

INTESTINAL HEALTH INSTITUTE SCHOOL FOR COLON HYDROTHERAPY CATALOG 2011

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Sheila Shea, Director

The Foundations of Colon Hydrotherapy Program Catalog

2011 Catalog
Volume 4
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All training and clinical treatments take place at one location:
4427 E Fifth Street in Tucson, Arizona

This catalog is available to students and prospective students in an electronic format using a PDF file. Go to <http://get.adobe.com/reader> to download the Adobe Acrobat Reader software that opens the PDF file.

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The Foundations of Colon Hydrotherapy Program Catalog

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The Vision

Message from the Director

The Intestinal Health Institute has a commitment to quality training and education. The key word for the Foundations of Colon Hydrotherapy program might well be "competence"---competence with the principles of colon hydrotherapy, equipment usage and maintenance, client communication and practice management. Small classes guarantee quality personal guidance from the director and guest instructors, leaders in their respective fields of endeavor.

In our professional training program, you learn more about colon hydrotherapy and yourself. Additionally, our colon hydrotherapy internship will give you the opportunity to put theory into practice and establish important and invaluable "on-the-job" experiences further building your self-confidence and professional abilities.

Faculty. Resources. Practical experience. Proficient teaching that is the Intestinal Health Institute's commitment to the colon hydrotherapy professional training. We look forward to having you participate in our program.



Sheila Shea
Director

Mission

The mission of the Intestinal Health Institute is to provide personalized education and training of distinction that leads graduates to an ethical, professional, and productive career in the field of Colon Hydrotherapy.

Philosophy

Colon Hydrotherapy is a special field. It deals with an intimate and important part of the body that is often overlooked or ignored and that can be a source of great distress or joy. The CHI, the center of energy, resides within the intestines. The entire distribution network of nutrition also resides in this center. The transfer of wastes from the body to the core and from the core out resides within the intestines. The Gerda Boyesen Institute for Biodynamic Psychology and Psychotherapy (<http://www.biodynamic.org>) says the intestines are the seat of the unconscious and subconscious, and the ability to receive and release exist within this system.

In Chinese medicine, every organ has two functions, the physical and the 'esoteric' or meaningful. The heart, for example, pumps blood, but it is also the seat of romantic love. I realized that the esoteric function of the intestine is to 'digest' stress. The intestine is the most unconscious part of the body. It will react to unconscious tension even if a person is apparently calm mentally. Freud said that one should work with the unconscious that is nearest to the conscious, to the ego. Reich looked for it in the intestines, as a matter of fact, but he didn't

find it. I have found it. Psychoperistalsis is the body's own acupuncture.

So the idea is that when the organism is under stress, the 'esoteric' function of the intestine can become blocked. You can watch it happening in a dog. He is eating peacefully, the intestine is moving. Along comes a cat and it stops moving. If the system is reopened, the body will cope with the mind's daily intake of crises.

---Gerda Boyesen

The Intestinal Health Institute (IHI) acknowledges the sensitivity of this area and creates a special environment that best facilitates the functioning of the Gastrointestinal System. Safety, relaxation, trust, professionalism, rapport, beauty, cleanliness, privacy, permission and gentleness are key ingredients in this new environment. In their training, the students are balancing four components: the client, the equipment, the business practice and their demeanor in the situation, keeping each ingredient in mind.

IHI honors the student as a whole person and encourages each student to become aware of his or her process while growing in the professional training. Each student is supported to become self-guided, investigative, self-reflective, compassionate and rational in the field of Colon Hydrotherapy. Each student has the opportunity to make a difference in this special field. IHI training begins that professional journey.

History

Intestinal Health Institute (IHI) was founded in January, 1998 and replaced the original sole proprietorship, *Colonics by Sheila Shea* Sheila Shea, a practice started in Tucson in 1988. A website was founded in 1996 called Intestinal Health and Colon Hydrotherapy. The name change reflected a shift toward the development of the more comprehensive scope of IHI. The Institute focuses on intestinal health and all the factors that create it. Colon hydrotherapy is one of the key components of intestinal health and one of the major services of the IHI.

