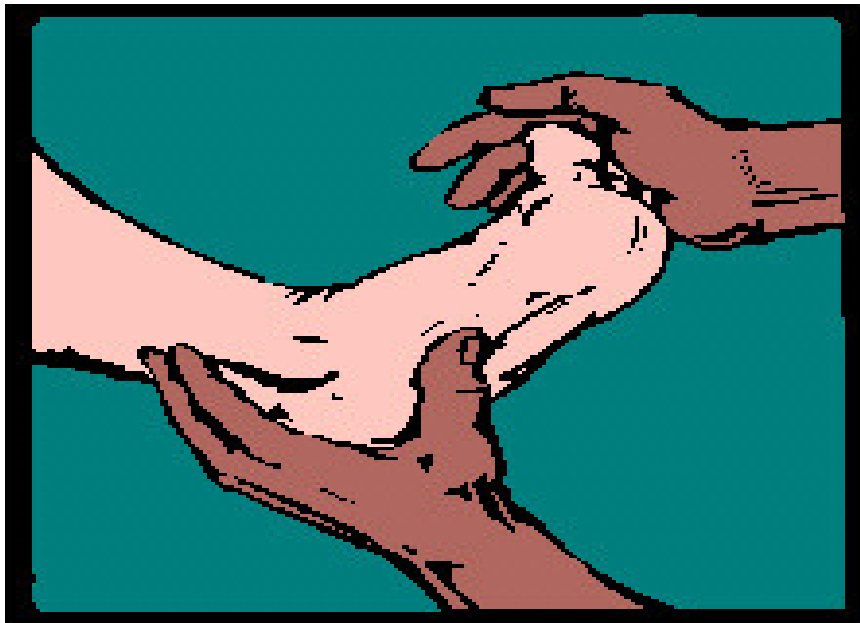


Healthflex School of Reflexology Inc.



2011 Catalog

**Healthflex School of Reflexology Inc.
5410 Homberg Drive, Suite 22A
Knoxville, TN 37919**

**865-247-0047,
865-776-2715, or
865-556-7989**

Catalog Number 2011-03-31-11

Name of Owners/Directors: Cynthia J. Klepper, President
Ted C. Helms, Secretary

Faculty and Credentials:

- Ted C. Helms, MPH, RCR:
 - B. S. in Biology, Western Carolina University
 - Master of Public Health (MPH) from University of Tennessee, Knoxville
 - Registered Certified Reflexologist
- Cynthia J. Klepper, RCR:
 - Registered Certified Reflexologist
 - Advanced Studies in Reflexology
- Selected Guest Lecturers when available.

Authorization Statement:

The Healthflex School of Reflexology Inc. is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Healthflex School of Reflexology Inc.

2011 School Year

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INTRODUCTION:

Dear Prospective Student,

Welcome to the Healthflex School of Reflexology Inc. We are honored that you are considering our school as the educational route into the profession of Reflexology. This school catalog reflects the importance we place on a balanced curriculum, a dedicated and professional faculty and staff, and a learning environment that is stimulating and supportive. The curriculum includes two options for completing 200 hours of Reflexology training. One option is the regular in-classroom study in which the student completes the training at the Healthflex School. The second option includes a distance-learning curriculum in which the student completes thirty hours of study at the Healthflex School of Reflexology Inc. and completes the remaining 170 hours away from the campus.

While our primary goal is to educate students in the highest state and national standards, we are also committed to supporting the personal growth and health awareness that is necessary for practitioners in this dynamic field.

Reflexologists are expected to have expertise in various forms of manual techniques, to be highly knowledgeable about the structure and relationship of the feet and hands to the rest of the body, to be knowledgeable concerning reflex pressure points, and be empathetic and caring to the client. We commit ourselves to providing an educational experience that fulfills these goals.

