



**INSTITUTE OF  
HOLISTIC HEALTH CAREERS**  
*Educating Wellness Professionals*

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**INSTITUTE OF HOLISTIC HEALTH CAREERS™  
GOVERNING BODIES**

**American Association for Drugless Practitioners**  
2200 Market Street, Suite 209  
Galveston, Texas 77550-1530  
Tel: 409-621-2600 Fax: 775-703-5334  
<http://www.aadp.net/>

**American Polarity Therapy Association (APTA)**  
122 North Elm Street, Suite 512  
Greensboro, NC 27401  
Tel: 336-574-1121 Fax: 336-574-1151  
[www.polaritytherapy.org](http://www.polaritytherapy.org)

**ADVISORY COMMITTEE**

**Charoula Dontopoulos, BS, RPP, Polarity Practitioner, Herbalist, Columbus, Ohio**  
**Damon Fazio, ND, LMT, RPP, CPE, Chicago, Illinois**  
**Shila (Janet) Wilson, RPP, RCST, CPE/RPE, Marietta, Ohio**  
**Judy Tancinco, RPP, RPE, Medina, Ohio**

**Registration:** Institute of Holistic Health Careers™ is registered with the State Board of Career Colleges and Schools (Reg. # 00-01-1528T), and is authorized to teach a Certificate Program for training as an Associate Polarity Practitioner (APP), Elemental Reflexology™, Total Sensory Integration™, Educational Reiki and Diploma Programs for training as Holistic Healthcare Practitioners and Registered Polarity Practitioners.

Cleveland Campus is a Learning Center under IHHC with registration also with the State Board of Career Colleges and Schools.

For more information about the State Board of Career Colleges and Schools:

State of Ohio, State Board of Career Colleges and Schools  
30 East Broad Street, 24<sup>th</sup> Floor, Suite 2481  
Columbus, Ohio 43215

Phone: 614.466.2752, Fax: 614.466.2219  
Website: [www.scr.ohio.gov](http://www.scr.ohio.gov) ▪ Email: [bpsr@scr.state.oh.us](mailto:bpsr@scr.state.oh.us)



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## About the Institute of Holistic Health Careers

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### Purpose

The Institute of Holistic Health Careers is an educational institute dedicated to training and educating students for competent and professional services in the areas of energetic studies, energetic touch, holistic healthcare and ayurvedic practices.

### Mission Statement

The mission of the Institute of Holistic Health Careers is to provide a secure educational environment with a progressive curriculum that specializes in preparing proficient and capable practitioners of Holistic Health, Wellness and Energetic based studies.

The Institute strives to provide and maintain qualified faculty who have numerous resources that focus on the best interest of students as well as their educational success. The Institute works diligently to provide a positive educational setting that honors student diversity and the right of each student to learn through a holistic mind, body and spirit approach.

The Institute seeks to make holistic healthcare practices readily available to the general public, to healthcare professionals and to all students who desire this training.

### Program Objectives

Students will gain a basic understanding of holistic

healthcare and prepare to become practitioners for modalities such as polarity, elemental reflexology reiki, and herbal education depending on the student's choice of studies. Students will develop skills in the areas of Energetic Bodywork, Energetic Foods, Polarity Yoga (stretches), Awareness and Communication Techniques, and Holistic Health Practices.

These skills will prepare all students to begin utilizing holistic practices as well as self-help care. Students will be provided a safe and respectful environment for exploring their personal growth.

### Levels of Training

There are two levels of Polarity training, and additional certificate programs taught at the institute. Program hours total as follow:

#### Certificate Programs

- Elemental Reflexology™: 125 hrs.
- Energetic Systems Integration™: 75 hrs.
- Educational Reiki: 75 hrs.
- Associate Polarity Practitioner (APP):160 hrs.

#### Diploma Program

- Registered Polarity Practitioner (RPP): 800 hrs. (The 800 hour total for RPP is 640 hours in addition to the 160 APP hours).