After 33 years of service in the field of Colon Hydrotherapy, I feel it is time to give back. I have created the School for Colon Hydrotherapy as part of the Intestinal Health Institute. The School will be an opportunity to codify and teach all that I have learned in the past 33 years so that students may have the benefit of this information, experience and insight.

The Facility and Location

The Institute is located in the heart of the city of Tucson, Arizona. The 1000-square-foot facility houses the classroom, colon hydrotherapy and massage therapy rooms and library with ample space for rest, relaxation, study and treatment. The colon hydrotherapy room has large windows overlooking the Santa Catalina mountain range, reminding us that Tucson is a city surrounded by four mountain ranges situated in the beautiful Sonoran desert.

Tucson is a city rich in outdoor sports such as hiking and cycling and has ample opportunities for arts experiences, including music, theater, dance, opera and studio art. The weather is dry and sunny. Summers are hot and include a rainy monsoon

season; winters are temperate and include skiing at the higher elevation of the Santa Catalina range. The University of Arizona offers many resources and is in close proximity to the IHI office.

Students may want to spend additional time in the Sonoran desert environment, whether to explore its beauty or to apprentice further in colon hydrotherapy. I encourage all students to take advantage of these opportunities while in Tucson.

[Intestinal Health Institute Google Maps](#)

Apprenticeships

Upon graduation, students may opt to spend additional time in an apprenticeship at the Intestinal Health Institute for one to three weeks.

Graduate Employment Opportunities

Students have the option of opening their own practice after graduation. They may also join an existing practice with other health care practitioners such as naturopathic, osteopathic, medical, chiropractic, massage therapy and complementary practices. Various spas around the country also offer Colon Hydrotherapy and provide another venue for employment. Currently, Colon Hydrotherapists are in demand around the country. The International Association for Colon Hydrotherapy (IACT) sends regular E-blasts on new employment opportunities. They also advertise practices for sale in their Quarterly Journal.

Certification and Licensure

The Foundations of Colon Hydrotherapy professional training is a 117.25 hour residential program based on the International Association for Colon Hydrotherapy (IACT) syllabus that is the industry standard in the United States with an additional requirement in the state of Florida.

Florida requires that Colon Hydrotherapists be licensed massage therapists. Those interested in practicing in the state of Florida may contact http://www.doh.state.fl.us/Mqa/massage/ma_lic_req.html for further information in obtaining massage therapy training.

The requirements for graduates to practice in their city, county, state and country vary greatly from no requirements to licensure. It is the responsibility of each student as requested on the application form to investigate the particular laws and regulations of their area. Minimally, a business license is required.

At this time, no certification or licensure is required to practice Colon Hydrotherapy in the city of Tucson or in the state of Arizona.

The Institute offers the International Association for Colon Hydrotherapy (IACT) Foundation Level testing which provides you with their Certificate of Completion. The Institute issues you a Certificate of Completion and Transcript as a record of your education.

The Program Overview

The Foundations of Colon Hydrotherapy Course Overview

This Course trains students to become professional Colon Hydrotherapists. Prerequisites, lectures and clinical practice are combined to equip students with the foundational tools to initiate and maintain a practice from a personal and professional developmental perspective.

Forty-five (45) hours of Anatomy and Physiology are a prerequisite to enter the Foundation Level Course as well as CPR certification and a High School degree. The Foundation Level Course consists of 117.25 residential hours and follows the Foundation Level syllabus of the International Association for Colon Hydrotherapy (IACT). The students will be required to do some preparatory reading before the Course.

Click here to see a copy of the [Curriculum](#) for the 15-day Course.

IHI reserves the right to substitute or change the instructors and/or curriculum at its discretion.

Each Course runs 15 days: Monday through Saturday on week one and two and Monday through Wednesday on week three. The Program is offered six times a year. The Institute is closed for the Christmas, New Year's, Fourth of July, Memorial and Labor Day holidays.

(<http://www.sheilashea.com/school/calendar.html>)

The faculty-to-student ratio is 1:5 or less depending on the class and activity.

Program Prerequisites and Completion Requirements*

Forty-five (45) hours of Anatomy and Physiology, GED and a CPR certificate are the prerequisites to enter the Foundation Level Course.

