

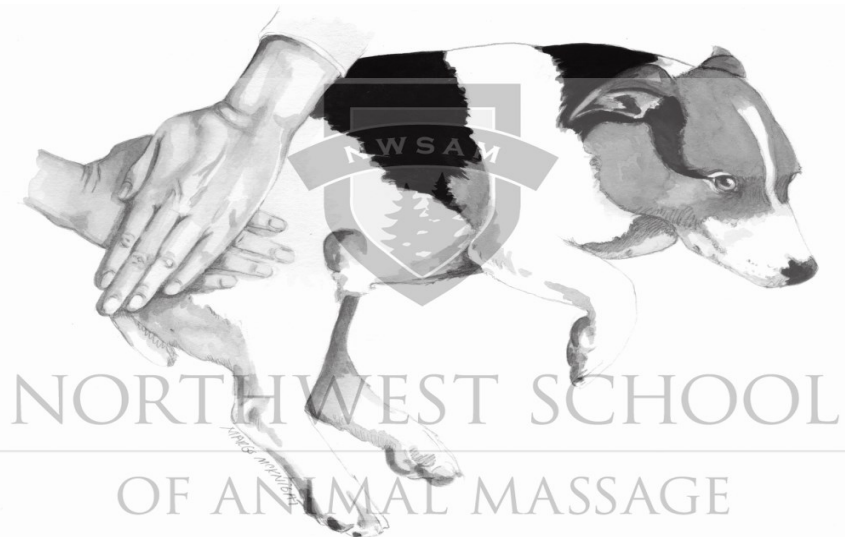


NORTHWEST SCHOOL
OF ANIMAL MASSAGE

2015 COURSE CATALOG

ADVENTURES IN ANIMAL MASSAGE

Volume 8, Edition I



THE FUTURE IS IN YOUR HANDS

Administrative Office: PO Box 670 Fall City, WA 98024

Puget Sound Campus: 9704 SW 156th St. Vashon, WA 98070

206.463.1425

www.nwsam.com

877.836.3703

inquires@nwsam.com

- Licensed by the WTECB under Chapter 28C.10 and OHECC
- Recognized by NBCAAM, IAAMB and BBB



Owners and Officials

NWSAM is a Washington LLC

Official: Lola J. Michelin,
Director of Education

Affiliations/Accreditations

WA WTECB/ WA DOH/ OHECC /
NBCAAM/ ABMP/ IAAMB/ BBB

Admissions Requirements and Enrollment Process

To apply for enrollment, prospective students must:

- Exceed the age of compulsory attendance (16)
- Possess a high school diploma, GED or recognized equivalency certificate
- Submit application (by phone, online or by mail)
- Submit minimum deposit for the specific course as described

Decisions are based on the application. After notification of acceptance, applicants will have 5 days to complete the registration/enrollment process. Register early as some class sizes are limited

To complete enrollment, applicants must sign and return the student contract for each course and, where indicated, return the First Assignment document.

Payment must be received or financing arrangements made prior to start of course.

This school is licensed under Chapter 28C.10RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Workforce Board 128—10th Ave. SW, Box 43105, Olympia, Washington
98504

Web: wtb.wa.gov Phone 360-753-5662 Email Address: wtech@wtb.wa.gov



Enroll Today

877-836-3703

www.nwsam.com

2015 Course Calendar

DATE	COURSE NAME	LOCATION
4/13 -4/17	SAMP100 UT	Best Friends Animal Sanctuary
4/27-5/1	SAMP200 WA	Paxhia Farm, WA
5/2-5/4	Animal Acutonics	Paxhia Farm, WA
5/5-5/9	SAMP100 WA	Paxhia Farm, WA
5/21-5/23	EQ MFR WA	Paxhia Farm, WA
5/25-5/29	LAMP300 WA	Hood River, OR
6/6	FUNDamentals of Animal Massage	Paxhia Farm, WA
6/13	K9 Conditions with FitPaws	Paxhia Farm, WA
6/18-6/20	K9 MFR WA	Paxhia Farm, WA
6/22-6/26	SAMP300 WA	Paxhia Farm, WA
7/16-7/18	Aromatics Certification Course	Paxhia Farm, WA
7/20-7/24	LAMP200 WA	Paxhia Farm, WA
7/25-7/26	Equi-Tape	Paxhia Farm, WA
7/28-7/30	EQ MLT WA	Paxhia Farm, WA
8/1	Fundamentals of Animal Massage	Paxhia Farm, WA
8/10-8/14	LAMP100 WA	Paxhia Farm, WA
8/24-8/28	SAMP100 OR	Oregon Humane Society, OR
8/29-8/30	K9 Stress Point Therapy	Hood River, OR
9/4-9/5	ADV K9 MLT WA	Paxhia Farm, WA
9/21-9/25	LAMP300 UT	Best Friends Animal Sanctuary
9/21-9/25	SAMP300 UT	Best Friends Animal Sanctuary
10/5-10/9	LAMP100 OR	Hood River, OR
10/16-10/15	Aromatics Certification Course	Paxhia Farm, WA
11/16-11-20	SAMP300 OR	Oregon Humane Society, OR
12/7-12/11	SAMP100 HI	Kauai Humane Society, HI
12/7-12/11	LAMP100 HI	Kauai Humane Society, HI

