

The Napa Valley School of Massage Catalog 2017

Valid 01/01/17 through 12/31/17

Why Choose the Napa Valley School of Massage?

There are several important reasons why you should choose the Napa Valley School of Massage. First, the Napa Valley School of Massage, located in the beautiful Napa Valley, offers you the perfect environment to learn massage. The Napa Valley has some of the best known spas in the world. Every year, millions of visitors come to the valley to relax and renew their tired bodies and spirits. As a student in the Napa Valley School of Massage, you will become part of this respected tradition. Upon graduation, you will receive a prestigious diploma stating that you trained in massage in the world famous Napa Valley.

Another important reason why you should choose the Napa Valley School of Massage is that our school is not a single classroom but a campus allowing you the most varied massage training experience available anywhere. You will enjoy lectures and practical training in the Heart House. This facility also includes a kitchen and a dorm room for you to use should you live outside the Napa area. In the “Upper Room” our Christian day spa, you will be able to help others with relaxing massage therapy in a spiritual, spa environment. At the Pinewood building you will work in the Natural Healing Center – a working acupuncture clinic. Students enrolled in the Intermediate 500 hour course receive lectures on Chinese medicine by our resident licensed acupuncturist.

In addition, the Napa Valley School of Massage offers you the unique opportunity to treat actual patients with massage therapy under the direction of our medical doctor. These patients are seen for a variety of acute and chronic health conditions. While other schools have their students “take turns” massaging each other, the Napa Valley School of Massage gives you the rare opportunity to work in a medical practice. You will help those who want to stay healthy as well as those who are recovering from serious health conditions.

There are many reasons why training at the Napa Valley School of Massage will prepare you for unparalleled success. Your prestigious diploma will be a priceless document throughout your career as a massage therapist.

Catalog Update policy

Our institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

SCHEDULE | Class times designed to work for you:

The Napa Valley School of Massage class schedule is very flexible providing you with class times that fit your busy lifestyle. Classes are ongoing – that means you can begin your studies anytime. Whether you are employed, a student, living outside the Napa area or just have a busy lifestyle, the Napa Valley School of Massage provides you with the best value and educational opportunity.

We offer both Day and Evening Classes. Also, you may attend full-time or part-time. In addition, distance instruction is provided through our Online Course.

Day Classes are offered Monday through Friday; 9:00 a.m. - 4:00 p.m.

Evening Class is Monday through Friday; 5:00 p.m. - 7:00 p.m.

School Calendar:

The NVSM is open year round, five days per week (Monday through Friday). The school is closed in observance of major national holidays and for two weeks over the Christmas and New Year holidays.

Modern Facilities for Optimal Learning:

You will enjoy studying at the modern and well equipped Napa campus. The school campus consists of three buildings on Trancas Street, across the street from the Queen of the Valley Medical Center. Two of the buildings have clinic areas where you will be working assisting actual patients with Restorative Massage techniques. These clinics are furnished with massage tables, hydrotherapy equipment and various liniments you will need to help others. In the Heart House there is an extensive library of massage books and DVD's for your learning experience.

INSTRUCTION | You will learn the most effective techniques:

Your massage instruction will begin with introductory lectures followed by rotations through the laboratory and media center. Lectures in Massage Theory will cover a variety of topics including the art of Restorative Massage, Eastern and Western perspectives on massage, Body Mechanics and the underlying principles of anatomy and physiology. In the laboratory, you will learn to prepare oils and liniments that you will use in your massage practice.

You will also want to review massage techniques as well as observe massage therapists at work by choosing from an extensive library of videos and DVD's. You will have ample classroom time for self-study of required text assignments. In addition you will enjoy studying the bones, muscles, nerves and lymphatic's of the human body on anatomical models and color posters.

Following this unique experience, you will begin practical massage sessions on other students. As you become more competent and confident you will participate in student massage clinics working on the public.

Through a variety of exciting instructional methods, The Napa Valley School of Massage offers in-depth training to ensure your success as a Massage Therapist.

At the Napa Valley School of Massage you can make an appointment to speak with any faculty member or with the administrator or director. We are here to assist you with any concerns. We are always pleased to assist you with any question you may have about the course, the best Napa Valley restaurants or where to purchase groceries and supplies. We are here to help you!

MASSAGE THERAPY PROGRAMS | Take your massage career as far as you like:

250 Hour Restorative Massage Therapy

The Basic Course is the foundation course of the Napa Valley School of Massage. In this course, you will be introduced to the wonderful arts of Restorative Massage, Medical Gymnastics, Hydrotherapy, Hygiene, and the underlying principles of Anatomy and Physiology. You will learn two important massage routines that are very different from each other. The first is Swedish massage, one of the most popular massages in the world and the Okazaki famous elbow method – a wonderful deep tissue massage routine. Knowledge of these two versatile massage routines will make you a very employable Massage Therapist. You will feel very confident having worked in the Student Clinic. Most graduates will do 50 massages in the Student Clinic prior to course completion.

250-hour Mission, Purpose and Objective of this program: The Mission of the Napa Valley School of Massage's 250-hour course is to train & educate caring, skillful & knowledgeable massage therapists. Through the acquisition of knowledge presented in this educational program, students will experience the development of intellectual, analytical & critical abilities. This process will foster a commitment to pursue lifelong learning & the fulfillment of these educational expectations allow our students, graduates and faculty to meet the needs of the communities we serve. **The Purpose and Objectives** of the 250-hour course is for students to learn the musculoskeletal system, Swedish massage and Okazaki's Deep Tissue massage.

Following graduation, you may want to undertake further study in the 500-Hour Intermediate, 750 hour Acupressure or 1000-Hour Advanced Course. With your 250-Hour Diploma, you will receive advanced placement in these courses.

