



# Somatherapy Institute

## Student Catalog

### 12/31/18 to 12/31/20

*Revised: 9/3/2019*

**Mailing & Physical Address for all classes:**  
70-225 Highway 111, Suites B & C Rancho Mirage CA 92270

Phone: 760-321-9214

Email: [somatherapyinstitute@gmail.com](mailto:somatherapyinstitute@gmail.com) Website: [www.somatherapy.com](http://www.somatherapy.com)

**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.**

**The catalog is available on our website, [www.somatherapy.com](http://www.somatherapy.com) Hardcopies of the catalog are available once the prospective student has paid his or her non-refundable deposit.**

**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:**

**Bureau for Private Postsecondary Education  
2535 Capital Oaks Drive Suite 400  
Sacramento, CA 95798-0818  
[www.bppe.ca.gov](http://www.bppe.ca.gov)**

**Toll Free 888-370-7589 or 916-431-6959 Fax: 916-263-1897**

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

**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 the school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org). phone: (916)669-5336 fax: (916) 669-5337.**

### **School Policy Regarding Catalog Updates**

This catalog will be updated annually pursuant to Section 94909 of the Business and Educational Code. The catalog may be updated more frequently as required to document curriculum changes. The catalog will also be updated in order to implement any changes required by laws governing the operation of Private Postsecondary Institutions in the state of California. Otherwise, it will be revised annually to reflect the new applicable calendar year.

### **Our Commitment**

- We are dedicated only to massage training and related disciplines.
- We are committed to remaining an approved school and maintaining a competitive price structure such that students may stay within their means as they acquire the necessary skills to build a successful career as a massage therapist.
- We are committed to hiring the finest instructors.
- We are committed to releasing our graduates into the world of massage feeling capable and confident.

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# Mission Statement

Somatherapy Institute's mission is to meet the needs of students, employers and the wellness industry by offering quality educational programs for the development of wellness and massage therapy careers which offer solid growth potential.

Somatherapy Institute's primary objectives are to offer high-quality educational programs which provide students with the body of knowledge and practical skills necessary to develop the intellectual, analytical, and critical abilities for the purpose of but not limited to: receiving the California State Certification for Massage Therapist, to performing massage/bodywork in a professional manner, and for developing a career in massage therapy and the wellness industry. Somatherapy Institute's faculty and its curriculum are designed to enable students to form an intellectual insight and appreciation for the profession of massage and bodywork and develop an ethical framework for safeguarding the clients and communities it serves.

# Disclosures

Somatherapy Institute is a privately owned vocational school, and is not a part of the public school system. Somatherapy Institute is approved to operate in the State of California by the **Bureau of Private Postsecondary Education, BPPE** based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, set forth in the CECand 5, CCR, which became effective January 1, 2010.

**Somatherapy Institute is an Approved School by the California Massage Therapy Council (CAMTC) Approval number #SCH0037**

Somatherapy Institute is a member of the **AMTA American Massage Therapy Association in Oak Brook, Illinois. Somatherapy is also a school member of the American Massage and Bodywork Association in Boulder Co.**

Somatherapy Institute is an Approved School of the **NCBTMB National Certification Board of Therapeutic Massage and Bodywork. School Code is # 780643.**

Somatherapy Institute is not accredited and does not offer degree programs. Students enrolled in an unaccredited institution are not eligible for federal financial aid.

**Somatherapy Institute does not participate in any Federal or State financial aid programs. Should a student pursue an educational loan on their own behalf, they will be responsible for all repayment of loan fees and including interest charges.**

Somatherapy Institute does not discriminate on the basis of race, gender, religion, national origin, age, or sexual orientation.

Somatherapy Institute does not have any pending petition in bankruptcy, is not operating as a debtor in possession and had not filed a petition within the preceding five years, nor has it 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.

**Attendance and /or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in the California Business and Professions Code sections 4600 et. Seq,**

A student or any member of the public with questions that have not been satisfactorily answered by the school or would like to file a complaint about the school may contact the: California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento CA 95814. [www.camtc.org](http://www.camtc.org). (916) 669 5336 or (916) 669 5337.

## Expectations

**What can our students can expect of the faculty and staff of Somatherapy Institute:**

- Competent and experienced faculty and staff
- Diverse program
- Preparation for a professional practice
- Fair and consistent testing and grading
- Confidentiality regarding personal information
- Prompt attention to student needs and requests
- A supportive environment in which to grow
- Respect for each individual's boundaries

**What Somatherapy Institute faculty and staff expect of our students:**

- Take responsibility for their education
- Be responsive to constructive criticism
- Uphold high standards of integrity
- Behave in a professional way at all times
- Be open to a variety of teaching styles and modalities
- Be respectful of staff and other students
- Practice high standards of personal hygiene

## Facilities

Our campus is located at and all instruction takes place at:

70-225 Highway 111 Suite B&C  
Rancho Mirage, California 92270.

The Somatherapy Institute facility is approximately 2300 square feet and includes a classroom, administrative offices and a student clinic. The facility utilizes classroom stools and chairs, professional massage tables, charts, models, overhead projectors and other necessary equipment. This institution, the facilities it occupies and the equipment it utilizes comply with any and all state and local ordinances and regulations regarding fire safety, building safety, and health.

Somatherapy does not have a library. The nearest public library is approximately one mile from the main office in Rancho Mirage. Students are required to purchase a textbook for several of the classes in the program, such that by the time the program is finished, each student will have basic reference library.

**Distance Learning Classes - There are no Distance Learning classes offered at this time.**

## Student Housing

Student housing is not available on campus. **Somatherapy does not assist students in finding housing.** There are multiple housing units available in the nearby communities of Rancho Mirage and

Cathedral City and students will need to make their own housing and boarding arrangements. According to Rentals.com the average rental rate in Rancho Mirage is \$2,100 per month and in nearby Cathedral City approximately \$1,100 per month.

## Educational Programs & Fee Schedule

Massage Therapist Program: 545 Hours/45 Weeks/8-10 Months

Job Classification by Bureau of Labor Statistics Titles: Massage Therapist (31-9011.00)

**Sample of reported job titles:** Bodywork Therapist, Certified Massage Therapist (CMT), Clinical Massage Therapist, Integrated Deep Tissue Massage Therapist, Licensed Massage Practitioner (LMP), Licensed Massage Therapist, Massage Therapist, Medical Massage Therapist, Registered Massage Therapist, Therapeutic Massage Technician

The required program trains students for entry-level employment in the field of massage. The student will learn to give professional-quality Swedish massage, aromatherapy, anatomy and physiology, pathology clinical and therapeutic techniques. In addition, the student will learn detailed muscular anatomy and the elements of the business of massage, whether self-employed or working for others.

An important part of the curriculum is the discussion of ethics and boundaries in professional massage. The course work is designed to prepare the student for the national massage therapist written exam, the MBLEx and meet the CAMTC requirements.

Additional courses in the program teach massage professionals additional styles of massage such as Sports Massage I and Deep Tissue Massage II, Thai Massage, and Cranial Sacral. The hands-on classes focus on indications and contraindications of each massage modality, demonstration and practice of techniques, and the theory and applications of each style of massage.

**This complete program is designed to meet the requirements for certification from the California Massage Therapy Council\* (CAMTC) which include all of the following: a) a minimum of 500 massage education hours, including 100 hours in anatomy & physiology, contraindications, health & hygiene and business & ethics, b) A livescan fingerprinting, passport photo, CA Drivers License or CA Identification Card, the transcript from our school and the application (check money order or Credit Card payment) with a \$200 payment to the CAMTC are also required by the CAMTC to apply for the certification. Any student that has a criminal record of any kind may face additional time and scrutiny and potential denial of their application to the CAMTC. NOTE: the passing of the Massage and Bodyworks Licensing Examination (MBLEx) which is currently \$195 is Suspended by California law from 1/2019 – 1/2021. The MBLEx exam is/may be mandatory to apply in other states.**

**According to California Law CEC Section 94909 students who successfully complete the Certified Massage Therapist program will be eligible to sit for the MBLEx. Somatherapy Graduates' education is required to be verified by the Federation of State Massage Therapy Boards which is the administrative organization of the MBLEx.**

Also, this program has been designed to meet the requirements of most cities and employers, however licensing and hiring requirements do vary by city. The student is advised to research the licensing requirements in his or her city.

