

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 America and abroad.

Our History

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

Our Mission

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

Owners and Officials

NWSAM is a Washington LLC
Official: Lola J. Michelin, Founder and Director of Education

Affiliations/Accreditations

WA WTECB • WA DOH • WA BOM • OHECC
NBCAAM • NCBTMB • ABMP • IAAMB

Our Partners

We proudly support the following organizations, whose work is a constant source of inspiration:

- Oregon Humane Society in Portland, OR
- Best Friends Animal Sanctuary in Kanab, UT
- Kauai Humane Society in Lihue, Kauai, HI
- Vashon Island Pet Protectors in Vashon, WA
- Little Bit Therapeutic Riding in Redmond, WA
- SAFE in Redmond, WA

Satellite Campuses

- Seattle, Washington
- Redmond, Washington
- Portland, Oregon
- Hood River, Oregon
- Kanab, Utah
- Denver, Colorado
- Lihue, Kauai
- Guadalajara, Mexico
- Vancouver, BC, Canada

About Our Main Campus: Paxhia Farm



NWSAM's main campus "Paxhia Farm" is located on Vashon Island... just a short ferry ride from Seattle.

Paxhia Farm Equine Retirement and Rehabilitation is a 12.5 acre retreat featuring a large, updated classroom space, barn, and covered arena. Students can immerse themselves in learning while enjoying a serene pastoral environment, walking trails, camping opportunities, and a charming nearby downtown. Students are welcome to camp on-site, weather-permitting.

About Vashon Island

Vashon 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, the annual Vashon Sheepdog Classic, and regular Art Walks. Students can stay at local bed and breakfasts or inns to take in all the island has to offer in their spare time.

Learn more:

www.vashonchamber.com
www.PaxhiaFarm.org

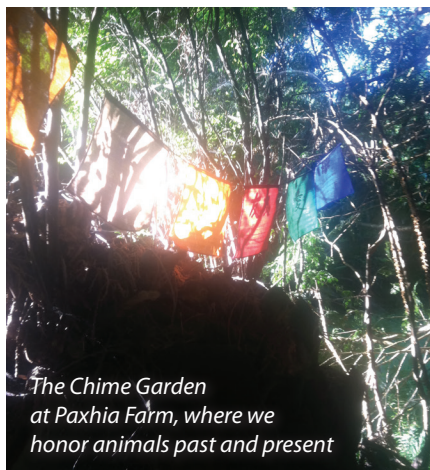
About Our Students

At NWSAM, everyone is an honored student; without the animals, there would be no NWSAM.

Every animal brings with them a unique gift... often not realized until months or even years later.

We are grateful for all the four-legged friends and teachers that grace our classrooms and show us the way.

Come join the NWSAM family of students and graduates and truly learn from the very best... the animals themselves.



*The Chime Garden
at Paxhia Farm, where we
honor animals past and present*



NWSAM—where everyone is an honored student.

About Our Faculty

All NWSAM faculty members are practicing professionals in the field of animal massage, each with a unique background, talents and skillset.

Kim Bauer

*Animal Ease Therapies, Parkland, OR
www.animaleasetherapies.com*

After teaching in the public school system for years, Kim shifted her career to animal therapies—becoming a veterinary technician, graduating from NWSAM, and eventually starting her own animal massage and acupressure business. She specializes in Bach Flower Remedies, and Equine Temperament Typing, and teaches both small and large animal classes at NWSAM, as well as distance learning.

Rubi Sullivan

*Heal Animal Massage, Portland, OR
www.healnw.com*

As the owner of Heal Animal Massage and a graduate of all three levels of NWSAM Small Animal Massage programs, Rubi has stepped into the role of instructor with enthusiasm. She teaches the FUN-damentals of Animal Massage classes, all three levels of our small animal courses, and is a distance-learning instructor.

Angela Dinsmoor

Grey Whiskers, Denver, Colorado

Angela is the owner of Grey Whiskers in Colorado, and teaches both our FUN-damentals of Animal Massage classes and Small Animal classes, as well as distance learning, with a focus on geriatric pets and rescue animals.

Dr. Michael Salewski, DVM

*Hindsight Veterinary Care, Carlton, OR
www.hindsightcare.com*

In addition to demonstrating and educating about veterinary acupuncture and chiropractic, Dr. Salewski is an expert in the field of veterinary Traditional Chinese Medicine—his input and guidance in developing the NWSAM programs has been invaluable. In addition to maintaining his private practice in Carlton, Oregon, Dr. Salewski travels nationally to speak and educate.