500 Hour Intermediate Restorative Massage Therapy.

The Intermediate Course is known as Intermediate Restorative Massage Therapy is a course where the emphasis is on Sports Massage written around the martial arts. This course is also available online and is blended with practical training here in the Napa Valley. This course is the next step in your education as a Restorative Massage Therapist. The first part of this 500-Hour Course consists of the 250-Hour Basic Course as described above. Your foundation as a Restorative Massage Therapist is built in the Basic Course and further refined and advanced in the Intermediate Course.

In this outstanding Intermediate Course, you will gain additional knowledge in Anatomy and Physiology – this time focusing on the eleven organ systems of the body. You will review the anatomy of the musculo-skeletal system and build on this knowledge by learning the anatomy and physiology of the nervous, circulatory, digestive, urinary, respiratory, integumentary, endocrine and lymphatic systems. At this Intermediate level, you will also learn the advanced use of massage oils, liniments and aromatherapy. Included at this level are informative lessons in first aid, taping, splinting and Chinese medicine. In addition to the great massage routines taught to you in the first 250 hours, you will be taught additional massage routines and techniques including the Japanese Towel Massage, Restoration Foot Massage, a soothing facial massage and an advanced side massage technique. These massage routines will add to your depth of knowledge, experience and flexibility in meeting the needs of your clients.

500-hour Mission, Purpose and Objective of this program: The Mission of the Napa Valley School of Massage's 500-hour course is to train & educate caring, skillful and knowledgeable

massage therapists. Through the acquisition of the body of knowledge presented in this educational program, the student will experience the development of intellectual, analytical & critical abilities. This process fosters a commitment to lifelong learning. The fulfillment of these educational expectations allows students, graduates and faculty to meet the needs of the communities we serve. **The Purpose and Objectives** of the 500-hour course is to teach organ systems, shiatsu massage, foot reflexology & advanced Swedish massage techniques.

After successful completion of the required course work and successful passage of the final examination, including a written and practical test, you will be awarded a distinguished diploma for 500 Hours in the Art of Intermediate Restorative Massage Therapy.

Successful completion of instruction at the Napa Valley School of Massage will allow you to apply for a massage permit in many cities and towns throughout California. The Napa Valley School of Massage is not an approved school for the California Massage Therapy Council (CAMTC) voluntary licensure. Applicants should be aware that although our online courses are blended with practical training, not all states will accept distance learning for massage educational credit. Students seeking the voluntary CAMTC license or licensure in another state may be required to complete additional study at an institution within that state. We encourage all our applicants to check with licensing requirements in the area where they will want to practice before enrolling in any of our courses.

750 Hour Acupressure for Therapists

I would like to welcome you to Acupressure Online, the third exciting course offered by the Napa Valley School of Massage. This course gives you and other massage students an opportunity to earn an additional 250 hours of massage credit from the Napa Valley School of Massage. As with each of the other courses, Acupressure is blended with ten days of intensive classroom training in the beautiful Napa Valley. This course will significantly increase your knowledge and reinforce what you learned in the first two courses offered by the Napa Valley School of Massage. Each of the 250 hour courses fit neatly together like stacking cubes - each course reviewing and reinforcing the core information from previous courses while at the same time providing you with new and useful information that you can use to help others.

Just like the first two online courses, this course consists of 27 online lessons blended with ten days of practical training in California's beautiful Napa Valley. Acupressure is a perfect course for you as you enter the more advanced aspects of massage therapy.

750-hour Mission, Purpose and Objective of this program: The Mission of the Napa Valley School of Massage's 750-hour course is to train & educate caring, skillful and knowledgeable massage therapists. Through the acquisition of the body of knowledge presented in this educational program, the student will experience the development of intellectual, analytical & critical abilities - fostering a commitment to lifelong learning. The fulfillment of these educational expectations will allow our students, graduates and faculty to meet the needs of the communities we serve. **The Purpose and Objectives** is that 750-hour students learn acupressure points, meridians & how stimulating points with massage can improved health.

1000 Hour Advanced Massage Therapy

Successful completion of the Basic 250 hour Massage Therapy, Intermediate 500 hour Restorative Massage Therapy courses and the 750 hour Acupressure courses are required prerequisites before you can apply for this course. Space in the Advanced course is limited.

Admission decisions are based on the student's performance in the Basic and the Intermediate courses. You should submit your application for admission at least one month prior to completion of the 750 hour course. Students accepted in this advanced course will be taught additional advanced massage routines including Shiatsu, Tui Na, Eagle Claw Chair Massage, Advanced Deep Tissue Massage Techniques, Pregnancy Massage, Head Massage and Traditional Medical Thai Massage.

In this high level course, you will treat actual patients in the Heart and Medical Clinic under Dr. Andrews' direct instruction and supervision. You will continue to work in the Student Massage Clinic throughout your advanced massage training. By the time you graduate, you will have done at least two hundred massages in the Student Clinic. The online information will continue to be available to you as a supplement for your advanced training.

Laurie Andrews will train you as a yoga therapist. You will work under Laurie's supervision in the Senior Yoga Play class. Also in this 1000-Hour course, you will enjoy growing and harvesting your own herbs. The herbs will be grown in the school's herb garden and will be used to make your own massage liniments and salves. You will also be trained to work in complementary health care fields such as chiropractor or acupuncture offices. You will be well prepared to pass the written and practical exam.

1000-hour Mission, Purpose and Objective of this program: **The Mission** of the Napa Valley School of Massage's 1000-hour program is to train & educate caring, skillful and knowledgeable massage therapists. Through the acquisition of the body of knowledge presented in this educational program, the student will experience the development of intellectual, analytical & critical abilities. This process will foster a commitment to lifelong learning. The fulfillment of these educational expectations will allow our students, graduates and faculty to meet the needs of the communities we serve. **The Purpose and Objectives** is that 1000-hour students learn theories and practice of tui na, pregnancy massage & Thai massage.

