Mission Statement

It is the mission of HMI to continuously explore, within ourselves and others, how our subconscious mind can influence our behavior, affect the events of our lives, and empower us to achieve our dreams and goals. Our philosophy is based on the belief that the subconscious mind is a goal machine, dedicated and driven toward the fulfillment of a programmed path.

Our primary tenet is that all of the events of our lives, including "luck," both good and bad, is a manifestation of the energy that emanates from our subconscious mind. This energy continuously strives to fulfill the agenda for which it is programmed. Through research, education, and the clinical application of this tenet, HMI aspires to better the world by fostering a greater awareness of these principles, and the development of one’s subconscious mind to be more congruous with their conscious desires.

HMI School Mission: It is the Mission of HMI’s Hypnotherapy school to: 1) continually strive to provide the highest quality and most up to date Resident and Distance Education training possible that is educationally sound and demonstrably effective, 2) administrate, advertise and operate the school in a manner that meets the spirit and standards of accredited schools and to ensure that standard through ongoing voluntary participation in the accreditation process, 3) recognize students individual differences to produce competent and satisfied graduates that are prepared for self-employed private practice in hypnotherapy and/or applying hypnotherapy techniques in their existing profession, 4) instill in graduates the motivation to pursue the spirit of service to the community that HMI embodies.
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As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact sheet provided at https://hypnosis.edu/distance/outcomes/prior to signing an enrollment agreement. The admissions process and all programs offered are in English. Students must be able to speak, read and write English at a level that enables them to understand the catalog, and catalog addendum. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. Successful completion of the HMI's Hypnosis 101-Foundations in Hypnotherapy Course establishes the student's language capabilities and their eligibility to complete their advanced course enrollment. HMI Distance Education does admit foreign students. Because HMI Distance Education program is completed online it does not require travel, nor in-person attendance. Therefore, no International Student Visa is required or provided to HMI Distance Education Students.

Your No Charge Ticket to Attend HMI Classes Live and In Person

Enroll in our Advanced Course and receive your No Charge Guest Pass to attend HMI classes "live" and in-person for no additional charge!

This is your opportunity to ask questions in person, gain hands on experience and meet and interact with HMI instructors and other students interested in this exciting field.

Your No Charge HMI Guest Pass is a seven day guest pass to attend HMI classes for one week any time of the year during your Advanced Course enrollment. Just check the "Class Calendar" in the "Enrolled Students" section of the HMI website to see wide variety of hypnotherapy training classes that are scheduled on any given week. To obtain your guest pass, send a request to your HMI tutor in your online Q&A section at least two weeks before you to plan to attend.

Course Objectives

Students enroll in HMI Distance Education Hypnotherapy course for these reasons:

1. Gaining the skills to start a self employed private practice
2. Meet the requirements for certification as a Master Hypnotist or Hypnotherapist with the Hypnotherapists Union
3. Adding Hypnosis skills to an existing healthcare or complementary profession
4. Self-improvement/Self knowledge
5. Helping family and friends

The course prepares students to become a “hypnotherapist” as described in the Dictionary of Occupational Titles of the U.S. Department of Labor.

It should be noted that HMI’s Founder, Dr. John Kappas, authored the original definition contained in the DOT for hypnotherapist, which remains in effect today.

079.157.101 HYPNOTHERAPIST

As defined in DICTIONARY OF OCCUPATIONAL TITLES published by the UNITED STATES DEPARTMENT OF LABOR

“Hypnotherapist: Induces hypnotic state in client to increase motivation or alter behavior pattern through hypnosis. Consults with client to determine the nature of problem. Prepares client to enter hypnotic state by explaining how hypnosis works and what client will experience. Tests subject to determine degrees of emotional and physical suggestibility. Induces hypnotic state in client, using individualized methods and techniques of hypnosis based on interpretation of test results and analysis of client’s problem. May train client in self-hypnosis conditioning.”

Educational Awards vs. Hypnotherapy Certification

It is important to note that your HMI educational Award, the Diploma in Hypnotherapy and your Hypnotherapists Union Certification are not one and the same and are in fact, each awarded from a different organization. Your Diploma in Hypnotherapy is awarded from your school, HMI. Certification as a Hypnotherapist is awarded from an independent organization, The Hypnotherapists Union, Hypnotherapist's Union Local 472, AFL-CIO, OPEIU. Earning your Diploma from HMI is what qualifies you to apply for Certification. Union Certification is not a requirement of HMI nor is it a State Law. It is an option graduates choose to qualify themselves in the eyes of consumers and other professionals by certifying they have met the standards of a notable independent agency. This would be in addition your HMI school Diploma.

The same is true for graduates of Law School and becoming licensed as an Attorney, or Psychology graduate school and becoming licensed as a Psychologist. Your educational award qualifies you to apply for the credential, but they are not one and the same.

By completing the training offered in the Distance Education Advanced program offered by HMI, graduates have met all the requirements for certification as “Master Hypnotist” with the Hypnotherapists Union, Local 472 should the student so choose.

By completing 200 additional experience/practice hours, students become eligible for certification as “Hypnotherapist” with the Hypnotherapists Union. HMI
Tutors are qualified as authorized supervisors and can supervise hours for HMI advanced Students during their enrollment period. HMI tutors supervise students through their Q and A and during their phone tutorials by discussing the work they are doing with clients. These hours are documented on the Clinical Hours Log (PDF).

Admissions Requirements

1. No applicant shall be rejected from admission to the Institute on the basis of age, race, color, sex, sexual orientation, disability or national origin nor be subjected to discrimination of any kind based on the above. HMI reserves the right to reject an applicant, with a refund of all deposit and tuition fees paid.

2. HMI requires the student successfully complete the HMI Distance Education Foundations in Hypnotherapy course as a prerequisite of enrolling in HMI Distance Education Advanced Training.

3. All programs offered are in English. Students must be able to speak, read and write English at a level that enables them to understand the catalog, and catalog addendum. Successful completion of the HMI program establishes the student's language capabilities.

4. Students must be 18 years of age or older.

5. Students must exhibit professional and ethical conduct appropriate to handle the responsibilities of a counseling professional as judged by HMI Tutors and Administrators.

