Excellence in Education

SPACE COAST EDUCATION CENTER

MASSAGE SKIN CARE

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Put Your Future In Your Hands

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WELCOME… and thank you for your interest in Space Coast Education Center. The staff and faculty share your thirst for knowledge, valiant effort to seek a new path, and desire for professional and personal growth. Our programs of study have been created from our commitment to establish high standards of quality, ethical education, and career development. Our primary goal is to prepare you to pass the licensing exams. Our commitment is to assist you in your future endeavors. We look forward to a warm and lasting relationship.

SCHOOL PHILOSOPHY

The primary philosophy of Space Coast Education Center is to offer the student the finest complete training in each program we offer. The administration and staff are dedicated to the development of a program that provides students with a comprehensive understanding of the fundamentals thus creating a solid foundation and enabling them to embark on a successful and rewarding career. It is our profound hope that the learning experience will be enriching for all involved.

LICENSURE

Space Coast Education Center is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, Florida, 32399-0400, toll-free number 888-224-6684. License #1364, and approved by the Florida Department of Health, Division of Medical Quality Assurance, Board of Massage Therapy, 2020 Capital Circle SE, BIN #C06, Tallahassee, FL 32399-3259, 850.488.0595.

STATEMENT OF OWNERSHIP

Three39 LLC, DBA, Space Coast Education Center is a private, for-profit corporation registered in the State of Florida. The owners are Stephen Fernez and Maria Fernez.

BOARD OF DIRECTORS

MARIA FERNEZ, OWNER

Maria is a graduate of Space Coast Education Center and a licensed facial specialist with advanced certifications in dermaplaning, waxing, and permanent makeup. She brings hands-on industry experience along with a strong background in operations, marketing, and student support. Alongside her husband, she helped launch Carabella Spa and Wellness in 2021, expanding her experience in the spa and wellness industry.

In addition to her work in the wellness field, Maria has over 20 years of public service experience with the Brevard County Sheriff's Office, where she has served as a Deputy, Agent, and Public Information Officer. Her background in leadership, communication, and community engagement supports her commitment to mentoring students and preparing them for careers in massage therapy and skincare.

STEPHEN FERNEZ, CO-OWNER, DIRECTOR

Stephen is a native of Florida and grew up in Brevard County. He is a 23-year law enforcement professional and adjunct professor at Florida Institute of Technology, with past teaching experience at Barry University. In 2020, he produced the award-winning documentary *Coming Clean*, focusing on substance abuse and mental health. Alongside his wife, he launched Carabella Spa and Wellness Studio in 2021.

Stephen has a strong record of community service, with over two decades of involvement in organizations such as St. Baldrick's Foundation, Special Olympics Torch Run, and United Way, and currently serves on the board of LEAD Brevard. He holds a Doctorate in Educational Leadership, a Master of Public Administration from Barry University, and leadership certificates from Cornell University and LEAD Brevard. His work bridges wellness, education, and community impact.

ABOUT OUR ORGANIZATIONS

Founded in 1991, **Space Coast Education Center** has been a leader in massage therapy and skincare education. Complementing the school, **Space Coast Massage & Spa** has provided a professional, full-service spa environment since 1994, offering a wide range of services performed by licensed massage therapists, skincare specialists, and nail technicians.

ADMINISTRATIVE STAFF

Deborah Normyle, Business Manager

Deborah has been a dedicated professional of the Space Coast Education Center and Space Coast Massage and Spa team since 1997, She brings decades of experience, leadership and commitment to her work.

Krystofer Otwell, Assistant Director

Krystofer has been a dedicated professional with Space Coast Education Center since 2019 and with Space Coast Massage and Spa since 2006. He brings experience in wellness and commitment to supporting both students and staff.

Natalie Steinhelper, Student Services, and Instructor

Natalie Steinhelper has been a dedicated professional with Space Coast Education Center since 2020 and with Space Coast Massage and Spa since 2011. She brings years of experience in wellness along with a passion for student success.

FROM THE STUDENTS

"It's not a job, it's just wonderful! It's rewarding and its fun!"

-Jennifer Mayer

"I love the school; I love the school!"

-Maria Swindel

2026-2027 ACADEMIC CALENDAR

CALENDAR

PROGRAM	START DATE	ANTICIPATED END DATE
MASSAGE THERAPY		
(Day or Night Classes Avail.)		
Full Time		
Basic Massage & Hydrotherapy Program	August 3, 2026	January 19, 2027
Basic Massage & Hydrotherapy Program	February 1, 2027	July 15, 2027
Massage & Hydrotherapy Program	August 3, 2026	February 25, 2027
Massage & Hydrotherapy Program	February 1, 2027	August 19, 2027
Half Time		
Basic Massage & Hydrotherapy Program	August 3, 2026	July 15, 2027
Basic Massage & Hydrotherapy Program	February 1, 2027	January 10, 2028
Massage & Hydrotherapy Program	August 3, 2026	July 15, 2027
Massage & Hydrotherapy Program	February 1, 2027	January 10, 2028
SKIN CARE		
(Day or Night Classes Available)Monday, Wednesday,Thursday		
Basic Facial & Makeup Specialist Program	August 3, 2026	January 14, 2027
Basic Facial & Makeup Specialist Program	February 1, 2027	July 7, 2027
Tuesday and Friday Day only		
Basic Facial & Makeup Specialist Program	August 4, 2026	January 15, 2027
Basic Facial & Makeup Specialist Program	February 2, 2027	July 6, 2027
HOLIDAYS		
Memorial Day, 4th of July, Labor Day		
Thanksgiving Day		
Christmas Day and New Years Day		

*Calendar start and end dates are subject to change.

**If a start date is cancelled, students will receive a full refund of all monies paid and will be eligible for the next scheduled start date.

***All classes are subject to change as needed or as determined by school administration.

ABOUT US

Your Success Is Our Goal

We put YOUR Future in YOUR Hands

SCHOOL HISTORY

Jan. 1991	Space Coast Massage Institute is founded in Indialantic, Florida.
Feb. 1992	The first graduating class for licensed massage therapy.
1994	Space Coast Massage Institute is moving to Gateway Business Center in Melbourne, Florida.
1995	The Florida Marlins Sports Internship Program begins, providing graduates of Space Coast Massage & Allied Health Institute the opportunity to work on professional athletes during spring training in Viera, FL and at the home stands in Miami.
1995	The Hospital Internship Program begins providing graduates of Space Coast Massage & Allied Health Institute with the opportunity to work with hospital patients.
Dec. 1998	Groundbreaking for the new building on the corner of Sheridan & Wickham Road in West Melbourne, Florida.
Dec. 1998	Space Coast Massage & Allied Health Institute changes name to Space Coast Health Institute.
Jan. 2004	Basic Facial and Makeup Specialist Program offered.
Feb. 2005	Space Coast Education Center began working with the Washington Nationals for the Sports Internship Program.
Aug. 2006	The Massage and Hydrotherapy 600 Hour Program offered.
Jan. 2011	Space Coast Health Institute helped Extreme Makeover by massaging all the Celebrities, Crew and Volunteers.
April 2012	The Nail Technician Program approved.
Aug. 2012	The Nail Technician Program offered.
Nov. 2015	Space Coast Health Institute changes name to Space Coast Education Center.

Jan. 2016	The Florida Institute of Technology Internship Program begins this year providing students and graduates with the opportunity to work with Florida Tech athletes. Until now, our sports internship primarily focused on male professional baseball athletes. Our partnership with Florida Tech will give our students and graduates the opportunity to work with both male and female athletes in a wide variety of sports.
March 2016	Nail Technician Program discontinued.
May 2017	Hospital Internship discontinued.
March 2023	Sports Internship discontinued.
May 2023	The Massage and Hydrotherapy Program approved.
Aug. 2023	The Massage and Hydrotherapy Program offered.
March 2026	A legacy built by Rick and Jody Stork is being continued under new ownership with gratitude for their vision and honoring their work moving forward.

FROM THE STUDENTS…

"It's an investment I'm making in myself and I'm worth it!"

-Jill Campbell

THE LIFE YOU WANT

"I wanted to go from a high stress, unhappy job to a very healing environment and decided that massage therapy would be the best route to help people… I'm loving life."

-Tracey Turner

DESCRIPTION OF SCHOOL FACILITIES

Space Coast Education Center is in a 10,323 square foot building in West Melbourne, Florida. The facility is convenient to the airport, beaches, malls, and Orlando. Space Coast Education Center consists of a reception area, retail store, private massage treatment rooms, three spa treatment rooms, business offices, two large lecture rooms and a large practicum area. The classrooms are equipped with demonstration and practice equipment, (i.e., massage tables, massage chairs, skincare and body treatment tables, large screen TV, VCR, overhead projector, slide projector, skeletons, and various charts). A library of books, videos, CD's, and cassettes are available to students. A study area is provided for student use. We encourage all prospective applicants to visit our facility and meet our staff.