Upon graduating from the advanced 1000-Hour Course, you will receive your diploma as a Holistic Health Practitioner, indicating your training in Andrews Health Culture including advanced training in Restorative Massage, Nutrition, Yoga Therapy, Herbology and Physiotherapy.

Following graduation, you may choose to open your own massage business as a "Holistic Health Practitioner" and employ your friends and other therapists. Your expertise in massage plus your working knowledge of nutrition, yoga therapy, herbology and physiotherapy will train you to work in many health care areas such as holistic retreats, medical settings or physical therapy facilities. With your training, knowledge and experience you will also be in demand in gyms and sports facilities.

The Online Course | Start a New Career That You Love...

Perhaps your friends and family have said that you give a great back rub. Or, you may be ready for another career – one you really love. Now, regardless of where you live or your busy schedule you can train online and avoid the daily commute. Simply LOGIN and begin learning massage from the comfort of your own home. Both our Basic Massage Therapy and our Intermediate Restorative Massage Therapy courses are available online and are each blended with ten days of hands on practical training in California's beautiful Napa Valley.

The online massage format is very affordable when compared to traditional classroom training.

We even have a comfortable dorm room for you to stay in while you are here in Napa to complete your training - provided to you at no additional cost. You will receive the same thorough education as if you were enrolled in the Napa Campus course. Our online lessons are fun to complete and are very informative - giving you the precise knowledge you need to be highly successful in your new career as a Massage Therapist. It is really very simple. First, you fill out the easy enrollment application and are welcomed to the school. Then you complete 27 enjoyable online lessons from home – and you can do that at your own pace. You will receive an E-mail within three days of submitting your lesson, giving you valuable feedback on your progress. Last, but not least, you look forward to a ten day “working-vacation” in the famous Napa Valley. When you return home, you will be holding a prestigious diploma, with your name engraved, certifying you as a graduate of the Napa Valley School of Massage. Imagine how good you will feel and how proud your friends and family will be. So what are you waiting for? Enroll today and start doing something you love... Click [HERE](#) to start your training now and immediately begin the career you deserve!

Admission Requirements

Prerequisites: The Napa Valley School of Massage requires proof of high school graduation, equivalent, or most recent educational diplomas. Any other prerequisites are specified in individual classes.

Ability to Benefit: Before an ability-to-benefit student may execute an enrollment agreement, the Napa Valley School of Massage shall have the student take an independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the federal Higher Education Act of 1965 (20 U.S.C. Sec. 1070a et seq.) as it is, from time to time, amended. The student may not enroll unless the student achieves a score, as specified by the United States Department of Education, demonstrating that the student may benefit from the education and training being offered.

Enrollment: To register, students must submit a completed Enrollment application and Enrollment Agreement along with the required payment for the program of their choice. Upon acceptance, the student will begin classes and typically is expected to finish in six months.

Credit for prior experiential learning

The Napa Valley School of massages policies and procedures for the award of credit for prior experiential learning requires that a student demonstrate experience during a pre-admission interview, where they will be asked questions regarding their experience. The student must submit any certificates or diplomas they have received. If they are able to provide documentation and successfully demonstrate capabilities the student will be awarded advanced standing. As part of the curriculum of the basic course in Restorative Massage Therapy each student is required to create his or her own resume which discusses in detail their previous education and experiential learning. This information is used to determine the award of credit for experiential learning. There are not additional fee for this process

Visa services and English as a foreign language.

If a student is already in the United States on a student visa the student is eligible to attend the Napa Valley School of Massage however visa services are not provided and the institution will not vouch for student status and or any associated charges.

English as a second Language

All instruction at the Napa Valley School of Massage is provided in English. Although it is expected that students can understand English the Napa Valley School of Massage does not require documentation of proficiency and will not require a test such as the Test of English as a Foreign Language (TOEFL)

Notice of requirements for eligibility for licensure.

There is a voluntary massage license offered by the California Massage Therapy Council (CAMTC) for massage therapists. Students enrolling and graduating from the Napa Valley School of Massage are not eligible for CAMTC licensure.

United States Department of Education Accrediting Agency.

The programs offered at the Napa Valley School of massage are unaccredited which means you will not be eligible for federal financial aid programs.

Complaint Procedure | Discuss Concerns with the Instructor:

Students are encouraged to discuss any problem or complaint that arises with their instructor. Instructors are encouraged to meet with individual students in private to discuss problems that arise. In many cases, the instructor will be able to resolve the complaint to the student's satisfaction.

A student or any member of the public may file a complaint about this institution with the BPPE by calling 888 370-7589 toll free or by completing a complaint form which can be obtained on the bureau's internet website www.bppe.ca.gov.

Student Rights

1. Students have the right to receive a quality massage education.
2. Students have the right to a copy of the signed enrollment agreement.
3. Students have the right to request a review of his or her student chart.
4. Students have the right to schedule a conference with an instructor.
5. Students have a right to request a review and re-grading of exams.
6. Students who miss or fail an exam have the right to take a makeup test.
7. Students have the right to mid-morning and mid-afternoon rest breaks.
8. Students have the right to noon lunch breaks and evening dinner breaks.

