

SCHOOL POLICY

HOURS OF OPERATION

Administrative Office Hours:

- Monday to Friday 9:00 AM – 10:00 PM
- Saturday 9:00 AM – 02:00 PM
- Sunday CLOSED

Classes Hours:

- Morning Programs: Monday to Friday: 9:30 AM – 1:30 PM / Saturday and Sunday: NO CLASS
- Evening Programs: Monday to Friday: 6:00PM – 10:00 PM / Saturday and Sunday: NO CLASS

Library / Resource Center Hours: Monday to Friday: 1:00 AM – 6:00 PM

LIBRARY / RESOURCE CENTER USE POLICY

The library's policy regarding student borrowing and return of items is posted in the library. Students are allowed and encouraged to borrow materials from the library's general collection. Students are allowed to borrow materials for up to one month. These materials may also be renewed for a period of one month. The recent inclusion of the library's collection in an online catalog will permit computerized circulation procedures in the future. Fines and late fees are assessed for late items at the rate of 25 cents per book per day. Students are charged replacement value up to a cost of \$25 for any item that is lost.

These fees are collected before the student is allowed to register for the next semester's classes. Reference, periodical, and special collection items may not normally be circulated to students without special permission; however, the librarian on occasion may grant permission for reference materials where necessary and appropriate.

HEALTH AND SAFETY

Healing Hands Institute acknowledges that it is its duty to ensure, so far as reasonably practicable, the health, safety and welfare of the students, staff, and anyone else who comes to Healing Hands Institute. It is the policy of Healing Hands Institute to provide and maintain, as far as reasonably practical, a working environment that is safe and without risk to health. (See details in School Catalog)

FREEDOM OF ACCESS / NON-DISCRIMINATION

Healing Hands Institute is open to all students who are qualified according to the published admission standards. Healing Hands Institute encourages applications from qualified applicants of both sexes, from all cultural, racial, religious, and ethnic groups. Healing Hands Institute is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, veteran status, political affiliations or opinions. (See details in School Catalog)

Signature of Student

____/____/____
Date

Signature of Parent/Guardian
(If under 18 years of age)

____/____/____
Date

Signature of School Representative

____/____/____
Date