FACULTY

LISA BOUTSIS, Facial Specialist, Roman Academy of Beauty Culture, Course (s) Taught: *Basic Facial and Makeup Specialist Program.*

ERIN RILEY, LMT, Space Coast Education Center, Course (s) Taught: *Anatomy & Physiology for Basic Massage and Hydrotherapy, Massage and Hydrotherapy 600, Massage and Hydrotherapy, Massage and Hydrotherapy 800 Hour Programs.*

GINA SHANK, LMT, Licensed Practical Nurse, Eastern Florida State College - Nursing, Space Coast Education Center, Course (s) Taught: *Massage and Hydrotherapy for Basic Massage and Hydrotherapy, Massage and Hydrotherapy, Massage and Hydrotherapy 600 Hour, Massage and Hydrotherapy 800 Hour Programs.*

KRYSTOFER OTWELL, LMT, Space Coast Education Center, Course (s) Taught: *Basic Massage and Hydrotherapy, Massage and Hydrotherapy 600, Massage and Hydrotherapy, Massage and Hydrotherapy 800 Hour Programs.*

NATALIE STEINHELPER, LMT, Space Coast Education Center, Course (s) Taught: *Basic Massage and Hydrotherapy, Massage and Hydrotherapy 600, Massage and Hydrotherapy, Massage and Hydrotherapy 800 Hour.*

VARIOUS GUEST ADJUNCT INSTRUCTORS

TEACHER / STUDENT RATIO FOR CLASSES

Massage Therapy Programs -The maximum enrollment is (45) students for each class and minimum enrollment are (6) students per class. Either two instructors or additional teaching assistants will be placed in classes to effectively serve maximum enrollment**.**

Basic Facial and Make up Specialist Program -The maximum enrollment is 12 per class.

ADMINISTRATIVE POLICIES

NONDISCRIMINATION POLICY

Space Coast Education Center, does not discriminate on the basis of race, color, religion, national origin, status as a disabled or Vietnam-era veteran, age, gender, sexual orientation, or the presence of a handicap in the administration of educational policies, school administered programs, and student admittance. All terms and conditions included in this catalog are administered and applied with respect to the education and care of all people.

ADMISSION REQUIREMENTS

Admission to Space Coast Education Center is based upon the following requirements:

1. Must be 18 years of age by the date of graduation.
2. Be a citizen of the United States and/or provide a permanent resident card.
3. Submit a registration with the $95.00 registration fee and a current picture.
4. Have a personal interview and tour with an administrator of the Institute.
5. Submit a completed official high school transcript stating date of graduation, GED Equivalent or high school diploma.
6. Submit a signed enrollment agreement.
7. All Veterans must provide a copy of their DD214.

ADMISSION PROCEDURES

To register for admission, applicants should contact an admissions representative at the school to schedule an appointment for a personal interview and a tour of the school facilities. At this time, applicants should complete a registration form. A $95.00 registration fee must accompany the registration form to the school. A certified high school transcript stating date of graduation, GED Equivalent or high school diploma is required before entering school.

ACCOMMODATIONS

Housing or dorms for students are not provided. There are a large number of rental facilities in the Melbourne area to serve the student population.

EMPLOYMENT ASSISTANCE

Space Coast Education Center focuses on preparing students for rewarding and successful careers. There is a wide variety of local employment available. We are pleased to provide assistance to our students as they enter the job market. Our graduates have secured positions in chiropractic offices, medical offices, hospitals, rehabilitation centers, resorts, spas / salons, cruise ships, with professional sports teams, among others. We maintain an employment placement file recording all graduates and their places of employment, as well as the most current employment opportunities available. Space Coast Education Center does not guarantee employment.

CANCELLATION AND REFUND POLICY

In the event a student fails to enter, withdraws, or is dismissed/discontinued by the institution, the following refund policies shall apply:
Refunds are based on the length of time the student was enrolled and attending classes prior to withdrawing from the school in writing. Refunds are applicable to paid tuition only.

Space Coast Education Center will repurchase books if never used or written in, if withdrawal is on or before the first day of class. No other withdrawal policies provide for the repurchase of books after the first day of class. Facial Program Only: Product and equipment fee cost will be refunded if withdrawal is on or before the first day of class (es).

1. Cancellation can be made in person, by electronic mail or by Certified Mail.

2. There will be a full refund of all money paid if the school does not accept the applicant or if the student, (or assigned legal guardian) cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but prior to entering class (es), will result in a refund of all monies paid except for the registration fee.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.

The termination date for refund computation purposes is the last date of actual attendance by the student unless an earlier written notice is received. Cancellation after attendance has begun; the student is subject to a $145 termination fee. Refunds will be made within 30 days following determination of termination or receipt of cancellation notice.

The enrollment agreement constitutes a binding contract upon acceptance by the school.

VETERANS' POLICY

Space Coast Education Center is approved by the State of Florida, Bureau of State Approving Agency for Veterans' Training for eligible veterans. Students eligible for VA benefits must contact the Business Manager.

For Post 9/11 GI Bill® (Ch33) students and VA Vocational Rehabilitation and Employment (Ch31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE), and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. [Please list all additional requirements your school will ask a student to satisfy which are permitted under 38 USC 3679(e)] Please see 38 USC 3679(e) for complete details.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

VETERANS' REFUND POLICY

The refund of the unused portion of tuition, fees, and other charges for veterans' or eligible persons who fail to enter a program, withdraw, or discontinue before completion, will be made for all amounts paid which exceed the approximate prorated portion of the total charges that the length of the completed portion of the course bears to the total length of the program. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

WITHDRAWAL

Students choosing to withdraw from the program prior to completion are asked to schedule an exit interview with the Student Services Coordinator or designee. Students that are absent, without notification, for three consecutive days may be considered withdrawn from the program. Students with absences exceeding 50 hours of the program may be considered withdrawn.

The student's withdrawal date is determined by the date of the last class attended. The school administrators determine reinstatement. Any student withdrawing for any reason prior to the completion of the program may re-enroll for the next term and must have their remaining hours completed before the end of that term.

ATTENDANCE POLICY

Students are required to attend all scheduled classes. There are no excused absences in a clock hour program. Therefore, all missed classes must be made up in an alternate scheduled class between classes or on Fridays.

TARDY POLICY

Classes begin directly on the hour. Any student arriving after class begins is considered tardy. Any time missed due to tardiness must be made up according to the makeup policy.

MAKE UP POLICY

For each class day or portion thereof missed, the student will have to attend scheduled class (es) outside of their normal class schedule. PLEASE NOTE: This does not supersede the grading policy. It is the student's responsibility to obtain all missed work from Student Services. All tests and / or quizzes must be made up on the next scheduled class day. Banking hours is not permitted. NOTE: Banking hours is defined as the accrual of hours before time is missed to be utilized for such make-up.

LEAVE OF ABSENCE

A student may submit a request for a leave of absence, not to exceed 10 days. However, all scheduled tests must be taken prior to absence (unless material covered while absent is included on such tests). Conditions for a medical leave of absence will be decided upon by the Director and only with official notification from a physician. Students should refer to school policies regarding the published maximum length of time permitted to successfully complete each program. All arrangements must be pre-approved and scheduled by the Student Services Coordinator.

PROBATION POLICY

If student performance in academic or practical areas of study is not maintained, according to the grading policy, and there is serious concern about the probability of a student successfully completing the program, for any reason, he/she will be placed on probation for a period of time not to exceed four weeks. A plan of action will be devised for the student's success, which may include the retake of missed / failed tests. This plan of action must be followed, or dismissal may result. This may result in extra expense if the student requires tutorials and/or retaking a section of the program to achieve a passing grade. If noticeable improvement is not shown during the probationary period, the student may be dismissed from the program. Noticeable improvement, as determined by the instructors and/or school administrators, will conclude the probationary period.

NOTICEABLE IMPROVEMENT is defined as bringing the object of probation into compliance with current rules and regulations.

SERIOUS CONCERN is defined, as the likelihood of the student achieving and/or maintaining the minimal grade, according to the grading policy, is highly questionable.

SUSPENSION POLICY

In lieu of immediate dismissal, the Administration reserves the right to suspend any student for a period not to exceed 10 class days considering the following mitigating factors:

1. Repetition of offense
2. Severity of offense

Upon completion of the granted suspension, prior to the students return to the program, the Director or Assistant Director shall initiate a meeting with the said student to outline the requirements to be maintained for successful completion of the program.
Failure of the student to fully maintain such requirements for the remainder of the program will cause the student to be immediately dismissed from such program without further recourse.

A student on suspension is barred from visiting privileges and class attendance at Space Coast Education Center. All the time and coursework missed, because of suspension shall be the responsibility of the student. The student will not be charged for make-up time imposed upon them during such suspension. The timeframe for make-up will be commensurate with the suspension length multiplied by two. (See make-up policy for details)

STUDENT SERVICES

Financial and Education Counseling are Monday through Friday from 9:00am and 4:00pm.

ADVISEMENT

The Director and Administrators are available to assist and advise students upon student request, regarding program-related issues only. Ongoing support between students and staff is an integral part of our school and we are happy to provide information and referral sources to any student who feels that they may require professional assistance for matters of a personal nature.

