

# HEALING MOUNTAIN MASSAGE SCHOOL

## Consumer Information and Disclosures 2017

### CATALOG

Healing Mountain Massage School's Catalog is available to request on our website and can be obtained in hard copy at either campus of the school along with any updated addenda. You may have a CD version of our catalog mailed to you. The catalog is your primary source of information about the school of your choosing.

### PROGRAMS

The names of associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs can be found on page 4 of our catalog.

Students, prospective students, and other interested parties who wish to review the licensure, accreditation, or approvals may contact the school director.

#### Programs

Healing Mountain Massage School offers two programs:

- (1) 900 hour **Massage Therapy – Certificate** program offered **mornings**, Monday through Friday from 8:00 am to 12:00 pm starting in early January and again in early July each year. These are 8 month programs. It is also offered **evenings**, Monday, Wednesday, and Friday from 6:00 pm to 10:00 pm starting in late September each year, and again on Tuesday, Thursday, and Saturday from 6:00 pm to 10:00 pm starting in early April each year. These are 10-month programs
- (2) 1600 hour **Holistic Health Practitioner – Diploma** program offered in an accelerated program (mix of mornings & evenings) 15 month duration; and an all evening program, which is 18 months in length.

#### Plans for Improving Programs

There are no current plans for changes to any of our vocational programs. Healing Mountain reviews Advisory Board recommendations, student and graduate surveys, and employer surveys to identify and implement improvements on a regular basis. Healing Mountain reserves the right to make certain changes in books, faculty, facilities, program length, scheduled class times and tuition. (*This list is not intended to be all-inclusive.*)

Changes in tuition charges will NOT affect students currently in training. State and accrediting agencies will be notified appropriately.

#### Faculty

Our Catalog provides a list of the school staff and faculty as does our website. If you should have any questions, please contact the school to obtain the most recent update of this information.

#### Articulation Agreements

Since Healing Mountain does not participate in externships as part of its vocational program, we have no articulation agreements with employers outside the school. Hands on practice outside the classroom occurs in the safety of the school's massage clinic & day spa as a letter grade course entitled Student Experiential Practicum.

#### Vaccinations

Since massage therapy is not a program dealing with hazardous or infectious materials, students and faculty are not required to have a Hepatitis B vaccination.

## **Voter Registration**

Students are encouraged to register to vote. The following web link is listed here for your convenience: <https://www.sss.gov/Registration-Info>

## **Transfer of Credit Policy** *(in accordance with 34 CFR§668.43(a) (11))*

Due to the high volume of “diploma mills” that may or may not have connections to illegal human trafficking, Healing Mountain Massage School only accepts credit from massage schools with curricula, which at the time the student attended, were registered/listed/in accordance with the Utah Department of Commerce (R156-47b-302.1.a). Transfer of credit will be considered on a case-by-case basis for the most recent 18-month period of schooling only. Requests for transfer of credit need to be accompanied by official transcripts of courses listing clock or contact hours, letter grades, and a catalog describing the individual course content. All material must be mailed directly to Healing Mountain from the transferring school. All transferred coursework is for the purpose of graduating from our entire clock hour programs. As part of this policy, transfer students will also need to prove proficiency in specific modalities as part of the transfer process.

## **Transfer of Credit to Other Institutions from Healing Mountain**

Because policies regarding transferability of credits and hours vary considerably from school to school, Healing Mountain cannot make any representation whatsoever regarding transfer or acceptance of our credits or hours to any other institution. You should assume that hours you earn in our programs, in most cases, will not be transferable to any other college or university, nor will they serve as a basis for obtaining a higher level degree at another college or university.

## **Athletic Programs - Not available**

Healing Mountain Massage School does not offer or participate in athletic programs.

## **Professional Associate, Bachelor, Graduate Programs - Not Available**

Healing Mountain does not offer graduate level Associate or Bachelor programs; though our 1600 hour Holistic Health Practitioner – Diploma program maintains academic rigors similar to an AOS..

## **GED Program - Not Available**

Healing Mountain does not offer a GED program.

## **Advanced Placement - Not Available**

Healing Mountain does not provide matriculation for advanced placement.

## **ATB Student Enrollment - Not Available**

Healing Mountain does not provide matriculation for “ability-to-benefit” students.

## **Incarcerated Student Enrollment - Not Available**

Healing Mountain does not provide matriculation for currently incarcerated students as it may interfere with the ability to get licensed as a massage practitioner in Utah as well as other states.

## **Felony Student Enrollment - Not Available**

A criminal record may very well jeopardize a graduate’s eligibility for state licensure and therefore employment; thus, Healing Mountain does not generally accept applicants who have been convicted of a felony. However, please see or speak to an admissions representative for further information or see page 3 (Good Moral Character – *Disqualifying Convictions*) on the web link: <http://www.dopl.utah.gov/laws/R156-47b.pdf>

# **FACILITIES**

## **Facilities and Services Available to Students with Disabilities**

Reasonable accommodations will be made for qualified students with disabilities in compliance with the law. Both campuses of Healing Mountain Massage School are wheelchair accessible. We encourage prospective students to contact the Campus Director to inquire about specific accommodations.

### **On-Campus Housing - Not Available**

Healing Mountain does not provide on-campus housing. The requirements for an on-campus housing fire log, fire safety report, and missing person notification policy are not applicable.

There are, however, ample off campus housing as both Salt Lake City, and Cedar City are college towns for the University of Utah and Southern Utah University, respectively.

## **DISCLOSURES**

Certain program specific disclosures to consumers are required by the US Department of Education, our accrediting agency – ABHES – and individual State agencies to be available for each program on the main page of the school's website; to include but not limited to O-Net occupational codes, on-time completion rates, placement rates, completer's median debt, and detailed school costs.

### **Required Gainful Employment Program Disclosures**

Please see our most current Gainful Employment Disclosure Templates on our website.

The US government provides a website called **College Navigator** to allow prospective students to review information about all schools. To see Healing Mountain Massage School's information, please click on the web link below:

<http://nces.ed.gov/collegenavigator/?s=UT&p=51.3501&l=13&ct=3&ic=3&id=441830 - expenses>

For information about the career path of your choice you may wish to visit the **O-Net** website to view the Standard Occupational Classification (SOC) codes provided by the U.S. Department of Labor. To see information about *massage* or *holistic health practitioner*, please click visit [www.onetonline.org](http://www.onetonline.org) and search 31-9011; 29-1199; 31-9099; and 25-2701.

For information about the career path of your choice you may wish to visit the **National Center for Education Statistics** website (NCES) to view the Classification of Instructional Programs (CIP) codes from the Integrated Postsecondary Education Data System (IPEDS).

To see CIP Code information regarding *Massage Therapy*, please click on the web link below:

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=87830>

For CIP Code information regarding *Holistic Health*, please click on the web link below:

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cip=51.3306>

### **Retention Rates**

The Retention Rate is a rate of those students who remained in or graduated from a program against the number of students in a program between July 1<sup>st</sup> of one year and June 30<sup>th</sup> of the next year. Healing Mountain Massage School reports it's Retention Rates to its accrediting agency (ABHES) annually every December.