### Certified Massage Therapist – Course Requirements and Tuition Schedule

|   |            | Early<br>Registration | Late<br>Registration**<br>\$25 per Class |
|---|------------|-----------------------|--|
| <b>Certified Massage Therapist Core Program</b>   |            |                       |  |
| Swedish Massage*                                  | 135        | \$720.00              | \$745.00                                 |
| Student Clinic 75 hours                           |            |                       |  |
| Kinesiology*                                      | 48         | \$545.00              | \$570.00                                 |
| Anatomy & Physiology*                             | 40         | \$545.00              | \$570.00                                 |
| Pathology   | 40         | \$545.00              | \$570.00                                 |
| Therapeutic Massage Practice Settings             | 20         | \$385.00              | \$410.00                                 |
| Deep Tissue Massage I                             | 24         | \$385.00              | \$410.00                                 |
| Reflexology                                       | 20         | \$385.00              | \$410.00                                 |
| Business & Ethics*                                | 20         | \$385.00              | \$410.00                                 |
| Health and Hygiene*                               | 14         | \$345.00              | \$370.00                                 |
| Aromatherapy                                      | 16         | \$385.00              | \$410.00                                 |
| Stretching Flexibility & PNF                      | 40         | \$545.00              | \$570.00                                 |
| Deep Tissue II 32 hours - 4 hours Clinic          | 36         | \$445.00              | \$470.00                                 |
| Thai Massage                                      | 40         | \$545.00              | \$570.00                                 |
| Cranial Sacral                                    | 20         | \$385.00              | \$410.00                                 |
| Lomi Lomi   | 16         | \$345.00              | \$370.00                                 |
| Special Populations                               | 16         | \$345.00              | \$370.00                                 |
| <b>Total Tuition CMT Core Program</b>             | <b>545</b> | <b>\$7,235.00</b>     | <b>\$7,635.00</b>                        |
| <b>Books and Materials Fee</b>                    |            | <b>\$425.00</b>       | <b>\$425.00</b>                          |
| <b>STRF Fee - waived in 2019</b>                  |            | -                     |  |
| <b>Registration Fee</b>                           |            | <b>\$100.00</b>       | <b>\$100.00</b>                          |
| <b>Total CMT Program with Materials and Fees:</b> |            | <b>\$7,760.00</b>     | <b>\$8,160.00</b>                        |

\*Under open enrollment, students may begin their program with these classes. Total time to completion may vary depending upon starting course.

\*\* The Late registration fee is applied when the student has not paid in full 14 business days prior to the Course first class.

\*\*\*STRF Fee is \$0 per \$1000 of institutional charges

See full details in Student Tuition Recovery Fund. This fee is waived by the BPPE for 2019.

**Total program price and individual course prices are subject to change.** Students are required to bring to each class a 2 twin sheets, 2 pillowcases and 2 hand-towels at their own expense. Any other textbooks or materials necessary will be specified in the course description and may be in addition to the base course fee. **Students receive a \$300.00 discount when paying for the Massage Therapist Program in full by cash or check.**

## Advanced Coursework and Higher Voluntary Credential Programs

**National Massage Therapist Program: 750 Hours - An additional 250 Hours of training beyond the CMT program.**

**Students may choose a combination of courses from our advance track schedule to bring their total up to 250 hours or more. (See Below) Total tuition will vary depending upon the student's desired direction and coursework selected.**

Somatherapy Institute is an National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) Assigned Schools. Students may choose to apply for Board Certification with the NCBTMB once they have completed the recommended but not mandatory 750 hours of education and Pass the BCETMB exam. Please ask for the NCBTMB Brochure.

**Holistic Health Practitioner: 1000 hours - An additional 455 hours of training beyond the core CMT program.**

Students are encouraged to continue training in massage beyond the initial 545 hours as many states require as many as 750 to 1000 hours of training. Somatherapy Institute offers courses for advanced massage therapy training, specifically designed to meet these needs. Students who have completed training at other institutions may apply to Somatherapy for a portfolio review towards the HHP.

**Students may choose from the most common advanced courses below or other approved courses as they become available with our faculty experts.**

### Advanced Track Courses

#### National Massage Therapist (Prerequisite CMT Program)

|  |    | Early<br>Registration | Late<br>Registration |
|--|----|-----------------------|----------------------|
| Medical Concentration                            |    |                       |                      |
| Stretching Flexibility & PNF                     | 40 | \$545.00              | \$570.00             |
| Deep Tissue III                                  | 32 | \$450.00              | \$475.00             |
| Medical, Injury & Rehabilitation I Structural    | 32 | \$450.00              | \$475.00             |
| Medical, Injury & Rehabilitation II Inflammation | 32 | \$450.00              | \$475.00             |
| Myofascial Release                               | 32 | \$450.00              | \$475.00             |
| Assessments II (Advanced)                        | 20 | \$385.00              | \$410.00             |
| Lymph Drainage                                   | 24 | \$410.00              | \$435.00             |
| Acupressure                                      | 40 | \$545.00              | \$570.00             |
| Advanced Reflexology                             | 20 | \$410.00              | \$435.00             |
| Hot Stone Theory                                 | 16 | \$410.00              | \$435.00             |
| Polarity I                                       | 40 | \$545.00              | \$570.00             |
| Cranial Sacral II                                | 20 | \$410.00              | \$435.00             |
| Cupping*   | 16 | \$410.00              | \$435.00             |

**Those Students completing 1000 hours from any of the courses above are eligible to apply for the Somatherapy HHP Credential.**



# CAMTC Law Regarding Unfair Business Practices

Students and graduates are advised to note CAMTC's Law related to unfair business practices as related to massage:

(1) Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following:

- . (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- . (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

## Enrollment & Admission Requirements

Entrance in any of our training programs requires that a prospective student be at least 18 years of age. Students should have received a High School Diploma or GED, in good health, having no communicable disease, and be a United States resident. Each person is offered a campus interview. Each person is accepted if, in the school's opinion, that individual has the possibility of success in the chosen objective. Somatherapy Institute does not administer or use an ability-to-benefit exam to determine admission.

The practice of massage requires the ability to stand for an hour or more at a time, while working with your hands, arms, and back. If you have ever had any injuries to your legs, arms, or spine, consult your physician to assess your ability to perform massage.

There is currently a state certification for massage therapists in California. While many massage practitioners are licensed by the municipality where they work, most therapists are applying for state certification as well. The CAMTC was created to implement voluntary certification for the massage therapy profession. Those who have been certified by the CAMTC may practice throughout the state without need for additional local massage permits or licenses. Somatherapy Institutes encourages all students interested in enrolling and becoming massage therapists to consult the municipality where they plan to work to learn the business permit and massage permit requirements. This assists the student in planning the appropriate classes to meet the municipality's requirements.

### English Language Policy

Somatherapy Institute is an English language school. All instruction occurs in English. We do not teach, recruit or offer tutorials in any other language, nor do we supply translators. The student must have the skills to understand the spoken word and read the course material with comprehension. Each student is required to understand and read English. English language proficiency is determined during the admissions process and determined by the student's admissions interview. Students may also be required to submit the results of either the TOEFL Internet-based Test (TOEFL iBT) or the Test of Spoken English (TSE) for determining English proficiency.

### Exit Practical

Upon the completion of 545 hours of study, as the student prepares to apply for certification, the Director may require the student to perform an exit practical to determine competence. If the student fails the practical, they will be asked to perform more clinic hours before applying for State Certification.

### Enrollment Policy

Students may enroll on any school day before the beginning of each class though it is preferable that enrollment occur in advance. **The school currently does participate in or offer any sponsored programs, government or otherwise, to provide grants or to pay for tuition and fees.**

### How to Enroll

After reading this catalog and other material you have received from us, please contact the school to schedule an initial interview. Should you live out of the local area, the interview may be conducted by telephone. Prospective students are encouraged to visit the school facilities and to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing enrollment agreements. An enrollment agreement form may be obtained at our office or mailed by request.

Please bring with you copies of all your certificates and transcripts for any related training you have taken previously. Complete the enrollment procedure by submitting (before the first class) all forms, completed and signed, and a non-refundable enrollment fee of \$100.00. There is also a \$75.00 tuition deposit required for each class for which you wish to register.