Graduates of the Healthflex School of Reflexology Inc. are eligible to become a Registered Certified Reflexologist (RCR) with the State of Tennessee. Graduates typically set up their own businesses or opt to practice in Reflexology clinics, doctor's offices, hotels, resorts, spas, salons, health clubs, and various allied health centers. If you would enjoy working in this ever-expanding field, we welcome you to discuss your career plans. As America moves to a health care system that emphasizes prevention and wellness, we are confident that Reflexology will continue to claim its rightful place among the health care professionals.

We look forward to working with you in the near future.

Respectfully,

Cynthia J. Klepper, President

Ted C. Helms, Secretary

Directors and Faculty of the Healthflex School of Reflexology Inc.

LOCATION AND FACILITIES:

The Healthflex School of Reflexology is located in West Knoxville in the Homberg area in the heart of picturesque rolling foothills of East Tennessee. The region is acclaimed for its year round outdoor activities, the Great Smoky Mountains National Park, Gatlinburg, Pigeon Forge, and the area's many lakes and rivers.

The School, which is located in the Southern Management Building at 5410 Homberg Drive, occupies a suite that is approximately 300 square feet. The facility houses modern up-to date demonstration and practice equipment appropriate for teaching Reflexology in sufficient supply to serve the student's needs.

PURPOSE, PHILOSOPHY, AND OBJECTIVES:

OUR MISSION:

The mission of the Healthflex School of Reflexology Inc. is dedicated to promotion and modeling wellness through touch; professionalism through education; knowledge through inquiry; and caring through community service.

The Healthflex School of Reflexology Inc. is dedicated to:

- Educating students in the highest state and national standards in the profession of Reflexology.
- Providing an educational atmosphere that recognizes the individual needs of the student.
- Fostering community awareness of the Reflexology profession and community out reach.

Upon completion of the either the on-campus or distance-learning Healthflex curriculum, the student will be prepared to establish a private practice or work with other health specialists as a Certified Reflexologist. The graduate will also be qualified to register with the State of Tennessee as a Registered Certified Reflexologist.

REFLEXOLOGY AS A PROFESSION:

Reflexology is a profession with outstanding opportunities to practice in a field that lets you be your own boss by starting your own business in the health field arena.

Reflexology is a therapy of stimulating the feet with pressure and relaxation techniques that provide a *relaxing and energizing* effect to every part of the body. Reflexology should not be painful. A proper treatment provides the feet with healthful, nourishing movements and alleviates stress from binding footwear and hard, flat surfaces we walk on.

A typical Reflexology reflex session includes a warm, soothing footbath, soft Reflexology movements to the hands, and a variety of therapeutic movements and pressure point techniques applied to the feet. A Reflexology treatment promotes *deep relaxation and homeostasis*.

Reflexology dates back thousands of years and today it is receiving admirable attention from beauty and health care professionals throughout the world.

If we *think for a moment*, the feet are a person's very foundation, physically and psychologically. As the population approaches their senior years, ailing feet will necessitate the seeking of a Reflexologist to aid in the comfort and well being of the client.

COMMUNITY OUTREACH PROGRAM:

Hours spent in Community Service can be counted as credit towards the 140 hours required in the "Reflexology" training described in the section entitled "Professional Reflexology Training Program. Examples of Community Service projects include participation in Health Fairs; providing therapy in nursing homes, hospitals, and senior citizen centers; etc.

STUDENT CLINIC:

Hours spent in the Student Clinic can be counted as credit towards the 140 hours required in the "Reflexology" training described in the following section. Students are allowed to obtain Reflexology experience while working with the general public who come into the clinic for therapy at a reduced rate.

PROFESSIONAL REFLEXOLOGY TRAINING PROGRAM:

The student has the option of enrolling either in the full classroom 200-hour "on-campus" study or enrolling in the distance-learning option. The full-classroom curriculum includes 200 hours of classroom instruction in the required subjects of Reflexology Theory and History, Clinical Procedures, Anatomy and Physiology, Law and Rules, Hydrotherapy, and Allied Modalities. The distance-learning option consists of 30 hours classroom instruction and 170 hours of home study materials, including textbooks, videotapes, written materials, and requires documented practice sessions on other individuals. Students participating in the distance-learning option are required to submit homework, complete tests, and show written evidence of completion of practice sessions.