For the period July 1, 2015 through June 30, 2016, Healing Mountain Retention/Completion Rates can be found on the school's website GEDT at:

<http://healingmountain.edu/>

### **Placement Rates and Types**

By law, Healing Mountain Massage School cannot guarantee jobs. Our Career Services office assists graduates in obtaining employment in the fields for which they are trained. This placement service is available to all Healing Mountain graduates at no additional charge. We offer course-work on interview skills, resume writing and other job search techniques as part of our core curriculum. We also assist our graduates in networking with employers in their field and provide guidance for those graduates seeking self-employment. At any time, on any campus, Healing Mountain graduates can utilize job opportunity information at the school.

The Placement Rate is a rate of those graduates from a program who entered employment in the field related to their training against the number of graduates from a program between July 1<sup>st</sup> of one year and June 30<sup>th</sup> of the next year. Healing Mountain reports Placement Rates to its accrediting agency annually every October.

For the period July 1, 2015 through June 30, 2016, Healing Mountain Placement Rates can be found on the school's website GEDT template at:  
<http://healingmountain.edu/>

### **School Costs**

Institutional charges are the amounts charged to the student for attending school. Healing Mountain Massage School's catalog contains the current cost for our massage program. It is also listed on our website. This information includes the cost for Tuition, books, equipment, and supplies for your entire program. We do not charge hidden additional fees. In fact, when a student successfully completes the 900 hour massage program from school on time, we pay for the graduate's unlimited practice exams (\$169), MBLEx licensing exam fee (\$195), \$100 toward their state massage license, and one year of professional liability insurance required by most employers (up to \$100).

Healing Mountain does not have on-campus dormitories, and therefore does not charge students for room and board.

### **Institutional Charges**

In addition to the institutional charges, students should plan for their cost of living while attending school. The student would want to consider room and board, transportation, personal expenses, etc. when making their decision to attend school.

### **Cost of Attending**

Healing Mountain does not have a bookstore, but does sell some items needed while attending school, like sheets, lotions, holsters, clinic uniforms, etc.

### **Books**

As part of a student's program costs, Healing Mountain Massage School will provide the student with the books required for their program as each course begins, to avoid extra costs should the student need to withdraw at any time during their program.

Some of the books are from major publishers, while other books or student manuals are self-published by our teachers. Students have the option of purchasing those major publications direct from the publishing company or other bookstore or online source; however, self-published books from the school's teachers can only be purchased through the school.

Books purchased from an outside source must be the exact books and same editions as those indicated on the book list. Students must have their books by the first day of class. Students will not be required to purchase any new editions that come out during their program; however, it is the responsibility of the student to contact the publisher to make certain that the editions they purchase are the exact editions required by the school.

## 900-hour Massage Therapy program book list:

- **Manual Therapy Manual**, RJ Nikola, LMT  
Europa Publishing (2012 edition)  
ASIN: none  
**\$25.00 usd** Suggested Retail
- **Human Anatomy**, Mark Nielsen  
Kendall/Hunt  
ISBN 978-1465272690  
**\$153.95 usd** Suggested Retail
- **A Massage Therapists Guide to Pathology**  
Ruth Werner, LWW  
ISBN 978-1496310828  
**\$76.99 usd** Suggested Retail
- **Creatures of Water: Hydro & Spa Therapy**  
RJ Nikola, LMT  
Europa Publishing, 6th Edition (2015)  
ISBN 978-0-9659007-0-6  
**\$32.95 usd** Suggested Retail
- **Japanese Full-Body Shiatsu**, RJ Nikola, LMT  
Europa Publishing 7th Edition (2005)  
No isbn  
**\$32.95 usd** Suggested Retail
- **Reiki Shoden-First Teaching**, Margie Leystra  
Soul Light Path  
No isbn  
**\$30.00 usd** Sug. Retail
- **Aromatherapy Handouts & Oils Kit**, Susan Sharp  
Susan Sharp  
No isbn  
**\$30.00 usd** Sug. Retail
- **Massage for Sports Performance**, McGillicuddy  
Human Kinetics  
ISBN 978-736083010  
**\$24.95 usd** Suggested Retail
- **Lymph Drainage Massage**, Margie Leystra  
Soul Light Path  
No isbn  
**\$30.00 usd** Suggested Retail  
Soul Light Path  
No isbn
- **Crystal Healing/Chakra Balancing**, Handouts  
Healing Mountain Massage School  
No isbn  
**FREE usd**
- **Complete Review Guide**, Patrick C. Barron  
Pine Island Publishers, 7th Edition (2014)  
ISBN 978-0-9711926-90  
**\$32.95 usd** Suggested Retail
- **Job's Body**  
Deann Juhan  
Barrytown/Staon Hill Press, 3 sub Edition (2003)  
ISBN 978-1581770995  
**\$39.95 usd** Suggested Retail
- **Concise Book of Trigger Points**, Simeon Niel-Asher  
Lotus Publishing 2<sup>nd</sup> edition  
ISBN 978-1-55643-745-8  
**\$29.95 usd** Suggested Retail
- **Reflexology Manual**  
Pauline Wills  
Healing Arts Press, 1<sup>st</sup> edition  
ISBN 978-089281547-0  
**\$19.95 usd** Suggested Retail
- **Thai Step By Step Massage**, N. Smith  
Southwater  
ISBN 978-1780191652  
**\$16.99 usd** Suggested Retail
- **The Heart of Listening 2**, Hugh Milne  
North Atlantic Books  
ISBN 978-1556432804  
**\$35.00 usd** Suggested Retail
- **Facing East**, B. Wiley  
Whole Way House  
No isbn  
**\$32.87 usd** Suggested Retail
- **PreNatal Massage**, Angela Maggee  
Self-published  
No isbn  
**\$25.00 usd** Suggested Retail