Fee's and payment Schedule
250 hour program

Item	Amount	
Registration Fee (\$50 refundable & \$250 is NON-REFUNDABLE)	\$300	The Napa Valley School of Massage will retain the \$250 from the total registration fee should the student withdraw from the course and cancel the Enrollment Agreement. This fee is only collected 1 time. Should the student continue to more advanced courses this fee will not be collected again
Student Tuition Recovery Fund	No Fee	STRF is a non-refundable state required fee; however the state no longer requires STRF fees to be collected.
Tuition	\$3,000	Prorated upon course withdrawal. Refer to the refund table. If a student should submit the Notice of Cancellation after 50 hours, he/she would receive a tuition refund of 25%
Resident Housing	No Fee	Options available. Contact The Napa Valley School of Massage to inquire. Available for out of town students only while active in course.
Total Charges	\$3,300.00	You are responsible for this amount.
Estimated cost including self-provided supplies	\$3,325.00	This includes the TOTAL CHARGES the Napa Valley School of Massage will collect plus the cost of supplies you will provide yourself. \$3,300.00 + \$20 (the text book) + \$5 (colored pencils) = \$3,325.00
Minimum first payment	\$550.00	\$300 registration fee + \$250 Tuition + STRF fee of \$0.00 This only applies for students who are approved for a Payment Agreement.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3,300.00
 ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$3,325.00
 TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENTROLLMENT: \$550.00

The student agrees to pay \$300.00 registration fee + \$250 for tuition + \$0.00 STRF fee today in order to reserve his or her space in the class. That is a total of \$550.00 due immediately for enrollment in the Napa Valley School of Massage 250 hour Restorative Massage Program The student further agrees to pay the remaining tuition of \$2,750 in 5 payments of \$550 each. Students who have not made their final payment will not be allowed to take the final exam or graduate.

Remaining Payment Schedule

Amount	Due	Due Date
\$550	Due 1 month after enrollment	
\$550	Due 2 month after enrollment	
\$550	Due 3 month after enrollment	
\$550	Due 4 month after enrollment	
\$550	Due 5 month after enrollment	

Fee's and payment Schedule

500 hour program

Item	Amount	
Registration Fee	No Fee	This was paid with entry into the 250 hour course.
Student Tuition Recovery Fund	No Fee	STRF is a non-refundable state required fee; however the state no longer requires STRF fees to be collected.
Tuition	\$3,000	Prorated upon course withdrawal. Refer to the refund table. If a student should submit the Notice of Cancellation after 50 hours, he/she would receive a tuition refund of 25%
Resident Housing	No Fee	Options available. Contact The Napa Valley School of Massage to inquire. Available for out of town students only while active in course.
Total Charges	\$3,000	You are responsible for this amount.
Estimated cost including self-provided supplies	\$3,000	You will use the materials you already own and are familiar with during the 250 hour course.
Minimum first payment	\$500	\$500 Tuition +STRF fee of \$0.00 This only applies for students who are approved for a Payment Agreement.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3,000

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$3,000

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENTROLLMENT: \$500

The student agrees to \$500 for tuition + \$0.00 STRF fee today in order to reserve his or her space in the class. That is a total of \$500 due immediately for enrollment in the Napa Valley School of Massage 500 hour Intermediate Restorative Massage Program The student further agrees to pay the remaining tuition of \$2,500 in 5 payments of \$500 each. Students who have not made their final payment will not be allowed to take the final exam or graduate.

Remaining Payment Schedule

Amount	Due	Due Date
\$500	Due 1 month after enrollment	
\$500	Due 2 month after enrollment	
\$500	Due 3 month after enrollment	
\$500	Due 4 month after enrollment	
\$500	Due 5 month after enrollment	

Fee's and payment Schedule

750 hour program

Item	Amount	
Registration Fee	No Fee	This was paid with entry into the 250 hour course.
Student Tuition Recovery Fund	No Fee	STRF is a non-refundable state required fee; however the state no longer requires STRF fees to be collected.
Tuition	3,000	Prorated upon course withdrawal. Refer to the refund table. If a student should submit the Notice of Cancellation after 50 hours, he/she would receive a tuition refund of 25%
Resident Housing	No Fee	Options available. Contact The Napa Valley School of Massage to inquire. Available for out of town students only while active in course.
Total Charges	\$3,00	You are responsible for this amount.
Estimated cost including self-provided supplies	\$3,050	<ul style="list-style-type: none"> • Acupressure's Potent Points: A Guide to self-care for common Ailments by Michael Reed Gach, November 1, 1990 • Encyclopaedia of Thai Massage: A Complete Guide to Traditional Thai Massage Therapy and Acupressure by C. Pierce Salguero and David Roylance, November 2, 2011 • Trail Guide to the body (book and DVD) by Andrews Biel, September 1, 2010
Minimum first payment	\$500	\$500 Tuition +STRF fee of \$0.00 This only applies for students who are approved for a Payment Agreement.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3,000
 ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$3,050
 TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$500

The student agrees to \$500 for tuition + \$0.00 STRF fee today in order to reserve his or her space in the class. That is a total of \$500 due immediately for enrollment in the Napa Valley School of Massage 750 hour Acupressure for Massage Therapists Program The student further agrees to pay the remaining tuition of \$2,500 in 5 payments of \$500 each. Students who have not made their final payment will not be allowed to take the final exam or graduate.

Remaining Payment Schedule

Amount	Due	Due Date
\$500	Due 1 month after enrollment	
\$500	Due 2 month after enrollment	
\$500	Due 3 month after enrollment	
\$500	Due 4 month after enrollment	
\$500	Due 5 month after enrollment	

Fee's and payment Schedule 1000 hour program

Item	Amount	
Registration Fee	No Fee	This was paid with entry into the 250 hour course.
Student Tuition Recovery Fund	No Fee	STRF is a non-refundable state required fee; however the state no longer requires STRF fees to be collected.
Tuition	\$3,000	Prorated upon course withdrawal. Refer to the refund table. If a student should submit the Notice of Cancellation after 50 hours, he/she would receive a tuition refund of 25%
Resident Housing	No Fee	Options available. Contact The Napa Valley School of Massage to inquire. Available for out of town students only while active in course.
Total Charges	\$3,000	You are responsible for this amount.
Estimated cost including self-provided supplies	\$3,050	<input type="checkbox"/> Light on Yoga: Yoga Dipika Paperback by B. K. S. Iyengar <input type="checkbox"/> Complete Idiot's Guide to Total Nutrition, Fourth Edition by M.S., R.D., C.D.N., Joy Bauer (Nov 1, 2005) <input type="checkbox"/> Bean Yoga Mat Extra Thick 1/4 inch (6mm), Extra Long 72 inch, Premium Sticky Mat, Non-Toxic SGS certified, Yoga Monster,
Minimum first payment	\$500	\$500 Tuition +STRF fee of \$0.00 This only applies for students who are approved for a Payment Agreement.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3,000
 ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$3,050
 TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$500