## Facilities and Contact Information

Classes are held in two Ohio locations- Columbus and Cleveland.

Each facility is a supportive learning environment with a safe and comfortable teaching room.

Classes offer a high faculty-to-student ratio for the optimum educational experience. Specific information will be given upon final registration to students with a selection of restaurants, hotels and locations for meals.

### Institute of Holistic Health Careers™

#### Columbus Campus

*(school location, don't send materials)*

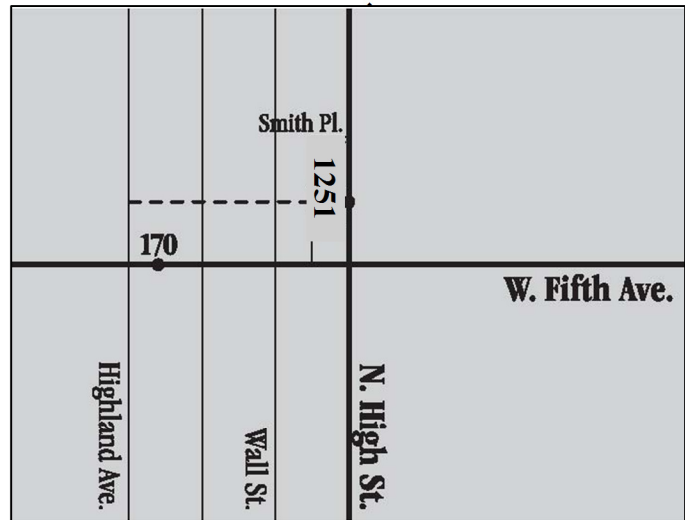
1251 High Street  
Columbus, Ohio 43201

#### Columbus Campus *(mailing address)*

170 W Fifth Avenue  
Columbus, Ohio 43201

#### Contact Information, Columbus *(Ohio main office)*

Phone: 614 299-9438  
Fax 614-291-7252  
Email: 4Energy@holistichealthcareers.com



↑ COLUMBUS SCHOOL LOCATION

### Institute of Holistic Healthcare Careers™

#### Cleveland Campus

*(school location, don't send materials)*

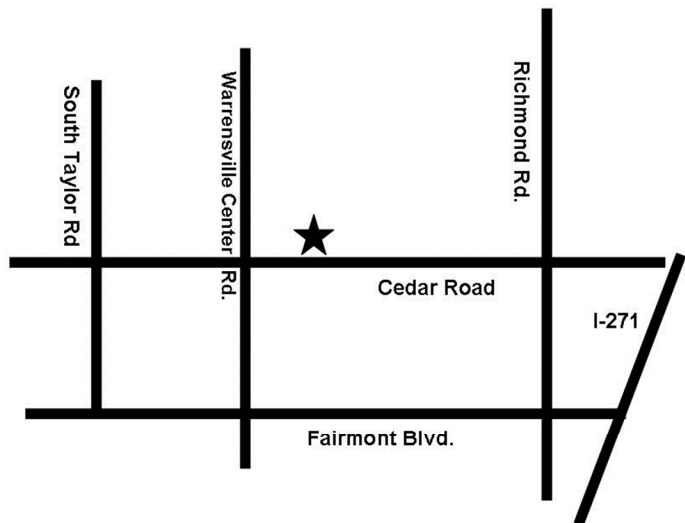
14055 Cedar Road, Suite 307  
South Euclid, Ohio 44118

#### Cleveland Campus *(mailing address)*

12700 Lake Avenue, #2313  
Lakewood, OH 44107-1589

#### Contact Information, Cleveland

Tel 216-226-2912  
Fax 216-226-3414  
Email: 4Energy@holistichealthcareers.com



↑ CLEVELAND SCHOOL LOCATION

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## Becoming an Institute of Holistic Health Careers Student

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### Enrollment and Registration

A student must first enroll and be officially accepted into the school. Registration for classes is always prior to the start of the semester.