6. Student must provide documentation of High-school diploma, college degree or equivalent GED. Failure to comply with this requirement will result in the termination of your enrollment and you will be charged for the number of lessons you have competed before termination. This policy requires that any educational degree (outside of the United States) that is submitted as a part of your enrollment process be in English or translated and be evaluated by a company that states the degree's “equivalency to a degree” obtained in the United States. This may be done at www.evaluationworld.com and the cost is paid by the student.

Tutorial Support

Your HMI Advanced Course Tutor is available to assist you during your entire journey through your Professional Hypnotherapy training, as well as beyond as you begin your Professional Practice.

Included in your HMI Advanced Training you will receive tutorial support through your Q&A section for questions about the course materials during your enrollment, and afterward as you are working with clients in your private Hypnotherapy practice.

In addition, you will receive up to eleven ½ hour private tutorial appointments with your personal HMI Tutor. During these tutorials, you're free to ask any questions you have regarding your understanding of the course materials or your practice with others. In addition, your Tutor can provide tips and tools you can use to set up your own private Hypnotherapy practice.
These tutorials can be accumulated to apply toward the supervised experience requirement of both Union Certification and/or State Registration. For details and forms, see guidelines for accumulating supervised experience under Forms and Form Examples (#7 of your left hand menu on your HMI Distance Learning page).

- Depending on your enrollment plan option, following are the number of ½ hour tutorial appointments for which you are eligible. Please note, Companion Enrolment students are eligible to participate in the tutorial appointments for the Plan A or Plan D student who has the primary enrollment, but cannot schedule separate tutorial appointments.
  - Plan A = 11
  - Plan C = 6
  - Plan D = 11
  - Plan E = 3

- To schedule a tutorial appointment, send a request to your Tutor through your Q&A section. You are eligible to schedule tutorials at the rate of not greater than one tutorial per month after 30 days of Advanced Course enrollment. The maximum time frame to use your tutorial appointments is 18 months from your Advanced Course enrollment date.

- You must be an active student in good standing with the school to schedule tutorial appointments. Students who are on “leave of absence” or “held for payment” status are not eligible for tutorial appointments.

Enrollment Cancellation and Tuition Refund - Buyer's Right to Cancel

Your access to our streaming video lessons and written course materials are delivered/transmitted electronically to you the moment you complete this enrollment agreement. You have the right to cancel and obtain a 100% refund of all monies paid if you cancel your enrollment before the completion of your first lesson, or the seventh day after enrollment, whichever is later. Cancellation occurs when you give notice to the school by mail, fax, email, telephone or in person. Online Q&A notification is preferred. This notice need not take any particular format and needs only to state you wish to cancel the agreement with the Institute. Written communication is strongly advised. If you cancel the agreement, or the agreement is cancelled by the Institute and that cancellation results in a refund, the Institute will refund any money owed you within 30 days of the cancellation notice.

For the purposes of determining the date of cancellation, you shall be deemed to have withdrawn from the course when any of the following occurs:

1. You notify the Institute of your withdrawal or the actual date of withdrawal.
2. The Hypnosis Motivation Institute terminates your enrollment, or
3. You fail to return from an approved leave of absence.

You have the right to withdraw from the Institute at any time whether you paid in full or on a payment plan. If you withdraw from the course of instruction after the cancellation period as described in the above paragraph, but before completing 60% of the lessons/quizzes, the school will issue a refund of the total tuition contracted for, multiplied by a fraction, the numerator of which is the number of lessons that the student has completed and the denominator of which is the total number of lessons for which the student enrolled.

For example; If the student enrolls, in the 48 Advanced Course lessons and submits only 12 lessons/quizzes (25%) before canceling their agreement, the student’s refund would be the tuition contracted for, ($2,500.00) multiplied by the percentage of lessons that were contracted for but not completed ($2,500.00 x 75% = $1,875.00 refund). Eighteen months after the student's Advanced Course start date the enrollment contract automatically expires and there is no refund.

If you enrolled in a tuition payment plan you will be responsible to pay the full amount of tuition plus payment plan fees, less the amount of any refund due. At the time of your cancellation, the school will calculate whether you owe the school money or the school owes you a refund based on the number of lessons completed at the time of your cancellation using the same formula described above. If it is determined that you have a tuition balance due based on the number of lessons completed, then the school will continue to collect payments via your payment plan until they have collected the balance/amount of the tuition you still owe. You will be notified of this balance due within 30 days of your cancellation.

If you enrolled in a plan that also includes the delivery course materials consisting of 55 DVD's and have received them, the cost of the DVD's will be added to your student balance after the withdrawal calculation is determined. To be eligible for the refund of any of the DVD course materials you must have completed less than 60% of the total lessons/quizzes, and return only the DVD materials for lessons that you have not completed the quiz, in resale condition within 30 days of the notice of cancellation. The institution shall make a refund within 45 days after the student’s return of the DVD materials.

Students that pay in full for their course will receive immediate access to all of their streaming video course materials and pdf course workbooks. After the transmission of these course materials the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student for as long as the student remains enrolled.

Shipping costs are not refundable. If you have paid less than the amount due under the schedule, you must pay HMI the balance within thirty (30)
days from the cancellation date. After you have completed more than 60% of the lessons/quizzes there is no refund.

**Grading/Course Completion Policy**

Students must complete all 5 lessons of the Foundations Course and 48 lessons of the Advanced Course. The course consists of 53 quizzes, one for each lesson and 2 exams, one exam at the end of Foundations and a final exam at the end of the Advanced Course. The exams consist of a written portion and an oral portion completed with your online tutor.

Each quiz score, upon completion, is immediately provided online to the student. Students must score at minimum 70% on each quiz to complete each lesson and move on to the next lesson. All quiz scores, including re-takes are averaged and must be at minimum 70%. Successfully completed quizzes may not be taken more than once. Failed quizzes may be taken up to three times. Each time a quiz is re-taken and failed; the failed score is averaged into the student’s overall quiz score percentage. Successful completion of the Hypnotherapy Course requires that all 53 lessons are viewed, 53 course quizzes are passed with a minimum of 70% and the written portion of the two final exams must be completed with a minimum score of 70%. The oral portion of the two final exams is completed with the student’s tutor and is graded on a pass/fail basis. A fail on an oral exam is allowed to be re-taken one time.