The student agrees to \$500 for tuition + \$0.00 STRF fee today in order to reserve his or her space in the class. That is a total of \$500 due immediately for enrollment in the Napa Valley School of Massage 1000 hour Advanced Restorative Massage Program The student further agrees to pay the remaining tuition of \$2,500 in 5 payments of \$500 each. Students who have not made their final payment will not be allowed to take the final exam or graduate.

Remaining Payment Schedule

Amount	Due	Due Date
\$500	Due 1 month after enrollment	
\$500	Due 2 month after enrollment	
\$500	Due 3 month after enrollment	
\$500	Due 4 month after enrollment	
\$500	Due 5 month after enrollment	

Policy relative to providing a prospective student the school catalog
 Prior to enrollment, NVSM shall provide a prospective student with an electronic copy of this school catalog.

The Napa Valley School of Massage is a private institution approved to operate by the Bureau for Private Postsecondary Education. BPPE approval indicates compliance with minimum standards set forth in the Private Postsecondary Education Act of 2009.

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, Ca 95833, www.bppe.ca.gov, toll free 888 370-7589 or by fax 917 263-1897.”

“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, which must be provided to you prior to signing an enrollment agreement.”

“A student or any member of the public may file a complaint about this institution with the BPPE by calling 888 370-7589 toll free or by completing a complaint form which can be obtained on the bureau’s internet website www.bppe.ca.gov.”

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at The Napa Valley School of Massage is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Restorative Massage Therapy, Intermediate Restorative Massage Therapy, Acupressure for Therapists or Advanced Restorative Massage Therapy is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is 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 (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer."

(14) The massage courses offered by the Napa Valley School of massage are not accredited by an accrediting agency recognized by the United States Department of Education. The NVSM does not offer an associate, baccalaureate, masters or doctoral degree.

(A) Graduates of the NVSM are not eligible for massage licensure by the CAMTC.

(B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

(C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

(D) The prospective student will receive a copy of the NVSM Catalog and Performance Fact Sheet prior to enrollment.

(E) The NVSM shall provide the school catalog to any person upon request.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The student must complete the written "Cancellation Notice" form and submit it to the CAO.

Thereafter, the refund is prorated after the second week of access to the online course.

The cancellation notice can be obtained by request.

The Student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. If the Napa Valley School of Massage sent the first lesson and materials before an effective cancellation notice was received, The Napa Valley School of Massage shall make the refund within 45 days after the student's return of the materials.

The registration fee is non-refundable. Cancellation is effective on the date the written notice of cancellation is sent. The Student may send a written notice of cancellation by postal mail or E-mail.

Refunds for Financial Aid and Loans

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student obtains a loan to pay for this program, the student has the responsibility to pay the full amount of the loan plus interest, less the amount of any refund. If the student defaults on a federal or state loan, both the following may occur: 1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and 2. the student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at the Napa Valley School of Massage is at complete discretion of an institution to which you may seek to transfer.

If the certificates 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 course work 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 the Napa Valley School of Massage to determine if your certificates will transfer.

Student Refund Policy

The following is a summary of the refund table. A 100% tuition refund will be given to a student any time before the seventh day following the date of enrollment. A partial tuition refund will be given to a student on a pro rata basis according to the refund table. No refund will be given after 60% of the class has been completed. Please review the refund table carefully. If you have no questions, sign the statement at the bottom that says: "I have read and understand the refund table." If you as an enrolling student in the Napa Valley School of Massage are not a California resident, you will not be eligible for protection or financial recovery from the Student Tuition Recovery Fund.

- Only \$50 of \$300 Registration is refundable. \$250 of Registration fee is NON-REFUNDABLE
- STRF is NON-REFUNDABLE
- The Tuition will be refunded at 100% within the first seven days following enrollment date. After this date, the student will be charged a percent of tuition based on the course work completed

Blank Refund Table

Sample Calculation for Refund	Amount	Refund Policy
Date of Enrollment		<p>A refund will be given to a student who completes the Notice of Cancellation. This refund is based on the following: A 100% refund will be given up to seven days following enrollment. \$250 of the Registration and ALL of the STRF are NON-REFUNDABLE Fees. The student's tuition refund is pro rata after seven days following enrollment. After the student has completed 60% of the course, no refund will be issued. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.</p>
Hours Completed by Student		
Hours of Course total		
Percent of Course Completed		
Tuition Paid to Date		
% Course Completed X Tuition Paid		
\$50 of registration fees		
Refund to Student		

Disclosures

An institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. An institution shall transmit all of the lessons and other materials to the student if the student: has fully paid for the educational program; and after having received the first lesson and initial materials, requests in writing that all of the material be sent. The Napa Valley School of Massage will transmit to the Student the USER NAME and PASSWORD for the online portion of the course within seven days of the Student being accepted for admission, receipt of the signed enrollment agreement and course payment. This USER NAME and PASSWORD will remain active and will give the Student access to all 27 online lessons for the course in which the Student has enrolled for a period of six months following the enrollment date. The Napa Valley School of Massage 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, but shall not be obligated to pay any refund after all of the lessons are transmitted. The faculty member in charge of reviewing and evaluating online lessons will respond to the student within one week and will notify him or her of any errors or deficiencies

SCHOOL PROBATION POLICY

Students who fail to meet satisfactory academic performance, fail to meet attendance requirements, or fail to comply with student code of conduct will be placed on probation for the evaluation period (20% of the course). Student will be notified that he/she has been placed on probation and will be given the steps necessary to be removed from probation. Failure to comply with the program and the probation by the end of evaluation period can result in a withdrawal of the student from the program. A student, who has corrected the deficiencies, will be notified that probation has been removed. A student can appeal a probation decision by challenging the records and meeting with the school administrator to review the documents. Student is still required to pay tuition during the probation period.

