



Washington College

Student Handbook

2018-2019



Table of Contents

I. Mission and Objectives-----	3
II. Description of the School -----	3
A. Approval Disclosures -----	3
B. Location and Facilities -----	3
C. Prospects-----	4
D. Traffic Guide -----	5
E. Hours of Operation & Holiday -----	5
III. Curriculum -----	5
IV. Course Program Set Up-----	5
A. Massage-----	5
1. Massage Practitioner	250 Hours
2. Massage Therapy	500 Hours
3. 600H Junior Massage Therapist	600 Hours
4. 750H Intermediate Massage Therapist	750 Hours
5. 1100H Senior Massage Therapist	1100 Hours
6. Additional Massage Therapy Programs	30 - 130 Hours
B. Massage Course Set Up Description -----	6
C. Course Content and Required Attending Hours -----	6
D. Additional Massage Therapy Programs -----	10
E. Instructors for Respective Subjects -----	22
V. Course Description -----	23
VI. Entry Policy and Procedure -----	27
A. Entry Requirements -----	27
B. Notice of Transfer Out from Washington College-----	27
C. What You Need to Know Before Enrollment -----	27
VII. Tuition Fees Standard-----	28
A. Schedule of Total Charges based on Education Program -----	28
B. Schedule of Total Charges based on attendance-----	30
C. Schedule of Payments and No other fees statement -----	30
D. Student Tuition Recovery Fund -----	30
E. Refund Policy and Procedures -----	32
F. Statement for Students Loan Repaying -----	34



- VIII. School Rules ----- 34
 - A. Students’ Code of Conduct -----34
 - B. Attendance -----34
 - C. Classroom Requirements-----35
 - D. Late-----35
 - E. Absence-----35
 - F. Make-up Classes -----35
 - G. Policies and Procedures for Repeated Classes-----35
 - H. Dismissal Policy -----36
 - I. Student Grievance -----36
 - J. **Student’s Right to Cancel** -----36
 - K. Re-entry into Class Procedure -----36
 - L. School Record Keeping Policy -----36
 - M. Non-discrimination Policy -----37
- IX. Scoring Standard and Minimum Requirements ----- 37
 - A. Scoring System-----37
 - B. Minimum Score Standard-----38
 - C. Achievements Assessment Standards -----39
 - D. Incomplete or No Credit-----39
- X. Other Related Information----- 40
 - A. License Related Information -----40
 - 1. License Requirements for the Respective States in the U.S. -----40
 - 2. California License requirements -----40
 - B. Library -----41
 - C. Accommodation -----41
 - D. Learning Guidance -----41
 - E. Employment Guidance-----41
 - F. Enrollment Statement -----42
 - G. Bankruptcy Statement -----42
 - H. Catalog Revisions and Supplement-----42



I. Mission and Objectives

As from 2000, the massage industry in the United States prospered continuously, thus flourished the percentage of employment sharply. Those employed are mainly from the general public who lack massage knowledge and demonstrate poor techniques. Therefore, professional training is needed. However, most of the schools currently offering massage courses are for body relaxation which intended for temporary employment purposes. In this respect, we aim to offer students courses with an elevated level of therapeutic massage. Therapeutic massage requires adequate theoretical knowledge and comprehensive massage techniques. Through therapeutic massage illness may be cured effectively with few side-effects, high efficiency, less cost, and would be welcomed by the general public. The aim of setting up this school is to cultivate disciplined students and to provide comprehensive training for high-level techniques to achieve the professional standard. We strive for the success of our students.

To cultivate students to attain the following standard after completing the courses:

1. To acquire the knowledge, skills and techniques through the offered course to provide professional therapeutic massage services;
2. Have the ability to plan a massage therapeutic treatment with the application of theoretical knowledge acquired;
3. Maintain a law-abiding, moral, professional demeanor;
4. Respect and be considerate to people and patients and to protect their privacy under all circumstances;
5. To demonstrate the ability to communicate with patients and the public and effectively apply the high level of techniques to serve the community;
6. To pursue the continued learning path in order to improve professional practical standards

II. Description of the School

A. Approval Disclosures

Washington College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE) under section 94909(a)(2) and section 94897(I)(1)(2). "Approval" means compliance with state standards as set forth in the CEC and 5, CCR. Washington College is not currently accredited by an accreditation agency recognized by the United States Department of Education.

B. Location and Facilities

Campus address: 1455 Monterey Pass Road, #208, Monterey Park, CA 91754
Tel: (323) 261-0121 Fax: (323) 261-0121
Class sessions will be held at the campus address listed above.

Facility: Totally 2000 sf., including 3 classrooms, 2 practice rooms, 2 offices
The Campus Facilities include an administrative, teacher office and equipment storage room, a student lounge, and general purpose classrooms. The equipment utilized in the school's



educational programs include tables, chairs, blackboards, massage tables, massage sofas, footbaths, and massage chairs. The aforementioned equipment is in compliance with federal, state, and local laws passing the building and fire safety checks and are all compliant with health and hygiene requirements.

Prospective students are encouraged to visit the school premises, and to discuss personal, educational, and occupational plans with our professional personnel delegated to assist students with the enrollment process and related issues.

Prior to signing the enrollment agreement, prospective students are encouraged to obtain a copy of the catalog and the School Performance Fact Sheet from the administration office for review. The catalog is updated annually.

Any questions a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite400, Sacramento, CA 95833 or
P.O. Box 980818, West Sacramento, CA 95798-
8018 Web site address: www.bppe.ca.gov,
Telephone number: (888) 370 – 7589 or by fax (916) 263-1897
(916) 431 – 6959 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education or calling toll free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

This institute has no pending petition in bankruptcy under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et seq.), because there is not operating as a debtor in possession and there has not filed a petition within five preceding years, nor has had a petition in bankruptcy filed against it within three years that resulted in reorganization.

C. Prospects

The community has a great demand for talented personnel in the servicing industry and the school is to cultivate students for that purpose. At present, all hospitals, senior centers, spas, foot massage shops, and massage parlors are all in need of those who are knowledgeable in massage therapy. After graduation, students can find employment as a massage therapist (SOC Code 31-9011) and physical therapy aide (SOC Code 31-2022) or assistant (SOC Code 31-2021) in a hospital, chiropractic office, public or private health club/resort, or fitness centers, health clubs, salons and spas, rehabilitation clinics, multi-specialty medical groups, wellness facilities; or may be employed in the educational field as an massage therapy instructor (SOC Code 25-1194) in a non-degree granting institution.

In addition, America has become an aging country; the baby boomers are gradually reaching their retirement age. By 2020, the number of retirees will accumulate to about 70 million versus 50 million at present. This category of people needs massage services and so does people in other categories. Economic conditions have less impact on the massage industry. In fact, the industry is becoming more prosperous, entering a regulatory stage with an emphasis on therapeutic massage services.



D. Traffic Guide

The location of the school is highly convenient and close to freeways. To the north of the premises is Freeway 10 and Freeway 60, west is Freeway 710; all of them are within a 5 minutes' drive. The surrounding environment of the school is very placid; an appropriate location for learning.

E. Hours of Operation & Holidays:

Monday through Friday	8:30 a.m. to 5:00 p.m.
Evening Class (Monday through Friday)	5:00 p.m. to 10:00 p.m.
Makeup Class (Saturday)	9:00 a.m. to 4:00 p.m.

Washington College observes the following holidays during which the school is closed:

New Year's Day Memorial	Labor Day Thanksgiving
Day Independence Day	Day Christmas Day

III. Curriculum

A. Massage

Students are taught the scientific theories for therapeutic massage, professional knowledge, and unique practical techniques to become a qualified massage therapist.

In order to widen the scope of learning for students, courses offered include Thai, Chinese, and Swedish style of professional massage techniques. Nowadays, therapeutic massage has been well recognized by the medical field.