**Cost to Students = \$650.00**

## **1600-hour Holistic Health Practitioner program book list:**

*(Includes entire book list on previous page, plus books listed on this page)*

- **Postures and Energy Pathways for Healing**, Chow  
Healing Arts Press (2011)  
ISBN: 9781594774270.00  
**\$24.95** usd Suggested Retail
- **Ayurvedic Beauty Care**, Melanie Sachs  
Lotus Press (1994)  
ISBN: 9780914855115.00  
**\$17.95** usd Suggested Retail
- **Clinical Aromatherapy, Essential Oils**, Jane Buckle  
Elsevier (2015)  
ISBN: 9780702054402.00  
**\$66.95** usd Suggested Retail
- **Complete Energy Assessment Guide**, Wiley  
Whole Way House (2016)  
ASIN: none  
**\$30.75** usd Suggested Retail
- **Wellbeing and Mindfulness**, Jane Alexander  
Carlton Books (2015)  
ISBN: 9781780976204.00  
**\$29.95** usd Suggested Retail
- **Comfort Touch: Massage for the Elderly**  
Rose, LWW  
ISBN: 9780781798297.00  
**\$62.99** usd Suggested Retail
- **Encyclopedia of Herbal Medicine**, Chevallier  
Corling Kindersley (2000)  
ISBN: 9780789467836.00  
**\$40.00** usd Suggested Retail
- **Prescription for Nutritional Healing**, Balch  
Avery (2010)  
ISBN: 9781583334003.00  
**\$30.00** usd Suggested Retail
- **Healers on Healing**, Richard Carlson  
Tarcher (1989)  
ISBN: 9780874774948.00  
**\$14.95** usd Suggested Retail
- **The Essence Practitioner**, Sue Lilly  
Singing Dragon (2014)  
ISBN: 9781848192508.00  
**\$24.95** usd Suggested Retail
- **The Herbal Apothecary**, JJ Pursell  
Timber Press (2015)  
ISBN: 9781604695670.00  
**\$24.95** usd Suggested Retail
- **Everybody's Guide To Homeop.**, Cummings  
Tarcher (2004)  
ISBN: 9780874778434.00  
**\$18.95** usd Suggested Retail
- **Hawaiian Massage Lomilomi**, Chai  
Hawaiian Insights (2007)  
ISBN: 9780979186707.00  
**\$29.95** usd Suggested Retail
- **Anatomy Trains**, Thomas Myers  
Elsevier (2014)  
ISBN: 9780702046544.00  
**\$72.95** usd Suggested Retail
- **Staying Healthy with Nutrition**, Elson Haas  
Celestial Arts (2006)  
ISBN: 9780890874813.00  
**\$39.99** usd Suggested Retail
- **Pre- and Perinatal Massage**, Osborne  
LWW (2011)  
ISBN: 9781582558516.00  
**\$53.99** usd Suggested Retail
- **Touch for Health: the Complete Edition**, Thie  
DeVorss Publications  
ISBN: 9780875168715.00  
**\$32.95** usd Suggested Retail
- **Trail Guide to Movement**, Andrew Biel  
Books of Discovery (2015)  
ISBN: 9780991466627.00  
**\$45.95** usd Suggested Retail
- **YogaMind, Body & Spirit**, Donna Farhi  
St. Martin's Press (2000)  
ISBN: 9780805059700.00  
**\$22.95** usd Suggested Retail
- **The Heart of Yoga**, TKV Desikacher  
Inner Traditions International (1995)  
ISBN: 9780892817641.00  
**\$19.95** usd Suggested Retail
- **The Yoga Bible**, Christina Brown  
Walking Stick Press (2003)  
ISBN: 9781582972428.00  
**\$21.99** usd Suggested Retail
- **Yoga & Ayurveda**, David Frawley  
Lotus Press (1999)  
ISBN: 9780914955818.00  
**\$19.95** usd Suggested Retail
- **Myths to Live By**, Joseph Campbell  
Penguin Compass (1972)  
ISBN: 9780140194616.00  
**\$17.00** usd Suggested Retail

**Additional Cost to Students = \$765.00**

### **Net Price Calculator**

Healing Mountain provides a Net Price Calculator on our website for prospective students to estimate individual net price for our schooling. Just click on the web link below:

<http://healingmountain.edu/tuition>

### **Median Loan Debt**

The median or average loan debt on federal student loans for students attending Healing Mountain Massage School for the 2015-2016 award year was **\$5,480.00**; as recorded on the USDOE's IPEDS Student Federal Loan survey.

## **FINANCIAL AID**

Students, potential students, and parents are encouraged to contact the school's Financial Aid Office during normal business hours for further assistance regarding consumer information as it relates to student financial aid.

### **Financial Aid Contact Information**

For additional financial aid information for either campus, call **1-800-407-3251**, extension 3#.

### **Financial Aid Types**

*The need-based and non-need-based federal financial aid (Title IV Funds) that is available to students through Healing Mountain Massage School is as follows:*

The **Federal Pell Grant** is a program for undergraduate students (those who have not earned a first Bachelor degree), and demonstrate the greatest financial need. Award amounts are based on a student's expected family contribution (EFC), as determined by the U.S. Department of Education.

**Federal Direct Subsidized Loans** are made to students who demonstrate financial need. Interest payments can be deferred while the borrower is in school, but is added to the principal of the loan (capitalized) when repayment begins. Borrowers can choose to pay interest while in school, or periods of deferment, to avoid capitalization.

**Federal Direct Unsubsidized Loans** are not awarded on the basis of financial need, and borrowers are responsible for all interest. Interest payments can be deferred while the borrower is in school, but is added to the principal of the loan (capitalized) when repayment begins. Borrowers can choose to pay interest while in school, or periods of deferment, to avoid capitalization. These loans are also available to dependent students whose parent is unable to borrow the Federal PLUS loan.

**Federal Parent Loan for Undergraduate Student (FPLUS) Loans** are available for parents borrowing for the education of dependent students. Parents can borrow up to the total Cost of Attendance, minus any other aid received by the student. Unlike Direct loans, **PLUS** borrowers are generally required to pass a credit check.

### **State and Local Programs**

The need-based and non-need based state and local aid programs, school aid programs, and other private aid programs that are available are the following: **Utah Office of Vocational Rehabilitation**, and **Workforce Services**. The prospective student may want to talk with their local office prior to applying for school.

Currently, Healing Mountain Massage School is approved for processing VA Loans for schooling. For additional questions regarding **VA Program** eligibility, call the Veterans Administration at **1-888-GIBILL1**.

Study Abroad programs are not available.



### **Financial Aid Application**

At the time of enrollment, students are encouraged to meet with a Financial Aid Advisor. This meeting is to determine the eligibility for financial aid options and to create a financial aid package for funding the student's education. The Financial Aid Office is prepared to assist with the various grant and loan forms; and to guide the student through the entire process of funding his/her education.

### **Student Financial Aid Eligibility**

A participant in federal financial aid programs must:

- Be enrolled as a full-time student in an eligible program of study;
- Have a high school diploma or equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen with a valid Social Security Number. Non-citizens are required to verify eligibility by providing documentation to the Financial Aid Office;
- Have financial need (except for some loan programs) as determined by the need-analysis system approved by the Department of Education at: <https://fafsa.gov>
- Not be in default on a student loan;
- Not be in an overpayment status with the Department of Education;
- Maintain Satisfactory Academic Progress;
- Provide the necessary documentation to complete the verification process, if necessary;
- Be registered for the Selective Service if a male 18 years or older, or provide written documentation of mitigating circumstances.

### **Determining Student Need**

Financial need equals the difference between the stated costs of attending school, less the resources available to the student.

### **Loan Repayment / Entrance Counseling / Exit Counseling**

Students that receive federal loans are required to complete Entrance Counseling prior to disbursement of loan funds. Students that receive federal loans are required to complete Exit Counseling within 30 days of their last date of attendance.

Loan repayment is scheduled to begin 6 months following the student's last date of attendance. Scheduled payments are determined by the lender. Following notification by the school that the student is no longer in attendance, the lender will notify the student of the scheduled payments at the last address of record.

