



Massage Center

171 E. Thousand Oaks Blvd. #206
Thousand Oaks, CA 91360

Email Lisa4U@asmt.net

Phone 805-495-1353

www.ASMT.net



Professional Member



Associated Bodywork & Massage Professionals

ACCREDITATIONS AND ASSOCIATIONS

American Massage Therapy Association Council of Schools Member (AMTA)

Associated Bodywork & Massage Professionals (ABMP)

CAMTC Certified School # SCH0009

Licensed to operate by the California State Bureau for Private Postsecondary Education

YOU have decided to **CHANGE YOUR LIFE** and because **YOU** want to have MEANING and purpose in your life. One of the greatest benefits to a career in massage therapy is the ability to AFFECT and CHANGE the quality of another person's life while IMPROVING YOUR QUALITY OF LIFE.

Last year, consumers visited Massage Therapists 230 MILLION times. 36% of Americans have received one or more massages. This figure has doubled in the past 2 years (*American Massage Therapy Consumer Survey*). Consumers spend between \$11-15 Billion Dollars on visits to massage therapists (*Associated Bodywork & Massage Professionals*). With such growth potential you can expect that **YOUR** new career can also change your income potential. As a massage therapist, you can work in such exciting environments as spas, medical offices, cruise ships, physical therapy offices, chiropractic offices, private practice and sports clubs.

WHY MY SCHOOL??????????

I was born and raised in Denmark, where massage therapy has been a part of life and accepted for many years. I understand the need that everyone has for massage. With over 25 years experience as a successful Chiropractor, I have a passion to teach the wonders of massage therapy and the various modalities of the healing arts.

My programs are INNOVATIVE and EXCITING and reflect the changing fluid environment of massage therapy.

I have customized my programs to meet each student's individual needs so **YOU** can use your education to create the massage practice of **YOUR CHOICE**.

Because of my passion to IMPROVE PEOPLE'S LIVES and TO PROVIDE A BETTER QUALITY OF LIFE, I founded the Massage Center in 1997 and have graduated hundreds of successful and skilled therapists.

I have designed the course for someone just like YOU to complete your personal goal of entering the massage therapy industry within 5 months.

Through the extensive knowledge of our faculty the student will gain intellectual knowledge that will make them a successful therapist. The student will also gain an in-depth knowledge of the body and be able to develop the skills necessary to become a successful massage therapist and be employed as such in our community.

I look forward to seeing you in the next class and I want to personally welcome you into the Massage Center family.

Dr. Helle Leap, D.C.

Director / Owner

2019

550 Hour “Silver” Massage Therapist Program
700 Hour “Gold” Massage Therapist Program



We want ***YOU*** to come join us!

Call

805-495-1353

Find out when our next class starts.

Massage Center Thousand Oaks



All class classes / sessions will be held at our School which is located at 171 Thousand Oaks Blvd. #206 in Thousand Oaks, CA. We are an intimate school that was established in 1997.

We keep our classes small in size which allows for individual attention. We pride ourselves on educating and training balanced massage therapists who can immediately enter the field of massage to serve themselves and their community.

Registration for classes can be done in person, by mail with a check, or credit card, or by fax with a credit card. The 1000 sq ft classroom is equipped with massage tables of varying heights. Massage lotion will be provided to students by the school. Handouts are provided to the students for the Massage portion of instruction, A&P textbooks are checked out during the A&P portion of instruction. Lecture is done via a transparency overhead and written on the white board.

The school does not provide English-as-a-second language classes, nor do we accept International Students. All instruction is taught in English ONLY. Students must be able to read, write and understand English without the aid of an interpreter. No English language services are provided.

You must be able to write and read a minimum 250 word essay in order to demonstrate that you have proficient knowledge of the English language.

The Massage Center is a private institution and is licensed to operate by the Bureau for Private Postsecondary Education. This means that the school meets the minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau.

Massage Center is a private institution that is licensed to operate by the Bureau for Private Postsecondary Education.

550 Hour “Silver” Massage Therapist Program

Our 550 Hour course provides you with a solid foundation for becoming a successful Massage Therapist. We have just the right combination of “Basic Training” where you will learn Anatomy & Physiology along with Swedish Massage skills. This gives you a solid base knowledge that you can build on. Once ready, you start taking our Advanced Elective Classes. The elective classes are not merely lectures about or introductions to a new modality, but rather complete stand-alone courses themselves. Most massage programs have a “one size fits all” standard curriculum that every student follows to completion. At the Massage Center we believe that the student should be able to custom design their massage and bodywork education to meet their individual preferences and scheduling requirements.



We offer many different elective classes for you to choose at convenient times. These courses offer a very advanced level of specialized education taught by experienced instructors. You will also gain practical experience where you get to practice what you learned at our Student Massage Center.