The average quiz score percentage and the average exam scores percentage are averaged together for a final percentage. This percentage results in the overall final grade point average according to the following:

- 70-79% = C
- 80-89% = B
- 90-100% = A

**Satisfactory Progress Policy**

A student’s progress is monitored continually throughout the training in HMI’s Distance Education program. Students may monitor their individual progress each time they login to their on-line student page. Students must score a minimum of 70% on each quiz to complete each lesson.

The Advanced Training Course (48 lessons) is designed to be completed within 12 months. The maximum time frame to complete the course is 18 months (150% of the course length). A student is considered “satisfactory” in their progress when completing an average of one lesson/quiz every 11 days.

A student failing to complete an average of one lesson every 11 days will be deemed “unsatisfactory” in the Student Progress section of the on-line student page and put on academic notice.

Academic dismissal may result from the following unsatisfactory progress:

1. Three failures of any one quiz (score below 70%).
2. Averaged quiz scores falling below 70%.
3. Exceeding 150% of the program (18 months).
4. Failure to complete a lesson for 60 days.

Educational Awards

Upon completion of your Advanced Final Exam you will be processed for graduation. Allow 60 days for the processing of your graduation and shipment of your diploma. Your diploma will designate you a graduate of HMI’s Hypnotherapy course. This Hypnotherapy program is approved by the Distance Education Accrediting Commission (DEAC) for 300 clock hours. You must be current in all payments before a diploma will be issued. Students outside the U.S. must allow additional time for their diploma to arrive. HMI diplomas are issued in the same name that appears in the student’s school record. HMI does not offer diplomas in a different name without proof of legal name change and a $25 fee. HMI does not have the ability to verify various degrees or credentials from other institutions, therefore diplomas cannot be issued with degree titles, i.e. Dr., Ph.D., RN, etc.

HMI Honors Award

HMI awards recognition to those students who demonstrate a passion for Hypnotherapy through their outstanding achievement in school and in launching their private Hypnotherapy practice. Students who graduate with 95% or better grade point average plus complete their 200 Clinical hours within 12 months of their Advanced Course enrollment are eligible for recognition as an HMI Honors Grad and will receive an upgraded Hypnotherapy Diploma acknowledging them as an "Honors Graduate."

Course Payments/Payment Plans

Hypnosis Motivation Institute - Distance Education - Advanced Training Course - 300 Clock Hours

COST OF ENROLLMENT PERIOD: * $2,500.00

NON-REFUNDABLE FEES: STRF fees are paid by the student and are not refundable. Please see Student Tuition Recovery Fund (STRF) below. The school does not charge a registration fee.

*You are responsible for this amount. If you get a loan, you are responsible for repaying the loan plus any interest. If your tuition is being paid by another party you are responsible for this amount until which time your other party pays the tuition in full. ."

All tuition must be paid in U.S. funds only. All students outside of the United States who are receiving DVDs in the mail will be responsible for payment of any applicable customs, duties and/or additional shipping fees. Students residing in California and receiving DVDs in the mail will be subject to California State Sales tax and any applicable local taxes.
As with any loan it is expected that students will pay the school balances owed in a timely manner as agreed to. Failure to meet the contractual obligations will result in collection attempts by HMI or its agents to the extent permitted by law. All defaulted payment plans are subject to reporting to credit profile agencies and may be reflected on a student’s credit profile which may affect future loans the student may apply for.

Late payments or delinquencies in excess of 60 days will result in termination of the student’s enrollment.

Updates and Revisions to Course Materials

HMI continually strives to keep improving the quality and content of their course material by periodically updating their Streaming videos and Student Workbook materials. These updates occur automatically in all on-line streaming video and the posted Student Workbooks. HMI notifies students when an update has occurred.

Plan A Students only, who received DVDs with their enrollment, have the option to purchase DVDs that include the updated course content. The price of the updated DVDs is $19.95 each, plus shipping and handling (CA residents add sales tax). This applies only to classes regularly included in Volumes 1 through 9 of their HMI Advanced class and only during the first 12 months of their enrollment.

Academic Re-Entry

Academic Re-entries are former students, after having been withdrawn from school, request to be re-admitted. All requests for academic re-entry must be approved by the Accounting department and the Director of Distance Education prior to the student having access to the on-line studies. The following policies apply to all prospective academic re-entries:

1. Any student that was dropped from the program for disciplinary reasons is not eligible for re-entry.
2. All prior academic performance, conduct and professionalism are used as a determining factor in the re-entry approval process.
3. Re-entries are subject to any tuition cost increases and a $100 re-entry fee. Should a re-entry be required to repeat course work upon re-entry they will be charged additional tuition fees.
4. To apply for re-entry contact your Distance Education Tutor or the Director of Distance Education.

HMI’s Copyright Policy

All HMI educational materials, including books, workbooks, printed materials, video, DVD and streaming video, are protected by United States copyright laws. Students who engage in behavior that violates those copyright laws will be withdrawn from the program for which they enrolled and could be subject to penalties, both civil and/or criminal, as provided for under The U.S copyright law (Title 17, United States Code).
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 file-sharing 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.

A Code of Conduct for the Distance Education Student

As a student of a DEAC accredited distance education institution, I recognize that in the pursuit of my educational goals and aspirations I have certain responsibilities toward my fellow distance learners, my institution and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct. I will observe fully the standards, rules, policies and guidelines established by my institution, the Accrediting Commission of the Distance Education and Training Council, the State Education Agency and other appropriate organization serving an oversight role for my institution.

I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

1. Conduct myself with professionalism, courtesy and respect for others in all of my dealings with the institution staff, faculty and other students.

2. Present my qualifications and background truthfully and accurately for admission to the institution.

3. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research.

4. Never turn in work that is not my own, or present another person's ideas or scholarship as my own.

5. Never ask for, receive, or give unauthorized help on graded assignments, quizzes, and examinations.

6. Never use the HMI forums, Practice Groups or HMI courses to promote, advertise or sell any products or services unrelated or unauthorized by HMI.
7. Never divulge the content of or answers to quizzes or examinations to fellow students.