Equivalency: a student may submit a transcript of an Anatomy and Physiology course, minimum 45 hours or 3 semester units completed within last 5 years, from an accredited/licensed college/school along with the application form.

Upon acceptance, students are expected to purchase reference textbooks for their course of study and professional career: one medical dictionary, one PDR on pharmaceuticals, two dietary books and one business text.

The Institute will mail you the Colon Hydrotherapy Handbook when final payment for the Program is received and no less than 3 weeks before the start date. You have the opportunity to review and read over the handbook materials in preparation for the course. A few preliminary assignments will be given from the reference and handbook readings that are due on the first day of class. Some tests are given during the course based on texts, papers, handouts, lectures and clinical content.

45-Hour Anatomy and Physiology Course through Cengage
[Bekki Medsker](#) is the instructor that facilitates your 45-hour Anatomy Physiology course through Cengage Learning. The course is online with excellent text and workbook materials. The instructor guides you through the course.

This 45-hour Anatomy & Physiology course is a review of anatomy and physiology including these systems: the integumentary, skeletal and joints, muscular, nervous, endocrine, reproductive, cardiovascular, lymphatic, respiratory, digestive, and urinary.

Please include a copy of your certificate of completion for the A&P course with your application form to the Intestinal Health Institute.

All costs associated with these Program prerequisites are not included in the total cost of the program. See page twelve (12) for Prerequisite Course Fees.

The Foundations of Colon Hydrotherapy Program at IHI Tucson

Completing the prerequisites prepares students for entry into the 15-day Course of 117.25 hours at the Tucson facility.

The Program will cover:

- Business, ethics and office procedures
- Personal health and sanitation
- Anatomy and physiology
- Theory, history and practice of Colon Hydrotherapy
- Complementary modalities
- Internship and apprenticeship
- Fifteen (15) minutes presentation

Upon completion, students will perform all the functions of the Colon Hydrotherapy process including and not limited to:

- Scheduling/confirming appointments
- Performing client intake
- Setting up equipment
- Performing Colon Hydrotherapy sessions
- Maintaining proper draping procedure during a session
- Caring for client throughout Colon Hydrotherapy sessions
- Cleaning equipment
- Performing routine facility cleanliness
- Charting Colon Hydrotherapy sessions
- Identifying indications/contraindications for Colon Hydrotherapy
- Recognizing clients in need of medical intervention and having a procedure for referring medical assistance
- Taking care of oneself in the practice

Total prerequisite hours are 45 hours or 3 semester units of A&P plus hours needed to complete the CPR training and a GED if necessary. Additional prerequisite hours are spent completing assignments due the first day of class.

The total residential course hours at the Intestinal Health Institute are 117.25 hours.

The Classroom Environment — Books, Equipment, Library

Required Texts and Reference Works:

All articles linked on the intestinalhealthinstitute.com website (included in tuition)

Colon Hydrotherapy Handbook by Sheila Shea (included in tuition)

Business Mastery - 4th Edition by Cherie Sohnen-Moe

One Anatomy & Physiology textbook such as the Cengage text and workbook by Rizzo.

Breaking the Vicious Cycle by Elaine Gottschall

Gut and Psychology Syndrome by Natasha Campbell-McBride MD

The Gastrointestinal System at a Glance by Satish Keshav

The above books and papers constitute the core of the Foundations Program. Other books and papers may be added. Additional handouts related to the various lecture topics and clinical practice will be given to students during the course of study.

Equipment and technology competencies

Students train on and master the operation of the Toxygen Model BSC-UV by Dotolo Research Corporation to graduate from the Program. The Toxygen equipment is FDA, CE and ISO registered. See <http://www.dotoloresearch.com/>.

Clinics, spas and health professionals employ some students after graduation. Other students will go into private practice or be self-employed. For those students who initiate their own practices, the following are potential costs of equipment and accessories.

Equipment costs from various manufacturers range from \$4400 to \$8000 depending on the type of equipment and features. It is occasionally possible to purchase refurbished equipment at lower prices from private individuals, manufacturers and ads in the *International Association for Colon Hydrotherapy Quarterly Journal*.