Reflexology (140 hours):

- This class provides a comprehensive survey of the history and theory of reflex therapy, and extensive practice of clinical techniques and practices. Emphasis is on indications and contraindication of Reflexology and the practical techniques of reflex applications.

Human Physiology (5 hours):

- This class is a comprehensive overview of the function of the human body. The student will learn about each of the systems of the human body, with special emphasis on healthy function of the individual.

Human Anatomy (5 hours):

- This class involves the study of anatomy. Students will learn terminology, the names and locations of bones and major muscles of the feet and hands, and how these relate to the nervous systems. In addition, students will learn to analyze movements and activities to better understand the muscles involved in the hands and feet. Several classes of hands-on work will help students develop palpation skills and apply knowledge of anatomy to reflex work.

Hydrotherapy (15 hours):

- This course discusses the scientific application of water, in all three of its physical states, for the purpose of therapy and rehabilitation. Student will learn and practice the correct uses of hot, cold (ice), contrast applications, ice packs, and hot packs.

Tennessee Law (5 hours):

- The history and requirements of the Tennessee Reflexology Practice Act are discussed to familiarize students with the laws associated with the practice of Reflexology in the State of Tennessee. Students will also be introduced to the standards and ethics of the Reflexology profession.

Allied Modalities (30 hours):

- Students are given a theoretical introduction and limited practical application in a selection or required Allied Modality classes including: Communication Skills, Aromatherapy, Hot Stone Therapy, Practical Business Skills and Ethics, and Weight Loss/Stress Relief using Reflexology.

Institutional Calendar (Regular/In-Class Program):

First Session:		Second Session:	
Week 1	20 hours*	Week 1	20 hours*
Week 2	20 hours*	Week 2	20 hours*
Week 3	20 hours*	Week 3	20 hours*
Week 4	20 hours*	Week 4	20 hours*
Week 5	20 hours*	Week 5	20 hours*
Midterm Evaluation		Final Examination	

Grading will be: A (90-100) = 4.0; B (80-89) = 3.0; C (70-79) = 2.0; F (69 or below) = no points

* Students may elect to work with the Administration to vary their weekly schedule to take fewer or more hours than the standard 20-hours per week session.

Institutional Calendar (Distance Learning Program):

Note: Distance Learning Classes start about every two weeks. Classes can begin on weekdays or weekends based on when the student is able to come to Knoxville for classes.

Distance Learning First Session:	Distance Learning Second Session:
<p>15 hours of classroom* 85 hours distance learning (home study)</p> <p>*Note: classes are held weekends on Friday evenings, Saturday, and Sunday mornings as needed to total 15 hours unless arrangements are made to attend other days.</p>	<p>15 hours of classroom* 85 hours distance learning (home study)</p> <p>*Note: classes are held weekends on Friday evenings, Saturday, and Sunday mornings as needed to total 15 hours unless arrangements are made to attend other days.</p>
First Term Evaluation	Final Examination

Grading will be: A (90-100) = 4.0; B (80-89) = 3.0; C (70-79) = 2.0; F (69 or below) = no points

APPLICATION & REGISTRATION INFORMATION:

Admission Requirements:

- Must be at least 18 years of age.
- The following items must be sent with the Application and received before scheduling an interview:
 - ✓ Submit an Official Transcript from High School, GED, or College.
 - ✓ Submit a typewritten biographical essay. Include a statement on how you became interested in the field of natural healthcare and Reflexology.
 - ✓ Submit two (2) letters of reference from sources other than family. One should come from an employer and/or professional associate.
 - ✓ Submit the non-refundable \$50 Registration Application fee.

Interview

After the application is received, an interview with at least one of the Directors of the school is required, either in person or by phone if the residence is out of town.