Classes meet from 9:00AM-5:00PM on scheduled days except when noted. Additional practical dates are added regularly based on enrollment.



Table of Contents

Admissions and School Affiliations	Page 2
Course Calendar	Page 3
Table of Contents	Page 4
A Word About Our Friends	Page 5
Small Animal Massage Courses	Page 6-7
Large Animal Massage Courses	Page 8-9
Massage Course Fee Schedule	Page 10
NWSAM Enrichment Courses	Page 11
NWSAM Manual Ligament Therapy	Page 12
2015 Summer Intensives	Page 13
About NWSAM	Page 14
About Paxhia Farm	Page 15
Policy Pages	Page 18-23



Enroll Today

877-836-3703

www.nwsam.com

A Word About Our Friends



Without the animals, there would be no NWSAM. We are grateful for all the four-legged friends and teachers that grace our classrooms and show us the way. Every animal brings with them a unique gift to offer...often not realized until months or even years later. Come join the NWSAM family of students and graduates and truly learn from the very best...the animals themselves.



Small Animal Massage Courses

(The Level 100/200/300 courses are licensed by the OHECC and the WTECB. Each blended-learning program is completed over a 6 month period or less)

Small Animal Foundation Massage Program: 200 Clock Hour Program designed to teach the fundamental skills needed to provide massage for the health and well-being of small animals (dogs, cats, companion animals). This blended learning program is completed through a combination of distance-learning (140 hour program) plus resident instruction (60 hour hands-on practical). Subjects of study include:

Behavior and Handling	30 hours
Anatomy and Physiology	55 hours
Kinesiology	30 hours
Massage Theory and Practice	55 hours
First Aid and Pathology	20 hours
Business Practices and Ethics	10 hours

Prerequisite: GED or Equivalent

Small Animal Performance Massage Program: 150 Clock Hour Program designed to teach the advanced skills needed to provide massage for small animals involved in athletic activity, work or competition. This blended learning program is completed through a combination of distance-learning (100 hour program) plus resident instruction (50 hour hands-on practical). Subjects of study include:

Behavior and Handling	50 hours
Anatomy and Physiology	30 hours
Kinesiology	30 hours
Massage Theory and Practice	35 hours
Case Studies/Report/Journal	5 hours

Prerequisite: Level 100 Small Animal Maintenance Massage Program or successful completion of comparable program and testing.

Small Animal Rehabilitation Massage Program: 150 Clock Hour Program designed to teach the advanced skills needed to provide massage for small animals recovering from injury or illness. This blended learning program is completed through a combination of distance-learning (100 hour program) plus resident instruction (50 hour hands-on practical). Subjects of study include:

Behavior and Handling	48 hours
Pathology (A&P)	25 hours
Ethics	5 hours
Massage Theory and Practice	25 hours
Kinesiology	30 hours
Case Studies/Report/Journal	5 hours
Geriatric Care and Hospice (MTP)	12 hours

Prerequisite: Level 100 Small Animal Maintenance Massage Program or successful completion of comparable program and testing.