Massage therapy saves time and money and is welcome by the general public. Massage parlors, spas, foot reflexology shops are growing like mushrooms after the rain, one after another, booming with persistence. Our school will also teach students with the business concepts and ways for setting up business and prepare themselves to be the business owner in the future.

Those who are over 18 years of age with lofty ideals are welcomed to visit our school for detailed elaboration and be ready to join the industry to fulfill your hope.

IV. Course Program Set Up

A. Massage

1. Core curriculum	
a) Massage Practitioner	250 Hours
b) Massage Therapy	500 Hours
2. Upgraded curriculum	
a) 600H Junior Massage Therapist	600 Hours
b) 750H Intermediate Massage Therapist	750 Hours
c) 1100H Senior Massage Therapist	1100 Hours



3. Additional programs

There are 15 additional massage programs are designed to provide the student with continuing education opportunities to extend their knowledge of massage therapy and improve their massage therapy skills. For more details, please see the page 9-20.

B. Massage Course Set Up Description

Students can choose one or more courses. Washington college will issue certificate depends on the total hours and programs that students take.

C. Course Content and Required Attending Hours

a. 250 Clock Hours Massage Practitioner Course

250 Clock Hours Massage Practitioner Course		Course Code	Hours
A.	Basic Knowledge Theory		75 H
	a. Anatomy	AN	20 H
	b. Physiology	PH	25 H
	c. Anatomy and Physiology-Foot	APF	30 H
B.	Basic Theory & Technique on Massage		160 H
	a. Swedish Massage	SM	10 H
	b. Foot Reflexology	FR	145 H
	c. Business	BU	5 H
C.	Health, Hygiene and Ethnics	HHE	15 H



b. 500 Clock Hours Massage Therapy Course

500 Clock Hours Massage Therapy Course			Course Code	Hours
A.	Basic Knowledge Theory			195 H
	a.	Anatomy	AN1	40 H
	b.	Physiology	PH1	40 H
	c.	Kinesiology & Injuries	KI1	40 H
	d.	Pathology	PA1	40 H
	e.	Neurology	NE1	35 H
B.	Basic Theory & Technique on Massage			280 H
	a.	Swedish Massage	SM1	40 H
	b.	Acupressure Massage	CM1	50 H
	c.	Thai Massage	TM1	50 H
	d.	Foot Reflexology	FR1	80 H
	e.	Clinical Practice	CL1	50 H
	f.	CPR & First Aid 1	FA1	10 H
C.	Health, Hygiene and Ethnics & Business			25 H

c. 600 Clock Hours Junior Massage Therapist

600 Clock Hours Junior Massage Therapist Course			Course Code	Hours
A.	Basic Knowledge Theory			200 H
	a.	Anatomy	AN2	80 H
	b.	Physiology	PH2	30 H
	c.	Kinesiology	KI2	50 H
	d.	Pathology	PA2	40 H
B.	Basic Theory & Technique on Massage			185 H
	a.	Swedish Massage	SM2	25 H
	b.	Foot Reflexology	FR2	140 H



	c.	Hydrotherapy	HT1	20 H
C.	Massage and Bodywork Assessment, Theory and		MBC2	200 H
D.	Ethnics & Business		EB2	15 H

d. 750H Intermediate Massage Therapist

750	Clock Hours	Intermediate	Course Code	Hours
		Massage Therapist		
		Course		
A.	Basic Knowledge Theory			285 H
	a.	Anatomy	AN3	50 H
	b.	Physiology	PH3	70 H
	c.	Kinesiology	KI3	90 H
	d.	Pathology	PA3	40 H
	e.	Neurology	NE1	35 H
B.	Basic Theory & Technique on Massage			285 H
	a.	Swedish Massage	SM3	25 H
	b.	Foot Reflexology	FR3	190 H
	c.	Acupressure Massage	AM2	50 H
	d.	Hydrotherapy	HT2	20 H
C.	Massage and Bodywork Assessment, Theory and Application			100 H
D.	Health and Hygiene		HH1	10 H
E.	Business Operation		BO1	20 H
F.	Ethnics		EH1	40 H
E.	CPR/First Aid		CPR1	10 H



e. 1100H Senior Massage Therapist

1100 Clock Hours Senior Massage Therapist Course		Course Code	Hours
A.	Basic Knowledge Theory		285 H
	a. Anatomy	AN4	50 H
	b. Physiology	PH4	70 H
	c. Kinesiology	KI4	90 H
	d. Pathology	PA4	40 H
	e. Neurology	NE2	35 H
B.	Basic Theory & Technique on Massage		510 H
	a. Swedish Massage	SM4	100 H
	b. Foot Reflexology	FR4	190 H
	c. Acupressure Massage	AM4	75 H
	d. Chair Massage	CM1	75 H
	e. Thai Massage	TM1	25 H
	f. Shiatsu Massage	SHM2	25 H
	g. Hydrotherapy	HT2	20 H
C.	Massage and Bodywork Assessment, Theory and Application		100 H
D.	Health, Hygiene and Ethnics & Business	HHEB4	70 H
E.	CPR/First Aid	CPR2	10 H
F.	Clinical Internship	CI1	125 H



D. Additional Massage Therapy Programs

The following programs are designed to provide the student with continuing education opportunities to extend their knowledge of massage therapy and improve their massage therapy skills. Due to the education hours of these programs are all lower than 500 hours, they DO NOT meet the minimum requirements of California Massage Therapist Council(CAMTC). Students CANNOT apply California Massage Therapist Licensure by studying the ANY of the following programs.

a. **Advanced Swedish Massage**

In the early 19th century, Swedish Massage was developed by Pehr Henrik Ling. Swedish massage is exceptionally beneficial for improving circulation, decreasing muscle toxins, and flexibility while easing tension. Within the parameters of this course, students will learn and practice the five massage techniques (effleurage, petrissage, friction, tapotement, and vibration), the art of deep tissue professional touch, an appropriate range of motion exercises, and proper body mechanics. Also, students will define and develop adaptive massage movements related to Swedish Massage in this course. Upon completion of the course, students should be able to demonstrate the range of motion exercises and Swedish Massage techniques of the chest, abdomen, arms, as well as to the anterior and posterior legs.

Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent qualification; Course Hours: 130 contact hours

Course Schedule:

1. Evening Class: 5:00 p.m. – 10:00 p.m. Monday – Friday
2. Weekend Class: 8:00 a.m. – 5:00 p.m. Sunday

Course Outline:

Advanced Swedish Massage	130H
1) Swedish Massage Theory and Techniques	
a. Effleurage	10H
b. Petrissage	10H
c. Friction	10H
d. Tapotement	10H
e. Vibration	10H
f. Deep tissue, ROM exercises and proper body mechanics	15H
2) Swedish Massage Practice	60H
3) Contraindication	5H



2. Advanced Acupressure Massage

Acupressure massage is based on traditional Chinese meridian theory focusing on skeleton muscles and acupuncture points. It is applied along the skeleton muscles and aims to identify the healing acupuncture points by pressing with fingers approach to a relieve pain. In this course, students will learn theories of Chinese medicine, acupressure points and meridians, acupressure massage techniques: kneading, point pressure, pinching, thumping, knocking, rolling, rubbing. As a result of the course, students should understand the theories of Chinese medicine, the oriental Medical Treatment, and Neuromuscular techniques, as well as to integrate with western medical practices. And students should be able to demonstrate acupressure massage techniques and explain acupressure points, meridians and their function.

Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent qualification; Course Hours: 70 contact hours

Course Schedule:

1. Evening Class: 5:00 p.m. – 10:00 p.m. Monday – Friday
2. Weekend Class: 8:00 a.m. – 5:00 p.m. Sunday

Course Outline:

Advanced Acupressure Massage	70H
1) Acupressure Massage Theory and Techniques	
a. Theories of Chinese medicine	4H
b. Acupressure points and meridians	10H
c. Kneading	3H
d. Point pressure	3H
e. Pinching	3H
f. Thumping	3H
g. Knocking	3H
h. Rolling	3H
i. Rubbing	3H
2) Acupressure Massage Practice	30H
3) Contraindication	5H



3. Aromatherapy

Aromatherapy is the practice of using the natural oils extracted from herbs, flowers and fruits, leaves, roots or other parts of a plant to enhance the benefits of massage, psychological and physical well-being. This course is designed to teach students the modern principles of Aromatherapy, the therapeutic and energetic properties of essential oils and related contraindication, health and hygiene regulations. Upon completion of the course, students should be able to demonstrate the psychological benefits of the scents of essential oils and their applications in Aromatherapy practice. And students should be able to maintain a professional and safe environment to practice.

Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent qualification; Course Hours: 35 contact hours

Course Schedule:

1. Evening Class: 5:00 p.m. – 10:00 p.m. Monday – Friday
2. Weekend Class: 8:00 a.m. – 5:00 p.m. Sunday

Course Outline:

Aromatherapy	35H
1) Aromatherapy Theory and Techniques	
a. Integrative aromatherapy principles	5H
b. The therapeutic and energetic properties of essential oils	10H
c. Embrocation techniques	5H
2) Aromatherapy Massage Practice	10H
3) Contraindication & Health and Hygiene Regulations	5H



4. Ayurveda

Ayurveda originated in India more than 3,000 years ago, it literally means the science of life. Ayurveda is an approach to living in harmony with the universe, the seasons, and nature in order to achieve optimum health. In this course, students will study the three principles that Govern the Body and Natural and Preventative Health approaches from Ayurveda. Upon completion of the course, students should be able to demonstrate the application and benefits of Ayurveda.

Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent qualification; Course Hours: 30 contact hours

Course Schedule:

1. Evening Class: 5:00 p.m. – 10:00 p.m. Monday – Friday
2. Weekend Class: 8:00 a.m. – 5:00 p.m.
Sunday Course Outline:

Ayurveda	30H
1) Ayurveda Theory and Techniques	
a. The three principles that govern the body and natural	10H
b. Natural and preventative health approaches	5H
c. A diet to maintain balance	5H
2) Ayurveda Application	10H

5. Chair Massage Therapy

Chair Massage that is performed while the client sits fully clothed in a special chair. It is ergonomically designed and offered full support of the head, arms, torso and legs. In this course, students will study to use a combination of deep tissue massage techniques and Swedish massage techniques to efficiently to relax the tension of the muscle groups in the neck, shoulders, back, arms and hands. Upon completion of the course, students should be able to demonstrate therapeutic chair massage routine, and use myofascial release.

Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent qualification; Course Hours: 60 contact hours



Course Schedule:

- 1. Evening Class: 5:00 p.m. – 10:00 p.m. Monday – Friday
- 2. Weekend Class: 8:00 a.m. – 5:00 p.m. Sunday

Course Outline:

Chair Massage Therapy	60H
1) Chair Massage Theory and Techniques	
a. Structural and therapeutic chair massage routine	10H
b. Extensive chair massage techniques for the lower back, spine, shoulders, arms, hands and neck.	10H
c. Myofascial release	5H
2) Chair Massage Practice	30H
3) Benefits and Contraindications	5H

6. Deep Tissue Massage Therapy

Deep-tissue massage is a specific type of massage therapy that concentrates on the deep layers of muscle and fascia in the body. It helps ease stress and tension, reduces chronic pain and improves blood pressure. This course will provide students with an understanding of advanced massage techniques including assessment, treatment planning, connective tissue release, deep tissue massage and proprioception. Upon completion of the course, students should be able to apply deep tissue massage techniques, and massage techniques for musculoskeletal injury and chronic pain conditions.

Prerequisites:

- 1. Must be 18 years or older;
- 2. Must possess a high school diploma or equivalent qualification; Course Hours: 60 contact hours

Course Schedule:

- 1. Evening Class: 5:00 p.m. – 10:00 p.m. Monday – Friday
- 2. Weekend Class: 8:00 a.m. – 5:00 p.m. Sunday

Course Outline:



Deep Tissue Massage Therapy	60H
1) Deep Tissue Massage Theory and Techniques	
a. Assessment, treatment planning	5H
b. Connective tissue release	10H
c. Deep tissue massage	10H
2) Deep Tissue Massage Practice	30H
3) Contraindications	5H

7. Hot Stone Massage Therapy

Hot stone massage therapy is a form of bodywork that involves the application of heated stones to the body. It is efficient thermotherapy what is used to melt away tension, ease muscle spasms and pain, increase flexibility in joints and improve circulation and metabolism. In this course, students will learn a full body routine for hot stone massage therapy. Also, students will practice how to use hot stone techniques to help treat medical problems and ease tension in the mind. As a result of the course, students should be able to demonstrate how to penetrate deep level muscle fibers by using hot stone techniques. And, students should understand and be able to deal with a holistic whole body treatment.

Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent qualification; Course Hours: 60 contact hours

Course Schedule:

1. Evening Class: 5:00 p.m. – 10:00 p.m. Monday – Friday
2. Weekend Class: 8:00 a.m. – 5:00 p.m. Sunday

Course Outline:

Hot Stone Massage Therapy	60H
1) Hot Stone Therapy Theory and Techniques	
a. Assessment, equipment required, treatment planning	5H
b. The Holistic approach and effects	10H
c. Massage Techniques	10H
2) Hot Stone Therapy Practice	30H
3) Contraindications and Cautions	5H



8. Thai Massage Therapy

Thai massage is an ancient way of massage; it focuses on joint activities but not at acupressure points. It is maneuvered with the concentric characteristic, applying massage techniques like pinch, press, pull and stretch, hug, step, cuddle, tread, back, extending to the center of the body. In this course, students will learn Thai massage fundamentals and sequences, principles of clinical Thai bodywork and Thai medicine, and anatomy for Thai massage and yoga. And students will practice how to improves joints agility, muscle relief, and have the effect of fatigue elimination by utilizing Thai massage techniques. Upon completion of the course, students should be able to demonstrate therapeutic Thai massage routine, and use proper Thai massage techniques to improve blood circulation, muscular relaxation, and promote circulation, body and energy revitalizing.

Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent qualification; Course Hours: 60 contact hours

Course Schedule:

1. Evening Class: 5:00 p.m. – 10:00 p.m. Monday – Friday
2. Weekend Class: 8:00 a.m. – 5:00 p.m. Sunday

Course Outline:

Thai Massage Therapy	60H
1) Thai Therapy Theory and Techniques	
a. Assessment and Thai massage fundamentals and sequences	5H
b. Principles of clinical Thai bodywork and Thai medicine	5H
c. Thai Massage Techniques	15H
2) Thai Massage Therapy Practice	30H
3) Contraindications	5H

9. Sports Massage

Sports Massage consists of specific massage techniques and applications designed to enhance athletic performance consisting of Pre and Post event massage. In this course, students will study assessment and treatment for the common athletic injury, injury prevention, and restorative massage for improved recovery time following athletic events and training. Upon completion of the course, students should be able to demonstrate how to recover and increase flexibility and long-range motion, reduce muscle spasms and strain and rehabilitate from injuries or chronic pain by therapeutic sports massage routine.



Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent qualification; Course Hours: 60 contact hours

Course Schedule:

1. Evening Class: 5:00 p.m. – 10:00 p.m. Monday – Friday
2. Weekend Class: 8:00 a.m. – 5:00 p.m. Sunday

Course Outline:

Sports Massage Therapy	60H
1) Sports Therapy Theory and Techniques	
a. Assessment and sports injury prevention	5H
b. Trigger point therapies	10H
c. Arms, legs and foot reflexology	10H
2) Sports Massage Therapy Practice	30H
3) Contraindications	5H

10. Specialized Massage Therapy

This course offers an introduction to the applied Specialized massage therapy techniques and services. Within the parameters of this course, students will learn Hydrotherapy, Pregnancy Massage, and Spa Services and cautions. Upon completion of the course, students should be able to demonstrate the benefits of body polish, salt glow, mud wrap and seaweed wrap, cellulite treatment, cold stone face massage and hot towel treatment. Also, students should understand the marketing specialty massage services.

Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent qualification; Course Hours: 70 contact hours

Course Schedule:

1. Evening Class: 5:00 p.m. – 10:00 p.m. Monday – Friday
2. Weekend Class: 8:00 a.m. – 5:00 p.m. Sunday

Course Outline:



Specialized Massage Therapy	70H
1) Specialized Therapy Theory and Techniques	
a. Pregnancy massage	10H
b. Spa services	30H
2) Specialized Massage Therapy Practice	25H
3) Contraindications and Cautions	5H

11. Craniosacral Therapy

The craniosacral therapy is a gentle and profound method of healing. This course covers the development of craniosacral therapy techniques and the value of this gentle modality in facilitating the improvement of numerous physical and mental health problems. In this course, students will learn about the anatomy and physiology of the craniosacral system, practice palpation of the cranial rhythm. Upon completion of the course, students should be able to demonstrate palpation techniques, perform a basic Ten-step protocol and explain the anatomy and physiology of the craniosacral system.

Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent qualification; Course Hours: 60 contact hours

Course Schedule:

1. Evening Class: 5:00 p.m. – 10:00 p.m. Monday – Friday
2. Weekend Class: 8:00 a.m. – 5:00 p.m. Sunday

Course Outline:

Craniosacral Therapy	60H
1) Craniosacral Theory and Techniques	
a. Anatomy and physiology of the craniosacral system	10H
b. Palpation of the cranial rhythm	10H
c. Ten-step protocol	10H
2) Craniosacral Practice	30H



12. Reiki

Reiki originated in Japan, it is a kind of technique for stress reduction and relaxation that also promotes healing. In this course, students will learn about the principles of Japanese Reiki and techniques, and Three Pillars of Reiki. Upon completion of the course, students should be able to demonstrate meridian pathways, pressure points. And, students should be able to apply proper therapeutic Reiki massage routine base on clients' situation.

Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent qualification; Course Hours: 60 contact hours

Course Schedule:

1. Evening Class: 5:00 p.m. – 10:00 p.m. Monday – Friday
2. Weekend Class: 8:00 a.m. – 5:00 p.m. Sunday

Course Outline:

Reiki	60H
1) Reiki Theory and techniques	
a. Principles of Japanese Reiki and Assessment	5H
b. Three Pillars of Reiki: Gassho, Reji-ho, Chiryō	10H
c. Japanese Reiki techniques	10H
2) Reiki Practice	30H
3) Contraindications	5H

13. Shiatsu

Shiatsu is a form of Japanese bodywork based on the theoretical framework of traditional Chinese medicine. It involves applying pressure to special points or areas on the body in order to increase blood flow, decrease stress, improve physical and mental well-being, and alleviate discomfort. In this course, students will learn palpation techniques of Shiatsu, and how to use fingers, thumbs, feet and palms pressure to stimulate acupuncture energetic pathways or meridians on the body. Upon completion of the course, students should be able to demonstrate the principles and techniques of Shiatsu, the traditional Chinese medical concepts as they relate to Shiatsu, and self-massage sequence, Dao Yin.

Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent qualification; Course Hours: 60 contact hours



Course Schedule:

- 1. Evening Class: 5:00 p.m. – 10:00 p.m. Monday – Friday
- 2. Weekend Class: 8:00 a.m. – 5:00 p.m. Sunday

Course Outline:

Shiatsu	60H
1) Shiatsu Theory and Techniques	
a. Principles and techniques of Shiatsu	10H
b. Traditional Chinese medical concepts	5H
c. Self-massage sequence, Dao Yin.	10H
2) Shiatsu Practice	30H
3) Contraindications	5H

14. Internship

This internship is designed to help students to review and apply the knowledge and techniques what they learned in class, and develop and improve students’ professional skills and abilities of proactive career management. Students are required to complete 50-hour internship program with instructors’ supervision.

Prerequisites:

- 1. Must be 18 years or older;
- 2. Must possess a high school diploma or equivalent qualification;
- 3. Must take this program with other massage therapy programs

together Course Hours: 50 contact hours

Course Schedule:

- 1. Weekday Class: 2:00 p.m. – 5:00 p.m. Monday – Friday
- 2. Weekend Class: 8:00 a.m. – 5:00 p.m. Saturday – Sunday

Course Outline:

The outline of this program will be various. The supervised instructors will schedule course outlines base on the topic of students’ internship.



15. Advance Massage Business Operation

This program is designed to train students who plan to set up their massage therapy establishment. In this program, students will learn business laws and regulations, professional ethics, the criterions of National Certification Board for Therapeutic Massage and Bodywork(NCBTMB) and Federation of State Massage Therapy Boards(FSMTB). Also, students will study CPR and First Aid, and understand Spa services and cautions. Upon completion of this program, students should be able to demonstrate massage therapy ethics and standards of NCBTMB and FSMTB. And, students should know how to deal with some business issues and emergency situations.

Prerequisites:

1. Must be 18 years or older;
2. Must possess a high school diploma or equivalent

qualification; Course Hours: 100 contact hours

Course Schedule:

1. Weekday Class: 9:00 a.m. – 4:00 p.m. Monday – Friday
2. Weekend Class: 9:00 a.m. – 3:00 p.m. Saturday – Sunday

Course Outline:

Advance Massage Business Operation	100H
1) Business Laws and Regulations	30H
2) Professional Ethics	25H
3) NCBTMB and FSMTB criterions	20H
4) Business Practice	15H
5) CPR and First Aid	5H
6) Spa Operation and Services	5H



E. Instructors for Respective Subjects

Subject	Instructor	Qualifications	Remarks (Interim Arrangement)
Anatomy	Li, Tengda	Certified Massages Therapist CPR Instructor	
Physiology	Li, Tengda		
Kinesiology & Injuries	Li, Tengda		
Pathology	Chen, Xiaokang	Licensed Acupuncturist Certified Massage Therapist	
Neurology	Chen, Xiaokang		
Swedish Massage	Zhang, Bei	Certified Massage Therapist	
Chinese Massage	Chen, Xiaokang		
Thai Massage	Zhang, Bei		
Shiatsu Massage	Zhang, Bei		
Foot Reflexology	Zhang, Bei		
Chair Massage	Chen, Xiaokang		
Clinical Practice	Chen, Xiaokang		
CPR & First Aid	Li, Tengda		
Health Hygiene and Ethnic	Xue, Fei	Certified Massage Therapist	
Business Operation	Xue, Fei		
Clinical Internship	Xue, Fei		
Aromatherapy	Li, Tengda		
Deep Tissue Massage	Li, Tengda		
Ayurveda	Li, Tengda		
Reiki and Hot Stone	Chen, Xiaokang		
Craniosacral Therapy	Chen, Xiaokang		



V. Course Description

A. Massage

1. Theoretical section

a. Anatomy

Anatomy is the science of body structure, and the study allows students to have a thorough knowledge of the body shape and structure which builds a solid foundation towards massage professionalism.

The first is to learn that body activities are associated with three parts of the body, the bones, joints and muscles. They form the basic body outline and to generate movements functionally, support body weight and protect vital organs inside the body.

The next step is to learn about anatomy relating to the digestive, respiratory, urinary, reproductive, circulative, endocrine, sensory organ, nerve systems and cells. Students should learn to where their positions are shapes and functions.

b. Physiology

It is the science of physical body functions and its rhythm. The nine big body systems are dominated and mediated by the nerve system, either work closely in co-ordination or separately to fulfill various types of complex life activities helps the body to perform as one complete and unique organism.