### Prior Credit Evaluation & Experiential Learning Policy

Somatherapy Institute does not have any articulation or transfer of credit agreements with any other college or university. Somatherapy Institute does not award credit for prior experiential learning, challenge examinations or achievement tests. Somatherapy Institute will consider up to 125 hours of equivalent anatomy and physiology, health and hygiene and or business completed at a college or university or other education system, as described below pursuant to the California Massage Therapy Counsel Policies. Evaluation will be based upon official transcripts of prior study. Credit allowed will be based on similar course hours to the equivalent Somatherapy course and will be recorded in student records. Somatherapy Institute follows the policies of the CAMTC which are as follows:

*“Pursuant to Business and Professions Code section 4604, CAMTC can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification.*

*(1) CAMTC will consider up to 125 hours of equivalent anatomy and physiology, health and hygiene, and/or business completed at a college or university of the state higher education system, as defined in Section 100850 of the Education Code, as meeting the definition of a CAMTC approved school.*

*(2) CAMTC reserves the right, in its sole discretion, to not accept any or all transfer hours.”*

Per (1) above, Somatherapy Institute will only award credits awards up to the CAMTC Limit hours. Any disagreement over credit awards should follow the school’s grievance policy listed in this catalog. **The student will be charged an administrative fee of \$2.00 per hour of credit given.**

Per (2) Above, Somatherapy Institute cannot guarantee that credit hours will be approved by the CAMTC. Student will be responsible for all costs incurred for producing all original official transcript documentation from other institutions to evaluate transferability. Furthermore student will be responsible for all fees and official documentation as part of their CAMTC application.

## Other Fees

**Registration Fee:** A \$100.00 non-refundable registration fee must be paid with the application for enrollment in school programs.

**Tuition Deposit:** A tuition deposit of \$75.00 per class must be paid when the student registers for upcoming classes. This amount is refundable in certain circumstances and is applied toward the tuition. (See the refund policy, which follows.)

**Credit for Prior Learning Fee:** A fee of \$2.00 per hour is charged for each hour of credit granted.

**Somatherapy Institute does not participate in any Federal or State financial aid programs. Should a student pursue an educational loan on their own behalf, they will be responsible for all repayment including interest charges.**

**Somatherapy Installment Payment Plans:** All students are allowed to make installment payments, on a scheduled Monthly or bi-weekly plan when the student enrolls in the complete program. Payment plans are not available for individual courses. Students who do not keep their payments current will be subject to disciplinary action, and may not complete a course if the student's payment plan is not current. If the student is not current, student will not be allowed to continue with the class or to enroll in new classes until he or she is current with his/her payment schedule.

Somatherapy Institute offers the following installment plan fees.

As per the Installment Payment Plan, the student should be familiar with the following Truth in Lending terms:

**Annual Percentage Rate:** The APR refers the interest rate for an entire year (or "annualized"), as opposed to just the monthly rate; generally speaking, this is the cost of your credit expressed as a yearly rate.

**Finance Charge:** The finance charge is the sum of all charges payable by the debtor, including monthly fees and a percentage of the balance carried forward.

**Amount Financed:** is the amount of credit provided by the creditor for example; the amount financed for the \$5,000 loan is \$5,000.

**Total of payments:** this is the sum total of all payments you will have made by the time you have paid off your balance, including all fees and finance charges.

**The Annual Percentage Rate on the Somatherapy Payment Plan is 10%.**

**The total finance charge for the Somatherapy payment plan is the Payment Plan administrative fee plus the total interest incurred for the term of your installment plan. Usually 7-12 months.**

**Payment Plan Administration Fee:** \$250 (This fee is 50% is refundable upon receipt of the last payment when all payments are made on time according to original payment plan. As applicable, the refund will be applied to the student's last payment. )

**Interest on Payment Plan** is 10% Annual Percentage Rate – there is no pre-payment penalties for early payoff of installment plan.

**Late Fees:** A late fee of \$25.00 per month may be charged for payments received after the due date each month.

**Tuition for Repeat Courses:** Students who must retake a class due to a failing grade are responsible for the full cost of the class. Students who have successfully completed any class may retake the class at half price, if space allows.

**Retest or Make-up Work Fee:** A fee of \$35.00 per hour is charged to make up missed class work with the instructor. A fee of \$15.00 per hour is charged to make up or repeat a missed written examination or practical.

**Student Clinic Cancellation Fee:** A \$15 fee will be added to a student's account if he or she cancels or misses an appointment.

**Single Course Registration Fee: \$20 (includes certificate)**

**Transcript Fee:** A transcript is provided to each student at the completion of classes. Transcripts are mailed within three weeks of the end of each quarter. A fee of \$30.00 is charged for additional copies of transcripts.

**Certificate Fee:** Students wishing to receive a certificate for the completion of each course will pay a \$10 fee per course. (All courses completed are noted on the student's transcript and a diploma is provided at the end of the program such that course specific certificates are not required.)

**Should a student pursue an educational loan on their own behalf, or using the Somatherapy Installment Plan,** the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund **including interest charges less any applicable refund for course work not completed according to the cancellation withdrawal and refund policy below.**

**ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.**

## Student Cancellation, Withdrawal and Refund Policy

Student has the right to cancel the enrollment agreement and obtain a 100% of the amount paid for the program, less the \$100 registration fee, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The notice of cancellation must be made in writing, and the withdrawal may be effectuated by the student's written notice or the student's conduct including but not limited to the student's lack of attendance. Verbal notification will not be accepted.

Upon cancellation of any class or course, any payment the student made and any negotiable instrument signed by the student shall be returned within thirty days following the school's receipt of the cancellation notice.

Students have a right to withdraw from course or class at any time. For those students who have completed 60 percent or less of the period of attendance, they shall be entitled to a pro rata refund. Refund rights are also described in the enrollment agreement. If the student has lost his or her copy of the enrollment agreement, the office can give the student another copy.

Any equipment provided by the school must be returned within ten days of receipt of signed cancellation notice. If the student does not return the equipment within this ten-day period, the school may deduct the

full price of the equipment from any applicable refund amount. The school is required to refund any amount over the equipment price.

Notices of cancellation must be made in writing. Refunds are calculated based on the classroom hours that have elapsed up to the time the notice of cancellation is received by the school, whether or not the student attended the class. If the student does not give a written notice of cancellation and simply stops attending, the school will drop the student from the class after the third absence. A refund, if any, will be calculated based on the day the student is dropped from the class, and the school will refund the amount paid for the portion of the class remaining after the drop date, plus any applicable installment plan fees and prorated interest charges.

**To cancel the contract for school, mail, deliver or send a facsimile of a signed and dated written notice to:**

**Somatherapy Institute  
70-225 Highway 111 Suite B  
Rancho Mirage CA 92270**

## Refund Information

The student has a right to cancel the enrollment agreement in the educational program and obtain a 100% refund of amount paid through attendance at the first class session, or the seventh day after enrollment whichever is later.

For those students who have completed 60 percent or less of the period of attendance, they shall be entitled to a pro rata refund. Refund rights are described in the enrollment agreement. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition. The school must receive a written notice of cancellation. The date of receipt of the written notice will determine the date used to determine any pro rata refunds.

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial programs. The school will also refund money collected from a third party on the student's behalf. If payment has been made on the student's behalf by a third party, refunds will be made to the third party, not to the student. Refunds will be paid or credited within 45 days of receipt of student's cancellation or withdrawal.

If the school cancels or discontinues a course or education program, the school will make a full refund of all charges.

## 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.

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

**ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.**

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding STRF may be directed to the:

**Bureau for Private Postsecondary Education**  
2535 Capital Oaks Drive Suite 400, Sacramento CA 95798-0818  
Web Site address: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
or call: 888-370-7589 or by fax 916-263-1897  
916-431-6959 or by fax 916-263-1897

## Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at Somatherapy Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Somatherapy Institute's Educational Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Somatherapy Institute to determine if your certificate will transfer.

### Continuous Enrollment

"Continuous enrollment" shall be defined as enrollment in, and successful completion of, at least one class per quarter for three quarters of each calendar year at Somatherapy Institute or any other approved institution, after having initially enrolled at Somatherapy Institute. Continuous enrollment secures "catalog rights" for the student. Catalog rights are defined as guaranteeing students the specific course requirements of the year they first enrolled. Continuous enrollment applies to all students interested in earning any certificate offered at Somatherapy Institute.

## Description of Classes

### Massage Therapist Program

#### Swedish Massage

##### *Required*

Students learn to give a cohesive, one-hour Swedish massage, using the strokes of the Swedish repertoire. Students will also learn contraindications and indications, basic muscular anatomy, and introduction to business and ethics. The class consists of 60 hours of hands-on training plus 75 hours of mandatory clinic.

**Requirements for completion:** At the end of this class the student will give a final massage for a grade. To successfully complete this class, students must achieve a grade of 70% or better with the hands-on practical exam. Student must also have completed all hours for this course and fulfill his or her 75 hours internship in the Somatherapy student clinic.

**Student Clinic Requirement:** Students are required to fulfill a minimum 75 hours of clinic time in the Somatherapy Institute supervised student clinic. Clinic time must be fulfilled onsite in our supervised environment. Clock hours for Swedish Massage is granted after the student has fulfilled all clinic hours.

