

# **Anne King's HYPNOSIS CENTER TRAINING PROGRAM**

**Catalog  
2022/2023**

Anne King's Hypnosis Center  
143 River Ranch Road, #3  
Boerne, TX 78006  
830.537.5411  
[www.HypnosisClasses.com](http://www.HypnosisClasses.com)

**Anne King's Hypnosis Center and Training is Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, TX**

**The information contained in this catalog is true and correct to the best of my knowledge.**

*Anne King,*  
**Director & Instructor**

**Anne King's Hypnosis Center, Boerne, TX**

**VOLUME TWELVE  
2021/2022 CATALOG  
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# Anne King's Hypnosis Training Program

2021/2022 CATALOG

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## **INTRODUCTION TO THE TRAINING PROGRAM**

**Anne King's Hypnosis Training Program** is licensed through the Texas Workforce Commission and meets their requirements according to Chapter 132, Texas Education Code and is thereby authorized by the state of Texas to operate as a Career School.

**Anne King's Hypnosis Training Program** also meets standards of the International Medical and Dental Hypnotherapy Association's approved curriculum for training students in the field of hypnosis and as preparation for passing the IMDHA Certification Exam, thereby becoming eligible for certification as a Certified Hypnotist.

### **TO REGISTER FOR THE ENTIRE PROGRAM OR INDIVIDUAL COURSES:**

- 1.) Save or Print out this catalog in its entirety.
- 2.) You must sign and return the following: \*
  - a.) Enrollment Agreement & Payment of Tuition
  - b.) Receipt of Enrollment Policies
  - c.) Record of Previous Education
  - d.) Copy of GED certificate, High School diploma, or College transcripts

\* Forms can be printed from website [www.HypnosisClasses.com](http://www.HypnosisClasses.com)

- 3.) Keep a copy of everything you send.

### **PAYMENT OPTIONS:**

- 1.) Payment may be made by:
  - a.) Check or money order
  - b.) Credit card (MC, Visa, AmEx, Discover)
  - c.) Cash (in person, do not send cash through mail)
- 2.) Payment may be submitted by:
  - a.) Mail (do not send cash through mail)
  - b.) Phone (for credit card payment only)
  - c.) PayPal (via website)

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## ABOUT US

**Anne King** is the Owner/President of Anne King's Hypnosis Center, Inc. She also acts as the sole Director, Instructor and Representative of the Hypnosis Training Program. Ms. King has been an active member of the International Medical & Dental Hypnotherapy Association since 1993 and has served on the IMDHA Honorary Board of Advisors since 2002. She has been awarded the titles of both Fellow and Diplomat and received the Lifetime Achievement award in 2015. Ms. King is also a certified member of and the National Guild of Hypnotists.

Anne received her original hypnosis training in 1985, under her mentor, Jean Glowka. She has worked full time in the hypnosis field since 1986 and has accumulated over 1,733 hours of training and instruction in the hypnosis field from professionals from around the world. She attends and presents at national hypnosis conferences every year and takes advantage of that time to acquire her own Continuing Education from some of the best hypnotists in the nation.

Anne King was awarded Educator of the Year by the International Medical & Dental Hypnotherapy Association in 2001. Her hypnosis training for certification has been referred to as some of the best in the country by her peers. Her teaching style is simple, direct, and easy to understand. Numerous demonstrations, examples, and hands-on practice sessions are included. Anne teaches a variety of methods and techniques rather than relying on one specific school of thought.

**Anne King's Hypnosis Center** originally opened in Beaumont, Texas, in September 1988. Prior to her move to Beaumont, Ms. King had been employed full-time by Jean Glowka's Hypnosis Center in Corpus Christi, Texas since 1986 conducting sessions for 5 to 6 clients per day. During the six years in Beaumont, she had over 10,000 clients come through the doors for sessions with herself and colleagues she trained. Anne and the Hypnosis Center relocated to Boerne, Texas, in 1995. She continues to conduct hypnosis sessions for private clients and groups as well as offering Hypnosis Training for Certification through the International Medical & Dental Hypnotherapy Association. In addition, she facilitates on-going workshops and seminars for practicing hypnotists and the general public as well as presenting at national hypnosis conferences annually. Business hours vary. Client sessions and student visitations are by appointment only.