The 550 hour Program meets and exceeds the requirements of the California State Massage Therapist license from CAMTC (California Massage Therapy Council)

As of 12/31/2014 CAMTC will only issue licensees to students with 500 hours or more education.

Prerequisites: High School Diploma, GED or pass the ATB (Ability to Benefit) test.
Provide a copy of government issued ID.

Course Objectives

At the completion of this course the graduate will have the skills, knowledge and confidence to to give a one hour therapeutic massage to a client with the possibility of incorporating one or more of the techniques learned in his or her choice of Elective classes. The graduate should have a solid knowledge of the basic skills and have been exposed to a variety of advanced techniques depending on their choice of Elective classes. The student is also taught how to get employment or how to run their own business including marketing their skills.

Upon completion of this course students will receive both a certificate of completion and a transcript for “Silver” Massage Therapist.

550 Hour “Silver” Massage Therapist Program Breakdown

Anatomy / Physiology	64 hours
Contraindications	13 hours
Health / Hygiene	5 hours
Swedish Massage	82 hours
Business Practice	16 hours
Ethics	8 hours
Medical Terminology	4 hours
Career Experience	40 hours (optional)
Elective Classes (Workshops)	233 hours
Clinical Studies	125 hours
Total	550 hours

Requirements for graduation and certification:

- ◆ Satisfactory attendance of all required class hours.
- ◆ Completion of required hours of Clinical Studies.
- ◆ Completion of required hours of Elective classes.
- ◆ 70% passing grade on all exams.

700 Hour “Gold” Massage Therapist Program

The 700 Hour course in conjunction with the 550 Hour program provides an additional 150 hours composed mainly of advanced online courses in Anatomy & Physiology and Pathology.

The Anatomy & Physiology course focuses on the normal structure and function of the human body and what the body does to maintain homeostasis. You will have access to more than 400 vibrantly detailed illustrations and a variety of interactive learning tools to help you establish an essential foundation for success in the care of the human body.

Tools provide you with a *Clear View of the Human Body* where it allows you to peel back the layers of the human body and perform a virtual dissection.



The Pathology course uses a book written *by* a massage therapist *for* massage therapists. It provides direct information along with focused recommendations. Coverage of over 340 pathologies helps you appropriately tailor massage treatment, and more than 750 full-color photographs and illustrations make it easier to recognize common pathologies. This course provides the pathology knowledge you need to succeed on licensure and certification exams and in practice.

Prerequisites: High School Diploma, GED or pass the ATB (Ability to Benefit) test

Course Objectives

At the completion of this course the graduate will have strong Massage skills and in depth knowledge of many advanced techniques. The student will be more than ready for employment in spas, health clubs, and Chiropractic offices or sports teams. The science of Anatomy & Physiology and Pathology are critical for a successful Massage Therapist. Students will demonstrate an ability to discuss the procedures, their purpose and any contraindications using correct medical terminology as it relates to a particular application. Upon completion of this course students will receive both a certificate of completion and a transcript for “Gold Massage Therapist”.

700 Hour “Gold” Massage Therapist Program Breakdown

Anatomy / Physiology	64 hours
Contraindications	13 hours
Health / Hygiene	5 hours
Swedish Massage	82 hours
Business Practice	16 hours
Ethics	8 hours
Medical Terminology	4 hours
Career Experience	40 hours (optional)
Elective Classes (Workshops)	233 hours
Clinical Studies	125 hours
Advanced Anatomy Online	75 hours
Pathology Online	75 hours
Total	700 hours

Requirements for graduation and certification:

- ◆ Satisfactory attendance of all required class hours.
- ◆ Completion of required hours of Clinical Studies.
- ◆ Completion of required hours of Elective classes.
- ◆ Completion of Online Anatomy & Pathology courses
- ◆ 70% passing grade on all exams.

Tuition & Fees

550 Hour Silver Massage Therapist Program

700 Hour Gold Massage Therapist Program



Tuition* \$4,000 if paid in full and \$4,400 on payment plan.

*this includes a \$99 non-refundable registration fee and a (Student Tuition Recovery Fund) STRF of \$0.50 per thousand dollars of institutional charges.

This program will enable you to take the MBlex exam and apply for licensure as a Massage Therapist in California. You will have just the right combination of “Basic Training” and Advanced Elective classes, that you choose, plus enough hands-on practice to become successful.

Tuition* \$5300 if paid in full and \$5600 on payment plan.

*this includes a \$98 non-refundable registration fee and a (Student Tuition Recovery Fund) STRF of \$0.50 per thousand dollars of institutional charges.

This program gives you the 550 hour program AND advanced online Anatomy & Pathology. The in-depth knowledge of the human body will set you apart and enable you to become a better Massage Therapist.