Enrollment Agreement

The Enrollment Agreement is a document that states how students will pay for the course (lump sum, or periodic payments). The student must sign the Enrollment agreement after he/she has been accepted into the Healthflex School of Reflexology Inc.

Disclosure on the Transferability of Credits

The Healthflex School of Reflexology Inc. is a special purpose institution. That purpose is to train individuals to become a Certified Reflexologist. This purpose does not include preparing students for further college study. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Credits earned at the Healthflex School of Reflexology Inc. may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by the Healthflex School of Reflexology Inc. You should obtain confirmation that the Healthflex School of Reflexology Inc. will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at the Healthflex School of Reflexology Inc. to determine if such institutions will accept credits earned at the Healthflex School of Reflexology Inc. prior to executing an enrollment contact or agreement. The ability to transfer credits from the Healthflex School of Reflexology Inc. to another educational institution may be limited. Your credits may not transfer and you may have to repeat courses previously taken at Healthflex School of Reflexology Inc. if you enroll in another educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of the Healthflex School of Reflexology Inc. and of any other educational instructions you may in the future want to transfer the credits earned at the Healthflex School of Reflexology Inc. before you execute an enrollment contract or agreement.

Credit for Previous Training:

- ❑ This school must be provided with a certified transcript of the courses taken by the student from a licensed and approved school.
- ❑ Documentation of previous training will be included in the student's permanent file.
- ❑ The Healthflex School of Reflexology Inc. reserves the right to test for competency in the transfer credit subject.
- ❑ In addition to the stated policy, please be advised that there may be limitations in transferring credits earned at the Healthflex School of Reflexology Inc. to another institution. The transfer of credits is controlled by the receiving Institution and an accreditation does not guarantee transferability.

Payment of Fees:

- ❑ The registration fee must accompany the student's application for admission to the school. The registration fee is non-refundable.
- ❑ For the on-campus option and the distance learning option, all tuition must be paid prior to starting classes. For hardship cases, the Director may arrange an alternative payment schedule.

SCHOOL POLICIES

Enrollment Dates

Registration applications are accepted any time during the school year. Classes are scheduled to begin approximately every two weeks.

Attendance Policy

Students are expected to be present at scheduled class times determined by the instructor and/or the calendar. Attendance of 30 hours is required for the distance-learning option and 200 hours is expected for the on-campus study. For distance learning students, 15 hours must be spent on campus at the start of the first session and upon completion of the 85 home study hours, the remaining 15 hours must be spent on campus at the beginning of the second session. The second 85 hours must be completed prior to final exams and testing. The exact time for sessions must be scheduled at a mutually agreeable time that is arranged between the student and the instructors. All sessions must be completed within six months following the first day of classes.

Students who miss more than three scheduled classes will be dismissed for unsatisfactory attendance unless the Director approves extenuating circumstances. A delinquent student may be readmitted only after a meeting with the Director and satisfactorily providing an explanation of the reason(s) for missing classes.

Housing

Healthflex does not provide housing for its students. However, there are a number of rental facilities available in the Knoxville area, close to the school.

Legal Holidays

The school will be closed Good Friday, Memorial Day, Independence Day, and Labor Day. There will be extended breaks for Thanksgiving and Christmas/New Year's Day.

Progress Reports

The school will make periodic progress reports to each student either in person or by letter after the completion of written examinations and practical exercises.

Transcripts

Transcripts will be added to the student's permanent file upon satisfactory completion of the course and payment of all tuition fees.

Placement Assistance

While this school cannot guarantee employment for its graduates, it does provide and employment counseling service for business and employment opportunities. The school also keeps a file of current available job openings. The counseling service and job information file is available to any graduate of the school at any time during their career.

Graduation Requirement

In order to graduate, the student must have satisfactorily mastered all the courses of study, passed all final exams, paid all tuition and fees in full, and complied with the rules, regulations, and requirements of the school. Upon graduation, students will receive a diploma stating that he/she has completed the Reflexology training program.