**Duration: 135 hours (clock hours)**

### **Kinesiology**

*Required*

Kinesiology is the science of human movement. It is a health profession that focuses on physical activity. The student learns to apply science-based medical principles to the analysis, preservation and enhancement of human movement in therapeutic massage technique. Basic understanding of the anatomy of the human body is taught. Students will learn to identify the origin, insertion and actions of 120 muscles studied, as well as how to locate them by palpation.

**Required Text:** Muscle Manual by Dr. Nikita A. Vizniak

**Requirements for completion:** Class quizzes and a palpation examination must be passed in addition to completion of all course hours. Pass/Fail.

**Duration: 48 hours (clock hours)**

### **Aromatherapy**

*Required*

**Prerequisite:** Swedish Massage or must take Swedish Massage concurrently.

Aromatherapy is a branch of herbalism that has been used by people for thousands of years to bring about personal and environmental changes. This class teaches a massage that flows with different techniques to bring the essential oils to the face and body. Student will learn basic principles of hydrotherapy and aromatherapy, indications and contraindications.

**Required materials for class:** Student must bring unscented massage oil, 2 sheets and breast drape.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 16 hours (clock hours)**

### **Deep Tissue Massage I**

*Required*

This course trains a therapist to administer more pressure for the client to provide a therapeutic massage. The class will assume a working knowledge of anatomy, and will provide a regimen for therapists to follow the basic techniques and body mechanics required to provide the client with an overall body massage that goes beyond a firm Swedish massage.

**Prerequisite:** Swedish Massage and Kinesiology

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 24 hours (clock hours)**

### **Lymph Drainage Massage**

*Elective*



Lymph drainage is a technical modality based on changes that take place in the vascular system of the body. Lymph drainage is an important modality recognized by many health practitioners. This course teaches detailed neck and face massage, indications and contraindications, physiology of the lymphatic system and health and safety issues. Students will learn lymph drainage massage techniques for the face, neck and body plus an introduction to the physiology of the lymphatic system.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 24 hours (clock hours)**

### **Therapeutic Massage and Practical Settings**

*Required*

This class is designed to teach students about the various practice settings and career paths available to massage therapists, from spa and wellness environments to medical and clinical practices. This course also covers the evolution of integrating massage into health and wellness, professional conduct and record keeping, ethics and conduct. Students will learn postural analysis and beginning assessment techniques and chair massage. Students will learn to incorporate these techniques and the knowledge from this course into their core massage practice.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 20 hours (clock hours)**

### **Special Populations Massage**

*Required*

This course covers the unique characteristics, indications, contraindications and understanding of special populations including the following key client groups: Geriatric, HIV-AIDS, Cancer or Pre-natal clients. Students will learn to adapt their massage techniques to the unique needs of their clients, and must have a good understanding of contraindications and safety.

**Required materials for class:** Student must bring 2 sheets, two bath towels for breast drape, and one pillow to class.

**Requirements for completion:** Final written exam is required and a 70% passing grade and attendance of all course hours. Pass/Fail.

**Duration: 16 hours (clock hours)**

### **Business & Ethics**

*Required*

This course teaches the strategies and tactics of planning and implementing a massage therapy practice and/or business. The ethics portion teaches the students the importance and professional code of behavior that protects the client and the therapist. A broad base of ethical principles is covered including the therapeutic relationship, marketing and general business conduct.

**Required texts:** Business Mastery by Cherie M. Sohnen-Moe.

**Requirements for completion:** Final written exam is required with a 70% passing grade and attendance of all course hours. Pass/Fail.

**Duration: 20 hours (clock hours)**

**Health & Hygiene***Required*

This course covers the most common ways disease is spread, proper precautions to be adhered to, including proper handling of massage equipment. Students will receive handouts and homework assignments.

**Requirements for completion:** Final written exam is required and a 70% passing grade and attendance of all course hours. Pass/Fail.

**Duration: 14 hours (clock hours)**

**Holistic Theory***Elective*

This course gives an in-depth analysis and history of Holistic approach to massage, including defining and analyzing client from a mind body spirit perspective and developing treatment plans according to client requirements from these holistic perspectives. Medical, Eastern, and Western modalities are taken into account when developing a holistic approach.

**Requirements for completion:** Final written exam is required and a 70% passing grade and attendance of all course hours. Pass/Fail.

**Duration: 40 hours (clock hours)**

**Sports Massage I***Elective*

Sports Massage I includes pre and post event, therapeutic trigger point therapy, stretches, theory, including increasing range of motion, enhancement of athletic performance, and prevention of injury. The focus will be on conditioning-maintenance massage and will be studied in a sequence of techniques. The techniques studied: Circulatory Strokes, Trigger Points, Deep Tissue, Muscle Energy Techniques, Transverse Friction, Cryotherapy, Stretches and Movement.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Prerequisite:** Kinesiology and Swedish Massage

**Duration: 40 hours (clock hours)**

**Anatomy & Physiology***Required*

Anatomy and Physiology provides the massage therapist with an overview of the human body as a whole, mechanisms of health and disease and terminology. Students will learn the organizational scheme of the body and how each system is important to a massage therapist's work. Students will learn analytical skills for the purpose of clinical reasoning and client communication in massage.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 40 hours (clock hours)**

**Pathology***Required*

This course works with the understanding of and indications for massage and bodywork methods. Students will learn to identify and understand contraindications for massage and bodywork methods. This course includes taking a basic health history. Course includes documenting client records appropriately and accurately and understanding general pathological processes and causes. Students will learn when and to whom to refer clients with pathology. Students will also learn to adjust their massage or bodywork methods according to pathology and finally how to work with medical and other healthcare professionals.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 40 hours (clock hours)**

**Deep Tissue Massage II***Required*

Techniques to release the connective tissue involved in hyper-contracted tissues plus appropriate stretches to help the muscles return to their resting length. Contraindications, how to work with acute and chronic conditions, postures associated with biomechanical dysfunctions, muscle memory and emotional release.

**Prerequisite:** Swedish Massage and Kinesiology

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 36 hours (clock hours)**

**Thai Massage I***Elective*

Thai Massage is one of the ancient healing arts of traditional Thai medicine. In this class, students will learn the complex sequence soft tissue pressing, stretching, twisting and joint manipulation on a massage table. This is a combination of yoga stretching, calmness and meditation, acupressure and reflexology. It stimulates the muscle, joints, bones, nerves, ligament and lymphatic system. Students will receive illustrated handouts.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 40 hours (clock hours)**

**Cranial Sacral Therapy I***Elective*

Dr. Randall Stone says, "The finer energies in the body constitute its breath of life, by which the soul functions in and through the body. Normally, the rhythmic flow of the breath controls all functions of the body, as the inner center of ceaseless attraction and expulsions."

The student will learn to place their hands on the patient in a way that allows them to tune into the cranial-sacral rhythm and gently work with the spine and the skull and its cranial sutures, diaphragms, and fascia. In this way, the restrictions of nerve passages are eased, the movement of cerebral spinal fluid through the spinal cord is optimized, and misaligned bones are said to be restored to their proper position. Cranial-sacral therapists use the therapy to treat mental stress, neck and back pain, migraines, TMJ Syndrome, and for chronic pain conditions such as fibromyalgia.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

**Duration: 20 hours (clock hours)**

### **Lomi Lomi**

*Elective*

Inspired by the Sacred Lomi Lomi, this treatment teaches the Lomi Lomi technique that encompasses a dance using forearms, palms and elbows in a very flowing, nurturing and honoring way. Multiple areas of the body are massaged at once causing the mind to relax. The technique has a therapeutic effect to the client.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 16 hours (clock hours)**

### **Reflexology**

*Required*

A natural healing art based on the principle that there are reflexes in the feet, hands and ears and referral areas within zones that correspond to every part, gland and organ of the body. The student will learn corresponding pressure points located in the feet, hands and ears. The student will be able to incorporate the techniques either as a separate modality or as an adjunct to most massage therapy treatments.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

**Duration: 20 hours (clock hours)**

### **Acupressure I**

*Elective*

On completion of this class, you will have a basic understanding and ability to apply acupressure therapy appropriately. You will gain insight into the philosophical and historical background of acupressure therapy, the effects and clinical applications of acupressure and contraindications and endangerment sites. You will learn general guidelines for giving acupressure including the therapeutic relationships and ethics, setting up the physical environment and elements of performance.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 40 hours (clock hours)**

### **Advanced Assessments**

*Elective*

This course reviews soft tissue conditions, postural assessments, muscle length testing, and assessment for specific conditions. This is an advanced course and will count toward our Medical Massage Therapist program. Extremely beneficial for practicing neuromuscular therapy

