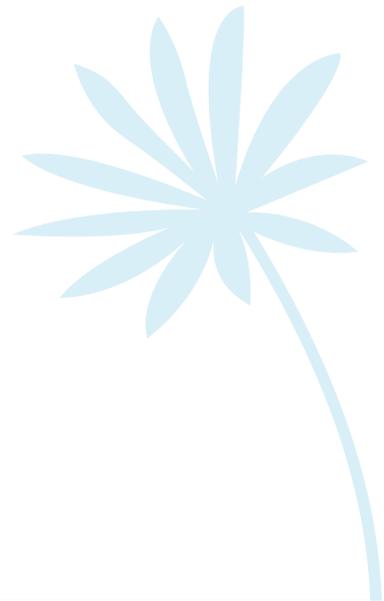
### Clock Hours to Quarter Credit Calculation:

12 hours of lecture = 1 credit, 24 hours of lab = 1 credit, 36 hours of clinical = 1 credit



## Hybrid Massage Licensing Program

Our Washington State approved hybrid massage program offers students the convenience of completing half of their massage program at home on their schedule. Our virtual classroom offers students a quality learning platform with a blend of live stream video classes, pre-recorded classes, interactive chat rooms and forums, and online quizzes. Upon completion of specific online modules, students will be eligible to begin attending the in-person skills classes. Our in-person massage therapy skills classes teach students the practical aspects of massage therapy to include; client draping, Swedish massage techniques, deep tissue massage, clinical injury assessment skills, & clinical massage therapy techniques.



## Hybrid Massage Program Outline

### Total Program Hours: 661

#### Online Classes

| Course Name                     | Clock Hours    |
|---------------------------------|----------------|
| AAatomy, Physiology & Pathology | 120.5 hrs      |
| Kinesiology                     | 75 hrs         |
| Massage Theory                  | 83.5 hrs       |
| Massage Business                | 56 hrs         |
| <b>Total Online Hours</b>       | <b>335 hrs</b> |

#### In-Person Skills Classes

| Course Name                       | Clock Hours    |
|-----------------------------------|----------------|
| Massage Practice                  | 210 hrs        |
| Practical Kinesiology Application | 40 hrs         |
| Clinical Internship               | 70 hrs         |
| First Aid & CPR                   | 6 hrs          |
| <b>Total In-Person Hours</b>      | <b>326 hrs</b> |



# Massage Instructor Certification

Our Massage Instructor Certification Program provides a theoretical and practical foundation for becoming a successful and effective bodywork instructor. This comprehensive program explores the integration of teaching philosophies and classroom dynamics within the learning environment.

## Program Outline

Our **120 hour certification program** is presented in two segments over 5 months;

**Segment 1; 96 hours** of classroom lecture and practical demonstrations – This segment includes studies in teaching methodologies, educational philosophies, and teacher / student communication skills.

**Segment 2; 24 hours** of assistant teaching: This segment includes instructor observation and teaching demonstrations in a live classroom environment. This opportunity gives our Instructor Certification students the opportunity to receive practical feedback

from experienced faculty and massage therapy students.

Our Instructor Certification students will develop their skills in the following teaching methods and educational topics:

- Classroom management
- Presentation skills
- Curriculum, lesson plan and presentation development
- Student communication and interaction skills
- Assessments and feedback delivery
- Learning styles and teaching adjustments
- Educational dynamics of a diverse student population
- The ethical dilemmas of teaching

## Graduation

Upon successful completion of the Massage Instructor Certification Program our graduates will be presented with a Diploma in Massage and Bodywork Education and recognized as Certified Massage Therapy and Bodywork Instructors.

## Program Tuition & Fees

| Program Tuition & Fees:        | Amount            |
|--------------------------------|-------------------|
| Application Fee                | \$100.00          |
| Program Tuition                | \$2,500.00        |
| Text Books & Materials         | \$250.00          |
| <b>Total Tuition and Fees:</b> | <b>\$2,850.00</b> |



# Course Descriptions

## Anatomy and Physiology

Understand structure and function of the human body. This course will discuss the eleven body systems in detail giving students a basic understanding of human anatomy and physiology. Students will learn to identify anatomical structures, apply concepts of physiological processes, as well as recognize and utilize anatomical terminology.

## Cadaver Anatomy Lab

Gain a detailed understanding of the human body through human cadaver dissection. This course will allow students to refine their anatomy knowledge and palpatory skills through a guided dissection of the human body. This course is one six hour weekend workshop to be held at Bastyr University located at: 14500 Juanita Dr NE, Kenmore, WA 98028.