Both our program meets and exceeds the requirements for the California State “Massage Therapist” Exam.

Payment plans
available for all
our programs

Massage Center is an unaccredited institution and you will not be eligible for any Federal and State financial aid programs, since we do not participate in any State or Federal Financial Aid programs.

If you, the student obtains a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you have received State or Federal student financial aid funds, you are entitled to a refund of the moneys not paid from State or Federal student financial aid program, funds.

Hygiene, Sheets and Lotion

You need to provide your own sheets. Massage lotion/ gel will be provided for your use while you are in class and in the student center. When you practice at home you will need to provide your own lotion. Students may not remove lotion from the school.

1. Students must bring their own clean sheets and towels to the Intern Center.
2. You must bring one set of clean sheets for every hour you are scheduled at the Intern Center. It is recommended that you bring 1 additional set of sheets than the number of hours you signed up for.
3. Massage lotion will be provided by the Massage Center. You can check out Massage lotion at the front desk. If the lotion bottle needs to be refilled, please ask the front desk. Students are PROHIBITED from filling their personal lotion bottles with the Massage Center's lotion.
4. It is your responsibility to launder your sheets and towels.
5. You MUST wash your hand before and after every massage.
6. You must wear clean clothes, use no perfumes and have short, trimmed & clean nails. Hair must be clean and pulled back if long.

Draping

Students are taught how to properly drape. This instruction is given in the first week of class. Proper draping of clients or students are required at all times.

Dress code

Professional appearance and proper grooming are expected at all times. Shoes must be worn AT ALL TIMES outside the massage room, No tube tops, halter tops, NO short shorts -knee length is acceptable, or unnecessary skin exposure.

You will be sent home if the instructor feels your attire is inappropriate.



Elective Classes



Deep Tissue Massage (24 Hours)

This is one of the most frequently requested modalities.

When blended with massage, or used as a stand-alone therapy, deep tissue techniques leave your client feeling “longer, looser, and lighter”.

Learn the theory behind deep tissue therapy, how to recognize patterns of muscular strain and compensation, and how to safely target individual muscles, rather than just “going deeper” with the strokes you already know.

Hot Stone Massage (12 Hours)

Hot stone massage is a luxurious body treatment being offered in all the top Spas and Resorts. This soothing and deep healing treatment is easy to learn and fun to do, and best of all it is easy on the practitioner's hands. Your clients will be amazed by how relaxed they feel afterwards.



Lomi Lomi (16 Hours)

To the ancient Hawaiians Lomi Lomi is known as "Temple Style" and "Loving Hands" massage. Lomi is one of the most profound healing forms of massage.

The sacred, unique form of bodywork has been handed down through the Ancient Masters Healers of Hawaii for generations and it is my pleasure to share this modality with you. You will learn the Philosophy of

Huna and the art of the Lomi Massage utilizing a number

of distinctive styling strokes. Using a rhythmic motion using forearms and flat strokes one will be at peace using the motion of the Hawaiian waves.

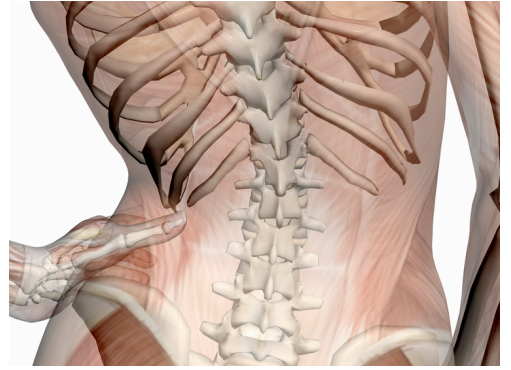
Ethics (8 Hours)

In this class you will learn the code of Ethics for Massage Therapist. The teacher keeps it fun for the class, by doing some role playing and hands on activities that will help you to remember what you are being taught. You will learn how to establish healthy boundaries, improving communications in business and relationships, dual relationships, professional ethical principles and client code of conduct.



Chiropractic Massage (24 Hours)

The major focus of this 2 day course is to explore the techniques of deep tissue manipulation primarily along the spinal column. We will review several of the most common ailments and injuries that you will see in a chiropractic office, (i.e.:whiplash, carpal tunnel syndrome, disk problems....) and learn different strokes and stretches that will be beneficial for you to apply in those situations. Some advanced anatomy and medical terminology, along with what to expect when working in a chiropractic office, will also be taught. You will need to bring massage sheets and be prepared to learn a lot and have fun.



Aromatherapy (8 Hours)

In this fun-filled workshop you will be introduced to the wonderful world of aromatherapy. We will go over some of the most common essential oils and how you can use them for massage and in your everyday life. There will be a \$10.00 material fee, for which you will receive a detailed hand-out along with your choice of either a 2 ounce bottle of massage oil *or* a 2 ounce room spray bottle, both of which you will have the opportunity to create yourself. Bring your open mind and your nose and be prepared to go on a beautiful sensory journey.



