

Royal Thai Holistic Massage Institute

Course Catalog

Jan 1st. - Dec 31st. 2017



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Effective Dates of this Catalog

January 1st. To December 31st. 2018

Mission and Objectives

Royal Thai Holistic Massage Institute's mission is to provide students access to Massage Therapy programs with training that is both comprehensive and professional. Working with our students, we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. This approach, driven by a structured course curriculum and hands-on training, ensures that our students are well equipped to enter into a career in Massage Therapy industries. Part of our mission is to convey to students the importance of continuing education.

Approvals and Credentials

Royal Thai Holistic Massage Institute is a private institution and that is approved to operate by the Bureau for Private Postsecondary Education (BPPE). An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceed minimum state standards. The institution is not accredited by an accrediting agency recognized by the United States Department of Education.

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.

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

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95798-0818.

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site address: www.bppe.ca.gov.

Telephone and Fax#: (916) 431-6959 (888) 370-7589 Fax (916) 263-1897

School Location

All classes will be held at this location

685 North Point St.
San Francisco, California 94133
Admission Office Phone (415) 902-1442
Website: www.rthmi.com

Facilities and Equipment

Royal Thai Holistic Massage Institute is located on the ground floor of Fisherman's Wharf Marriott Hotel and includes four classrooms all housed in approximately 1,700 square feet of space. Classes are held within Royal Thai Spa, a fully functioning day spa providing clinical practice opportunities for students. Students get to experience how a real world massage establishment operates. Our facility is relaxing environment for students, staff, and clients. At Royal Thai Holistic Massage Institute our students enjoy small group rooms and low student to teacher ratio. At the start of the 500-hour program, students are given a packet with all the required books and accessories for class.

The school includes practicum rooms, student books and resource materials, front desk reception area and restrooms. In addition, students are welcome to spend their breaks at the spacious hotel lobby featuring cafe and a full kitchen.

Equipment used for instructions include massage tables, massage chairs, Thai massage mats, massage stools, all lotions and oils, computers and audio equipment, charts, whiteboards instructional skeleton models etc.

Placement Assistance

Royal Thai Holistic Massage Institute offers job placement services to our program graduates. After obtaining certification from CAMTC or local governing agency, graduates are welcome to work with a Student Services Representative to find available employment opportunities in the field of massage and bodywork.

Massage Technician Program

(300 Hours)

The Massage Technician program provides the student with a thorough introduction to the field of massage therapy bodywork through a combination of lecture and hands-on training. This program covers the fundamentals of massage therapy including anatomy, physiology, medical terminology, pathology, health & hygiene, business ethics and boundaries. Students are introduced to the basics of Swedish massage as well as a series of other massage techniques. In addition, the student will complete practical hands-on lab hours which will allow the student to enhance the effectiveness of these techniques. This program will prepare the student for most individual city licensing requirements in California and enable them to apply as a Certified Massage Practitioner with the California Massage Therapy Council (200 additional hours needed).

Program Schedule

The 300-Hour Massage Technician Program is available in full time or part time schedule options providing students a convenient choice when selecting a schedule that best suits their lifestyle. The schedule is offered continuously throughout a calendar year and all start dates are released and made available through our website and as an insert in our school catalog. Upcoming start dates and schedules can also be obtained by contacting the school and speaking with Students Admissions.

Course Type	Days	Hours	Total weekly	Length
Full Time	Mon-Fri	9:00am - 5:00pm	40 hours	2 months
Part time	Mon-Fri	6:00pm - 10:00pm	20 hours	4 months

Program Overview

Anatomy & Physiology	64 Hours
Contraindications	13 Hours
Health & Hygiene	5 Hours
Business & Ethics	18 Hours
TOTAL	100 Hours
Swedish Massage/ Deep Tissue Massage/ Thai Massage/ Pregnancy	84 Hours
Career Experience	4 Hours
Elective Classes (Workshop)	56 Hours
Clinical Studies	56 Hours
TOTAL	300 Hours