8. Never improperly use, destroy, forge or alter my institution’s documents, transcripts, or other records.

9. Never divulge my online username or password.

10. Always observe the recommended study schedule for my program of studies.

11. Always report any violations of this Code of Conduct to the appropriate institution official, and report any evidence of cheating, plagiarism or improper conduct on the part of any student of the institution when I have direct knowledge of these activities.

Leave of Absence

Students who are unable to study or progress in the course due to medical, family, work or other personal reasons may request a Leave of Absence, (LOA), from the school. It is at the school’s discretion to grant that request. Once an LOA is granted, students will not have access to their on-line course materials or be allowed to participate in tutoring sessions. The time the student is on the LOA is not counted in the overall calculation of their student progress. An LOA does not modify or interrupt any tuition payment plans.

Notice Concerning Transferability of Credit and Credentials Earned at our Institution

"The transferability of credits you earn at Hypnosis Motivation Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Hypnotherapy is also at the complete discretion of the institution to which you may seek to transfer. If the hours or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Hypnosis Motivation Institute to determine if your credits or diploma will transfer.”

The Institution has not entered into any articulation or transfer agreements with any other institution. HMI does not award credit for prior experiential learning. Transcripts are provided to graduates upon request, the cost of which is $20.00 per transcript. Requests for transcripts must be in writing and accompanied by a check.

Complaint Procedure

It is our goal to deliver to our students the best possible service we can provide. Our on-line delivery system requires cooperation between the school’s
hardware/software and your home computer hardware/software; therefore occasional technical problems do arise.

If you have problems, questions or complaints please follow the steps listed below:

1. If your question or problem is technical in nature please go on-line to your HMI Distance Learning page and in the left hand menu click on #7, (“Tech Tips”). On that page you will find the answers to the most common technical questions and problems. If the answer you’re looking for is not there, please contact our Technical Consultant at the direct email and phone number listed on that page.

2. If your question or problem is about your course content, quiz or materials, please go to #7 in your left hand menu and use the “Q and A” feature to communicate your questions or concerns. This “Q and A” feature is sent directly to your personal HMI Tutor and is also monitored by HMI Management. Please use your “Q and A” for all communications with the school.

If you are unsatisfied with the response from your Tutor “Q and A” inquiry, please contact HMI’s Director at George@hypnosis.edu. Please allow a minimum of two days for a response. Please see additional Complaint procedure under "Letter from the Director".

Reasonable Graduate Outcome Expectations

HMI strives to provide you the most thorough and complete hypnotherapy training possible. HMI's training focuses on developing the skills of helping others. The reasons for enrolling and professional outcomes that individual graduates achieve from the education they receive at HMI vary greatly.

HMI does not provide placement services. HMI does not prepare nor guarantee students "employment" in hypnotherapy and there are no "employment" opportunities. HMI prepares students only for "self-employment" through their own marketing and development of a private practice. The development of a private practice in hypnotherapy, or any other private practice field, requires diligent effort and a reasonable period of time for development.
A graduate's marketing results vary according to the level of effort invested as well as their professional appearance, personality and presentation.

HMI makes no representations that a majority of its graduates have careers in hypnotherapy. Although HMI follows the guidelines of its accrediting agency with respect to surveys of its graduates, HMI does not conduct surveys of its graduates with respect to their post-graduate experiences over extended periods of time.

As a consequence, HMI is unable to provide any data on the following:

1. The number of HMI graduates who support themselves from their work in hypnotherapy;

2. The average gross revenues of HMI graduates per week, per month or per year; or per hour.

3. The average number of hours per week that HMI graduates work in the field of hypnotherapy.

HMI estimates that perhaps the largest percentage of graduates do not use their training to see clients in a professional capacity at all, but rather use the information and skills acquired in their existing professions or for personal self-improvement or use with family and friends.

As required by its accrediting agency, HMI surveys graduates on their experience. This survey (see School Performance Fact Sheet), however, cannot be relied upon to represent the views or success of any graduate or group of graduates subsequent to the time these surveys were conducted, in that HMI is not able to stay in contact with all graduates after graduation and is neither required by current law or accrediting guidelines to, nor does it continue to survey graduates over extended periods of time. The survey results provided are for your review. Your results or professional outcomes may vary.

HMI's hypnotherapy course prepares students in the art, philosophy and techniques of hypnotherapy. Unlike other trade schools or vocational training programs, the opportunities available in the field of hypnotherapy are unique. There are no "jobs" available in the field of hypnotherapy as there might be for other trades.

Some of the opportunities and/or objectives for hypnotherapy training are:

1. For individuals who wish to start a self-employed private practice by themselves or in association with other professionals.

2. For professionals in related fields who wish to use hypnotherapy techniques in conjunction with their current profession. Examples would include doctors, dentists, nurses, chiropractors, teachers, counselors and other health care professionals.
3. For individuals who wish to learn hypnotherapy techniques to help themselves, their family members, children, friends, or wish to learn hypnosis for general interest.

4. For those who wish to teach self-improvement courses and/or self-help seminars to the public or to corporate entities.

Students enrolling with the goal of a self-employed private practice in hypnotherapy must recognize that a self-employed private practice takes time and due diligence to accomplish. Success in private practice relies on the personality of the individual as well as their professional skills and personal abilities to start and maintain their own business.

Private practice starts with a few hours per week and builds slowly and gradually. Therapists in private practice set their own hourly rates and typically charge enough to compensate for the part time nature of the profession. HMI does not and cannot promise or guarantee employment, level of income or, wage rate to any student or graduate. The school prepares students only for self employment and does not and cannot provide placement services.

State approval and Accreditation

The Hypnosis Motivation Institute is approved by the Bureau for Private Postsecondary Education. Any questions a student might have regarding the school catalog or catalog addendum may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818 West Sacramento, CA 95798-0818 Telephone: (916) 431-6959 Toll Free: (888) 370-7589 Fax: 916-263-1897 E-mail: bppe@dca.ca.gov Website: www.bppe.ca.gov

The Institution does not at this time have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.