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 20 hours (clock hours)**

### **Cupping**

*Elective*

Cupping is an ancient practice that spans both eastern and western therapies. In this course will learn how to incorporate cupping into a massage including specific techniques for various pathologies. Students will experience hands on demonstration, and practice. Students should purchase a set of 16 cups in advance of this class and plan on bringing them to class.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 16 hours (clock hours)**

### **Hot Stone Therapy**

*Elective*

The course introduces the use of heat therapy with hot stones. The student will learn to perform a 60 or 90 minute Hot Stone Treatment with ease and confidence. The instructor addresses indications and contraindications of heat. This course covers the safe use of stones and adherence to all guidelines mandated by our massage therapy liability insurance through Associated Body Work and Massage Professionals. The course also teaches sanitation to prevent cross-contamination between clients.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 16 hours (clock hours)**

### **Cranial Sacral Therapy II**

*Elective*

Level II with Unwinding applies the crania-sacral techniques of soft touch, listening to the body, and slowness of movement to following freeform motions rather than the flexion and extension of the cranial-sacral rhythm. The body re-assumes the posture it was in during trauma, muscle memory is accessed, and the client is given the chance to relax into and let go of blockages.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

**Duration: 20 hours (clock hours)**

### **Deep Tissue III**

*Elective*

Students will learn detailed palpation skills of the muscles and bones, as will be able to assess different as tissue qualities as they relate to therapeutic massage techniques. Students will learn roughly 5 advanced Western Deep Tissue Massage Techniques and how/why to apply them to specific muscular structures for non-injury related massage. Techniques applied include: Active and Passive Myofascial

Release Techniques, Soft Tissue Mobilization Techniques , Structural Integration, Strip and Stretching Techniques, Pin and Stretching Techniques

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

**Duration: 32 hours (clock hours)**

### **Stretching, Flexibility & Proprioceptive Neuromuscular Facilitation (PNF)**

*Elective*

Stretching is an integral part of keeping the body healthy and mobile. This course teaches students to stretch a variety of active people. The principles and techniques of stretching, flexibility and Proprioceptive Neuromuscular Facilitation (PNF) will be taught. Deep Tissue II, Swedish Massage and Kinesiology

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

**Duration: 40 hours (clock hours)**

### **Advanced Stretching, Flexibility, & Proprioceptive Neuromuscular Facilitation (PNF)**

*Elective ( Pending BPPE Approval)*

This advanced course requires that students have mastered the basics of stretching and flexibility, and will now expand understanding of stretch, flexibility, and ROM by investigating GTO and Muscle Spindle function. Learn and practice the basic fundamentals of several PNF techniques: Tense/Relax, Reciprocal Inhibition, CRAC, Rhythmic Stabilization, Slow Reversals, and many more. Students will learn and practice the basic protocols and procedures of three PNF techniques: Tense/Relax, Reciprocal Inhibition, and CRAC so that students can become accustomed to the different and various body mechanics and movements each technique requires at various joints of the body.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

**Duration: 32 hours (clock hours)**

### **Medical Injury and Rehabilitation I – Structural**

*Elective*

Students will learn detailed palpation skills of the muscles and bones and be able to assess different tissue qualities as they relate to therapeutic massage techniques. Students will learn advanced deep tissue techniques and how to apply them to particular muscular structure conditions including upper and lower cross syndromes, Scoliosis, Thoracic Outlet Syndrome, Carpal Tunnel Syndrome, Piriformis Syndrome, and Plantar Fasciitis.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

**Duration: 32 hours (clock hours)**

### **Medical Injury and Rehabilitation II – Inflammation**

*Elective*

Students will learn detailed palpation skills of the muscles and bones, as will be able to assess different types of tissue dysfunction related to inflammation. Specific injuries related to inflammation and the healing process such as Tendinitis, will be covered including: Overuse injuries, hot and cold therapies, medical and lateral epicondylitis, runner's/jumper's knee ITB Syndrome, plantar fasciitis, Chronic Bronchitis, and scar tissue massage.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail

**Duration: 32 hours (clock hours)**

### **Polarity**

*Elective*

The student will learn the basic knowledge of Polarity and Reiki therapy, and its approach to touch in relation to the client and their energetic needs. This class teaches the full session of Sattvic Therapy that relaxes, calms and rejuvenates the nervous system, thus allowing the body/mind to enter deep states of natural healing. This class also serves as an introduction to the Polarity back treatment using ankle points to relax and energetically realign the lower back, releasing tension and pain along the spine.

Concept covered include basic intro to Polarity Therapy including 3 Principles, five-element theory, and energetic anatomy. The second segment includes hands on Sattvic Protocol, ankle points (back treatment.)

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 40 hours (clock hours)**

### **Extended Hold Myofascial Release**

*Elective*

Myofascial release is a form of soft tissue therapy. In this class you will be taught how to release the connective tissue that surrounds, invests, and protects all the visceral and somatic structures of the human body. In doing this the therapist will be able to relax contracted muscles, lengthen muscles, increase circulation and lymphatic drainage.

**Required text:** Myofascial Release by Duncan

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 32 hours (clock hours)**

### **Shiatsu I**

*Elective*

Students will gain a thorough understanding of the Shiatsu sequence as taught by Namikshi. Hara analysis, and treatment along the lines of the 14 meridians will be incorporated into the full treatment.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 40 hours (clock hours)**

### **Pre-Natal Massage**

*Elective*

All massage therapists, at one time or another, will need to give massage to a pregnant woman, and therefore must be able to adapt their massage techniques to the unique needs of their pregnant clients, and must have a good understanding of contraindications and safety.

**Required materials for class:** Student must bring 2 sheets, two bath towels for breast drape, and one pillow to class.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 6 hours (clock hours)**

### **Intermediate Lymph Drainage**

*Elective*

This course develops further skills of manual lymph drainage including dry brush and pressure technique, facial techniques and specials. The course discusses proper documentation and measurement of client volume before and after treatment.

**Requirements for completion:** Instructor evaluation of the techniques learned and completion of all course hours. Pass/Fail.

**Duration: 20 hours (clock hours)**

## **Faculty**

### **John Marasigan AOS BA LMT CMT BCTMB**

John Marasigan has been a massage therapist for over 15 years and has been teaching for 13. His specialty is Deep Tissue Sports and Medical Massage Therapy. After graduating with degree in Massage Therapy from the Swedish Institute in New York City, John became licensed to practice massage in the states of New York & California. He is also Nationally Certified and is an approved provider for continuing education through the NCBTMB. John has owned Sports Massage Clinic and school where he administered massage to athletes and sports active individuals, and taught licensed massage therapists. John is very excited to be a part of the Somatherapy Team.

**Courses:** Kinesiology, Swedish Massage, Sports Massage I, Deep Tissue Massage II, Deep Tissue III, Stretching Flexibility and PNF, Medical Injury and Rehabilitation I &II, Shiatsu, Therapeutic Massage and Practical Settings, Assessments 1&2.

### **Ron Garcia, CMT**

Ron has been a massage therapist since 2004. He has over 9 years experience and is currently working as a therapist at the local Coachella Valley resorts. He is very passionate with the eastern style of massage and as a result, he traveled to Asia (Chiang Mai, Thailand and Manila, Philippines) to study and



learn more about the different eastern modalities. He's planning to go to China also for continuing education.

**Courses:** Deep Tissue Massage I, Lymph Drainage Massage, Sports Massage I, Deep Tissue Massage II, Thai Massage I, Abhyanga Massage, Acupressure, Chair Massage, Lomi Lomi, Reflexology, Thai Massage II, Back, Neck, and Shoulder Massage, Warm Wood Massage

### **Diane Charron, CMT**

Diane is a graduate of Desert Resorts School of Somatherapy and has 15 years experience, and over 2000 hours of training in a variety of massage modalities. She graduated in 2008 with an Associate of Science Degree in Anatomy and Physiology also studying Sociology and Psychology. Diane is passionate about the energy modalities such as Polarity and Crania-sacral therapies.