### **Distribution of Aid among Students**

Federal Pell Grants and Direct Loans are available to all students who complete the *Free Application for Federal Student Aid (FAFSA)* in a timely manner, and meet the eligibility requirements as determined by the Department of Education at: <https://fafsa.gov>

Priority is given to those students eligible to receive the Federal Pell Grant as determined by the Department of Education. State Grants are also based on need. Students must be eligible for the Federal Pell Grant and meet additional State Residency requirements.



## **Student Rights / Responsibilities**

*Each student borrower of federal funds has the following rights:*

- To written information on loan obligations;
- To a grace period, and an explanation of what this means;
- To a disclosure statement, received before the beginning of the repayment of loans, that includes information about interest rates, fees, the balance owed and number of payments;
- To deferment of repayment for certain defined periods, if the borrower qualifies and requests this from the lender;
- To forbearance, if the borrower qualifies and requests this from the lender;
- To prepayment of their loan, in whole or in part, any time without penalty;
- To a copy of the promissory note, either before, or at the time of disbursement;
- To documentation that the loan(s) are paid in full.

*Each student borrower of federal funds has the following responsibilities:*

- To complete Entrance Counseling prior to the disbursement of loan funds;
- To complete Exit Counseling before leaving school, or dropping below half-time enrollment;
- To repay loan(s) even if they do not complete the program, is dissatisfied with the education received, or unable to find employment after graduation;
- To notify the school and lender of any change of address, name change, or change in enrollment status;
- To make scheduled payments on their loan(s) unless a deferment or a forbearance has been approved by the lender.

### **Consequences of Defaulting on a Student Loan:**

Tax refunds may be used to repay your defaulted loan. Wages could be garnished. You may be obligated for incurred legal fees and collection costs. Your default will be reported to all credit bureaus. You may no longer be eligible for Federal Student Aid in the future.

### **Loan Terms, Fees, and Limits**

Direct Subsidized Loans for undergraduates with a first disbursement date between July 1, 2014 and July 1, 2016: **3.76%**.

Direct Unsubsidized Loans for undergraduates with a first disbursement date between July 1, 2014 and July 1, 2015: **3.76%**

Direct PLUS Loans: **6.31%**

The Department of Education establishes annual and aggregate limits for the federal loans. Stafford loan limits vary depending on whether you are determined dependent or independent by the U.S. Department of Education.

The total amount of Direct loans, including both subsidized and unsubsidized, that undergraduates can borrow is **\$31,000 for dependent students**, and **\$57,500 for independent students**. Subsidized loans can be no more than **\$23,000** of this *aggregate amount*. The limits vary for each academic year, and are dependent on the length of the program.

### Disbursement of Aid

Federal Direct Stafford Loans are normally disbursed in two equal disbursements for the loan period. Disbursements are made based upon each student's start date, the successful completion of courses, and the student's satisfactory academic progress. Loan funds are paid directly to your student account.

You will be required to approve each disbursement at the time of disbursement. Cancellation of all or part of the loan disbursement must be made through the Financial Aid Office at the school. If the funds create a credit balance, the excess funds will be refunded within 14 days.

**Note:** You must complete Entrance Counseling prior to the disbursement of any loans.

### Demographics / FA Usage / Enrollment Diversity

Healing Mountain Massage School			
Cohort of Students Enrolled 7/1/15 to 6/30/16	% Enrolled	% Using Loans	% Using Pell
<b>Total Number of Students 99</b>		<b>64%</b>	<b>70%</b>
24 and under	51%	31%	35%
25-34	32%	25%	26%
35-44	11%	6%	6%
45-54	5%	2%	3%
55 and Over	0%	0%	0%
Black or African American	0%	0%	0%
Hispanics of Any Race	5%	4%	4%
Caucasian	81%	62%	57%
Asian	12%	8%	8%
Female	77%	60%	53%
Male	23%	18%	17%

### Satisfactory Academic Progress for Receipt of Funds

The Healing Mountain Massage School catalog provides information regarding the criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal aid.

### Refund Policy

The Healing Mountain Massage School catalog provides information regarding the return of Federal Student Aid funds when a student withdraws from school, information about the refund policy to which the school must comply, and the requirements for officially withdrawing from the school.

### Financial Aid Code of Conduct

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities.

- Gifts from lenders and other entities in the student loan industry to financial aid administrators or other institution employees that deal with student loans are prohibited. The gift ban allows the provision of standard information related to loans or financial literacy, food, refreshments, training or informational material furnished as part of training, favorable terms, conditions, and borrower benefits on an educational loan, exit counseling services to meet an institution's requirements, and philanthropic contributions that are unrelated to educational loans, provided that the contribution is disclosed.
- An employee of the financial aid office cannot accept from any lender or affiliate of a lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for consulting.

- Revenue sharing arrangements are banned.
- A lender shall not provide any assistance with call center staffing or financial aid staffing, except for providing professional development training for financial aid administrators, providing educational counseling materials, providing financial literacy materials, or providing debt management materials to borrowers if the identification of the lender is given. Staffing may be provided on a short-term, non-recurring basis to assist the institutions during emergencies, including natural disasters.
- The school shall not request or accept from any lender any offer of funds, including opportunity pools, to be used for private educational loans to students in exchange for the school providing concessions or promises to the lender with respect to a specified number of loans or loan volume.
- An officer, employee or agent employed in the financial aid office shall not serve on advisory councils. Lenders may seek advice in order to improve products or services for borrowers, including through telephone or electronic means or a meeting, provided there are no gifts or compensation. Exceptions are made for an officer, employee or agent who is not employed in the financial aid office and does not otherwise have responsibilities with respect to educational loans.

**Preferred Lender List, Preferred Lender Arrangements,  
Preferred Lender Arrangement Report**

Healing Mountain Massage School participates in the US Direct Loan program. There are no lender arrangements made or preferred lender list requirements for schools participating in the Direct Loan program.

**Private Education Loans**

Students may take out private education loans from a lender of their choosing. Healing Mountain Massage School does not provide any information or suggestions for lenders.

# Campus Crime Report, Security Procedures & Policies 2017

## Healing Mountain Massage School - MAIN CAMPUS

Please read this entire document carefully regarding the school's campus crime report as well as crime reporting procedures and policies. It's content and distribution throughout the year is in compliance with US Department of Education requirements (34 CFR §668.46) both via email handouts and prominent postings to students, and by email handouts to faculty and staff.