Reflexology (24 Hours)

A natural healing art, based on the principle that there are reflexes in the feet and hands which correspond to every part of the body. By stimulating and applying pressure to the feet or hands, you are increasing circulation and promoting specific body and muscular functions.



Medical Terminology (4 Hours)

The purpose of this course is to familiarize students with common medical terms. Familiarity of these terms can help students discern the answers to more complicated questions. Students will also reinforce their learning of anatomical planes and position as well as heart circulation to better answer questions that refer to them.

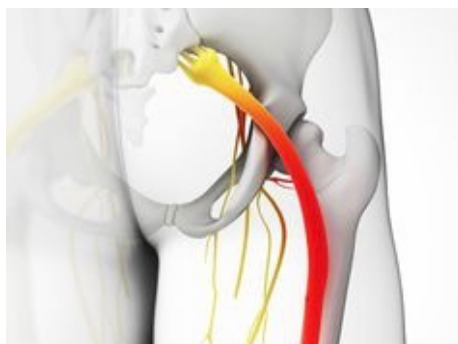


Pregnancy Massage (8 Hours)

Beginning on a firm foundation of how the mother's body changes structurally during pregnancy, you will learn to perform a full-body massage during pregnancy as well as delivery. Training will cover the labor process, pre-labor coaching and back labor remedies in addition to massage.

Therapeutic Stretching 1,2 & 3 (15 Hours)

The addition of stretches to your massage practice can take you from ordinary to extraordinary in the eyes of your clients. Stretches help the nervous system to better assimilate the relaxing effects of massage, reduce muscle tension, minimize musculoskeletal imbalances, and prevent or rehabilitate injuries. Learn how to perform active, isometric stretches on your clients, as well as self-stretches for the massage therapist to ensure a healthy and long-standing career.



Sciatic Massage (8 Hours)

This class is essential to solving lower extremity problems. One will learn an advanced massage technique to assess and provide relief from Sciatic nerve entrapment issues. These techniques procedures will help aching hips and soothes sciatica. The Student will learn to release nerve entrapment to benefit the entire lower extremity.

Business Practice (16 Hours)

In this class you will be learning about good marketing skills, vision statements and goal setting. We are going to give you ways to set up your office so it will run efficiently and smoothly. We are also going to figure out what your specialty massage is, where you want to do your massage at and how much you want to earn. We will be talking about getting started, resumes and interviews. We will also look at who is your target client, how to reach them and how to keep them. And yes, even the yucky stuff like taxes, insurance, licensing and certification. And let's not forget about our future, we need to know about banking and retirement.





Sports Massage (27 Hours)

Sports Massage helps alleviate stress and tension which builds up in the soft tissues of the body during intense physical activity. Minor injuries due to overexertion heal more quickly with the help of Sports Massage. Massage prepares the athlete for peak performance, flushes the body of metabolic wastes, relieves soreness, and reduces muscular tension. Sports Massage of very beneficial when an athlete is training for an event. It is helpful for anyone who stretches their physical limits. Both professional and amateur athletes who use their body in physically demanding ways will benefit from this form of muscle therapy.

Thai Massage (16 Hours)

Thai massage is a blending of gentle rocking, rhythmic acupressure and deep assisted stretches to open, exercise and tone all systems of the body. Joints are loosened and opened, muscles are stretched and vitality is increased. It can be very meditative and a deep state of relaxation can be achieved. Thai massage is performed on a floor mat in loose comfortable clothing. Both the client and practitioner shift through four traditional positions; front, back, side and seated. It is often referred to as “yoga for two”.



Trigger Point Therapy (16 Hours)

Trigger point therapy is based on the phenomenon of painful trigger points that develop in the muscle. These can occur as a result of muscle spasm or from tangled knots of normally smooth muscle fibers. In people who suffer from muscular aches and pains, the trigger point is characterized by knotted muscles and a painful tender spot. A trigger point can radiate pain and sensation through nerves to other places in the body.

Acupressure for Relaxation (8 Hours)

Acupressure uses the same energy system as acupuncture and is a more gentle and acceptable way in the Western World. This energy system has been effectively used by the Chinese for thousands of years. Acupuncture has written records of practice dating back from fifth century B.C., while acupressure is even more ancient. It is from this process that acupuncture was evolved. The energy system exists throughout the body.

Its even, vital flow is evidence of a healthy body. To stimulate the body or free blocked energy, pressure is applied by means of the hands and particularly the fingers along the energy lines. This is done on the comfortably clothed body and is a practical method of maintaining well-being.