Student Counseling

Members of the Healthflex School of Reflexology Inc. staff are available to counsel, assist and advise students upon request.

Student Records

All student records are permanently on file. Any students wishing to see his/her personal records may do so at any time during school office hours. Any student wishing to copy his/her records must notify the school in writing. There is \$1 charge for each page copied. All student records are confidential and safeguard the privacy of personal and demographic information.

Student Grievance Policy

Any student who may have a grievance or complaint toward the Healthflex School of Reflexology Inc., school staff, or fellow student, should first attempt to resolve these problems verbally or in writing directly to the school.

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission at the following address:

Tennessee Higher Education Commission
404 James Robertson Parkway.
Nashville, TN 37423-0830.
Tel. (615) 741-5293

CODE OF CONDUCT AND DISCIPLINARY POLICY:

The nature of Reflexology requires necessary classroom community awareness. The following code has been developed toward that end.

- ❑ Students are required to maintain their studies at the current class level.
- ❑ Enrollment agreement must be honored in its entirety.
- ❑ Students shall not attend classes under the influence of alcohol or illegal substances.
- ❑ Students shall have no more than three consecutive days of unexcused absence or a total of five days a month, and have no more than four consecutive days or seven days per month of unexcused tardiness.
- ❑ Students are expected to conduct themselves in a professional and respectable manner at all times. Students exhibiting behavior that is outside these guidelines shall be required to meet with the school administration.
- ❑ Students shall refrain from any academic misconduct, which may include but is not limited to cheating, falsification of time records, and/or misrepresentation of required homework assignments.

NOTE: DISREGARD FOR ANY OF THE ABOVE POINTS MAY CONSTITUTE GROUNDS FOR DISMISSAL. REINSTATEMENT FOLLOWING DISMISSAL IS UP TO THE DISCRETION OF THE SCHOOL ADMINISTRATION.

PROBATIONARY POLICY:

Students may be subject to Probation on one or a combination of the policies listed under the Code of Conduct. Students may also be subject to Academic Probation if their grades for one class or a combination of classes fall below a "C" average. A student placed on academic probation will be notified in writing and required to have a counseling session with an authorized staff member. A copy of the notification letter will be added to their permanent file. The probationary period is for thirty (30) days.

FINANCIAL POLICIES REFUND POLICIES:

Tuition:

The cost of tuition is \$1700.00 for the 200-hour course (tuition is the same for either the on-campus option or the distance-learning option). There is an additional non-refundable \$50.00 application fee and approximately \$100.00 for required textbooks. Unless special arrangements are made with the President and Secretary, all tuition is payable prior to starting classes and receiving materials or attending classes.

The refund policy for all students is as follows:

- ❑ For students who enter school and begin training, but leave within the first week, tuition is refunded less \$100.00 administration fee. The \$50.00 application fee is not refunded. After classes have started, and before the expiration of 10 percent of the classroom hours (20 hours for the on-campus option, 3 hours for the distance learning option), the refund is 75 percent of the tuition less the \$100 administration fee and the \$50.00 application fee.
- ❑ After the expiration of 10 percent of the classroom hours (20 hours for the on-campus option, 3 hours for the distance learning option), and before the expiration of 25 percent of the classroom hours (50 hours for the on-campus option and 7.5 hours for the distance learning option), the refund is 25 percent of the tuition less the \$100 administration fee and the \$50.00 application fee.
- ❑ After the expiration of 25 percent of the classroom hours, (50 hours for the on-campus option and 7.5 hours for the distance learning option), the student is obligated for the entire tuition (100 percent).
- ❑ In case of prolonged illness, accident, death in the family, or other extenuating circumstances that make it impractical to complete the course, student and school will negotiate a reasonable settlement. For the purpose of computing refunds, the last date of actual attendance by the student will be considered the termination date unless earlier written notification is received.
- ❑ No textbooks that been written upon anywhere will be accepted for a refund, nor textbooks returned more than two weeks after original purchase. Book refund will not exceed more than 50 percent of the original purchase price and will be issued with 30 days after the book is returned to the school.
- ❑ Refunds are made directly to the student within thirty (30) business days. The official date to withdraw from the program is the last actual date of attendance at the school.