### **I. CRIME REPORT**

<b>CRIMINAL OFFENSES — On-Campus/Non-Campus/Public Property</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
• Murder/non-negligent manslaughter.....	0	0	0
• Negligent manslaughter.....	0	0	0
• Rape.....	0	0	0
• Fondling.....	0	0	0
• Incest.....	0	0	0
• Statutory Rape.....	0	0	0
• Robbery.....	0	0	0
• Aggravated Assault.....	0	0	0
• Burglary.....	0	0	1*
• Motor Vehicle Theft.....	0	0	0
• Arson.....	0	0	0

\* break-in and burglary in campus bldg, but at another tenant's suite

<b>HATE OFFENSES — On-Campus/Non-Campus/Public Property</b>			
• Murder/non-negligent manslaughter.....	0	0	0
• Rape.....	0	0	0
• Fondling.....	0	0	0
• Incest.....	0	0	0
• Statutory Rape.....	0	0	0
• Robbery.....	0	0	0
• Aggravated Assault.....	0	0	0
• Burglary.....	0	0	0
• Motor Vehicle Theft.....	0	0	0
• Arson.....	0	0	0
• Simple assault.....	0	0	0
• Larceny-theft.....	0	0	0
• Intimidation.....	0	0	0
• Destruction/damage/vandalism of property.....	0	0	0

(†race; ††religion; †††sexual orientation, ‡gender, ‡‡gender identity, ‡‡‡disability, §ethnicity, §§national origin)

<b>VAWA OFFENSES — On-Campus/Non-Campus/Public Property</b>			
• Domestic Violence.....	-	0	0
• Dating Violence.....	-	0	0
• Stalking.....	-	0	0

<b>ARRESTS — On-Campus/Non-Campus/Public Property</b>			
• Weapons; Carrying; Possessing, etc.....	0	0	0
• Drug Abuse Violations.....	0	0	0
• Liquor Law Violations.....	0	0	0

<b>DISCIPLINARY ACTIONS — On-Campus/Non-Campus/Public Property</b>			
• Weapons; Carrying; Possessing, etc.....	0	0	0
• Drug Abuse Violations.....	0	0	0
• Liquor Law Violations.....	0	0	0

<b>UNFOUNDED CRIMES — On-Campus/Non-Campus/Public Property.....</b>	-	0	0
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\* It is noted that students should report such occurrences to the clinic coordinator first, who call the school's Title IX Coordinator(s), will then interview all parties involved, determine if a crime may have occurred, and notify police accordingly.

# Campus Crime Report, Security Procedures & Policies 2017

## Healing Mountain Massage School-CEDAR CAMPUS

Please read this entire document carefully regarding the school's campus crime report as well as crime reporting procedures and policies. It's content and distribution throughout the year is in compliance with US Department of Education requirements (34 CFR §668.46) both via email handouts and prominent postings to students, and by email handouts to faculty and staff.

**I. CRIME REPORT**

<b>CRIMINAL OFFENSES — On-Campus/Non-Campus/Public Property</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
• Murder/non-negligent manslaughter.....	0	0	0
• Negligent manslaughter.....	0	0	0
• Rape.....	0	0	0
• Fondling.....	0	0	0
• Incest.....	0	0	0
• Statutory Rape.....	0	0	0
• Robbery.....	0	0	0
• Aggravated Assault.....	0	0	0
• Burglary.....	0	0	0
• Motor Vehicle Theft.....	0	0	0
• Arson.....	0	0	0
<i>[1 lewd behavior (client) 2013 filed in Cedar City; 1 indecent exposure (client) 2014 filed in Enoch]</i>			

<b>HATE OFFENSES — On-Campus/Non-Campus/Public Property</b>	0	0	0
• Murder/non-negligent manslaughter.....	0	0	0
• Rape.....	0	0	0
• Fondling.....	0	0	0
• Incest.....	0	0	0
• Statutory Rape.....	0	0	0
• Robbery.....	0	0	0
• Aggravated Assault.....	0	0	0
• Burglary.....	0	0	0
• Motor Vehicle Theft.....	0	0	0
• Arson.....	0	0	0
• Simple assault.....	0	0	0
• Larceny-theft.....	0	0	0
• Intimidation.....	0	0	0
• Destruction/damage/vandalism of property.....	0	0	0
<i>(†race; ††religion; †††sexual orientation, ‡gender, ‡‡gender identity, ‡‡‡disability, §ethnicity, §§national origin)</i>			

<b>VAWA OFFENSES — On-Campus/Non-Campus/Public Property</b>	-	0	0
• Domestic Violence.....	-	0	0
• Dating Violence.....	-	0	0
• Stalking.....	-	0	0

<b>ARRESTS — On-Campus/Non-Campus/Public Property</b>	0	0	0
• Weapons; Carrying; Possessing, etc.....	0	0	0
• Drug Abuse Violations.....	0	0	0
• Liquor Law Violations.....	0	0	0

<b>DISCIPLINARY ACTIONS — On-Campus/Non-Campus/Public Property</b>	0	0	0
• Weapons; Carrying; Possessing, etc.....	0	0	0
• Drug Abuse Violations.....	0	0	0
• Liquor Law Violations.....	0	0	0

<b>UNFOUNDED CRIMES — On-Campus/Non-Campus/Public Property.....</b>	-	0	0
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\* It is noted that students should report such occurrences to the clinic coordinator first, who call the school's Title IX Coordinator(s), will then interview all parties involved, determine if a crime may have occurred, and notify police accordingly.

**II. LIFE-THREATENING EMERGENCIES**

In the event of any on-campus life-threatening emergencies, we recommend that students, faculty, staff, and/or clientele call 911 immediately and notify a school administrator as quickly as possible afterwards. Most staff are CPR and 1st Aid trained and can assist.

**III. CRIMES / OFFENSES**

We encourage all students, faculty, staff, and others — including clinic clientele — to report any occurrence of crime which has occurred at our campus to one of the school administrators designated “responsible employees” as quickly as possible who will notify the local police department as soon as it has been determined a crime may have been committed. These are:

**MAIN SALT LAKE CITY CAMPUS—**

1) Angie Tachney, Campus Director	(Chief of Campus Security)	612-206-2895	angie@healingmountain.edu
2) Lisa Padgen	(Spa Director)	801-448-9650	healingmountainspa@gmail.com
3) Blayne Wiley, Director of Education	(Title IX Coordinator)	801-440-9243	blayne@healingmountain.edu
4) Angela Magee, Associate DOE	(Deputy Title IX Coordinator)	970-331-2302	angela@healingmountain.edu

**NON-MAIN CEDAR CITY BRANCH CAMPUS—**

1) Jeremy Kellum, Campus Director	(Chief of Campus Security)	601-329-9204	jeremy@healingmountain.edu
2) Jeremy Kellum, Campus Director	(Title IX Coordinator)	601-329-9204	jeremy@healingmountain.edu
3) Blayne Wiley, Director of Education	(Education Director)	801-440-9243	blayne@healingmountain.edu
4) Suzie Snedden	(Spa Manager)	480-286-3071	suzeesnedden@gmail.com

For any of the crimes listed on page 1, it is our policy to take such action as specified below:

- The administrative staff listed above will listen to each case seriously and determine the appropriate action including: notifying local law enforcement agencies, if not already notified, as we have no campus security personnel.
- Secondly, we will take administrative action against any student, client, faculty or staff member if the crime was committed by one of these parties; whether on campus, adjacent property to campus, or elsewhere (*probation/dismissal depending on the severity of the crime*).
- Next, if the crime was committed by someone outside of this school against one of our students, clients, faculty, or staff members on campus, we recommend that the individual contact a school administrator (listed above) so that we can notify or encourage the individual to notify the local authorities to take action against the individual(s) (*as the situation warrants*) to keep our campus safe and secure for all.
- If the crime was committed by someone outside of this school against one of our students, clients, faculty, or staff members elsewhere off campus, we recommend that the individual contact the local authorities to take action against the individual(s), and a school administrator to keep our campus safe and secure for all to enjoy.
- Finally, we will report to students, faculty, and staff such occurrences no later than 48 hours after we are notified.