Large Animal Massage Courses

The Level 100/200/300 courses are licensed by the OHECC and the WTECB
Each blended-learning program is completed over a 6 month period or less)

Large Animal Foundation Massage Program: 200 Clock Hour Program designed to teach the fundamental skills needed to provide massage for the health and well-being of large animals (horses and livestock). This blended learning program is completed through a combination of distance-learning (140 hour program) plus resident instruction (60 hour hands-on practical). Subjects of study include:

Behavior and Handling	30 hours
Anatomy and Physiology	55 hours
Kinesiology	30 hours
Massage Theory and Practice	55 hours
First Aid and Pathology	20 hours
Business Practices and Ethics	10 hours

Prerequisite: GED or Equivalent

Large Animal Performance Massage Program: 150 Clock Hour Program designed to teach the advanced skills needed to provide massage for large animals involved in athletic activity, competition or work. This blended learning program is completed through a combination of distance-learning (100 hour program) plus resident instruction (50 hour hands-on practical). Subjects of study include:

Behavior and Handling	50 hours
Anatomy and Physiology	30 hours
Kinesiology	30 hours
Massage Theory and Practice	35 hours
Case Studies/Report/Journal	5 hours

Prerequisite: Level 100 Large Animal Maintenance Massage Program or successful completion of comparable program and testing.

Large Animal Rehabilitation Massage Program: 150 Clock Hour Program designed to teach the advanced skills needed to provide massage for small animals recovering from injury or illness. This blended learning program is completed through a combination of distance-learning (100 hour program) plus resident instruction (50 hour hands-on practical). Subjects of study include:

Behavior and Handling	48 hours
Pathology (A&P)	25 hours
Ethics	5 hours
Massage Theory and Practice	25 hours
Kinesiology	30 hours
Case Studies/Report/Journal	5 hours
Care of the Aging Equine (MTP)	12 hours

Prerequisite: Level 100 Large Animal Maintenance Massage Program or successful completion of comparable program and testing.



Massage Course Fee Schedule

The cost of the Foundation Massage Certification course for \$2400.00

Small or Large Animal Foundation Massage Course

Registration Fee	200.00
Distance Learning Tuition	825.00
Practical Session Tuition	500.00
Materials	<u>875.00</u>
Total	2400.00

The cost of the Performance or Rehabilitation Massage Certification course is \$2000.00

Small or Large Animal Performance or Rehabilitation Massage

Registration Fee	150.00
Distance Learning Tuition	675.00
Practical Session Tuition	500.00
Materials	<u>675.00</u>
Total	2000.00

Financing is available for approved students.

DL and Practical courses may be purchased separately, however, both must be completed to receive a Certification of Achievement.

Registration and material fees are non-refundable.

Enroll Today 877-836-3703 www.nwsam.com

NWSAM Continuing Education

The following courses are for continuing education or self-improvement and are not required to be licensed by the OHECC or WTECB. These courses are open to all students. For a schedule of courses, visit www.nwsam.com or call 877.836.3703. Cost of each course includes registration, tuition and materials.

FUNDamentals of Animal Massage: Learn basic animal massage for your pets or livestock in this interactive one-day course. This class is ideal for the pet owner or horse-owner wishing to learn basic skills. It is also an ideal primer for our career certification courses or as a refresher course.

Cost: \$75.00

Clock Hours: 6 10:00AM-4:00PM (day varies)

Introduction to Aromatics for Animals: This fun and interactive one-day workshop will cover the basic scientific properties of several popular essential oils, how to test for application and how to properly blend oils. Prerequisite for the Aromatherapy Certification Course

Cost: \$225.00

Clock Hours: 12 10:00AM-4:00PM

Animal Reiki I: Explore the gentle power of Reiki through each of these three levels of training. Learn to attune your own energies, recognize the energies of the animals around you and direct your healing power toward your inner and outer worlds.

Cost: \$75.00

Clock Hours: 6 10:00AM-4:00PM

Animal Reiki II: Advance your Reiki skills and uncover the power of distance-healing. Learn the five sacred Reiki symbols and their uses and receive a Reiki Level II attunement from your Reiki Master instructor.

Cost: \$75.00

NWSAM Manual Ligament Therapy

Manual Ligament Therapy is a new osteopathic massage technique developed for use in people by Arik Gohl and interpreted for animals by Lola Michelin. NWSAM is the exclusive provider of training in this tremendously effective modality. MLT utilizes movement and positioning while applying specific massage pressures to resolve joint imbalances and restore health to the ligaments while reducing muscle tension and guarding.

MLT is taught over two separate courses, a three-day workshop followed later by a two-day advanced workshop. Students who complete all six modules will be awarded the Manual Ligament Therapy Practitioner certification.

