

# **South Bay Massage College**

**120 B South Sepulveda Blvd.,**

**Manhattan Beach, CA 90266**

[www.southbaymassagecollege.com](http://www.southbaymassagecollege.com)

[info@southbaymassagecollege.com](mailto:info@southbaymassagecollege.com)

*BPPE School Code: 1936381    CAMTC School Code: SCH0024*

**(310) 546-8774**

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**Catalog of Courses**  
**January 1, 2018 to December 31, 2018**

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### **3 School Location**

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310-546-8774

### **4 BPPE & CAMTC Approval**

South Bay Massage College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) “Approved” means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, Title 3 of the California Education Code. SBMC is approved by the California Massage Therapy Council.

### **5 Questions**

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 Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 Fax (916) 263-1897

### **6 Review Documents**

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.

### **7 Complaints**

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 or by completing a complaint form, which can be obtained on the bureau’s Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **8 Address of Instructional Location**

South Bay Massage College  
120 B South Sepulveda Blvd.,  
Manhattan Beach, CA 90266

## U.S. Dept of Labor Standard Classification Code

- Massage Therapist: 31-9011

<b>Name of Program</b>	<b>Massage Program – 500 Hours</b>
Program Description	The South Bay Massage College Massage Technician Course provides 500 clocked hours of instruction, practice, and internship hours. The course is offered during the daytime, evening and on the weekends. You will learn basic principles, theories, and history of Swedish Massage as well as Anatomy/Physiology lectures, discussions, and tests. The course includes hands-on Demonstrations and Practice as well as an introduction to Foot Reflexology, Basic Nutrition, Deep Tissue, Business Ethics, Marketing Skills and Massage related Elective courses.
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 500 hours
Final Tests or Exams	None
Required Internship or Externship	Yes - Internship – 75 hours
Courses of Instruction	<p>Required Classes</p> <ol style="list-style-type: none"> <li>1. MT Swedish Program – 200 hours <ul style="list-style-type: none"> <li>• Massage History &amp; Theory (7 hours)</li> <li>• Hygiene/Health (5 hours)</li> <li>• Anatomy &amp; Physiology (50 hours)</li> <li>• Swedish Massage Practice (55 hours)</li> <li>• Business/Ethics (8 hours)</li> </ul> </li> <li>2. Clinical Student Internship (75)</li> <li>3. Pathology – 24 hours</li> <li>4. Kinesiology &amp; Physiology – 24 hours</li> <li>5. Business &amp; Ethics – 12 hours</li> <li>6. Deep Tissue 1 – 75 hours</li> <li>7. Deep Tissue 2 – 50 hours</li> <li>8. Myofascial Release Therapy – 24 hours</li> <li>9. Advanced Anatomy – 50 hours</li> <li>10. Nutrition – 12 - hours <ol style="list-style-type: none"> <li>a. Total 471 hours of the required classes</li> </ol> </li> <li>11. Elective Courses – 29 hours for total of 500 hours</li> </ol>

<b>Name of Program</b>	<b>Deep Tissue Sports Massage</b>
Program Description	This course teaches various types of techniques; pressure-point massage, friction massage, deep transverse friction massage and massage therapy specifically for pre-event warm-up, post-event recovery, injury recovery, improving performance and preventing injury.
Graduation Requirements	To complete this program a student must complete all prescribed

	lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 50 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Deep Tissue Sports Massage

<b>Name of Program</b>	<b>Reflexology</b>
Program Description	This course teaches that reflexology is a system of massage that balances the inner organs of the body. Manipulation is primarily of the feet, although the hands may also be massaged.
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 25 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Reflexology

<b>Name of Program</b>	<b>Advanced Massage Technique</b>
Program Description	This course teaches where Massage Technique Course left off. The lessons include techniques using soft fists, forearm, stretching, sideline, trigger point therapy, chair massage, and more. Different working environments for the massage therapist are explored.
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 50 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Advanced Massage Technique

<b>Name of Program</b>	<b>Advanced Anatomy</b>
Program Description	Expands on the anatomy that the massage technician has learned. The lessons break down groups of muscles into individual muscles and their functions. Also includes hands on practice. The course is divided into 40 hours of lecture and 10 hours of lab. The lab portion will be the last hour of the class and will be hands on
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 50 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Advanced Anatomy

<b>Name of Program</b>	<b>Deep Tissue II</b>
Program Description	This program includes practical and instructional applications. This course is a continuation of the 50 hour deep tissue course. An in depth study of the deep tissue techniques. Emphasis will be placed on breaking up adhesions, reducing muscle spasms and stretching

	hypertonic muscles.
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 28 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Deep Tissue

<b>Name of Program</b>	<b>Acupressure &amp; Theory</b>
Program Description	In this course you will learn the theory of traditional oriental medicine and practical methods for balancing body energies.
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 35 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Acupressure & Theory

