

# **Aroma Apothecary Healing Arts Academy**

## **POLICY STATEMENT**

### General Information

Aroma Apothecary Healing Arts Academy is located in Austin, Texas. We offer year round classes, seminars, workshops and retreats in Clinical Aromatherapy and Asian healing arts; Chi Nei Tsang.

Aroma Apothecary Healing Arts Academy offers three general categories of classes:

- Informal classes for the general public;
- Formal diploma programs for those seeking advanced training in Clinical Aromatherapy and Chi Nei Tsang;
- Approved continuing education (CEU) courses for licensed professionals in the massage and Asian Bodywork fields.

### Professional Standards

Our classes are designed to meet or exceed state and national professional standards as established by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), the National Association for Holistic Aromatherapy (NAHA), the American Organization of Bodywork Therapists of Asia (AOBTA), the Universal Healing Tao, the Healing Tao Instructors Association of the Americas (HTIAA), and the Texas State Department of State Health Services. We make all efforts to stay up to date with any changes in professional requirements.

### Prerequisites

Most of our introductory level informal courses have no prerequisites, unless otherwise stated. Our certification program courses offer some introductory level courses with no prerequisites other than the requirements for being accepted into the program. Students should refer to the catalog for the program of their interest, or view our website.

Courses offered for continuing education units require that the participant seeking CEU credit has met all the current requirements for certification and/or licensing in their field.

### Registration

Pre-registration is required for all classes, seminars and retreats. Discounts are often given for early registration; the requirements for discounts may vary depending on the event, and will be stated in all informational and promotional material. A non-refundable deposit of \$50 or full payment secures your place in most classes and workshops; for some classes and retreats an additional deposit may be required. Final payment is due one week

prior to the start of any class or program. You are considered registered once we receive your payment.

Payment may be made by major credit card, cash, checks, or money orders in U.S. funds. There is a \$25 charge for returned checks. Students may register for classes online at [www.aahaa.info](http://www.aahaa.info) with a major credit card or debit card. Students may also register by phone at 1-888-276-6278 (1-888-AROMAS-8), by calling 1-512-282-6099, or through the local hosting organization listed in our advertising for a given course for sponsored events.

### **Cancellations**

If you cancel your registration with seven days notice or greater, you may receive a refund, minus the non-refundable deposit amount of \$25. No refunds or credits will be given for a cancellation less than seven days prior to the start date or after a class or workshop has begun. If a workshop is cancelled by Aroma Apothecary Healing Arts Academy, registrants will be issued a full refund within 30 calendar days. Certain programs have unique cancellation policies that supersede our general policy, and these are described on our website or flyers. The level 1 and level 2 Clinical Aromatherapy correspondence courses and essential oil kit are 50% refundable if returned in an unused and unopened condition within 6 days of the receipt. There will be no refund after 6 days.

### **Requirements for Successful Completion of Courses**

For most informal and continuing education courses, the requirements for successful completion are to be in attendance for the entire course, to be alert and attentive, courteous and considerate of others, to participate in all discussions, demonstrations and exercises, and to have paid for the class in full. If a course contains other requirements for successful completion, this information will be provided in writing prior to registration.

For formal certification courses, students may be evaluated and tested in written, oral, and/or practical examinations. Students will be expected to demonstrate acceptable and measurable levels of skill in the exercises and clinical skills taught in the course for which they are being tested.

### **Records and Transcripts**

Aroma Apothecary Healing Arts Academy retains records of attendance and transcripts in a locked cabinet for at least 7 years. Records of certification are kept as part of our permanent record system. Copies of records and transcripts may be released to authorized parties only when preceded by a written and signed request by the student. Students must pay a transcript fee of \$25 per transcript sent to an individual or organization. Payments must be received before transcripts will be sent.

### **Course Evaluations**

The faculty and administration are dedicated to providing the finest quality in education, and want our students to enjoy a first rate experience in their studies with us. We value the input and feedback from our students. We provide student evaluation forms at the conclusion of each class and event, and consider all of the responses carefully. All evaluations will be retained for at least 4 years. At the end of that time or before, a thorough review and in-depth analysis will be done of the course.

### **Accommodations for Applicants with Disabilities or Unusual Learning Requirements**

Aroma Apothecary Healing Arts Academy is eager to accommodate students with disabilities where possible and reasonable, except where it may cause an undue burden on the teacher and facilities, or if it affects the ability of the student to successfully complete the course. We pledge to comply with the provisions of the Americans with Disabilities Act (42 USCG Section 12101, et.seq.). Those prospective students who are disabled or who have unusual learning requirements due to impaired sensory, manual, or speaking skills should contact Aroma Apothecary Healing Arts Academy prior to registration to discuss their unique individual needs.

### **Instructor Qualifications**

The instructor-student relationship is a very special and sacred interaction. Aroma Apothecary Healing Arts Academy seeks to provide students with highest quality professional teachers of good character, with an exemplary degree of understanding, patience, and compassion. While we do our utmost in the hiring process to assure that a mutual balance of student educational excellence and faculty satisfaction remains the highest priority, we rely on our students to provide feedback and input through written course evaluations and verbal communications.

We require our instructors to be on time, to dress professionally in accordance with the type of course they are teaching, to be prepared, to maintain appropriate student/teacher boundaries, to represent and uphold the policies of our school, to be fair, clear and complete in their teaching and grading.

We appreciate hearing from our students when an instructor is doing an excellent job, so that we can reward them appropriately. We also appreciate hearing if an instructor is not meeting academic expectations, not maintaining professional conduct at all times, or if other problems are occurring.

### **Policy of Non-Discrimination**

Aroma Apothecary Healing Arts Academy does not discriminate against any person on the basis of race, color, ethnic ancestry, national origin, religion, creed, age, gender, sexual orientation, marital status, medical condition, or physical disability.