### Note:

Other educational options are available for students who are sensitive to such material or whose beliefs prohibit their participation in this course.

## Kinesiology

Kinesiology is the study of human movement. In this course students will examine the concepts and theories of human movement. Students will also gain a detailed understanding behind the mechanics of motion, joint anatomy, as well as, origin, insertion, actions, and palpation of major muscle groups.

## Pathology

In this course students will study anatomy and physiology of the human body in the state of disease or dysfunction. Students will gain a basic understanding of symptoms, etiology and treatment for specific conditions relating to the eleven body systems.



*“The human body is the best picture of the human soul.”*

-Ludwig Wittgenstein



## Massage Theory and Practice

This course will provide students with a strong theoretical and practical background in the art and science of massage and bodywork. Students will study the history of massage and the industry today, the psychological impact of massage, Swedish massage, deep tissue massage, myofascial release, injury treatment massage, pregnancy massage, and manual lymphatic drainage. Students will also develop skills such as, SOAP charting, client draping, client positioning, effective communication, palpation, and body mechanics.

## Business and Practice Management

This course will provide students with the knowledge and information to open and maintain a successful alternative healthcare practice. Students will develop skills such as, marketing, business planning, business management, state laws and regulations, as well as, massage ethics.

## Student Clinic

Student clinic is an opportunity for students to experience firsthand the complexities of maintaining an alternative healthcare practice. Students will gain skills such as, file and account management, time management, and problem solving skills under the supervision and support of experienced instructors. Each Northwest Academy campus has student massage clinic facilities located on the premises.

## First Aid and CPR for Healthcare Professionals

This course is designed to give students the knowledge and confidence to respond in an emergency situation. Students will learn basic life saving techniques such as, Cardiopulmonary Resuscitation, use of an Automated External Defibrillator, and basic bandaging and splinting techniques.



*Melissa*

*“What makes this school special is that they care about the students in a way that can help the students care about clients as a whole person.”*



*Monty*

*“By the power of touch we are touching people’s lives, touching their hearts, and touching their emotions.”*



# Student Affairs

## Tutoring

The tutoring center is an essential aspect of the learning process. It allows students an opportunity to get individualized assistance with their course work and possibly gain a different perspective of course topics from our highly qualified tutors.

Individual and group tutoring sessions are available Mondays, Wednesdays, and Fridays at the tutoring center.

## Academic Counseling and Advising

Academic counseling and advising will be available to students for academic encouragement, student dilemmas, and to provide community and educational resources.

## Career Services

Northwest Academy for the Healing Arts is dedicated to the success of our graduates.

Therefore, ongoing career services are available to all students and graduates to ensure professional fulfillment. Our career services offer students support with career choices, graduate placement, and help employers recruit our graduates.

## Class Size

The maximum class size is 12 students to 1 instructor for lecture and practical courses.



Teaching assistance may be available in some courses for extra individualized assistance.

## Inclement Weather

School closures and late starts for students and faculty will only apply when the surrounding area school district is closed or delayed.

**Note:**

Late starts will only affect morning courses.



*Student Affairs continued...*

## *West Seattle campus...*

Northwest Academy for the Healing Arts is dedicated to the success of our graduates.



# Classroom Conduct

## Professional and Acceptable Conduct:

It is the responsibility of all faculty and student members to conduct himself or herself in a manner that contributes to an educational environment that is not only free of unlawful harassment but also advances the mission and goals of Northwest Academy for the Healing Arts and fosters a harmonious learning environment that encourages all student and faculty to perform at their best. The Northwest Academy recognizes that unprofessional and unacceptable personal conduct contributes to low student and faculty morale, absenteeism, turnover and loss of enrollments. It also erodes the public's trust and the Northwest Academy's credibility in the community. Every student and faculty member of Northwest Academy for the Healing Arts is expected to conduct himself or herself in a professional manner while they on the Northwest Academy campus or sponsor event. Any employee or student who fails to abide by acceptable personal conduct will be subject to appropriate disciplinary action, even if the conduct at issue does not rise to the level of illegal discrimination or harassment under state or federal laws.

Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.



## Classroom Conduct

Faculty members and students are expected to conduct themselves in an appropriate and professional manner at all times. Faculty members and students are required to use professional draping techniques at all times, classroom nudity is prohibited by the State of Washington and Northwest Academy for the Healing Arts. Any faculty member or student who fails to adhere to classroom guidelines set forth by the school director and will be subject to disciplinary action or dismissal.