Chair Massage (8 Hours)

This class will introduce you to new ways to relieve tension and relax the body quickly with chair massage techniques. Swedish, deep connective tissue and soft-subtle touch techniques will be incorporated into a routine that will last anywhere from 5 minutes to an hour.



Myofascial Release (16 Hours)

This class is a tender mixture of stretches and massage techniques. A bodywork therapy whereby a therapist directs hands-on touch and maneuvers to the entire body, Myofascial Release promotes healing and relieves pain.

Myofascial Release therapy utilizes gentle, kneading manipulation that gently stretches, softens, lengthens and realigns fascia. After careful observation of one's posture, a Myofascial Release therapist will feel for stressed areas of the body. When restricted areas are found, the Myofascial Release therapist will gently stretch tissues found along the

direction of the muscle fibers. This stretch is held for a couple of minutes until a softening or release is felt. These stretches are repeated until the tension is gone. A Myofascial Release session may last up to an hour and can be administered one to three times per week depending on a patient's condition.

*course content subject to change

Admission Requirements

Eligibility: Students must be 18 years or older in order to attend the school.
You must have High School Diploma or Equivalent

A complete registration at Massage Center will include a copy of the enrolling Student's High School Diploma or equivalent. This copy will be retained in the Student's File along with all other necessary Student Records for 5 years.

Definition of "High School Diploma or Equivalent":

As part of a complete registration in a Massage Center Program, potential students must provide a valid copy of their High School Diploma, or its equivalent. For those who attended High School outside of the United States a copy of a Secondary School (or above) Diploma or Certificate of Completion is valid so long as it written in English, or is accompanied by a valid English translation of its contents.

List of possible "Equivalents"- (All equivalents must be in English or accompanied by a valid English translation)

Proof of Passing GED Score - on a valid General Educational Development (GED) Exam.

Proof of Higher Education a valid College/University Diploma, or College/University transcript showing a minimum of 6 units of higher education. Units must be earned via a passing grade in Academic courses.

Proof of Passing Score on the California High School Proficiency Examination (CHSPE) For more information on this particular option <http://www.chspe.net/about/>

Proof of Passing Score US Dept. of Education approved Ability to Benefit (ATB) Examination- Copy of Print out of results required.

Proof of Passing Score US Dept. of Education approved Ability to Benefit (ATB) Examination with: Career Programs Assessment Testing (CPAt)

Website: <http://www.act.org/cpat/>

Email: cpat@act.org

Passing Score is: Language Usage (42), Reading (43), and Numerical (41) will be acceptable. Once you have taken the test, send a copy to Massage Center at the address listed on the front page of this catalog. Your passing score will be accepted as your ability to benefit the program offered at Massage Center.

Registration in the 200 hour advanced course also requires proof of satisfactory completion of a basic massage course from an BPPE licensed Massage school if the student is not a continuing Massage Center student. Students must be emotionally stable and physically capable of performing massage inherent to the program. Any person convicted of a felony is ineligible for registration.



School Brochure

Our school catalog is available on our website <http://www.asmt.net/Massage-PDF-Forms/MC-Brochure-FULL-page.pdf>

We email all our prospective students the above link to our brochure. Anyone is welcome to pick up a printed copy from the schools front office.

Materials & Equipment

All material necessary for completion of the programs at the Massage Center are provided by the Massage Center unless otherwise noted. The student will have to provide bed sheets to cover the massage tables. Advanced classes may require the student to purchase material and/or books not included in tuition. Text books are available for purchase at the Massage Center business office. These books are recommended not required.

Each elective class has an optional material fee of up to \$10 per class.

Transfer Students Policy & Procedure

In order to receive credit for prior education from another massage school, you must be able to demonstrate, either by letter or transcript, that you have received equal or more hours in the subjects listed on page 5 & 6 in this catalog.

After teachers and faculty have reviewed your previous training, it will be determined what courses must be taken at the Massage Center in order to receive a completion certificate.

At least 51% of your training must be done at our school in order to receive a certificate from the school.

Your tuition will be pro-rated based on the hours you will compete at Massage Center. There is no fee for the transfer application itself.

If you disagree with our decision, you may send a request for an appeal to: Helle Leap 171 E. Thousand Oaks Blvd. #206, Thousand Oaks, CA 91360

Massage Center has not entered into an articulation or transfer agreement with any other college or university.

We do not award credit for prior experiential learning.

Job & Career Opportunities

The Massage Center offers several innovative programs to assist our graduates.

We offer employment opportunities for our graduates to work in our Massage Center and in our Mobile Massage Center.

We also rent massage rooms to our graduates.

Working in the field of massage is a very rewarding experience where you will be helping people feel better physically and emotionally.

The School has a job board which is updated weekly.