We believe our campus location is safe and have had relatively minor past occurrences of crime.

**MAIN SALT LAKE CITY CAMPUS:**

We have covered parking behind Elevate on Fifth Apts. for 12 staffers, up to 12 spaces west of KFC drive thru for students and LMTs as well as an open parking lot surrounding the school bldg. for clientele and visitors. Our security has a 24 hour night vision surveillance system that monitors entrances, exits and several other security-sensitive areas on campus.

We take security at our campus seriously, yet it is an open office building with access to other tenants and the public during normal business hours, which are MON-FRI 8:00 AM to 10:00 PM. After hours security includes the east doors are magnetically locked MON-FRI 10:00 PM until 7:45 AM the next day of business. Weekend hours will find the main doors open from 9:00 AM to 8:00 PM Saturdays and Sundays; closed holidays. Before and/or after normal business hours students & staff may relocate their vehicles to the open parking area adjacent the school building.

**NON-MAIN CEDAR CITY BRANCH CAMPUS:**

We have parking in front of the building for guests and clients, and parking behind the building for students and staff. Our security has a 24 hour nightvision surveillance system that monitors entrances, exits and several other security-sensitive areas on campus. We have lighting in both parking lots for safety, at a shared expense between the school and building owner.

We take security at our campus seriously. Normal business hours are MON-FRI 8:00 AM to 6:00 PM or 10:00 PM on class nights. After hours security includes locked front and back doors. Weekend hours will find the main doors open from 9:00 AM to 6:00 PM Saturdays, while Sundays and holidays the building is closed.

HMMS does not tolerate the possession, use, and sale of alcoholic beverages, and illegal drugs or firearms on its campus, and will take action as outlined above against those who are participating in such activities.

Sexual assault offenses will be handled as outlined above as well.

If any student has questions regarding HMMS' policies, procedures, etc. either outlined or that we haven't outlined above, please feel free to talk to a school administrator.

**IV. PROGRAMS TO INFORM & EDUCATE**

Four times each year - *during class orientation* - which occurs on the first day of school, a school administrator reviews not only the school orientation packet, but the Campus Crime Report, Reporting Procedures & Policies to each and every student enrolled in school going through orientation. Employees and faculty are encouraged to attend.

During this orientation review of the Campus Crime Report, Reporting Procedures & Policies, the school will inform and educate students on the Campus Crime Stats from the most recent several years in all categories which are collected from local police departments and reported to the US Department of Education. We also review procedures on how to report and handle life-threatening emergencies, and crimes that could occur on campus or against our students, faculty or staff off campus as well.

Healing Mountain affirms to students during orientation that it does not tolerate smoking nor the possession, usage, and/or sale of alcoholic beverages and illegal drugs, misused/abused prescription medications or firearms on its campus, and it will take action as outlined on page 2 against those who are participating in such activities.

**V. DRUG / ALCOHOL OFFENSES**

Healing Mountain affirms to students, faculty & staff that it does not tolerate the possession, usage, and/or sale of alcoholic beverages and illegal drugs or misused/abused prescription medications on its campus, and it will take action as outlined on page 2 against those who are participating in such activities.

As we do not have any drug or alcohol-abuse education programs in place at the current time, we encourage students who are having difficulties in these areas to seek help. Below are some listings for various helplines:

**MAIN SALT LAKE CITY CAMPUS:**

Alcoholics Anonymous.....	801-484-7871.....	80 W Louise Avenue, South SL, UT 84115	www.saltlakeaa.org
Narcotics Anonymous.....	801-296-4044		
Sexoholics Anonymous.....	801-261-2772		
Drug information hotline...	801-799-3784		



Additionally, we have listed below other various listings of helplines:

Natl. Domestic Violence Hotline	800-799-SAFE (7233)	
Rape Recovery Center.....	801-467-7273 or nationally 888-421-1100	
Battered Women's Shelter..	801-537-8600	
Child Abuse hotline.....	800-678-9399	
Pregnancy Resource Center	801-363-5433.....	644 South 900 East, SLC
Baby your Baby hotline.....	800-826-9662	
Poison Control.....	800-222-1222	
STD / HIV Clinic.....	801-534-4666.....	610 South 200 East, SLC
Bus & Trax info.....	801-743-3882	
Housing Info/Referral.....	801-978-3333	

**NON-MAIN CEDAR CITY BRANCH CAMPUS:**

Alcoholics Anonymous.....	435-865-5890	www.utahaa.org	265 W 1725 North, Cedar City, UT 84720
Narcotics Anonymous.....	435-467-4403	www.suana.org	556 Pinewood Drive, Cedar City, UT 84720
Sexoholics Anonymous.....	801-261-2772	www.sa4lds.com	280 South 400 East, Orem, Utah
Drug information hotline...	801-799-3784		

Additionally, we have listed below other various listings of helplines:

Natl. Domestic Violence Hotline	800-799-SAFE (7233)	
Pregnancy Resource Center	801-363-5433.....	644 South 900 East, SLC
Rape Recovery Center.....	801-467-7273 or nationally 888-421-1100	
Battered Women's Shelter..	801-537-8600	
Baby your Baby hotline.....	800-826-9662	
Child Abuse hotline.....	800-678-9399	
Domestic Violence.....	435-865-5600	106 North 100 East, Cedar City
Food Bank.....	435-865-4962	
Poison Control.....	800-222-1222	
Runaway hotline.....	800-786-2929	
Suicide Prevention.....	435-867-7654	
Tobacco Quitline.....	888-567-8788	
Workforce Services.....	435-865-6530	

**VI. SEXUAL MISCONDUCT POLICY** (in compliance with Violence Against Women Act 2014)

**Introduction and Scope of Policy**

Healing Mountain does not tolerate sexual discrimination/harassment, sexual inappropriateness in touch/massage, or sexually-related behavior with the least degree of allowance. Students - even with mutual consent - are not to date or participate in intimate relationships with fellow classmates, teachers, staff or clinic clientele; regardless of whether these dual relationships occur on or off campus. Such behavior is not only a dismissable offense, but may very well be illegal activity which will be reported to the local authorities. In the event of a school disciplinary proceeding regarding sexual misconduct or offenses, the accuser and the accused are entitled to the same opportunities to have others present during said proceeding(s), and both accuser and the accused will be informed of the outcome of any such proceeding(s)

Anyone experiencing sexual harassment, inappropriateness in touch or massage, should contact a school official immediately. Those experiencing sexual assault or rape (forceable or otherwise) should contact the local police department first and school officials afterwards. If the student needs assistance notifying the local authorities, they may obtain such assistance from school officials listed on page 2 of this report, and by following the procedures outlined on that page. All complaints will be handled per this policy (see Section VI; items 4, 5, and 6 for complete details).

While currently enrolled in Healing Mountain. students will maintain appropriate boundaries and relationships with the above list of individuals in paragraph 1 of this page. Although mentorships between students and teachers are encouraged, Healing Mountain cautions that even close personal relationships should be avoided as they may be misconstrued by others.