Hypnosis Motivation Institute
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Tarzana, CA 91356
www.hypnosis.edu 818-758-2720

The Hypnosis Motivation Institute is a dba of Behavioral Science Centers, a California, Public non-profit corporation, 501©(3) classification, and is governed by the Executive Board of Directors, George Kappas, Sandy Kappas and John (LJ) Kappas. HMI's Distance Education Program does not participate in federal and state financial aid programs.
Welcome to the Hypnosis Motivation Institute (HMI), (College)

All of the Instruction staff and employees committed to your right as a student to enjoy a safe and healthy learning environment. There are many benefits to be gained by participating actively as an HMI student. Along with the benefits come the responsibilities to respect the rights of others and be a productive member of the community.

This Student Handbook brings together the most important policies that affect student life. You are also responsible for knowing College policies, particularly those that address Academics and Student Conduct. Revisions of policies and program updates often occur during the year, so you are advised to consult the website for the latest information.

The faculty and staff are here to support and challenge you to achieve at the highest levels, both in and out of the classroom. We want you to succeed in all of your academic and co-curricular endeavors. Please seek us out and let us share in your success!

Sincerely,
George Kappas, M.A., M.F.T.

Harassment and Non-Discrimination Policy

HMI provides a work and academic environment free of unlawful harassment, discrimination or retaliation. This section presents this general HMI policy.

Unlawful harassment is defined as severe and/or persistent conduct in any form based on sex, race, color, age, national origin, disability, religion, sexual orientation, or any other characteristic protected by state or federal laws, as well as all forms of sexual intimidation and exploitation that creates a hostile or intimidating environment that is likely to interfere significantly with an individual's work or education or adversely affect an individual's living conditions.

The College will not tolerate any conduct that constitutes unlawful harassment, discrimination or retaliation. Complaints of this nature will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff at all levels, are responsible for maintaining an appropriate environment for study and work. This includes taking appropriate corrective action to prevent and eliminate harassment, discrimination or retaliation.

It is a violation of this policy for any member of the HMI community to retaliate against any person who has filed a formal complaint or sought advice through the processes described in this document. It is also against College policy to retaliate against anyone
who has participated in any manner in such processes. This provision applies to the respondent and all third parties. Violations are subject to discipline up to and including expulsion or termination.

The College has invested a special responsibility in the Designated College Officer (DCO) to handle such complaints. This Designated College Officer is responsible for receiving and processing all formal and informal complaints.

The DCO is carefully trained to provide support to victims of harassment, discrimination or retaliation. Any member of the HMI community may request assistance from the DCO in understanding how to utilize this policy. The Designated College Officers (DCO) for harassment, discrimination or retaliation complaints is:

Sandy Kappas
Director of Academic Services
18607 Ventura Blvd. Suite 310
Tarzana, CA 91356  sandy@hypnosis.edu  818-758-2745

Grievance Policy and Procedures

Complaints

A person who believes that he or she has been harassed, subjected to discrimination, or retaliated against, may make use of one or more of several alternatives, including:

1. Directly informing the person involved that the conduct is offensive;
2. Reporting the situation to the Designated College Officer or supervisor in his or her organizational hierarchy, as appropriate;
3. Seeking assistance from an advisor or the Designated College Officer;
4. Filing a complaint with the Designated College Officer.

A complaint may be processed through either or both of the following options:

- Option A: Informal Complaint - involves discussing the complaint or providing the complaint in writing with the DCO and choosing options for its resolution;
- Option B, Formal Complaint - involves a written complaint and an investigation which results in a finding and a recommended action.

Informal resolution before filing a formal complaint is not always the most appropriate action and students have the right to request a formal resolution at any time.

If a complaint of harassment, discrimination or retaliation is brought against anyone charged with reviewing, deciding, or enforcing the informal or formal complaint process, that person shall be removed from any role in the processing of that complaint. An officer
of comparable or higher rank shall assume his or her duties until the complaint is resolved.

Option A: Informal Complaint

The Designated College Officer is available to assist students, faculty, administrators, and staff in resolving complaints of all types of harassment, informally. A written or verbal informal complaint is lodged by informing the DCO of the alleged harassing behavior; the DCO will work with the complainant in seeking to stop the behavior. The DCO is trained in informal conflict resolution and will work to resolve disputes with these methods. Informal resolution generally does not involve any disciplinary sanctions.

Informal complaints should be concluded expeditiously. If there is no satisfactory resolution of an informal complaint, the complainant has the option of filing a formal complaint (Option B). Even if a complainant has not used the informal resolution process, she/he may file a formal complaint at any time in the process.

Option B: Formal Complaint

1. The complainant makes a formal written complaint describing the time, place, and details of the alleged harassment in writing to the DCO. The complainant may also provide the DCO with a list of witnesses. The "respondent" in this document refers to the person against whom a charge of harassment has been alleged.

2. The DCO shall promptly investigate the complainant's allegations, including interviewing the complainant, the respondent, and any witnesses identified by the parties or through the investigation process, and examining any relevant records or physical evidence. After concluding the investigation, the DCO may, in his/her discretion, issue a written report, including a recommended action.

3. The DCO’s recommendation and/or written report shall be forwarded to the Director, who shall either ratify or modify the recommendation. The decision of the Director shall be final. The complainant shall be notified in writing of the disposition of the complaint, consistent with any appropriate considerations of privacy that may be involved. Disposition will include any appeal rights that are applicable.

Location of Records

If the investigation following any complaint does not result in a finding of violation of this policy, records will not become a part of any individual's personnel or student file. If the respondent is found to have violated this policy, however, records of the case will become part of the permanent personnel or student file of the offending party. Questions regarding access to records may be directed to the Designated College Officer.
Accommodations and Sanctions

HMI will intervene promptly and effectively to put an end to harassment, discrimination or retaliation. The accommodation or sanction will be consistent with the seriousness of the offense and will be designed and imposed in a manner reasonably calculated to end such behavior. Disciplinary sanctions may consist of one or any combination of the following in the sole discretion of the College and in accordance with its policies:

- Verbal warning;
- Written warning;
- Performance of community service;
- Completion of an educational program;
- A letter in the individual's personnel or student file;
- Probation;
- Suspension;
- Expulsion; and
- Termination of employment.

Grievance Procedure Time Frame and Appeal Process

Students may file a grievance through an informal and/or formal process within 180 days. Complaints will be addressed by the college, according to the procedure, within 60 to 90 days, or may be beyond 90 days due to extenuating circumstances.