<b>Name of Program</b>	<b>Chair Massage</b>
Program Description	This course you will learn how to give a basic 15 minute seated chair massage, market your practice and develop skills to expand your business
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 7 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Chair Massage

<b>Name of Program</b>	<b>Pregnancy Massage</b>
Program Description	This course you will learn specialized pregnancy massage techniques. This class will cover contra-indications, draping and bolstering. Anatomy of trimesters will also be covered.
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 24 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Pregnancy Massage

<b>Name of Program</b>	<b>Aromatherapy / Essential Oils</b>
Program Description	This course you will learn essentials oils and their therapeutic effects upon the body.
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 7 hours

Final Tests or Exams	None
Required Internship or Externship	None
Courses	Aromatherapy / Essential Oils

<b>Name of Program</b>	<b>Pathology</b>
Program Description	This course you will learn basic pathological processes. Common disease conditions relevant to massage therapy will be examined.
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 24 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Pathology

<b>Name of Program</b>	<b>Sports Massage</b>
Program Description	This course you will learn sports massage techniques, special strokes, pre/post event massage, common sports injuries, first aid and passive & active stretching.
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 50 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Sports Massage

<b>Name of Program</b>	<b>Cranial Sacral Therapy</b>
Program Description	This course you will learn cranial sacral therapy and its applications in the healing process.
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 24 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Cranial Sacral Therapy

<b>Name of Program</b>	<b>Myofascial Release Therapy</b>
Program Description	This course you will the theory of myofascial release and its practical applications in healing.
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 24 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Myofascial Release Therapy

<b>Name of Program</b>	<b>Shiatsu</b>
Program Description	This course you will learn specialized shiatsu massage techniques. This class will cover contra-indications, draping and bolstering. Anatomy of trimesters will also be covered.
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 28 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Shiatsu Massage

<b>Name of Program</b>	<b>Kinesiology &amp; Physiology</b>
Program Description	This course you will learn the basic concepts in kinesiology and physiology to provide theoretical background and its practical applications.
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 24 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Kinesiology & Physiology

<b>Name of Program</b>	<b>Exercise Training / Rehab</b>
Program Description	This course you will learn the basic concepts in exercise training/rehab and its practical applications in becoming an effective therapist in exercise rehab.
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 40 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Exercise Training / Rehab

<b>Name of Program</b>	<b>Exercise Physiology</b>
Program Description	This course you will learn the basic concepts in exercise physiology and its practical applications in becoming an effective therapist in exercise physiology
Graduation Requirements	To complete this program a student must complete all prescribed lessons and earn a grade point average of at least 2.0
Total Clock Hours	This program is 294 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Exercise Physiology



## **9 Professions – Requirements for Eligibility for Certification**

In the state of California licensure is different in each municipality. Contact city of interest for local requirements. A Certified Massage Therapist (CMT) is 500 plus hours of instructor supervised education. Contact California Massage Therapy Council for additional information at (916) 669-5336 or [www.CAMTC.org](http://www.CAMTC.org).

Dr. Kevin Dobalian,

B.A., D.C.- Anatomy & Physiology and Business & Marketing Instructor. He has been a healer and teacher for the past 10 years. Dr. Kevin Dobalian earned his Bachelor's Degree in Psychology from the University of California at Irvine and then when on to gain his Doctorate in Chiropractic from the Los Angeles College of Chiropractic in Whittier, California (1986). Dr. Dobalian has been the director for the past 10 years at Coastline Health Center, located in Manhattan Beach, California.

Dr. Luke Milovich, CMT, B.S., D.C

Anatomy Instructor. Received his Bachelor of Science in Biology and a Doctorate of Chiropractic from Cleveland Chiropractic. Graduate from IPSY in Culver City, CA with a Diploma in Deep Tissue Massage. Personal Exercise Trainer and Nutritional. Dr. Luke is a also a massage therapist and personnel trainer. He has been teaching at South Bay Massage College since 2004. He teaches Anatomy, Pathology, Deep Tissue, Sports Massage and many Advanced Clinical massage courses.

Lani Dower, CMT.

Massage Instructor. She has been a Certified Therapist since 1998. Graduate from California Healing Arts College, Santa Monica CA in 1998 and South Bay Massage College in 1998. She has practiced for over 17 years in the South Bay, CA area. He has worked at Coastline Spa since 1998 and just recently, March 2015 opened her our spa in Hermosa Beach, CA called Healing Hands by Lani.

Erik Trujillo, CMT

Erik is a graduate of South Bay Massage College and has been teaching at SBMC since 2010. He is very passionate in his teachings. He teaches the Swedish massage class, Myofascial, Deep Tissue and body mechanics.