Joan Sorita

*Therapy Corner Store, Montesano, WA
www.therapycornerstore.com*

As a horse enthusiast for over 50 years, Joan founded Therapy Corner Store (TCS) in 2002, where she provides equine sports massage and therapy, as well as massage therapy for canines and people. Hers is one of the most successful Equine Sports Therapy businesses on the West Coast.

Distance Learning Instructors

In addition to our classroom instructors, we are proud to have an accomplished group of graduates and professionals who serve as distance-learning instructors to our student body, including the other instructors mentioned here.

About Our Administration



Lola Michelin *Director of Education*

As the Founder of NWSAM, Lola spends much of her time developing curriculum, teaching and mentoring staff.

A Licensed Massage Practitioner for people and animals, Lola also holds a Bachelors degree in Animal Science from Michigan State University. She has worked as a veterinary technician and a zookeeper. Her massage career spans three decades and she is considered by many to be one of the pioneers of modern animal massage education.

Sandy Dochnahl *Student Services Representative*

As NWSAM Student Service Representative, Sandy assists students from first contact through graduation and beyond. In addition to managing enrollment and transcripts, Sandy fields students questions and helps our graduates through licensing processes. She maintains all school records and acts as a liason between governing agencies and the school. Her background is in business, office management and retail. In her freetime, she is an active grandmother, dog owner and wine enthusiast.

Armando Cota-Robles *Information Technologies*

"David" manages and maintains the school's technology and social media. His background in computer science and his love of animals combine uniquely to serve the technical needs of our programs and our students. He fulfills many of the daily tasks that keep the campus running smoothly, from animal care, to fence mending, to greeting students upon arrival.

Dan McDevitt *Bookkeeper*

Dan joined NWSAM in recent years to assist with general bookkeeping. He shares his home with three rescue dogs and a rescue cat.

Wendy Dahl *Office Assistant*

Wendy is a NWSAM graduate with a background in education and animal behavior. When she isn't seeing clients or enjoying beach time with her own dogs, she serves as an assistant instructor as well as tackling various office tasks on campus.



Small Animal Massage Programs (SAMP)

The following certification programs are licensed by the OHECC and the WTECB. They include online lessons, practical studies, and practical training.

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 & Handling (30 hrs)
- Anatomy & Physiology (55 hrs)
- Kinesiology (30 hrs)
- Massage Theory & Practice (55 hrs)
- First Aid & Pathology (20 hrs)
- Business Practices & Ethics (10 hrs)

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 & Handling (50 hrs)
- Anatomy & Physiology (30 hrs)
- Kinesiology (30 hrs)
- Massage Theory & Practice (35 hrs)
- Case Studies/Report/Journal (5 hrs)

Prerequisite

Level 100 Small Animal Foundation Massage Program or successful completion of comparable program and testing.

There is not a more competent or caring person in the field of animal care. Lola and her staff bring a very practical and informed approach to assessment of injuries and other issues, from dogs to horses. I'd recommend NWSAM to anyone thinking of a career in animal massage, or who just wants to learn some practical techniques for making their pet feel really good.

– Phil C.

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

Prerequisite

Level 100 Small Animal Foundation Massage Program or successful completion of comparable program and testing.



Large Animal Massage Programs (LAMP)

The following certification programs are licensed by the OHECC and the WTECB. They include online lessons, practical studies, and practical training.

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 & Handling (30 hrs)
- Anatomy & Physiology (55 hrs)
- Kinesiology (30 hrs)
- Massage Theory & Practice (55 hrs)
- First Aid & Pathology (20 hrs)
- Business Practices & Ethics (10 hrs)

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 & Handling (50 hrs)
- Anatomy & Physiology (30 hrs)
- Kinesiology (30 hrs)
- Massage Theory & Practice (35 hrs)
- Case Studies/Report/Journal (5 hrs)

Prerequisite

Large Animal Foundation Massage Program or successful completion of comparable program and testing.

There aren't sufficient words to express how highly I regard this school and its instructors. I completed the Small Animal Massage Practitioner course. The content was comprehensive, easy to understand, questions were answered promptly, and they were always easy to deal with. The highlight was the practical with Lola, which is an experience I shall treasure forever.