**Anne King's Hypnosis Training** consists of 164 classroom hours of study with lecture, demonstration, and lab. The Basic course encompass one 40-hour course. Intermediate & Advanced are covered in two 54-hour courses. Business and Marketing is a 16-hour course. *All four courses are needed to successfully complete Anne King's Hypnosis Training Program.* School hours are the listed under **Course Schedule** on page 9 in this catalog.

Anne King's Hypnosis Training also meets the standards of the International Medical and Dental Hypnotherapy Association, teaching approved curriculum and preparing students to pass the IMDHA Certification Exam. IMDHA requires additional hours of independent study outside the classroom prior to certification.

**Our Facilities** are located approximately 14 miles from downtown Boerne, in a beautiful country setting in the Hill Country of Texas. Although the Hypnosis Center could accommodate up to 14 students, most classes average 5 to 10. In addition to the classroom, there are private rooms available for hands-on practice, along with outside areas students enjoy during breaks. There is refrigerator space and a microwave available to attendees bringing a lunch, snacks or drinks. Students are invited to call the office and make an appointment to tour the facilities at any time prior to the beginning of class.

## ABOUT ANNE KING'S TRAINING PROGRAM

**Certificates of Completion:** are awarded to those students that have been present for all classroom hours in any given course (Basic, Intermediate, Advanced, Business & Marketing). Successful completion of Anne King's Hypnosis Training program requires the completion of all sections of the courses.

A **Final Certificate:** will be awarded to students who have completed the IMDHA's requirement for certification. The final certificate will note their eligibility for certification and include total hours earned. **NOTE: IN ORDER TO RECEIVE A FINAL CERTIFICATE AND BE ELIGIBLE FOR CERTIFICATION THROUGH IMDHA, STUDENTS MUST COMPLETE ADDITIONAL HOURS OF INDEPENDENT STUDY OUTSIDE OF THE CLASSROOM.**

**Length of Classes:** The Basic 40 hour course is completed in three weekends (not consecutive weekends). The Intermediate & Advanced 54 hour courses are completed in four weekends. Business and Marketing is a 16-hour course. *All four courses are needed to successfully complete Anne King's Hypnosis Training Program.* For Certification purposes, students must also complete via Home Study the Business and Marketing course in addition to 56 hours of Independent Study.

See the schedule on page 9 of this catalog for detailed information including dates and times of courses.

**Grading:** Courses are taught on a pass/fail basis. No point grades are issued. Transcripts are available to the student upon request and without charge for the first copy.

**Credit for Previous Education Requests:** must be approved through the International Medical & Dental Hypnotherapy Association. Anne King has no authority to offer or guaranty credit towards certification eligibility and will require a written statement from the International Medical & Dental Hypnotherapy Association before awarding credit for previous education. Students wishing to request credit for previous education must furnish his/her education history along with a cover letter detailing the reasons they should be granted credit to Anne King, Director. She will then forward a packet which includes her comments and recommendations to the IMDHA for their consideration and approval. The prospective student will be notified of the IMDHA's decision. Anne King will not enroll any student whose registration and attendance is *contingent* upon IMDHA's approval of previous education.

**Entrance Requirements:** Students must have a minimum of a GED. TWC requires students to furnish a copy of their GED certificate, High School Diploma, or college transcripts prior to enrollment. No entrance exam is required. In order to be eligible for certification through the International Medical & Dental Hypnotherapy Assoc., students must be at least 18 years old and furnish a copy of their driver's license or legal identification with a picture.

**Prospective students will not be denied admission on the basis of race, color, national origin, sex, handicap, age, or veteran status.**

**The State of Texas:** has not adopted any educational and training standards for the practice of hypnotism. Hypnotists/Hypnotherapists do not diagnose, prescribe, or counsel any clients unless they are licensed through the state of Texas to do so. When there are medical and mental health issues, Hypnotists/Hypnotherapists work with clients only with a referral from the proper professional, i.e.; medical doctor, psychologist, etc.