If either the complainant or respondent believes that the decision is unjustified, or that proper procedures for investigating, reviewing or hearing a complaint under this policy have not been followed, or that the discipline imposed is disproportionate to the offense or otherwise disagrees with the disposition of the complaint, he/she may submit a request for reconsideration of our finding within 15 calendar days of receipt of written notice of the findings, to the Designated College Officer, the Director or his/her designee. The decision on the appeal shall be issued to the complainant in a timely fashion and shall be final.

For education purposes there are many forms of discrimination. The institution has provided the following for the purpose of further clarification of some of the more common forms of discrimination.

Sexual Harassment: HMI is a community of faculty, students, administrators, and staff dedicated to the purposes of teaching, scholarship, and service. The College is committed to providing equal opportunity in education and employment and will not tolerate sexual harassment. To fulfill this commitment, the College must maintain an environment in which individuals are judged and rewarded solely on the basis of relevant factors such as ability, prior experience and accomplishments, effort, and performance. The environment also must be one in which all employees and students can pursue their work and education free from coercion, intimidation, and exploitation. Sexual harassment is a form of discrimination that undermines the community the College seeks to maintain. The College is dedicated to bringing about an end to sexual harassment by providing
education, informal assistance in resolving situations, and, where appropriate, a formal complaint process that includes disciplinary procedures.

Sexual harassment violates federal and California law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, California Education Code Section 200 et seq., and the California Fair Employment and Housing Act. The College will not tolerate conduct that violates any of these laws or that otherwise creates an environment which is not conducive to work or education.

When sexual harassment occurs between teacher and student or between supervisor and subordinate, it exploits unfairly the power inherent in a faculty member's or supervisor's position.

Through grades, wage increases, recommendations for graduate study, promotion and the like, a teacher or supervisor can have a decisive influence on the career of a student, staff member, or faculty member, both at the College and beyond. Although instances of sexual harassment where a power differential exists between the persons involved are commonly cited, the College also recognizes that sexual harassment occurs between peers. Despite the circumstances, sexual harassment, like other forms of intimidation, exploitation, or coercion, interferes with the personal freedom of others. As such, it is unethical, unprofessional, illegal and unacceptable.

This policy applies to all members of the College community. This community includes, but is not limited to, employees, students, visitors, contractors, and vendors associated with HMI. Any member of the College community may file a complaint under the procedures outlined below, and every member of the community is covered by the prohibitions contained herein.

Definition of Sexual Harassment: The College recognizes the following as sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following circumstances:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;

2. Submission to or rejection of the conduct by the individual is used as the basis for any employment or academic decision affecting the individual including, but not limited to, decisions involving benefits and services, grades, honors, programs or activities available at or through the educational institution;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile or offensive environment for work or learning.

Examples of Sexual Harassment: Sexual harassment can either be quid pro quo harassment, or "hostile environment" harassment. Within the guidelines set forth in the previous definition, a wide variety of conduct may qualify as sexual harassment in the
workplace or educational setting. It is impossible to list all potential behaviors, but the following is a partial list of conduct prohibited by the law and this policy when it occurs under the conditions outlined in the definitions stated above:

1. Sexual contact that is not freely agreed to by both parties, including inappropriate touching, hugging, or fondling.

2. Coercion for the purpose of sexual relations including subtle pressure for sexual activity.

3. Unwelcome direct propositions of a sexual nature, including those occurring in situations that begin as reciprocal attractions, but later cease to be mutual.

4. Comments, questions, or statements of a sexual nature; epithets or jokes relating to gender or sexual orientation; remarks of a sexual nature about a person's body or clothing; remarks or speculation about sexual activity or sexual orientation directed at another; suggestive or obscene letters, notes, e-mails, phone calls, or invitations.

5. Sexual gestures, displaying of pornographic pictures, cartoons, or objects.

6. Any conduct or pattern of conduct that has the purpose or effect of creating an uncomfortable or hostile working, learning, or campus living environment for third parties who are witness to the harassment; or any consensual relationship where third parties (i.e., fellow employees or classmates) are disadvantaged by the relationship.

Non-Discrimination (Students with Disabilities): HMI is committed to providing equal educational opportunities for students with disabilities, who are otherwise qualified, in an academic environment free from harassment and discrimination. In compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), and state and local requirements regarding students and applicants with disabilities, HMI does not discriminate on the basis of disability in the administration of its education-related programs and activities. Under these laws, no qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the College.

Definition: An individual with a disability is one who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Accommodations: The College is required to provide students with appropriate academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in the College's programs. The College accommodates students with disabilities on an individual basis. Individual students receive reasonable and necessary accommodations based upon specific information and assessment data documented by a qualified professional.
The College shall make modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability against a qualified disabled applicant or student.

The College also shall take steps as are necessary to ensure that no disabled student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.

**Notification to Accrediting Agency and/or State Agency**

**Distance Education Accrediting Commission (DEAC)**
1101 17th Street, N.W., Suite 808
Washington, D.C. 20036  (202) 234-5100  Fax  (202) 332-1386

DEAC requires that all complaints be **in writing**. Within 10 days of receiving a complaint, DEAC sends a letter or e-mail to the person sending the complaint acknowledging receipt of the complaint and explaining the process it follows for its investigation. DEAC also forwards the complaint to the institution and requests that the institution responds in writing to the complainant and DEAC within 15 days as to how it is resolving the complaint.

Once DEAC has received the response from the institution, within 15 days it reviews it along with the complaint and makes a determination as to the following:

1) the complaint was satisfactorily resolved and the file is closed;
2) dismiss the complaint and absolve the institution of any wrongdoing;
3) postpone final action to give the institution more time (not more than 2 months) to solve the complaint; for
4) notify the institution that it is failing to meet DEAC standards and appropriate actions will be taken.

**Timeline:**
Complaint sent to DEAC – sends complaint to school (10 days) – Institution responds to complainant and DEAC (15 days) – DEAC reviews resolution (15 days).