Student Practice Center



Thousand Oaks
Hours of Operation

Monday thru Friday 10 a.m. - 8 p.m.
Saturday 10 a.m. - 6 p.m.
Sunday 10 a.m. - 4 p.m.

The Massage Center is dedicated to providing the best education in massage therapy. We offer a state-of-the-art practice center with private rooms and a soothing ambiance.

At the student practice center students gain valuable practical experience by working on a variety of clients provided for them by the school. We have been offering this service to the Thousand Oaks community since the introduction of our school in 1997.

This experience is one of the tools we use to prepare our students for a successful career in massage therapy.

School Performance Fact Sheet.

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. Information regarding completion rates, placement rates, license examination rates, and salary or wage information included in the School Performance Fact Sheet.

Student Tuition Recovery Fund

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 program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the 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.

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

Cancellation Policy



STUDENT'S RIGHT TO CANCEL: You (student) have the right to cancel the registration agreement and obtain a refund of charges paid (as outlined on the registration agreement) through attendance at the first class session, or the seventh day after registration, whichever is later.

You (student) have the right to withdraw from the course at any time.

All requests for cancellation and/or withdraw must be in writing and submitted to:

Massage Center
Attn: Helle Leap
171 E. Thousand Oaks Blvd., #206
Thousand Oaks, Ca. 91360

If withdraw from the course of instruction occurs after the period allowed for cancellation the school will remit a pro-rata refund less the registration fee within 30 days following receipt of a written request for withdraw. No pro-rata refund will be given if a student has completed more than 61% of instruction.

Refund Policy

If the amount that you have paid is more than the amount that you owe for the time attended, a refund will be made within 30 days of withdrawal. If the amount you owe is more than the amount you have already paid you will have to make arrangements to pay the amount owed.



The refund should be calculated as follows:

1. Deduct the registration fee from the total tuition charged.
2. Divide this by the number of taught hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student is derived by multiplying the total hours attended by the hourly charge specified in paragraph 3 plus the registration fee used in paragraph 1.
5. The amount refunded shall be any amount in excess of the figure derived in paragraph 4 that was paid by the student.

*Attendance in class is assumed up until the day written notification is received even if the student is not physically in class.

Grading Policy

Grading Standards:

90-100% A Average
80-89% B Average
70-79% C Average
60-69% D Average
59% or less F Average

Each class has required tests which determine these grades. A cumulative grade point average of “C” or better is required for students to graduate successfully.

If, after taking the midterm or final, a student’s average falls below a “C”, the student will be given two weeks to write out the midterm or final review, study this, and retake the appropriate test within two weeks. After the midterm or final is re-taken and the student’s average is still below a “C”, the course must be repeated the next time it is offered. If the student is unable to maintain a “C” average after repeating the course, graduation from the program will be affected.

Re-registration will be accepted if the student can demonstrate that conditions causing the low grade point average have been resolved.

If a student does not complete the program as scheduled, the letter “I” will be placed on the student’s transcript to designate “incomplete”. An “I” grade becomes a grade “F” if the student does not complete required course work within six months.

School records: The Massage Center will keep all school and student records for five years from the student's date of completion or withdrawal. Transcripts are retained permanently.

Attendance Policy

We expect you to attend all classes as scheduled and require that you make-up any class hours missed. You will be required to sign in at the beginning of every class and sign out at the completion of every class.

Make-Up work: If you are not able to attend a class, we ask that you inform the instructor. The instructor will request that you review the material that was taught by obtaining class notes from a fellow student. Make-up work required is clearly explained on the student syllabus. Students may not make up more than 15% of the total classroom hours.

Tardiness: We expect you to arrive for class on time. If you are more than 15 minutes late for class that time must be made up.

Leave of Absence: Any request for a leave of -absence must be submitted in writing and addressed to the school administrator. A max of 6 month leave of absence will be granted at a time. You can request a leave of absence twice. (Total of 12 month max)

STUDENT CONDUCT & PROBATION POLICY

Any student may be dismissed at the discretion of the administrator for serious incident or repeated incident of intoxicated or drugged behavior, behavior deemed inappropriate, or repeated absence without valid excuse. Behavior deemed inappropriate includes, but is not limited to, violation of the Student Code of Conduct, inappropriate (sexual or aggressive) touch with fellow students or cheating on exams. Be Mindful of the fact that we teach massage as a healing modality.

Possession of a weapon or behavior creating a safety hazard to other persons at the school is grounds for immediate dismissal.

SEXUAL HARASSMENT AND VIOLENCE POLICY

Students are required to follow all school rules and policies. We expect our students and staff to behave in a manner that effect positively upon themselves as professionals and upon their professional colleagues. No sexual harassment or violence of any form will be allowed.