Registration and Tuition

Program Charges Massage Technician 300 hours Program	
Tuition.....	\$3,000.00
STRF fees (included in tuition, non-refundable).....	\$1.00
Registration Fee (included in tuition, non-refundable).....	\$250.00
Study Kit	
Lab Supplies (Taxes are not included):.....	\$80.00
Textbooks (Taxes are not included):.....	\$200.00
Uniform (Taxes are not included) :.....	\$25.00
Subtotal:	\$3,556.00
Sales Tax (8.75%).....	\$26.68
Total Charges:	\$3,582.68

Massage Therapist Program

(500 hours)

The RTHMI Massage Therapy program is a 500-hour program that prepares students to become Massage Therapists. The 500-hour Massage Therapist program will educate the student with hands-on manipulative skill training, theory and best practices of professional massage therapy, safety & hygiene considerations, business ethics and business development planning and strategies, and developing the proper professional work habits and demeanor necessary to achieve competency in this profession. It will also prepare students to obtain required certification and licensing and gain employment in the field of massage therapy or other related career fields.

This course of study is primarily based on the principles of Swedish and Thai Massage technique and offers further advanced training elective opportunities such as Deep Tissue Therapy, Reflexology, Aromatherapy, Hot Stone Therapy, and Chair Massage. During the clinical phase of the program students will refine their hands-on skills, advance their knowledge and techniques to the next level, and build the confidence necessary for them to succeed in their new careers. Students will also learn business and professional development skills such as client consultation, business tracking systems, and marketing strategies.

The minimum requirement for state certification by the California Massage Therapy Council (CAMTC) as a Massage Therapist in the State of California is 500 hours and passage of the Massage and Bodywork Licensing Exam (MBLEx).

Program Schedule

The 500-Hour Massage Therapist Program is available in full time or part time schedule options providing students a convenient choice when selecting a schedule that best suits their lifestyle. The schedule is offered continuously throughout a calendar year and all start dates are released and made available through our website and as an insert in our school catalog. Upcoming start dates and schedules can also be obtained by contacting the school and speaking with Students Admissions.

Course Type	Days	Hours	Total weekly	Length
Full Time	Mon-Fri	9:00am - 5:00pm	40 hours	4 months

Course Type	Days	Hours	Total weekly	Length
Part time	Mon-Fri	6:00pm - 10:00pm	20 hours	8 months

Program Overview

Anatomy & Physiology	64 Hours
Contraindications	13 Hours
Health & Hygiene	5 Hours
Business & Ethics	18 Hours
TOTAL	100 Hours
Swedish Massage/ Deep Tissue Massage/ Thai Massage/ Pregnancy	84 Hours
Career Experience	4 Hours
Elective Classes (Workshop)	168 Hours
Clinical Studies	144 Hours
TOTAL	500 Hours

Anatomy, Physiology, Pathology, Kinesiology & Contraindications

In order for massage and bodywork to have the intended therapeutic benefits, the practitioner must have a thorough understanding of the structure and function of the human body. In this subject concentration, students will become familiar with the human body, beginning at the most superficial level and continuing into all body systems. Emphasis is placed on the integumentary (skin), skeletal, muscular, and nervous systems as these are the areas the student will address most directly. Students will also explore the relationship between muscles and human movement (kinesiology), and expertly learn the origin, insertion and action of individual muscles and muscle groups. A considerable amount of class time will be given to developing palpation skills and hands-on training activities that will further help to strengthen knowledge of muscle movement and locations. Additional subject concentration will focus on pathology and the study of diseases and the structural and functional changes produced by them. Students will learn the ethical and legal responsibility for recognizing a client's deviation from

normal health and will develop the skill required to know if massage is indicated or contraindicated.

Business & Ethics

This subject area will concentrate on the ins and outs and in-betweens of building a successful, ethical private practice and the skills and knowledge required to land a rewarding job as an employed massage therapist. The student will learn about and will examine the importance of clear, accurate and effective methods of communication with clients and other health care professionals. Students will also learn how to apply appropriate business and professional ethics to their massage practice. Class time will be devoted to practice building and practice management focusing on the areas of marketing, client retention, time management, resume writing and honing interviewing skills.

As all professional massage therapists are bound by a code of ethics, students must become proficient in the professional and ethical boundaries to be able to provide safe care for clientele. This subject concentration will also explore the relationship between the client and practitioner and will give the student the communication skills and knowledge base needed in order to best integrate ethical standards into business practices.