Cost: \$750.00 (\$495 and \$255) CE: 45 hours Hours: 9:00-4:00

Small Animal MLT Series

K9 MLT Foundation June 9-11 Paxhia Farm, WA

K9 Advanced MLT September 4-5 Paxhia Farm, WA

Large Animal MLT Series

EQ MLT Foundation July 9-11 Paxhia Farm, WA

EQ Advanced MLT July 28-29 Paxhia Farm, WA



Instructor Rubi Sullivan and Dr. Shannon Williams DVM, CCRT demonstrate for students.

Enroll Today

877-836-3703

www.nwsam.com

NWSAM Summer Intensives

New in 2014, NWSAM is offering several advanced workshops in a wide range of modalities. Students have the opportunity to choose from the classes offered or to save time and money by attending all the courses offered within the months of June and July.

JUNE CANINE INTENSIVE

June 6	FUNdamentals of Animal Massage
June 9-11	K9 Manual Ligament Therapy
June 13-14	K9 Conditioning with FitPaws
June 1	Teacher Training Program
June 18-20	K9 Myofascial Release Therapy
June 22-26	Small Animal Rehabilitation Massage Practical



JULY EQUINE INTENSIVE

July 9-11	Equine Manual Ligament Therapy
July 16-18	Aromatic Practitioner Certification
July 19	Teacher Training Program
July 20-24	LAMP200 Practical Session
July 25-26	EquiTape
July 28-29	Advanced Equine Manual Ligament Therapy



Costs and hours vary per workshop. A discount is available when enrolling in all courses offered during the intensive. For more information on each workshop,

Enroll Today

877-836-3703

www.nwsam.com

About NWSAM

The **Northwest School of Animal Massage** was created in 2001 to answer a need for professional training in the State of Washington. Since that time, NWSAM has become the leader in animal massage training across North American and abroad.

NWSAM Mission Statement

NWSAM was founded on three guiding principles:

To foster compassion for animals

To provide a higher standard of education for our industry

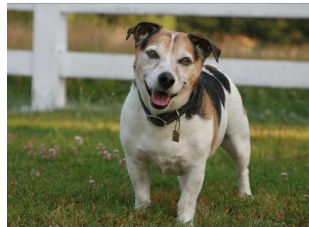
To nurture the continued growth of our student body

Since the beginning, NWSAM has worked with shelter and rescue organizations to bring massage and critical funding to animals in transition. By holding classes in animal shelters, donating proceeds to special charities and providing free training to shelter staff, NWSAM supports the mission of ending petlessness.

We are proud to support the following organizations:

<i>Oregon Humane Society</i>	<i>Portland, OR</i>
<i>Best Friends Animal Sanctuary</i>	<i>Kanab, UT</i>
<i>Kauai Humane Society</i>	<i>Kauai, HI</i>
<i>Vashon Island Pet Protectors</i>	<i>Vashon, WA</i>
<i>Little Bit Therapeutic Riding</i>	<i>Redmond, WA</i>

The work done by these and other organizations are a constant source of inspiration.



...For the Love of Animals...

Enroll Today

877-836-3703

www.nwsam.com

About PAXHIA FARM



Paxhia Lodge

NWSAM has recently established a new campus on Vashon Island in the friendly waters of Puget Sound only a stones-throw away from Seattle, WA.

The 12.5 acre retreat will serve as the new home to NWSAM classes and a growing family of animals. The facility boasts an updated large classroom space and barn with covered arena and will serve as host to a Equine Rehabilitation Program and a Service Dog Training Program. Students can immerse themselves in their learning while enjoying the serene pastoral environment. Walking trails, camping opportunities and a quaint downtown all add to the experience.

Vashon Island is an artist community rich with cultural activities, art galleries and charming boutiques. There are over a dozen parks and recreational areas offering hiking, trail riding, boating and fishing. Visitors flock to the annual Strawberry Festival and regular Art Walks. Students can stay at any of a number of local bed and breakfasts or inns and take in all the island has to offer in their spare time. All this is only a short ferry ride from downtown Seattle and the famous Pike Place Market.

For more information about the island, visit our Paxhia Farm facility page (www.nwsam.com/facility) or our www.PaxhiaFarm.org. To learn more about our island community, visit the Vashon Chamber of Commerce (www.vashonchamber.com).



We look forward to showing you around!