— Denise M.R.

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

Prerequisite

Large Animal Foundation Massage Program or successful completion of comparable program and testing.



Animal Acupressure Programs

The following certification programs are licensed by the OHECC and the WTECB. They include online lessons, practical studies, and practical training.

Small Animal Foundation Acupressure Program

200 Clock Hour Program

Designed to teach the fundamental skills needed to provide acupressure 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 & Handling (30 hrs)
- Anatomy & Physiology (55 hrs)
- TCM Theory / Meridian Theory (30 hrs)
- Acupressure Theory & Practice (55 hrs)
- First Aid & Pathology (20 hrs)
- Business Practices & Ethics (10 hrs)

Prerequisite

GED or Equivalent

Equine Foundation Acupressure Program

200 Clock Hour Program

Designed to teach the fundamental skills needed to provide acupressure 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 & Handling (30 hrs)
- Anatomy & Physiology (55 hrs)
- TCM Theory / Meridian Theory (30 hrs)
- Acupressure Theory & Practice (55 hrs)
- First Aid & Pathology (20 hrs)
- Business Practices & Ethics (10 hrs)

Prerequisite

GED or Equivalent

Animal Aromatherapy Program

The following certification program includes online lessons, practical studies, and practical training.

Animal Foundation Aromatherapy Program

150 Clock Hour Program

Designed to teach the fundamental skills needed to provide acupressure 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 & Handling (20 hrs)
- Anatomy & Physiology (20 hrs)
- Aromatic Science (50 hrs)
- Aromatherapy Theory & Practice (50 hrs)
- First Aid & Pathology (8 hrs)
- Business Practices & Ethics (2 hrs)

Prerequisite

GED or Equivalent



I've completed all 3 SAMP levels, plus Trigger Point Therapy, Stress Point Therapy, Manual Lymphatic Drainage, and Myofascial Release Therapy specializations through NWSAM. I couldn't have asked for better instructors, training, or a more beautiful setting. I felt confident and prepared and appreciated how we were encouraged to succeed.

— Valerie B.

Weekend Workshops

The following four workshops are for continuing education or self improvement and are not required to be licensed by the OHECC or WTECB.

Animal Foundation Manual Ligament Therapy

3 Day Workshop, 24 CEUs

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. Courses may be focused on canine, equine, or combined.

Cost: \$750.00

Time: 9:00 am - 4:00 pm (days vary)



Animal Advanced Manual Ligament Therapy

2 Day Workshop, 16 CEUs

NWSAM is the exclusive provider of training in this advanced workshop on Manual Ligament Therapy for animals.

The Advanced MLT course will explore several pathologies affecting the highly mobile joints of the limbs and spine. Students learn specific MLT protocols to dramatically reduce hypertonicity in the muscles, restore balance and stability of the joints and improve patterns of movement. Courses may be focused on canine, equine, or combined.

Cost: \$750.00

Time: 9:00 am - 4:00 pm (days vary)



I'm a graduate of NWSAM's Small Animal Massage Practitioner program. The online and in-class materials were excellent, but the very best part was learning the practice from Lola Michelin. Learning animal behaviour, anatomy, physiology, and kinesiology felt really intimidating, but Lola made it accessible and really built my skills and confidence. I am now one year into my practice, and have been using my SAMP skills to help animals live longer, healthier lives.

– Heather J.

MAPs: Massage and Acupressure Protocols

2 Day Workshop, 16 CEUs

These two day courses focus on a specific area of the body or a specific pathology, and address treatment approaches using massage techniques, acupressure, and Tui-Nah. Courses may be offered as canine, equine, or combined.

Cost: \$250.00

Time: 9:00 am - 4:00 pm (days vary)



Kinesiology Taping for Animals

2 Day Workshop, 16 CEUs

This intensive two-day workshop will be taught by Equi-Tape certified instructor Lola Michelin.

Students must register through Equi-Tape's website:

<https://equi-tape.com>

Cost: \$699.00; early registration discounts available

Time: 9:00 am - 4:00 pm (days vary)



Introductory Workshops

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. Cost of each course includes registration, tuition and materials.

Introduction to Animal Massage/Acupressure

FREE online class

Learn the benefits of massage for animals in this self-paced online course. Visit our website at www.nwsam.com to enroll.