STUDENT ENROLLMENT AGREEMENT CHECKLIST

HEALTHFLEX SCHOOL OF REFLEXOLOGY INC.	
5410 Homberg Drive, Suite 22A, Knoxville, TN 37919	
STUDENT ENROLLMENT AGREEMENT CHECKLIST AND CONTRACT	
NOTE: Each prospective student is required to sign and date this form, which will be maintained in each student's file.	
Name of Student:	Registration Date of Student:
Street Address:	Social Security Number:
City, State, Zip Code:	Telephone Number: ()
Name of Course/Program: On-Campus Reflexology <input type="checkbox"/>	Distance-Learning Reflexology <input type="checkbox"/>
Date Training Begins:	Projected Date of Completion:
Total Cost of Program (includes tuition, fees, and textbooks): _____	Date Student Received Copy of Agreement:
STUDENT CONTRACT AND AGREEMENT:	
_____ I have toured the institution.	
_____ I have received an institutional catalog.	
_____ I have read and signed the school's "Disclosure on the Transferability of Credits" form.	
_____ I was given the time and opportunity to review the institutional policies in the catalog.	
_____ I understand the 200-hour length of the program for either the on-campus or distance-learning options.	
_____ I have been informed of the cost for completing the program, which is \$1700.00 and \$100.00 for administrative fees and textbooks. By signing this contract, I agree to pay a total tuition of \$1700 before starting classes and the \$100 administrative fee. The certificate of graduation will not be provided until all classroom work is completed and tuition is paid in full.	
_____ I have been informed of the estimated cost of textbooks and fees, which is \$100.00, which is in addition to the \$1700 tuition.	
_____ I have been informed of the institutional cancellation and refund policy, which is as follows:	
<ul style="list-style-type: none"> • If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00); 	
<ul style="list-style-type: none"> • If after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all amounts paid or to be paid by or on behalf of the student for the period, less administrative fee of one hundred dollars (\$100.00); 	
<ul style="list-style-type: none"> • If after expiration of the of ten percent (10%) of the period of enrollment for which he or she was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all amounts paid or to be paid by or on behalf of the student for the period, less administrative fee of one hundred dollars (\$100.00); 	
<ul style="list-style-type: none"> • After the expiration of twenty-five (25%) of the classroom hours, (50 hours for the on-campus option and 7.5 	

HEALTHFLEX SCHOOL OF REFLEXOLOGY INC.

5410 Homberg Drive, Suite 22A, Knoxville, TN 37919

STUDENT ENROLLMENT AGREEMENT CHECKLIST AND CONTRACT

hours for the distance learning option), the student is obligated for one hundred (100%) of the entire tuition, fees, and other charges.

- In case of prolonged illness, accident, death in the family, or other extenuating circumstances that make it impractical to complete the course, student and school will negotiate a reasonable settlement. For the purpose of computing refunds, the last date of actual attendance by the student will be considered the termination date unless earlier written notification is received.
- No textbooks that been written upon anywhere will be accepted for a refund, nor textbooks returned more than two weeks after original purchase. Book refund will not exceed more than 50 percent of the original purchase price and will be issued with 30 days after the book is returned to the school.
- Refunds are made directly to the student within thirty (30) business days. The official date to withdraw from the program is the last actual date of attendance at the school.
- When computing refunds, the last day of attendance for a student shall be one of the following:
 - (a) The date on the expulsion notice if a student is expelled from the institution; or
 - (b) The date the institution receives a written notice (including a signed drop form) of withdrawal from a student; or
 - (c) When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal; or
 - (d) When a student fails to return from an approved Leave of Absence (LOA).

