

***Institutional Information 668.43***

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|---|------------------------------------|
| Office Responsible:                         | Financial Aid, Campus President    |
| Area Information is Located:                | Website, Student Handbook, Catalog |
| Date Document was last updated:             | June 13, 2023                      |
| Date Policy and Procedure was last updated: | July 1, 2023                       |

- (1) The cost of attending AMBI
  - a. Tuition \$12,100
  - b. Books / Supplies \$895

In addition, we have estimated potential additional costs with the use of the published IRS National Standards. Please note, these are not school charges, but an estimate of potential living expenses.

- c. Food, Clothing, and Other Items \$841/month
- d. Transportation \$294/month
- e. Housing & Utilities \$1,714/month\*

\*Please note, for Housing & Utilities, Virginia Local Standards for Fairfax County were utilized, and a family of 2 (assuming roommate) was applied (\$3,428/2 or \$1,714/month).

(2) The AMBI Refund Policy

For new students, AMBI offers a 3-day cancellation period, in which all tuition and fees will be returned to the student if they cancel their enrollment within the first 3 scheduled class days, including weekends and holidays.

AMBI's program is broken down into two payment periods. Payment Period (PP) 1 covers the first 375 hours of the program, and PP 2 covers the second 375 hours of the 750-hour program. In addition, one half of the books & supplies charge will be added to each payment period.

A student who enters the school but withdraws or is dismissed during the first quartile (less than 25%) of the payment period shall be entitled to a refund of 75% of the cost of the tuition.

A student who enters the school but withdraws or is dismissed during the second quartile (25% but less than 50%) of the payment period shall be entitled to a refund amounting to 50% of the cost of the tuition.

A student who enters the school but withdraws or is dismissed during the third quartile (50% but less than 75%) of the payment period shall be entitled to a refund amounting to 25% of the cost of the tuition.

A student who enters the school but withdraws or is dismissed during the fourth quartile (75% or more) of the payment period shall not be entitled to a refund.

Return of Unearned Title IV Funds (R2T4) Policy can be found on our website.

### (3) The AMBI Withdrawal Policy

To officially withdraw from AMBI, the student is required to submit, in writing, their decision and date to withdraw from the school. We will also accept an electronic communication of withdrawal, and the email timestamp will serve as date of record for withdrawal. In addition, students of AMBI are advised that if they are absent for fourteen consecutive days (including weekends and holidays) they will be withdrawn from school. The last date of attendance will be noted as the withdrawal date for refund calculation purposes.

### (4) Return of title IV funds

Federal regulations stipulate that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

- a) Received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) program funds, and
- b) Who withdrew or were terminated from the institution during the first 60% of any payment period

Students will be considered to have withdrawn from their program of study on the date of their official notification to the school of their intent to withdraw, or for unofficial withdrawals, after 14 consecutive calendar days of absence unless the student is on an approved leave of absence as otherwise stated in the institution's policies. Eligible Title IV federal aid recipients whose last recorded date of attendance, per the institution's attendance records, is within the first 60% of a payment period are considered to have earned federal aid only in an amount equal to the percentage of time that the student was enrolled during the payment period rounded to the nearest 1/10 of one percent (Example: 33.333% = 33.3%, 66.666% = 66.7%). Accordingly, a required calculation will be performed to determine if federal aid that has not been earned by the student has been disbursed, in which case the unearned portion must be returned to the U.S. Department of Education, or if federal aid that has been earned by the student has not yet been disbursed, in which case the student may be entitled to a post-withdrawal disbursement of earned federal aid. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy and will result in a determination of the amount of unearned aid that must be returned to the USDE by the institution, as well as the amount to be returned by the student. The institution will notify the student upon completion of this calculation if the student has any responsibilities to repay any federal funds beyond the scope of the student's existing student loan repayment obligations. In many cases, any return of unearned Title IV funds will result in adverse financial consequences including the student owing tuition and fees to the institution

that would otherwise have been paid with federal student aid. Unearned Title IV, HEA funds that must be returned to the U.S. Department of Education will be returned first to Unsubsidized Direct Loans, followed by Subsidized Direct Loans, Direct PLUS Loans, Federal Pell Grant awards and lastly, to any Federal SEOG awards. Unearned funds to be returned to the U.S. Department of Education by the institution, and any unearned grant funds owed by the student, must be repaid within 45 days of the date the institution determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student's loan.

In the event a student has earned federal aid in excess of the amount disbursed at the time of withdrawal, and is eligible to receive those funds, the school will process a post-withdrawal disbursement of such earned funds to the student in accordance with federal regulations and allowances.

The *Return of Unearned Title IV Funds Calculation Form* is used to assess final refunds due, or amounts owed, and accompanies this document to complete the policy.

#### (5) Academic Programs at AMBI

At AMBI, we offer a massage therapy program in one of two formats: 7.5-month day program which meets Monday – Thursday from 9:15 AM – 3:00 PM; (or) 7.5-month night & weekend program which meets Tuesday – Thursday from 6:00 PM – 10:30 PM, and Saturday from 9:00 AM – 6:00 PM; Each of the 750-hour programs will provide a diploma upon graduation.