CODE OF CONDUCT AND GROUNDS FOR TERMINATION

1. Students are required to maintain their studies according to the Grading Policy and/or fulfill the requirements of academic probation.
2. The enrollment agreement must be honored in its entirety.
3. Students shall not possess, use, or distribute illegal substances, drugs, or alcohol on school property or as part of any school activity. Space Coast Education Center is a tobacco free facility.
4. Students shall not attend class under the influence of alcohol or illegal substances or prescribed medications that alter consciousness or pain recognition.
5. Students shall have no more than three consecutive days of unexcused absences without notifying the administration.
6. Students exhibiting emotional instability as determined by the judgment of the administrators shall be required to meet with the Director or authorized staff member.
7. Students shall not behave in a manner that is potentially dangerous to other students, clients, or themselves.
8. Classroom nudity is prohibited.
9. Behaving in a manner that may be harmful to the reputation of the school or to the related Professions.
10. Students shall refrain from behavior considered disruptive and/or disrespectful to the instructors, fellow students and administration.
11. Failure to meet financial obligations, comply with attendance policies or any other rules and regulations described in this catalog.

12. Academic Integrity - any student caught cheating may be dismissed from the program without warning.

Disregard for any of the above points may constitute grounds for dismissal. Reinstatement following dismissal is at the discretion of the school administration.

STUDENT GRIEVANCES

Mutual respect is a core value that we endeavor to represent to our students. It is requested that students with grievances do not repress or ignore their feelings. Our goal is to make the education process as mutually enjoyable as possible for students, instructors, and staff. Any student wishing to express dissatisfaction with an instructor, staff member, or fellow student must follow the following grievance procedures to resolve any differences amicably and promptly. All people are expected to participate in the grievance resolution process in good faith. To file a grievance, the student must complete a formal Grievance Form (available from the school office) and return it to the school office for delivery to the Assistant Director. Grievances must be filed within thirty calendar days from the time of the incident in question.

1. Speak directly with the person involved and make sure there are no misunderstandings between the parties.

2. Speak with the instructor (if class related).

3. If not resolved between the parties, write the problem on a grievance form and return it to Student Services or School Administration and all parties involved will speak with the Student Services Coordinator.

4. If not resolved, all parties involved will speak with the Assistant Director.

5. If not resolved, all parties involved will speak with the Director.

6. Written responses from the administration are given within 5 working days.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Commission for Independent Education, Florida Department of Education. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Commission for Independent Education
Florida Department of Education
325 W. Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
1-850-245-3200

A copy of the Commission's Complaint Form is available in the student services office.

STUDENT RECORDS

Permanent records are kept for all students, both past and present. Student files are confidential and cannot be released without a student's written consent. Students may access their files by submitting a written request to the Student Services Coordinator. Only after written submission will Student Services arrange for the student to view his/her file within five working days and only during regular school hours. Any student requiring records to be sent to a third party may do so by filling out and signing an "Authorization to Release Student Records" form. There is a $20.00 charge for each copy of transcripts and a $20.00 charge for each duplicate diploma.

DISCLOSURE OF EDUCATIONAL RECORDS

Space Coast Education Center will disclose information from student educational records only with the written consent of the student, with the following exceptions:

1. School officials who have a legitimate educational interest in the records.
2. Officials of another school request whether the student seeks or intends to enroll at that institution.
3. Certain officials of the U.S. Department of Education, the Inspector General, state and local educational authorities in connection with state or federally supported education programs.
4. Organizations conducting certain studies on behalf of the school.
5. Accrediting commissions to conduct their functions.
6. Comply with a judicial order or a lawfully ordered subpoena.
7. Appropriate parties in health or safety emergencies.

If a student requests a copy of their records, a charge of $.10 per page will be applied. Payment must be made before copies will be provided.

TRANSFER OF RECORDS

Veteran students will be evaluated for prior training. Credit will be granted if appropriate, with tuition and training time adjusted proportionately, and proper notification of both the Veteran's Administration and the veteran. (This is found in Title 38, Code of Federal Regulations, sections 21.4253 (d) (3) and 21.4254 (4).

Space Coast Education Center will not accept any other transfer of credits. There is no granting of credits for work experience or examination.

Space Coast Education Center cannot guarantee that its credits will transfer to another school. Students are advised to check with the receiving school before assuming any or all credits will be transferable.

DRUG / ALCOHOL ABUSE POLICY

Because the likelihood of success is dramatically reduced for students who abuse drugs, Space Coast Education Center is determined to have a drug-free campus. Usage of any drugs (Illegal or prescription), or alcohol or any substance that alters pain or consciousness, will not be tolerated on campus or at any Space Coast Education Center sponsored event off campus. Space Coast Education Center requires applicants to commit themselves to obeying the law and refraining from any usage of drugs and alcohol activity on its campuses and at its events. A student who is convicted of a drug-related offense that occurred on campus or while in attendance at a school event will be sanctioned up to and including suspension or expulsion. The school has the responsibility to refer to prosecution anyone engaging in illegal drug or controlled substance activity on its campus or off-campus events. A student who is convicted of any drug offense must report it to the Student Services Coordinator on his/her campus within five days. Students may contact the same office for an explanation of appeal rights for each step of the disciplinary process.

SMOKING POLICY

It is our intention to create a smoke-free environment for our employees, clients, and students. Space Coast Education Center and Space Coast Massage & Spa prohibit smoking and/or vaping inside and in front of the building. If you smoke and/or vape, please ask about the appropriate areas where smoking is permitted.

We support all our employees, clients, and students in choosing a healthy, nonsmoking way of life.

GRADING SYSTEM

1. The Following scale will determine the grade received on any written examinations:

A	92% - 100%	4
B	83% - 91%	3
C	75% - 82%	2
D	67% - 74%	1
F	66% - below	0

2. Student progress is assessed regularly by written major exams and quizzes. The student must maintain 75% or better in all courses of study. Each student is informed of his/her progress through quarterly progress reports.
3. Students will be given practical evaluations in massage therapy classes.
4. Any student failing to achieve and maintain satisfactory progress will be placed on probation. Full-time students have 9 months maximum (half-time students have 18 months maximum) to complete the program with a minimum of 75% (C) before they must retake the entire failed portion of the program. (See Probation Policy).
5. Students must have a minimum grade of 67% (D) by the end of the first quarter or they will be placed on probation.
6. The students must achieve a minimum of 75% (C) at the midpoint of the term or they will be placed on probation or dismissed.
7. The students must achieve a minimum of 75% (C) in all courses and practical evaluations before he/she is permitted to graduate.

8. All students must achieve a final minimum of 75% (C) in both the Anatomy and Physiology as well as massage therapy portions of the course before they are permitted to graduate.

SATISFACTORY ACADEMIC PROGRESS POLICY (MINIMUM STANDARDS)

Students must meet an academic performance of 75% (C) at the midpoint of the term or they will be placed on probation or dismissed.

All Students must receive a 75% (C) or better in the program before they are permitted to graduate.

Students will only be allowed one retake of a failed test and will receive an average of their (2) two scores or a maximum of 75%.

Any student failing to achieve and maintain satisfactory progress will be placed on probation by the institution. Satisfactory progress is defined as meeting the minimal required attendance, grading, code of conduct and financial obligations.

Students must complete their educational objective within a given time frame.

All students are limited to no more than 150% of the published length of the educational program.

REQUIRMENTS FOR RECEIVING A DIPLOMA

Upon graduation students will receive a diploma stating the successful completion of the training program. In order to receive a diploma the student must have completed all hours of the program they are enrolled in, completed all class assignments, satisfactorily mastered all of the classes of study, passed all final exams, completed any additional assignments and tests given as part of Space Coast Education Centers remedial training, paid all tuition and fees in full and complied with the rules and regulations of Space Coast Education Center. In addition, all borrowed or rented material must be returned to school prior to graduation.

MBLEx-$265.00 Massage License Fee-$155.00 Skincare license fee-$75.00

If you choose to switch programs, a $250.00 transfer fee will apply. In addition, the full price difference between the programs must be paid in full at the time of transfer. Payment plans are NOT available.

SCHOOL EQUIPMENT

A reserve list is maintained in the student services office, to check out massage tables over weekends when available. Checking out a table is complementary. The DVD, skeletons, and other related items must remain on school premises, but may be used by students as study tools to enhance their skills while in the classroom. There are no items available for rental within the facial program. All other related items or products must remain on school premises.

CONTINUING EDUCATION AND SEMINARS

Space Coast Education Center sponsors workshops, seminars, and lectures by experts in the field of massage and natural health care for the benefit of licensed massage therapists as well as students. These programs are strictly optional and are offered to broaden the knowledge base and techniques of the massage professional. Space Coast Education Center does not offer continuing education for facial specialists. The list of approved continuing education providers and their courses are available through the Florida Department of Business & Professional Regulations at 850-487-1395 or online at www.MyFloridaLicense.com.

All Students will be notified of any changes made at Space Coast Education Center.

BASIC MASSAGE & HYDROTHERAPY

(500 HOURS)

PROGRAM OBJECTIVES

Space Coast Education Center has established the following objectives for the Basic Massage Program:

- Prepare students to sit for the Florida State Board Exam for massage therapy.
- Provide a positive learning environment, focusing on the development of the student as a professional in the health care field.
- Provide a strong, comprehensive curriculum to meet student interests in the field of massage therapy.
- Provide a highly qualified and caring faculty to guide students in all aspects of the profession.