### Entrance Requirements

Applicant must be 18 years of age, be a high school graduate or hold a GED in order to begin training. Courses under 125 hours have no prerequisites. Each applicant must have a personal interview with school personnel. They will be required to sign a form stating that they are in good physical, mental and emotional health and are physically able to give and receive energetic bodywork with no adversity to his/her well being. A letter of recommendation from a non-family

member concerning his/her character must be submitted. In order to apply for RPP Training, the applicant must be concurrently enrolled in APP training or hold a current APP certification. All admission, medical forms and admission fees must be completed.

### Transfer Credits

Institute of Holistic Health Careers will accept hours of related coursework for the training program on a case by case basis. The final decision of course relevance and the number of allowable transfer hours will be made by the Director of the school. The RPP Program will accept up to 70 hours of transfer credit with the approval and review of the Director of the school.

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## Student Information

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### School Calendar

The school operates on a non-traditional term. (*See insert for class dates or go to website calendar*). The schedule is flexible, so students may begin training at any time, and may take different courses concurrently.

### School Policies / Standards for Satisfactory Progress / Class Attendance & Tardiness

Students must attend 100% of each course in order to receive credit for the course, plus make up all of the time missed. Whether or not the student will be permitted to make up missed class time with tutoring or other options is solely at the discretion of the instructors. Students are to complete all level assignments within the time parameters set by the instructor. For makeup info, please contact the office for the info packet. Late arrivals or early departures are distracting and disrespectful to both the instructor and the other students. If circumstances are such that a student must be absent for a portion of a class, the student must inform the instructor ahead of time or call IHHC and leave a message for the instructors.

### Support Systems

Institute of Holistic Health Careers has a student mentoring program, free access to a library with numerous references, video and audio tapes. Each student may request free space to study and practice their skills as needed. Any student with special needs will be given priority attention by the Student Coordinator, Director of Education and/or Director.

### Grading System

Students shall be graded on the Pass/Fail system. Students that are receiving less than passing on more than two aspects of the program may speak to the course instructor regarding tutoring in order to achieve a passing grade.

### Academic Assistance

A student who is unable to meet the standards for satisfactory progress will be placed in an Academic Assistance Program for one month and given extra help in an effort to reach the expected level of performance. Student coordinators are available to assist all students. If even academic assistance is insufficient to achieve satisfactory progress, the student will be asked to leave the program.

### Leave of Absence

Students will be eligible to apply for a leave of absence after approval from the director. The length of time for the leave shall be negotiated with the director. After the completion of the leave, the student must go through reentry and registration and could be assessed any readmission fees.

### Re-entrance

Any student who is on academic assistance or has dropped out of the program may be readmitted by completing a personal interview with the school director and paying all fees due at the time of readmission including new registration and admission fees, and all administrative fees.

## Materials Needed for Class

- Notebook, pens
- Textbooks
- Polarity Session Table. Tables may be purchased at a student discount through the main office. Tables will be furnished for class sessions for those who need them.
- Bottom and top sheets, 2-3 sets
- Water bottle and ceramic mug for tea
- Blanket, pillow, bolster for knees
- Mat for yoga, if desired
- Any special needs foods (spring water, and polarity tea are furnished at all classes)
- Tape recorder, if desired
- Students must wear an institute shirt and black pants for supervised clinicals. Shirts can be purchased prior to first clinical.

## Common Courtesy and Student Conduct

Students should remember that the Polarity or Holistic Health experience is a journey of health on all levels- body, mind, and spirit. Whether as students or professionals, commitment to your own healing and wellness and to that of others should be a top priority. Harmful behavior needs to be avoided and replaced with good, supportive, nurturing habits. As holistic health practitioners we need to uphold the highest standards of excellence in all areas of our lives.

Students are expected to maintain high standards of personal and academic integrity. Courtesy, honesty, punctuality, respect, and concern for others are qualities students should constantly cultivate and demonstrate. Students also should maintain personal habits that reflect sensitivity to others.

