



THE INSTITUTE OF
**Healing Arts
and Sciences, LLC**
The W.I.S.E. Method^{1.M}

DISCLOSURE POLICY

The Founder/President of The Institute of Healing Harts of Sciences, Inc. (IHAS) has personal, financial and material interest in any of IHAS products, books or printed materials, or other reference materials including websites mentioned, discussed or referred to in any of our courses.

Further, any products sold through our website have been included based solely on the merit of the product as discerned through the research and evaluation of the Founder/President of IHAS.

Promotion of personal, financial, and material interests by IHAS teachers/facilitators or IHAS students/participants is not permitted. IHAS teachers/facilitators or IHAS students/participants will not promote personal materials, products, workshops, or a professional private practice of any kind during a public or professional workshop, certificate, or degree program.

The Institute of Healing Arts and Sciences, Inc. does not discriminate on the basis of race, color, religion, age, gender, disability, national origin, or marital status in its practices or programs.

The Institute of Healing Arts and Sciences, Inc.. policy respects and protects the privacy of our website users, consistent with the applicable laws of the United States and the State of Connecticut, including the [Connecticut Freedom of Information Act](#) and the [Connecticut Personal Data Act](#). We do not collect, use or disclose any information about our users without their knowledge and approval. We do not share user information with third parties unless we have informed users about the disclosures or when we have prior consent.

EMPLOYEES AND FACULTY

No member of the professional staff or other employee in the service of The Institute of Healing Arts and Sciences, Inc. shall devote to private purposes any portion of the time due the school without consent. Members of the professional staff may take on outside employment activities only after approved by the Founder/President of IHAS. For those who report to the President, the approval of the President is required. Such approval shall take into account the time required, the nature of the service, potential conflict of interest, and the contribution of such activities to the professional advancement of the staff member. Any changes with respect to these matters after the project has been initiated shall also require approval in advance.

The administrative procedure for carrying out the intent of this requires that all employees and faculty request and receive prior permission of the Founder/President. This requires that they

submit a request to the Founder/President with the type of work, that it will not interfere with the staff member's assigned duties, and that there will be no conflict of interest. For non-teaching professions, consulting is not permitted during working hours as it would interfere with the staff member's assigned duties.

No member of the professional staff or other employee in the service of The Institute of Healing Arts and Sciences, Inc. shall willfully and knowingly disclose, for financial gain, to any other person, confidential information acquired by him/her in the course of and by reason of his/her official duties or employment nor shall use his/her position for confidential information received through his/her position to obtain financial gain for himself/herself, his/her spouse, child, relative or a business with which he/she is associated.

The student has on-going recourse to the Founder/President who will consult with the Dean of Students in order to address any grievances that may arise during the term of the employment.

Unless an employee or teacher instructs IHAS otherwise, name, college, local address, local telephone number along with e-mail address will be available electronically on the Internet through IHAS' website. Not clear on what this means.

STUDENTS

The Institute of Healing Arts and Sciences, Inc. admits students of any sex, race, color, marital status, sexual orientation, religion, age, national origin or ancestry, disability or handicap to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of sex, race, color, marital status, sexual orientation, religion, age, national origin or ancestry, disability or handicap in administration of its educational policies, admissions policies, employment policies, or other IHAS-administered programs.

The rights afforded to students with respect to their education records under FERPA are:

- The right to inspect and review the student's education records within 45 days of the day The Institute of Healing Arts and Sciences, Inc. receives a request for access. Students should submit to the Dean of Students or other appropriate official, written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask IHAS to amend a record that they believe is inaccurate or misleading. They should write to the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If IHAS decides not to amend the record as requested by the student, the school will notify the student of the decision.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA what does the acronym represent? authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by IHAS in an administrative, supervisory, academic, or support staff position. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.