Clinical Practice

Students begin to practice in the Royal Thai Holistic Massage Institute Student Clinic only after completing all the class requirements of Module 1. Additional clinic participation occurs as the student progresses through the remaining Modules 2, 3 and 4. The RTHMI Student Clinic is open to the public and provides therapeutic massage sessions to the community at a very low cost. Students will learn how to read an intake form and generate a health assessment, as well as greet and interact with clientele on a professional level. The exposure in the clinic prepares the student to work confidently with the public. The student is supervised at all times by the on-site clinic manager. At the end of each clinic day, supervised feedback sessions take place, providing an opportunity for students to gain valuable insight from sharing session experiences.

80 hours of participation in the Student Clinic is a requirement to graduate from the Massage Therapist Program.

Registration and Tuition

500 Hours Program Charges	
Tuition:	\$4,500.00
Registration Fee (non- refundable):.....	\$250.00
STRF Fee Non-Refundable):.....	\$2.00
Study Kit	
Lab Supplies (Taxes are not included):.....	\$80.00
Textbooks (Taxes are not included):.....	\$200.00
Uniform (Taxes are not included) :.....	\$25.00
Subtotal:	\$5,057.00
Sales Tax (8.75%).....	\$26.68
Total Charges:	\$5,083.68

Graduation Requirements

The 500-Hour Massage Therapist Program is an hours-based certificate program comprised of 425 classroom hours and 75 hours in the student clinic.

- Complete 425 hours of in-class instruction and hands-on practice.
- Complete 75 clock hours in the RTHMI Student Clinic.
- Attendance: You are expected to attend all classes.
- Score a minimum of 70% correct or on all written exams.
- Passing score on all practical (hands-on) examinations.
- Complete Anatomy Coloring Book assignments as listed in the anatomy section of the program manual.
 - Complete and document a minimum of 10 practicum (practice) massages outside of class (Modules 1 & 2).
 - Complete all reading assignments before class. Reading assignments are listed by class in the program manual.
 - Kinesiology Project & Oral Presentation: A hands-on, written, and oral assignment allowing you to explore anatomy on a more intimate plane and gain confidence speaking in anatomical terms. Presentations will be given in class to your fellow classmates.
 - Professional Visibility Project Assignments: Hands-on, written, and oral assignments allowing you to explore

and develop professional skills relating to marketing, communication, practice management, and client relations. Presentations will be given in class to your fellow classmates.

- Case Study: At the beginning of Module 3, students will find an appropriate client and conduct five sessions utilizing the appropriate learned techniques, chart progress, and present findings/summary to the class.
- Make-up Assignments: Completion of all make-up assignments if applicable

Legal Disclosures

Admission Requirements

- Students must be 18 years of age or older.
- Must be a high school graduate or hold a GED certificate.
- Students must meet physical requirement for the program in which you wish to enroll.
- Students will be receiving a school catalog and review it with an admission officer.
- Students receive a copy of School Performance Fact Sheet for the program in which you would like to enroll in. Students will be required to sign the Fact Sheet after reviewing it, and prior to enrollment in the school.
- Students will be required to sign the follow up agreement. This is an agreement in which you agree to report back to the institute your employment status after graduating from the institute.
- Students will need to sign an enrollment agreement.

Ability to benefit student

No Ability to Benefit Students will be admitted. High school graduation or its equivalent is required.

Transferability of Credit

Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution:

The transferability of credits you earn at Royal Thai Holistic Massage Institute is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you

earn in the Massage Therapy Program is also at the complete discretion of the institution to which you may seek to transfer. If the Massage Therapy Programs 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 Royal Thai Holistic Massage Institute to determine if your Massage Therapy Diploma Programs are transferable.

No transfer of credit is available. This institution does not grant service for any prior experiential learning, including assessment policies and procedures, or provisions for appeal.

English as a Second Language Instruction

This institution does not provide ESL instruction. All instruction is provided in english.

Student's Right to Cancel

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

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A 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. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

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

Refund Policy

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

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

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

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

Any questions a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. www.bppe.ca.gov (phone): (916) 431-6959 (fax): (916) 263-1897.