Such habits include:

- Comfortable but modest dress appropriate for the classroom and for energetic bodywork including thin sweatpants, shorts, turtlenecks or T-shirts. No jeans.
- Personal hygiene and cleanliness: use unscented deodorants; no perfume or other scents.
- Jewelry and long nails get in the way of bodywork. For safety reasons jewelry must be removed prior to class.
- Refrain from alcohol, tobacco, or possession of illegal substances.
- Refrain from profanity, abusive words or behavior.
- Refrain from inappropriate noise, talking, or

disruptions in the classroom.

- Refrain from violation of state, federal, or municipal laws.

## Conditions for Dismissal

A student who engages in behavior that is harmful to self or others may be subject to faculty action which may include suspension or dismissal from the school.

Examples include:

- Academic dishonesty.
- Improper or abusive treatment that threatens or harms any person.
- Misuse, destruction, or theft of supplies, equipment, or property.
- Insubordination or failure to follow directives of school personnel

## Student Grievance Procedure

Any student who has a grievance with the school or an instructor should first discuss the problem with the instructor or school director.

If a resolution is not reached, the student should make a written complaint and submit it to the school director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact:

**State of Ohio Board of Career Colleges and Schools**  
30 East Broad Street, 24<sup>th</sup> Floor, Suite 2481  
Columbus, OH 43215

Phone: 614.466.2752

Fax: 614.466.2219

Toll Free Phone: 877.275.4219

Email: [bpsr@scr.state.oh.us](mailto:bpsr@scr.state.oh.us)

## Privacy Policy

Personal contact information of students and faculty is available only for contact and communication for school related business and affairs only.

- The Privacy Policy is to ensure that this contact information is used for the best educational interest of each student.
- The Privacy Policy is to protect students from the distraction or pressure of unsolicited marketing of products and services. The focus and the environment of the school is holistic healthcare training
- Only approved training materials and products

are approved for purchase through the school bookstore. No student or faculty shall sell, solicit or market during or after any IHHC class.

- Only approved modality sessions are permitted to be scheduled or facilitated prior to, during,

between or following class times at the school or on the grounds.

- No student or faculty shall use student information for private gain, and/or any type of solicitation during school or after graduation.

## Graduation and Transcript Information

### Graduation Requirements

The student must complete all classroom hours and all clinical sessions with satisfactory grades for all courses. Tuition and/or any monies owed to the school must be paid in full. APTA registration for APP/RPP will not be approved by the Director of the school unless all graduation requirements have been met and all fees are paid in full.

### Additional RPP Requirements

The Final RPP Research Project, the Practicum, and the Evaluation Module, as well as CPR and First

Aid, must be completed for RPP.

### Transcripts

One copy of the student's transcript shall be presented to the student upon successful completion of any of the programs along with a letter of recommendation for APP/RPP to the American Polarity Therapy Association (APTA). After the initial transcript is given, transcripts shall be kept on file and copies shall be made available to students, as requested, for an administrative fee of \$10

## Institute of Holistic Health Careers Training

### IHHC Philosophy

Holistic healthcare training at IHHC endeavors to *immerse* the student in the *experience* of energy including the philosophy that *learning* is holistic and actively engages the mind, body and spirit of the student. The training will focus on all aspects of Holistic Health Education.

### Objectives

Throughout the training, students will gain a deeper understanding of the various energetic balancing and holistic healthcare techniques and learn:

- Theory of energetic medicine from an Ayurvedic and elemental perspective
- Develop bodywork skills and self-help techniques to balance the elements
- Explore communication to become aware of how it affects us energetically
- Become aware of foods for each element
- Use stretching postures to empower both the practitioner and client to take charge of their own health
- Understand the ethical, scope of practice and legal issues pursuant to starting an Holistic Health practice and skills and techniques needed for business practice and promotion.

Competency based training is the foremost training objective of the Institute of Holistic Health Careers.