As required by the Florida Board of Massage Therapy, this program consists of 500 classroom (clock) hours of instruction in the required subjects. A classroom (clock) hour shall be no less than 50 minutes of any one clock hour during which a student participates in a learning activity in the physical presence of a member of the faculty of the school. This program prepares the student for an entry-level position in the field of Massage Therapy. The Course Numbering System is as follows: The letter prefix to each course, BMH, stands for Basic Massage & Hydrotherapy. The numerical portions of the course number are numbered sequentially to the required courses. The program of instruction is as follows:

PROGRAM DESCRIPTION

Effective and comprehensive training in Massage Therapy, with emphasis on Hydrotherapy, Florida Massage Law, Sports Massage and Neuromuscular Massage. The program includes a comprehensive study of Anatomy and Physiology.

BMH01 ANATOMY AND PHYSIOLOGY, KINESIOLOGY AND PATHOLOGY (150 Hours)

The structure and function of the body are taught. Beginning with the cellular level, the program covers the organization of related body systems. Special emphasis is placed on the nervous, Musculo-skeletal, and cardiovascular systems. A series of lab classes are incorporated in the hours to offer the students a more specialized understanding.

BMH02 MASSAGE THERAPY: THEORY AND HISTORY (100 Hours)

A comprehensive study of the theory and history of massage therapy provides a basic foundation for the massage therapist. Emphasis is on indications and contraindications of massage and the practical techniques of massage applications and hygiene.

BMH03 CLINICAL PRACTICUM (125 Hours)

Process of learning to massage clients in a classroom setting.

BMH04 ALLIED MODALITIES (76 Hours)

After completing the 500-hour program and passing the board, a graduate may choose to become certified in another area of massage. Space Coast Education Center offers the student an overview of the following modalities: Aromatherapy, Chair Massage, Deep Tissue Massage, Lomi I, Medical Massage, Myofascial I, Neuromuscular I, Pregnancy, Reflexology I, Sports Massage I and Traditional Chinese Medicine.

BMH05 BUSINESS (15 HOURS)
Business Management and Marketing.

BMH06 THEORY AND PRACTICE OF HYDROTHERAPY (15 Hours)
Defined as the use of water in any of its three forms, solid, liquid, or vapor, internally or externally, in the treatment of disease or trauma. Students learn the indications and contraindications for hot packs, cold packs, contrast therapy, paraffin use, steam baths and salt glows.

BMH07 FLORIDA MASSAGE LAW AND HUMAN TRAFFICKING (10 Hours)
The history and requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes) are discussed to familiarize students with the laws governing the practice of massage in the State of Florida.

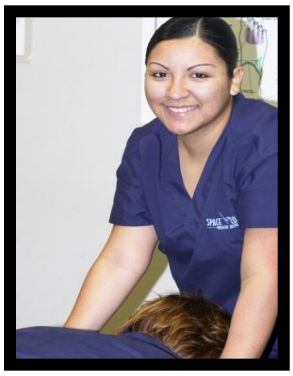
BMH08 PROFESSIONAL ETHICS (4 Hours)
This class is designed to explore personal prejudices, fears, and limitations and to address massage therapy and intimacy issues.

BMH09 HIV/AIDS EDUCATION (3 Hours)
Students are required to attend a three-hour HRS or Red Cross approved Aids/HIV course for certification for health care professionals. This course is designed to convey current and factual HIV/AIDS information.

BMH10 MEDICAL ERRORS PREVENTION (2 Hours)
The State of Florida requires students to attend this two-hour course. The materials covered in this class will include fire safety, risk management, and safety precautions that should be taken as a healthcare professional.

DAY CLASS SCHEDULE**

Monday	9 am - 2:30 pm	Massage Therapy or Allied Modality
Tuesday	9 am - 2:30 pm	Massage Therapy or Allied Modality
Wednesday	9 am - 2:30 pm	Anatomy & Physiology
Thursday	9 am - 2:30 pm	Massage Therapy or Allied Modality
Friday	no class	



EVENING CLASS SCHEDULE**

Monday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Tuesday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Wednesday	5:00 pm - 10:30 pm	Anatomy & Physiology
Thursday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Friday	no class	

Break times will be determined by administration.
** All classes are subject to change as needed or as determined by school administration.
** Some weekends are required.
***** Community service hours / events will include weekend activities.**

CERTIFICATION AND LICENSURE INFORMATION

Florida requires licensure for practicing massage therapy. Space Coast Education Center offers students a basic 500-hour program, which is approved by the Board of Massage Therapy and prepares the student for an entry-level position in the field of massage therapy. Upon completion of the program, the student is eligible to sit for the MBLEx (Massage & Bodywork Licensing Examination).

FSMTB MASSAGE EDUCATION POLICY

Effective July 1, 2017, candidates seeking access to the MBLEx will be required to substantiate either:

a. Enrollment in and having received education and training in all subject areas of the MBLEx Content Outline form and approved massage therapy education program; or
b. Graduation from an approved massage therapy education program.

Substantiation documentation must be submitted to FSMTB directly from the education program.

Licensure in other states, municipalities, and townships may differ; therefore, it is recommended that students determine what is required for licensure in the area in which they are planning to work. Space Coast Education Center will assist students in determining licensure regulations in other states and municipalities if requested.

REQUIREMENTS FOR RECEIVING A DIPLOMA

Upon graduation students will receive a diploma stating the successful completion of the training program. In order to receive a diploma the student must have completed the 500-hour program, completed all class assignments, satisfactorily mastered all of the classes of study, completed 125 student massages, passed all final exams, paid all tuition and fees in full and complied with the rules and regulations of Space Coast Education Center. In addition, all borrowed or rented material must be returned to school prior to graduation.

PRACTICUM

Space Coast Education Center will conduct student clinics throughout the term during regular classroom hours. Students are required to perform 125 massages within the program.

DRESS CODE

Required: 2 sets of navy-blue scrubs with Space Coast Education Center logo and fully closed athletic/tennis shoes.

Any student who chooses not to follow the dress code will be asked to leave class for the day and will be considered absent for that day. Refer to Student Notebook for specifics.

TUITION

Tuition is $5,499.00 for the six- (6) month term (500 hours). A $95.00 registration fee must accompany the registration form to the school. All fees must be paid according to the students' signed financial agreement.

* Tuition is subject to change. Tuition costs listed on signed enrollment agreements will be honored. Please note that the registration form is not an enrollment agreement.

BOOKS

Textbooks are provided for purchase through Space Coast Education Center for the program.

SCHOOL KIT FEE

Product an Equipment Fees are required to be purchased through Space Coast Education Center.

The student can expect to pay an estimated cost of $480.37 for books and school kit fees. Prices are subject to change.

TOTAL COST OF PROGRAM $6,074.37

Students are given a 10% discount on massage tables and chairs from most of the massage equipment manufacturers when ordered through our school. Students are given a 10% discount on most items in the retail store.

Note: These discounts only apply while the student is currently enrolled in the program.

INTEREST FREE FINANCING

Short term interest free financing is available through Space Coast Education Center. Students may choose to pay the $5,499.00 interest-free tuition with any of the payment plans below. The sixth month of your program, the payments will be auto debited using a debit card from your bank account or a credit card. All payments are due on the first of each month. An additional $20.00 late fee will be charged if payment is more than five (5) days late. A $35.00 charge will be assessed for any returned checks.

Payment Plans

FULL TIME status, six-month term options (choose one):

1. Six monthly payments of $916.50 (1st payment due upon enrollment). Balance must be paid no later than 180 days from the end date of the program.
2. *Twelve monthly payments of $458.25 (1st payment due upon enrollment). ***Auto debit occurs at enrollment.** Balance must be paid no later than 180 days from the end date of the program.
3. Payment in Full.

***Payment plans will be auto debited at time of enrollment for any plans over six months.**

HALF TIME status, twelve-month term options (choose one)

1. Twelve monthly payments of $458.25 (1st payment due upon enrollment). ***Auto debit occurs at enrollment.** Balance must be paid no later than 180 days from the end date of the program.
2. Payment in Full.

*The student must pay the balance in full before they can begin training for the next program on or after the expiration of the payment plan.

** If you fail to maintain your contract payment, the remaining balance of your program will be due in full upon completion.

***When switching to another program a $250.00 transfer fee will be assessed and program must be paid in full. (no payment plan).

LENGTH OF PROGRAM

Full time status: Six-month enrollment

Monday through Thursday days, OR
Monday through Thursday evenings.

Half time status: One-year enrollment (two six-month terms)

First six-month term (Massage Therapy classes) Tuesday and Thursday days OR
Tuesday and Thursday evenings
Second six-month term (Anatomy & Physiology), Mondays and Wednesdays, days, or evenings

** All classes are subject to change as needed or as determined by school administration.

**Some weekends are suggested.

***** Community service hours / events will include weekend activities.**

MASSAGE & HYDROTHERAPY (600 HOURS)

PROGRAM OBJECTIVES

Space Coast Education Center has established the following objectives for the Massage & Hydrotherapy Program:

- Prepare students to sit for the Florida State Board Exam for massage therapy.
- Provide a positive learning environment, focusing on the development of the student as a professional in the health care field.
- Provide a strong comprehensive curriculum to meet student interests in the field of massage therapy.
- Provide a highly qualified and caring faculty to guide students in all aspects of the profession.