**A student or any member of the public may file a complaint about this institution with the following state agency:**

Bureau for Private Postsecondary Education, P.O. Box 980818 West Sacramento, CA,95798-0818 Telephone: (916) 431-6959 Toll Free: (888) 370-7589 Fax: 916-263-1897, E-mail: bppe@dca.ca.gov Website: www.bppe.ca.gov
A student or any member of the public may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained the bureau's website www.bppe.ca.gov.
Use of Drugs or Alcohol

HMI policies prohibit the unlawful use, possession, or distribution of illicit drugs and alcohol, by any student on its property, or as part of any of its activities. Any student in violation of this policy will be subject to immediate expulsion from the program of study and referred to the appropriate law-enforcement agency for prosecution.

Additionally, a student may be subject to local, State and Federal laws against illegal drug use and/or sales of illegal substances, and face possible jail sentences and/or fines.

HMI recommends that any student encountering a substance-abuse problem take immediate action for rehabilitation. Students should be aware that there are many health risks associated with drug and alcohol usage and/or abuse. A student with this problem is encouraged to seek assistance in the mandatory counseling sessions that HMI training provides and/or other local counseling/rehabilitation programs. In addition to that assistance, HMI also provides this non-exhaustive list of referrals for assistance:

- Be Sober Hotline   (800) 237-6237
- Cocaine Hotline   (800) 262-2462
- Drug Abuse Information (800) 554-5437
- Drug Abuse Hotline   (800) 241-9746
- Cocaine Anonymous (800) 839-1141
- Marijuana Anonymous (800) 766-6779

Student Conduct and Termination

HMI students are highly motivated and interested in their studies. Should any student engage in any behavior which, in the opinion of the Director, is potentially injurious to himself or others, potentially damaging to the school or its facilities, disruptive to a comfortable learning environment, or unbecoming or inappropriate for a counseling professional, such behavior is considered unacceptable.

Any student who engages in unacceptable behavior, or for whom HMI receives a complaint of unacceptable behavior, will receive a written Student Conduct Notice. Such notice will outline the behavior in question and/or suggestions for improvement. The student then has the opportunity to respond to this Student Conduct Notice. Failure to correct problematic behavior, or the student’s engagement in a variety of problematic behaviors, can result in the student either being placed on probation or being dismissed from school. Students whose behavior is considered extreme may be dismissed from school without the benefit of a Conduct Notice.
Academic Misconduct

Academic misconduct is subject to disciplinary action. Pending resolution of the case, a student charged with academic misconduct may be asked to discontinue attending class. Reasonable measures should be taken to protect the privacy of everyone involved in a case. Cases involving other members of the College community will be handled by the appropriate authority and process.

Standards of Classroom Behavior

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any inappropriate, prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period, and may be referred to the Director or the Director of Academic Services.

Conduct-Rules and Regulations

HMI expects that its students will strive for high standards of honor and good citizenship and that they will conduct themselves, both on and off-campus, in a manner that reflects credit on themselves and the College. The following, while not exhaustive, represents misconduct subject to conduct action:

1. Conduct which threatens or endangers the health or safety of any person including physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.

2. Sexual Assault. Sexual assault charges involving students will be handled in accordance with the College's Sexual Assault Policy.

3. Sexual Harassment. Sexual harassment will be handled in accordance with the College's Policy on Sexual Harassment.

4. Harassment. In this Code ‘harassment': (a) is the use, display, or other demonstration of words, gestures, imagery, or physical materials, or the engagement in any form of bodily conduct, on the basis of race, color, national or ethnic origin, alienage, sex, religion, age, sexual orientation, or physical or mental disability, which has the effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in College programs or activities, or use of College facilities; (b) must target a specific person or persons; and (c) must be addressed directly to that person or persons.

5. Possession of a weapon. A "weapon" includes explosives, metal knuckles, and knives with blades more than three (3) inches long, firearms including guns, air/pellet guns, paint guns, gun replicas (including facsimile water pistols) or any other instrument used or designed to be used to intimidate, threaten, and/or injure any person.
6. Reckless, disorderly, or lewd conduct that occurs on or off-campus.

7. Recklessly interfering with normal College or College-sponsored activities, including but not limited to studying, teaching, research, administration, or fire, police, or emergency services.

8. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.

9. Unauthorized entry or use of College facilities. This also includes unauthorized possession, duplication, or use of keys or access cards to any College premises.

10. Unauthorized or inappropriate use of College computers, e-mail, or network; or other violations as specified by the most current Computer Use Policy published by HMI Information Technology Services. It may also include unauthorized use of electronic or other devices to record any person while on College premises without his/her prior knowledge, or without his/her effective consent.

11. Violating the terms of any disciplinary sanction imposed in accordance with the Code.

12. Furnishing false information to the College or a College Official or withholding information that may impede an investigation.

13. Violation of the College Alcohol and Other Drugs Policy: Alcohol Policy.

14. Forgery, unauthorized alteration, or unauthorized use of any College document or instrument of identification.

15. Substantially interfering with the freedom of expression of others.

16. Attempted or actual theft of and/or damage, including littering, to College property or the property of others. Departments may have additional regulations and/or requirements dealing with conduct and/or use of College funds or property.

17. Violations of other College regulations, rules, or policies.

18. Conduct that could result in the violation of any federal, state or local law.

19. Actions by a student's guest that violate College policies.
Family Education Rights and Privacy Act (FERPA)

Definitions

For the purposes of this policy, HMI uses the following definitions of terms:

Student: any person who is or was enrolled at HMI

Education Records: any record (in handwriting, print, OR computer ) maintained by HMI that is directly related to a student except:

• A personal record kept by a staff member if it is kept in sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

• An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.

• Records maintained by Campus Safety if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and Campus Safety does not have access to education records by the College.

• Records made or maintained by Emmons Health Center, if the records are used only for the treatment of a student and made available only to those persons providing treatment.

• Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

Annual Notification

A college is required by Section 99.7 of the FERPA regulations to provide students annual notification of their FERPA rights. Students of HMI will be notified of their FERPA rights annually by publication in the HMI Student Guide, Catalog Addendum which is published to each student upon enrollment.

Right to Inspect Education Records

HMI students are legally entitled to view the contents of their own education record.