***The Hangar (NWSAM classroom) and
The Nest (NWSAM barn).***

Enroll Today

877-836-3703

www.nwsam.com

NWSAM Family (Faculty and Staff)

Faculty members at NWSAM are practicing professionals in the field of animal massage. Each brings a unique set of talents and skills to our classrooms.



Lola Michelin

As the Founder and the Director of Education at NWSAM, Lola spends much of her time developing curriculum and training staff. She teaches all levels of certification and several of the enrichment courses as well. Lola is a Licensed Massage Practitioner, both a Small and Large Animal Massage Practitioner and hold a Bachelors degree in Animal Science from Michigan State University. She has worked as a veterinary technician and a zookeeper. Her current practice centers around horses and riders.



Joan Sorita

Joan is a Licensed Massage Practitioner and a certified ZooPharmacologist; an expert in the use of essential oils. She is also a NES practitioner with years of experience in the equine rehabilitation field. She teaches both small animal massage and large animal massage at NWSAM and heads the Aromatics for Animals program.



Dr. Michael Salewski, DVM

In addition to providing demonstration and education regarding veterinary acupuncture and chiropractic, Dr. Salewski is an expert in the field of veterinary Traditional Chinese Medicine and his input and guidance in developing the NWSAM programs has been invaluable. Dr. Salewski maintains his private practice Hindsight Veterinary Care in Carlton, OR and travels to speak and educate.



Kim Bauer

Kim provides and teaches both animal massage and animal acupressure. She taught in the public school system for many years before devoting herself to animal therapies. She has worked as a veterinary technician and teaches both small and large animal classes at NWSAM. She is also a lead instructor for our partner in education, Tallgrass Animal Acupressure.



Rubi Sullivan

As a graduate of all three levels of NWSAM Small Animal Massage programs, Rubi has stepped into the role of assistant instructor with enthusiasm. She teaches the FUNdamentals of Animal Massage classes and serves as a distance-learning instructor. She is the owner of Heal Animal Massage in Portland, OR.



Angela Dinsmoor

Angela owns Serenity Pet Massage in Hawaii and teaches both our Fundamentals of Animal Massage classes and Small Animal Classes on the islands. She is one of our distance-learning instructors and her focus is on geriatric pets and rescue animals.

In addition to those who teach in our classroom, we are proud to have an accomplished group of graduates and professionals who serve as distance-learning instructors to our student body, including Kyle Putnam, Janet Beeby and Lori Theis.

Our administrative staff includes Sandy Dochnahl as Student Service Representative and David Cota-Robles as Information Technology Specialist.

Grading System

100%	Excellent	Pass
90-99%	Good	Pass
80-89%	Fair	Pass
0-79%	Poor	Fail

Satisfactory Progress Standards for Academics and Attendance:

Students must maintain satisfactory academic and attendance progress while enrolled in training. Distance-learning students study at their own pace, but must complete all activities and quizzes within the 6 month enrollment period. Resident students must attend all class meetings or schedule make-up sessions for missed hours to maintain satisfactory progress.

If a student fails to maintain satisfactory progress by failing to adhere to the academic or attendance standards outlined, the student may be placed on a 30 day probation. The Student is responsible to complete the actions determined to rectify their situation within the 30 days. If the Student fails to take action or meet the actions determined, they may be terminated from the program.

If the student completes the work but does not reach the 80% passing grade requirement, then the Student must contact the school to arrange for additional study time or retesting. The Student is responsible for making all arrangements necessary and for all fees associated with make-up time or retesting.

Progress records are kept by the school until course grades are transcribed. Academic transcripts are maintained in the student file for a minimum of 50 years.

A self-paced learning program requires discipline. Distance-learning instructor provide regular (min. 1x/mos) contact and progress reporting via email and progress is measured electronically through testing and forums.

School Policies

Attendance Policy: Student must attend all classes and complete the defined hours of study. Student must abide by school and farm/kennel/facility rules as provided by School or as may be implemented by School from time to time.

Tardiness: Repeated tardiness is disrespectful to fellow students and instructors. Anticipated tardiness must be excused by an instructor prior to occurrence. Students with two unexplained or unexcused tardies will be placed on probation and may be terminated upon the next offense. Due to the limited class meetings and accelerated learning, tardiness will seriously impair your ability to demonstrate proficiency for certification.