This program consists of 600 classroom (clock) hours of instruction in the required subjects. A classroom (clock) hour shall be no less than 50 minutes of any one clock hour during which a student participates in a learning activity in the physical presence of a member of the faculty of the school. This program prepares the student for an entry-level position in the field of Massage Therapy. The Course Numbering System is as follows: The letter prefix to each course, MH, stands for Massage & Hydrotherapy. The numerical portions of the course number are numbered sequentially to the required courses. The program of instruction is as follows:

PROGRAM DESCRIPTION

Effective and comprehensive training in Massage Therapy, with emphasis on Hydrotherapy, Florida Massage Law, Sports Massage and Neuromuscular Massage. The program includes a comprehensive study of Anatomy and Physiology on an advanced level for medical massage. Expanded training in specialized massage techniques and business applications.

MH601 MASSAGE THERAPY: ANATOMY AND PHYSIOLOGY, KINESIOLOGY AND PATHOLOGY (150 Hours)

The structure and function of the body are taught. Beginning with the cellular level, the program covers the organization of related body systems. Special emphasis is placed on the nervous, Musculo-skeletal, and cardiovascular systems. A series of lab classes are incorporated in the hours to offer the students a more specialized understanding.

MH602 BASIC MASSAGE THEORY AND HISTORY (100 Hours)

A comprehensive study of the theory and history of massage therapy provides a foundation for the massage therapist. Emphasis is on indications and contraindications of massage and the practical techniques of massage applications and hygiene.

MH603 CLINICAL PRACTICUM (225 Hours)

Process of learning to massage clients in a classroom setting.

MH604 ALLIED MODALITIES (76 Hours)
After completing the 600-hour program and passing the board, a graduate may choose to become certified in another area of massage. Therefore, Space Coast Education Center offers the student an overview of the following modalities: Aromatherapy, Chair Massage, Deep Tissue Massage, and Lomi Lomi I & II, Medical Massage, Myofascial I & II, Neuromuscular I & II, Pregnancy, Reflexology I & II, Sports Massage I & II, and Traditional Chinese Medicine.

MH605 BUSINESS (15 Hours)
Business Management and Marketing.

MH606 THERORY AND PRACTICE OF HYDROTHERAPY (15 Hours)
Defined as the use of water in any of its three forms, solid, liquid, or vapor, internally or externally, in the treatment of disease or trauma. Students learn the indications and contraindications for hot packs, cold packs, contrast therapy, paraffin use, steam baths and salt glows.

MH607 FLORIDA MASSAGE LAW AND HUMAN TRAFFICKING (10 Hours)
The history and requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes) are discussed to familiarize students with the laws governing the practice of massage in the State of Florida.

MH608 PROFESSIONAL ETHICS (4 Hours)
This class is designed to explore personal prejudices, fears, and limitations and to address massage therapy and intimacy issues.

MH609 HIV/AIDS EDUCATION (3 Hours)
Students are required to attend a three-hour HRS or Red Cross approved HIV/AIDS course for certification for health care professionals. This course is designed to convey current and factual HIV/AIDS information.

MH610 MEDICAL ERRORS PREVENTION (2 Hours)
The State of Florida requires students to attend this two-hour course. The materials covered in this class will include fire safety, risk management, and safety precautions that should be taken as a healthcare professional.

DAY CLASS SCHEDULE**

Monday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Tuesday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Wednesday	9 am – 2:30 pm	Anatomy and Physiology
Thursday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Friday	9 am – 3:00 pm	Student Clinics

Break times will be determined by administration.

EVENING CLASS SCHEDULE**

Monday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Tuesday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Wednesday	5:00 pm - 10:30 pm	Anatomy & Physiology
Thursday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Friday	9:00 am - 3:00 pm	Student Clinics

Break times will be determined by administration.

** All classes are subject to change as needed or as determined by school administration.

**Some weekends are suggested.

***** Community service hours / events will include weekend activities.**

CERTIFICATION AND LICENSURE INFORMATION

Florida requires licensure for practicing massage therapy. Space Coast Education Center offers students a 600-hour program, which is approved by the Board of Massage Therapy and prepares the student for an entry-level position in the field of massage therapy. Upon completion of the program, the student is eligible to sit for the MBLEx (Massage & Bodywork Licensing Examination).

FSMTB MASSAGE EDUCATION POLICY

Effective July 1, 2017, candidates seeking access to the MBLEx will be required to substantiate either:

a. Enrollment in and having received education and training in all subject areas of the MBLEx Content Outline form and approved massage therapy education program; or
b. Graduation from an approved massage therapy education program.

Substantiation documentation must be submitted to FSMTB directly from the education program.

Licensure in other states, municipalities, and townships may differ; therefore, it is recommended that students determine what is required for licensure in the area in which they are planning to work. Space Coast Education Center will assist students in determining licensure regulations in other states and municipalities if requested.

REQUIREMENTS FOR RECEIVING A DIPLOMA

Upon graduation students will receive a diploma stating the successful completion of the training program. In order to receive a diploma the student must have completed the 600-hour program, completed all class assignments, satisfactorily mastered all of the classes of study, completed 225 student massages, passed all final exams, paid all tuition and fees in full and complied with the rules and regulations of Space Coast Education Center. In addition, all borrowed or rented material must be returned to school prior to graduation.

PRACTICUM

Space Coast Education Center will conduct student clinics throughout the term, during regular classroom hours. Students are required to perform 225 massages within the program.

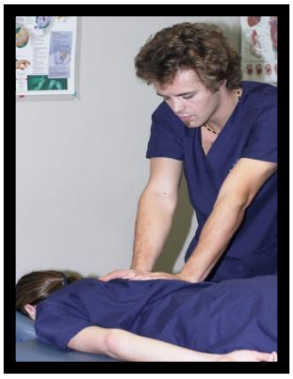
DRESS CODE

Required: 2 sets of navy-blue scrubs with Space Coast Education Center logo and fully closed athletic/tennis shoes.

Any student who chooses not to follow the dress code will be asked to leave class for the day and will be considered absent for that day. Refer to Student Notebook for specifics.

TUITION

Tuition is $5,499.00 for the six- (6) month term (600 hours). A $95.00 registration fee must accompany the registration form to the school. All fees must be paid according to the students' signed financial agreement.



* Tuition is subject to change. Tuition costs listed on signed enrollment agreements will be honored. Please note the registration form is not an enrollment agreement.

BOOKS

Textbooks are provided for purchase through Space Coast Education Center for the program.

SCHOOL KIT FEE

Product an Equipment Fees are required to be purchased through Space Coast Education Center.

The student can expect to pay an estimated cost of $480.37 for books and school kit fees. Prices are subject to change.

TOTAL COST OF PROGRAM $6,074.37

Students are given a 10% discount on massage tables and chairs from most of the massage equipment manufacturers when ordered through our school. Students are given a 10% discount on most items in the retail store.

Note: These discounts only apply while the student is currently enrolled in the program.

INTEREST FREE FINANCING

Short term interest free financing is available through Space Coast Education Center. Students may choose to pay the $5,499.00 interest-free tuition with any of the payment plans below. The sixth month of your program, the payments will be auto debited using a debit card from your bank account or a credit card. All payments are due on the first of each month. An additional $20.00 late fee will be charged if payment is more than five (5) days late. A $35.00 charge will be assessed for any returned checks.

Payment Plans

FULL-TIME status, six-month term options (choose one)

1. Six monthly payments of $916.50 (1st payment due upon enrollment). Balance must be paid no later than 180 days from the end date of the program.
2. *Twelve monthly payments of $458.25 (1st payment due upon enrollment). ***Auto debit occurs at enrollment.** Balance must be paid no later than 180 days from the end date of the program.
3. Payment in Full.

***Payment plans will be auto debited at time of enrollment for any plans over six months.**

HALF-TIME status, twelve-month term options (choose one)

1. Twelve monthly payments of $458.25 (1st payment due upon enrollment) ***Auto debit occurs at enrollment.** Balance must be paid no later than 180 days from the end date of the program.
2. Payment in Full.

*The student must pay the balance in full before they can begin training for the next program on or after the expiration of the payment plan.

** If you fail to maintain your contract payment, the remaining balance of your program will be due in full upon completion.

***When switching to another program a $250.00 transfer fee will be assessed and program must be paid in full. (no payment plan).

LENGTH OF PROGRAM

Full-time status: Six-month enrollment
Monday through Friday days

Half-time status: One-year enrollment (two six-month terms)

First six-month term (Massage Therapy classes)
Tuesday, Thursday, and Friday days OR
Tuesday, Thursday evenings AND Friday day

Second six-month term (Anatomy & Physiology), Mondays and Wednesdays, days, or evenings

** All classes are subject to change as needed or as determined by school administration.
**Some weekends are suggested.
***** Community service hours / events will include weekend activities.**

MASSAGE & HYDROTHERAPY (700 Hours)

PROGRAM OBJECTIVES

Space Coast Education Center has established the following objectives for the Massage & Hydrotherapy 700 Hour Program:

- Prepare students to sit for the Florida State Board Exam for massage therapy.
- Provide a positive learning environment, focusing on the development of the student as a professional in the health care field.
- Provide a strong comprehensive curriculum to meet student interests in the field of massage therapy.
- Provide a highly qualified and caring faculty to guide students in all aspects of the profession.
- Through our connections with the medical community, our students will have the opportunity to work with referred patients with medical conditions.