## Dress and Attire

Northwest Academy for the Healing Arts is a professional training institution therefore we expect that all students come dressed in appropriate professional attire that is clean, neat, and in good repair. Specific information and guidelines about appropriate attire will be discussed by instructors in class.



## **Sexual Harassment Policy**

Sexual harassment of either employees or students is a violation of Federal and State law and will not be condoned by Northwest Academy for the Healing Arts. It is the policy of Northwest Academy for the Healing Arts that no member of the Northwest Academy's community may sexually harass another member of the Academy's community, this includes; faculty, staff, and other students. Anyone who feels that he or she has been sexually harassed should immediately notify the school director. The school director will work with the faculty and staff to investigate the grievance and bring it to a prompt resolution.

## **Drugs and Alcohol Policy**

Northwest Academy for the Healing Arts is committed to providing a professional environment for teaching and learning that is not impeded by the presence of illicit drugs or alcohol.

Any student or employee found to be possessing, distributing or under the influence of illicit drugs or alcohol while on school property or at a school sponsored event will be subject to immediate dismissal, as well as, state and federal criminal penalties.



# Academic Policies

## **Americans with Disabilities Act (ADA)**

Northwest Academy for the Healing Arts will provide reasonable academic and other accommodations for students with known disabilities according to the definitions provide by the ADA. Students must make a formal request to the school director for ADA accommodations to be provided.

## **Non-Discrimination Statement**

Northwest Academy for the Healing Arts does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

## **Religious Accommodation**

Northwest Academy for the Healing Arts will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the

missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

## **Attendance Policy**

Northwest Academy for the Healing Arts is committed to the educational and professional success of our students. Therefore, regular attendance is required for students to proceed to the next term. Cumulative absences must not exceed 10% per term.

Students may qualify for an excused absence if documentation is provided proving serious illness, personal emergency, or family birth. However, to be considered for an excused absence students must notify the Academy within a reasonable timeframe.

Students granted an excused absence will be responsible for arranging all make-up exams and homework assignments with their instructors.



**Note:**

Attendance is recorded daily in 15 minute increments.

## Grading Policy

Grades are given for all lecture and practical courses. Students must maintain a 3.0 to remain in academic good standing and must maintain at least a 2.0 to proceed to the next term.

The letter grading system for the professional licensing program is as follows:

| Letter Grade | Percentage  | GPA |
|--------------|-------------|-----|
| A            | 100 – 95%   | 4.0 |
| A-           | 94.9 – 90%  | 3.7 |
| B+           | 89.9 – 87%  | 3.3 |
| B            | 86.9 – 83%  | 3.0 |
| B-           | 82.9 – 80%  | 2.7 |
| C+           | 79.9 – 77%  | 2.3 |
| C            | 76.9 – 73%  | 2.0 |
| C-           | 72.9 – 70%  | 1.7 |
| D+           | 69.9 – 67%  | 1.3 |
| D            | 66.9 – 63%  | 1.0 |
| D-           | 62.9 – 60%  | 0.7 |
| F            | 60% - Below | 0.0 |

I = Incomplete

W = Withdrawal

P = Pass

F = Fail

## Student Progress

Student progress is evaluated throughout the duration of the students program. All students receive a midterm evaluation from

each of their instructors followed by the issuance final grades upon the completion of each term or module.

## Academic Status

Northwest Academy for the Healing Arts uses the following terms to define academic standing:

- \* Good Standing
- \* Academic Warning
- \* First Probation
- \* Second Probation
- \* Academic Suspension
- \* Permanent Dismissal

## Academic Warning

An academic warning will be issued to students who begin to show a pattern of low academic scores on coursework and exams. A written warning will be issued by course instructor to be acknowledged and signed by the at-risk student. Failure to increase subsequent exam and / or assignment scores will result in an academic probationary period.

## Academic Probation

Students who fail to maintain a 3.0 average through the duration of the program will be placed on academic probation and will be required to sign a learning contract with the school director.

Students on academic probation will have one term to bring their grade point average to 3.0 or above to prevent further school action. A second probationary period is at the discretion of the Academy upon determining



whether or not it is possible for the student to achieve the minimal standards for program completion.

Any student on academic probation failing to achieve the minimum grade point average standard or failure to complete any terms of their learning contact will be subject to dismissal from the licensing program.