**Courses:** Swedish Massage, Deep Tissue Massage I, Lymph Drainage Massage, Pre-Natal Massage, Business & Ethics, Health & Hygiene, Pathology, Polarity, Crania-sacral Therapy, Cranial Unwinding, Windows of the Sky, Advanced Polarity

### **Lori Torquati-Kepler, CMT**

Lori has been practicing bodywork since 2003. She is a CMT and graduated from Somatherapy Institute School of Massage in 2007. Lori is a certified Aromatherapist since 2002 having graduated from The Northwest College for Herbal and Aromatic Studies. She is also a Certified Reflexologist since 2006 having graduated from Seattle Reflexology and Massage Center. Lori is trained in Swedish, Deep Tissue, Sports, Pregnancy, Accupressure and Aromatherapy massage as well as Reflexology and Reiki, (energy work)

**Courses:** Swedish Massage, Aromatherapy, Reflexology and Advanced Reflexology

### **Karen Beasanski, CMT**

Karen Beasanski, CMT/LMT/Owner, Massage Rx in Rancho Mirage, is a graduate of Desert Resorts School of Somatherapy and took her first class in 2006 under the instruction of Ramona Moody French. Karen is a 28 year resident of the Coachella Valley and is passionate about massage therapy and carries her passion into her teaching of many of our classes. In her private practice she specializes in pain relief and range of motion issues and is a firm believer that massage can affect the body in a profound way.

**Courses:** Aromatherapy, Spa Services, Hot Stone Therapy, Lymph Drainage Massage, Pre-Natal Massage.

### **Aurora Mata, CMT**

Aurora Mata is our Clinic Manager instructor teacher. She has been a massage therapist for 11 years and worked at many of the best spas and resorts in our valley. Aurora specializes in spa and deep tissue work and enjoys helping students reach their full potential through deep techniques combined with careful body mechanics. Aurora enjoys tutoring young children and is an avid softball player.

**Courses:** Swedish Massage, Deep Tissue, Clinic Internship

### **Nicky Barker DC**

Nicky Barker DC is an avid teacher with extensive experience in teaching science for bodyworkers. She has worked in chiropractic and rehabilitation clinics implementing adjustments, ultrasonography, traction, PT exercises, neuromuscular therapies and patient education. Nicky has a passion for Anatomy and Physiology and creating a compelling learning environment for her students.

**Courses:** Anatomy & Physiology, Pathology, Kinesiology

### **Margaret Hines CMT**

Margaret Hines is the Managing Director and Instructor for Business and Ethics at Somatherapy. She received her massage therapy training at Somatherapy Institute. She also holds an MBA, from the University of Wisconsin Milwaukee and a BA from Washington University in St. Louis MO

**Courses:** Business & Ethics, Swedish

### **Jessica Needle ND**

Jessica Needle is a state-licensed naturopathic doctor. She has held Massage Therapy Licenses in Maryland and Virginia. She is a former NCBTMB Board Certified Therapist. Jessica taught massage therapy at the American Technical College in Springfield Virginia and at the Heritage Institute in Falls Church and Manassas Virginia. Prior to becoming an ND, Jessica practiced massage in both a medical/rehabilitation and spa settings. Jessica earned her undergraduate degree in psychology from Mills College in Oakland, California, and her doctorate in naturopathic medicine from Bastyr University in Kenmore, Washington.

**Courses:** Reflexology, Myofascial Release, Swedish Massage and Deep Tissue.

### **Kath Koeppen RA, CMT, BCTMB**

Kath Koeppen is a nationally registered aromatherapist and massage therapist, certified in California and licensed in Texas. She has been practicing and teaching clinical aromatherapy and multiple bodywork modalities for over 20 years. Kath teaches lymphatic drainage and was personally instructed by Bruno Chikly, MD. A recognized expert in aromatherapy, her writings have been published internationally in peer-reviewed journals. A lifelong student, Kath loves to impart her passion for learning to others.

**Courses:** Manual Lymph Drainage, Aromatherapy

### **Sallie Thurman CMT**

Sallie Thurman CMT - Sally has been a CMT since 2000 working in hotels, private practice, chiropractic offices and teaching massage. Sallie has a passion for the viscera and has been a teaching assistant to human dissection courses for more than 10 years. Sallie is an avid learner and has over 2000 hours of various massage modality training.

**Courses:** Pathology

### **Doug Blanc CMT**

Doug Blanc CMT – Doug has been a CMT since 2006 provided massage services to spas, hotels, retreat centers, and private clients. He specializes in therapeutic work and techniques

including acupressure, reflexology, Swedish, deep tissue, aromatherapy, shiatsu and stretching. Doug graduated from McKinnon Body Therapy Center in 2006 and teaching and practicing ever since. Doug was an instructor at McKinnon, National Holistic Institute and San Francisco School of Massage where he taught anatomy, physiology, kinesiology, swedish, acupressure, reflexology, cranial sacral, myofascial release, and shiatsu.

**Courses:** Reflexology, Myofascial Release, Acupressure, Kinesiology, Shiatsu, and Stretching Flexibility and PNF

### **Christopher Sovereign CMT**

Christopher Sovereign CMT has over 30 years experience as a professional massage therapist. Christopher brings a wealth of clinical and teaching experience to the staff of Somatherapy, having taught in 16 states since 1999 and at the 2012 AMTA national Convention. Since 1999, Christopher Sovereign has taught more than a thousand students in over 16 states, helping them be better massage therapists.

**Courses:** Myofascial Release, Kinesiology, Neuromuscular Therapy All Levels

## **Instructional Calendar**

### **Holidays**

Somatherapy Institute is closed New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving week and Christmas week, plus approximately one week at the end of each quarter.

### **Quarter Schedule & Open Enrollment**

Classes are offered on a quarterly basis, with new classes beginning in January, April, July, and September. The day and time of each class varies each quarter. Students are advised to consult a current schedule of classes, which may be obtained from the office. Students should consult the class schedule before scheduling vacations or travel.

Classes are offered Monday through Sunday, at various times from 8 AM to 10:00 PM. During the year we offer as many classes as possible both in the daytime and in the evening.

Morning classes     8 AM to noon, or, 9 AM to 1 PM  
Afternoon classes   1 PM to 5 PM, or, 1:30 PM to 5:30 PM, or, 2:00 PM to 6 PM  
Evening classes     5 PM to 10 PM, or, 6 PM to 10 PM

Note: Intensive classes are offered for one and two week periods throughout the year. Consult a current schedule of classes for the dates of this year's intensives.

Clinic hours are part of the Swedish course and can be performed 9am-12noon and 1pm-5pm Monday - Saturday unless there is a class conflict. The Student Clinic is open to the public. Clinic clients are ask to complete an intake form prior to their massage alerting the student and management regarding contraindications. The client is asked to complete a student evaluation after the massage. Management requires advanced appointments for the clinic. Management also reminds all clients that they are receiving a "student" massage for educational purposes and that the student is in the process of learning their trade and may be at various levels of understanding of Kinesiology and/or Deep Tissue or other modalities.

### **Class Cancellations**

Announcements are made in class if an instructor cancels a class. A cancelled class will be rescheduled on date and time agreed upon by the course instructor and the students.

### School Closure

On rare occasions severe weather conditions will dictate the closure of the school. In the case of a wind advisory or flash flood warning, please call the school before leaving home to be sure the school has not been closed. If the school is closed due to an emergency or severe weather conditions, a make-up day will be scheduled.

## Attendance Policy

### Absence

It is very important not to miss any class session. Absences shall be excused under the following circumstances: illness, birth, or death in the immediate family, and other valid reasons substantiated in writing and at the discretion of the Executive Director. All other absences shall be considered unexcused.

Excuses and unexcused absences must be made up within two weeks of the end of the class, or the student will be graded "incomplete" and will have to repeat the class. Tardiness is considered to be absence and must be made up. *Absences must be made up with equivalent clinic time as well as participation in similar coursework class time. Because of this dual make up policy, it is highly recommended that students DO NOT miss any class time.*

### Interruption for Unsatisfactory Attendance

Students who miss 25% of class hours will be dropped from that class. The student will, if appropriate, receive a refund calculated from the drop date.

### Make-Up Work

*Absences and make up work, must be completed to graduate. Absences must made up with equivalent clinic time as well as participation in similar coursework class time. Because of this dual make up policy, it is highly recommended that students DO NOT miss any class time.*

Make-up work will be required for all absences. Students will be required to drop a class and repay for the course if they have missed more than 25% of the total course. Make hours are added to a student's clinic internship plus the student's own time completing assignments and taking missed tests and exams on premises at the school. All work must be completed no later than two weeks from the last day of class. Note, hours of make-up work cannot be considered as hours of class attendance for the purpose of calculating grades. Students who do not complete all the requirements herein for make work will be giving a failing grade.

**Retest or Make-up Work Fee:** A fee of \$35.00 per hour is charged to make up missed class work with the instructor. A fee of \$15.00 per hour is charged to make up missed class work with an assigned teaching assistant. A fee of \$15.00 per hour is charged to make up or repeat a missed written examination or practical.