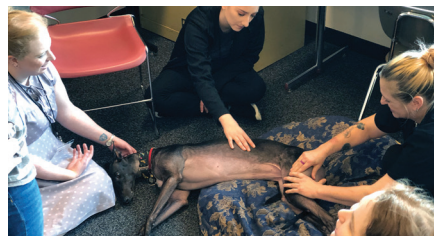
FUN-damentals of Animal Massage

6 hour hands-on workshop

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: \$95.00

Time: 10:00am–4:00pm (day varies)



FUN-damentals of Animal Acupressure

6 hour hands-on workshop

Learn basic animal acupressure 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.

Cost: \$95.00

Time: 10:00am–4:00pm (day varies)

Introduction to Animal Reiki

6 hour hands-on workshop

Learn Reiki principles and basic energy work 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.

Cost: \$95.00

Time: 10:00am–4:00pm (day varies)

Course Calendar

NWSAM's course calendar follows a seasonal schedule; specific dates are listed on our website. This schedule may change seasonally from year to year based on interest and new courses; classes are added throughout the year based on enrollment. Additional courses may be offered as needed at other satellite locations on a rotating basis.

Spring

SAMP Foundation - Vashon, WA
SAMP Performance - Vashon, WA
LAMP Performance - Hood River, OR
Animal Acupressure - Vashon, WA
FUN-damentals of Animal Massage

Fall

LAMP Foundation - Vashon, WA
SAMP Foundation - Portland, OR
LAMP Performance - Vashon, WA
Kinesiology Taping for Animals
FUN-damentals of Animal Massage

Summer

LAMP Foundation - Vashon, WA
SAMP Foundation - Vashon, WA
SAMP Rehabilitation - Portland, OR
Animal Aromatherapy
Continuing Ed Weekend Workshops

Winter

SAMP Foundation - Portland, OR
SAMP Rehabilitation - Portland, OR
LAMP Foundation - Redmond, WA
FUN-damentals of Animal Massage

I love NWSAM. The places they hold their classes, the work ethic, and quality standards are right on. I have been working in this field for over 20 years, and have been to a lot of schools, and worked with many well-known practitioners and veterinarians up through World Cup and Olympic level. Anyone looking to learn about this wonderful way to help the animal world is in the right spot. You can't go wrong with NWSAM.

— Joan S.



School Admissions and Enrollment

Entrance /Admissions Requirements and Ability to Benefit

NWSAM is dedicated to providing training to all those who have the desire and ability to learn. Students must possess a High School Diploma or a General Education Development (GED) Diploma. 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. Enrollment does not require ABT testing for placement. Enroll online, by phone or by mail. Notification of application denial or acceptance is generally provided within 72 hours of receipt of application and registration fee. Shipping and handling fees additional.



Admissions & Enrollment

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 registration fee for the specific course as described

Admissions decisions are based on the application. Applicants will be notified of acceptance or denial of application within 7 days. After notification of acceptance, applicants will have 5 days to complete the registration/enrollment process. We recommend you register early, as some class sizes are limited. Applicants who have been denied admission may reapply once every 30 days, for a maximum of 5 times.

To complete enrollment, approved 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 your first course.



Payment Options

Payments are received as cash, check or credit card. All credit care 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 18% and a \$5 transaction fee per payment. (financing contract required).

Scholarships

Two scholarship opportunities exist. Gorilla Grants and the Susan Kaetz Memorial Tuition Scholarship are offered annually in the amount of \$500. Applications are available online and may be submitted at any time. Funds are awarded by merit at the discretion of a selected panel. Applicants will be notified within 30 days and awards are applied to tuition only. No cash value or refunds.

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 and requires successful completion of a placement exam. Transfer credit processing may take up to 60 days. A transfer credit fee of \$150.00 will be assessed.

Certificates Offered

Students who successfully complete the distance-learning portion of the program may receive a Certificate of Completion in Animal Massage or Acupressure 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 Therapist or Animal Acupressure Practitioner.

Each level of training results in its own Certificate. Workshops likewise result in a Certificate of Completion indicating subject matter and hours.

School Policies

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 all 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 Paxhia Farm, LLC 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 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.

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 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, the Student must contact the school to arrange for additional study time or retesting. The Student is responsible for making all arrangements and 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.

Self-paced learning programs require discipline. Distance-learning instructors provide regular (minimum 1x per month) contact and progress reporting via email, and progress is measured electronically through testing and forums.