### **Academic Suspension**

Academic suspension is used when the school director and associated faculty members believe it would be in the best interest of the student to take time away from the licensing program. Academic suspensions will last at least one term and may require specific contractual terms to be met prior to reinstatement. Student must submit a formal request for reinstatement showing that all contractual terms have been met before receiving approval to return to the Academy. Any student who fails meet all terms of their suspension or contractual agreement will be subject to dismissal from the Academy.

### **Repeated Coursework**

Any student who failed to maintain at least a 2.0 in one or more courses will be required to repeat the course/s in the next upcoming available class in order to proceed in the program. However, a retake fee will apply that must be paid in full prior to moving forward in the program. Students who fail to meet minimum grade point average standards on their second time through a specific course may be subject to academic suspension or dismissal.

### **Dismissal Policy**

Reasons for dismissal from the licensing program may include but are not limited to:

- \* Failure to meet academic or behavioral standards
- \* Exceeding the maximum number of absences per term
- \* Inappropriate Conduct
- \* Violation of an Academy rule or policy
- \* Failure to meet financial obligation to the school

### **Appeal of Academic Suspension or Dismissal**

All appeals are to be made to the school director for review within 5 business days of the date on the suspension or dismissal letter. The review process will take a maximum of 10 business days consisting of an open-floor faculty advisory meeting. Once a decision on an appeal has been made it may not be appealed again.

### **Incompletes**

A student who has maintained satisfactory coursework and attendance in a particular course may request an incomplete if they cannot complete a course due to serious illness or personal emergency. Incomplete grades may only be awarded after the 6th week of term. A request for an incomplete must be made in writing to the school director no later than the end of the 10th week of term.

A student who has been granted an incomplete will be required to sign a course completion contract for each course classified



as incomplete. The course completion contract will specify the academic, attendance, and other requirements for completion of the specified course for the following term.

Northwest Academy for the Healing Arts reserves the right to deny a request for an incomplete for any reason, including, but not limited to, less than satisfactory academic performance and course attendance in any of the previous terms.

### **Leave of Absence**

Northwest Academy for the Healing Arts acknowledges that in certain emergency situations a student may need to take a leave of absence to deal with personal issues in their life. A leave of absence request must be submitted to the school director in writing via the LOA request form. A leave of absence can be requested from the first day of break to the last Friday of break for the following term. A student is no longer eligible for a leave of absence once they have attended the first day of term. In addition the student must be in good academic standing and have completed the previous terms.

### **Withdrawal**

Students who voluntarily withdrawal or are terminated from the program are required to have an exit interview with school director before all termination paper will be processed.

Any student who is owed a full or partial refund due to a withdrawal, or termination shall receive said refund within 30 days from the official withdrawal or termination date. Students with balances due to the Academy

are required to pay said balances in full within 30 days of from official withdrawal date.

### **Transcripts**

Graduates requesting an official copy of their transcripts must submit their request in writing to the school director via the schools official transcript request form. All graduates may request a maximum of two official transcripts per year without financial obligation. However, all subsequent official transcript requests are charged a \$20.00 clerical fee, due at the time of request form submittal.

### **Student Records**

All student records are maintained for a period of no less than fifty years. Previous and current students interested in receiving copies of their student records must submit a written request to the school director via the schools official student records release form. Under no circumstances will student records be released to anyone other than the student themselves without written permission from said student, unless required by federal or state law.



# Tuition & Program Expenses

## Total Payment

| Related Fee | All Massage Licensing Programs |
|-------------|--------------------------------|
|-------------|--------------------------------|

|                 |             |
|-----------------|-------------|
| Application Fee | \$100.00    |
| Program Tuition | \$16,400.00 |

|                               |                    |
|-------------------------------|--------------------|
| <b>Total Tuition and Fees</b> | <b>\$16,500.00</b> |
|-------------------------------|--------------------|

## Additional Costs

|                      |                                   |
|----------------------|-----------------------------------|
| Required Text Books* | Approx. \$500.00                  |
| Massage Table†       | Approx. \$350.00                  |
| Cadaver Anatomy Lab  | (Due at the time of lab) \$250.00 |

|                       |                   |
|-----------------------|-------------------|
| <b>Total Supplies</b> | <b>\$1,500.00</b> |
|-----------------------|-------------------|

\*The cost of required textbooks are subject to change due to a change in market price.

† Every student is required to have a massage table for school assignments by the second week of school.

### Note:

Tuition and fees are subject to change without notice.