**Conduct:** All students shall conduct themselves in a respectful manner and act with maturity and integrity while training. The Director reserves the right to terminate any student at her own discretion at any time. Grounds for probation and/or termination would include: failure to meet financial responsibility for tuition and fees, disruptive or unsafe behavior, anything that the Director deems destructive to the relationship between the instructor and/or fellow students. If probation is enforced, it will remain in effect until the completion of current course of instruction (BAS01, INT02, ADV03, MKT04). Students terminated for any of the reasons listed above may be not readmitted before the start of the next course of instruction (BAS01, INT02, ADV03, MKT04) provided they have met the required prerequisites.

**Satisfactory Progress:** The student's progress is determined by instructor's observation of each student throughout the training period. Areas of observation include: the student's participation in lab, demonstration of skills during lab, the student's comprehension of the subject matter and application of same. Written input (no point-based grading) is furnished to students for homework assignments. Each student shall receive a Progress Report midway through the entire program. Should the instructor determine the student's progress to be unsatisfactory, the student shall be placed on probation until the end of the program. Instructor will furnish in writing suggestions and requirements necessary to remedy the situation. Any student that does not achieve satisfactory progress by the end of the program shall not receive a passing grade which will be reflected on the final Progress Report at the end of the entire program. Students failing to make satisfactory progress may re-enroll *within a 12-month period* without charge. Extension of the time limit requires written approval by the Director.

***In accordance with the Texas Education Code, Section 132.061(f):***

A student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. The student is allowed to re-enroll in the program during the 12-month period following the withdrawal date and complete those incomplete subjects without payment of additional tuition.

***Make-up Work: In accordance with the provisions of the TWC Rule Book, Section §807.244***

- (a) No more than 5% of the total course time hours for a program may be made up.
- (b) The school shall submit make-up work policies to the Commission for approval.
- (c) Make-up work shall:
  - (1) be supervised by an instructor approved for the class being made up;
  - (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
  - (3) be completed within two weeks of the end of the grading period during which the absence occurred;
  - (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
  - (5) be signed and dated by the student to acknowledge the make-up session.

**Leaves of Absence: In accordance with the provisions of the TWC Rule Book, Section §807.245**

- (a) Seminars and small schools with programs with course time of 40 hours or less shall not grant leaves of absence.
- (b) A school director may grant a leave of absence after determining that good cause is shown.
- (c) Except as provided in subsection (d) of this section, in a 12-month calendar period, a student may have no more than two leaves of absence. For a program with course time of 200 hours or less, a student may be on leave of absence for a total of 30 calendar days. For programs with course time of more than 200 hours, a student may be on leave of absence for a total of 60 calendar days.
- (d) Programs with a course time of more than 600 hours, and that are eligible for Title IV funding, may have a leave of absence policy consistent with the U.S. Department of Education policy at 34 C.F.R. §668.22(d).
- (e) School attendance records shall clearly define the dates of the leave of absence. A written statement as to why the leave of absence was granted, signed by both the student and the school director indicating approval, shall be placed in the student's permanent file.
- (f) In addition to the requirements concerning leaves of absence in this subchapter, a school offering degree programs that schedules their courses on an academic quarter or academic semester basis may include in their attendance policies provisions for summer leaves of absence. These leaves of absence shall not exceed the lesser of 120 days or the interval between the end of the spring academic quarter or academic semester and the start of the fall academic quarter or academic semester.

**Graduation Requirements:** In order to successfully graduate from Anne King's Hypnosis Training program students must complete all classes (11 weekends plus 16 hours of video training / 164 hours) and pass the IMDHA exam. Credit for absences may be obtained by attending classes in person *the next time that particular weekend of instruction is offered within a 12-month period*. Written approval by the Director is necessary for an extension to this time limit. Tardiness of more than 45 minutes and *Leave of Absences* which have been approved in writing by the Director are subject to the terms and conditions listed above.