Accessories and supplies are predominantly disposable speculum kits, underpads, gowns, linens, massage table, chairs, brushes, latex/vinyl gloves, lubricant, pillows, filters and germicidal solutions.

Library resources

Although most of the knowledge will be gained through hands-on, experiential learning, textbooks will be used for review and deeper study. Students have access to the Intestinal Health Institute library of over 200 books on Colon Hydrotherapy, anatomy and physiology, diets and nutrition, herbs, homeopathy, Ayurveda, communication, ethics, business practice and other related alternative health fields.

If students wish to do further research on any one topic, Arizona Health Sciences Center library (<http://www.ahsl.arizona.edu/>) makes their computers, databases and other resources available to the public.

Additionally, the Tucson-Pima County library and the library of the University of Arizona are very accessible and just minutes from IHI. Through interlibrary loans, students can access material from any library in the United States, including state libraries, university collections and the Library of Congress.

Course Descriptions

Business Ethics and Office Procedures (Course #101) (5 hours)

Highlights: Introduction, Regulations, Career Paths, and Management/Operations

During this 5-hour course, students get to know each other, the policies of the school and the International Association for Colon Hydrotherapy. Students learn the federal, state, county and city ordinances that govern the field. Business practices that promote a legal and successful practice are reviewed including legal structures, taxes, insurances, OSHA, HIPPA, professional ethics and standards.

Career path selection, employment acquisition and marketing techniques are explored and assessed. Finally, we focus on office procedures such as appointment making, record keeping, policies, telephone practices, client comfort, cash management, professional affiliations, professional codes of behavior and logistics, professional referrals and optimum communication.

Health and Sanitation (Course #102) (5 hours)

Highlights: Disease and Infection, Sanitizing, Personal Hygiene

Students will become familiar with the key bacteria, fungi and viruses that may present in a colon hydrotherapy practice and their methods of contamination and decontamination. Sanitary conditions and sanitization regarding equipment, treatment room, bathroom and overall office are discussed. Personal hygiene of the practitioner is reviewed including cleanliness, hand washing, clothing, personal health care and a positive attitude.

Anatomy and Physiology (Course #103) (45 hours)

Highlights: 5 hours A&P Review, 40 hours of GI A&P focus on Digestive System

This course contains the most hours of any course in the Colon Hydrotherapy program. In order to allow for 45 hours of A&P in a reasonable way, our overall program is 2.5 weeks in duration. We would rather give the student the opportunity to learn and digest the course over time to have better attention, retention, and rest.

The first 5 hours of the course is devoted to terms and organization of the body and a review of the systems: skeletal, muscular, nervous, cardiovascular, lymphatic, endocrine, respiratory, urinary and reproductive.

The bulk of the course, 40 hours, is devoted to an introduction to the digestive system including its structure, function and metabolism. Students will learn how the nervous, endocrine and exocrine glands and cardiovascular systems interact with the digestive system.

History, Theory & Practice of Colon Hydrotherapy (Course #104) (10 hours)

Highlights: History, Theory, Equipment Types, Indications and Contraindications

Students gain an understanding of the long history of intestinal cleansing and the theory of colon hydrotherapy as compared with other methods of cleansing the intestines. Students learn the types of colon hydrotherapy equipment such as the open and closed and well as the policy of the International Association for Colon Hydrotherapy. Finally, students recognize the indications and contraindications for

giving a colon hydrotherapy session, when to get a prescription and the effects of prescription and non-prescription drugs on the intestinal walls.

Complementary Modalities (Course #105) (5 hours)

Highlights: Alternative Therapies

This course is extremely important for the new therapist as the clients ask many questions in the areas of diet, nutrition, cleansing, detoxification and supplements. Therefore, the course will focus mainly on those areas. Students will be expected to know and explain the major diets leading to intestinal health as well as the major cleansing programs that accompany colon hydrotherapy.

The course also looks into related and other holistic fields such as massage therapy, reflexology, lymphatic drainage, Chi Nei Tsang, Abdominal Visceral Manipulation, chiropractic, osteopathy and Cranial Sacral. The school, instructor and students have a larger say in this course in which direction they wish to focus. One benefit of knowledge of various fields for the colon therapist is the ability to know to whom to refer when that is necessary.