### Leave of Absence Policy

It is important not to miss any class session. While enrolled in school, students may be granted leave of

absences (LOA) no longer than 180 days in a 12-month period. All LOAs must be in writing and addressed to the Director. The request must identify a reason for the leave of absence and documentation from an appropriate person or agency supporting the reason should be provided. Any student who expects to miss more than 25% of a class will be encouraged to drop and re-enroll in the future.

## **Other Policies**

Bicycles are not allowed in the building at any time.

Pets are not allowed in the building at any time. This does not apply to working animals such as seeing-eye dogs.

### **Classroom Responsibility**

Students are responsible for cleaning the room after each class. Chairs must be stacked or returned to the chair rack, tables must be properly cleaned, all litter must be cleaned up, and wastebaskets emptied.

All drinks must have a secure lid. No eating is allowed in the classroom.

Copy Machine is ONLY for use by the Instructors and office personnel. Please ask office personnel where the nearest public copier is located.

### **Facility Usage**

Problems, such as broken or faulty equipment or fixtures, should be reported to the office immediately. Students may not use the Clinic for practice with prior approval by the Director. The school provides tables for classroom use only. Massage tables are NEVER loaned out to students or others.

### **Financial Responsibilities**

Students have the responsibility to pay for their training as agreed to in the enrollment agreement. While we offer a payment plan for the convenience of the student, we expect students to make payments in a timely manner and to complete payment for each class before the class is over. Somatherapy Institute accepts some forms of third party payment, such as rehabilitation programs. Nonetheless, the final responsibility for payment rests with the student. Students who do not make payments in a timely manner will be dropped from the classes in which they enrolled.

### **Jewelry**

We encourage students NOT to wear jewelry to class, especially valuable jewelry. If you do wear jewelry, please put it in a safe and secure place before starting the massage. Somatherapy Institute is not responsible for any lost or stolen items. A limited amount of lockable cubbies are available for students who are working their clinic internship each day. Students need to bring their own lock.

### **Lost and Found**

If you find anything, please turn it in to your instructor. If you have lost anything, please ask your instructor if it has been turned in.

### **Records Retention and Access**

In accordance with State Education Code Section 94900-94900.5 The school maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program at the school. The school also maintains, for each student granted a degree or certificate by that institution, permanent records of all of the following: (1) The degree or certificate granted and the date on which that degree or certificate was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses. Financial and academic records are maintained in the same file. Transcripts are permanently maintained.

Student records will also be retained at the school for at least five years. Students may access their records by applying to the Director who will make an appointment for the student to review or copy records during regular business hours. Records may not be removed from school premises. There is a small charge for copying records.

The school also maintains, on premise, for at least five years, complete and accurate records of the educational programs it has offered and the curriculum for each. The school maintains names and addresses of the members of the faculty and records of the educational qualifications of each member of the faculty.

### **Responsibility for personal belongings**

Any items of value, such as jewelry, computers, etc. should be left at home. Please don't bring more possessions with you to class than will fit under the massage table, to avoid clutter. Students need to supply their own sheets, pillowcases; Please put your name and phone number on all your books and equipment. We are not responsible for any lost or stolen items. The school has a limited amount of locker cubbies – Students should bring their own lock and not leave items overnight. The locker cubbies are especially useful when students are working the student clinic.

### **Student Injury**

Somatherapy Institute students are not covered by health or medical insurance or for any injury. Students involved in an injury while in class are required to complete an injury report form and submit it to the instructor within 24 hours of the incident. Forms are available in the office.

### **Telephones**

There are no public telephones at this location. **Cell phone use is prohibited during class.**

### **Progress Policy**

The school's grading system for each class is pass or fail as determined by the instructor.

Progress is evaluated by quizzes, tests, practical exams, class participation, oral reports and the instructor's assessment. When a student's progress is unsatisfactory, the instructor will notify the Director. All effort will be made to assist the student to improve. If, in the instructor's and the Director's opinion, the student is not likely to complete the course successfully, the student will be so notified.

## **Grading and Graduation Policies**

### **Progress Policy**

The school's grading system for each class is Pass/Fail. The grade average required for certifying completion of courses is a minimum average passing grade of 70 for each subject. Progress is evaluated by quizzes, tests, practical exams, class participation, oral reports and the instructor's assessment. When a student's progress is unsatisfactory, the instructor will notify the Director. All effort will be made to assist the student to improve. If, in the instructor's and the Director's opinion, the student is not likely to complete the course successfully, the student will be so notified.

### **Graduation**

Students are awarded a certificate upon the completion of the following:

- Satisfactory completion at a passing grade of 70% or greater of all required classes
- Completion of all required supervised practice
- Satisfactory completion of student clinic internship
- Payment in full for all classes
- Compliance with all policies and procedures

Upon completion of either Program, students will receive a certificate/diploma indicating the program title and hours of completion.

To obtain a passing grade, students who have completed all requirements should notify the office, using the transcript request form available from the school. No student will receive a passing grade until all requirements are met. *See policy on Make up Work.*

Certificates and transcripts will be mailed within ten business days after the office receives the request.

### **Conditions for Re-enrollment**

Re-enrollment will be approved only after evidence is shown to the Director's satisfaction that the conditions, which caused the interruption for unsatisfactory progress, have been rectified.

# Student Services

## **Bulletin Boards**

Bulletin boards are located in the facility and contain important information for staff, faculty, and students. Students may place notices on bulletin boards only with permission.

## **Childcare**

This institution does not provide childcare, nor are children allowed in the classrooms.

## **Counseling**

The Director and several instructors are available for professional counseling upon request. **Appointments for such must be made in advanced.**

## **English As A Second Language**

*Somatherapy Institute does not provide instruction in English as a second language.*

## **Placement Services**

Somatherapy Institute has no placement services. Local employers are allowed to post openings on bulletin boards located at the school.

# Student Rights and Complaint Procedures

The student has the right to make suggestions and dialogue directly with school personnel about their class work or program progress. This institution has a procedure for resolution of student grievances. A student has the right to lodge a complaint by communicating in writing to any teacher, administrator or other school personnel. The recipient of the complaint shall transmit it as soon as possible to the Director and shall attempt to resolve complaints related to that person's duties.

The Director will investigate complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint. The Director may reject the complaint or attempt to resolve or, compromise in any reasonable manner, including the payment of a refund. The Director will record a summary of the complaint, its disposition, and the reasons, place a copy of the summary in the student's file and make an appropriate entry in the log of student complaints.

The institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and the disposition. If the complaint or relief requested by the student is rejected, the Director will provide the reasons for the rejection.

The student may appeal the Director's decision in writing and resubmit a complaint to the Director. A board, which consists of, the Director, an instructor, and two students will convene as needed.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies.



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 Website [www.bppe.ca.gov](http://www.bppe.ca.gov)

# Standards of Conduct and Professional Ethics

## Teacher/Student Relationships/Boundaries

The relationship between faculty and student is that of teacher and learner and is essential to the success of the program. Healthy boundaries are crucial to creating a high-quality learning environment. Any actions that would compromise that relationship are forbidden. In particular, dating and sexual relationships between student and faculty, or student and administrative staff, are unethical and have negative consequences including favoritism, unfair treatment of students, breach of confidentiality, and violation of ethical boundaries. Other actions, including the giving of gifts to instructors or administrative staff, or excessive familiarity, although less consequential, may also compromise educational boundaries, and are to be discouraged.

## Confidentiality

Ethical and professional standards include confidentiality. Students are expected not to reveal personal information concerning faculty, staff, students, and clinic clients. When discussing clinic clients in appropriate settings, such as the classroom, care must be taken not to reveal a client's name or identity. Breaches of confidentiality are grounds for disciplinary action.

Faculty and staff members must keep confidential personal information regarding students, including grades, academic status, health history, financial status and any other information garnered from any source about students.

## Sexual Harassment

It is of utmost importance for the staff and faculty of Somatherapy Institute to provide a safe learning environment. We expect the highest level of professional behavior from our students, staff, and faculty. Any form of sexual harassment or other abusive behavior will not be tolerated. This includes any online and social media postings. Students are strictly advised to avoid posting anything that may be construed as unethical, insensitive or inappropriate. When in doubt do not post. **The following behaviors will be grounds for disciplinary action:**

Sexual activity on school premises

Sexual speech or advances in any classroom, therapy setting or in the use of social media or any online forum

Careless, unethical, or sexual touching of classmates, instructors, or clinic clients

Sexual relationships between students and instructors or students and staff.

Sexual speech or innuendo in any classroom or clinic setting or online through social media or other forum

### **Academic Integrity**

Academic integrity means not cheating on examinations or homework assignments, not taking credit for another's work, completing work on time and always working at one's fullest potential.