**Program Description/Skills obtained:** Graduates will have a full understanding of hypnosis and be skilled in working with clients. They will be able to prepare the client for the session by establishing rapport and providing a full explanation of the hypnotic process. Graduates will know how to administer suggestibility tests in order to determine the best approach for each client. They will be skilled in using numerous types of inductions, deepening techniques, and other methods for successfully achieving and utilizing hypnosis with clients. Graduates will know how to use suggestion, visualization and other hypnotic modalities to help motivate the client to make their desired changes in behaviors, attitudes and/or beliefs. They will understand and know how to use safeguards for their clients and work within their own limits

**Income potential & Job Placement:** There are numerous ways to use hypnosis and offer it as an income-producing service. The majority of practicing Hypnotists / Hypnotherapists work out of their homes, keep a small office, or share office space with someone else. Numerous people use their hypnosis skills in conjunction with other skills (counseling, nursing, massage, teaching, sports coaching, etc.). Many trained Hypnotists/Hypnotherapists use hypnosis to supplement another income. Some have built large businesses which employ several hypnotists.

It is impossible to determine normal income based on (1) the variety of aspects of the hypnosis business and (2) skill levels in both hypnosis and business management of the individual. As a source of income, the hypnosis business relies heavily on the individual and his/her skill level with regards to owning and operating a small business. It is rare (although possible) to find employment working for another hypnotist. The opportunities to work out of large franchise operations are a possibility if you live in a large city although the pay is well below what you earn with your own clients.

The amount paid for a hypnosis session will vary from one hypnotist to another, and from one location to another. Generally, larger and more affluent areas demand higher fees than smaller, more economically challenged areas. However, advertising costs and office space are usually higher in the affluent areas as well. Fees for a single hypnosis session may be low as \$50 and as high as \$300. Besides the hypnotic skill level of the hypnotist, the ability to market and run a business effectively has a significant influence on the overall success of the individual. The more clients you can obtain and serve, the higher your income.

Anne King's Hypnosis Center does not offer placement assistance.

Subject #	Subject Title	Clock Hours		
		Lecture	Lab	Course Ttl
BAS/01	Basic Hypnosis Course	29	11	40
INT/02	Intermediate Hypnosis Course	43	11	54
	PREREQUISITE: 40 CLASS HOURS OF BASIC HYPNOSIS TRAINING			
ADV/03	Advanced Hypnosis Course	<u>43</u>	<u>11</u>	<u>54</u>
	PREREQUISITE: 40 CLASS HOURS OF BASIC HYPNOSIS TRAINING			
	<b>Total Clock Hours</b>	<b>115</b>	<b>33</b>	<b>148</b>
MKT/04	Business & Marketing Course (VIDEO)	16	0	16
	INDEPENDENT STUDY HOURS			56
	<b>Total Hours</b>	<b>131</b>	<b>33</b>	<b>220</b>

**Content of class hours:** consist of lecture which includes time for questions and input from the class. The hypnosis courses include demonstrations, experiential practice in which students learn to effectively induce hypnosis, deepen hypnotic levels, prepare and administer suggestions. Students will learn and experience a wide variety of techniques and methods.

Single courses are available and can be purchased individually.



# PROGRAM CONTENT

## **BASIC HYPNOSIS COURSE (BAS01)**

**29 Lecture Hours 11 Lab Hours**

***Prerequisite: HS Graduate or GED***

**OBJECTIVE:** Gain a thorough understanding of what hypnosis is and is not in order to furnish potential clients with factual information prior to the hypnosis session. Master suggestibility tests for screening and have the skills to induce and deepen the level of hypnosis and administer properly worded suggestions.

- The History of Hypnosis
- Defining Hypnosis: Theories about and the nature of hypnosis.
- Types of Hypnosis
- Misconceptions and Myths
- Dangers of Hypnosis
- Uses of Hypnosis
- Signs of Hypnosis
- Hypnotic Phenomena
- The Hypnotic Environment and Use of Specific Aids
- Qualifications of the Hypnotist
- The Hypnotic Process
- Determining Susceptibility & Suggestibility Testing
- Inducing Hypnosis: Various induction techniques
- Deepening Techniques & Depth Testing
- The Body of the Hypnosis Session: Preparing and giving suggestions, direct and indirect approaches, use of visualization and power drives, eliciting information and memory recall, post hypnotic suggestions.
- Preparing a Stop Smoking and Weight Loss Program
- De-Hypnotizing and Suggestion Removal
- How to Conduct an Actual Hypnosis Session: From A to Z
- Dealing with Resistance and Abreactions
- Hypnosis and the Law: Legalities and Ethics

## **INTERMEDIATE HYPNOSIS COURSE (INT02)**

**43 Lecture Hours 11 Lab Hours**

***Prerequisite: Basic Hypnosis***

**OBJECTIVE:** Gain a thorough understanding of suggestions and techniques to help clients overcome a variety of issues, achieve their goals or improve various areas of their lives.