Internship and Apprenticeship (Course #106) (46 hours)

Highlights: Colon Hydrotherapy Clinic

The syllabus of the International Association for Colon Hydrotherapy (IACT) requires that students give 25 colon hydrotherapy sessions for their certification. As the number of Anatomy and Physiology hours was increased to 45, I feel it is important to also increase the number of colon hydrotherapy sessions to 40 that the student performs. This increased number gives the student the benefit of having more experience before they assume their professional practice. Sessions are approximately 1 hour and 15 minutes each.

Students will perform all functions of the colon hydrotherapy process, complete all documentation and charting, identify indications and contraindications and be able to recognize clients that need medical intervention and know proper referral to appropriate medical fields.

The Institute practicum also teaches massage therapy techniques of the abdomen performed on the outflow during the session. These techniques are an important part of a successful colon hydrotherapy process.

Fifteen Minute Presentation (Course #107) (15 minutes minimum)

Highlights: Topic Digestive System

Students will present to the class and instructor a 15-minute presentation on the digestive tract demonstrating their knowledge of the digestive system. The goal is to communicate effectively with the client and the public.

Personnel

Board of Directors

Sheila Shea MA

Faculty

Sheila Shea, Colon Hydrotherapist. MA in Education, Stanford University, Palo Alto CA – Massage and Colon Hydrotherapy, Lindsey Hopkins School of Massage, Miami FL and Florida School of Massage, Gainesville FL – writer, teacher and practitioner in Colon Hydrotherapy 28 years – National Board Certified Colon Hydrotherapist – IACT Certified Colon Hydrotherapy Instructor
(See <http://www.i-act.org/>)

School Director: Instructor in Colon Hydrotherapy and Lecturer

Finances : Tuition, Cost and Fees

Program Costs

Basic Tuition including registration and IHI textbook fees	\$3499
Application/Registration Fee (included in tuition)	\$ (25)
Institute Text and Website Papers (included in tuition)	\$(200)

Prerequisite Course Fees

Anatomy and Physiology Course (Cengage)	\$ 399
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Additional Required Textbook Fees

Students will be able to purchase additional texts through internet sites for best price. Costs of these important reference works will range from \$50 to \$200. These costs are in addition to tuition.

Lodging

The price range is approximately \$69 to \$139 nightly. Some of the lodging places offer better rates for 1-3 weeks. One private renter is offering the 2.5 weeks for \$250 depending on availability. See [Lodging](#) for more information.

Transportation and lodging costs are not included in tuition and are the full responsibility of the student.

Optional Professional Costs

Professional Liability Insurance

<http://www.cmfgroup.com>

Price of insurance varies depending on membership in professional associations or individual, employed or self-employed, limits, volume of clients, number of locations, additional insured, and additional features. General fee range is \$150-190 annually.

Membership and Testing for Professional Organization

<http://www.i-act.org/> IACT

International Association for Colon Hydrotherapy (IACT)	\$ 150
Testing fee for Foundation certification	\$ 75
Study Guide for Level 1, Foundation	\$ 20

	\$ 245

National Board for Colon Hydrotherapy examination

(Advanced level and three years in practice)

\$ 300

Other fees for business licenses, transaction privilege tax license and liability insurance may apply depending on the nature of your practice.

Payment Schedule

The basic tuition for the course is \$3499.

A \$200 textbook fee is included in tuition.

- A registration fee of \$100 is submitted with the application form
- The remaining \$3399 is submitted with the enrollment form.

Tuition Reductions, Tuition Discounts, Educational Loans, Tuition Scholarships and Financing Options

Intestinal Health Institute does not offer any tuition reductions, tuition discounts, educational loans or tuition scholarships at this time.

Tuition for the Program shall be the same for every student, except for group arrangement or following a published notice of a change.

Refund Policy

The Refund Policy of IHI is as follows:

In accordance with State law, if an applicant is not accepted having made an initial payment, all monies will be refunded.

The applicant may cancel this contract and receive a full refund of all monies paid to date if cancellation is made in writing to the Director and mailed/delivered to the institution at the address stated herein within three (3) business days after the date of signature.