### **Peaceful Environment**

Maintaining a safe and peaceful environment is essential for learning and for growth. **Any of the following actions listed is grounds for disciplinary action:**

Possession of weapons on school premises

Behavior creating a safety hazard to other persons at school

Disrespectful behavior to another student, an administrator or faculty member, or any other stated or determined infraction of conduct

Any form of verbal, physical, or emotional abuse, harassment, intimidation or violence, or threats of violence toward any member of the school community.

### **Alcohol and Substance Abuse**

**The following activities are grounds for disciplinary action:**

Somatherapy Institute has a ZERO tolerance policy for use of alcohol, marijuana or any other controlled substance. The use, abuse, bartering, possession, exchange, selling, or distributing of alcohol or controlled substances (illegal drugs) on school premises or at school-related activities is strictly prohibited.

Students attending school, working in the clinic, engaging in practice sessions or other course requirements while under the influence of alcohol or illegal drugs will be asked to leave immediately and subject to disciplinary action.

Any member of the Somatherapy Institute community, including students, staff, and faculty, who is observed or reported to have violated this policy, will be immediately removed from the school premises and is subject to dismissal. The Director will notify the student or staff member of any disciplinary action that will be taken, including a warning, probation, or dismissal. Probation will depend upon participation in a drug/alcohol abuse or rehabilitation program. In addition, the school has the responsibility to notify the legal authorities of any violation of the law observed or reported on school premises.

### **Sale/Endorsement of Products or Services**

Students shall not sell, promote, or endorse the purchase of a specific product or professional service in the classroom or clinic. Flyers may be posted on the bulletin boards, subject to approval by the office, as long as any demonstrations and/or sales activities are conducted off school premises.

### **Professional Appearance: Hygiene Dress Code**

Students are expected to be professional in appearance and have good personal hygiene. While we do not require students to wear a uniform, we have certain minimum requirements for dress and hygiene.

**The following clothing and hygiene guidelines should be followed:**

Students should be covered with opaque clothing from the clavicle to three quarter's way down to the thigh. Shirts must have short sleeves – armpits always covered. Any and all students may wear scrubs to

class as an alternative to the school dress code. Students who are found to consistently violate the school's dress code may be asked and will be encouraged to wear scrubs to fulfill the school dress code. Students must wear shoes with non-skid soles and closed toe and heels. Flip-flops, slippers, and backless sandals are not allowed.

Students should take care to have clean, neatly groomed hair and short, clean fingernails. Students should avoid receiving tattoos or piercings for the duration of their training time.

Students should take care not to have any offensive odors, including body odor, bad breath, cigarette smoke, perfumes or after shave.

Students should be aware that others in the school might be allergic to perfumes and other scents. Students are encouraged not to wear jewelry to school.

### **Guidelines for Draping, Dressing and Undressing, Nudity**

Complete nudity is never permitted at any time in the presence of others, except that same sex students may share the same dressing room.

Students giving a massage are always fully clothed, including shoes.

Individual modesty is to be respected at all times.

Students must use proper draping techniques as demonstrated by their instructors.

Genital areas and the female breast are to be covered at all times.

The body should not be completely uncovered at any time in class or clinic. Generally, only the body area being massaged at the time is uncovered.

In the clinic, the student therapist should instruct the client to undress privately, while the student is out of the room, and to get on the table under the drape before the student therapist returns.

### **Students Receiving Compensation for Massage**

If a student chooses to perform massage or bodywork for compensation without the proper certification and/or permit, he or she should know that this action may result in arrest, a fine, inability of to obtain certification in the future, and other sanctions determined by local authorities. In addition, if a student working without certification becomes the object of a complaint regarding personal injury, inappropriate behavior or unethical practice, such a person is not covered by liability insurance.

### **CAMTC Law Regarding Unfair Business Practices**

Students and graduates are advised to note CAMTC's Law related to unfair business practices as related to massage:

(1) Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following:

- . (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- . (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to

the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

### **Probations and Disciplinary Procedures**

The Director coordinates disciplinary action. Grounds for disciplinary action:

Failure to maintain satisfactory academic progress  
Failure to keep payments current  
Failure to comply with Policies and Procedures outlined in Student Catalog  
Failure to maintain satisfactory academic progress

The student's instructor will notify the Director when a student is not in compliance with academic requirements. The Director and instructor will determine whether counseling, an academic warning, probation, suspension, or dismissal is warranted. If dismissal is not warranted, the Director and instructor will determine the conditions under which the student will come back into compliance with academic requirements. This may include re-taking failed courses, modifying the student's schedule, make-up work, special projects/assignments, or additional testing. The goal is not punitive, but to provide an opportunity for the student to successfully complete the program.

#### **Failure to keep payments current**

This school is held accountable to the State government for fiduciary responsibility. It is irresponsible and unfair to other students to allow a student to continue taking classes if that student fails to meet his/her financial obligations. The Director and student will discuss the factors that are affecting the student's ability to pay his/her financial obligation and if necessary create a new payment schedule. If the new payment schedule is not adhered to, the Director will initiate disciplinary procedures, up to and including dismissal.

#### **Failure to comply with Policies and Procedures outlined in Student Catalog**

A student, instructor, or staff member must submit complaints regarding a student's conduct in writing to the Director. The director will notify the student that a complaint has been made and will give the student a copy of the complaint along with the specific policies that are at issue and potential sanctions. The student may respond to the complaint by submitting a written response to the Director within 5 business days of receiving the complaint.

The Director will investigate the complaint thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint; and decide upon one of the following courses of action: dismiss the complaint, issue a warning to the student, or hold a disciplinary action hearing.

If the Director decides the complaint should be dismissed, The Director will write a letter to the person who made the complaint. If the Director determines that a warning should be issued, the Director will write a letter to the student that describes the warning and reminds the student that failure to heed the warning will be grounds for further action.

If the Director determines that a disciplinary action hearing should be held, the Director will convene a committee consisting of the director and two faculty members. The hearing shall be held within ten working days of receipt of the student's written response to the complaint. The Director may require that

the student discontinue attending classes until and during the hearing.

The hearing committee will review all written documents and schedule a hearing at which time the student may respond to the complaint. The committee shall determine whether the complainant's appearance at the hearing for questioning is required. The committee may also receive any other pertinent oral or written information at the hearing from other person within the school community. All information oral or written reviewed by the committee will be made available to the student for his/her response. The student may submit to the committee documents, information, and/or statements. This student is responsible for arranging the attendance of persons whom he/she wishes to attend as witnesses. The hearing committee may limit the number of persons attending the hearing.

**The hearing is not a courtroom proceeding and therefore the rules that govern such proceedings do not apply. The hearing committee shall exercise reasonable control over the inquiry and presentation at the hearing in order to achieve the legitimate purpose of the hearing and to prevent intimidation or harassment of any person, which is contrary to the purpose of the hearing. An advocate may accompany the student at the meeting.**

The committee may decide to dismiss the complaint, issue a warning to the student, place the student on probation, suspend or dismiss the student. The committee will notify the student of its decision within 10 working days of the hearing.

The Director will record a summary of the complaint, its disposition, and the reasons, place a copy of the summary in the student's file and make an appropriate entry in the student complaint log.

Probation means that a student may continue in the program for one academic quarter under specific probationary conditions, given to the student in writing by the Director.

Suspension means that a student must discontinue participation in the program for a specific period of time, indicated to the student in writing by the Director. Reinstatement may be requested in writing to the Director when the suspension period and all conditions of suspension have been met.

Dismissal means that a student must discontinue participation for a period of one calendar year from the date of dismissal.

Probation, suspension, or dismissal may be appealed as follows: Within 10 working days of the disciplinary action, the student must submit to the Director a written request for an appeal, describing the reasons for the appeal. Within 10 working days of receiving the appeal, the Director will convene an appeal committee consisting of two faculty members who have had no involvement in the original complaint or hearing. The appeal committee will review all related, written documentation, including the findings of the hearing committee, and will meet with the student to hear the student's concerns. An advocate may accompany the student and other parties may be requested to attend or send a written statement to the appeal committee. Within five working days of the appeal meeting, the committee will submit to the Director a written recommendation. The committee may recommend that the original decision for disciplinary action be upheld, that a different disciplinary action be taken, that no disciplinary action be taken, or require that there be a full rehearing by the same or a different committee.

### **Readmission after dismissal**

Following a minimum of one year from the date of dismissal, a student must submit a request for readmission in writing to the Director. The Director will notify the student in writing whether or not the application for readmission has been accepted.

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