## **Sexual Abuse Education Information / program**

Healing Mountain does not have a formal program for the education of sexual offenses. However, listed below are terms to help describe, educate, and inform students, staff, and faculty regarding sexual conduct or offense:

### **1) What Constitutes Sexual Misconduct, Definitions —**

**Consent** - "Consent" must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. When a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

**Crime of Battery** - a criminal offense involving unlawful physical contact, distinct from assault in that the contact is not necessarily violent. Any unwanted touch. Sexual Battery is any unwanted touch of a sexual or perceived sexual nature.

**Gender-Based Harassment** - is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex (gender), including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

**Indecent Exposure** refers to the deliberate exposure in public or in view of the general public or in private to an individual, by a person of a portion or portions of his or her body normally considered private (e.g., *female breast, genitals, or buttocks*), in circumstances where the exposure is contrary to local laws. Indecent Exposure is also deemed indecent in nature when behavior includes groping private parts, masturbation or sexual intercourse in view of others.

**Rape** - referred to as sexual assault, is an assault by a person involving sexual intercourse with or without sexual penetration of another person without that person's consent.

**Statutory Rape** generally refers to sex between an adult and a minor past the age of puberty and below the age of 18. Sexual activities with a prepubescent child, generically called "child rape, child sexual abuse, or molestation," is treated as a more serious crime.

**Sex-Based Harassment**, includes *sexual harassment* and *gender-based harassment*.

**Sexual Abuse**, also referred to as *molestation*, is the forcing of undesired sexual behavior by one person upon another, when that force falls short of being a sexual assault. The offender is referred to as a sexual abuser or molester. When the victim is younger than the age of consent, it is referred to as *child sexual abuse*.

**Spousal Sexual Abuse** is a form of domestic violence. When the abuse involves forced sex, it may constitute rape upon the other spouse, depending on the jurisdiction, and may also constitute an assault.

**Sexual Assault** - actual or attempted assault of a sexual nature on another person with or without that person's consent. Although sexual assaults most frequently are by a man on a woman, it may be by a man on a man, woman on a man or woman on a woman. While sexual assaults are associated with the crime of rape, it may cover assaults which would not be considered rape. It has been said that sexual assault includes rape, forced vaginal, anal or oral penetration, forced sexual intercourse, inappropriate touching, forced kissing, child molestation, sexting, and the torture of the victim in a sexual manner.

**Sexual Battery** is any unwanted touch of a sexual or perceived sexual nature. (*see Crime of Battery*)

**Sexual Exploitation** - occurs when a person take sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include, but not limited to: (1) prostituting another person; (2) recording images (e.g., *video, photograph*) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent; (3) distributing images (e.g., *video, photograph*) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and (4) viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purposes of arousing or gratifying sexual desire.

## Definitions continued

**Sexual Harassment** - unwelcome conduct, verbal or physical behavior, of a sexual nature, aimed at a particular person or group of people, especially in the workplace or in academic or other institutional settings, that is actionable, as in tort or under equal-opportunity statutes. Once stereotyped as involving pressures brought by one in authority (e.g., an employer, teacher, or ranking officer) on someone in an inferior or subordinate position, with the aim of obtaining sexual favors, harassment is now recognized as also involving behavior that creates an environment unfriendly to its targets. Thus, sexually explicit or suggestive behavior by fellow employees may be designed to make an environment difficult for individuals. This conduct includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or nonverbal conduct of a sexual nature, including *rape*, *sexual assault*, and *sexual exploitation*. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment. (*see other*

**Sodomy** - a term used today predominantly in law (derived from traditional Christian usage) to describe the act of anal intercourse, oral intercourse, or even bestiality.

**Stalking** is when people pursue and attempt to insert themselves into or control the lives of others. Motives vary from perceived relations (erotomania), friendship, or predatory advances. This includes cyberstalking.

**Unwelcome Conduct** occurs if an individual did not request or invite it and considers the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including but not limited to, name-calling, graphic or written statements (*including the use of cell phones or the internet*), or other conduct that may be physically threatening, harmful, or humiliating. It does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. It can involve persons of the same or opposite sex. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that an individual may have welcomed some conduct does not necessarily mean that an individual welcomed other conduct. Also, the fact that an individual requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

**Voyeurism** occurs when a person gains sexual pleasure from watching others when they are naked or in a state of undress, or are engaged in sexual activity (*see sexual exploitation item 4*).

## 2) What Conduct Constitutes a Hostile Environment —

A “hostile environment” exists when *sex-based harassment* is sufficiently serious to deny or limit the individual’s ability to participate in or benefit from educational programs and/or business activities. It can be created by anyone involved in said programs or activities (e.g., *administrators, faculty members, students, staff, and campus visitors*). In determining when *sex-based harassment* has created a hostile environment, Healing Mountain considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was *unwelcome* to the individual who was harassed. But the school will also need to find that a reasonable person in the student’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment. To make the ultimate determination of whether a hostile environment exists for a person, the school considers a variety of factors related to the severity, persistence, or pervasiveness of the *sex-based harassment*, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and (5) the degree to which the conduct affected the person or persons involved.

## 3) Potential Consequences for Sexual Misconduct —

Healing Mountain gladly admits students regardless of race, religion, nationality, gender, gender identity, sexual orientation, or ethnic origin. We do not discriminate on the basis of the above categories. Such discrimination is against the school’s philosophy.

We reaffirm the principle that students, faculty, and staff at Healing Mountain have a right to be free from the types of discriminational harassment outlined above. These are considered serious (probation & restrictions) to intolerable offenses (dismissable) and are handled quickly & aggressively.

- Complaint of harassment/discrimination..... investigate/collect info
- Harassment/discrimination based upon..... serious to intolerable  
any of the above criteria that is documentable
- Sexual harassment in the way of comments..... serious to intolerable
- Sexual battery (touch), but no apparent assault..... intolerable infraction  
(no possible intent to do harm)
- Sexual assault & battery..... intolerable infraction  
(intent toward harm and/or gratification)

**NOTE:** *Massages school's on rare occasions may be a breeding ground for sexual predatory behavior. This type of behavior is intolerable and is grounds for not only dismissal, but legal action from the local authorities.*

#### **4) How to Report & Confidentially Disclose Sexual Violence —**

##### **Privileged, and Confidential Communication.**

Healing Mountain encourages victims of sexual violence to talk to somebody about what happened so victims can get the support they need, and so the school can respond appropriately. Different people have different abilities to maintain a victim's confidentiality.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The school encourages victims to talk to someone identified in one or more of these groups.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a **privileged communication**. Professional, licensed counselors and pastoral (priests, bishops, clergy, etc.) who provide mental health counselling to the community are not required to report any information about an incident to the Title IX Coordinator or deputy coordinator without a victim's permission. If a victim has access to their own clergy or licensed counselor, the school encourages the victim to use them. If the victim has no such access readily available, the school can put the victim in contact with a qualified volunteer.
- Others may talk to a victim in **confidence** and generally only report to the school that an incident occurred without revealing any personally identifying information. This is called **confidential communication**. Disclosures to these people will not trigger a school investigation into an incident against the victim's wishes. The school's **Victim Advocate** for the SLC Campus is: **Colleen Weathers at 209-573-3970**; for the Cedar Campus it is **Suzee Snedden at: 480-286-3071**. Both are available 24/7 to provide confidential communication to any possible victims. A victim can seek assistance and support from these individuals without triggering a school investigation that could reveal the victim's identity or that the victim has disclosed the incident. While victim advocates are required to report that an incident has occurred to the Title IX Coordinator or deputy coordinator for purposes of tracking campus safety to the Department of Education, no personally identifying information is divulged to officials.