- Ideomotor Responses
- Common Causes of Emotional Difficulty & Illness
- Questioning the Subconscious Mind
- Regression
- Anchoring

- Working with Groups
- Hypnosis for Habit Elimination: Smoking, Nail biting, Teeth grinding, Procrastination.
- Using Hypnosis for: Stress,, Self-confidence, Weight loss, Memory and concentration.
- Improving Sports Performance
- Overcoming Fears and Phobias
- Health, Healing, and Pain Control

**ADVANCED HYPNOSIS COURSE (ADV03)**

**43 Lecture Hours 11 Lab Hours**  
***Prerequisite: Basic Hypnosis***

**OBJECTIVE:** Gain a thorough understanding of advanced methods and techniques to help clients overcome mental blocks and issues, achieve their goals or improve various areas of their life.

- Progression and Projection Techniques
- Past Life Regressions
- Spiritual Hypnosis
- Dream Therapy
- Working with Children
- Pregnancy and Childbirth
- Sexual Dysfunction
- Introduction to Ericksonian Hypnosis
- Parts Therapy

**BUSINESS & MARKETING (MKT04)**

**16 Lecture Hours (VIDEO HOME STUDY)**  
***No prerequisite***

**OBJECTIVE:** Gain knowledge in setting up and running a business. Marketing and advertising for best results.

- Advertising & Free Publicity
- Location and Space
- Referrals & Networking
- Marketing Yourself
- Running an Efficient & Effective Business

**LAB & INDEPENDENT STUDY FOR BAS01, INT02, ADV03 & MKT04**

**LAB** consists of hypnosis practice sessions conducted by students on each other during class hours.

**INDEPENDENT STUDY** consists of the same type of practice done outside of class with volunteers from the general public and completion of Marketing assignments.

# CLASS SCHEDULE 2022/2023

The Hypnosis Training Program consists of one 40-hour course and two 54-hour courses which are completed in the classroom. Each 40-hour class is covered in 3 weekends. The 54-hour classes are covered in 4 weekends. This training program consisting of 148 classroom hours acquired over 11 weekends, satisfies the TWC requirements.

Students desiring Certification through the IMDHA, must also complete a 16-hour Business & Marketing class as Home Study plus 56 hours of Independent Study relating to hypnosis.

Basic, Intermediate, Advanced are required for graduation. The Business & Marketing course + 56 additional hours of Independent Study are required for certification eligibility.

## CLASS HOURS:

### ALL CLASSES ARE HELD ON THE WEEKENDS

#### BASIC, INTERMEDIATE & ADVANCED

SATURDAY 8:30am to 5:30pm

SUNDAY 8:30am to 2:30pm

#### BUSINESS & MARKETING

SATURDAY 8:30am to 5:30pm

SUNDAY 8:30am to 5:30pm

There is always at least one weekend off between class weekends.

No classes are held the following weekends:

(\*when holidays fall Fri, Sat, Sun or Mon)

\*New Year's Eve / Day  
\*July 4<sup>th</sup>

\*Valentine's Day  
Labor Day

Easter  
Weekend after Thanksgiving

Mother's Day

Memorial Day  
\*Christmas Eve / Day

## BREAKS:

Lunch break is 1 hour. Students must bring their own lunch.

There is an additional 10-minute break for every hour of class time.