This program consists of 700 classroom (clock) hours of instruction in the required subjects. A classroom (clock) hour shall be no less than 50 minutes of any one clock hour during which a student participates in a learning activity in the physical presence of a member of the faculty of the school. This program prepares the student for an entry-level position in the field of Massage Therapy. The Course Numbering System is as follows: The letter prefix to each course, MH, stands for Massage & Hydrotherapy. The numerical portions of the course number are numbered sequentially to the required courses. The program of instruction is as follows:

PROGRAM DESCRIPTION

Effective and comprehensive training in Massage Therapy, with emphasis on Hydrotherapy, Florida Massage Law, Sports Massage and Neuromuscular Massage. The program includes a comprehensive study of Anatomy and Physiology on an advanced level for medical massage. Expanded training in specialized massage techniques and business applications.

MH701 ANATOMY AND PHYSIOLOGY, KINESIOLOGY AND PATHOLOGY (150 Hours)

The structure and function of the body are taught. Beginning with the cellular level, the program covers the organization of related body systems. Special emphasis is placed on the nervous, Musculo-skeletal, and cardiovascular systems. A series of lab classes are incorporated in the hours to offer the students a more specialized understanding.

MH702 MASSAGE THERAPY THEORY AND HISTORY (100 Hours)

A comprehensive study of the theory and history of massage therapy provides a basic foundation for the massage therapist. Emphasis is on indications and contraindications of massage and the practical techniques of massage applications and hygiene.

MH703 CLINICAL PRACTICUM (325 Hours)

Process of learning to massage clients in a classroom setting.

H704 ALLIED MODALITIES (76 Hours)
After completing the 700-hour program and passing the board, a graduate may choose to become certified in another area of massage. Space Coast Education Center offers the student an overview of the following modalities: Aromatherapy, Chair Massage, Deep Tissue Massage, Lomi I & Lomi II, Medical Massage, Myofascial I & II, Neuromuscular I & II, Pregnancy, Reflexology I & II, Sports Massage I & II, and Traditional Chinese Medicine.

MH705 BUSINESS (15 HOURS)
Business Management and Marketing.

MH706 THEORY AND PRACTICE OF HYDROTHERAPY (15 Hours)
Defined as the use of water in any of its three forms, solid, liquid, or vapor, internally or externally, in the treatment of disease or trauma. Students learn the indications and contraindications for hot packs, cold packs, contrast therapy, paraffin use, steam baths and salt glows.

MH707 FLORIDA MASSAGE LAW AND HUMAN TRAFFICKING (10 Hours)
The history and requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes) are discussed to familiarize students with the laws governing the practice of massage in the State of Florida.

MH708 PROFESSIONAL ETHICS (4 Hours)
This class is designed to explore personal prejudices, fears, and limitations and to address massage therapy and intimacy issues.

MH709 HIV/AIDS EDUCATION (3 Hours)
Students are required to attend a three-hour HRS or Red Cross approved HIV/AIDS course for certification for health care professionals. This course is designed to convey current and factual HIV/AIDS information.

MH710 MEDICAL ERRORS PREVENTION (2 Hours)
The State of Florida requires students to attend this two-hour course. The materials covered in this class will include fire safety, risk management, and safety precautions that should be taken as a healthcare professional.

DAY CLASS SCHEDULE **

Monday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Tuesday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Wednesday	9 am – 2:30 pm	Anatomy & Physiology
Thursday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Friday	9 am – 3:00 pm	Student Clinics

Break times will be determined by administration.
** All classes are subject to change as needed or as determined by school administration.
** Some weekends are required.

***** Community service hours / events will include weekend activities.**

EVENING CLASS SCHEDULE**

Monday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Tuesday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Wednesday	5:00 pm - 10:30 pm	Anatomy & Physiology
Thursday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Friday	9:00 am - 3:00 pm	Student Clinics

Break times will be determined by administration.

** All classes are subject to change as needed or as determined by school administration.
**Some weekends are suggested.
***** Community service hours / events will include weekend activities.**

CERTIFICATION AND LICENSURE INFORMATION

Florida requires licensure for practicing massage therapy. Space Coast Education Center offers students a 700-hour program, which is approved by the Board of Massage Therapy and prepares the student for an entry-level position in the field of massage therapy. Upon completion of the program, the student is eligible to sit for the MBLEx (Massage & Bodywork Licensing Examination).

FSMTB MASSAGE EDUCATION POLICY

Effective July 1, 2017, candidates seeking access to the MBLEx will be required to substantiate either:

a. Enrollment in and having received education and training in all subject areas of the MBLEx Content Outline form and approved massage therapy education program; or
b. Graduation from an approved massage therapy education program

Substantiation documentation must be submitted to FSMTB directly from the education program.
Licensure in other states, municipalities, and townships may differ; therefore, it is recommended that students determine what is required for licensure in the area in which they are planning to work. Space Coast Education Center will assist students in determining licensure regulations in other states and municipalities if requested.

REQUIREMENTS FOR RECEIVING A DIPLOMA

Upon graduation students will receive a diploma stating the successful completion of the training program. In order to receive a diploma the student must have completed the 700-hour program, completed all class assignments, satisfactorily mastered all of the classes of study, complete 325 student massages, passed all final exams, paid all tuition and fees in full and complied with the rules and regulations of Space Coast Education Center. In addition, all borrowed or rented material must be returned to school prior to graduation.

PRACTICUM

Space Coast Education Center will conduct student clinics throughout the term, during regular classroom hours. Students are required to perform 325 massages within the program.

DRESS CODE

Required: 2 sets of navy-blue scrubs with Space Coast Education Center logo and fully closed athletic/tennis shoes.
Any student who chooses not to follow the dress code will be asked to leave class for the day and will be considered absent for that day. Refer to Student Notebook for specifics.

TUITION

Tuition is $3,582.00 for the seven (7) month term (700 hours). A $95.00 registration fee must accompany the registration form to the school. All fees must be paid according to the students' signed financial agreement.
* Tuition is subject to change. Tuition costs listed on signed enrollment agreements will be honored. Please note that the registration form is not an enrollment agreement.

BOOKS

Textbooks are provided for purchase through Space Coast Education Center for the program.

SCHOOL KIT FEE

Product an Equipment Fees are required to be purchased through Space Coast Education Center.

The student can expect to pay an estimated cost of $480.37 for books and school kit fees. Prices are subject to change.

TOTAL COST OF PROGRAM $4,157.37

Students are given a 10% discount on massage tables and chairs from most of the massage equipment manufacturers when ordered through our school. Students are given a 10% discount on most items in the retail store.
Note: These discounts only apply while the student is currently enrolled in the program.

INTEREST FREE FINANCING

Short term interest free financing is available through Space Coast Education Center. Students may choose to pay the $3,582.00 interest-free tuition with any of the payment plans below. The seven months of your program, the payments will be auto debited using a debit card from your bank account or a credit card. All payments are due on the first of each month. An additional $20.00 late fee will be charged if payment is more than five (5) days late. A $35.00 charge will be assessed for any returned checks.

Payment Plans

FULL TIME status, seven-month term options (choose one):

1. Seven monthly payments of $511.72 (1st payment due upon enrollment). Balance must be paid no later than 180 days from the end date of the program.
2. *Twelve monthly payments of $298.50 (1st payment due upon enrollment). ***Auto debit occurs at enrollment.** Balance must be paid no later than 180 days from the end date of the program.
3. *Eighteen monthly payments of $199.00 (1st payment due upon enrollment). ***Auto debit occurs at enrollment.**
4. Payment in full.

***Payment plans will be auto debited at time of enrollment for any plans over the seven months.**

HALF TIME status, one year term options (choose one):

1. Twelve monthly payments of $298.50 (1st payment due upon enrollment). ***Auto debit occurs at enrollment.** Balance must be paid no later than 180 days from the end date of the program.
2. Payment in full.

*The student must pay the balance in full before they can begin training for the next program on or after the expiration of the payment plan.

** If you fail to maintain your contract payment, the remaining balance of your program will be due in full upon completion.

***When switching to another program a $250.00 transfer fee will be assessed and program must be paid in full. (no payment plan).

LENGTH OF PROGRAM

Full time status: Seven-month enrollment

Monday through Friday days
Monday through Thursday evenings and Friday day

Half-time status: One-year enrollment (two six-month terms)

First six-month term (Massage Therapy classes)
Tuesday, Thursday, and Friday days OR
Tuesday, Thursday evenings AND Friday day

Second six-month term (Anatomy & Physiology), Mondays and Wednesday day or evening and Friday Day ONLY

** All classes are subject to change as needed or as determined by school administration.
**Some weekends are suggested.
***** Community service hours / events will include weekend activities.**

MASSAGE & HYDROTHERAPY (800 Hours)

PROGRAM OBJECTIVES

Space Coast Education Center has established the following objectives for the Massage & Hydrotherapy 800 Hour Program:

- Prepare students to sit for the Florida State Board Exam for massage therapy.
- Provide a positive learning environment, focusing on the development of the student as a professional in the health care field.
- Provide a strong comprehensive curriculum to meet student interests in the field of massage therapy.
- Provide a highly qualified and caring faculty to guide students in all aspects of the profession.
- Through our connections with the medical community, our students will have the opportunity to work with referred patients with medical conditions.