Makeup Policy: Students may schedule time to makeup work for missed class times. The student is responsible for coordinating a make-up time with an instructor and may be responsible for fees associated with that instructor's time at the discretion of the school. All activities and quizzes for the self-directed study must be completed prior to attending a practical session. A student may extend their enrollment period if they are unable to complete in the agreed upon period; an extension fee will apply.

Nature of Physical and Property Risk: Student acknowledges that, due to the nature of animal massage, injury or damage may occur to the Student's self and or property. Student agrees to assume the risks involved in the contemplated School activities. Student and Student's agents, heirs, successors and assigns do release and hold harmless the School, its principals, agents, employees, volunteers, representatives, heirs, successors and assigns, as well as affiliates including Legacy Hunters and Jumpers, Inc or other properties where the School is located and/or conducts class, and owners of all animals that are provided as models for class or are encountered during class, from any and all liability, costs or damage incurred by Student resulting from Student's involvement, unless as a direct result of the School's gross negligence or intentional misconduct.

Cancellation/Discontinued Program: School reserves the right to discontinue a program. Student may be entitled to a) a refund of payment(s) made to School based on refund policy or b) an opportunity to reschedule a later course in such an event. Student may elect to cancel enrollment at any time by requesting to withdraw in writing. Refund policy is compliant with WAC 490-105-130. Withdrawals/terminations may take 30 days to process.

Tuition discounts offered when purchasing multiple courses.

Enroll online, by phone or by mail at any time to begin a six-month enrollment period.

Shipping and handling fees additional.

Student Conduct Policy: Student assumes the responsibility for reasonable standards of behavior while on School property or while participating in program activities. Student agrees not to engage in inappropriate or illegal conduct, which may be the basis for Student suspension or termination, including but not limited to; attending class under the influence of alcohol or narcotics, disruption of class or classes, violation of school regulations or policies, showing lack of respect for another student, animal and/or instructor, stealing or destruction of property, misrepresentation, unprofessional or unethical conduct, excessive absence or tardiness, negligence in the practice of animal massage and any other conduct which the School, its instructors or other students reasonably deem to be harmful to the School's reputation, the academic process or inappropriate for the profession of animal massage therapy. Students may not bring children, pets or other guests to class sessions unless specifically instructed or invited to do so.

Disciplinary Process: Warning notices may be issued to students who are in jeopardy of probation, unsatisfactory progress or termination. Lack of response to warning notices may result in action including probation, suspension, termination and/or loss of financing. Warning notices may be issued for violations of academic, attendance or conduct policies. A first warning may be issued verbally or in writing to indicate the policy violation. A second warning will include the school's decision to pursue probation, suspension or termination and the action required.

Probation: A notice will indicate the length of probation, specific areas of deficiency and a demand for the student to arrange a meeting. The Student is responsible to coordinate the date/time/place/method of meeting. Terms of the probation and action required for resolution will be determined and a written document prepared to be kept in the student file.

Suspension: A student who fails to respond to prior warning notices or has not remedied a violation may be suspended from attending classes or access to online learning may be denied. Return to school is contingent upon Student meeting the School's identified standards.

Termination: Student may be permanently terminated from school if they fail to respond to repeated warnings or to meet the requirements to reme-

dy probation or suspension. A student who has been terminated is due no refund and can only be reinstated at the school's discretion. Balances owed will be due immediately.

Although the school has established a progressive notification process, the authority is retained to impose immediate probation, suspension or termination when appropriate.

Credit for Previous Training

Proof of previous training can be submitted for consideration. Due to the curriculum and the clock hour nature of the course, award of credit is at the discretion of the school. For applicants wishing to take the advanced levels of training without completing the Level 100 course, proof of prior training must be submitted and a placement examination successfully completed.

Certification Offered

Students who successfully complete the distance-learning portion of the program may receive a Certificate of Completion in Animal Massage indicating the hours and subjects covered.

Students who successfully complete the distance-learning combined with the practical session receive a Certificate of Achievement as an Animal Massage Practitioner. Each level of training results in its own certificate.

Workshops such as the Aromatherapy class will result in a Certificate of Completion with the defined subject matter and hours indicated.

Placement Services Offered

NWSAM does not currently offer specific placement services. We do however maintain a website listing of graduates and try to match graduates with opportunities that are brought to our attention.