Students are required to learn about the physiological functions of the individual system, their respective organs, and their functions, such as ingest, disintegrate, absorb, transform and excrete, etc.

c. Kinesiology

Kinesiology is the science of body movements. The course is to focus on the study of mobility of bones and muscle under the normal scope of activities, the parameter of its reaction to external causes and their limitations, during the transformation of activities, and how to adjust the level of power used for massage and recovery. To identify the five viscera and six bowels, learn about their automatic rhythm, contraction and exertion movements. To master how acupuncture massage will affect the individual system, to avoid any adverse happenings.

d. Pathology

This is the study of the causes of illness. Ailments may be due to cold, summer humidity, hot, external injury or virus, bacteria, fungi, or parasites. To master the ways of healing and other preventive measures, one needs to observe the external behavior, internal symptoms, harmfulness, infectious route and to develop a satisfactory way of healing and prevention.

e. Neurology

It is the study of nervous system and its basic functions. The nervous system is the dominant system in the human body. Our body is composed of many different organs and systems, and each of them possesses its own specific function, all under the control of the nerve system and is regulated centrally. They are mutually restraint but on the other hand work in co-ordination with each other so as to maintain the



body's internal homeostasis. The body then becomes a complete unity, and be able to adapt to the external environment for survival.

The nerve system is composed of the central nerve system (cerebrum) and the peripheral nerve system (spinal nerve, splanchnic nerve and somatic nerve). Students are required to master the network of nerve system and its importance.

f. Sport Injuries

Our daily activities may cause injuries on different parts of our body. Recovery can be attained through stretching, other muscular exercise or bone setting by applying different massage technique, such as pinch, mold, knead, press and smoothing etc.

This course focuses to train students to understand and evaluate common injuries. By, students also will learn how to utilize appropriate massage techniques to stimulate blood circulation, how to restore joints and muscles to its original status, and relieve swollen pain.

2. Practical Operation Section

a. Swedish Massage

Swedish Massage tactics include bash, knock, rub, effleurage, knead, throb, stroking and vibrating. Through the application of different types of oils, fabulous results will be achieved including nerves soothed, skin beautification, pain relief, wrinkle and freckle removal, etc. Students are requested to learn all the following series of Swedish massage techniques.

- a. Knocking involves the movements of knocking and clouting.
- b. Rubbing deploys the palm and fingers moving in a circular action.
- c. Kneading is the use of the palm and fingers to "pinch" the skin surface.
- d. Effleurage is applied through the use of palms, back of the hands, and/or fingers sliding on the skin surface.
- e. Vibrating is completed by oscillatory movements to shake the body.

b. Foot Reflexology

Foot reflexology is an ancient method with thousands of years of history, for preventing and healing diseases. The seminar on "Foot Reflexology" held in California in 1980, affirmed the preventive and healing effect of reflexology and attracted lots of national attention. Research has established that there are over 70-foot reflex zones at both feet, and they are in correspondence to different parts of the body. The tenderness reactions and tissue variability (grainy, massive, cord) arisen from the feet reflex zones practically reflect that ailments exist with corresponding organs. Thus, the feet reflex zones represent the window for pathological changes in different group tissues and organs. Through foot massage, foot fatigue can be relieved, and have a therapeutic effect on existing diseases with the corresponding organs. In this course, students will learn how to utilize massage technique to relieve the pain of the body and treat diseases of various organs.



c. Acupressure Massage

Acupressure massage is based on traditional Chinese meridian theory focusing on skeleton muscles and acupuncture points. It is applied along the skeleton muscles and aims to identify the healing acupuncture points by pressing with fingers or stick approach to a relieve pain. Students will learn massage techniques: knead, point pressed, pinch, thump, knock, roll, etc. This course also will help students to understand the oriental Medical Treatment, as well as to integrate with western medical practices.

d. Chair Massage

Chair Massage that is performed while the client sits fully clothed in a special chair. It is ergonomically designed and offers full support of the head, arms, torso and legs. In this course, students will study to use a combination of deep tissue massage techniques and Swedish massage techniques to efficiently to relax the tension of the muscle groups in the neck, shoulders, back, arms and hands.

e. Shiatsu Massage

Shiatsu is a form of Japanese bodywork based on the theoretical framework of traditional Chinese medicine. It involves applying pressure to special points or areas on the body in order to increase blood flow, decrease stress, improve physical and mental well-being, and alleviate discomfort. In this course, students will learn palpation techniques of Shiatsu, and how to use fingers, thumbs, feet and palms pressure to stimulate acupuncture energetic pathways or meridians on the body.

f. Thai Massage

Thai massage is an authentic ancient way of massage; focus on joint activities but not at acupressure points. It is maneuvered with the concentric characteristic, start from the foot, applying massage techniques like pinch, press, pull and stretch, hug, step, cuddle, tread, back, extending to the center of the body. Students will learn how to improves joints agility, muscle relief, and have the effect of fatigue elimination, improve blood circulation, muscular relaxation, and promote circulation, body and energy revitalizing.

e. Body Massage Assessment, Theories and Application

To become a qualified massage therapist, students must be familiar with massage treatment procedures and related issues, such as Universal Precautions. In this course, students will learn general regulations and professional ethics of massage therapy, Contraindication, Hygiene, HIV, and First Aids. Also, students will practice how to evaluate clients' situation, how to assess musculoskeletal variances and how to appropriately apply Swedish massage techniques.

Practical Training: Students are offered practical training sessions. Instructors will conduct hand-on-hand tutorials by directing students on how to identify bones and muscles, the position of the five viscera and six bowels and how to master Swedish massage techniques. Students are required to practice among themselves to enhance the understanding of the basic concepts and strengthen their level of skills through practice.

Internship: In addition, the institution is equipped with massage operation room. Students also will learn and practice about customer contact which is an essential commercial operational practice, digesting the theoretical knowledge in combination



with a practical experiment, laying the foundation for job experience.

f. Business Operations

Students will be taught about the knowledge of commercial laws, massage regulations in various states, shop setting up requirements and items of significant concern, application of certificate, etc. To observe and work in compliance with rules is essential and is the key leading to success.

g. Ethics

In this course, students will learn about professional ethics and law and regulations, including the vision of placing guest in top priority, avoid massaging restrictive body parts of guests, what languages or behavior will create misunderstanding, the principle of body contact, etc.

h. Health and Hygiene

The massage industry is an industry with ample people contacts. Attention and care must be paid to hygiene, strict quarantine disinfection, non-infectious diseases, especially skin diseases, such as AIDS. For this course, students are required to learn the basic knowledge of how to maintain customer health and hygiene and learn about: the effects of stress, the benefits of exercise, nutrition balancing, microbiology and pathology and disease and preventive measures.

i. CPR and First Aid

This course teaches the student how to deal with and address to emergency situations such as choking, burns, bleeding, accidents, injuries and poisoning. However, it does not mean that students are as qualified as a doctor after learning these basics, the knowledge is just to support and help the patients to continue their breathing and heart-beat under emergency situations, prepare for further treatment.

j. Hydrotherapy

Hydrotherapy is the utilization of water temperature for pain treatment. If just hurt, muscles get swollen, only cold or ice water should be applied on skin service. If it is arthropathy, cold treatment would generate pain, hot water treatment should be applied, as it is related to physical treatment. In this course, students will learn how and when to use hot thermal treatment and cryotherapy, and their effects. Also, they will learn the application of water temperature in hydrotherapy, its unfavorable reaction, physical pattern, equipment and instruments, theories and practices.



VI. Entry Policy and Procedure

A. Entry Requirements

1. Fill out an application form and submit to the school together with two passport-size photos and \$100 registration fee (non-refundable);
2. At least 18 years of age upon submission of the application form;
3. Possess a high school diploma or equivalent qualification;
4. Exempt from any disease or disability that restrict him/her to maneuver massage;
5. Proof of ability to pay tuition fees.