This program consists of 800 classroom (clock) hours of instruction in the required subjects. A classroom (clock) hour shall be no less than 50 minutes of any one clock hour during which a student participates in a learning activity in the physical presence of a member of the faculty of the school. This program prepares the student for an entry-level position in the field of Massage Therapy. The Course Numbering System is as follows: The letter prefix to each course, MH, stands for Massage & Hydrotherapy. The numerical portions of the course number are numbered sequentially to the required courses. The program of instruction is as follows:

PROGRAM DESCRIPTION

Effective and comprehensive training in Massage Therapy, with emphasis on Hydrotherapy, Florida Massage Law, Sports Massage and Neuromuscular Massage. The program includes a comprehensive study of Anatomy and Physiology on an advanced level for medical massage. Expanded training in specialized massage techniques and business applications.

MH801 ANATOMY AND PHYSIOLOGY, KINESIOLOGY AND PATHOLOGY (150 Hours)

The structure and function of the body are taught. Beginning with the cellular level, the program covers the organization of related body systems. Special emphasis is placed on the nervous, Musculo-skeletal, and cardiovascular systems. A series of lab classes are incorporated in the hours to offer the students a more specialized understanding.

MH802 MASSAGE THERAPY THERORY AND HISTORY

(100 Hours)

A comprehensive study of the theory and history of massage therapy provides a basic foundation for the massage therapist. Emphasis is on indications and contraindications of massage and the practical techniques of massage applications and hygiene.

MH803 CLINICAL PRACTICUM (225 Hours)
Process of learning to massage clients in a classroom setting.

MH804 ALLIED MODALITIES (76 Hours)
After completing the 800-hour program and passing the board, a graduate may choose to become certified in another area of massage. Space Coast Education Center offers the student an overview of the following modalities: Aromatherapy, Chair Massage, Deep Tissue Massage, Lomi I & Lomi II, Medical Massage, Myofascial I & II, Neuromuscular I & II, Pregnancy, Reflexology I & II, Sports Massage I & II, and Traditional Chinese Medicine.

MH805 BUSINESS (15 HOURS)
Business Management and Marketing.

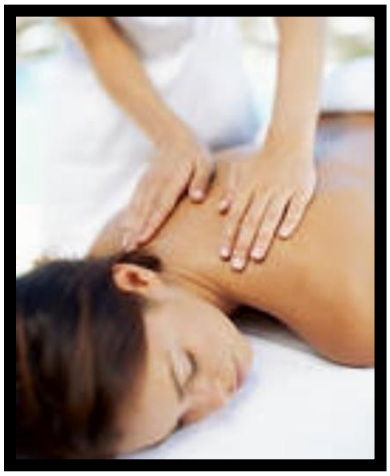
MH806 THEORY AND PRACTICE OF HYDROTHERAPY (15 Hours)
Defined as the use of water in any of its three forms, solid, liquid, or vapor, internally or externally, in the treatment of disease or trauma. Students learn the indications and contraindications for hot packs, cold packs, contrast therapy, paraffin use, steam baths and salt glows.

MH807 FLORIDA MASSAGE LAW AND HUMAN TRAFFICKING (10 Hours)
The history and requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes) are discussed to familiarize students with the laws governing the practice of massage in the State of Florida.

MH808 PROFESSIONAL ETHICS (4 Hours)
This class is designed to explore personal prejudices, fears, and limitations and to address massage therapy and intimacy issues.

MH809 HIV/AIDS EDUCATION (3 Hours)
Students are required to attend a three-hour HRS or Red Cross approved HIV/AIDS course for certification for health care professionals. This course is designed to convey current and factual HIV/AIDS information.

MH810 MEDICAL ERRORS PREVENTION (2 Hours)
The State of Florida requires students to attend this two-hour course. The materials covered in this class will include fire safety, risk management, and safety precautions that should be taken as a healthcare professional.



MH811 CLINICAL PATHOLOGY PRACTICUM (200 LAB HOURS)
Process of learning to massage clients in a classroom setting.

DAY CLASS SCHEDULE **

Monday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Tuesday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Wednesday	9 am – 2:30 pm	Anatomy & Physiology
Thursday	9 am – 2:30 pm	Massage Therapy or Allied Modality
Friday	9 am – 3:00 pm	Student Clinics & Pathology Clinics

Break times will be determined by administration.
** All classes are subject to change as needed or as determined by school administration.
** Some weekends are required.
***** Community service hours / events will include weekend activities.**

EVENING CLASS SCHEDULE**

Monday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Tuesday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Wednesday	5:00 pm - 10:30 pm	Anatomy & Physiology
Thursday	5:00 pm - 10:30 pm	Massage Therapy or Allied Modality
Friday	9:00 am - 3:00 pm	Student clinics & Pathology Clinics

Break times will be determined by administration.

** All classes are subject to change as needed or as determined by school administration.
**Some weekends are suggested.
***** Community service hours / events will include weekend activities.**

CERTIFICATION AND LICENSURE INFORMATION

Florida requires licensure for practicing massage therapy. Space Coast Education Center offers students an 800-hour program, which is approved by the Board of Massage Therapy and prepares the student for an entry-level position in the field of massage therapy. Upon completion of the program, the student is eligible to sit for the MBLEx (Massage & Bodywork Licensing Examination).

FSMTB MASSAGE EDUCATION POLICY

Effective July 1, 2017, candidates seeking access to the MBLEx will be required to substantiate either:

c. Enrollment in and having received education and training in all subject areas of the MBLEx Content Outline form and approved massage therapy education program; or
d. Graduation from an approved massage therapy education program

Substantiation documentation must be submitted to FSMTB directly from the education program.
Licensure in other states, municipalities, and townships may differ; therefore, it is recommended that students determine what is required for licensure in the area in which they are planning to work. Space Coast Education Center will assist students in determining licensure regulations in other states and municipalities if requested.

REQUIREMENTS FOR RECEIVING A DIPLOMA

Upon graduation students will receive a diploma stating the successful completion of the training program. In order to receive a diploma the student must have completed the 800-hour program, completed all class assignments, satisfactorily mastered all of the classes of study, complete 425 student massages, passed all final exams, paid all tuition and fees in full and complied with the rules and regulations of Space Coast Education Center. In addition, all borrowed or rented material must be returned to school prior to graduation.

PRACTICUM

Space Coast Education Center will conduct student clinics throughout the term, during regular classroom hours. Students are required to perform 425 massages within the program.

DRESS CODE

Required: 2 sets of navy-blue scrubs with Space Coast Education Center logo and fully closed athletic/tennis shoes.
Any student who chooses not to follow the dress code will be asked to leave class for the day and will be considered absent for that day. Refer to Student Notebook for specifics.

TUITION

Tuition is $4,796.00 for the eight (8) month term (800 hours). $95.00 registration fee must accompany the registration form to the school. All fees must be paid according to the students' signed financial agreement.

* Tuition is subject to change. Tuition costs listed on signed enrollment agreements will be honored. Please note that the registration form is not an enrollment agreement.

BOOKS

Textbooks are provided for purchase through Space Coast Education Center for the program.

SCHOOL KIT FEE

Product an Equipment Fees are required to be purchased through Space Coast Education Center.

The student can expect to pay an estimated cost of $480.37 for books and school kit fees. Prices are subject to change.

TOTAL COST OF PROGRAM $5371.37

Students are given a 10% discount on massage tables and chairs from most of the massage equipment manufacturers when ordered through our school. Students are given a 10% discount on most items in the retail store.

Note: These discounts only apply while the student is currently enrolled in the program.

INTEREST FREE FINANCING

Short term interest free financing is available through Space Coast Education Center. Students may choose to pay the $4,796.00 interest-free tuition with any of the payment plans below. The eighth month of your program, the payments will be auto debited using a debit card from your bank account or a credit card. All payments are due on the first of each month. An additional $20.00 late fee will be charged if payment is more than five (5) days late. A $35.00 charge will be assessed for any returned checks.

Payment Plans

FULL-TIME status, eight-month term options (choose one):

1. Eight monthly payments of $599.50 (1st payment due upon enrollment). Balance must be paid no later than 180 days from the end date of the program.
2. *Twelve monthly payments of $399.67 (1st payment due upon enrollment). ***Auto debit occurs at enrollment.** Balance must be paid no later than 180 days from the end date of the program.
3. *Twenty-Four monthly payments of $199.84 (1st payment due upon enrollment). ***Auto debit occurs at enrollment.**
4. Payment in Full.

***Payment plans will be auto debited at time of enrollment for any plans over six months.**

*The student must pay the balance in full before they can begin training for the next program on or after the expiration of the payment plan.

** If you fail to maintain your contract payment, the remaining balance of your program will be due in full upon completion.

***When switching to another program a $250.00 transfer fee will be assessed and program must be paid in full. (no payment plan).

LENGTH OF PROGRAM

Full-time status: Eight-month enrollment

Monday through Friday days

Monday through Thursday nights and Friday day

** All classes are subject to change as needed or as determined by school administration.

**Some weekends are suggested.

***** Community service hours / events will include weekend activities.**

BASIC FACIAL AND MAKEUP SPECIALIST

(320 Hours)

PROGRAM OBJECTIVE

The main objective of Space Coast Education Center is to provide quality education and hands-on training necessary to guide its students successfully into the skincare industry. This program prepares the student for an entry-level position in the field of Skin Care. Students shall complete the necessary program work to apply for state licensing as a Skincare and Makeup Specialist and Hair Removal Technician. The Course Numbering System is as follows: The letter prefix to each course, BFM, stands for Basic Facial and Makeup. The numerical portions of the course number are numbered sequentially to the required courses.