Facility

Our new campus is located in Vashon, WA. Our administrative office address remains Fall City, WA. Satellite campuses are located throughout the United States and Canada and facilities vary depending on time of year and amenities available. Specific facility information can be seen at www.nwsam.com. Facilities are equipped with classroom space, restrooms, break area or kitchen, kennels or stables as needed and all animal models are provided. Personal pets or visitors are not allowed in class except under prior arrangement for safety and to ensure a proper educational environment for all.

Hours of Operation

Administrative Offices are open Mon-Fri from 9:00-5:00PM.

Ability to Benefit

NWSAM is dedicated to providing training to all those who have the desire and ability to learn. NWSAM meets ADA requirements. If you need special assistance in your learning, please contact our office so that we can discuss how to best accommodate your needs. Students are required to have reasonable upper body mobility to allow for the movement of arms and hands in performing massage.

Non-Discrimination Policy

NWSAM does not discriminate on the basis of sex, age, race, color, religion, ethnic origin or sexual orientation. Standards of treatment of students who are members of protected classes are based on definitions provided in ORS 659.850. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. Policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.

Students wishing to file a grievance should direct their claim in writing to the Director of Education. A decision, remedy or plan for mitigation will be communicated within 14 days. If a satisfactory remedy cannot be determined, third part arbitrators may be invoked.

OREGON STUDENTS

Students aggrieved by action of the school should attempt to resolve these problems with the appropriate school officials, Should this procedure fail students may contact:

**Private Career School Licensing Unit
OHECC
775 Court St., NE
Salem, OR. 97310**

Discounts and Fee Waivers

On occasion, discounts may be offered. Discounts are applied to tuition only and may not be used toward materials or registration fees. There are no fee waivers offered.

Leave of Absence

NWSAM does not recognize leave of absence, but does provide for extension of enrollment period. If you require a leave of absence following enrollment, contact our office to request an extension. A \$100 fee applies per 6 months extension.

Payment Options

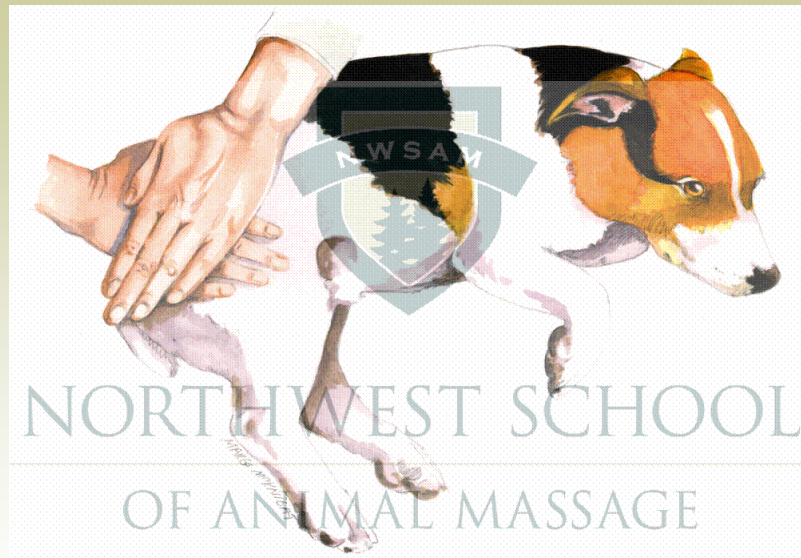
Payments are received as cash, check or credit card. All credit card transactions are secured. Financing options are also available. For financing, a minimum deposit of \$300 is required with the remaining tuition paid in monthly installments at an interest charge of 15% and a \$5 transaction fee per payment. (financing contract required).

Student Services

Our student service representative is available to assist students. Our website is also a resource for student service information. NWSAM does not offer career-placement or counseling services, but we do maintain an active Alumni group with job postings and business advice. Student housing is addressed on our website facility page and is generally arranged through local accommodations by the student. Assistance is offered for Oregon Students according to OAR 581-045-0019.

Release of Information / Student Records

Student information is kept confidential and financial transactions are encrypted when applicable for student security. Student records are maintained electronically and physically in secured locations. Students may request transcripts or records in writing. A fee applies for copies or duplicate certificates. Requests will be processed within 30 days of receipt of request. Sensitive student information is protected under the requirements of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99).



The Future is in Your Hands

PO Box 670
Fall City, WA 98024

Phone: 206.463.1425
Fax: 206.463.1459
E-mail: inquiries@nwsam.com