Equivalency Test

Proficiency in the English language is required, as all courses at Washington College are taught in English. The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. And, a student must have a minimum score 60 (Internet based) on the TOEFL exam.

Students can take the equivalency test at the following locations:

El Monte Adult School
10807 Ramona Blvd, El Monte CA 91731
Tel: 626-258-5800

For other California locations, refer to: <http://www.cde.ca.gov/ta/tg/gd/gedtestcntrs.asp>
For more details information, please see at http://www.bppe.ca.gov/schools/usde_tests.pdf

B. Notice concerning transferability of credits and credentials earned at our institution

The transferability of credits you earn at Washington College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Educational Program (Certificate) you earn the Educational Program is also at the complete discretion of the institution to which you may seek to transfer. If the Educational Program (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 Washington College to determine if your Educational Program (Certificate) will transfer.

C. What You Need to Know Before Enrollment

1. Washington College does not enroll international students from foreign countries because we are not qualified to issue I-20 yet.



2. Washington College does not provide Financial Aid which is granted by the Federal Government. Please be noted that students are responsible to pay the tuition by them.
3. Washington College offers education certificates only, no degrees.
4. Washington College provides instruction with English. All students **MUST** take the FSMTB's examination in English if she/he wants to obtain a license which issued by a state.
5. The student shall provide the school with a copy of the Test of English as a Foreign Language (TOEFL) before signing the Enrollment agreement.
6. Washington College does not award credit for student's prior experiential learning. Washington College has not entered into an articulation or transfer agreement with any other college or university.

VII. Tuition Fees Standard

A. Tuition Fees Table and Total Charge Payment based on Education Program

Programs	Tuition Fee	Course Duration (week)	Registration Fee	Textbooks	Student Tuition Recovery Fund	Total
250H	\$1,500	8	\$100	\$300	\$0.00	\$1900.00
500H	\$2,500	16	\$100	\$400	\$0.00	\$3,000.00
600H Junior Massage	\$3,000	20	\$100	\$200	\$0.00	\$3,300.00
750H Intermediate Massage Therapist	\$4,500	26	\$100	\$400	\$0.00	\$5,000.00
1100H Senior Massage	\$8,800	36	\$100	\$600	\$0.00	\$9500.00

15 Continuing Education Programs

Programs	Registration Fee*	Tuition Fee	Textbooks and Materials	Total
Advanced Swedish Therapy	\$ 50.00	\$ 650.00	\$150.00	\$ 850.00
Advanced Acupressure Therapy	\$ 50.00	\$ 350.00	\$150.00	\$ 550.00



Aromatherapy	\$ 50.00	\$ 175.00	\$ 300	\$ 525.00
Ayurveda	\$ 50.00	\$ 150.00	\$ 150.00	\$ 350.00
Chair Massage Therapy	\$ 50.00	\$ 300.00	\$ 150.00	\$ 500.00
Deep Tissue Massage Therapy	\$ 50.00	\$ 300.00	\$ 150.00	\$ 500.00
Hot Stone Massage Therapy	\$ 50.00	\$ 300.00	\$ 200.00	\$ 550.00
Thai Massage Therapy	\$ 50.00	\$ 300.00	\$ 150.00	\$ 500.00
Sports Massage	\$ 50.00	\$ 300.00	\$ 150.00	\$ 500.00
Specialized Massage Therapy	\$ 50.00	\$ 350.00	\$ 150.00	\$ 550.00
Craniosacral Therapy	\$ 50.00	\$ 300.00	\$ 150.00	\$ 500.00
Reiki	\$ 50.00	\$ 300.00	\$ 100.00	\$ 450.00
Shiatsu	\$ 50.00	\$ 300.00	\$ 150.00	\$ 500.00
Internship	\$ 50.00	\$ 250.00	\$ 200.00	\$ 500.00
Advance Massage Business Operation	\$ 50.00	\$ 550.00	\$ 100.00	\$ 700.00

Note:

1. Registration fee is non-refundable;
2. Tutoring Fee for makeup \$15/hour (Not Included)
3. *Student Tuition Recovery Fund is zero from Jan 1, 2015
4. The tuition fees of additional programs must pay off in one time. If you have any additional questions, please contact the administration office.



B. Schedule of Total Charges based on attendance

Attendance Charges Program	10%	20%	30%	40%	50%	60%	70%	80%- 100%
250 H	\$150	\$300	\$450	\$600	\$750	\$900	\$1,050	\$1,500
500H	\$300	\$600	\$900	\$1,200	\$1,500	\$1,800	\$2,100	\$2,500
600H	\$300	\$600	\$900	\$1200	\$1500	\$1800	\$2100	\$3,000
750H	\$450	\$900	\$1350	\$1800	\$2250	\$2700	\$3150	\$4,500
1100H	\$880	\$1760	\$2640	\$3520	\$4400	\$5280	\$6160	\$8,800

Note: The tuition fees of the 15 additional programs must pay off in one time. If you have any additional questions, please contact the administration office.

C. Schedule of Payments and No other fees statement

The registration and tuition fee and textbooks cost paid before the course commenced are all one-time payment. **No other fees will be levied on students** during the course of the program.

D. Student Tuition Recovery Fund

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.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The 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.



E. Refund Policy and Procedures

The student has the right to obtain a full refund of all charges less the amount of non-refundable registration fee if the student cancels the enrollment agreement by the first day of instruction or the seventh day after enrollment occur, whichever is later. If a student cancels or withdraws afterwards, the percentage of refund is determined by the course completion rate which is calculated based on the last signed up attendance recorded.

When a student finishes more than 60% of a program, he/she has already learned all of the theories and application techniques and will start the clinical practice and enhancement stage. That is why students will not get any refund when they completed more than 60% of a program. The percentage of refund is determined by the course completion rate which is calculated based on the last signed up attendance recorded.

If the attendance is between two points, the real fee will be calculated based on the real classes hours which students attend. For example, for 500H Massage Program, if attendance percentage is 16%, the estimated refund is: $\$2,500 * (100\% - 16\%) = \$2,100$.

Washington College will refund textbooks students paid for if they were never put into use and in good condition. It is not refundable if they are used.

To receive a refund, the student has to go to the administrative office to deal with all the necessary cancellation procedures. The notice of cancellation shall be in writing and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. After the attendance rate is verified to derive at an amount to be refunded, a refund receipt will be issued. The student then goes to the Financial Department to collect the money either in cash or in check with the refund documents. The whole process can be done within 3 business day.



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F. Statement for Students Loan Repaying

At the present time, Washington College is unable to offer federal and state financial aid to students. A student enrolled in an unaccredited institution is not eligible for federal and state financial aid.

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 money not paid from federal student financial aid program funds.

VIII. School Rules

A. Students' Code of Conduct

When registered and become a student of this school, you must comply with the following:

1. To comply with and do not violate all school rules and regulations. Be a good student and demonstrates honesty, integrity, and work hard for academic achievements;
2. To respect principal, teachers, and students, no fighting, quarrels and other impolite behavior;
3. Weapons, dangerous and illegal items are not permitted to bring into the school;
4. Alcohol or illegal drugs are prohibited on campus;
5. Do not damage any items of the school, such as plants, tables, chairs and other equipment;
6. Theft is prohibited;
7. Cheating is forbidden in examinations;
8. Must commit to financial responsibilities and obligations;
9. Sexual harassment or assaulted behavior is prohibited;
10. Discrimination against mentally handicapped students is not allowed.

If students have abused one or more of the above-mentioned rules, the school management committee has the sole discretion to penalize the offending student, including observation custody, suspension of classes and dismissal. All penalties will be recorded on file once a student is dismissed by the school.

