

HAWSA STUDENT RULES AND REGULATIONS (2025)

Welcome to HAWSA training system:

We at Handspring Wellness and Spa Academy OPC (formerly HIMAS | Asian Wellness and Spa Academy) , are excited to have you here as you prepare for massage certification or Department of Health massage licensure examinations, whether you're joining us online, face-to-face, or both.

In this document, we'll cover important guidelines to help you navigate your journey with us. We'll discuss our training programs, the enrollment process, and key policies regarding class attendance, dropping out, and our grading system. We'll also touch on the deferment of examinations, class decorum, student conduct, online etiquette, and the issuance of certificates, along with any penalties for non-compliance.

Our goal is to ensure that you have a clear understanding of what to expect and how to succeed. We're here to support you every step of the way. Let's dive in and get started on this exciting path together!

1. INTRODUCTION

The Handspring Wellness and Spa Academy OPC (HAWSA), founded in 2001 in Tokyo, Japan, stands as the leading Department of Health-accredited training institution in the country, offering both online and face-to-face training platforms.

Accredited by the Department of Health in Manila, Philippines, in 2010, HAWSA is one of the pioneering massage training institutions in the nation, having successfully trained thousands of Licensed Massage Therapists (LMTs) over the years.

A significant highlight of HAWSA's achievements was its recognition as "One of Asia's Best Spa Academies" in the April 2012 edition of the esteemed Asia Spa Magazine, published in Hong Kong.

The academy's founding Captain President, Benjamin "Benjie" Eugenio Jr., LMT, MPA, PA (Res), is certified by the England-based Confederation of International Beauty and Therapy (CIBTAC) and previously served as Secretary of the now-defunct Spa Association of the Philippines (SAPI). He has extensive training experience and has participated in wellness conferences across Japan, Thailand, Hong Kong, and Dubai.

With a rich history of local and international expertise, HAWSA is dedicated to continuing its tradition of excellence and nurturing a new generation of students eager to advance their knowledge in health, wellness, and massage therapy.

2. HAWSA VISION

Wellness for All

3. CORE VALUES

4. TRAINING PROGRAMS

4.1. LMT Training and Review

- 4.1.1. Level 1 – Basic LMT Training (Min. 60 hours)
- 4.1.2. Level 2- Advance LMT Program (Min. 10 hours)
- 4.1.3. Blended LMT Training (Level 1 + Face-to-Face) (Min. 70 hours)
- 4.1.4. Refresher/Retake (Min. 60 hours)

4.2. Spa Management Course

4.3. The HAWSA Spa Management Training Program is designed to equip students with the essential skills and knowledge required to excel in the dynamic spa and wellness industry.

This comprehensive program covers key areas such as:

- Setting up a spa business,
- Spa operations
- Customer service excellence
- Marketing strategies
- and Financial management

4.4. 30 Credit Units (DOH License Renewal)

- Pisil
- 3Ps Personality Development

4.5. Massage Modalities

- Foot Reflexology
- Hawaiian Lomi Lomi Massage
- Hot Stone Massage
- Namikoshi Shiatsu
- Pinoy Hilot
- Pisi Massage
- Swedish Massage

- Thai Foot Reflex
- Ventusa
- Xiamen-style Foot Reflex
- Others

5. ENROLLMENT

5.1. Enrollment is non-transferable.

5.2. All students are required to enroll online via this link – <https://awsaonlineschool.com/enrollment-form/>.

5.3. Only enrolled students are required to pay the enrollment fee.

5.4. The standard enrollment fee of One Thousand Six Hundred (P1600) is non-refundable.

5.5. All incomplete/retake/deferred students must seek clearance prior to enrollment from the school management. The following documents are required:

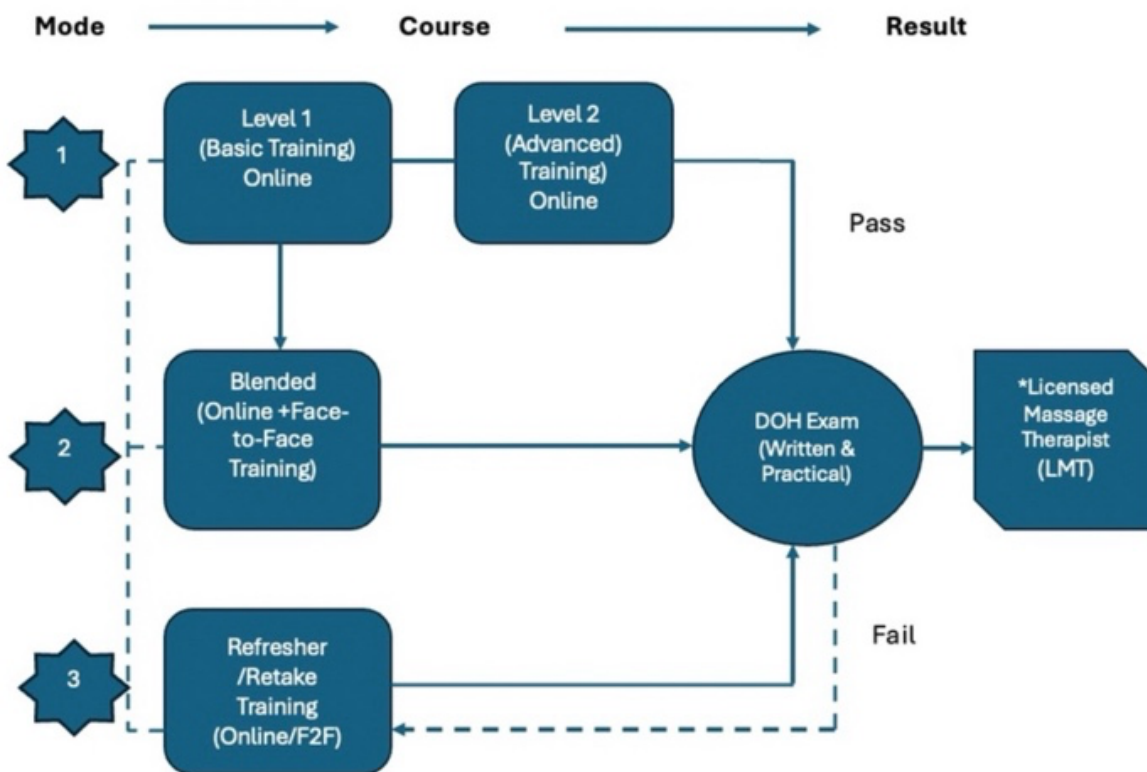
5.5.1. Letter of request to enroll stating the reason for enrollment

5.5.2. Proof of payments made

5.6. All valid enrollees shall be automatically added in the batch group chat (See below GC rules).



Handspring Wellness & Spa Academy OPC (HAWSA)
DOH-BASED LMT* TRAINING AND REVIEW DIAGRAM



Modules	
Anatomy	(10 hours)
Physiology	(10 hours)
Microbiology/Pathology	(10 hours)
Fundamentals of Massage	(10 hours)
Practice of Massage	(10 hours)
Massage Application	(10 hours)

6. SCHEDULE OF FEES (see separate sheet)

7. CLASSROOM MANAGEMENT

7.1. Attendance

7.1.1. Class attendance is mandatory for all subjects, with a few exceptions. To be eligible for the final written exams, students are allowed no more than two (2) absences and a maximum of three instances of tardiness (each not exceeding 10 minutes). It is

the student's responsibility to make up for any missed classes due to absences. The school reserves the right to withdraw (drop) any student with a pattern of chronic absenteeism.

7.2. Class Decorum/Online Etiquette

- **Be Punctual:** Arrive on time to class to show respect for the instructor and fellow students. Late arrivals can disrupt the learning environment.
- **Be Respectful:** Treat everyone in the classroom—students and instructors alike—with kindness and respect. Listen actively when others are speaking and avoid interrupting.
- **Participate Actively:** Engage in discussions and activities. Raise your hand to speak and contribute your thoughts in a constructive manner.
- **Stay Focused:** Avoid distractions during class. Silence your phone and refrain from using devices for non-class-related activities.
- **Follow Instructions:** Adhere to the guidelines and rules set by the instructor. This includes assignments, group work, and classroom procedures.
- **Keep the Classroom Clean (Face-to-Face Setting):** Maintain a tidy workspace. Dispose of trash properly and respect shared materials and equipment.
- **Respect Personal Space:** Be mindful of others' personal space and belongings. Avoid touching or moving someone else's items without permission.
- **Practice Academic Integrity:** Uphold honesty in your work. Avoid cheating, plagiarism, and any form of dishonesty.
- **Seek Help When Needed:** If you're struggling with the material, don't hesitate to ask questions or seek assistance from the instructor or classmates.
- **Use of class Group Chat:** The group chat is for official use only aimed at promoting a healthy academic environment for all. Please refrain from posting lewd jokes, malicious gossips etc. Note: All personal concerns must first be directed to the school management to avoid confusion, wrong information that may distract the class unnecessarily.