Behrokh Evans, CMT

Behi graduated from Massage School in Santa Monica in 1997. She has been teaching at SBMC since 2004. She teaches chair massage, pregnancy, spa therapy and at times several other advanced courses.

Jai White, CMT

Jai graduated from South Bay Massage College, with over 700 hours of class room instruction. He retired from United States Air Force as an officer after 15 years of service. Jai has been teaching at SBMC since 2015. He teaches basic Swedish massage course and assist other instructors in advance classes as needed.

Paula Clagon, CMT, OMT

Paula graduated from South Bay Massage College in 2013, with over 700 hours of class room instruction. She retired from Corporate America after over 20 years in technology. She has pursued a number of outside massage courses in Oncology Massage, Manual Lymphatic Drainage, and aromatherapy. Paula currently has a private practice that mostly services severely disabled and seniors. She teaches basic chair massage course and assist other instructors in advance classes as needed.

## **10 Unfair Business Practices**

4611.(a) It is an unfair business practice for a person to do any of the following:

(1) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,”

“CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the council pursuant to this chapter.

(2) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

(b) In addition to any other available remedies, engaging in any of the prohibited behaviors described in subdivision (a) constitutes unfair competition under Section 17200.

## **11 Admissions Policies & Recognition of Credits**

The general criteria for admission are:

1. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
2. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
3. This institution has not entered into an articulation or transfer agreement with any other institution.
4. Student must have graduated from high school, or earned a GED. If the applicant is not a high school graduate and has not earned a GED, an applicant may take an Ability to Benefit test.
5. The ability to speak, read, and understands English fluently is an important factor in admissions decisions (see 25-4 for language proficiency requirements).

## **12 Student’s Right to Cancel**

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student’s written notice to the school administrative office, 120 B South Sepulveda Blvd., Manhattan Beach, CA 90266 or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance. 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 institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student’s cancellation or withdrawal.

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student’s return of the materials.

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.

### **13 Refund Policy**

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance. Application fees are non-refundable.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for an, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

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.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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 Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897

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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **14 Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

**15 Attendance Policy – All Programs**

This institution requires that a student attend a minimum of 100% of scheduled class and other such assigned hours.

**16 Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

### 17 Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Massage Technician Course	\$2,520	\$75	\$0	\$25	\$2,620
Massage Program – 500 hours	\$4,720	\$575	0	\$80	\$5,375
Deep Tissue Sports Massage	\$600	\$50	0	\$35	\$685
Reflexology	\$345	\$50	0	N/A	\$395
Advanced Massage Technique	\$445	\$50	0	N/A	\$495
Advanced Anatomy	\$245	\$50	0	N/A	\$295
Deep Tissue II	\$400	\$50	0	\$35	\$485
Acupressure & Theory	\$445	\$50	0	N/A	\$495
Chair Massage	\$125	\$50	0	N/A	\$175
Pregnancy Massage	\$310	\$50	0	N/A	\$360
Aromatherapy / Essential Oils	\$80	\$15	0	N/A	\$95
Pathology	\$145	\$50	0	N/A	\$195.50
Sports Massage	\$545	\$50	0	N/A	\$595
Cranial Sacral Therapy	\$335	\$50	0	N/A	\$385
Myofascial Release Therapy	\$345	\$50	0	N/A	\$395
Kinesiology & Physiology	\$145	\$50	0	N/A	\$195
Exercise Training / Rehab	\$445	\$50	0	N/A	\$495

Shiatsu	\$445	\$50	0	N/A	\$445
Exercise Physiology – 294 hours	\$4,400	\$100	0	N/A	\$4,500

Name of Program Massage Technician Course

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,620.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$2,620.00

Name of Program Massage 500 hours

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$5,375.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$5,375.00

Name of Program Deep Tissue Sports Massage

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$685.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$685.00

Name of Program Reflexology

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$395.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$395.00

Name of Program Advanced Massage Technique

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$495.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$495.00

Name of Program Advanced Anatomy

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$295.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$295.00

Name of Program Deep Tissue II

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$450.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$450.00

Name of Program Acupressure & Theory

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$495.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$495.00

Name of Program Chair Massage

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$125.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$125.00

Name of Program Pregnancy Massage

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$360.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$360.00

Name of Program Aromatherapy / Essential Oils

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$95.00
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<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$95.00
Name of Program Pathology	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$195.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$195.00
Name of Program Sports Massage	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$595.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$595.00
Name of Program Cranial Sacral Therapy	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$385.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$385.00
Name of Program Myofascial Release Therapy	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$395.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$395.00
Name of Program Kinesiology & Physiology	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$195.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$195.00
Name of Program Exercise Training / Rehab	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$495.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$495.00
Name of Program Shiatsu	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$425.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$425.00
Name of Program Exercise Physiology	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$4,500.00
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$4,500.00

## **18 Policies and Procedures Regarding Financial Aid (Title IV)**

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students.