Progress reports are maintained electronically by instructors. Questions regarding progress reports can be directed to the student's assigned distance-learning instructor or the Student Service Representative by email, phone or in writing. Rubrics used for evaluating progress are available upon request. In class progress is maintained through instructor feedback and visual proficiency evaluations.

Attendance Policy

Distance Learning students must meet minimum progress standards within the online enrollment period. Resident students must attend all classes and complete the defined hours of study. Students must abide by school and farm/kennel/facility rules as provided by School or as may be implemented by School from time to time.

Readmission Policy

Readmission is at the sole discretion of the school.



Tardiness

Repeated tardiness is disrespectful to fellow students and instructors. Anticipated tardiness must be excused by an instructor prior. Students with two unexplained or unexcused absences will be placed on probation and may be terminated upon the next offense. Due to the limited class meetings, 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 in-structor and may be responsible for fees associated with that instructor's time at the discretion of the school.

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 remedy 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.

Non-Discrimination Policy

NWSAM does not discriminate 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 NWSAM acknowledges that information pertaining to an applicant's disability is voluntary and confidential and will be made on an individual basis. If this information is presented, NWSAM will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodation should be made at the time of enrollment. Medical documentation may be required for certain courses of study.

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



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).

Return of Materials

Materials may be returned within the first five days of enrollment in cases of withdrawal. Following the first five days of enrollment, materials are non-refundable/non-returnable.

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 \$40 fee applies per 1 month extension.

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. Grants or scholarships may be available on occasion.

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. A full refund is issued only if withdrawal occurs within five days of receipt of acceptance and access to the program. The refund policy is compliant with WAC 490-105-130 or as determined by the Executive Director, whichever is more favorable to the student. Withdrawals/ terminations may take 60 days to process. Materials including books, supplies and digital resources are not refundable or returnable except at the discretion of the school or within five days of enrollment acceptance.

School Facilities, Hours, and Services

Training Facilities

Our main campus is located on Vashon Island, Washington, a short ferry ride away from Seattle. Our administrative office address remains Fall City, WA.

Satellite campuses are located throughout the United States, Mexico, and Canada, and facilities vary depending on time of year and amenities available. Specific facility information can be seen at www.nwsam.com.

All 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 due to safety reasons, and to ensure a consistent educational environment for all.

Hours of Operation

Administrative Offices:

Monday–Friday: 9:00 am–5:00 pm

Practical Hours:

Tuesday–Saturday: 8:30 am–4:30 pm

The NWSAM campus is closed on weekends except by arrangements or when class is in session. Tours may be arranged by contacting the office.

The NWSAM office is closed on all major holidays, including Independence Day, Thanksgiving, Christmas, and New Years Day.

Student Services

Our student service representative is available to assist students. Our website is also a resource for student service information.

Student Housing

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 715-045-0019.

Students attending classes at our Main Campus / Paxhia Farm are also welcome to camp on-site by permission. Contact us to make arrangements.

Placement Services

NWSAM does not currently offer formal career placement or counseling services, however we post job opportunities on our website, maintain a Graduate Directory for referrals, and communicate with grads and alumni on a regular basis.

We also encourage you to visit a separately-maintained website started by one of our former instructors that offers networking and support:

learn.poweroftouchforanimals.com

School Licensing

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

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

Web: wtb.wa.gov
Phone: (360) 753-5662
E-Mail: wtecb@wtb.wa.gov

This school is also licensed by the Oregon Higher Education Coordinating Commission. Oregon residents may direct inquiries or complaints to:

775 Court St. NE
Salem, OR 97301

Web: www.oregon.gov/highered
Phone: (503) 947-5716
E-Mail: info.PPS@state.or.us

Fee Schedule

Foundation Certification

Small or Large Animal

Registration Fee	\$ 150.00
Distance Learning Tuition	875.00
Practical Registration Fee	50.00
Practical Tuition.....	450.00
Materials/Books	875.00
Total	\$2,400.00

Performance or Rehabilitation Massage Certification

Small or Large Animal

Registration Fee	\$ 150.00
Distance Learning Tuition	675.00
Practical Registration Fee	50.00
Practical Tuition.....	450.00
Materials/Books	675.00
Total	\$2,000.00

Financing is available for approved students.

Distance-learning 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.

Tuition discounts offered when purchasing multiple courses.