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

Additionally, 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.

Student Grievance Procedures

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps:

1. An effort to define the problem,
2. An effort to identify acceptable options for resolution, and

3. An attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve the following steps:
 - a) The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred.
 - b) The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution.
 - c) The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified.
 - d) A timeline for resolution will be delivered to the principles by the Chief Academic Officer.
 - e) Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance.
 - f) The party responsible for implementing the selected method of resolution will notify the principles of the decision reached. In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA or 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.

Student Conduct

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

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to others.
- Disobedient or disrespectful behavior to other students, an administrator, or instructor.
- Stealing or damaging the property of others.

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

Attendance Policy – All Programs

Student must complete their programs within 1.50 times the scheduled program length. For completion of coursework students are awarded credit units. A clock hour is one class period of approximately 60 minutes of length. The student is required to make quantitative progress toward program completion which is 70% or better. Incomplete grades are not given, the student must repeat any classes in which they earn less than a 70% average.

Leaves of Absence

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

Hygiene and Dress Code

Students are expected to maintain high standards of personal hygiene and cleanliness, both in the classroom and when working with clients. Students are required to wear the following to all classes, field trips, and clinic appointments: the RTHMI T- Shirt which was provided, tucked into pants, shorts, or skirt (no logos or writing permitted on shirt except RTHMI-approved logos), black pants (shorts and skirts are permitted, however the length must be to at least mid thigh). Clothing must be clean and in good repair. The student's nails must be clean and trimmed short, and all hair that is shoulder length or longer must be pulled back off the shoulders. No perfume or cologne is permitted while at school. Students not adhering to the RTHMI dress code will be dismissed from class for the day and will be required to make-up missed hours.

Draping

Royal Thai Holistic Massage Institute maintains strict standards of draping and modesty. No exposure of a person's private areas will be permitted. For women all breast area is required to be covered at all times. Students are taught to drape with care, intention, and regard for modesty and comfort and to always respect the rights of the person they are treating, be it a classmate or a client.

Privacy Act

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

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept indefinitely. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter.

Academic Probation

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student.

Policies and Procedures Regarding Financial Aid

The school does not participate in either State or Federal financial aid programs. If the student obtains a loan to pay for the education program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. 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 funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1) The federal or state government or a loan guaranteed agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Special Notice of Financial Status

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Placement Services

Career advisement and placement assistance is provided by the school. However, the school cannot make any guarantees regarding the availability of future employment.

Requirements for Completion

To complete this program a student must attend a minimum of 70% of the scheduled hours of instruction, achieve an average score of 70% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the application of therapeutic massage techniques

Student Tuition Recovery Fund (STRF) Disclosures.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, 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 the 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 students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to the third party for license fee or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act"

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

Licensing

Please be aware that currently there is no state license for massage therapist in California. However, you may apply for California Massage Therapy Council for certification of Massage Therapist (500 hours). In addition you must follow local city business requirements. Each city may have different massage ordinance and it is at your discretion to determine the requirements in the city or county that you are interested in working in. Our staff will help you determine which program may be best for you.

Nondiscrimination Policy

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

Sexual Harassment Policy

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

Academic Freedom

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

School Library

The institution takes pride in its great selection of Massage Therapy related books and videos. The library corner is located inside the institute facility. Each of these items enriches the students' learning experience and helps them expand their knowledge about the profession.

Student Housing

The institution does not have dormitory facilities under its control, and does not assume responsibility for finding housing for students.

A wide variety of housing rental options are available in the area. One bedroom apartments can be found starting at around 1,200 per month.

Student Services

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

Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, B, C, F system. The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0. In calculating a student's grade point average, the following policy applies:

ACADEMIC GRADING	POINT GRADING:
100% - 95% = A – EXCELLENT	4 PTS = EXCELLENT
94% - 85% = B – GOOD	3 PTS = GOOD
84% - 75% = C – AVERAGE	2 PTS = FAIR
74% - 65% = D – UNSATISFACTORY	1 PTS = POOR
64% - BELOW – FAIL	0 PTS = FAIL

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

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

W - Withdraw: The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who

withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