If a student cancels after three business days of signing the enrollment agreement, all monies will be refunded except for the \$100 registration fee and \$175 book fee.

Other tuition refunds are determined as follows:

1. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition less the registration fee of \$100 and book fee of \$200.
2. After the commencement of classes, the tuition refund amount shall be determined as follows:

% of the clock hours attempted:	Tuition Refund amount:
10% or less	At least a 90%
More than 10% and less than or equal to 20%	At least a 80%
More than 20% and less than or equal to 30%	At least a 70%
More than 30% and less than or equal to 40%	At least a 60%
More than 40% and less than or equal to 50%	At least a 50%
More than 50%	No Refund is required

If a program on a particular start date is cancelled or changed, IHI offers a full refund or the option of choosing another program start date within a year. The IHI is not responsible for airline tickets, other tickets or payments, or any similar penalties that the student may incur because of any program date cancellation or change.

Students must notify IHI in writing or by certified mail if they need to cancel out of a Program. The amount of the refund is determined by the date that the student notifies the IHI of the cancellation.

Students may transfer their acceptance from one Program date to another free of charge within three business days of signing the enrollment agreement. A transfer fee of \$50 is charged for a transfer after three business days.

Book costs are non-refundable after three business days.

The costs associated with prerequisites are separate from those of the tuition. The costs of prerequisites are not to be part of the refund.

The Institute regrets that it cannot make exceptions to this Refund Policy for any reason including personal emergency. However, the student has the option to take the Program within a year with a transfer fee of \$50 and a re-registration fee of \$100.

Refunds are mailed within 30 days of the date of notification.

Admissions, Interview and Enrollment

The Program is designed for full-time students. Part-time students are welcome as space permits. The school admits students monthly or bi-monthly for the one-week Program. Class size is limited to 5 students per program to ensure optimum teacher/student interaction. The applicant will be evaluated based on educational background, reasons for requesting admission, financial stability, preparedness, ability to benefit from the Program, and other criteria.

Eligibility

Students must meet the following eligibility requirements:

- Have completed high school or have an equivalent GED.
- Be 18 years of age or older.
- Be committed to participating mindfully in the complete course of study.
- Be able to study, do assignments and practice on students and clients.
- Have a strong desire to study and practice Colon Hydrotherapy as a means of self-fulfillment, greater service to others and participation in a great field.
- Acknowledge that he/she will adhere to student codes of conduct and ethics enacted by the Intestinal Health Institute as well as all other policies and procedures referred to and made a part of the enrollment contract and the catalog or thereafter issued by the school. The object is to enhance the professionalism of Colon Hydrotherapy and comply with applicable laws.
- Have completed certified CPR and First Aid courses (4 hours each) by the beginning of the Program.
- Have received two Colon Hydrotherapy sessions.
- Completed 3 semester units (45 hours) of Anatomy & Physiology.

Admissions Process

Individuals who wish to apply for admission to The Foundations of Colon Hydrotherapy Program must:

- Submit the online application form with a \$100 registration fee.
- Submit the following supporting documents sent directly to IHI.
 - a. Copies of diplomas and/or certificates from two most recent academic and holistic institutions.
 - b. Resume outlining educational and professional development.
 - c. For Anatomy and Physiology equivalency credit, transcript of course taken within last 5 years.
- Complete an interview with the Director of the Intestinal Health Institute.

Upon receipt of the application, the Director will contact you to schedule a phone interview. Applicants are notified of admission after the interview process and on review of their complete admissions files.

Student Enrollment Agreement

Upon acceptance to The Foundations of Colon Hydrotherapy Program, students are asked to sign an enrollment agreement outlining the conditions of enrollment, tuition and payment plan, and other expenses, costs and fees.

Academic Policies Grading Procedures

- Students must pass the prerequisite courses according to each course standard.
- During the two and a half week Program, students are given daily tests with a pass/fail on text and lecture material. Students must pass all tests with a minimum of 85%. Make-up tests must be completed within 24 hours.
- In the clinical portion of the Program, students are evaluated after each session of Colon Hydrotherapy. A minimum of 85% is necessary to achieve a PASS.