## COURSE DATES:

### BASIC 2022

Weekend 1: Sept 10 & 11

Weekend 2: Sept 24 & 25

Weekend 3: Oct 8 & 9

### INTERMEDIATE 2022

Weekend 1: Oct 22 & 23

Weekend 2: Nov 5 & 6

Weekend 3: Nov 19 & 20

Weekend 4: Dec 3 & 4

### ADVANCED 2023

Weekend 1: Jan 7 & 8

Weekend 2: Jan 21 & 22

Weekend 3: Feb 4 & 5

Weekend 4: Feb 18 & 19

### BUSINESS & MARKETING

Home Study

## **REGISTRATION & FEE INFORMATION**

### **HYPNOSIS TRAINING FOR CERTIFICATION**

Students must attend all 12 weekends to be eligible for certification through the International Medical & Dental Hypnotherapy Association (IMDHA). Absent students may attend missed days during the next Training Course at no additional charge.

### **INDIVIDUAL COURSES**

Tuition & Fees below apply to one 40-hour course (Basic which consists of 3 weekends) two 54 hour courses (Intermediate & Advanced, each consisting of 4 weekends) and one 16-hour course (Business & Marketing which is one weekend).

***PLEASE NOTE: Satisfactory completion of all 4 courses, totaling 12 weekends and independent study hours are necessary for certification eligibility through the IMDHA.***

	<b><u>Basic</u></b> 3 weekends each	<b><u>Intermediate or Advanced</u></b> 4 weekends	<b><u>Business &amp; Marketing</u></b> HOME STUDY
TUITION	\$ 600	\$730	\$ 255
REGISTRATION	45	45	15
TEXT BOOK	40	40	25
SUPPLIES	15	15	5
<b>Total:</b>	<b>\$ 700</b>	<b>\$830</b>	<b>\$ 300</b>
Early Registration Discount:	(\$ 50)	\$(50)	(\$ 25)
<b>Discounted Total:</b>	<b>\$ 650</b>	<b>\$780</b>	<b>\$ 275</b>

### **COMPLETE TRAINING PROGRAM**

***Save even more when you register for the complete course at least 2 weeks early.\****

TUITION	\$ 2,315
REGISTRATION	150
TEXT BOOK	145
SUPPLIES	50
<b>Total:</b>	<b>\$ 2,660</b>
Early Registration Discount: *	(\$ 280)
<b>Discounted Total:</b>	<b>\$ 2,380</b>

*\*Early Registration Deadline is 2 weeks prior to first day of the course.*

### **STUDENTS MAY ENROLL AT ANY TIME**

**Students registering at least 2 weeks early receive tuition discount**

#### **PLEASE NOTE:**

Anne King's Hypnosis Training Program meets the requirements of the International Medical & Dental Hypnotherapy Association in regard to content of courses, and is authorized to administer their certification exam. THE IMDHA CERTIFICATION FEE IS NOT INCLUDED IN TUITION OR FEES FOR HYPNOSIS COURSES. AN INITIAL FEE OF \$169 MUST BE PAID DIRECTLY TO THE

IMDHA UPON GRADUATION IN ORDER TO BECOME CERTIFIED THROUGH THEIR ORGANIZATION.

## **CANCELLATION AND REFUND POLICY FOR VOCATIONAL (RESIDENCE) SCHOOLS WITH COURSES OF MORE THAN 40 HOURS**

### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

### **REFUND POLICY**

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:

- a) the date of termination, if the student is terminated by the school;
- b) the date of receipt of written notice from the student; or
- c) ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- a) an enrollee is not accepted by the school;

b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or

c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

### **8. Refund Policy for Students Called to Active Military Service**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

### **GRIEVANCES**

Student grievances should be directed first to Anne King,  
Director of Anne King's Hypnosis Training  
and Owner of Anne King's Hypnosis Center.

Any unresolved grievances should be  
directed to:

Anne King's Hypnosis Center  
143 River Ranch Road, #3  
Boerne, TX 78006  
830.537.5411  
[www.HypnosisClasses.com](http://www.HypnosisClasses.com)

**Texas Workforce Commission  
Career Schools and Colleges  
101 East 15th Street  
Austin, Texas 78778-0001**

**See STUDENT COMPLAINT POLICY on next page**

## NOTICE: STUDENT COMPLAINT POLICY

This school has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is: S3337.

The school's programs are approved by the TWC.

**Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog.** Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform the school management.

**Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.**

**Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at [www.texasworkforce.org/careerschoolstudents](http://www.texasworkforce.org/careerschoolstudents)**