Dismissal policies

Violation of the rules of contact may result in dismissal. In most cases a warning will be issued for the first violation before dismissal. However the Napa Valley School of Massage reserves the right to enact immediate dismissal for severe and or criminal violations of student conduct. Attendance may also lead to dismissal. Arriving late or leaving early will be considered a tardy. Two tardies will be considered an absence. Students will be counseled after 3 absences and may be dismissed after the 6th absence.

Leave of absence policy.

Leave of Absence: Students who wish to take a leave of absence must notify the CAO in writing by completing a Leave of Absence Form. If approved, students may resume their education without any additional fees. A student may request up to 6 months. A leave of Absence form will issued upon request.

Student services

NVSM does not currently offer Student services extend beyond high quality massage training and instruction. The NVSM does not offer placement services. For the convenience of our students, a partial list of potential employers can be requested from a faculty member. Current notices of job openings are posted on the school bulletin board at the Heart House.

Availability and Cost of Housing:

Rooms are available for rent in the City of Napa and surrounding areas. These rooms are usually rented “furnished” and rent for \$600 to \$900 per month. One bedroom and two bedroom furnished apartments are also available for rent in Napa for \$1,500.00 to \$3,000.00 per month. The Napa Valley School of Massage does not find or assist students in finding or obtaining rental housing. The Napa Valley School of massage maintains a dorm room for visiting students who live outside the Napa area and who are completing the practical portion of their massage course. The cost of the dorm room use is included in the tuition and is provided to visiting students at no additional cost.

Retention of records

The Napa Valley School of Massage maintains for a minimum of 7 years student charts for every student. The official student chart contains the enrollment agreement, completed final exams, and diplomas. There is also an electronic record on the NVSM computer that is backed up monthly on an external hard drive that is placed in the Heart House in a fire proof safe.

Restorative Massage Therapy Programs

Chart of Courses/ Tuition/Diploma

Course: Restorative Massage Therapy
Hours: 250
Online Available: YES
Prerequisite: High school diploma/equivalent
Tuition: \$3,000 plus Non-refundable registration fee: \$300
Diploma: Restorative Massage Therapist

Course: Intermediate Restorative Massage
Hours: 500
Online Available: YES
Prerequisite: Restorative Massage Therapy course
Tuition: \$3,000
Diploma: Intermediate Restorative Massage Therapist

Course: Acupressure for Therapists
Hours: 750
Online Available: NO
Prerequisite: Intermediate Restorative Massage
Tuition: \$3,000
Diploma: Acupressure for Therapist

Course: Advanced Restorative Massage
Hours: 1000
Online Available: NO
Prerequisite: Acupressure for Therapists
Tuition: \$3,000
Diploma: Advanced Restorative Massage Therapist

Library services and library resources

The library supports Napa Valley School of Massage mission and educational objectives through a substantial collection of learning resources which includes but is not limited to: books, journals, and non-book materials (videos, audio cassettes, DVD's etc.). These learning resources are available to NVSM students, faculty, and staff to consult or borrow and alumni to consult. A photocopier and a computer for word-processing or to complete assignments as needed are also available to faculty and students.

To enroll at the Napa Valley School of Massage, please call, visit or sign-up online: To take advantage of these outstanding courses, there are three easy ways to enroll.

Address of institution and instruction: to be completed at 901 and 1139 Trancas St. Napa, CA 94558.

1. Go to our web site at www.napamassageschool.com and look for the blue border at the top of the page. Click on the menu item titled "ENROLL". Print the enrollment pages to sign and return to us along with a check for your tuition to the Napa Valley School of Massage, 1131 Trancas St., Napa, CA 94558 U.S.A.
2. Call us at (707) 253-0627. We can take your credit card by phone and will mail you the enrollment papers. You will be glad you did! Your rewarding career in Restorative Massage therapy awaits you. We look forward to helping you start or advance your career in Restorative Massage Therapy.
3. If you are in the Napa area, you can visit us at 1131 Trancas Street, Napa and enroll in person.

The Napa Valley School of Massage
1131 Trancas Street (Mailing Address)
1139 Trancas Street (Heart House)
901 Trancas Street (Pinewood Building)
Napa, CA 94558

Phone: (707) 253-0627
Email: info@napamassageschool.com
Web: <http://www.napamassageschool.com>

Approval to Operate:

The Napa Valley School of Massage is a private institution that is approved to operate in the state of California by the Bureau for Private Postsecondary Education. Approval means that our institution is in compliance with the California Private Postsecondary Education Act of 2009.

Approval to operate means compliance with state standards as set forth in the Ed. Code.)
<http://www.bppe.ca.gov>

Our institution does not have any 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 us within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Policies and Procedures:

A. Admission Policy: Students are interviewed and offered acceptance if the applicant demonstrates a desire to learn massage and help others and if his or her educational goals will be met by training with us at the Napa Valley School of Massage.

B. Attendance: Students must maintain a 90% attendance rate. Two tardies will be considered an absence. Students may be dismissed after 6 absences. Students who take leave of absence may return for the next semester.

C. Make-up: Students must maintain a 90% attendance rate (see attendance policy). However, make up classes are charged to the student at a fee of \$12 .00 per hour. Missed work will be accepted at time of make-up attendance.