Academic Progress Policy

It is the goal of Intestinal Health Institute for each student to be able to demonstrate knowledge and competency at a minimum level of 85% in each lecture and clinic session.

The grades recorded on grade reports for each lecture, clinic and on official transcripts will appear as a pass/fail.

A pass/fail report will be issued each day on the results of the lecture tests and the clinic evaluations. Students must receive 85% or higher to earn pass credit for each class or clinic. Failure to meet a class or clinic requirement will result in a grade of 84% or less.

In the event that the student fails to make satisfactory progress, the Director, faculty and student will meet to assess the deficiency and provide a plan to improve the student's skills. The Institute will review the student's attendance, attitude and class participation to determine the student's ability to succeed as a Colon Hydrotherapy practitioner.

If the student still fails to meet the minimum requirement for graduation, the student may (1), be dismissed, (2), apply to repeat the course and re-apply for admission or (3), apply for an apprenticeship with the school upon the discretion of the Director. Additional fees may apply.

Requirements for Graduation

To graduate from the Program, students must maintain satisfactory progress in the following ways:

- Achieve an academic average above 85% each day.
- Maintain 100% attendance in all lectures and clinic sessions (See Dismissal Policy).
- Abide by the Code of Ethics, Catalog and Dismissal Policy.
- Relate to instructors, students, staff and clients with respect, consideration, maturity and responsibility.

The date of graduation on the certificate will reflect the actual date of completion of all requirements. Graduation certificates will not be issued and academic transcripts will be withheld until all tuition, book charges, and fees have been paid, and all borrowed library books or equipment have been returned to the school.

Class assignments, homework or prerequisites must be completed by Day 15 of the Program. Students who do not complete all certification requirements by the end of Day 15 of the Foundations of Colon Hydrotherapy Program may not be certified or receive a diploma. This would require repeating the entire Program.

Transcripts

As is customary among schools, Intestinal Health Institute issues transcripts for licensing, national certification board examinations or other purposes if students are in good standing according to their enrollment agreement. Withdrawal from the Program due to various circumstances will appear on the transcript as "W" for withdrawal and no partial credit will be given.

Attendance Policies

Students are required to attend each class and clinic to graduate. Students are requested to be in class five minutes before the starting time for each session during the day. The following outlines policies in the event the student does not or is not able to attend each class and clinic daily.

Leave of Absence (LOA)

Having started the Program and, for reasons involving health or family emergency, a student may request a leave of absence (LOA). The request must be in writing to the Director. If the student misses one day or more, then s/he will be considered withdrawn from the Program and will need to retake it within one year to receive certification. There is a transfer fee of \$50 and a re-registration fee of \$100 associated with a leave of absence when the student retakes the Program within one year.

Students whose leave of absence exceeds one year must reapply for admission to the school.

Leave Without Notification

Failure of a student to come to school for one day or missing one class or clinic without applying for a leave of absence or without previous permission or notification to the Director constitutes withdrawal from the Program. The unexcused absence will

be treated as a cancellation and the Refund Policy will apply. Re-admittance to the Program requires a meeting with and approval of the Director.

Withdrawal

Students who decide for any reason to withdraw from the Program must advise the Director and follow up with a signed and dated letter stating reasons for withdrawal. The Refund Policy will apply.

Student Re-enrollment

Students who withdraw and later wish to re-enter the school must reapply, pay the application fee, schedule an interview with the Director and be accepted on that basis and at the discretion of the Director.

Excused Absence from One Class or Clinic

If a student misses one class, s/he must obtain a tape and handouts from the class, listen to it, obtain the homework assignment and turn it in the next class.

If a student misses one clinic session, s/he must arrange an extra session at an additional cost of \$75 with the Director.