B. Attendance

Attending classes is important and necessary for all courses, since absence will impair the normal learning process. The school places a high emphasis on attendance and instructors will be responsible for students' attendance record. Students are required to attend all scheduled classes regularly and punctually. Students are required to call the administration office as soon as practical on the first day of absence and give an estimate of the duration of the absence. If a student is below 85% attendance in any course without official absence excuses, the student will be placed on custodial observation status.



C. Classroom Requirements

Students are requested to respect instructors and pay attention while they are taking courses in the classroom, whisper and dialogues between students, leaving the classroom without asking for permission are not allowed. If the student has any doubt or question, he/she must first raise his/her hand, and permission must be granted by the instructor before he/she can speak. Obey whatever guidance the instructor gives, and if you have any opinion with the instructor, you can reflect your view to the principal after class, and not to combat with the instructor. Everyone has to preserve good manners.

D. Late

Students must arrive on a timely basis when taking classes. If a student is late for ten minutes or more, it will be marked on file as "late". If he/she is late for three times or more,

the student is required to take a 1-hour make-up class. If a student is late for an hour or more or leaving the class early, he is reckoned for absence. Those students who need to take make-up classes have to contact instructors themselves. Once the required hour(s) is met, instructors will sign off on the requisite form, and the absence record will be removed.

E. Absence

Students can apply for leave/absence due to official absence excuses (medical excuse note, or circumstances covered under the Family and Medical Leave Act, jury duty, etc.). A request for absence must be submitted by writing to the dean. The dean will approve or deny the request in writing.

If a student absent without any official absence excuses, or subsequent leaves of absence is not granted or date of return to school is delayed, the case will be treated as absence and the school administration office will arrange the student to make-up classes (or to repeat the entire course and handle all related issues).

F. Make-up Classes

The student has to apply for the make-up from instructors and waiting for the arrangement from the administrative office and pays the tutoring fee \$15 per hour. Students need to make-up not only the missed class hours but also the missed class content.

G. Policies and Procedures for Repeated Classes

Even though a student has no record of absence, late arrival or early leave, if his/her academic performance is below 2.0 GPA, or has failed in the practical examination, he/she has to repeat since the school is responsible for their performance to be satisfactory for their employment. Students proposed to take repeat classes are first appraised by the instructors, with their own consent, and have the approval from the school administration office. Repeaters are required to pay the tuition fees.



H. Probation and Dismissal Policy

Violation of school rules is a serious issue, and those who have repetitively demonstrated such faulty behavior will be assessed (review the complaint, interview the person(s) involved, review appeals) by the School Management Committee and principal approval is needed before the student can be placed on probation or dismissed. The student will be notified in writing if the disciplinary decision has been reached, and confirmed to the student with a letter issued stating the effective date of the disciplinary matters. Student is still obligated to pay tuition due to the school while on probation. The finding will become part of the student's permanent file, possibly affecting a recommendation from Washington College. The College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the school.

I. Student Grievance

The student has the right to lodge a complaint pertaining to decisions made concerning grades, probations, dismissals and other academic matters. The student should first meet with the Student Counselor to resolve the issue. If the issue is irresolvable between both parties, an appointment with the Staff Director can be made to further address and resolve the issue. To appeal to the President is acceptable if it can't be resolved. If the student cannot be satisfactorily answered, any complaints may be directed to:

2535 Capitol Oaks Drive, Suite400, Sacramento, CA 95833 or
P.O. Box 980818, West Sacramento, CA 95798-8018
Web site address: www.bppe.ca.gov
Telephone number: (888) 370 – 7589 or by fax (916) 263-1897
(916) 431 – 6959 or by fax (916) 263-1897

J. Student's Right to Cancel

A student has the right to cancel the Enrollment Agreement any time after signing it. All cancellations must be made in writing, signed by the student and confirmed by the school. Students can mail the cancellation to: **Washington College at 1455 Monterey Pass Rd. #208. Monterey Park, CA 91754** or hand in to the administrative office in person.

K. Re-entry into Class Procedure

Should a student receive a termination notice from the school the student may request in writing for permission to return to school. Students are required to meet certain criteria before they are allowed to return to school for lessons. One of the criteria is to pay \$ 100.00 processing fee.

In addition, students have to submit in writing describing what erroneous behavior or actions have been changed or to be changed to meet the school standard. Upon the review and approval of the administrative officer, students can return to school for lessons.

L. School Record Keeping Policy

Student records are confidential, and no one is allowed to view them without the consent of the student himself/herself, except requested by government agencies. Under California State Law, student records are required to retain for at least 5 years, and students' academic transcripts will be retained indefinitely. Our school will comply when the government agencies request to check and verify student records and transcripts.



M. Non-discrimination Policy

The school welcomes students around the world, regardless of gender, race, color, nationality and religion. The school will not discriminate against students, and under no circumstances, should any act of discrimination to be demonstrated within the school premises.

IX. Scoring Standard and Minimum Requirements

A. Scoring System

The scoring system employed by the school is based on the decimal system. Examination results are measured under this system. For example, written and practical tests results are of the percentage system will be converted to decimal grade point system, which is between 2.0 to 4.0. In the event if a student’s grade is below 2.0, the school will notify him/her to re-take the failed course once again, the grade recorded on file is “No Credit”.

Moreover, based on the ground of the decimal system, assessment grading will be illustrated in alphabets, A, B, C, D, and F, representing their assessment level. If a student's GPA is 4.0, representing he/she is 100% correct and got “A”.

Students must ensure that they have achieved a 90% and above accuracy indicating they can keep up with the course progress and attained the course standards in curriculum perspectives and practical skills.

Subjective assessments may take place at times, such as: attendance, conduct and behavior, class participation, the overall attitude and punctuality. Other factors involved in the grading process may not be subjective but are performance-based, such as: mastery of techniques, the degree of completion, comprehension and execution.

Our score and grading system and the respective GPA is listed below:

Scores	Grade	GPA
98.75 to 100	A	4.0
97.50 to 98.74	A	3.9
96.25 to 97.49	A	3.8
95.00 to 96.24	A	3.7
93.75 to 94.99	A	3.6
92.50 to 93.74	A	3.5
91.25 to 92.49	A	3.4
90.00 to 91.24	B+	3.3
88.75 to 89.99	B+	3.2
87.50 to 88.74	B+	3.1
86.25 to 87.49	B	3.0
85.00 to 86.24	B	2.9
83.75 to 84.99	B	2.8
82.50 to 83.74	B	2.7
81.25 to 82.49	B	2.6
80.00 to 81.24	B	2.5
78.75 to 79.99	C+	2.4
77.50 to 78.74	C+	2.3
76.25 to 77.49	C	2.2
75.00 to 76.24	C	2.1
73.75 to 74.99	C	2.0



NOTE: The passing GPA is 2.0.

Students who achieve scores below 2.0 will earn “NO CREDIT”.

“NO CREDIT” list:

Scores	Grade	GPA
72.50 to 73.74	D+	1.9 NC
71.25 to 72.49	D+	1.8 NC
70.00 to 71.24	D+	1.7 NC
68.75 to 69.99	D	1.6 NC
67.50 to 68.74	D	1.5 NC
66.25 to 67.49	D	1.4 NC
65.00 to 66.24	D	1.3 NC
63.75 to 64.99	D	1.2 NC
62.50 to 63.74	D-	1.1 NC
61.25 to 62.49	D-	1.0 NC
60.00 to 61.24	F	0.9 NC

B. Minimum Score Standard

1. Minimum Standard Requirements

To acquire a certificate when graduates, a student must fulfill the following requirements:

- a. 100% attendance
- b. The average score is at least 73.75 or above (or GPA is at least 2.0 or above)

2. Progress Report and Requirement

A paper progress report will be issued to every student each semester. After completion of 25% of the course, it is requisite that the student needs to have a GPA of 1.7 or more. Upon 50% completion, a GPA of 1.85 or more should be achieved. When the course ends, the student is required to have a GPA of 2.0 or more.