### Evaluation of Objectives

Progress toward the stated goals will be assessed by the following methods:

- Attendance: Students must complete all in-class hours (either at regularly scheduled classes or at appropriate make-up classes). Specifically, hours are as follows:
  - Elemental Reflexology: 60 hrs.
  - Educational Reiki: 45 hrs.
  - Total Sensory Integration: 60 hrs.
  - APP: 110 hrs.
  - RPP: 435 hrs.
- In-class observation/feedback of students' progress: This supervision is ongoing throughout the training, and includes guided feedback, pop quizzes, and group discussions.
- Practicum Feedback: There will be a continual evaluation of the in-class work of each student by the instructors.
- All required clinical work must be completed in order to earn a certificate

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## Additional Evaluations for Polarity Students

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### APP Training Implementation

APP training consists of four levels which are completed in three two-day modules and one three-day module. This constitutes a total of 110 in-class hours. In order to meet their clinical requirements, students will give fifteen supervised guided clinical sessions. In addition to the guided sessions, thirty practice sessions must be given outside of class. Each student must also have five personal polarity experiences given by a RPP. There is a written exam which consists of Polarity and Orthodox Anatomy.

- APP Level Evaluations: Written evaluation is given to each student at each APP level to be completed by the next level. This evaluation shall be reviewed by the faculty in class at the following level.
- Final Exam for APP Polarity Training courses: A written exam is required on the last weekend of APP training. 75% correct answers are required for a passing grade. Students who do not reach 75% will be required to re-take the final exam and achieve a passing grade before they will receive the course instructor's sign-off to apply for APTA registration.
- Polarity Clinicals: All required clinical work must be completed in order to complete the course

### RPP Training Implementation

RPP training consists of fourteen levels which are completed in two-day modules for a total of 435 in-class hours. There are 45 supervised clinical guided sessions and 70 sessions given outside of class.

Each student must have ten personal polarity experiences given by a RPP. There is a specific module for Evaluation and a final project worth 55 credit hours and a required practicum. The final exam consists of testing in Polarity and Orthodox Anatomy.

- Final Exam for RPP Polarity Training courses: A written exam is required on the last weekend of RPP training. 75% correct answers are required for a passing grade. Students who do not reach 75% will be required to re-take the final exam and achieve a passing grade before they will receive the course instructor's sign-off to apply for APTA registration.
- Polarity Clinicals: All required clinical work must be completed in order to complete the course
- RPP Final Project: must be completed prior to graduation. Project research is 55 credit hours.
- CPR/First Aid: All RPP students must have current certificates prior to graduation.

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## Polarity Course Descriptions

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### Theory and Basic Principles of Polarity

#### Energy Systems

**10 hrs APP, 20 hrs RPP**

The practitioner must have a basic understanding and working knowledge of Polarity principles such as unity and neutrality; duality of repulsion and attraction; the three principles of energy flow; the five elements; the development of the human form as a dynamic energy system; and the basis of Ayurvedic principles.

#### Anatomy and Physiology

**Energy Model: 10 hrs APP, 20 hrs RPP**

**Orthodox Model: 10 hrs APP, 90 hrs RPP**

Competency in this area involves both the Orthodox model, commanding knowledge of the location and function of the major systems, including bones,

joints, muscles, fascia, organs, and fluid systems; The Energy model, explores the relationships and functions of Energy Anatomy as well as locations, etheric energy pathways, lines of force, and harmonic relationships.

### Energetic Evaluation and Integration

**5 hrs APP, 40 hrs RPP**

The practitioner must demonstrate skills of client energetic assessment, history taking, observation, interaction and synthesis. Elemental assessment is the foundation of Polarity and Evaluation.

**Polarity Energetic Bodywork****50 hrs APP, 100 hrs RPP**

Through energetic touch experience, the practitioner develops the understanding and the ability to effectively use the three types of Polarity touch: Satvic, Rajasic, and Tamasic, as well as sensitivity to both verbal and non-verbal interactions with clients.