At the time of publication, the faculty of AMBI is as follows:

|                                |  |
|--------------------------------|--|
| <i>John Smith, LMT</i>         | <i>Campus Coordinator / Instructor</i> |
| <i>Sylvia Harris, LMT</i>      | <i>Day Lead Instructor</i>             |
| <i>Marisa VanDyke, OT, LMT</i> | <i>Night Lead Instructor</i>           |
| <i>Clara Everett, LMT</i>      | <i>Faculty Instructor</i>              |
| <i>Danielle Zadrina, LMT</i>   | <i>Faculty Instructor</i>              |
| <i>Trace Berg, LMT</i>         | <i>Faculty Instructor</i>              |
| <i>Angela Serabian, LMT</i>    | <i>Faculty Instructor</i>              |
| <i>Amanda Boehm, LMT</i>       | <i>Faculty Instructor</i>              |

#### (6) School Licensure and Accreditation

AMBI is certified to operate by the State Council of Higher Education for Virginia (SCHEV). AMBI is located at 1593 Spring Hill Road Suite 210, Vienna, VA 22182. AMBI is Institutionally Accredited by the Commission on Massage Therapy Accreditation (COMTA). Complaints, which cannot be resolved by direct negotiation with the school in accordance with its written complaint process, may be filed

with our accrediting agency, COMTA. COMTA's mailing address is 900 Commonwealth Place Suite 200-331, Virginia Beach, VA 23464, and phone number is 202-888-6790.

#### (7) Disability Services

In accordance with the Rehabilitation Act of 1973 (Section 504) and the 1990 Americans with Disability Act (ADA), AMBI will provide reasonable and individualized accommodations for students who have provided proper documentation outlining their disabilities and have requested reasonable and appropriate accommodations. It is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment or as the need arises due to disability.

Documentation to support a disability request must be provided to AMBI at the time of the request. This information is voluntary and confidential. The information provided is used by AMBI to identify reasonable and necessary accommodations in an attempt to overcome the effect of conditions that limit the participation of qualified disabled students.

#### (8) Persons Designated to Assist:

The persons designated to assist enrolled or prospective students in obtaining financial aid information, school information, information on completion or graduation rates and school security policies and crime statistics (and how to contact)

Scott Deidun, President & CEO, [sdeidun@ambi.edu](mailto:sdeidun@ambi.edu) 571-271-5399

Phyllis Myers, Financial Aid Director, [pmyers@ambi.edu](mailto:pmyers@ambi.edu) 240-499-6090

John Smith, Campus Coordinator, [jsmith@ambi.edu](mailto:jsmith@ambi.edu) 571-620-7170

The student's enrollment in a program of study abroad approved for credit by the home school may be considered enrollment at the home school for the purpose of applying for assistance under the title iv, HEA program.

#### (9) Institutional Policies and Sanctions Related to Copyright Infringement

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages

affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at ([www.copyright.gov](http://www.copyright.gov)).

#### (10) AMBI Transfer Credit Policy

AMBI cannot and does not imply or guarantee that any credits earned at AMBI are transferable to another institution. The institution you choose to attend after AMBI controls the acceptance of any such credits earned. It is the student’s responsibility to confirm whether or not another institution will accept credits earned from AMBI.

At AMBI, in order to graduate, you must successfully complete our 750-hour massage therapy program in its entirety. As such, we do not offer credit for previous education completed at other institutions or for experiential learning. No tuition discounts will be awarded based on previous education or experience.

#### (11) Documents Available for Review

AMBI will make available for review to any enrolled or prospective student upon request, a copy of the documents describing the institution’s accreditation and its State, Federal, or tribal approval or licensing. AMBI does also publish students and prospective students with contact information for filing complaints with its accreditor and with the State approval or licensing entity. Please see #6 above, or our School Catalog for further details. Should you have any additional questions, please contact the President of AMBI, Scott Deidun.

#### (12) Vaccination Policy

In accordance with the Vaccination Policy under the HEOA Sec. 488(a)(1)(E): amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(V) HEOA amendment effective August 14, 2008, institutions must make available to current and prospective students information about institutional policies regarding vaccinations. AMBI does not require existing or prospective students to be vaccinated as a condition of enrollment.

#### (13) Student Body Diversity

At the time of the previous publication, AMBI students are represented in the following manner:

- 77% Female, 23% Male
- 22% Caucasian
- 40% African American

- 5% Asian
- 7% Hispanic
- 9% Two or more races
- 17% Chose not to identify

33% of students received a Pell Grant

#### (14) Textbooks Used

The below textbooks are all included in AMBI's Massage Therapy Diploma Program.

- *Massage Therapy Principles and Practice, 7th Edition*, Salvo
  - ISBN: 978-0-323-87815-9, Retail Price \$102.99
- *Trail Guide to the Body, Revised 6<sup>th</sup> Edition*, Biel
  - ISBN: 978-0-9987850-6-6, Retail Price \$72.95
- *Trail Guide to the Body, Student Workbook, 6<sup>th</sup> Edition*, Biel
  - ISBN: 978-0-9914666-7-2, Retail Price \$29.95
- *A Massage Therapist's Guide to Pathologies, 7<sup>th</sup> Edition*, Werner
  - ISBN: 978-0-9982663-4-3, Retail Price \$79.95