Absence: Absence in excess of 10% of the total class will necessitate a meeting with the director and a 30 day probationary period. During the probation period you must comply with all attendance requirements as well as all behavior requirements or be subject to dismissal from the program.

Probation: Failure to adhere to any of the policies as stated in this catalog and/or the registration agreement, may cause the student to be placed on probation. Should the student be placed on probation, they will meet with our Manager daily for 5 days in order to address whether the issues that placed the student on probation i the first place have been resolved. If the Manager finds that the issues have ot been resolved after the 5 days, the student will be terminated from the program and will be held responsible for all monies due up to the date of termination.

Dismissal: The Massage Center reserves the right to dismiss any student who does not exhibit proper physical behavior. Anyone who has been using drugs or alcohol at the school or at any school function and anyone violating the sexual harassment and violence policy will be dismissed.

The school will take whatever disciplinary action it deems necessary, unless otherwise proscribed by law. This may include, but is not limited to, warning, probation, suspension, or termination.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Massage Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program 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 Massage Center to determine if your certificate will transfer.

Licensing & the California State Certification

Because licensing requirements vary from city to city and from county to county, it is advised that the individual student consult the licensing authorities in the area in which he/she plans to practice. City licensing around us vary from 200 to 550 hour requirements.

The Board who issues licensees for Massage Practitioners and Massage Therapists in California is called: California Massage Therapy Council (CAMTC).

CAMTC has the following requirements:

To be granted the title, CMT - Certified Massage Therapist; You must have successfully completed, at a CAMTC approved school, curricula in massage and related subjects totaling a minimum of 500 hours (or the credit unit equivalent), which incorporates appropriate school assessment of student knowledge and skills. Of the 500 hours, a minimum of 100 hours shall be in anatomy and physiology, contraindications, health and hygiene, and business and ethics; and Have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC.

Massage Center and it's programs are not accredited by an accrediting agency recognized by the United States Department of Education.

Disclosure: 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 in California Business and Professions Code section 4600 et. seq.”

Policies on Student Rights and Student Grievances

Message Center believes that the quality of the educational program can improve when the Teachers, Managers and Administrators listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process. Message Center encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint to a Manager as early as possible.

Our Managers have the authority to deal with concerns and grievances. If your first efforts to address a problem with your student's teacher or Managers are unsuccessful, please contact the school Administrator, Helle Leap. It is expected that your concerns will be treated fairly and every effort made to resolve any concerns.

STUDENT'S RIGHT TO CANCEL:

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, through attendance at the first class session, or the seventh day after registration, whichever is later for a refund of the "tuition" amount.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the first page of the Registration Agreement. You can do this by mail, hand delivery or fax. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addresses with postage prepaid.

If you cancel this Agreement, the School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within thirty days after your Notice of Cancellation is received.

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund.

WITHDRAWAL FROM COURSE

You have the right to withdraw from a course of instruction at any time. The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. If you withdraw from the course of instruction after the period allowed for cancellation of the Agreement, which is until midnight of the first business day following the first class you attended, the School will remit a refund less a registration fee, if applicable not to exceed \$99 within thirty days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you paid.

Student Services

At Massage Center, we want to help you feel at home as you work toward a better career future. That's why we offer several student services to aid you. The instructors and staff members at Massage Center are here to support you.

Here are just a few of the resources we offer to help keep your education and your career future on track:

- **Payment Plans** – Payment Plans are available.
- **Business Practice** - Students will gain an insight into what it takes to be successful in the massage field. Class taught by a local highly successful massage therapist.
- **Student Clinic** - Massage Center students can start participating in the student massage clinic after they have completed 80 hours of their education. This is still a learning process and our massage clients are required to fill out a form with constructive feed-back after their massage.
- **Library resources** – The Massage Center library provides access to text materials, reference books, trade journals and periodicals which may be used as supplemental reading for coursework and for general background information. Students are asked to comply with the library rules on book checkout and return as explained during orientation. You may borrow up to 2 items at a time for a time period no longer than 3 weeks. You will be required to “sign the items out” on our log sheet. Failure to return the items in due time will result in loss of your library privileges. If you fail to return the borrowed items, you will be held financial responsible for the items.

California Business & Professional Code section 4611 related to unfair business practice as related to massage.

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.

Your Teachers

We have many teachers on staff. They are all experienced instructors in the specific field they are teaching.



Lisa Ianiro, BA, LMT,LE.

Lisa has been a California State Licensed Massage Therapist since 1998 and Licensed Esthetician since 2002. In 2002, Lisa began teaching Professional Massage Therapists in such classes as, Swedish Massage, Deep Tissue, Trigger Point Therapy, Aromatherapy, and a wide variety of Massage related topics. Lisa currently integrates doTerra Essential Oils into her healing practice. Lisa hopes to inspire her students passions for the healing arts and assist them on their path to becoming professionally licensed therapists.