D. Grading Policy / Standards for Student Achievement:

1. The school's grading system for each class is:

- A. Excellent 90 -100
- B. Good 80 - 89
- C. Average 70 - 79
- D. Unsatisfactory 69 or less.

2. Grade required for certifying completion of a course is 70.

D. Grading Policy (continued):

3. There will be a final exam at the end of each course. Each course exam consists of 100 multiple choice questions, and a practical exam. In the practical exam, the student must demonstrate the massage techniques taught at each level. The final exam (both written and practical) must be successfully completed prior to receiving the diploma in your chosen course of Restorative Massage.

E. Satisfactory Progress: Satisfactory progress is determined by attendance, class participation and review of the written materials such as completion of the anatomy coloring book.

F. Student Assessment: Student's skills are measured with a final exam at each level of training. This consists of 100 questions (multiple choice) and a practical massage exam.

G. Graduation Requirements: Students must complete 100% of assignments, maintain 90% attendance and have at least 70% accuracy on exams for graduation.

H. Leave of Absence: Students who wish to take a leave of absence must notify the Administrator in writing by completing a Leave of Absence Form. If approved, students may resume their education without any additional fees.

I. Dropout Policy: If a student intends to cancel his education, he must submit a Cancellation notice or he will not be given a refund.

J. Cancellation, Withdrawal and Refund Policies: Registration fee of \$300.00 paid on enrollment in the Basic 250 hour course is not refundable. A partial or full refund of tuition will be given to students who complete the Notice of Cancellation. Tuition will be refunded in full up to the seventh business day after the first day of class. Tuition will be refunded after the seventh business day on a pro rated basis; education that has been paid for and not yet received.

K. Schedule of Tuition: see Chart of Courses (pages 8-9).

L. Rules of Operation and Conduct: Students must follow the rules of the Napa Valley School of Massage. Students may be dismissed for failing to follow the published Rules and Regulations. This includes the policies listed in the form entitled: "Professional Ethics". These forms will be provided to the student upon enrollment. Once dismissed for violation of the Conduct Policy a student may not return.

M. Student Tuition Recovery Fund: The Student Tuition Recovery Fund (STRF) established by the legislature, protects California residents attending private post-secondary institutions who suffer a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To qualify, you must be a California resident. A STRF application must be filed within one year of notice of school closure from the Bureau. If no notice is received, you have 4 years to file an application. If a judgment is obtained you have 2 years to submit. Keep copies of enrollment agreement, receipts or other information that documents monies paid. Questions regarding STRF may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, (917) 431-6959

N. Complaint Procedure: 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 on the Bureau's internet website www.bppe.ca.gov.

O. English as a Second Language Instruction: The Napa Valley School of Massage does not provide English as a second language instruction. The Student must be proficient enough to understand lectures and books in English.

P. Catalog Questions: Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Napa Valley School of Massage may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, Ca 95833, www.bppe.ca.gov, toll-free telephone number 888 370-7589 or by fax 917 263-1897.

Q. Catalog Review: 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, which must be provided to you prior to signing an enrollment agreement.

R. Records: All student records are maintained at 1131 Trancas Street, Napa Ca 94558.

S. Transfer of Credit: The Napa Valley School of Massage does not have an agreement with any vocational school, college or university for transfer of educational credits. The Napa Valley School of Massage may, on a case by case basis, accept credits awarded by other schools in transfer toward earning a diploma. The student may transfer with administrative approval, up to 50% of the credit toward a Restorative Massage Therapy course offered by the Napa Valley School of Massage. A Student who wishes to apply for transfer credit must supply the Napa Valley School of Massage with an official transcript indicating the courses and number of credit hours earned at another institution. The transferability of credits you earn at the Napa Valley School of Massage is at complete discretion of an institution to which you may seek to transfer.

Acceptance of the certificate you earn in any of the Napa Valley School of Massage courses is also at the complete discretion of the institution to which you may seek to transfer. If the certificates 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 course work at that institution. For S. S. Transfer of Credit: (continued) 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 the Napa Valley School of Massage to determine if your certificates will transfer.

T. Award of Credit for Prior Experiential Learning: The Napa Valley School of Massage will assess and award credit for prior experiential learning on a case by case basis. The Student will need to provide documentation of that experience.

U. Dismissal Policy: The student may be dismissed at the discretion of the Napa Valley School of Massage for any reason such as the student's conduct, including but not necessarily limited to, violation of the Rules and Regulations of the Napa Valley School of Massage, failure to follow the dress code, failure to pay tuition, or a student's lack of attendance.

V. Financial Aid: The Napa Valley School of Massage does not accept Federal or State Financial Aid programs. The Napa Valley School of Massage does not offer or endorse any lenders.

W. Student Rights: You may request a meeting with any faculty member or administrator. You have the right to review your final exam and ask for a make up exam. Make up exams will be granted to the student after he or she has had an opportunity to review the missed questions and has had adequate time to study for the make up test. Any complaints can be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, Ca 95833, www.bppe.ca.gov, toll-free telephone number 888 370-7589 or by fax 917 263-1897.

Student Tuition Recovery Fund Disclosures:

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.

Retention of Student Records and Transcripts

The NVSM will maintain a record of all student transcripts permanently. All other student records will be maintained for a minimum of 5 years.

Student Housing Options

- A) The NVSM has one dormitory room available upon request which is provided at no additional charge.
- B) Bedroom rentals on a month to month basis can be found in Napa for \$600 to \$900 per month.
- C) The Napa Valley School of Massage has no responsibility to find or assist in finding housing.