Academic Records

Students are required to give advance notice in writing of at least 48 hours to the Registrar's Office to view their academic record. Opportunities to view this information are limited to regular office hours and under the supervision of office staff. The institution retains a transcript permanently and maintains pertinent records for a period of 5 years from the student's date of completion or withdrawal.
The file containing the Student Academic Record may not be removed from the Registrar's Office. **Definition of the Student Academic Record:** Includes all information contained on the student's official transcript, plus copies of letters to HMI concerning Leaves of Absence or Withdrawals from the College, Leave of Absence/Withdrawal Forms, transcripts from other colleges or universities, miscellaneous notes or material affecting the student's transcript (changes, corrections, etc.), Applications for Admission, Application Essays, ACT Assessment College Reports. **Duplication of Student Academic Record:**

**Right of College to Refuse Access**

HMI reserves the right to refuse to permit a student to inspect the following records:

- The financial statement of the student's parents.
- Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975.
- Records connected with an application to attend HMI.
- Those records that are excluded from the FERPA definitions of education records.

**Refusal to Provide Copies**

HMI reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- The student has an unpaid financial obligation to the College.
- There is an unresolved disciplinary action against the student.

**Exceptions to FERPA Non disclosure Provisions:**

**A. The Patriot Act**

Recent amendments to FERPA permit educational agencies and institutions to disclose - without the consent or knowledge of the student or parent - personally identifiable information from the student's education records to the Attorney General of the United States or to his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. (An ex parte order is an order issued by a court of competent jurisdiction without notice to an adverse party.) In addition to allowing disclosure without prior written consent or prior notification, this provision amends FERPA's record keeping requirements. As a result, FERPA, as amended, does not require a school official to record a disclosure of information from a student's education record when the school makes that disclosure pursuant to an ex parte order. Further, an educational agency or institution that, in good faith, produces information from education records in compliance
with an ex parte order issued under the amendment "shall not be liable to any person for that production."

**B. Lawfully Issued Subpoenas and Court Orders**

FERPA permits educational agencies and institutions to disclose, without consent, information from a student's education records in order to comply with a "lawfully issued subpoena or court order" in three contexts. These three contexts are:

1. **Grand Jury Subpoenas** - Educational agencies and institutions may disclose education records to the entity or persons designated in a Federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response.

2. **Law Enforcement Subpoenas** - Educational agencies and institutions may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose.

As with Federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response.

3. **All Other Subpoenas** - In contrast to the exception to the notification and record keeping requirements described above, educational agencies or institutions may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action. Additionally, schools must comply with FERPA's record keeping when disclosing information pursuant to a standard court order or subpoena.

**C. Health or Safety Emergency**

FERPA permits non-consensual disclosure of education records, or personally identifiable, non directory information from education records, in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Any release will be narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency.

**D. Law Enforcement Unit Records**

The College may disclose information from "law enforcement unit records" to anyone - including federal, State, or local law enforcement authorities - without the consent of the parent or eligible student. FERPA specifically exempts from the definition of "education records" - and thereby from the privacy restrictions of FERPA - records that a law enforcement unit of a postsecondary institution creates and maintains for a law enforcement purpose. A "law enforcement unit" is an individual, office, department, division, or other component of a postsecondary institution that is officially authorized or
designated by the institution to: (1) enforce any federal, State, or local law; or (2) maintain the physical security and safety of the school.

E. Disclosures to the Immigration and Naturalization Service (INS)

The Immigration and Naturalization Service (INS) requires foreign students attending an educational institution under an F-1 visa to sign the Form I-20. The Form I-20 contains a consent provision allowing for the disclosure of information to INS. This consent is sufficiently broad to permit an educational institution to release personally identifiable information of a student who has signed a Form I-20 to the INS for the purpose of allowing the INS to determine the student's nonimmigrant status. Students that have an M-1 or J-1 visa have signed similar consents and education records on these students may also be disclosed to the INS.

Education Records

Students are required to give advance notice in writing of at least 48 hours to the appropriate office to view their education record. Opportunities to view this information are limited to the regular office hours and are under the supervision of office staff.

The file containing the Student Education Record may not be removed from the office.

HMI will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is:
   - A person employed by HMI in an administrative, supervisory, academic or research, or support staff position.
   - A person employed by or under contract to the College to perform a special task, such as an attorney, auditor, or consultant.

2. A school official has a legitimate educational interest if the official is:
   - Performing a task that is specified in his or her position description or contract agreement.
   - Performing a task related to the discipline of a student.

3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with audit or evaluation of certain state or federally supported education programs.

4. In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or condition of the financial aid, or to enforce the terms and conditions of the aid.
5. To state and local officials or authorities if specifically required by state law that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of the College or contracting with HMI to perform a service otherwise performed by the College.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who is claimed as a dependent for income tax purposes.

9. To comply with a judicial order of a lawfully issued subpoena.

10. To appropriate parties in a health or safety emergency.

11. To individuals requesting directory information so designated by the College.

12. The results of any disciplinary proceeding conducted by the College against alleged perpetrator of a crime of violence to the alleged victim of that crime.

Record of Request for Disclosure

HMI will maintain a record of all requests for, and/or disclosure of, information from a student's education records except for requests from the student him or herself, a school official as defined, a party with a written request from the student or a party requesting the directory information. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information.

Directory Information

HMI designates the following items as Directory Information: student's name, parents' names, permanent address, telephone number(s), date and place of birth, major field of study, dates of attendance at the College, post office box number, e-mail address, jobs held on campus, dates worked on campus, salary paid while holding a campus job, student photograph, and degrees and awards received.

The College may disclose any of these items without prior written consent, unless notified in writing to the contrary (to the Students Services Office) by the end of the second week of classes.

Correction of Education Records

Students have a right to request that their records be corrected if they believe they are inaccurate, misleading, or in violation of their privacy rights. Following is the procedure for correcting education records:

1. A student must direct a written request to the appropriate College official to amend a record. In so doing, the student should identify the part of the record
2. she or he wants amended and specify why she/he believes is inaccurate, misleading or in violation of her or his privacy rights.

3. The College may comply with the request or it may decide not to comply. If it decides not to comply, the College will notify the student of the decision and advise her/him of her/his right to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy.

4. If the College decides that the challenged information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

5. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that she or he has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

6. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If HMI discloses the contested portion of the record, it must also disclose the statement.

**Student Tuition Recovery Fund (STRF)**

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education."
You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code.
Reference: Section 94923, Education Code.