PROGRAM DESCRIPTION

Effective and comprehensive training for an Esthetician with emphasis on Anatomy & Physiology, Ethics and Business Management. Hands on training under supervision working with a licensed and experienced Facial Specialist.

BFM01 Anatomy & Physiology (Skin Diseases and Disorders) (68 Hours)

This course covers the general anatomy of the entire body. It will discuss the specific bones, muscles and nerves of the head and various skin diseases and disorders.

BFM02 Structure and Function of the Skin (5 Hours)

An intense study of the integumentary system and component organs.

BFM03 Skin Types/Skin Tones (Contouring, Detailing, Articulation) (20 Hours)

This course is an analysis of skin and specific treatments for skin disorders. The student will learn to analyze the skin and will be able to suggest treatments.

BFM04 Facial Structures (7 Hours)

The student will learn the bones and muscles of the face.

BFM05 Machines & Equipment (20 Hours)- (10 hours in services)

Instruction in the use of the high frequency galvanic mechanical brushes, steam machines, vacuity machines, etc.

BFM06 Facial Treatments (basic, intense, extractions, peels) (100 Hours) – (70 Hours in services)

A comprehensive study of the theory and practical demonstrations of the basic, intensive, extensive facials and peels.

BFM07 Waxing (hair removal) (wax/tweeze) (20 Hours) – (20 Hours in services)

Students will be instructed on techniques such as tweezing, full body waxing and eyebrows, and use of both rosin and cold wax methods.

BFM08 Product ingredients (12 Hours)

This class is designed to inform the students about the basic chemicals for estheticians, the most common ingredient uses and precautions.

BFM09 Paraffin Treatments (2 Hours)

This course includes instruction on facial masques, hand and foot treatments, and full body treatments involving paraffin wax.

BFM10 Body Treatments (5 Hours)
In addition to the facial treatments, the student will learn other services such as salt glows, body buffering, table treatments and back treatments.

BFM10 Body Treatments (5 Hours)
In addition to the facial treatments, the student will learn other services such as salt glows, body buffering, table treatments and back treatments.

BFM11 Basic Massage Movements (5 Hours)
This course will offer the basic massage techniques within the scope of practice for estheticians including European Facial Massage, and Aromatherapy at the face and décolleté.

BFM12 Marketing and Sales (5 Hours)
Students will learn the "need to know" basics for operating a salon including but not limited to management, licensing and permitting.

BFM13 Makeup/Color Analysis and Lash & Brow Tinting, Eyelash Application (Strip, Individual, and Semi-Permanent). **(30 Hours)**
(20 Hours in services)
An instructional course covering camouflage and glamour make up application.

BFM14 Florida Cosmetology Laws and Rules (5 Hours)
The history and requirements of the Florida State Board of Cosmetology are discussed to familiarize students will the laws and rules governing the practice of skin care in the State of Florida.

BFM15 Safety, Sterilization & Sanitation (10 Hours)
In addition to all other areas of instruction familiarizing the students will be safety precautions, sterilization and sanitation when handling equipment and performing treatments on clients.

BFM16 HIV/AIDS (4 Hours)
Students are required to attend a 4-hour approved Aids/HIV course for certification for health care professionals. This course is designed to convey current and factual HIV/AIDS information.

BFM17 Ethics (2 Hours)
This class is designed to explore personal prejudices, fears, and limitations and to address massage therapy and intimacy issues.

DAY CLASS SCHEDULE**

Monday	9:00 am - 2:00 pm	Lecture and Practical
Wednesday	9:00 am - 2:00 pm	Lecture and Practical
Thursday	9:00 am - 2:00 pm	Lecture and Practical

DAY CLASS SCHEDULE**

Tuesday	9:00 am - 4:30 pm	Lecture and Practical
Friday	9:00 am - 4:30 pm	Lecture and Practical

NIGHT CLASS SCHEDULE**

Monday	5:30 pm - 10:30 pm	Lecture and Practical
Wednesday	5:30 pm - 10:30 pm	Lecture and Practical
Thursday	5:30 pm - 10:30 pm	Lecture and Practical

Break times will be determined by administration.

** All classes are subject to change as needed or as determined by school administration.
** Some weekends are suggested.
***** Community service hours / events will include weekend activities.**

CERTIFICATION AND LICENSURE INFORMATION

Space Coast Education Center offers students a basic 320-hour program prepares the student for an entry-level position in the field of Basic Skin Care Specialist. Upon completion of the program, the student is eligible to sit for the Florida State Skin Care Exam through Space Coast Education Center. Licensure in other states, municipalities, and townships may differ; therefore, it is recommended that students determine what is required for licensure in the area in which they are planning to work. Space Coast Education Center will assist students in determining licensure regulations in other states and municipalities if requested.

REQUIREMENTS FOR RECEIVING A DIPLOMA

Upon graduation students will receive a diploma stating the successful completion of the training program. In order to receive a diploma the student must have completed the 320-hour program, completed all class assignments, satisfactorily mastered all of the classes of study, passed all final exams, completed a minimum of (120) paid services, paid all tuition and fees in full and complied with the rules and regulations of Space Coast Education Center. In addition, all borrowed or rented material must be returned to school prior to graduation.

PRACTICUM

Each student is required to complete a minimum of (120) paid services. Space Coast Education Center will conduct student clinics throughout the term during regular classroom hours.

DRESS CODE

Required: 2 sets of dark grey scrubs with Space Coast Education Center logo and fully closed athletic/tennis shoes.
Any student who chooses not to follow the dress code will be asked to leave class for the day and will be considered absent for that day. Refer to Student Notebook for specifics.

TUITION

Tuition is $4,392.00 for the (6) month term (320 hours). A $95.00 registration fee must accompany the registration form to the school. All fees must be paid according to the students' signed financial agreement.
* Tuition is subject to change. Tuition costs listed on signed enrollment agreements will be honored. Please note that the registration form is not an enrollment agreement.

BOOKS

Textbooks are provided for purchase through Space Coast Education Center for the program.

MISCELLANEOUS FEES

The HIV/AIDS Class is required through Space Coast Education Center and is NON-REFUNDABLE

SCHOOL KIT FEE

Product, School Kit, and Equipment Fees are required to be purchased through Space Coast Education Center.

The student can expect to pay an estimated cost of $810.21 for books and school kit fees. Prices are subject to change.

TOTAL COST OF PROGRAM $5,297.21

Students are given a 10% discount on most items in the retail store.
Note: These discounts only apply while the student is currently enrolled in the program.

INTEREST FREE FINANCING

Short term interest free financing is available through Space Coast Education Center. Students may choose to pay the $4,392.00 interest-free tuition with any of the payment plans below. The sixth month will be auto debited using a debit card from your bank account or a credit card. All payments are due on the 1st of each month. An additional $20.00 late fee will be charged if payment is more than five (5) days late. A $35.00 charge will be assessed for any returned checks.

Payment Plans

1. Six monthly payments of $732.00 (1st payment due upon enrollment). Balance must be paid no later than 180 days from the end date of the program.
   Balance must be paid no later than 180 days from the end date of the program.
2. *Seven monthly payments of $627.43 (1st payment due upon enrollment). ***Auto debit occurs at enrollment.**
3. *Nine monthly payments of $488.00 (1st payment due upon enrollment). ***Auto debit occurs at enrollment.**
4. Payment in Full.

***Payment plans will be auto debited at time of enrollment for any plans over the six months.**

*The student must pay the balance in full before they can begin training for the next program on or after the expiration of the payment plan.

** If you fail to maintain your contract payment, the remaining balance of your program will be due in full upon completion.

LENGTH OF PROGRAM

Full-time status: Six-month enrollment

Monday, Wednesday and Thursday days, OR
Monday, Wednesday, and Thursday evenings.

Full-time status: Six-month enrollment

Tuesday and Friday days

** All classes are subject to change as needed or as determined by school administration.
** Some weekends are suggested.
***** Community service hours / events will include weekend activities.**

ADDENDUM TO CATALOG

VA Pending Payment Addendum

In accordance with Title 38 U.S. Code § 3679(e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) assistance, to include, Post-9/11 GI Bill® (CH 33), Veteran Readiness & Employment (CH 31), Survivors' and Dependents' Educational Assistance (DEA - CH 35), or Montgomery GI Bill® Selected Reserve (MGIB-SR - CH 1606), of Title 10, while payment to the institution is pending from VA. As such, following certification of veteran beneficiary enrollment to VA, and for up to 90 days, this school will NOT:

❍	Prevent the student's enrollment;
❍	Assess a late penalty fee to the student;
❍	Require the student to secure alternative or additional funding;
❍	Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to:

> Provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE) - A "certificate of eligibility" can also be satisfied by a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or an Electronic Authorization from Veteran Readiness & Employment.

Additional criteria to qualify for this provision are also required for such students and are listed below:

❍	All students must have a current enrollment agreement on file that includes their selected payment plan.
❍	All students must have all required paperwork on file.
❍	All students must follow the current catalog.
❍	
❍	
❍	