The practitioner increases the clients' awareness of optimal health and other life issues through energetic protocols, with the goal being that of restoring energetic balance and harmony of body/mind/spirit.

**Communication and Facilitation****Didactic Study: 5 hrs APP, 15 hrs RPP****Guided Personal Exposure: 0 hrs APP, 70 hrs RPP**

Through didactic study, reflective listening and guided personal directives, the practitioner learns how personality and attitudes are influenced by life experiences, including family and socio-cultural factors.

An understanding of the law of cause and effect, and action and reaction, helps the practitioner to gain self-awareness and sensitivity to the needs, strengths, and unique abilities of clients.

**Energetic Food Awareness****5 hrs APP, 20 hrs RPP**

The energetic characteristics of the elements of foods and Dr. Stone's Health Building Program are explored both theoretically and experientially.

The core program is based upon the Ayurvedic concepts of the elements and the energetics of foods for maintaining a healthy balance of life energy.

**Stretching Postures****5 hrs APP, 20 hrs RPP**

Sometimes called "polarity yoga," the stretching postures are a self-help way to facilitate energy balancing. The postures are designed to release blocked energy and increase mobility and muscle tone.

**Business Management & Promotion****5 hrs APP, 30 hrs RPP**

To establish a safe and viable practice that well serves the community, the practitioner must understand the fundamentals of managing a business. These skills include setting up an office or suitable work space, keeping accurate and up to date client records, keeping accounting and tax records, managing accounts payable and receivable, ordering and stocking supplies, managing the telephone and appointments and managing employees as needed.

**Professional Ethics & Law****5 hrs APP, 10 hrs RPP**

Polarity practitioners must understand the scope of practice permitted by law, as well as the scope which is appropriate to their competence and experience. Practitioners must be aware of ethical considerations in the relationships between client and practitioner and between practitioners and other healthcare professionals. Polarity practitioners are not medical doctors, dieticians, or mental health practitioners. They do not diagnose nor prescribe any type of medications. For any medical, dietetic or mental health need, polarity practitioners will refer to appropriate medical or healthcare professionals

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## Sessions and Clinical Training for Polarity Students

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**Clinical Practice Sessions****30 hrs APP, 70 hrs RPP**

These sessions are outside practice sessions for the student to complete prior to graduation. All clinicals are one-hour sessions and not considered part of in-class time.

**Clinical Guided Sessions****15 hrs APP, 45 hrs RPP**

Students practice their skills in a supervised clinical setting giving sessions to clients and receiving guided feedback from supervisors.

Clinicals are one-hour sessions and not considered part of in-class time.

**Personal Polarity Experience****5 hrs APP, 10 hrs RPP**

Students will receive sessions from Registered Polarity Practitioners. The experience of receiving Polarity Therapy sessions and feeling energy releases gives the student firsthand knowledge of the Polarity process.

## APP and RPP Curriculum Hours

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Course Title	APP Clock Hours		RPP Clock Hours	
	Class	Lab	Class	Lab
1) Theory & Basic Principles of Polarity	10		20	
2) Anatomy & Physiology				
• Energy model	10		20	
• Orthodox model	10		90	
3) Energetic Evaluation & Integration	10		40	
4) Polarity Energetic Bodywork	50		100	
5) Communication & Facilitation				
• Didactic Study	5		15	
• Guided Personal Exposure			70	
6) Energetic Foods	5		20	
7) Stretching Postures	5		20	
8) Business Management & Promotion			30	
9) Professional Ethics & Law	5		10	
10) Clinical Supervision				
• Number of one-hour sessions given		30		70
• Hours of guided feedback		15		45
11) Personal Polarity Experiences: Number of one-hour sessions received from RPP		5		10
12) Electives			25	
13) Project/Research				55
<b>Subtotals</b>	<b>110</b>	<b>50</b>	<b>460</b>	<b>180</b>
Hours of actual class time	110		435	
Hours clinical sessions given & received		50		180
<b>TOTAL HOURS</b>	<b>160</b>		<b>640</b>	
<b>TOTAL RPP/APP HOURS</b>			<b>800</b>	