Robyn Schwartz



Robyn is a licensed massage therapist and a certified instructor living in Southern California. Her work is energetic and healing. She specializes in many different types of massage such as Swedish, Shiatsu, Acupressure, Kinesiology, Reiki, Reflexology, Pregnancy & Infant Massage, Deep Tissue, Aromatherapy as well as office chair massage.

Since September 1996, she has had her own practice benefiting clients of all walks of life. Throughout the years, Robyn continues to take various courses to keep her skills ongoing and to learn new and exciting techniques.

Robyn studied at Ahern's Massage Therapy School, studying under massage guru Thomas Ahern, in Mariposa, California and set up her first practice in Connecticut. Since completing her studies from Tom Ahern's school, she has received her certificates in Reiki I & II, and also became a Certified Infant

Massage Instructor. Recently, Robyn was an instructor of Pregnant & Infant Massage, Aromatherapy and Reflexology at the Thousand Oaks Healing Arts Institute.



Sofia Ianovskaia

Sofia Ianovskaia is the owner of Ayurvedic Insights Lifestyle Consultations and Massage Therapy/Reflexology. Being a certified Ayurveda Wellness Counselor and a Certified Massage Therapist/Reflexologist, she is passionate about delivering educational workshops on diet, daily routine, and lifestyle from the Ayurvedic prospective. Sofia is a graduate of Kerala Ayurveda Academy and has undergone an extensive internship with Vaidya Mishra (vaidyamishra.com) learning SVA Shaka Vansya Ayurveda principles.



Tina Meyer

A graduate from the Institute of Psycho-Structural Balancing in Los Angeles, California, Tina also received her certificate in Thai Massage while studying at Banrai Traditional Thai Massage in Chiang Mai, Thailand. She has enjoyed a successful private practice here in Thousand Oaks and surrounding areas since 1996. Tina is always looking for new ideas to incorporate into her massage practice.



Dusty Antos

Dusty Antos, owner of Flow of Life since 1989, offers a combination of several modalities. She is first and foremost a Reflexologist and has been doing this since the start of her practice. She combines several different techniques in her Reflexology sessions. Dusty's credentials follow for her Reflexology profession:

Certified with the International Institute of St. Petersburg, Florida since August 1990.

Nationally Certified with the American Reflexology Certification Board based since September 1995.

Dusty has been very active over these past years taking advanced Reflexology classes,

Reflexology Assessment: Reading the Feet, Lymphatic Drainage of the body

through Foot Reflexology, anything thing that will assist her in bettering her Knowledge using Reflexology with her clients.

She is a Reiki Master Teacher through The Reiki Network since August 1992, beginning with her studies with them in 1989. Dusty has taught Reiki classes and has been giving Attunements since 1992.

Dusty received her Certification as a Massage Therapist with the Advanced School of Massage Therapy since May 1999, based in Thousand Oaks, CA.

Housing Information

- Massage Center does not provide any housing or dormitory facilities.
- Thousand Oaks has many housing opportunities. There are several large apartment complexes within a 15 radius from our school. Rent starts at approximately \$800 per month.
- Massage Center is not responsible for nor will we assist in finding housing for any students.

Any questions a student may have regarding this catalogue that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at
2535 Capital Oaks Dr., Ste. 400, Sacramento, CA 95833,
www.bppe.ca.gov
toll-free telephone # (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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov .

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 at One Capitol Mall, Suite 320, Sacramento, CA 95814,
www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.”

Massage Center does **not** have a pending petition in bankruptcy, is **not** operating as a debtor in possession, has **not** filed a petition within the preceding five years, and we have **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.

DIRECTIONS



Massage Center
171 Thousand Oaks Blvd.
Thousand Oaks, CA 91360

From Northern San Fernando Valley, Simi Valley, Moorpark

Take the 118 west which will turn into the 23 Frwy south. Exit on Thousand Oaks Blvd..., go to the second light make a right on Thousand Oaks Blvd. We are located on the right in the El Cid Plaza next to the "Topsy Goat" Restaurant and directly across from Wells Fargo Bank.

From Southern San Fernando Valley, Calabasas, Westlake, Agoura

Take the 101 Frwy west toward Ventura, exit Moorpark Rd. and make a right on Thousand Oaks Blvd. We are located on the left in the El Cid Plaza next to the "Topsy Goat" Restaurant and directly across the street from Wells Fargo Bank.

From Newbury Park, Camarillo, Oxnard, Ventura

Take the 101 Frwy east, exit at Moorpark Rd and turn right on Thousand Oaks Blvd. We are located on the left in the El Cid Plaza and directly across the street from Wells Fargo Bank.