## **19 Loan Repayment**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

## **20 Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

## **21 Placement Services**

This institution does not provide placement assistance.

## **22 STRF Disclosure**

### **Student Tuition Recovery Fund Disclosures**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.



2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

## **23 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

“The transferability of credits you earn at South Bay Massage College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in South Bay Massage College’s certificate programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 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 South Bay Massage College to determine if your certificate will transfer.”

### **24 Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year.

### **25-1 Beginning and End Dates**

January 1, 2018 through December 31, 2018

## **25-2 Mission, All Programs, & Training Outcomes**

The mission of this institution is to provide a high quality educational experience to each enrolled student. Our goal is to have each student acquire the essential analytical and critical abilities, attributes, and skills necessary to obtain employment as professionals as massage professionals, empowering individuals with the professional skills and development of values necessary to achieve higher levels of career excellence in the massage industry.

## **25-3 Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

## **25-4 Language Proficiency**

The following apply to students for whom English is not their primary language:

Applicants for whom English is not a native language must submit an official copy of their TOEFL score. Photocopies, faxes, and student copies are not acceptable. NOTE: Applicants must submit an official copy of the Test of Spoken English (TSE) or the TOEFL iBT. Testing information on TOEFL or TSE may be obtained at [www.toefl.org](http://www.toefl.org) or by writing to TOEFL, Box 899, Princeton, NJ 08504.

SBMC does not grant exemptions to the TOEFL or TSE requirement, regardless of an applicant's citizenship status in the U.S., or study at another university or college taught in English.

All applicants for whom English is not their native language will be considered for a program of study in accordance with their TOEFL/TSE score(s). Applicants will not be admitted without an official score on file. For all programs, the minimum required TOEFL score is 500 (paper based), 173 (computer based), or 61 (internet based).

The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

## **25-5 Language of Instruction**

Instructions will be given in no language other than English.

## **25-6 Financial Aid**

The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students.

## **25-7 Experiential Credit**

This institution does not award credit for prior experiential learning.

## **25-8 Grades and Standards for Student Achievement - Satisfactory Progress**

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points

D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

### **25-9 Description of the Facilities & Type of Equipment Used for Instruction**

The school occupies 1100 square feet of a single story free standing office. The physical premises of the classroom can accommodate a maximum of 30 students at any given time. Anatomical charts, texts, learning videos, massage tables, laundry, oils and creams are used in the delivery of training.

### **25-10 Library Resources**

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. However, the school provides learning resource center – texts, educational material and video library (massage techniques, anatomy, etc), the contents of which are available for student use on school premises during regular business hours or can sign out at admin office. The school provides a reference library which covers a range of topics relating to health, massage therapy and job placement. Numerous reference books, research studies and literature on massage occupations is provided to prepare our students to become qualified massage professionals.

### **25-12 Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### **25-13 Student Housing**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance to students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month.

### **25-14 Student Grievance Procedures**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

South Bay Massage College  
120 B South Sepulveda Blvd.,

### Manhattan Beach, CA 90266

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days.

#### **25-15 Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$20.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- See section 7                      Complaint procedures
- See section 12                  Right to Cancel
- See section 22                  Student Tuition Recovery Fund
- See section 23                  Notice Concerning Transferability of Credits
- See this section                Student Grievance Procedures
- See section 25-15              Student Rights to Inspect Records and Obtain Transcripts
- See section                      Non-Discrimination Policy
- See section                      Academic Freedom
- See section                      Sexual Harassment

#### **25-16 Accreditation**

South Bay Massage College programs are not accredited by any accrediting agency recognized by United States Department of Education. This institution does not offer any degree programs. We are an unaccredited institution therefore not eligible for Federal Financial Aid Programs (CEC 94909(a)(16) and CEC 94897(p)).

#### **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

#### **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.

- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

-Students must have good personal hygiene and dress professionally at all times & students/intern/clients must be draped during massages without exceptions.

### **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

### **Academic Freedom**

South Bay Massage College is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

South Bay Massage College encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

### **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **English as a Second Language Instruction**

This institution does not provide ESL instruction.

**Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

**Disclosure Statement**

“Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee Certification by CAMTC. Applicants for certification shall meet all requirements as listed California Business and Professions Code sections 4600 et. seq.”

Statement directing students to CAMTC for unanswered questions and for filing a complaint:

“A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council (CAMTC) at:

**CAMTC**  
**One Capitol Mall, Suite 800, Sacramento, CA 95814**  
[www.camtc.org](http://www.camtc.org),  
Phone (916) 669-5336 or fax (916) 669-5337

**Renewal of Catalog**

This institution publishes a revised catalog in January of each year.

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