### Additional Information

All hours are approved by the American Polarity Therapy Association and follow the standards for education as developed by APTA

- APP graduates are eligible for RPP training, but the programs may be taken concurrently upon approval of IHHC
- Extra hours (beyond APTA standards) are required under IHHC for state registration

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## Non-Polarity Certificate Course Descriptions

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### **Elemental Reflexology™**

**68 Class Hours, 45 Practicum Hours**

**6 Clinical Hours, 2 Personal Sessions**

**125 Total Hours**

This class teaches the specific elemental reflex points on the feet and their correlation to the elements

Students learn specific balancing techniques which, when applied to acupressure/energy points will balance the elements and promote relaxation. They learn to identify which elements are out of balance through assessing the Elemental reflex points and become proficient in Elemental Reflexology assessment. Included in this course is the Science and Theory of Elemental Reflexology.

### **Energetic Systems Integration™**

**45 Class Hours**

**30 Clinical Hours**

**75 Total Hours**

This class integrates tuning forks, aromatherapy, chakra balancing and sound and healing work. Students will understand the integration and relationship of the senses with the five Ayurvedic elements of the body and learn a basic understanding of aromatherapy chakra blends, gemstones, astrology, symbols, color and sound as they relate

vibrationally to the Ayurvedic elements and systems of the body and their reflex points. They will understand the concept of harmonics and experience the vibrational and sacred geometrical relationships of the body while learning techniques that will work to balance and distress the body.

### **Educational Reiki™**

**45 Class Hours**

**30 Clinical Hours**

**75 Total Hours**

This class comprises 75 credit hours through our approved certificate program in the State of Ohio. Reiki Training can be completed in 3 months of classes & practice sessions In addition to three levels of Reiki attunements, the student will have an understanding of the use of Reiki symbols and will learn Japanese techniques including:

- Gyoshi ho - sending Reiki with the eyes
- Koki ho - using the breath to send Reiki
- Kenyoku - clearing one's energy field
- Jacki-kiri Joka-ho - clearing objects of negative energy
- Hayashi Healing Guide.

## Fees and Payment Schedules

### Schedule of fees: Elemental Reflexology

ITEMS	COST
Tuition	1600
Class Manuals and Charts (taxable items)	175
2 personal sessions (\$65/each)	130
<b>TOTAL COST</b>	<b>\$ 1905</b>

#### Elemental Reflexology Payment Schedule

- \$200 down payment due with application
- Zero- interest financing available
- 5 or 10 month payment plan

### Schedule of fees: APP Program

ITEMS	#	COST	COST
Tuition/Clinicals			2300.00
Books (taxable) ①			195.00
Personal Sessions w/RPP (taxable) ②	5	65.00	325.00
Non-Refundable Application fee	1	50.00	50.00
<b>TOTAL COST</b>			<b>\$ 2870.00</b>

① IHHC APP Manuals, Polarity Therapy Workbook, Polarity Process, Balancing the Elements Video, Anatomy manual  
 ② Personal sessions fees are paid directly to RPP practitioners

### Schedule of fees: Energetic Systems Integration

ITEMS	COST
Tuition	1400
Class Manuals and Charts (taxable items)	30
Materials/Tuning Forks (taxable items)	224.90
<b>TOTAL COST</b>	<b>\$ 1654.90</b>

#### Total Sensory Integration Payment Schedule

- \$200 down payment due with application
- Zero-interest financing available
- 5 or 10 month payment plan

### APP Payment Schedule

- \$50 application fee due to accompany application
- Books purchased and received at first class
- Student clinical shirt paid for prior to first guided clinical
- Personal Sessions: Five sessions with an advanced RPP designated by the Institute (\$65 plus tax, paid at time of session.).
- A monthly payment plan can be set up with a credit card on-file.
- Monthly payments will be processed by IHHC on the 15<sup>th</sup> or 30<sup>th</sup> of every month.