The Napa Valley School of Massage is very proud to list our faculty:

Daniel E. Andrews III, M.D., F.A.C.C. - Dr. Andrews is the CEO & CAO of the Napa Valley School of Massage and the Heart & Health Center. He holds a B.S. in Biology from Oklahoma State University. He is a medical doctor who specializes in Cardiology and Internal Medicine. Dr. Andrews graduated from the U.A.G. Autonomous University of Guadalajara Faculty of Medicine and completed a 5th Pathway program at Sinai School of Medicine. Dr. Andrews is Board Certified in Cardiology and Internal Medicine and holds an acupuncture certificate from the Hong Kong Naturopathy Association. He is the founder of Pinewood Karate and authored the world's first online course designed to train martial artists as healers.

Laurie E. Andrews, J.D., H.H.P. - Mrs. Andrews is the COO of the NVSM. She holds a B.S. in Journalism from Oklahoma State University and a Doctorate in Law from Tulsa University. Mrs. Andrews is a certified Holistic Health Practitioner and a Yoga Therapist. She has had extensive experience in teaching yoga to people of all ages. In addition to power yoga she has taught prenatal yoga, children's yoga and restorative yoga to seniors. Laurie is a fifth degree black belt in Pinewood Karate. Laurie is married to Dr. Andrews and is the mother of their four children.

Jennifer Chen Everett, L.Ac. - Jennifer Chen Everett, L.Ac graduated with a Bachelor's Degree from the University of California, Irvine. She then obtained her Masters in Traditional Chinese Medicine from the American College of Traditional Chinese Medicine in San Francisco. Jennifer also studied for several months in Hangzhou, China at the Zhejiang College of Traditional Chinese Medicine.

Mary M. Foong, R.N. – Instructor at the Napa Valley School of Massage has a joint Master degree from Touro University of California in Physician Assisting studies and Public Health. Additionally she attended UCLA where she received a B.A in English, graduating with high honors. Prior to this she attended Solano Community College where she studied Industrial Biotechnology. Mary has been the recipient of many accolades including the Don Leiffer Award for Outstanding Academic Performance, The Deborah Kleinman scholarship for Academic Achievement and the Dean-Provost honor for outstanding academic achievement.

Napa Valley School of Massage Catalog Index:

- Why Choose the Napa Valley School of Massage?: **Page 1**
- Catalog Update policy: **Page 1**
- SCHEDULE | Class times designed to work for you: **Page 2**
- School Calendar: **Page 2**
- Modern Facilities for Optimal Learning: **Page 2**
- INSTRUCTION | You will learn the most effective techniques: **Page 2**
- MASSAGE THERAPY PROGRAMS: **Page 3**
- 250 Hour Restorative Massage Therapy: **Page 3**
- 250-hour Mission, Purpose and Objective of this program: **Page 3**
- 500 Hour Intermediate Restorative Massage Therapy: **Page 3**
- 500-hour Mission, Purpose and Objective of this program: **Page 4**
- 750 Hour Acupressure for Therapists: **Page 4**
- 750-hour Mission, Purpose and Objective of this program: **Page 4**
- 1000 Hour Advanced Massage Therapy: **Page 5**
- 1000-hour Mission, Purpose and Objective of this program: **Page 5**
- The Online Course : **Page 5**
- Admission Requirements: **Page 6**
- Credit for prior experiential learning: **Page 6**
- Visa services and English as a foreign language: **Page 6**
- English as a second Language: **Page 7**
- Notice of requirements for eligibility for licensure: **Page 7**
- United States Department of Education Accrediting Agency: **Page 7**
- Complaint Procedure | Discuss Concerns with the Instructor: **Page 7**
- Student Rights: **Page 7**
- Fee's and payment Schedule 250 hour program : **Page 8**
- Fee's and payment Schedule 500 hour program : **Page 9**
- Fee's and payment Schedule 750 hour program : **Page 10**
- Fee's and payment Schedule 1000 hour program : **Page 11**
- NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED: **Page 12**
- STUDENT'S RIGHT TO CANCEL: **Page 13**
- Refunds for Financial Aid and Loans: **Page 13**
- Student Refund Policy: **Page 14**
- Blank Refund Table: **Page 14**
- Disclosures: **Page 15**
- SCHOOL PROBATION POLICY : **Page 15**
- Dismissal policies: **Page 15**
- Leave of absence policy. : **Page 15**
- Student services: **Page 17**
- Availability and Cost of Housing: **Page 17**
- Retention of records: **Page 17**
- Restorative Massage Therapy Programs: **Page 17**
- Chart of Courses/ Tuition/Diploma: **Page 17**
- Library services and library resources: **Page 17**
- To enroll at the Napa Valley School of Massage: **Page 17**
- Approval to Operate: **Page 17**
- Policies and Procedures: **Page 18**
- Admission Policy: **Page 18**
- Attendance: **Page 18**
- Make-up: **Page 18**
- Grading Policy / Standards for Student Achievement: **Page 18**
- Student Assessment: **Page 18**
- Graduation Requirements: **Page 18**
- Leave of Absence: **Page 18**
- Dropout Policy: **Page 18**
- Cancellation, Withdrawal and Refund Policies: **Page 18**
- Rules of Operation and Conduct: **Page 19**
- Student Tuition Recovery Fund: **Page 19**
- Complaint Procedure: **Page 19**
- English as a Second Language Instruction: **Page 19**
- Catalog Questions: **Page 19**
- Catalog Review: **Page 19**

Napa Valley School of Massage Catalog Index: (Cont.)

- Records: **Page 20**
- Transfer of Credit: **Page 20**
- Award of Credit for Prior Experiential Learning: **Page 20**
- Dismissal Policy: **Page 20**
- Financial Aid: **Page 20**
- Student Rights: **Page 20**
- Student Tuition Recovery Fund Disclosures: **Page 21**
- Retention of Student Records and Transcripts: **Page 21**
- Student Housing Options: **Page 21**
- The Napa Valley School of Massage is very proud to list our faculty: **Page 22**