_____ I understand what 'transferability of credits' means and the specific limitations (if any) should the institution have articulation agreements.

_____ I understand my rights in a grievance situation including contacting the Tennessee Higher Education Commission.

_____ I realize that any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830, telephone (615) 741-5293.

_____ For the program entitled "Reflexology", I have been informed that, for the July 20__/June 20__ period, the withdrawal rate is __ %, the completion rate is __%, and the in-field placement rate is __%. Detailed statistical data for this program may be viewed by going to <http://state.tn.us/thec> and clicking on " Authorized Institutions Data" button.

_____ I understand that while the Healthflex School of Reflexology Inc. will make every effort to seek employment for graduates of the program, there is no guarantee of employment upon graduation.

Signature of President:

Date:

Signature of Secretary:

Date:

Signature of Student:

Date:

DISCLOSURE ON THE TRANSFERABILITY OF CREDITS

Credits earned at the Healthflex School of Reflexology Inc. may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by the Healthflex School of Reflexology Inc. You should obtain confirmation that the Healthflex School of Reflexology Inc. will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at the Healthflex School of Reflexology Inc. to determine if such institutions will accept credits earned at the Healthflex School of Reflexology Inc. prior to executing an enrollment contact or agreement. The ability to transfer credits from the Healthflex School of Reflexology Inc. to another educational institution may be limited. Your credits my not transfer and you may have to repeat courses previously taken at Healthflex School of Reflexology Inc. if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of the Healthflex School of Reflexology Inc. and of any other educational instructions you may in the future want to transfer the credits earned at the Healthflex School of Reflexology Inc. before you execute an enrollment contract or agreement.

Student (Initials): _____

Date: _____

STUDENT APPLICATION

Healthflex School of Reflexology Inc.
5410 Homberg Drive, Suite 22A, Knoxville, TN 37919 (primary mailing address)
849 Chestnut Grove Circle, Dandridge, TN 37725 (alternative mailing address)
11769 N. Williamsburg Drive, Knoxville, Tennessee 37934 (alternative mailing address)
(865) 397-8214 or (865) 966-7989

First Name: _____ Middle Initial: _____ Last Name: _____	Mailing Address: Street: _____ State: _____ Zip Code: _____	
Date: _____	Marital Status: _____	Age: _____
Social Security Number: _____	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Daytime Phone: () _____	Business: () _____	
Name of Next of Kin: _____	Relationship of Next of Kin: _____	
Address of Next of Kin: _____	Telephone Number of Next of Kin: _____	
Occupation: _____		
Employer: _____	Address of Employer: _____	
Place of Birth: _____	Date of Birth: _____	
Name of High School (must submit official transcript with application): _____	High School Address: _____	
NOTE: If applicant's high school records were maintained under a different name than list in the item above, state the name used: _____		
List any college or vocational school(s) attended: _____		
School Name: _____	School Name: _____	School Name: _____
School Address: _____	School Address: _____	School Address: _____
How did you hear/learn about the Healthflex School of Reflexology? 		

Student Application (Continued)

References (Please list information regarding two references other than family):

Reference Number 1:

Name: _____

Street Address: _____ State _____ Zip Code _____

Telephone Number: _____

How do you know this person? _____

Reference Number 2:

Name: _____

Street Address: _____ State _____ Zip Code _____

Telephone Number: _____

How do you know this person? _____

Have you ever been convicted of a crime? Yes ___ No ___ If yes, give details (do not mention minor traffic violations):

Auto Biography / Personal Philosophy:

In the space below, please write your autobiography. Please include how you became interested in Reflexology and what professional and personal goals you have for your future. Please feel free to be creative and imaginative. (THIS SECTION MUST BE COMPLETED.)

I have enclosed:

- \$50.00
- Photograph
- Official Transcript from High School, GED, or College
- 2 Letters of Reference
- Application

I am registering for:

- On-Campus Full Time
- Distance Learning/Home Study