### Schedule of fees: Educational Reiki

ITEMS	COST
Tuition	1200
Class Manuals and Charts (taxable items)	60
<b>TOTAL COST</b>	<b>\$ 1260</b>

#### Educational Reiki Payment Schedule

- \$200 down payment due with application
- Zero-interest financing available
- 5 or 10 month payment plan

## Schedule of fees: RPP Program

ITEMS	#	COS T/ EAC H	COST
Tuition			6000.00
Final Level Evaluation	1	400	400.00
Theory Classes	15	35	525.00
Class Manuals and Videos (taxable) ①		595	595.00
Guided Clinicals	15	40	600.00
Personal Sessions w/RPP② (taxable)	10	65	650.00
Non-Refundable Application fee	1	100	100.00
<b>TOTAL COST</b>			<b>\$ 8870.00</b>
① In addition to the RPP Class Manuals and Videos, an anatomy book is required (fee varies); in addition, students may also opt to purchase other Polarity Practitioner books available through the school. Fees for optional books vary. ② Personal sessions fees are paid directly to RPP practitioners			

## RPP Payment Schedule

- \$100 application fee due to accompany application
- Guided Clinical Sessions (\$600 total), Final Evaluation and Theory (\$525 total) are combined with the tuition for payment
- Personal Polarity Experiences 10 sessions scheduled with an advanced RPP designated by Institute (\$65 plus tax, paid at time of session.).
- A monthly payment plan can be set up with a credit card on-file.
- Monthly payments will be processed by IHHC on the 15<sup>th</sup> or 30<sup>th</sup> of every month.
- Class manuals and videos are paid at Orientation

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## Pre-Payment Options, Student Loans, Work Study, Fee Information

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### Pre-payment Options

For further financial aid information speak to our Admissions Director.

### Payment Plans

Monthly loan payments will be processed by the institute on the 15<sup>th</sup> or 30<sup>th</sup> day of every month. Credit cards or debit cards are accepted methods of payment.

### Other Student Loans

Some state financial aid is available including the GI Bill.

### Work-Study Positions

There are a limited number of work-study positions available. Please apply in advance for a reduction of fees for work-study.

### Fee Information

Fees, including tuition and clinical and all costs are expected to remain the same. If during a student's term, there is a necessary cost of living increase, the student will be given a full term notice (Terms are 4 months). Book fees, which are separate from tuition, and clinical fees may vary depending upon the cost of the books.

Any fee raises will not go into effect for one full term after the students have been notified.

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## Institute of Holistic Health Careers Refund Policy

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The Institute of Holistic Health Careers uses the refund policy as established in the Ohio Administrative Rule 3332-10.

(i) A student who starts class and withdraws before the academic term is fifteen percent completed will be obligated for twenty-five percent of the tuition and refundable fees, plus the registration fee.

(ii) A student who starts class and withdraws after the academic term is fifteen percent complete but before the academic term is twenty-five percent

completed will be obligated for fifty percent of the tuition and refundable fees plus the registration.

(iii) A student who starts class and withdraws after the academic term is twenty-five percent complete but before the academic term is forty percent completed will be obligated for seventy-five percent of the tuition and refundable fees plus the registration.

(iv) A student who starts class and withdraws after the academic term is forty percent completed will not be entitled to a refund of the tuition and fees.

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## APTA Registration Procedures

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At the culmination of all requirements, the American Polarity Therapy Association (APTA) application for registration will be processed by the faculty and shall be submitted after the completion of all requirements. The application fee for APTA registration and membership is separate from school tuition and fees. For specific information, please visit the APTA website at [www.polaritytherapy.org](http://www.polaritytherapy.org).

The designations of APP and RPP may not be used

unless the applicant is fully registered by APTA and a current member in good standing.

The APP/RPP courses taught at the institute are approved by the Board of Directors of the American Polarity Therapy Association.

The Institute of Holistic Health Careers is an approved training school registered by the American Polarity Association.