Students must complete their programs within the stipulated time to avoid spending additional time and tutorial fees. Students must be aware that they need to finish 50% of the class halfway through the course; otherwise, it would be difficult to complete their studies on time.

Students are expected to become proficient to comprehend and capable to master those practical skills.

Each student is scheduled for private evaluation sessions with the instructors to assess his/her operating practices and applications of techniques, and also on theoretical knowledge during on classes.

In addition, each student will have individual counseling and personal development session. Student achievement is a comprehensive assessment based on attendance, class participation, demonstrating techniques, assignments completion and examination results.



Those students who are below standards are subject to probation or dismissal. Any such student in this circumstance would be evaluated and reviewed by the instructor and director prior to such measures being enacted. Failure to keep up with assignments will result in probation or dismissal. Each case will be reviewed by the Director on an individual basis.

Scores will be released within three days after the examination and will be recorded on file by the teacher. Students will first receive unofficial transcripts recording their examination results, the school will then issue official transcripts stamped with the school chop. All graduate transcripts will be issued and distributed to students in paper form.

C. Achievements Assessment Standards

Assessment of student achievements will be based on two scopes:

1. Theoretical Course Assessment

The written test is conducted to test the students' understanding of curriculum perspectives. Wrong answers will be given no marks and only right answers get marks. Total marks gained represent the scores for the theoretical course assessment.

2. Practical Skill Assessment

The practical skill assessment will be under the supervision of 2 instructors jointly and marks will be given based on their performance. Other students will stay aside to witness while the assessment is in progress. Those students who watch will be asked to assess about the fairness of the marks given by the instructions.

3. Overall Achievement Scores

Based on the scores obtained from both the Theoretical and Practical assessment, the total marks on each subject will be calculated for the grade and GPA attained by each student.

D. Incomplete or No Credit

If a student has the capacity, he/she will have to complete the unattended course within 30 days. If due to unforeseen circumstances, a student cannot finish his/her course within the afore-mentioned 30 days, he/she can apply for an extension, the Principal will have the full discretion to consider if the extension could be granted.

If a student receives a grade point average (GPA) of less than 2.0 he/she must repeat the class and pass the exam in order to receive a Certification.



X. Other Related Information

A. Massage License Related Information

Students need to take the Massage and Bodywork Licensing Examination (MBLEx). It is offered by the Federation of State Massage Therapy Boards (FSMTB). This is a prerequisite for applying massage licenses of states. And there are different requirements in different states in America. For the same state, there are also different requirements in individual counties and cities which bring lots of troubles to students. Below is the brief description of license requirement in American states and Los Angeles County.

1. License Requirements for the Respective States in the U.S.

- a. 300 Hour: DE
- b. 500 Hour: AR, CO, CT, CA, FL, IL, IN, IA, ME, MD, MA, MI, MO, MT, LA, NV, NJ, NC, RI, SC, SD, OR, WV, WA, GA, TN, TX, VA, OK,
- c. 600 Hour: HI, KS, KY, PA, UT, WI
- d. 650 Hour: AL, MA, NM
- e. 700-750 Hour: NH, ND, AZ, MS, OH, IL
- f. 1000-1100 Hour: NE, NY

2. California License Requirements

The requirements for massage therapists are different depending on the State itself. In California, to become a licensed massage therapist, students need to complete at least 500 hours of training.

Lots of medical operations, such as chiropractic, osteopathy, physiotherapy, orthopedics, neurosurgery, etc., have recognized the importance of massage therapy and have gradually adopted massage for treatment purpose. For employment, students need to obtain the relevant licenses.

- a. The California Massage Therapist Council (CAMTC) issues one type of certificates for people who completed 500 hours of massage education:

- a) Certified Massage Practitioner (CMP)

The CAMTC stop to issue a Certified Massage Practitioner (CMP).

- b) Certified Massage Therapist (CMT)

The CAMTC requires the applicant to have 500 or more hours of massage education in order to be a Certified Massage Therapist (CMT).

- b. Application Requirements

To apply, a student is required to submit an application form, a copy of driver's license or ID card, 2 photos, application fee, fingerprint, and a transcript in a sealed envelope and send them to The California Massage Therapist Council (CAMTC) to complete the background check.

ATTENTION: Due to Washington College's application is still reviewing by CAMTC, none of the programs offered by our institution will meet the educational requirements for CAMTC.



B. Library

Currently, Washington College does not have a library. Students can borrow the massage therapy related textbooks, DVDs and videos after classroom hours. Also, there are 2 libraries nearby, within 10 minutes' driving distance. One is Monterey Park's Bruggemeyer Library (318 S Ramona Ave Monterey Park, CA), and the other one is East Los Angeles College's Helen Miller Bailey Library (1301 Avenida Cesar Chavez Avenue, Monterey Park, CA). They are of reasonable size and have a comprehensive collection of books available for borrowing. The Monterey Park Bruggemeyer library is open to all visitors to use their informational resources and requires visitors to obtain a library card in order to check out books. Business hours are Mon-Tue noon-9pm; Wed-Thu 10am-6pm; Fri-Sat 10am-1pm; Sun 1pm-5pm. The Helen Miller Bailey Library is open to all visitors but requires a student ID for East Los Angeles College to check out their books. Business hours are Mon-Thu 8am-9pm; Fri 8am-5pm; Sat-Sun closed.

C. Accommodation

Although Washington College does not provide dorms, there is plenty of accommodation available in the surrounding area within a parameter of 1 mile and the daily rental ranges from \$10 to \$60. Long term rental is also available at approximately \$300-\$500 per month which is good for those who have long-term study planning. Please note that our institution is not responsible for assisting students with finding housing.

D. Learning Guidance

The school administration provides learning guidance to recommend students to select relevant courses to meet the license requirement of different states, counties and cities where they choose to work in. It helps students to save time and money and brings them convenience in looking for employment and applying for license in the future.

E. Employment Guidance

First, we motivate students to look for job opportunities on the newspaper. Our college only provides assistance and job information, but not guarantees employment.

Second, we will build a net between the college and the graduates. The old graduates will recommend our new graduates first when their employers are hiring. In addition, our instructors are all experienced. They have many previous colleagues who can refer our graduates to work in different states.

Last, our college directs graduates to have their business. Starting a business is fairly difficult and students will face many challenges. Our college will help our graduates overcome difficulties and be successful.



F. Enrollment Statement

Our school has received approval from The Bureau of Postsecondary Education, so we are enrolling any student now. However, this does not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. We will advertise and set up our website and students can query the approval information via bureau's Internet Web Site: www.bppe.ca.gov. For more details, please contact Bureau for Private Postsecondary Education at:

**2535 Capitol Oaks Drive, Suite400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-8018,
Web site address: www.bppe.ca.gov,
Telephone: (888) 370 – 7589, (916) 431-6959.
Fax: (916) 263-1897, (916) 263-1898.**

G. Bankruptcy Statement

In accordance with the United States bankruptcy code, institutions must provide a statement specifying whether it has a pending petition in bankruptcy, is operating as a debtor, has petitioned within the past five years, or has had a petition in bankruptcy filed against it in the preceding five years resulting in reorganization. In this case, none of the aforementioned conditions apply to Washington College.

H. Catalog Revisions and Supplements

The Washington College catalog is revised annually. We reserve the right to make changes when necessary without prior notice. The Catalog is available at no charge and will be provided to each enrollee prior to enrollment. Further information on program class schedules may also be provided in the catalog supplement. All prospective students, enrollee and students can obtain a copy of the catalog from the administration office of Washington college. As a prospective student, you are encouraged to review this catalog and the School Performance Fact Sheet prior to signing an enrollment agreement.

Welcome to Washington College!