## Refund Calculation

| Student's Completion of Training | Percentage of Total Tuition Retained by School |
|----------------------------------|--|
|----------------------------------|--|

|  |      |
|--|------|
| One week or up to 10%, whichever is less                         | 10%  |
| More than one week or 10% (whichever is less, but less than 25%) | 25%  |
| 25% through 50%  | 50%  |
| More than 50%  | 100% |

### Note:

Northwest Academy will not refund tuition from terms already completed.



## **Refund Policy**

Any student who is owed a full or partial refund due to a withdrawal, or termination shall receive said refund within 30 days from the official withdrawal or termination date.

If a student received a loan for tuition, a refund will be sent to the student's lender to reduce the student loan debt. Any balance exceeding the loan amount will be refunded to the student.

## **Refund Policy After Entering Classes**

Students who withdraw or terminate their training before completing 50 percent or more of the academic year, the school will calculate a prorated refund. A prorated refund entitles the school to retain the percentage of charges proportional to the enrollment period completed. Northwest Academy for the Healing Arts may retain the full contractual price of the academic enrollment period (academic year) including tuition, fees, and other charges if the student terminates their training after completing 50 percent or more of the academic enrollment period.

If the school discontinues instruction after the student enters the program, including

circumstances where there is a change in the schools physical location students will be entitled to a prorated refund of all tuition and fees. Students entitled to refund must apply in writing within 90 days of discontinuation or relocation notice. School must issue refunds within 30 days of official request.

## **Online Class Refund Policy**

An applicant may cancel up to five business days after signing the enrollment agreement. In the event of a dispute over timely notice, the burden to prove service rests on the student.

If a student cancels after the fifth calendar day (excluding Sundays and holidays) but before the school receives the first completed lesson, the school may keep only a registration fee of either fifty dollars or an amount equal to fifteen percent of the tuition, but no greater than a registration fee of one hundred fifty dollars.

After the school receives the student's first completed lesson and until the student completes half the total number of lessons in the program, the school is entitled to keep the registration fee and a percentage of the total tuition as described in the following table:

## **Online Class Refund Calculation:**

### **Student's Completion of Training**

### **Percentage of Total Tuition Retained by School**

---

|                 |      |
|-----------------|------|
| 0% through 10%  | 10%  |
| 11% through 25% | 25%  |
| 26% through 50% | 50%  |
| More than 50%   | 100% |

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## **Student Loans and Funding Options**

We have several different payment options to accommodate the financial needs of our students.

### **Monthly Installments**

We offer a variety of monthly installment plans available for the financial need of our students. Please contact our admissions department for more details.

### **Student Loans**

Credit based student loans are available through Northwest Academy for the Healing Arts – These loans can be used to cover college expenses such as; tuition, books, fees, massage table, living expenses, etc. Interest rates vary based on credit history. Co-signer maybe required.

### **Additional Financial Assistance Programs**

Some students may have additional financial options available through their counties WorkSource Unemployment training fund or state L&I worker retraining programs. For more information about financial assistance programs, please contact our admissions department to discuss your options.



# Required Materials



## Required Text Books

Prior to purchasing any textbooks please check our website for the current and correct edition of each required text. If you have any questions regarding required textbooks or supplies please contact the massage school campus directly.

*Introduction to Massage Therapy*

[BRUAN & SIMONS]

*Hands Heal*

[THOMPSON]

*Muscular System Manual Text*

[MUSCOLINO]

*Kinesiology: The Skeletal System and Muscle Function*

[MUSCOLINO]

*Memmler's The Human Body in Health and Disease*

[COHEN]

*Memmler's The Human Body in Health and Disease Study Guide*

[COHEN]

*Clinical Massage Therapy*

[RATTRAY]

*Business Mastery*

[SOHNEN-MOE]

*Basic Clinical Massage Therapy*      **Optional Text**

[CLAY]

## Additional Supplies:

Massage Table – Required by the second week of school



# Academy Owners, Staff & Faculty

## Northwest Academy Owners

Sean Miller, LMP, D.Hom

*Owner / Director*

## Staff and Faculty

### Administrative Staff

Amy Blue, LMT

Marian DiPerna, LMT

### Faculty

Our faculty members at Northwest Academy for the Healing Arts are an invaluable resource to our student success. Each faculty member is vastly experienced and knowledgeable in the massage therapy profession as well as other related healthcare professions. This experience allows our students to learn from some of the best within their field of study. For a complete up to date list of our faculty please visit our website: [www.nw-academy.com](http://www.nw-academy.com).