Dismissal Policy

Students are required to comply with the IHI Code of Ethics and the policies set forth in the catalog. It is rare that IHI dismisses a student. However, the school will consider dismissal whenever necessary to protect the integrity of the learning environment and the well being of the students. IHI reserves the right to dismiss a student at any time and for any reason, including, but not limited to:

- Unsatisfactory attendance (missing one class or clinic session or one day).
- Unscheduled tardiness or early leaves (3 or more).
- Failure to fulfill financial agreement for lodging or tuition.
- Using illegal drugs or alcohol while at the school or attending class or clinic under the influence of illegal drugs or alcohol.
- Attending class or clinic under the influence of prescription medications that impair judgment or ability to feel sensation without notifying the instructor.
- Acting in ways that in the judgment of the Director, may be harmful to the students, the clients, the school or the profession.
- Unsatisfactory coursework, Colon Hydrotherapy skills or performance.
- Failure to abide by federal, state, county or city laws.
- Cheating or stealing from the Institute or any affiliated person or student.
- Violation of confidentiality – accessing, reviewing, releasing or inappropriately using confidential information.
- Providing false or misleading information, inappropriate gossiping, or withholding information on the application form or during an interview
- Using Program materials and/or distributing copyrighted materials without the written consent of the instructor.
- Violation of Sexual Harassment Policy – see Code of Ethics.

When there is a complaint against a member of the IHI community with respect to ethics or any other matter, IHI pledges to respond to that complaint immediately and in the spirit of fairness and compassion for all parties. We recognize that competition, mistrust or rumor spreading destroy the spirit of kindness and union that is at the heart of any human association. Whenever possible, the person

concerned will be given a single warning verbally or in writing prior to an official notice of dismissal.

Dress Code

Students are expected to wear professional casual attire. Hair is to be neat and clean. Long hair must be pulled back out of the eyes and may not touch the client. Nails are to be trimmed and clean.

Other Policies

Use of cellular phones is not allowed in class or in clinic. They shall be turned off during class and clinic time. If a student is expecting an emergency phone call, an assistant will wait outside the class for the call with the student's phone.

All written material including tests, homework and client treatment documentation forms must be typed or printed. No attempt will be made to read illegible writing or give credit for such.

At the beginning of each class, students are required to turn in all homework assignments or tests from the previous day.

Students will be given a Program evaluation form. All students are required to return the evaluation at the end of the Program. Evaluations may be made anonymously.

A student may sell merchandise on school property only if prior approval has been obtained from the Director.

Student Records

Permanent records for all students are maintained in the Institute office. These include and are not limited to admission forms, grade reports, clinic evaluations and transcripts. In the event of unsatisfactory performance, the Director counsels the student and a record of the meeting is placed in the student's file.

Students may arrange to see their records by contacting the Director during usual office hours.

Student records are permanent and confidential and are released only with written permission of the student. Transcripts will be sent to enquiring entities or on a student's request upon receiving the student's written request.

Student Services

The Director of IHI provides course-related counseling and instruction. The website <http://www.intestinalhealthinstitute.com/school> provides a page for students and potential employers to notify others of practitioners and positions available.

Student Grievance Procedure

Challenges may arise during the process of studying Colon Hydrotherapy. By engaging in open communication about challenges, conflicts and grievances, then seeking resolution, individuals contribute to the peace and harmony of their

community. A student with a complaint, grievance or dispute with another student, faculty or staff member shall be advised to follow the procedure outlined below to resolve any conflicts.

The intention of the Intestinal Health Institute is to provide a framework for the best possible learning experience for each student. Unresolved problems undermine the integrity of the learning and professional environment for all concerned. In the event a problem or difficult situation arises with a fellow student, faculty or staff, a number of paths are available for resolution. The student may also seek therapeutic resources outside the school environment. It is the student's responsibility to initiate the following process at the earliest possible opportunity.

- The student may communicate any issue, question or concern directly with the appropriate party, utilizing a model of first-person professional neutrality and respect within 24 hours of the occurrence.
- If the direct communication specified above does not bring resolution, the student shall discuss the issue with the Director or designated instructor. The student shall put the issue in writing and bring to the attention of the Director or designated instructor within 48 hours of the occurrence.
- If still unresolved, and within 24 hours of the written complaint and meeting, the Director will refer the matter to a designated Institute advisor for outside arbitration or mediation. The Director will summarize the occurrence in writing.

The designated Institute arbitrator or mediator will put in writing within 72 hours of receiving the complaint, the results of the meeting with the student with a copy to the Director.