7.3. Grading System

- 7.3.1. **Types of Exams:** In alignment with the Department of Health's guidelines for massage licensure examinations, there will be two evaluation methods: written

(theoretical) and practical. The final written exam will consist of 100 items, with a passing score set at seventy-five percent (75%).

7.3.2. **Passing Rates:** The practical exam can be conducted in one of two formats: face-to-face or via the submission of a video demonstration. For the practical assessment, students will be required to showcase three (3) stages of massage, which will include, among other techniques, the five (5) basic stroke manipulations. Each student will have a minimum time allotment of 15-20 minutes to complete their demonstration. The passing score for the practical exam will also be seventy-five percent (75%).

7.3.3. **Pre-requisite for DOH Exams:** Importantly, students must successfully pass the final written exam before being permitted to take the practical exam.

7.3.4. **Retake Fee:** Fees may be collected for any retake exam for both written and practical.

7.4. Incomplete/Dropped

7.4.1. Incomplete or dropped students are defined as those who either did not take or pass the written or practical exams, or who withdrew from the program without completing it. In such cases, unless otherwise permitted, the student will automatically forfeit their enrollment fees and any other incurred fees.

7.5. Deferment of Examination

7.5.1. All students who have successfully completed and passed all AWSA examinations are required to sit for the upcoming DOH massage licensure examinations, except in emergency situations. Therefore, it is crucial for everyone to diligently comply with all DOH exam requirements.

7.5.2. Please be aware that failure to take the examinations due to incomplete, missing, or erroneous application documents will result in additional expenses incurred by the student. This includes costs for services such as LBC fees, printing, transportation, and more.

7.5.3. Failure to comply will be regarded as a deferral of examinations, requiring the student to re-enroll, pay the associated fees, and complete all necessary examinations before being eligible to take the next DOH licensure exams.

7.6. Refresher/Retake

7.6.1. Same rules apply on Deferment of Examination

7.7. Issuance of Certificates

7.7.1. The following types of certificates may be issued by HAWSA, upon request:

- **Certificate of Enrollment**– Issued upon enrollment (for business permit purposes).
- **Certificate of Attendance**– Granted to those who completed the course but did not pass the examinations.
- **Certificate of Completion**– Provided upon successful completion of the course and required for submission to the DOH for licensure exam purposes

7.7.2. **Digital Copy:** Digital copies of any of the above certificates are free of charge. However, fees may apply for hard copies to cover freight (e.g., LBC), printing, and handling.

7.7.3. **Request for Certificate:** For former students requesting any of these certificates, please contact HAWSA directly and submit the following:

- 7.7.3.1. A written request with a detailed explanation.
- 7.7.3.2. Proof of payment.

7.7.4. **Request Protocol:** Please observe proper request channel, as mentioned earlier.

8. Penalty Provision

8.1. Any violation of classroom or online etiquette may result in the following penalties:

- **First Offense** – Written reprimand
- **Second Offense** – Warning
- **Third Offense** – Expulsion from the program

9. Redress for Grievances

9.1. **Purpose:** To provide a fair and structured process for addressing grievances or complaints raised by students, or staff within the school.

9.2. Procedure:

9.3. **Initial Discussion:** The individual with a grievance should first attempt to resolve the issue informally by discussing it directly with the person involved, if appropriate.

9.4. Formal Written Complaint: If the issue is not resolved informally, the individual may submit a formal written complaint to the designated grievance officer. This complaint should include detailed information about the grievance and any relevant evidence.

9.5. Investigation: The grievance officer will acknowledge receipt of the complaint and conduct a thorough investigation. This may involve interviewing the parties involved and reviewing relevant documentation.

9.6. Resolution: Within two days, the management will provide a written response outlining the findings and any recommended actions.

10. CONFORME:

I, _____, of legal age, and a resident of _____ do hereby acknowledge that I have read, understood, and agreed to the terms and conditions set forth in this school rules and regulations. By signing below, I affirm, accept and commit to comply with all stipulations stated herein.

Name & Signature of Student

Date: _____

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