**NOTE:** *A victim who speaks to a licensed counselor, clergy or advocate must understand that, if the victim wants to maintain confidentiality, the school will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, a victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated.*

**ALSO NOTE:** *If the Chief of Campus Security (see page 3) determines that the alleged perpetrator(s) pose a serious, imminent or immediate threat to the school and/or local community, they may be called upon to issue a timely warning to said community. Any such warning should not include any information that identifies the victim.*

- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees — who are called **responsible employees** because they are responsible for reporting incidents brought to their attention — constitutes an official report to the school, and generally obligates the school to investigate the incident and take appropriate steps to address the situation as outlined on page 3 of this document. The school's responsible employees for reporting crimes and/or victimization are listed in RED on page 3.

A “responsible employee” is a school employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the school to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim and that the school will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the school’s response to the report. **NOTE:** *A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.*

Before a victim reveals any information to a responsible employee, that employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the school will consider the request, but cannot guarantee that the school will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality.

**ALSO NOTE:** *Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the school to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.*

## **5) How the School Weighs a Request for Confidentiality and Responds —**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the school must weigh that request against its obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the school honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the school may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students.

The College has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence (Title IX Coordinator, or deputy coordinator, and/or the Chief of Campus Security (see page 3).

When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the Chief of Campus Security will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the school possesses other means to obtain relevant evidence of the sexual violence (e.g., *security cameras or personnel, physical evidence*);
- Whether the victim’s report reveals a pattern of perpetration (e.g., *via illicit use of drugs or alcohol*) at a given location or by a particular group.

The presence of one or more of these factors could lead the school to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.

**If the school determines that it cannot maintain a victim's confidentiality**, it will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the college's response.

The school will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or school employees, will not be tolerated. Upon request, the school will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, and legal assistance both on and off campus;
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of course schedules (*including for the alleged perpetrator pending the outcome of an investigation*) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any investigation or disciplinary proceeding.

Because the school is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (*including non-identifying reports*) will also prompt the school to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the school determines that it can respect a victim's request for confidentiality, it will also take immediate action as necessary to protect and assist the victim.

### **Anonymous Reporting**

Although the school encourages victims to talk to someone, it requests individuals to leave notes under the office doors of responsible employees (see page 3 for list) for anonymous reporting. Using emails or texts to report sexual violence to school officials usually provides personally identifying information to the school, which may in turn may serve as notice to the school for the purpose of triggering an investigation.

## **6) How Healing Mountain Processes Complaints —**

- (1) Ask the person if they have read or have a copy of the **Sexual Misconduct Policy**, which was reviewed and handed out as part of student orientation. If they do not possess a copy of the policy, print it out for them and take time to review it with them.
- (2) Ask the person if they wish the information to remain “privileged” or “confidential”; explaining differences between the two.

IF PRIVILEGED, refer them to a licensed professional counselor or non-denominational clergy member if they prefer.

IF CONFIDENTIAL, refer them to the Victim Advocate for collecting and filling out a **Non-Identifying Incident Report**. (*All “identifying personal information” will be left off the report to make certain the victim remains anonymous — unless the school Chief of Campus Security determines confidentiality cannot be maintained.*

*Please read and explain Section VI, Item 5 to person*)

IF NO PRIVILEGED communication is requested, refer them to either a designated “responsible employee” or the Title IX Coordinator or deputy coordinator who will inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so. An **Incident Report** will need to be filled out.

Before a victim reveals any information to a responsible employee, that employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.



**NOTE:** A victim who speaks to a licensed counselor, clergy or advocate must understand that, if the victim wants to maintain confidentiality, the school will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, a victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated.

**ALSO NOTE:** If the Chief of Campus Security (see page 2) determines that the alleged perpetrator(s) pose a serious and immediate threat to the school and/or local community, they may be called upon to issue a timely warning to said community. Any such warning should not include any information that identifies the victim.

- (3) If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the school will consider the request, but cannot guarantee that the school will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

**ALSO NOTE:** Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the school to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

- (4) When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the school to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim and that the school will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the school's response to the report. **NOTE:** A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

- (5) After a complaint has been reported to a designated responsible person or Title IX Coordinator or deputy coordinator, and an Incident Report as has been filled out and submitted to the Chief of Campus Security, the school administration will notify the victim as expeditiously as possible, may seek further clarification on the matter, and set up an deadline to report back to them. Please, understand some investigations may require several meetings at different levels involving people with different schedules — so a report back may take from several days to a week or more; especially if local law enforcement is involved.

## 7) Sexual Counseling / Assistance

As we do not have any sexual-abuse education programs in place at the current time, we encourage students who are having difficulties in these areas to seek help. Below are some listings for various helplines:

### **BOTH SCHOOL CAMPUSES:**

Rape Crisis & Recovery Center.....	801-467-7282.....	2035 South 1300 East, SLC, UT 84105
Rape & Sexual Assault Hotline.....	888-421-1100	
Intermountain Specialized Abuse Treatment Center.....	801-268-4454	3089 So. West Temple, South Salt Lake, UT 84115
Sex & Marital Therapy Clinic.....	801-581-5741.....	University Health Care
Suicide Prevention Crisis Center.....	801-261-1442.....	Valley Mental Health 3933 South 400 East, Murray, UT 84107

### **LGBTQ RESOURCES** (Lesbian, Gay, Bisexual, Transgender, or Questioning):

The Trevor Project Helpline	866-488-7386	(provides crisis intervention and suicide prevention services)
FORGE forge-forward.org	414.559.2123	(provides support, education and advocates for rights & lives of TG)
The Northwest Network	206-586-7777	(working to end violence/abuse by building equitable relationships)

**ADDITIONAL RESOURCES:** [www.211ut.org](http://www.211ut.org)



## **VIII. SEX OFFENDER REGISTRY**

In accordance with the Violent Crime Control and Law Enforcement Act of 1994 (42 USC §14071(j)), concerning registered sex offenders, Healing Mountain School is required by the US Department of Education to advise it's campus community (*students, faculty, and staff*) where this information may be obtained. For those wanting to check on sex offenders in the area, they may go to the internet:

**[www.fbi.gov/hq/cid/cac/registry.htm](http://www.fbi.gov/hq/cid/cac/registry.htm)**

For those wishing to know of their own accord whether crimes have occurred for any address, they may visit: **[www.crimereports.com](http://www.crimereports.com)**